

MEMORANDUM FOR RECORD

TO:

FROM: Matthew J. Lockwood
Program Director, SkillBridge Program, Talent Management, Human Resources and
Organizational Effectiveness

SUBJECT: Non-Binding University SkillBridge (SKB) Participation Agreement

SkillBridge Program Provider – Service Member Agreement:

By signature of this agreement, the Provider & Member agree:

1. The provider will issue a training plan designed to develop employment skills in the minimum amount of time necessary to provide a clear path to employment. The provider’s training plans are no more than 180 days, allowing your training and all final service obligations to be integrated within the 180-day timeframe. This will include learning objectives, training activities, mentors and performance standards;
2. The member may not receive compensation: wages, training stipends, or any other form of financial compensation for services performed while participating in the SKB program, unless it is standard practice within your organization. Furthermore, you agree to comply with restrictions on acceptance of bonuses, gifts and all ethical rules applicable to our members;
3. The member will not be required or permitted to train in buildings or surroundings under working conditions which are unsanitary, or hazardous to the participant's health or safety. The provider shall notify the SKB representative or military chain of command immediately if the member is injured during training;
4. The provider will develop a schedule within the training plan and take daily attendance; an attendance report will be provided to the SKB representative or military chain of command upon request;
5. Ensure employment skills training, apprenticeship, or internship opportunities are not offered as virtual asynchronous only; online opportunities must include virtual synchronous (i.e., live person-led) training and/or a hybrid with in-person sessions. Asynchronous training will be less than 50% of the length of the training.
6. There should be a high probability of post service employment. High probability of employment is defined as 85% or higher of members who successfully complete the program. Member may be hired upon entering their terminal leave, or after the completion of the SkillBridge program;
7. The program may be terminated when it is determined to be in the best interest of the member, military service, or the provider. The termination reason and effective date will be reported to the service members command by the terminating party immediately;

Training Start/End Date: _____ to _____

Provider Name (First, MI, Last): _____

Provider Email Address: _____ Provider Phone Number: _____

Provider Signature with Date

Member Signature with Date