



2023

VIRGINIA SKILLBRIDGE PROGRAM APPROVAL PACKAGE



Program Guidelines

Thank you for your interest in becoming a Virginia SkillBridge Approved Provider. Your organization is hereby approved as a participant in the DOD-approved Virginia SkillBridge Program. Your participation in this program is based on strict adherence to all criteria listed below. Failure to maintain these requirements will result in disapproval of your program(s).

- 1) The internship adheres to guidance from the Department of Labor Opinion Letter regarding the DOD SkillBridge Program. For your reference please visit;
<https://www.dol.gov/ofccp/regs/compliance/opinionletters/DoDSkillbridge.html>.
- 2) The service member participant will receive full military pay and benefits for the duration of the internship and no compensation from the organization sponsoring the internship.
- 3) The service member will work under the close supervision of the organization's staff for the duration of the program.
- 4) Under no circumstances will a participating service member be requested or permitted to work more than 40 hours in any work week.
- 5) If there are any changes to the approved training program, including work location or new internship opportunities which require preapproval, please email VaSkillbridge@dvs.virginia.gov for further guidance.
- 6) Approved programs are prohibited from being marketed as a "Department of Defense (DOD) Approved SkillBridge Program". Programs must be advertised as an approved program under the Virginia SkillBridge Program . The Virginia SkillBridge Program maintains the DOD approval.
- 7) Contact your Virginia Values Veterans (V3) Regional Program Manager for questions or assistance. For information or assistance please contact your V3 RPM or V3 Program Coordinator located at: <https://dvsv3.com/about/v3-team>



Service Member Applicant Processing



ROLE OF THE APPROVED PROVIDER - PROCESSING

1. The Approved Provider will receive an electronic Transitioning Service Member (TSM) Interest Application for consideration.
2. The notification will include:
 - a. Full Name of Applicant
 - b. Applicant Email and Applicant Phone Number
 - c. Current Military Base
 - d. Rank or Grade
 - e. Anticipated Separation Date
 - f. Approved Program of Interest
 - g. Resume
 - h. Additional Questions/Information for Employers
3. The Approved Provider will contact the TSM to share information about program and schedule an interview to determine if an offer will be extended.
4. The Approved provider will schedule and conduct the Interview.
5. If the applicant is accepted, the Approved Provider will provide the Command Authorization form to the TSM for completion.
 - a. Inform the applicant to work with their assigned V3 Transition Coordinator for assistance.
 - b. Once the TSM has a completed Command Authorization Form, the TSM will return the signed document to the employer and send a copy to VaSkillBridge@dvs.virginia.gov
6. Once the TSM is accepted to a program, the Approved Program Provider will complete the <https://dvsv3.com/hvnspenrolleenotification>
7. If a TSM is not selected to participate in the program, the Approved Program Provider will notify the TSM that an offer will not be extended.



Virginia SkillBridge Program Command Authorization

Virginia SkillBridge Internship Information

EMPLOYER: _____

INTERNSHIP DURATION (IN WEEKS): _____

START DATE: _____ END DATE: _____

EMPLOYER SIGNATURE or INTERNSHIP OFFER LETTER: _____

**The Department of Defense and Service branches do not endorse any company, sponsor or their products or services.*

Active-Duty Applicant Information

RANK LAST NAME FIRST NAME MIDDLE NAME

COMMAND _____

SEPARATION DATE (EAOS)

HOME PHONE WORK PHONE E-MAIL ADDRESS

Command Authorization (REQUIRED)

The First Field Grade Commander/Commanding Officer's signature below acknowledges the applicant has met the instructional requirements and is authorized to participate in the internship opportunity outlined on this application. **Participants must be sent to training on no-cost TAD orders and not be assigned duties while enrolled.**

CO NAME _____ CO RANK _____ CO TELEPHONE _____

CO SIGNATURE _____ DATE _____ EMAIL ADDRESS _____

Virginia SkillBridge Program Command Authorization

APPLICANT AGREEMENT

All applicants must read and initial the following statements indicating they fully understand the restrictions and policies governing the screening process for the Virginia SkillBridge Program. Applicants failing to meet the requirements will not be considered for acceptance.

____ I understand my participation in the Virginia SkillBridge does not carry obligatory military service.

____ I understand enrollment represents a commitment to attend. Withdrawal from the program may only be justified by an emergency. An "officially written" explanation of withdrawal on command letterhead must be endorsed and provided by my Commanding Officer. The internship will be my appointed place of duty and failure to participate in training as scheduled may result in a charge of unauthorized absence.

Unexcused absences will be reported directly to my command. Official documentation may be required.

____ I will provide my own transportation.

____ I acknowledge I am in good physical condition.

____ I confirm I will be within 180 days from separation (EAOS) when the internship commences and will have sufficient time left in service to complete the internship prior to separation.

____ I will not be excused for personal business during normal training hours. All personal business must be completed before or after class. Command will be notified of any unexcused absences.

____ I am fully aware of screening process and have met the screening requirements mandated for consideration and acceptance in this program.

____ I understand questions about the employer or internship should be directed to
VaSkillBridge@dvs.virginia.gov

____ I understand that I am not eligible to participate in the Virginia SkillBridge Program if I am currently involved in any disciplinary actions.

Applicant Agreement

DATE SERVICE MEMBER'S SIGNATURE DIGITAL SIGNATURE ACCEPTED

FIRST NAME LAST NAME MIDDLE NAME

Required Reporting



1) The Virginia SkillBridge Approved Provider must notify the Virginia SkillBridge when a new transitioning service member is offered an internship. Notifications must be sent via the online electronic form located at:

<https://dvsv3.com/hvnspenrolleenotification>

2) The Virginia SkillBridge Approved Provider will submit the monthly internship tracker on the first day of the calendar month electronically at

<https://dvsv3.com/skillbridge-hiring-report>.

- The monthly internship tracker must be submitted each month. Noncompliance with reporting requirements may result in amendments to approval status.
 - 7 days after non-reporting will result in a warning notification
 - Non-reporting by the subsequent reporting deadline will result in approval suspension. Suspension may result in the following actions:
 - Removal from Virginia SkillBridge Marketing material
 - Removal of Virginia SkillBridge listing from V3 Official website
 - Ineligibility to participate in Hire Vets Now networking events
 - Inability to solicit servicemember participation in the Transition Connection Newsletter
 - Two months in suspension status will result in program revocation of approval status. Organizations must resubmit Virginia SkillBridge applications for approval in order to be reinstated.



Opportunities for Engagement

Transition Connection Newsletter

Virginia SkillBridge Approved Providers may share internship openings via the Transition Connection Newsletter. The newsletter is disseminated to over 10,000 service members on a bi-weekly basis. Approved Providers may also be highlighted in a newsletter edition to promote the organization and program offerings. Contact your Virginia Values Veterans (V3) Regional Program Manager for questions or assistance.

Hire Vets Now networking events

Virginia SkillBridge Approved Providers may participate in Hire Vets Now networking events. Hire Vets Now events are hosted by the Virginia Department of Veterans Services, the Virginia Chamber Foundation, and Military Transition Assistance Program Offices across the Commonwealth. Events occur on military installations within Virginia. Current opportunities are located on Fort Eustis, Naval Station Norfolk, Fort Belvoir, Fort Lee, and JB Myer-Henderson Hall. Hire Vets Now events occur on a Spring (January-July) and Fall (August-December) sessions. Virginia SkillBridge Approved Providers are eligible to participate in up to five events each session.

During the 2022 Fiscal Year, 1,028 service members and military spouse attended over 12 networking events spanning five different military installations. The attendees were able to network with a total of 271 Virginia Values Veterans Employers.

Contact your Virginia Values Veterans (V3) Regional Program Manager for questions or assistance.

V3 Grant

Companies with fewer than 300 employees may qualify for up to \$10,000 in grants, with \$1,000 being awarded per eligible Veteran hired and retained for at least one year. Consider applying for a V3 Grant if your organization qualifies, and has hired a HVNSP fellow. Apply and learn more at: <https://dvsv3.com/about/v3-employment-grant>

