OFFICE CODE June 1, 2018

MEMORANDUM FOR Commander, Unit, Higher Headquarters Unit, Fort Base, State 00000-0000

SUBJECT: Request to Participate in an Army SkillBridge Internship

1. As the Commander of NAME, I fully support this application to Hire Military for an internship leading to a guaranteed interview for post military employment starting no earlier than Date and completing no later than Date. If selected for an internship, NAME will work with the Installation Career Skills Program/Skillbridge Office to generate an approval packet that I will fully endorse. Internships will last no longer than 120 days and Permissive TDY will be considered if the company is located more than 50 miles from the installation.
2. I verify the Soldier will be within 180 days of separation/retirement by the CSP start date. They are required to complete the 5-day Transition Assistance Program workshop prior to CSP start date and will be counseled on financial implications of enrollment in the CSP, if applicable. The Soldier understands that they are required to maintain military standards, accountability and that their participation in the CSP may be terminated at any time for unit mission requirements or disciplinary reasons.
3. Approved intern opportunities must meet Cost, Training, Employment, and Career requirements under the Army Career Skills Program.
4. Point of contact for this memorandum is the undersigned at PHONE.

FIRST M. LAST

RANK, BRANCH

Commanding