



**MEMORANDUM**

**DATE:** January 24, 2022

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Steven Gustafson, Workforce Administrator, Bureau of One-Stop and Program Support *Steven Gustafson*

**SUBJECT:** Employer Referral Process for the Department of Defense (DOD) SkillBridge Program

The purpose of this memorandum is to provide guidance to Local Workforce Development Boards (LWDBs) regarding the coordination and promotion of the [Department of Defense \(DOD\) SkillBridge](#) internship program to local employers.

The DOD's SkillBridge program was developed as an opportunity for service members to gain valuable civilian work experience through specific-industry training, apprenticeships, or internships. It allows active-duty personnel from all four branches to spend the last 180 days of their military service interning at civilian jobs with one of more than 500 participating employers nationwide.

For employers, SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Service members participating in the program receive their military compensation and benefits while employers provide the training and work experience. The key benefit of SkillBridge is that the industry partners offer real-world training and work experience in highly sought-after in-demand fields of work while having the opportunity to evaluate the service member's suitability for the industry.

[Veterans Florida](#) has been designated as Florida's principal SkillBridge assistance organization for employers and transitioning service members. Veterans Florida assists employers in obtaining the required DOD approval for employer internship programs. The Department of Economic Opportunity (DEO) operates under a Memorandum of Understanding (MOU) with Veterans Florida to promote the SkillBridge program to Florida's employers through coordination with Local Veteran Employment Representative (LVER) staff. LVER staff must market the SkillBridge program to employers as part of their employer outreach efforts. All marketing efforts of the SkillBridge program must be record using the following Employ Florida employer service codes:

| Service Code | Service Code Title                   | Service Code Description   | Documentation Requirements   |
|--------------|--------------------------------------|--|--|
| E54          | Provided DOD SkillBridge Information | Staff-generated. Code documents when a LVER provides information to an employer regarding the DOD SkillBridge program. | A case note must be recorded that includes the name (and title if known) of the person the LVER spoke with and the outcome of the contact. |

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|  |  | Note: Employer acknowledgment is required. This code cannot be recorded by sending mass emails or providing informational packets. | Example:<br>LVER spoke with “Name”, HR Manager at “Business Name”. LVER provided “Name” with information regarding the DOD SkillBridge program. “Name” stated she is interested in the program and would like help creating a training plan. LVER scheduled a Zoom meeting with “Name” for 12/2/2022 at 10:00am to assist. |
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For employers to receive approval to participate in the SkillBridge program, they must create a training plan consisting of a description of the duties and responsibilities to be performed by each internship position. Once created, employers should submit their training plans to the LVER in their local area for review. LVER staff may offer to assist employers with creating training plans.

Employer training plans may be submitted to the DEO State Veterans Program Office, along with the employer’s name, address, phone number, and point of contact, through email at [VETS@deo.myflorida.com](mailto:VETS@deo.myflorida.com). The DEO State Veterans Program Office will provide a preliminary review of the training plan and, if approved, forward the employer’s information and plan to Veterans Florida for assistance in obtaining DOD approval. Upon submission of a SkillBridge application to the DEO State Veterans Program Office, the following Employ Florida employer service code must be recorded:

| Service Code | Service Code Title                    | Service Code Description  | Documentation Requirements   |
|--------------|---------------------------------------|---|--|
| E55          | Developed DOD SkillBridge Opportunity | Staff-generated. Documents when LVER staff submits an employer SkillBridge application and training plan to the DEO State Veterans Program Office for assistance in obtaining DOD approval for program participation. | A case note must be recorded to confirm that a SkillBridge training plan and application were submitted to the DEO State Veterans Program Office. Case note should include the employer’s name, point of contact, title of position developed, and date submitted.<br><br>Example:<br>LVER assisted “Name”, HR Manager at “Business Name”, with the development and submission of a SkillBridge training plan for a Mechanic opportunity. The application, training plan, and employer’s information were submitted to the DEO State Veterans Program Office for DOD program participation and approval on 12/20/21. |

If you have any questions, please contact Exit Smith, State Veterans' Program Coordinator by email at [Exit.Smith@DEO.MyFlorida.com](mailto:Exit.Smith@DEO.MyFlorida.com) or by phone at (850) 245-7411.

SG/ejs

Attachments: [Job Description Template](#)  
[Education/Training Plan Matrix](#)  
[Competency Matrix](#)  
[Sample Education/Training Plan](#)  
[DOD SkillBridge Brochure](#)

cc: Keantha B. Moore  
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