

Types of CSPs

Apprenticeship

A combination of on the job training (OJT) and related instruction that maybe sponsored jointly by an employer and union groups, individual employers, or employer association

Search for approved programs at <http://www.nasaa-vetseducation.com/>

Internship

A type of work experience for entry level job-seekers which may be completed in the private sector or in federal, state, or local government

On the Job Training (OJT)

Job skills learned at a place of work while performing the actual job. OJT programs must be approved by the Veterans' Administration or recognized by an accrediting agency

Job Shadowing

A type of OJT work experience that is normally performed in one day, where individuals learn about a job by observing the day-to-day activities of someone in the current workforce

There are no limits to job shadowing opportunities



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**Job Training,
Employment
Skills Training,
Apprenticeships
and Internships
(JTEST-AI)**



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Program Highlights



In 2012, the Department of Defense launched Transition Goals Plans Success (TGPS) in an effort to build post-service career success and reduce

unemployment rates among veterans.

While the enhanced transition program has made great strides in achieving those goals, many veterans still struggle to find the same level of accomplishment they realized in the military.

In August 2016, Air Force introduced the newest DOD initiative, the Job Training, Employment Skills Training, Apprenticeships and Internships program (JTEST-AI). Under this program, transitioning Airmen can apply to participate in apprenticeships and internships in the civilian workforce during their last 180 days on active duty. While not guaranteed, participating employers may offer paid employment at the end of the training period, once the employee leaves active duty.

A major reason military members struggle in their first civilian job is the inability to adjust to the civilian work culture. Under JTEST-AI, Airmen learn valuable technical skills and get the opportunity to refine social skills that may differ in the civilian work setting.

Roles & Responsibilities

General Guidelines

- ◆ Employers offering training opportunities are referred to as Career Skills Program (CSP) providers
- ◆ The approval authority to participate in CSP is the transitioning Airman's unit/squadron commander authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice in the Airman's chain of command
- ◆ Airmen participation is dependent on unit and mission requirements
- ◆ Airmen are eligible for only one CSP during their transition period
- ◆ Airmen will not receive any form of financial compensation from a CSP provider
- ◆ Off-installation CSPs should be within 50 miles of the Airman's installation, duty station or residence. The unit/squadron commander can authorize exceptions, but must ensure the safety and accountability of the Airman

Education & Training Services (E&TS)

- ◆ Ensures compliance with AFI 36-2649
- ◆ Presents application procedures during the existing TGPS Accessing Higher Education track
- ◆ Publishes opportunities in the Air Force Virtual Education Center (AFVEC) and other local media
- ◆ Reports metrics to MAJCOM Functional Manager



- ◆ Screens and approves Career Skills Program (CSP) providers
- ◆ Establishes a Memorandum of Understanding between the installation and CSP providers
- ◆ Maintains a copy of appointed unit designated representative letters



Airmen (Officer or Enlisted)

- ◆ Must be within 180 days of approved retirement or separation to participate
- ◆ Airmen must forward their completed application for participation to the Education Center counselor 30 days prior to the CSP start date
- ◆ Airmen must sign a Memorandum of Participation outlining responsibilities
- ◆ Airmen who reenlist or extend their enlistment must withdraw from the program and return to duty

Unit/Squadron Commanders

- ◆ May release Airmen from daily unit duties for the period of participation
- ◆ Maintain daily accountability of participating Airmen
- ◆ Maintain a copy of the Airman's application and Memorandum of Participation
- ◆ Appoint in writing a designated squadron representative to manage, track and report CSP participation and forward the letter to the E&TS Chief within 5 days of appointment