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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR# 11-22

March 21, 2022

TO: Agency Directors
Deputy Directors
Administrators
Agency Personnel Liaisons

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: SkillBridge Internship Program Application Requirements

Based on positive Agency feedback, the Division of Human Resource Management (DHRM) is preparing to apply to the Department of Defense (DoD) for the State of Nevada to be approved as an employer partner in the SkillBridge Program. Once approved, this program will allow participating agencies to provide internships to separating military service members for up to six months at no cost to the State while the service member continues to receive full compensation and benefits from DoD.

Participating agencies are not obligated to provide internship opportunities upon request; however, participating agencies must have an established plan and pathway defined to participate in the DoD SkillBridge program.

For agencies who wish to be an immediate participant in the SkillBridge program, additional information is required before the application can be submitted. DHRM requests agencies provide this information by April 8, 2022. If an agency is not highlighted as an immediate participant in the SkillBridge program, there will still be opportunities for agencies to participate after the State has been approved as an employer partner.

Required information/action:

- Identify if internships, employment skills, job training, or both are being offered. A full definition of those categories is listed [here](#).

- Identify which classifications candidates will be considered for upon successful completion of the program.
- Identify the location(s) where the SkillBridge program will be available, the approximate duration of the program, if cohorts are accepted (3 or more participants at one time), and if online training will be available.
- Provide a training plan if the agency plans to utilize classroom or other formal training. A training plan [template](#) is available online as an example of the information required.
- Provide a written plan (program standards) with objectives, tasks, roles, schedule (to not exceed 40 hours per week) and responsibilities and other information as listed on [page 22-23](#).

If you have questions about the SkillBridge program, please contact Doug Williams, Veterans Coordinator, at dougwilliams@admin.nv.gov.

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