

NMRTC JACKSONVILLE
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10 Nov 2020

Clay County District Schools
Internal Serialization
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SKILLBRIDGE PARTICIPATION AGREEMENT
BETWEEN
COMMANDING OFFICER, *Navy Medical Readiness & Training Command Jacksonville, FL*
AND
Clay County District Schools

Subj: SUPPORT TO SKILLBRIDGE INTERNSHIP ICO ERIC G. CHRISTIANSEN, HM1, USN

1. Purpose. The purpose of this Agreement is to set forth a cooperative agreement of support between Commanding Officer, *NMRTC JACKSONVILLE* and *Clay County District Schools* in Green Cove Springs, Florida. The service and support provided herein will be on non-reimbursable basis and the relationship will be guided by Department of Defense Instruction (DoDI) 1322.19, "JOB TRAINING, EMPLOYMENT SKILLS TRAINING, APPRENTICESHIPS, AND INTERNSHIPS (JTEST-AI) for Eligible Service Members" and NAVADMIN 222/15, "Skillbridge Employment Skills Training Program", DTG R 171359Z SEP 15.
2. Background. *Clay County District Schools* is a County School Board located in Green Cove Springs, Florida and its Federal Employee Identification (FED)/Employee Identification Number (EIN) is 59-6000552. *Clay County District Schools* is offering NAME, RANK, USN an unpaid developmental internship under the DOD Skillbridge Program to provide educational experience and learning opportunities that will advance HIS skills in a formal classroom setting. Having met all requirements and been approved for the program, CWG-6 will release ERIC G. CHRISTIANSEN, HM1, USN to *Clay County District Schools* via a Permissive Temporary Duty Status (PTDY) for the purpose of executing Skillbridge Internship lasting 180 days, in accordance with DODI 1322.29 and NAVADMIN 222/15 and will provide administrative support throughout, as needed.
3. Scope. This Agreement clarifies services and support that *NMRTC JACKSONVILLE* and *Clay County District Schools* will provide in order to ensure the success of this internship and further outlines general areas of agreement.
4. Responsibilities. Administration of this agreement shall not create any obligations upon any appropriated or non-appropriated funds available to the United States Navy.
 - a. All parties agree that:
 - (1) This Skillbridge internship will be for a period of no more than 180 days in accordance with Department of Defense policy, and will be executed while ERIC G. CHRISTIANSEN, HM1, USN, is in a PTDY status in Green Cove Springs, Florida or other designated location (per NAVADMIN 222/15, paragraph 8). The 180 day period for this internship will start on 1 December 2020 and will conclude on 3 May 2021, whereupon the service member will commence final Navy checkout obligations until officially transferred to the Fleet Reserve or 03 May 2021. Upon conclusion of the internship on 3 May 2021, ERIC G. CHRISTIANSEN, HM1, USN is free to pursue profitable employment with *Clay County District Schools* or another employer of choice;

(2) During the course of this internship, the service member's official place of duty will be at *Clay County District Schools*' designated location (per NAVADMIN 222/15, paragraph(s) 7 & 9), unless otherwise agreed to voluntarily by the service member intern;

(3) The service member will continue to receive military pay and benefits throughout this internship, and until, the conclusion of HIS time on active duty service, which includes all Permissive TDY periods and authorized periods of Terminal Leave (per NAVADMIN 222/15, paragraph 8);

(4) The service member will not displace regular employees and will not receive pay and benefits such as wages, training stipends, and/or any other form of compensation from *Clay County District Schools*, for the duration of the internship (per DODI 1322.29 Enclosure 4, paragraph(s) 1c & 1);

(5) Either party, *NMRTC JACKSONVILLE* or *Clay County District Schools* may terminate the internship for reasons of military necessity and/or unsatisfactory participation by the service member. Upon notification that the internship is terminated, the Sailor must immediately withdraw from the program and report back to the command (per NAVADMIN 222/15, paragraph 10). Prior to either party pursuing a termination of the internship, *NMRTC JACKSONVILLE* or *Clay County District Schools* will confer and try to resolve any issue(s), short of dismissal by the service member from the agreed internship position. However, for the avoidance of doubt, *Clay County District Schools* retains the ultimate right to end the service member's internship with its company;

(6) Consistent with the Fair Labor Standards Act:

The internship is a dual employment internship and not an unpaid internship as follows:

The service member will receive full military pay and benefits for the duration of the internship and will be assigned to Clay County District Schools, Green Cove Springs, Florida in lieu of his/her normal duties.

The service member intern will work under close supervision of Clay County District Schools for the duration of the entire internship period.

Under no circumstances will the service member be requested or permitted to work more than 40 hours during a normal Clay County District Schools work week.

(7) Consistent with Title 18, United States Code, section 205, the service member intern, throughout the duration of this internship, will not act as an agent for Clay County District Schools before any agency or department of the United States.

b. *NMRTC JACKSONVILLE* will:

(1) Release Eric Christiansen, HM1, USN to participate in this internship after affirming that the service member meets all criteria outlined in the DOD instruction and Navy policy for selection as a Skillbridge Intern;

(2) Safeguard and protect from disclosure any Clay County District Schools confidential information retained for the purposes of establishing and executing this internship to at least the same degree of care that *NMRTC JACKSONVILLE* uses to safeguard its own confidential information, but not less than reasonable care;

Clay County District Schools will:

(1) Along with *NMRTC JACKSONVILLE*, advise the service member intern of his/her responsibilities regarding participation in the Internship Program, including expected professional conduct as well as dress code and the requirement to follow the rules and standards set forth by CWG-6 and Clay County District Schools;

(2) Provide the service member intern meaningful professional development, mentorship, and training experience that supports the purpose of the internship, which is to develop the intern's private sector management skills, analytic abilities, contract familiarization, technical and managerial writing skills, sourcing capabilities, and/or leadership potential as a future analyst, contract specialist, contracting officer and/or corporate executive;

(3) Provide input to *NMRTC JACKSONVILLE* on the service member's performance during the internship, as requested, and offer any voluntary insights or lessons learned related to the execution of the internship agreement that could inform the advancement and refinement of *NMRTC JACKSONVILLE*'s Skillbridge (JTEST-AD) program;

5. Implementation Instructions.

a. It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment hereto, provided such revision or modification is mutually agreed upon and signed by the authorized representatives of both parties.

b. Either party may terminate this Agreement by providing thirty (30) days advance notice of the effective date of termination. *NMRTC JACKSONVILLE* may also terminate this Agreement unilaterally and without prior notice in cases of military necessity.

c. This Agreement is effective on the date and final signature by all parties and will remain in effect until its execution is fulfilled in its entirety.

6. Primary points of contact and mailing address for this agreement are as follows:

a. *NMRTC JACKSONVILLE*

- Command Transition Program Manager: Eugene Fink
- Email: eugene.finck@navy.mil
- Phone Number: 904-542-5719
- Address: Bldg. 554 Child St. Jacksonville, FL 32212

b. *Clay County District Schools*

- Chairman: Mary Bolla
- Email: mary.bolla@myoneclay.net
- Phone Number: 904-336-6500
- Address: 900 Walnut St., Green Cove Springs, FL 32043

NMRTC JACKSONVILLE



T.M. ALLEN, CAPT, MC, USN
Commanding Officer, NMRTC Jacksonville

Clay County District Schools



Chairman
Clay County District Schools