



# Department of Defense **INSTRUCTION**

**NUMBER** 1322.29

January 24, 2014

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USD(P&R)

**SUBJECT:** Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members

**References:** See Enclosure 1

**PURPOSE.** In accordance with the authority in section 1143(e) of Title 10, United States Code (Reference (a)), DoD Directive (DoDD) 5124.02 (Reference (b)), DoDD 1332.35 (Reference (c)), and Directive-type Memorandum 12-007 (Reference (d)), this instruction establishes policy, assigns responsibilities, and prescribes procedures for Service members (including active duty and Reserve Components) who may participate in job training and employment skills training, including apprenticeships and internships.

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the “DoD Components”).

3. **POLICY.** It is DoD policy that:

a. Eligible and authorized Service members may participate in JTEST-AI in accordance with section 1143(e) of Reference (a), other applicable laws, this instruction, and policy issued by the relevant Secretary of a Military Department.

b. An eligible Service member must complete at least 180 continuous days on active duty and is expected to be discharged or released from active duty, within 180 days of starting the JTEST-AI.

c. Participation by a Service member in JTEST-AI is self-initiated and reviewed and authorized by the first field grade commander authorized to impose non-judicial punishment under section 845 of Reference (a), also known as Article 15 of the Uniform Code of Military Justice (UCMJ), in the Service member’s chain of command. This authority may not be

delegated. The approval authority may terminate the participation of a Service member in a program based on mission requirements.

d. Authorized participation by Service members in JTEST-AI is conditioned on the high probability of post-service employment with any employer once the Service members successfully complete JTEST-AI and fulfill their military service commitment. The JTEST-AI provider must also offer enrollment at no or minimal cost to the Service members. Examples of minimal costs include application and registration fees.

e. An inventory of the various JTEST-AI providers will be developed by the Military Departments to strengthen their oversight responsibilities.

f. Service members participating in JTEST-AI who extend their enlistments must terminate enrollment in JTEST-AI immediately.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES

a. The procedures by which Service members may participate in JTEST-AI are described in Enclosure 3.

b. The criteria to be used to determine approved JTEST-AI providers are described in Enclosure 4.

c. The metrics to be used to measure the effectiveness of JTEST-AI providers are described in Enclosure 5.

6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

a. Is effective upon January 24, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (e)).

c. Will expire effective January 24, 2024 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (e).

  
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ENCLOSURE 1

REFERENCES

- (a) Title 10, United States Code
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993
- (d) Directive-type Memorandum 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," November 21, 2012, as amended
- (e) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (f) DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 1, 1993, as amended
- (g) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (h) DoD Instruction 3115.11, "DoD Intelligence Human Capital Management Operations," November 22, 2009, as amended
- (i) Sections 201 et seq, Title 29, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

a. Issues policy, guidance, and criteria to the Secretaries of the Military Departments for the approval, implementation, and evaluation of JTEST-AI in accordance with Reference (a).

b. Monitors the overall effectiveness of JTEST-AI.

2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the USD(P&R), the ASD(R&FM):

a. Develops policies and oversees the approval and documentation process of authorized JTEST-AI providers in consultation with the Director, Training Readiness and Strategy.

b. Establishes metrics elements that measure effectiveness of approved JTEST-AI.

3. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). The USD(I):

a. Provides guidance to the Secretaries of the Military Departments for the design, approval, and implementation of accredited intelligence, counterintelligence, and security training and professional development in accordance with DoD 5500.07-R (Reference (f)), DoDD 5143.01 (Reference (g)), and DoD Instruction 3115.11 (Reference (h)) and section 201 *et seq.* of Title 29, United States Code (Reference (i)) also known as the Fair Labor Standards Act of 1938.

b. Ensures accredited intelligence and security training appropriate for JTEST-AI are made available to those Service members that meet the criteria of both JTEST-AI and the intelligence and security sought after training.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Ensure compliance with this instruction and establish policies and procedures to implement JTEST-AI within their Departments.

b. Provide opportunities for eligible and authorized Service members to participate in JTEST-AI without degrading the Service's ability to meet mission requirements.

c. Identify Service members eligible to participate in JTEST-AI in accordance with section 1143(e) of Reference (a).

d. Help the USD(P&R) identify and document civilian sector job training opportunities and apprenticeships through a fair and equitable process, which allows for equal access to organizations, avoids any appearance of endorsement, preferential treatment, or conflict of interest and in accordance with applicable laws and regulations, including Reference (f). Memorandums of understanding may be used to document agreements between the Military Departments and JTEST-AI providers.

e. Develop methodology and standards for collecting and reporting metrics data to the ASD(R&FM) that measure the effectiveness of approved JTEST-AI based on criteria established in Enclosure 5 of this instruction.

f. Review proposals by JTEST-AI providers to evaluate and determine their efficacy to enable participating Service members to obtain employment upon their separation from military service.

ENCLOSURE 3

PROCEDURES

1. SCOPE

a. Participation in JTEST-AI is voluntary, Service member-initiated, and must be authorized by the first field grade commander authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command to facilitate the transition of eligible Service members into civilian sector jobs and careers with the provider or any other employer that have a high probability of post-service employment.

b. Military Departments will not spend DoD appropriations for JTEST-AI.

2. ELIGIBILITY. The general eligibility requirements for JTEST-AI are:

a. The Service member must have completed at least 180 continuous days on active duty in the armed forces and is expected to be discharged or released from active duty within 180 days of starting JTEST-AI.

b. The approval authority to participate in a section 1143(e) of Reference (a) JTEST-AI is the first field grade commander authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command. This authority may not be delegated. The approval authority will put in place personnel accountability procedures as part of the condition of approval consistent with DoD and Military Department policies.

c. The approval authority may terminate the Service member's participation in a JTEST-AI based on mission requirements. Upon notification that their participation is terminated, a participating Service member must immediately withdraw from the program and report to their unit of assignment.



ENCLOSURE 4

CRITERIA

1. GENERAL CRITERIA FOR DETERMINATION OF APPROVED JTEST-AI PROVIDERS

a. All JTEST-AI must provide eligible Service members with a job training and career-development experience to acquire employment skills, knowledge, or abilities to assist them with job opportunities in the civilian sector. JTEST-AI must offer a high probability of post-service employment with the provider or any other employer and offer enrollment at no cost or minimal cost to eligible Service members. JTEST-AI should:

(1) Improve the Service member's level of skill and broaden the range of skill by building directly upon the occupational skills acquired during military service;

(2) Improve or provide skills that may not relate to the occupational skills acquired during military service, but do relate to the successful performance of a civilian occupation identified by the Service member as his or her goal for civilian employment upon separation; or

(3) Refine or enhance skills acquired during military service by redirecting skills that were acquired initially with a focus on the military mission toward related skills that are required to successfully perform occupations in the civilian workforce.

b. There must be a written authorization by the DoD Component concerned documenting the Service member enrollment in an approved JTEST-AI before the start of the Service member's participation in the JTEST-AI. That authorization may not be delegated lower than the first field grade commander authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command.

c. Participating Service members are not eligible to receive from the JTEST-AI provider wages, training stipends, or any other form of financial compensation for the time that the Service members spend participating in JTEST-AI.

d. The JTEST-AI provider must not create a conflict of interest for the Service member, as defined in Reference (f) or other guidance provided by the Military Department.

e. The occupational area in which JTEST-AI is offered should:

(1) Be in sufficient demand in the civilian workforce with high probability of post-service employment by the Service member in that occupation following separation.

(2) Offer a rate of pay in the civilian workforce that is commensurate with the knowledge, skills, and abilities required to successfully perform the occupation.

(3) Offer reasonable prospects of advancement, especially if it is an entry-level position.

2. CRITERIA SPECIFIC TO TRAINING, PRE-APPRENTICESHIP, AND

APPRENTICESHIP PROGRAMS. JTEST-AI that are training, pre-apprenticeship, or apprenticeship should meet at least one of the criteria in paragraphs 2a through 2d:

a. Be an on the job training or apprenticeship, as listed as part of the Education and Job Training Program approved by the U.S. Department of Veterans Affairs. For approved training, see the U.S. Department of Veterans Affairs “Search for Approved Education and Job Training Programs” website at <http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.doc>.

b. Be accredited by an agency recognized by the U.S. Department of Education. For accredited programs, see U.S. Department of Education’s “Database of Accredited Programs and Institutions”-at <http://www2.ed.gov/admins/finaid/accred/index.html>.

c. Be a certificate program accredited by the American National Standards Institute (ANSI). For accredited programs, see ANSI’s “Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers” at <http://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212>.

d. Be a registered apprenticeship program or a pre-apprenticeship training program that is offered by an industry-related organization that has a program or programs that meet(s) the standards for registered apprenticeship. These standards are administered by the U.S. Department of Labor’s Office of Apprenticeship (DOL/OA) at <http://www.doleta.gov/OA/apprenticeship.cfm>. The program(s) must meet these standards, regardless of whether the registration and oversight of the program(s) are handled by an approved State apprenticeship agency or by the DOL/OA.

e. Be a training program accredited by the Council on Occupational Education (COE). See COE’s list of accredited training programs at <http://www.council.org/accredited-institutions/>.

f. Be a training program accredited by Federal Law Enforcement Training Accreditation (FLETA). See FLETA’s list of accredited training programs at <http://www.fleta.gov/AboutFLETA/accredited-programs.html>. Additionally the organization must either:

(1) Sponsor a registered apprenticeship program related to the training to be offered; or

(2) Oversee the sponsorship of registered apprenticeship programs related to the training to be offered.

g. Provide post-service employment once Service members successfully complete JTEST-AI and fulfill their military service commitment.

3. CRITERIA SPECIFIC TO INTERNSHIPS

a. Internships under the JTEST-AI program must meet the criteria for exclusion from Reference (i). These six criteria must be applied when making this determination:

(1) The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.

(2) The internship experience is for the benefit of the intern.

(3) The intern does not displace regular employees, but works under close supervision of existing staff.

(4) The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.

(5) The intern is not necessarily entitled to a job at the conclusion of the internship.

(6) The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

b. The proposed internship must be in line with the scope and intent of the respective Service internship programs, including those offered by the Federal Government, States, local governments, the civilian sector, and non-governmental organizations.

c. The first field grade commander authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command may approve internships that offer job and skills training and experience within their local communities.

ENCLOSURE 5

JTEST-AI DATA METRICS ELEMENTS

Table. JTEST-AI Data Metrics Elements

Program Name:		
Program Location:		
Program Dates:		
Metrics	Number	Percentage*
Number of Service member applicants in JTEST-AI		
Number and percentage of Service members accepted (enrolled) for attendance in JTEST-AI		
Number and percentage of Service members completing JTEST-AI		
Number and percentage of Service members receiving a job offer after completion of JTEST-AI		
Number and percentage of Service members receiving JTEST-AI in their local community		
Number and percentage of Service members receiving JTEST-AI outside their local community		
Number and percentage of Service members that required application or registration fees		
*Percentages are based on total number of eligible participants at that installation or unit.		

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANSI	American National Standards Institute.
COE	Council on Operational Education
DoDD	DoD Directive
DOL/OA	Department of Labor’s Office of Apprenticeship
FLETA	Federal Law Enforcement Training Accreditation
JTEST-AI	job training, employment skills training, and apprenticeships and internships
UCMJ	Uniform Code of Military Justice
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

apprenticeship. A combination of on-the-job-training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, or employer associations.

employment skills training. Job skills training means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.

internships. A system of on-the-job-training offered by a JTEST-AI provider to eligible Service members to develop jobs skills and employment skills training that assists them to gain employment in the civilian sector.

job training. A method of preparing an employee to perform a task by providing them with information about the task, a demonstration of its performance, an opportunity for the employee to imitate the demonstration, and subsequent feedback.

pre-apprenticeship. Programs that offer an overview of trades, including qualifications, skills, and on-the-job-training and related instruction.