



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35001  
FPO AP 96373-5001

REPLACE ALL INSTANCES  
OF RANK FIRST AND LAST  
NAME WITH SELECTED  
SERVICE MEMBER

REPLACE ALL INSTANCES  
OF UNIT NAME AND  
ORGANIZATION, INC. WITH  
APPROPRIATE TITLES

**SAMPLE**

IN REPLY REFER TO  
1650  
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STATEMENT OF AGREEMENT  
BETWEEN  
UNIT NAME AND ORGANIZATION, INC

Subj: SUPPORT TO SKILLBRIDGE INTERNSHIP ICORANK FIRST AND LAST NAME,  
USMC

- Ref: (a) DoDI 1322.29, "Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members", 24 Jan 14
- (b) MARADMIN 350/18, "Marine Corps SkillBridge Employment Training Program", DTG R 251503Z JUN 18
- (c) DoDI 4000.19, "Support Agreements", 25 Apr 13, as amended

USE APPROPRIATE  
LOCATION

1. Purpose

a. The purpose of this Statement of Agreement is to set forth a cooperative agreement of support between UNIT NAME and ORGANIZATION, Inc. in Pensacola, FL.

b. The service and support provided herein will be on non-reimbursable basis and the relationship will be guided by reference (a) and (b).

USE SELECTED ORGANIZATION'S  
INFORMATION HERE

2. Background

a. ORGANIZATION, Inc. specializes in civilian and military flight instruction and is located in Pensacola, FL and its Federal Employee Identification/Employee Identification Number is 26-1094257. ORGANIZATION, Inc. is offering FIRST AND LAST NAME an unpaid developmental internship under the DoD SkillBridge Program to provide education experience and learning opportunities that will advance eligibility and qualifications as an Airline Transport Pilot.

b. Having met all requirements and been approved for the program, UNIT NAME will release RANK FIRST AND LAST NAME to ORGANIZATION, Inc. via a Permissive Temporary Assigned Duty (PATD) for the purpose of executing SkillBridge Internship lasting 60 days, in accordance with reference (a) and (b) and will provide administrative support to RANK FIRST AND LAST NAME throughout, as needed.

3. Scope. This Statement of Agreement clarifies services and support that UNIT NAME and ORGANIZATION, Inc. will provide in order to ensure the success of their internship and further outlines general areas of agreement.

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USMC

4. Understandings of the Parties. Administration of this agreement shall not create any obligations upon any appropriated or non-appropriated funds available to the United States Marine Corps.

a. All parties understand that:

USE APPROPRIATE TIME FRAME AND DATES

(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 RANK FIRST AND LAST NAME is in a PTAD status in Pensacola, FL, or other designated location. The 60-day period for this internship will start on 25 Feb 2019 and will conclude on 26 April 2019, whereupon the Service member (SM) will complete final Marine Corps checkout obligations until officially separated or retired. Upon conclusion of the internship on 26 April 2019, RANK FIRST AND LAST NAME is free to pursue profitable employment with ORGANIZATION, Inc. or another employer of choice.

(2) During the course of this internship, the SM's official place of duty will be at a ORGANIZATION, Inc. designated location, unless otherwise agreed to voluntarily by the SM.

(3) The SM will continue to receive military pay and benefits throughout this internship and until the conclusion of his/her time on active duty service, which includes all PTAD periods and authorized periods of Terminal Leave.

(4) The SM 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 ORGANIZATION, Inc. for the duration of the internship.

(5) Either UNIT NAME or ORGANIZATION, Inc. may terminate the internship for reasons of military necessity and/or unsatisfactory participation by the SM. Upon notification that the internship is terminated, the SM must immediately withdraw from the program and report back to the command. Prior to pursuing a termination of the internship, UNIT NAME or ORGANIZATION, Inc. will confer and try to resolve an issue(s), short of dismissal, by the SM from the agreed internship position. However, for the avoidance of doubt, ORGANIZATION, Inc., retains the ultimate right to end the SM'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:

(a) The SM will receive full military pay and benefits for the duration of the internship and will be assigned to ORGANIZATION, Inc. of Pensacola, FL in lieu of his/her normal duties.

(b) The SM will work under close supervision of ORGANIZATION, Inc. for the duration of the entire internship period.

(c) Under no circumstances will the SM be requested or permitted to work more than 40 hours during a normal ORGANIZATION, Inc. workweek. However, if a SM participates in less than 20 hours per week, they shall return to work and not be on administrative leave status.

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(7) Consistent with Title 18, United States Code, section 205, the SM, throughout the duration of this internship, will not act as an agent for ORGANIZATION, Inc. before any agency or department of the United States.

b. UNIT NAME will:

(1) Release RANK FIRST AND LAST NAME to participate in this internship after affirming that the SM meets all criteria outlined in the DOD instruction and Navy policy for selection as a SkillBridge intern.

(2) Safeguard and protect from disclosure and ORGANIZATION, Inc. confidential information retained for the purposes of establishing and executing this internship to at least the same degree of care that UNIT NAME uses to safeguard its own confidential information, but not less than reasonable care.

c. ORGANIZATION, Inc. will:

USE DESCRIPTION OF TRAINING AND/OR LEARNING OBJECTIVES OF APPRENTICESHIP/INTERNSHIP

(1) Along with UNIT NAME, advise the SM of his/her responsibilities regarding participation in the Internship Program, including expected professional conduct, dress code, and the requirement to follow the rules and standards set forth by UNIT NAME and ORGANIZATION, Inc.

(2) Provide the SM meaningful professional development, mentorship, and training experience that supports the purpose of the internship, which is to develop abilities, contract familiarization, technical and managerial writing skills, sourcing capabilities, and/or leadership potential as a future analyst, contact specialist, contracting officer, and/or corporate executive.

(3) Provide input to UNIT NAME on the SM's performance during the internship, as requested, and offer any voluntary insights or lessons learned relating to the execution of the internship agreement that could inform the advancement and refinement of UNIT NAME'S SkillBridge JTEST-AI program.

(4) Ensure the SM will not be required or permitted to work or train in building surroundings under working-conditions which are unsanitary, hazardous, or dangerous to the SM's health or safety.

5. Points of Contact. The following points of contact (POCs) will be used by UNIT NAME and ORGANIZATION, Inc. Either may change its POC upon reasonable notice to the other Party.

a. UNIT NAME  
Unit POC RANK AND NAME  
Email:  
Phone number:  
Address:

POC TO BE DETERMINED BY UNIT

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USMC

b. ORGANIZATION, Inc.  
Vice President: FIRST AND LAST NAME  
Email:  
Phone number:  
Address:

6. Modifications. UNIT NAME or ORGANIZATION, INC. may revise or modify this Statement of Agreement by written amendment hereto, provided such revision or modification is mutually agreed upon and signed by the authorized representatives of both parties.

7. Disputes. Any disputes relating to this Statement of Agreement will, subject to applicable law, Executive Order, directive or instruction, be resolved by consultations between the parties in accordance with reference (c).

8. Termination of Statement of Agreement. UNIT NAME or ORGANIZATION, Inc. may terminate this Statement of Agreement upon 30 days written notice to the other Party, for any reason. UNIT NAME may also terminate this Statement of Agreement unilaterally and without prior notice in cases of military necessity.

9. Transferability. This Statement of Agreement is not transferable, except with the written consent of the parties.

10. Effective Date. This Statement of Agreement enters into effect upon the date of the final signature.

11. Expiration Date. This Statement of Agreement is effective on the final date and final signature by all parties and will remain in effect until its execution is fulfilled in its entirety, not to exceed three years.

Agreed:

REQUIRED SIGNATURE IS THAT OF  
FIRST FIELD GRADE COMMANDER  
WITH COURT MARTIAL  
CONVENING AUTHORITY

\_\_\_\_\_  
FIRST AND LAST NAME  
Vice President  
ORGANIZATION, Inc.

\_\_\_\_\_  
RANK FIRST AND LAST NAME  
Colonel, U. S. Marine Corps  
Commander, MCIPAC-MCB Camp S.D. Butler

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE