

## BACKGROUND PAPER

ON

### JOB TRAINING, EMPLOYMENT SKILL TRAINING, APPRENTICESHIPS AND INTERNSHIPS (JTEST-AI)

**Purpose:** To provide information on the Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) Program for Eligible Airmen and Air Force implementation guidance

**Background:** AFGM 2 to the AFI 36-2649, Air Force Voluntary Education Program, formally initiates the Air Force implementation of the JTEST-AI. JTEST-AI are Career Skills Programs (CSP), such as apprenticeships, on-the-job (OJT) training, job shadowing, employment skills training, and internships that offer skills training opportunities to Airmen (officers and enlisted) preparing to transition from military to civilian employment.

- To be eligible, an Airman 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
- Participation by an Airman is self-initiated and approved by the Unit/Squadron Commander authorized to impose non-judicial punishment in the Airman's chain of command
- JTEST-AI must offer a high probability of post-service employment with the provider or any employer and offer enrollment at no cost or minimal cost to the Airman
- JEST-AI should improve the Airman's level of skill and broaden the range of skill by building directly upon the occupational skills acquired during military service
- JTEST-AI should improve or provide skills that may not relate to the occupational skills acquired in the military
- The occupational area in which JTEST-AI is offered should:
  - Be in sufficient demand in the civilian workforce with high probability of post-service employment
  - Offer a rate of pay in the civilian workforce that is commensurate with the knowledge skills, and abilities required to successfully perform the occupation
  - Offer reasonable prospects of advancement, especially if it is an entry-level position
- The four (4) types of Career Skills Programs are:
  - Apprenticeships – are generally a combination of on-the-job training (OJT) and related instruction that may be sponsored jointly by an employer and union groups, individual employers, or employer association.
  - Internships – a type of work experience for entry-level job-seekers. Internships may be completed in federal, state, or local government, or in the private sector and may consist of OJT and work experience.
  - On-the-Job Training - job skills learned at a place of work while performing the actual job
  - Job Shadowing - is 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
- Airmen must visit their local AF Education and Training Office for additional information on how to start the application process