JN GROUP

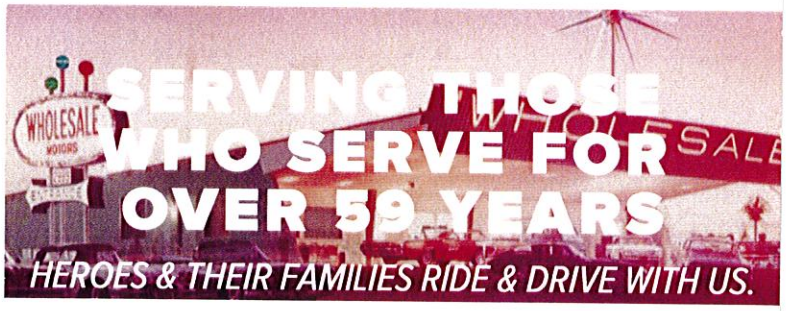
Upon CSP Internship Completion



We are always searching for driven individuals to bring their unique talents to our JN Group Ohana!

CAREER SKILLS PROGRAM

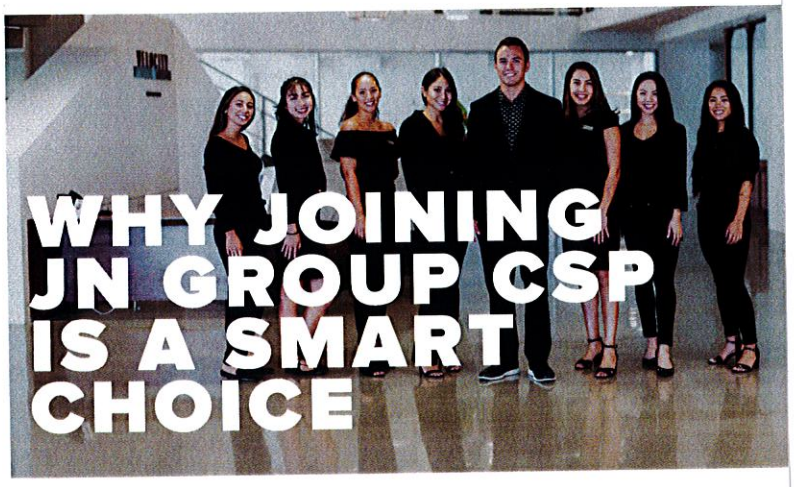
*Flexible 12-week program. Begins when YOU are available. New cohort every Monday!
*Improve your resume, network, and interview practice.
*Program taught locally, allowing time to start the transition process.
*Classroom, hands-on, group interaction supporting 24 brands at 5 JN Group locations.
*Dress for success, communicate, learn civilian industry standards & norms.
*100% placement record! Learn how the auto industry runs!



CONTACT US

JN UNIVERSITY @ CYCLE CITY HAWAII
808-791-3323 | MILITARY@JNAG.COM

JN GROUP



*Only internship that works around your transition requirements.
*Graduated more vets in 2019 than all other Hawaii CSPs combined.
*Global reach for job opportunities - 100% placement record.
*Only internship that starts new cohort weekly (every Monday).
*Network across multiple industries and disciplines.
*Free transition program that is certificate/ license producing.
*The program that best supports evolving & changing transition requirements.
*Only internship that provides INDIVIDUAL MENTORSHIP by a retired senior officer.
*Most FUN & STIMULATING skills program.

JN Group Inc. Career Skills Program/ Skill Bridge Program—Program of Instruction (POI)

(40 Hours Per Week of Training)

Week 1: **On-boarding**: parking, attire, name badge, program binder, inbrief, system access and training—company email, eLeads, Chevy modules, intro to all 5 training locations, transition discussion, goal setting, time management, resume review, course overview.

Week 2: **Company/Industry Outreach**: (BDC, military support events, company events, outreach tools, company outreach programs, attend 4 outreach events).

Week 3: **Cycle City Week- Motorsports**: Brand introduction (12 Brands—Harley, Yamaha, Honda, BMW, Triumph, Ducati, KTM, Moto Guzzi, Vespa, Kawasaki, Aprilia, Piaggio), parts operations, service operations, community outreach, roof top platform, sales, marketing, financing, safety, facility management.

Week 4: **Chevy Week**: Brand Introduction, model identification, functions, features, advantages, disadvantages, competitors, benefits, needs assessment, sales process, program advocacy, vehicle delivery, vehicle technologist, financing, insurance, JN Patriot Program, JN Corporate Advantage Program, Rebate system, vehicle service, parts counter operations, logistics.

Week 5: **Chevy On-Line Module Training**: In office, JN University.

Week 6: **Hyundai Week**: Brand Introduction, model identification, functions, features, advantages, disadvantages, competitors, benefits, needs assessment, sales process, program advocacy, vehicle delivery, vehicle technologist, financing, insurance, JN Patriot Program, JN Corporate Advantage Program, rebate system, vehicle service, parts counter operations, logistics.

Week 7: **Jaguar/Land Rover/Audi/Maserati/Porsche Week**: Brand Introduction, model identification, functions, features, advantages, disadvantages, competitors, benefits, needs assessment, sales process, program advocacy, vehicle delivery, vehicle technologist, financing, insurance, JN Patriot Program, JN Corporate Advantage Program, Rebate system, vehicle service, parts counter operations, logistics.

Week 8: **Transition Assistance Programs**: (Intro to 4)

Week 9: **Draft Personal Transition Plan**: (Resume, Linked-in, Interviews, Dress for Success)

Week 10: **Final Transition Plan**: Interviews planned and conducted, applications submitted, letters of reference provided, continued interview practice, salary negotiation practice, final resume review.

Week 11: **Safety/Facility Week**: Checklist review. Visit all 5 locations for a safety assessment. Safety training, safety implications, safety considerations, safety brief-back on Friday.

Week 12: **Graduation Week**: Exit Survey, After Action Review (AAR), Operational Support Activities, Outprocess, Graduation.

MEMORANDUM OF PARTICIPATION FOR TRANSITIONING SOLDIER TO PARTICIPATE IN A CAREER SKILLS PROGRAM (CSP)

PART I: SOLDIER INFORMATION

1. RANK

2. NAME (LAST, FIRST, MI)

3. SOLDIER CURRENT UNIT

4. EXPECTED SEPARATION/ RETIREMENT DATE

5. SOLDIER CIVILIAN EMAIL ADDRESS

6. SOLDIER PHONE NUMBER

7. FIRST LINE SUPERVISOR NAME

8. FIRST LINE SUPERVISOR EMAIL

PART II: PROGRAM INFORMATION

9. CSP PROGRAM NAME

JN Group Inc. Auto/Moto Program

10. START DATE

11. END DATE

12. CSP TRAINING LOCATION (GARRISON NAME OR FULL ADDRESS OF OFF-POST CSP)

600 Pu'uloa Rd, Honolulu, HI Cycle City Hawaii (JN University)

13. IS CSP TRAINING LOCATION OUTSIDE OF THE 50-MILE RADIUS FROM CURRENT INSTALLATION?

☐ **YES, USE OF PTDY REQUESTED (MUST COMPLETE PART IV)**

☒ **NO**

14. CSP POINT OF CONTACT (NAME/ PHONE)

Bruce Jenkins, COL (Retired) (808) 253-8854, BJenkins@jnag.com

IAW AR 600-81, Chapter 8, I must maintain satisfactory progress and attendance throughout my period of enrollment in the CSP. I will uphold military standards and accountability requirements. I have been counseled on the financial responsibilities, if any, associated with the program. I understand that my participation in this program may be terminated at any time for unit mission requirements or disciplinary reasons. I will complete the 5-day Transition Assistance Program workshop prior to enrollment in a CSP class. I authorize the release of my contact information to allow Army representatives or CSP partners to contact me regarding this program and my post-military employment, following my transition from military service.

RANK

SOLDIER NAME

SOLDIER SIGNATURE

DATE

*** Information on Army Career Skills Programs may be found at https://home.army.mil/imcom/index.php/customers/career-skills-program**

PART III: COMPANY COMMANDER RECOMMENDATION FOR CSP PARTICIPATION

☐ Concur

☐ Non-Concur

Rank and Name | Date | Signature

PART IV: BATTALION COMMANDER DECISION FOR CSP PARTICIPATION

☐ **I approve this transitioning Soldier to participate in the career skills program listed above. I verify the Soldier will be within 180 days of their separation/retirement as of the CSP start date. I confirm the Soldier has completed the 5-day Transition Assistance Program workshop prior to CSP enrollment. The Soldier has been counseled on financial implications of enrollment in the CSP, if applicable. The Soldier is able to meet these demands. The Soldier understands that participation in the CSP may be terminated at any time for unit mission requirements or disciplinary reasons. Accountability procedures have been put in place.**

☐ **I disapprove the request for this transitioning Soldier to participate in the Army Career Skills Program listed above. IAW AR 600-81, a Commander has the authority to approve/disapprove Soldier participation in a CSP. I based my decision on the following reason(s):**

Rank | Commander Name

Commander Signature | Date

PART V: AUTHORIZATION FOR PERMISSIVE TDY TO ATTEND A CSP OUTSIDE 50-MILE RADIUS

INSTRUCTIONS FOR PART IV: The first O-6 Commander in the Soldier's chain of command has the authority to approve up to 30 days of PTDY to attend an approved CSP. The authority may be delegated to the first field grade officer in the chain of command but not further delegated. Commanders having general court-martial authority have the authority to approve more than 30 days of PTDY to attend a valid CSP. The authority may be delegated to unit commanders in the rank of colonel or higher, but not further delegated.

PTDY IS AUTHORIZED UP TO 30 DAYS BY:

☐ O-6 COMMANDER

☐ FIELD GRADE COMMANDER DELEGEE

PTDY IS AUTHORIZED FOR MORE THAN 30 DAYS BY:

☐ COMMANDER W/ GENERAL COURT-MARTIAL AUTHORITY

☐ COLONEL OR HIGHER COMMANDER DELEGEE

I have reviewed/approved the Soldier's DA Form 31 and authorize the use of PTDY to participate in the CSP at a location outside of a 50-mile radius outlined in Part II. The Soldier has been counseled on financial implications of utilizing PTDY for CSP attendance and can meet the demands. I have established command and control accountability for the Soldier while on PTDY. The Soldier has also provided an emergency point of contact.

Signature of Authority | Date

Rank | Name

Schofield Barracks SFL- TAP
Career Skills Program (CSP) Checklist

Name	**Eligibility Date

Document Requirements	Form	Remarks	Comments
1. Memorandum of Participation (MOP)	MOP for Transitioning Soldier to Participate in a CSP (1 Sep 18)	Memorandum signed by Soldier's Company Cdr and BN Cdr, and *Bde Cdr (*if PTDY)	All Soldiers are required to clear the installation 14 days before reporting to Transition Point
2. Employer Internship Agreement (EIA)	Employer Internship Agreement (Jul 17)	Receive from employers	
3. CSP Internship Vetting	Army CSP Internship Vetting/ Program Request Packet (Mar 19)	Receive from employers	
4. Training Program Outline (No LV /PASS/other PTDY in conjunction with CSP	From Employer, attached to Vetting form	Receive from employers; on company letterhead for individual program	Individual Program packet requires Legal review
5. ERB/ORB	AR 600-8 Para 8-3a (2) Mandatory Screening Criteria	AR 600-81 Expected to receive an honorable or General discharge	Mandatory screening; verified by Commanders
6. Resume	Private resume format	Apply to all applications	
7. CAPSTONE	DD Form 2648		
8. Housing Memo-PTDY Life Support Memo for CSP	Memorandum of Career Skills Staff	Applicable to all PTDY off island CSP	
9. DA 31 Transition Leave (TLV) or PTDY if off island CSP	Approved by commander	Transition LV only if dates within CSP time line/PTDY for off island	DA 31 approved with control number for both TLV and PTDY
10. Orders (if applicable)	Retirement Orders REFRAD	Required for retirees only	
11. Memorandum of Approval (MOA)	Memorandum for Soldier, Approval for CSP	Provided by SFL-TAP CSPIA.	Need for day one of inteship
12. Exit Survey		With CSP Administrator	After completion of program

Entire packet must be reviewed by CSPIA prior to start of internship for final screening, and Soldier must see CSPIA to receive Memorandum of Approval.

**180 days from Soldier's Separation Date

Created by Mildred Lonergan
10/30/18 Updated 19 Nov 19

EMPLOYER INTERNSHIP AGREEMENT

By signature of this Agreement, the Employer agrees:

- To teach the CSP Intern job responsibilities, new skills and practices specific to the business/industry;
- CSP Interns will work no more than 40 hours in any work week;
- CSP Interns shall not receive compensation of any kind from the Employer;
- The Internship is for the benefit of the CSP Intern and even though the internship includes actual operations of the employer, training is similar to training which would be given in an educational environment;
- CSP Interns shall not be required to purchase any materials or be charged a fee as a requirement for the internship;
- The CSP Intern shall not be involved in the selling of goods or services to any Soldier, or a family member of a Soldier junior, in rank, grade or position to the Soldier Intern, per Par. 2-205, Joint Ethics Regulation. For the purpose of this provision, goods and services includes, but is not restricted to, vehicles, recreational vehicles, real estate, rental properties, time shares, investment products, life insurance, health insurance, vehicle insurance, property and casualty personal insurance, business and commercial insurance;
- No participant will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous, or dangerous to the participant's health or safety.
- To take daily attendance of the CSP Intern and report attendance to CSP Representative upon request
- The Employer shall notify the CSP Representative immediately if the CSP Intern is injured at the worksite.

This CSP Internship may be terminated when, for any reason, it is determined to be in the best interest of the Intern, USAG or the Employer. The termination reason and effective date will be reported to the others by the terminating party immediately.

Employer POC: Bruce Jenkins, Colonel Retired
Employer Phone: 808 253-8854
Email Address: BJenkins@jnag.com

Signature/Date:

Army Career Skills Program (CSP) Internship Vetting Packet

1. **Soldier Information:**
   a. Name: _____
   b. Rank: _____
   c. Assigned Installation: _____
   d. Is this Internship in PTDY Status? ☐ Yes ☐ No

2. **CSP Provider Information:**
   a. Company Name: JN Group Inc Cycle City (JN u)
   b. Address: 2999 North Nimitz Hwy, Honolulu, HI 96819 / 600 Puiloa Rd
   c. Orginizational POC Name: Bruce Jenkins
   d. Phone Number & Email: (808) 253-8854, bjenkins@jnag.com

3. **Requested Internship Dates:**

Start Date: _____ End Date: _____ Total Days: _____

ETS or Retirement Date: _____

4. **Packet must also include:**

_____Signed Soldier Participation Memorandum

_____Approved DA31 Leave Form

_____Signed Employer Internship Agreement Form

_____Signed Soldier Memo on Housing Location (PTDY participants only)

_____TAP form DA 2648 showing completion or reservation for course completion prior to program attendance.

5. **Overview of Company and CSP:** (background/job areas)

The JN Group CSP program starts every Monday, and extends for a 12 week period leading to graduation. The program is designed to teach/train all aspects of the automotive and motorcycle industries with a focus on specific brand training (22 brands), auto/moto industry standards, marketing, sales, service, parts and logistics. Interns will be heavily involved in military community outreach events and brand specific certifications.

In a very short amount of time, interns become very savvy in all aspects of the industry and have the ability to join any auto/moto Team throughout the United States and be very successful.

A fun program that will serve as an excellent opportunity to learn about this industry in a non-threatening, no cost, school-like environment.

Graduates are prepared to eneter the job market at a much higher pay rate and are competitive for positions worldwide.

6. **Training Overview:** (Include/attach training schedule. List general training topics that will provide the knowledge, skills, and abilities needed by participant to be qualified for employment in the respective occupational area.)

See attached weekly schedule.

7. **Purpose/Outcome:** (Soldier's goals, guaranteed interview, job placement, salary, etc.)

* Educate Soldiers on the auto/moto industry.
* Provide brand specific certifications.
* Improve Soldiers communication skills.
* A guaranteed interview awaits the Soldier upon graduation.
* Job placement assistance.
* Resume review and re-write.
* Interview skills improved.
* Competitive salary and Company benefits (401K, medical, profit sharing) awaits.

This section reserved for installation review/vetting.

8. CSP Regional Coordinator: _____

Phone Number: _____

Email: _____

Comments: (highlights of discussion and/or site visit with internship provider):

Soldier Rank and Name is approved for CSP participation by Commander/Approval Authority.

Date:_____

This training concurs to DOL (W&H Division) Internship guidelines:
1. Is similar to training which would be given in an educational environment
2. Is for the benefit of the intern
3. Does not displace regular employees & works under close supervision of staff
4. No immediate advantage is derived by the Employer from an interns activities
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