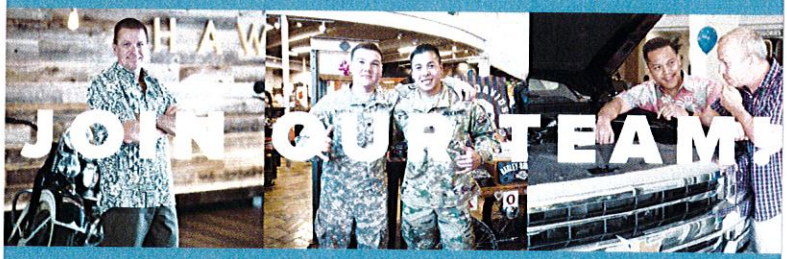
JN GROUP

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.

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Marine & Family Programs, P&PD
Transition Readiness Program
Marine Corps Base Hawaii
808-257-7790/7796

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COMMAND SCREENING CHECKLIST

1. **Purpose:** To ensure that the service member applying to attend the Skills Development Program Office (SDPO) course is fully qualified and fully prepared to attend.

2. **Information**: In order to allow service members the best opportunity to participate in their selected course, it is necessary that the parent commands ensure that their service members satisfy the prerequisites. Failure to comply with the prerequisites can prohibit service members from attending P&PD courses. The approval authority to participate in skills courses is the first field grade commander with UCMJ authority in the service member's chain of command. Permissive Temporary Assigned Duty (PTAD) will be required. The use of appropriated funds to support SDPO courses, including travel costs associated with participation, is not authorized.

3. **Action**: First-term Marines: complete and return signed Command Screening Checklist with required Command Authorization to the SDPO. Careerist Marines: complete and return signed Command Screening Checklist with required Command Authorization and Command Waiver letters to the SDPO.

SDPO COURSE: _____ **COURSE DATE:** _____

Applicants Name: _____ Grade: _____

DoD ID Number: _____ Unit: _____

	Prerequisites	Yes / No	Remarks
1	Completed TRS Date:_____		
2	Enlisted First-Term, expected to be released from active duty within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions. EAS: _____		
3	Careerist, expected to be released within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions. EAS: _____		
4	Has sufficient time remaining under their contract to complete the course prior to their established separation date. Extensions to existing EAS are not authorized.		

	Prerequisites	Yes / No	Remarks

5	Successfully passed most current PFT and CFT: Dates Completed: PFT: _____ CFT: _____		
6	Received a Standards of Conduct rating of at least 4.0 and a Standards of Proficiency Rating of at least 4.0 on their most recent performance evaluation, or be recommended for promotion or advancement, or other military service equivalent for non-Marine participants. Pros_____ Cons_____ Date_____		
7	Has attended an ethics brief or completed a DOD-approved ethics training (MarineNet Training: ET108A Ethics & Integrity) within the last 12 months. Date_____		
8	Has not previously participated in another SDPO course.		

Commanders Recommendation: *Confirming all of the above is satisfactory.*

In accordance with paragraph seven (7) of MARADMIN 550/13, administrative offices with unit diary reporting capabilities will report the below entries on members that participate in the Voluntary Employment Skill Training Program (VESTP). 083 000 STRT SCOL entry will be reported with the effective date of the starting of the course. 097 000 SCOL_COMPL GRADE_ entry will be reported when a member completes the program. The effective date is the date of completion. 097 002 SCOL_INCOMPL_ entry will only be reported when a member drops out of the program due to reenlistment or termination by approval authority. School completion codes include: 1) VCT: VESTP Career and Technical Program; 2) VEP: VESTP Apprenticeship Program.

OIC/SNCOIC Printed Name	Phone #	Signature	Date
Battalion/Squadron Sergeant Major Printed Name	Phone #	Signature	Date
Commanding Officer Printed Name	Phone #	Signature	Date

TRANSITION READINESS PROGRAM
ACKNOWLEDGEMENT OF RESPONSIBILITIES

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Applicant Acknowledgement of Responsibilities

Last Name	First Name	Rank	EAS

Company/Battalion

Please initial the following statements indicating your understanding of the policies and procedures of the Skills Development Program Office and sign below.

_____ I understand that there are limited seats into the course and acceptance into the course may be competitive. I will be notified if selected to attend.

_____ I understand that I must maintain satisfactory progress and attendance throughout my enrollment in the course, and must uphold all military standards and accountability requirements. The classroom will be my appointed place of duty, and failure to attend class may result in a charge of Unauthorized Absence (UA). Unexcused absences will be reported directly to my commanding officer.

_____ I understand that my participation in the course may be terminated at any time for unit mission requirements or disciplinary reasons and would require me to immediately withdraw from the program and report to my unit of assignment.

_____ I understand that I will be required, upon acceptance into the program, to execute permissive temporary additional duty (PTAD) orders according to local command policies.

_____ I understand that withdrawal from the program can be justified only by an emergency. A written explanation, endorsed by my commanding officer, will be required.

_____ I understand that a graduation ceremony will take place where family, friends, fellow Marines and sailors, and command leadership may attend. I will be responsible for sponsoring all guests to gain base access, if necessary.

_____ I understand that the Training Provider may share my data with other employer and/or service partners for the purpose of securing employment. I release my contact information to the Skills Development Program Office and the Training Provider and allow them to contact me after my transition from active military service regarding my employment status with completion of this program.

Applicant Signature Date