



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCE MANAGEMENT**  
Department of Defense  
SkillBridge Program Standards



The State of Nevada participates in the Department of Defense (DoD) SkillBridge Program as a host organization, providing structured internship and training opportunities for transitioning service members from all branches of the United States Armed Forces.

The purpose of Nevada's SkillBridge participation is to support service members during their transition to civilian life by offering meaningful, hands-on public-sector experience while simultaneously supporting state departments through workforce development, talent pipeline creation, and succession planning.

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### **Program Administration**

The Division of Human Resource Management (DHRM) serves as the central coordinating authority for the State of Nevada's SkillBridge Program. DHRM is the primary point of contact for all SkillBridge candidates and participating state departments.

DHRM is responsible for:

- Coordinating with the Department of Defense and service branches
- Managing candidate inquiries and eligibility screening
- Identifying and communicating current, approved internship opportunities
- Facilitating candidate-to-agency matching
- Providing training plan guidance and reporting requirements

Participation in the SkillBridge Program is subject to DoD policy, service-branch approval, and operational readiness requirements.

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### **Internship Availability and Scope**

While the State of Nevada maintains approved occupational groupings under the SkillBridge framework, internship availability is limited to specific roles within participating agencies based on operational capacity, supervision availability, and current program approval.

Not all occupational groups, departments, agencies, or classifications are available at all times. Internship opportunities are role-specific, agency-specific, and availability-dependent, and may change over time.

The listing of occupational groups or agencies does not guarantee internship availability.

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### **Internship Duration and Structure**

SkillBridge internships and training opportunities are career-field specific and generally range from four to six months, depending on the role and agency capacity.

Internships are structured training placements and do not constitute employment with the State of Nevada. In some instances, successful completion of an internship may position a candidate to apply for permanent State

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employment; however, all permanent employment must follow Nevada's standard recruitment and selection process in accordance with state regulations.

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### **Training Plans and Reporting**

Training plans and reporting requirements are established and provided by DHRM in coordination with participating departments.

Training plans are tailored based on:

- The approved internship role
  - Department operational needs
  - Candidate qualifications and experience
  - Candidates are expected to complete all required training activities and comply with reporting requirements as outlined in their individual training plan.
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### **Professional Conduct and Work Schedule**

Participating service members are expected to maintain professional conduct at all times and comply with applicable workplace policies, safety requirements, and assigned schedules. Unprofessional behavior, failure to follow safety guidelines, or performance concerns may result in dismissal from the program.

Work schedules generally fall within Monday through Friday, 7:00 a.m. to 5:00 p.m., and will not exceed 40 hours per week. For the State of Nevada, SkillBridge internships are conducted in person.

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### **Application Process**

Prospective candidates must:

- Identify areas of interest based on currently approved internship opportunities
  - Submit the SkillBridge interest form
  - Upon submission, a DHRM representative will contact the candidate within three to five business days to discuss eligibility, available opportunities, and next steps.
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### **Approved Occupational Groups**

The following occupational groups represent potential areas of alignment under the State of Nevada SkillBridge Program. Inclusion in this list does not indicate guaranteed or continuous internship availability.

1. *Agricultural & Conservation*
2. *Clerical & Related Services*
3. *Domestic Services*
4. *Library & Archives*
5. *Education*
6. *Engineering & Allied*
7. *Fiscal Management & Staff Services*
8. *Mechanical & Construction Trades*

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- 9. Medical, Health & Related Services*
  - 10. Regulatory & Public Safety*
  - 11. Social Services & Rehabilitation*
  - 12. Sworn Law Enforcement*
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## **Participating State Departments**

SkillBridge internships may be housed within participating state departments, divisions and other agencies, subject to role approval and capacity. Participation does not guarantee internship availability at all times.

Participating departments may include:

- Department of Administration
  - Department of Agriculture
  - Department of Business and Industry
  - Department of Conservation and Natural Resources
  - Department of Corrections
  - Department of Education
  - Department of Employment, Training, and Rehabilitation
  - Department of Health and Human Services
  - Department of Motor Vehicles
  - Department of Public Safety
  - Department of Taxation
  - Department of Tourism and Cultural Affairs
  - Department of Transportation
  - Department of Veterans Services
  - Department of Wildlife
  - Governor's Office of Economic Development
  - Nevada Gaming Control Board
  - Nevada System of Higher Education
  - Office of the Attorney General
  - Office of the Governor
  - Office of the Lieutenant Governor
  - Office of the Secretary of State
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## **Final Notes**

SkillBridge participation is contingent upon DoD approval, service-branch authorization, agency capacity, and alignment with approved internship roles. The State of Nevada reserves the right to modify, suspend, or limit internship offerings based on operational needs and program requirements.