



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 316TH WING (AFDW)  
JOINT BASE ANDREWS, MARYLAND 20762**

26 April 2021

MEMORANDUM FOR SKILLBRIDGE PROGRAM APPLICANT

FROM: 316 WG/JA

SUBJECT: Federal Law and Regulations Regarding Your Career Skills Program (Skillbridge) Internship

1. Federal law prohibits former officials of Federal agencies from accepting compensation from a Department of Defense contractor for one year after leaving government service, if the former official served in certain procurement or contracting positions, or participated in a procurement by or on behalf of the government involving an award of a contract to that contractor in excess of \$10 million. (Title 41 U.S.C. § 2104, Procurement Integrity.) If you served in any procurement or contracting position and had any involvement with the contractor you now wish to work for as part of the Skillbridge program, please contact 316 WG/JA for additional analysis and guidance.
2. Federal law prohibits government officers (including those on active duty with the Armed Forces) from accepting any compensation for representational services against any government entity in any matter in which the United States is a party or has a direct and substantial interest representing anyone back to the federal government on any issue (Title 18 U.S.C. §§ 203 and 205.). These statutes do not apply to enlisted personnel and are not imputed to them by DOD regulation.
3. You may not receive compensation for services performed while participating in the Skillbridge program. Furthermore, you agree to comply with other restrictions on acceptance of compensation and gifts and other ethics rules applicable to Service members as expressed in the federal criminal conflict of interest statutes (18 U.S.C. §§ 201-209), the Standards of Conduct for Employees of the Executive Branch (5 C.F.R. § 2635), and the Joint Ethics Regulation (DoD 5500.07-R).
4. Federal employees, including active duty military members, are prohibited from using or disclosing any non-public, proprietary, classified, financial, trade secret, or procurement-sensitive information in any Skillbridge Internship.
5. While on terminal leave, Air Force members remain on active duty status and all Federal ethics rules and regulations continue to apply as well as the Uniform Code of Military Justice.
6. I hereby acknowledge that I am aware of and comprehend my responsibilities while participating in the Skillbridge Internship and will comply with the laws and regulations applicable to me. I further agree that any action that violates or is in contrary to the provisions of federal regulations will subject me to punishment under the Uniform Code of Military Justice as well as possible adverse administrative action.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(The signed copy of this form is to be submitted with the Skillbridge Online Application)