



Operation Warfighter Partnership Form

The purpose of this form is to establish parameters for the participation of Recovering Service members (RSMs) in the Operation Warfighter program (OWF) partner's proposed internship program. This form will aid OWF coordinators in effectively matching RSMs with internship opportunities.

Participating organizations must complete and digitally sign this form. The form must then be saved and emailed as an attachment to the appropriate OWF Regional Coordinator.

Part A – Organization Information

Name of Organization: _____

Organization Mission / Description: _____

Organization HR / OWF Administrator Name: _____

Job Title: _____

Telephone: _____ Email: _____

Part B – Internship Overview

Internship duties and responsibilities: _____

Desired qualifications and skills of interns: _____

Number of interns you would like to host: _____

Internship Address: _____

Minimum length of time for Internship: _____

Minimum level of Security Clearance needed for internship: _____

Is worksite close to public transportation? Yes No

If yes, please describe: _____

Is parking available? Yes No

If yes, how does the Organization plan to accommodate parking? _____

Is suitable space/equipment available for the intern? Yes No

If yes, is it adaptive to accommodate the intern's potential needs? Yes No





Part C – Disclaimer

I (Organization) understand that the OWF Coordinator in my region will make every effort to match my organization with an intern(s); however, I understand that completing this request form does not guarantee a placement. I further understand that for each OWF Intern, the Organization and Recovering Service member will design and agree upon an Intern Development Plan (IDP) which will be reviewed after 120 days after the start of the internship and at the end of the internship period which will result in a Record of Achievement noting the recovering service member's accomplished tasks, goals, trainings, certifications, learned skills, etc. I understand that the signed IDP will be given to the Service member and a copy given to the OWF Coordinator.

Part D – Terms and Conditions

The OWF program will:

- Inform RSM populations about the availability of the Organization's program and refer interested candidates to appropriate resource material for more information on the Organization's program/opportunities.
- Validate RSM's eligibility to participate and that they received approval to participate from their commander and their medical provider
- Ensure OWF internship locations are designated as the place of duty for participating RSMs with the understanding that a member's participation in the program may be terminated at any time, based on mission requirements, the member's conduct, and/or other Service needs. The internship will not interfere with the RSM's ability to attend medical appointments and to complete the Disability Evaluation System, if applicable.
- Ensure that participating RSMs receive compensation and benefits from their Military Department throughout the duration of participation
- Resolve formal complaints and address escalated grievances from RSMs or the Organization to uphold the integrity and equitable operation of the OWF program

The Partner Organization will:

- Ensure the Intern receives no remuneration (pay and/or benefits) of any kind whatsoever from the Organization, shall not work nights, holidays, or overtime hours, nor earn leave from the Organization while rendering gratuitous services under this Agreement.
- Provide internships for training and vocational purposes to assist in the transition and rehabilitation process.
- Internship opportunities cannot be offered as virtual asynchronous only; the opportunity may be virtual but must include virtual synchronous training and/or a hybrid with in-person sessions with asynchronous training being less than 50% of the length of the internship.
- This Agreement does not guarantee the appointment of the intern to any position with the Organization.
- The Intern shall undergo an appropriate background investigation, if necessary, prior to placement.





- The intern shall observe all Organization rules governing conduct, safety, honesty, integrity, and the confidentiality of records during the performance of services under this Agreement.
- The Organization may terminate the internship with a written cause at any time.
- The Intern remains subject to the Uniform Code of Military Justice and all applicable DoD and Service Directives, Instructions and Regulations. The organization will ensure violations are documented and forwarded in accordance with Public Key Infrastructure (PKI) protocols to ensure privacy and chain of custody for relevant documentation so the Service may pursue appropriate disciplinary action.
- Ensure the internship opportunity does not create a conflict of interest for the RSM, as defined in guidance provided by the Military Departments.
- Appoint a representative to maintain continuing liaison with the OWF coordinator.
- Provide a structured and safe training environment for RSMs that fully complies with all applicable labor and safety laws, regulations, and standards to ensure a secure and productive learning experience.
- Maintain regular communication with OWF program participants and their host supervisor. Notify the appropriate OWF coordinator immediately upon discovery of any attendance issues, disciplinary concerns, or injuries relating to a RSM who is an OWF participant.
- Conduct feedback surveys and work with designated OWF coordinators to address any Program concerns.
- Inform the OWF coordinator when any media coverage is expected relating to the OWF program. All materials intended for use in connection with such coverage must be provided to the appropriate Public Affairs Office.

EFFECTIVE DATE: This Agreement takes effect beginning on the day after the last Party signs.

EXPIRATION DATE: This Agreement expires within 5 years of the date of signature or if terminated by either Party.

Part E – Signature

Organization Representative: _____ Date: _____

OWF Representative: _____ Date: _____

