Career Skills Program
Participation Process

1. Review CSP Orientation slides

Review slides provided via email, which explains the program in detail.

Service members must begin TAP in order to participate in the CSP Program

2. Calculate Your Timeline

- Use the CSP Planning Calculator to determine your personalized timeline.

- ETS/UQR: ONLY enter in your **ETS** and the number of days you plan to take for **Terminal Leave** in the labeled blocks. The calculator will do the rest of the work for you.
- RET: ONLY enter in your **RET Date,** the number of days of **PTDY** you plan to take and the number of days of **Terminal Leave** you plan to take in the labeled blocks. The calculator will do the rest of the work for you.

3. Research and Choose a Program

- **Local Approved Program -** see CSP office POC for class dates
- **Army Wide Approved Program** – Review the CSP map
https://home.army.mil/imcom/index.php/customers/career-skills-program
- **Individual Internship** - Identify the company you would like to work with and reach out to them with your dates, your interests and explain the program.
- **Don't see something that meets your needs:** explore additional options at https://skillbridge.osd.mil/locations.htm

4. Complete Application Packet

- Follow the CSP Checklist
- Participant signatures must be digital, command and legal signatures on the packet can be hand signed or digital

5. Return Command Approved Packet to the CSP office

- Can be hand delivered or emailed as a PDF.
- CSP office POC will send packet to legal and IMCOM for final approval.
- *Must tell us if you want to apply for AER.*

6. Receive Final Approval from CSPIA to Attend

- CSP office POC will email you a confirmation email that your packet has been fully approved.
- You are **NOT** authorized to depart your assigned installation or start a program until you receive verification from the CSP office that your packet has been fully approved.
- *If you are requesting an AER grant, you will need to take your most recent LES, approved CSP packet and AER memo to the AER office for processing two weeks prior to your start date.*

7. Accountability Check In's

- Check in with CSP office via email on the first day of the program and every two weeks thereafter. If you have immediate concerns, contact the CSP office via email or leave a voicemail.

. Complete Exit Form and Installation Outprocessing

- The exit form will be provided by the CSP Office upon completion of your program via email.

Career Skills Program
Handbook

Army Career Skills Program

Create Your Future

Points of Contact

Career Skills Program Installation Administrator TAP/ Bldg. 2505, Room 153

Kywonda L. Edwards
Kywonda.L.Edwards.ctr@army.mil

Regional Coordinator:
Ms. Brittney Crawford
Brittney.l.mcclure-crawford.civ@army.mil

Our Goal

Empower transitioning Service members with the knowledge, skills and abilities needed to gain employment in the civilian sector by connecting them to an opportunity with the goal of bridging the gap between Military training and civilian employment.

Program Options:

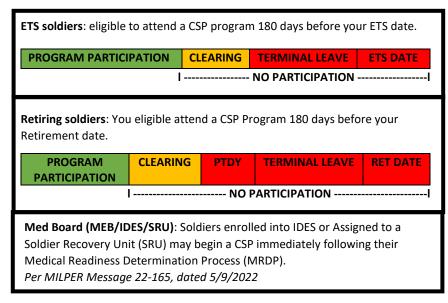➢ Local Approved Program
➢ Army Wide Approved Program
➢ Individual Internships
➢ DoD SkillBridge

Eligibility

- Soldiers transitioning out of the military must be within 180 days of separation date (not terminal leave date)

- Must have served at least 180 days on Active Duty

- Soldier is expected to receive an honorable or general discharge

- Soldier cannot be flagged, barred, or pending adverse action

- Subject to Command approval

Timeline

** See CSP Planning Calculator to personalize your timeline**

ETS soldiers: eligible to attend a CSP program 180 days before your ETS date.

PROGRAM PARTICIPATION	CLEARING	TERMINAL LEAVE	ETS DATE

I ---------------- NO PARTICIPATION -----------------I

Retiring soldiers: You eligible attend a CSP Program 180 days before your Retirement date.

PROGRAM PARTICIPATION	CLEARING	PTDY	TERMINAL LEAVE	RET DATE

I ---------------------- NO PARTICIPATION ----------------------I

Med Board (MEB/IDES/SRU): Soldiers enrolled into IDES or Assigned to a Soldier Recovery Unit (SRU) may begin a CSP immediately following their Medical Readiness Determination Process (MRDP).
Per MILPER Message 22-165, dated 5/9/2022

Rules for Participation

- There is no Exception to policy to start a program before 180 days prior to your separation date

- Regular Army Soldiers will not have their ETS date extended for the specific intent for participating in the Army CSP (AR 600-81, 8-2, C(8))

- You must be TAP Capstone complete before the start date of your program

- You should start planning and your packet prior to 180 days to ensure you have time for approval and maximize participation

- Program must end before start of clearing and terminal leave

- In accordance with 600-8-10 PARA 5-12 (14)E: "Planning must include sufficient time after completion of CSP for Soldiers to return to their permanent duty station to complete physical and administrative out-processing requirements…"

- You can only participate in one program

- Your program is your place of duty

- No DONSAs, Leave or Passes while participating

- MEB/IDES/SRU Soldiers should not violate their profile

- You cannot work more than 40 hours in a week

- No monetary compensation (tips, commissions, or paid internships)

- No internships with political affiliation

- Travel, lodging and food are an out-of-pocket expense to you (See AER Grant)

- Cannot pay out of pocket to attend a program, must be industry funded or GI Bill applicable (No TA or CA)

- If you are MEB/IDES/SRU you must notify CSPIA when you receive your orders. Your program will be terminated to allow time for clearing your installation.

- **CSP is a privilege, not a right. It is based on command approval**

Approval Authority

Local programs (inside the 50-mile radius) 0-120 Days:

- Battery/Company Commander and the Battalion Commander (first field grade officer with UCMJ Authority)

- Over 120 days requires HDQA G1 approval (not Recommended)

Non-Local Programs (outside a 50-mile radius) 0-60 Days:

- Battery/Company, Battalion, and the first O-6 in the chain of command (usually the Brigade commander)

- DA 31 required (non-chargeable Administrative Absence)

Non-Local Programs (outside a 50-mile radius) 61-120 days:

- Battery/Company, Battalion, Brigade commander and CG (commander w/general court-martial convening authority)

- DA 31 required (non-chargeable Administrative Absence)

- Over 120 days will require HQDA G1 approval

You are **NOT** authorized to depart your assigned installation or start a program until you receive verification from the CSP office that your packet has been fully approved. (Legal review and IMCOM approval)

AER GRANT – Financial Assistance for CSP participants

You could qualify for up to $250 for local programs or up to $500 for non-local programs for expenses including travel, lodging, business attire, tools, etc. It is a grant - you don't pay it back. Complete the request memo as part of the application process then visit the AER office for approval.