



CSP Soldier Checklist



**This is a tool that can be used in assisting Soldiers with the CSP process.*

Soldier Information

Rank:

Name:

Assigned Installation:

Section 1: Soldier Eligibility (Check all that apply)

Soldier is within 180 days of separation (ETS or retirement date)

Career Readiness Standards are complete (DD2648)

Soldier Participation Memorandum - IMCOM 45
(Completed and signed by command approval authority)

Expected to transition with a characterization of general discharge
(under honorable conditions)

Section 2: Soldier Category Verification

Duration matches correct category

Category	Rank	Number of Days	Approval Authority
I	E1-E5	≤120 days	First field grade Commander with UCMJ
II	E6-E7, WO1-CW3, O1-O3	≤90 days	First O6 CDR Commander with UCMJ
III	E8-E9, CW4-CW5, O4+	≤60 days	First General Officer in the Soldier's Chain of Command

Section 3: Individual Internship Requirements

**Only for Individual Internships, not required for Army Approved CSPs or DoD SkillBridge programs.*

Complete Individual Internship Agreement Packet included

Training Plan attached or embedded

Internship is unpaid (no wages, stipends, or commissions) Start/

End dates are defined and within Soldier's transition window

Schedule is full-time (e.g., 40 hours/week)

Part II - Employer signed agreement

Part III - Legal review completed