



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT CAVAZOS
1001 761ST TANK BATTALION AVENUE
FORT CAVAZOS, TEXAS 76544-5000

AMIM-HDP-B (690-200c)

MEMORANDUM FOR Army Emergency Relief

SUBJECT: Career Skills Program Assistance Request for

1. _____ has been approved to attend the
CSP from _____ through _____ .
2. The Soldier is being referred to AER for financial assistance consideration with this memorandum and the CSP Soldier Participation Memorandum showing command approval to attend. I am not recommending CSP “needs” for the Soldier nor whether AER assistance should be provided for the selected expenses below. I am only verifying that the following selected expenses are associated with the above CSP.
 - a. Travel expenses to CSP location (all forms) Yes No
 - b. Lodging (CSP Location) Yes No
 - c. Food & Fuel (CSP Location) Yes No
 - d. Uniform/business attire (CSP & Job Location) Yes No
 - e. Tools/Supplies/Computers (CSP & Job Location) Yes No
 - f. Initial Rent & Deposit (Job Location) Yes No
 - g. Utility Deposits (Job Location) Yes No
3. CSP Location:
 - Local CSP (CONUS/OCONUS); Max: \$250
 - Non-Local CSP (CONUS); Max: \$500
 - Non-Local CSP (OCONUS); Max: \$1000
4. Point of contact is the Fort Cavazos CSP Office, at (254-553-9921/9925 or 254-287-6518 or usarmy.cavazos.id-readiness.mbx.dhr-fthood-csp@army.mil)

Adrian B. Thompson
Fort Cavazos CSP Manager

SUBJECT: Career Skills Program Assistance Request

5. **For AER Action Only:** Please advise the Soldier that if the CSSP Grant is approved and the Soldier does not attend the CSP, the grant will be converted to a loan that will be repaid before separation from the Army. **The Soldier must agree to this requirement for the CSSP Grant to be considered/approved.**

AERO Name/Initials: _____/_____ Date: _____

Soldier Name/Initials: _____/_____ Date: _____

Encl
CSP Soldier Participation Memo, IMCOM Form 45