



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
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FORT HOOD, TEXAS 76544-5000

AUG 06 2021

AFZF-GA (600-20)

MEMORANDUM FOR III Corps and Fort Hood Separate Brigades

SUBJECT: Delegation of Administrative Absence for the Career Skills Program (CSP)

1. References:

- a. Army Regulation (AR) 600-8-10 (Leave and Passes), 3 June 2020.
- b. Army Directive 2015-12 (Implementation Guidance for Credentialing Program and Career Skills Program), 11 March 2015.
- c. Department of Defense Instruction 1327.06 (Leave and Liberty Policy and Procedures), 16 June 2009, Incorporating Change 3, effective 19 May 2016.
- d. AR 600-81 (Soldier for Life – Transition Assistance Program), 17 May 2016.

2. Pursuant to the authority to authorize up to 180 days of administrative absence for CSP activity in reference 1a, and the authority to authorize the use of administrative absence for transitioning Soldiers participating in a valid Army CSP as stated in reference 1b, I delegate authority to O-6 level commanders to approve up to 180 days of administrative absence for Soldiers to participate in a validated CSP activity. This authority may not be delegated further.

3. The scope of this delegation authority is limited to the following guidelines and does not supersede authorities specifically withheld at higher levels in each of the above references:

- a. Total of CSP administrative absence will not exceed 180 days.
- b. CSP administrative absence may not be used in conjunction with other temporary duty, other administrative absence, leave or pass.
- c. CSP administrative absence is limited to transitioning Soldiers who are within 180 days of being discharged or released from active duty. The 180 days will be counted back from the Soldier's official separation date, not the date the Soldiers sign out on transition administrative absence or transition leave.
- d. Separation or retirement dates will not be extended to allow for CSP attendance, or to allow terminal leave after attending CSP.
- e. CSP does not make a Soldier eligible for special leave accrual.

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4. The point of contact for this memorandum is the III Corps G1 Essential Personnel Services (EPS), at (254) 287-5933, or [usarmy.hood.iii-corps.list.g1-eps@mail.mil](mailto:usarmy.hood.iii-corps.list.g1-eps@mail.mil).

A handwritten signature in black ink, appearing to read 'R. P. White', is positioned above the typed name.

ROBERT P. WHITE  
Lieutenant General, USA  
Commanding