



CSP Soldier Checklist



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

Soldier Information:

Rank: _____ Name: _____

Assigned Installation: _____

Requirements for all CSP Participation

- Completion of TAP courses** (Has DD 2648 or TAP Attendance Sheet)
- Soldier Participation Memorandum** (Completed and signed by command approval authority)
- Documentation of ETS date, Retirement date or Med-Board documentation (Determines 180-day eligibility period)
- DA-31 (Soldiers using administrative absence to participate in a CSP)

Acceptance letter or email from CSP/SkillBridge Provider or internship organization

Army Approved CSP - Program Specific Requirements

If attending an approved CSP, it might have program specific requirements such as a resume, letter of acceptance into the program, etc. The CSP Installation Administrator (IA) at the location of the CSP will provide program specific requirements.

Individual Internship or Approved DoD SkillBridge Program Requirements

If doing an individual internship or approved SkillBridge Program, complete the CSP Individual Internship/SkillBridge Program Agreement Packet

Part I - Overview of Internship (overview of company, proposed internship, training specifics, desired outcome)

Part II - Employer Internship Agreement (Signed by POC of company)

Part III - Legal Review (Soldier submits Individual Internship Agreement Packet, signed Soldier Participation Memo, and other supporting documentation to BN JAG for SJA legal review)

Part IV - IMCOM Review and Signature (Submit Individual Internship Agreement Packet, and all required documentation to CSP Regional Coordinator for review and final signature.)