

INFORMATION PAPER

AMIM-HWH-M
3 February 2025

SUBJECT: Clarification of Regulatory Guidance for Soldiers Completing In-person Career Skills Programs (CSP)/ SkillBridge (SB) Outside the 50-mile radius (includes OCONUS to CONUS CSPs and SBs)

1. Purpose: To provide clarification regarding a Soldier's return to their primary duty station (PDS) upon completion of an in-person CSP/ SB outside the 50-mile radius. This includes OCONUS Soldiers attending in-person CONUS CSPs/ SB.

2. Facts:

a. Effective immediately, Soldiers attending an In-person Career Skills Program (CSP) or DoD SkillBridge Program (SB) beyond 50 miles of their Permanent Duty Station (PDS), including OCONUS to CONUS transitions, are no longer required to return to their PDS upon completing CSP/SB, when their Military Personnel Division (MPD) has coordinated a Final Out at the Transition Center closest to the Soldier's in-person CSP/ SB location.

b. The IMCOM CG and forthcoming MILPER: *Clarification for Soldiers Attending an In-person Career Skills Program (CSP) or DoD SkillBridge Program (SB) beyond 50 miles of their Permanent Duty Station (PDS), including OCONUS to CONUS transitions*, is the approved authoritative guidance for the Army's CSP.

c. The key takeaway is that CSP remains a Commander's program. The guidance specifies Soldiers are no longer required to return to their PDS upon completing CSP/SB. *The approval to final out process remains at the discretion of the appropriate level commander*, including for OCONUS Soldiers who attend and complete an in-person CONUS CSP/SB.

d. Soldiers are responsible for their flight and lodging to CSP location if attending an In-person CSP/SB beyond 50 miles of their PDS.

e. Military Personnel Division

1. The Hawaii Military Personnel Division (MPD) will coordinate a Final Out at the Transition Center closest to the Soldier's in-person CSP/ SB location.
2. The MPD will provide Soldier with selected Transition Centers' contact information to include POC, phone number and email.
3. Hawaii Transition Assistance Program (Career Skills Program Adviser) will provide an example of Absence Requests (Administrative (CSP) & Terminal)
4. The participating Soldier will complete all Installation and Unit Out-processing IAW United States Army Hawaii (USARHAW) Policy Letter #16 - Installation Out-Processing Procedures, dtd 11 Jan 20, prior to departing Hawaii.

f. Army Military Pay Office

1. The participating Soldier will out-process the Hawaii Army Military Pay Office prior to departing Hawaii.
2. Entitlements.
 - COLA will stop the day prior to Soldier departing Hawaii. Basic Allowance for Housing (BAH) will remain the Hawaii rate until date of separation.
 - If Soldier is already receiving Family Separation Housing (FSH), meaning family already has been Early Return of Dependents (ERD) or family stayed at previous duty station, BAH at Hawaii rate will stop when SM leaves island and the BAH at the zip code wherever the family is already at will remain.
 - No Family Separation Allowance (FSA) (family separation pay) authorized.

g. Transportation - Personal Property Processing Office (PPPO)

1. Soldier will make Household Goods (HHG) and Privately Owned Vehicle (POV) arrangements prior to departing Hawaii.
2. Soldier is authorized shipment of HHG/POV to Home of Record (HOR) {ETS/RET}
3. Soldier is authorized shipment of HHG/POV to Home of Selection (HOS) {RET}

h. CWTSatoTravel

1. Soldier will make flights arrangements for themselves, and Command Sponsored family members prior to departing Hawaii.
2. Soldier is authorized a flight to Home of Record (HOR) {ETS/RET}
3. Soldier is authorized a flight to Home of Selection (HOS) {RET}

3. It is the unit commander's discretion to have a Soldier return to their PDS after completing an in person CSP/ SB outside the 50-mile radius of their PDS.

Encl
Terminal Absence Request
Administrative Absence Request

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