

UPDATED: 9 SEPTEMBER 2025

Processing Request for CSP/Internship Attendance

Career Skills Program (CSP) Instructions

Enrollment Requirement: Service Members must be enrolled in the Transition Assistance Program (TAP).

Location: Fort Hood, Copeland Center, BLDG 18010, 3rd Floor, Room B309.

(NOTE: SERVICE MEMBER MUST BE CAPSTONE COMPLETE PRIOR TO BEGINNING ANY CSP OR INTERNSHIP.)

CSP REQUIRED DOCUMENTS:

<https://home.army.mil/cavazos/units-tenants/Garrison/directorate-human-resources/Transition-Assistance-Program/career-skills-program>

PAR ENTRY GUIDANCE

Submit all required documents for the selected CSP type through a Personnel Action Request (PAR) with Unit S1 in IPPS-A.

Required Documents for Request:

▪ **Career Skills Program Packets**

1. Commander MOA for CSP & Internships
2. Separation Date Verification (i.e., Memo, Record Brief...etc.)
(Determines 180-Day eligibility period)
3. Soldier Participation Memorandum (IMCOM 45)
4. IPPS-A Absence Request (CSP Administrative Absence required for CSPs over 50 miles from duty station) (**ONLY IF REQUIRED**)
5. Acceptance letter/email (receive from CSP/Skill Bridge/Internship attending)

▪ **Internships Packets**

1. Commander MOA for CSP & Internships
2. Separation Date Verification (i.e., Memo, Record Brief...etc.)
(Determines 180-Day eligibility period)
3. Soldier Participation Memorandum (IMCOM 45) **w/CSP Individual Internships SkillBridge Agreement Form**
4. IPPS-A Absence Request (CSP Administrative Absence required for CSPs over 50 miles from duty station) (**ONLY IF REQUIRED**)
5. Acceptance letter/email (receive from CSP/Skill Bridge/Internship attending)

PAR FIELD ENTRY

1. Create an **ADMIN RECORDS CORRECTIONS PAR**, listing the effective date as the start date of your CSP program.
2. Select “Other” as the Reason for the Admin Records Corrections.
3. Within the “Other Type” field, type “CSP-TYPE” based on the type. Choose one of the following CSP types:
 - CSP- APPROVED PROGRAM
 - CSP- INTERNSHIP
 - CSP- SKILLBRIDGE
4. A. Within the **“More Information”** field, type in the details regarding all attachments included in your PAR and the required approver for your request based on your individual routing requirements found in III CORPS CG Policy #3.
 - B. **“AT RISK”** Categories:
 - Eighteen to twenty-four years old
 - First-term enlistments
 - Involuntarily separating due to force shaping
 - Rapid separation from Active Duty
 - Acquisition of disabilities that result in medical separations, subject to CSP provider qualifications.
 - C. ANNOTATE in the **“More Information”** field, Status of Service Member requesting attendance: **(CAT I, II or III)**
 - CAT I and CAT II (E1-E7, W1-W3, 01-03) who meet one of the “AT RISK” categories
 - Approval Authority for all durations and all distances is the first 06 Commander.
 - CAT III (E8-E9, W4-W5, 04 and above) who meet one of the "AT RISK"
 - Approval Authority for all durations and all distances is withheld to the first General Officer
 - All Service Members who do NOT meet one of the "AT RISK" categories listed above, approval authority for all durations and all distances is withheld to the first General Officer in the Service Member’s Chain of Command.
5. Unit S1 must include the following information in the PAR for final validation after command authorization:
 - Add the TAP Office UDL to the workflow as the **“Final Approver”**, following all required intermediate approvers.
 - Required UDL Info:**
 - Name:** **HOOD_CAREER_SKILLS_PROGRAM**
 - User List ID (UDL):** **000000000124245**
6. Once the TAP office has approved your request, the S1 Pool will receive the PAR and will need to action the request by selecting the “Complete”, this will then notify the Soldier that the PAR has been approved.

Important Notes

Without review and validation from the Installation Career Skills Program office, these actions will not be considered valid, as determined by the Transition Assistance Program office, Directorate of Human Resources, Fort Hood Garrison and IMCOM.

Phone: 254-553-9921/9925 or 254-287-6518

CSP Email: usarmy.hood.id-readiness.mbx.dhr-fthood-csp@army.mil

CSP Website: <https://home.army.mil/hood/units-tenants/Garrison/directorate-human-resources/Transition-Assistance-Program/career-skills-program>