

MILPER Number: 25-116

Proponent
AHRC-PDT

Title
Update to Career Skills Program, DoD SkillBridge Program and Individual Internship Program Structure

...Issued:[03 Apr 2025]...

A. Title, 10, U.S. Code, Section 1143 – Employment assistance (Available at [10 USC 1143: Employment assistance \(house.gov\)](#))

B. DoDI 1327.06, Leave and Liberty Policy and Procedures, (Available at [DoD Instruction 1327.06, "Leave and Liberty Policies and Procedures," June 16, 2009; incorporating Change 5 on August 25, 2023 \(whs.mil\)](#))

C. DoDI 1322.29, Job Training, Employment Skills Training, Apprenticeships and Internships (2014) (Available at [DoDI 1322.29, "Job Training, Employment Skills Training, Apprenticeships, and Internships \(JTEST-AI\) for Eligible Service Members," January 24, 2014; Incorporating Change 1 on May 5, 2020 \(whs.mil\)](#))

D. Joint Travel Regulation (JTR) (1 October 2024) (Available at [Joint Travel Regulations | Defense Travel Management Office](#))

E. Department of the Army, DCS, G-1, Memorandum, Subj: Delegation of Authority, Army Regulations (AR) 55-46 Travel Overseas, and AR 600-8-10 Leaves and Passes (25 June 2018).

F. AR 600-81, Transition Assistance Program (12 April 2024), (Available at [Army Regulation 600-81](#))

G. AR 635-8 Separation Processing and Documents (17 September 2019) (Available at [ARN38821-AR_635-8-001-WEB-3.pdf \(army.mil\)](#)).

H. AR 600-8-10, Army Leaves and Passes (3 June 2020), (Available at [ARN30018-AR_600-8-10-000-WEB-1.pdf](https://arn30018-ar_600-8-10-000-web-1.pdf) (army.mil))

I. AR 600-8-101, Personnel Readiness Processing (6 March 2018) (Available at [ARN2088_AR600-8-101_final_Web.pdf](https://arn2088-ar600-8-101-final-web.pdf) (army.mil))

J. AR 600-8-105, Military Orders (20 December 2022) (Available at https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1026012)

K. DA PAM 600-8-105, Military Orders (20 December 2022) (Available at https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1026013)

L. MILPER 24-486 Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Approval Authorities (3 December 2024) (Available at <https://www.milsuite.mil/book/docs/DOC-1350417>)

1. This MILPER message will expire NLT 365 days from publication or upon the release of updated policies and AR 600-81.

2. This MILPER messages supersedes previously published MILPER 24-486.

3. The purpose of this message is:

a. To announce the three-category structure by rank that prescribes the maximum number of days U.S. Army Soldiers may participate when attending Career Skills Programs (CSP), DoD SkillBridge (SB) programs, or individual internships.

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

4. Eligibility. This message pertains to the Soldiers and the Commanders of Soldiers who request to participate in CSPs, DoD SB programs, or individual internships. Soldiers with a CSP, DoD SB, or individual internship packet approved prior to the effective date of this MILPER are exempt from Paragraph 6 timelines and requirements.

5. Facts:

- a. CSP is a connection tool the Army uses to assist transitioning Soldiers within 180 days from their separation from Active duty as indicated on their DD Form 214 (AR 600-81, para. 5-4).
- b. Commanders can be more restrictive with CSP, DoD SkillBridge, and individual internship eligibility requirements. AR 600-81, para. 5-4.c.(1), states, “Participation in any CSP or SkillBridge program is not an entitlement. It is a connection tool Soldiers can use during their transition with commander’s permission... Commanders may add other requirements for Soldiers to participate, if needed.”
- c. AR 600-81, Transition Assistance Program (12 April 2024), is the prescribing authority for CSP execution. Army CSP execution policies and procedures are established in AR 600-81 (12 April 2024).
- d. AR 600-8-10, chapter 5, paragraphs 5-12. c.(14)(e) requires Soldiers to return to their PDS to out-process upon completion of CSP/SB.
- e. AR 600-8-10, paragraph 12.1.d. requires all chargeable and non-chargeable absences to begin and end on post, at the duty station, or in the location from which the Soldier regularly commutes to duty.
- f. AR 600-8-10, chapter 5, paragraph 5-12c(14)(a) authorizes commanders to approve an administrative absence not to exceed 180 days for Soldier participation in CSP.
- g. AR 635-8 (17 Sep 2019), paragraph 4-6. e., states, “If the Soldier is being processed at an alternate transition center, send records initiated during pre-separation processing to that supporting transition center.”

6. Three-category structure.

Category	Rank	Number of Days	Approval Authority
Category I	E1-E5	Up to 120 days	First field grade Commander with UCMJ

Category	Rank	Number of Days	Approval Authority
Category II	E6-E7, WO1-CW3, and O1-O3	Up to 90 days	First O6 CDR Commander with UCMJ
Category III	E8-E9, CW4-CW5, O4 and above	Up to 60 days	First General Officer in the Soldier's Chain of Command

a. The first field grade commander in the Soldier's chain of command who is authorized to impose non-judicial (Uniform Code of Military Justice) punishment will approve CSPs, DoD SB, and individual internship programs and Soldier participation for Category I. No further delegation is authorized.

b. The first O6 Commander in the Soldier's chain of command who is authorized to impose non-judicial (Uniform Code of Military Justice) punishment will approve CSPs, DoD SB, and individual internship programs and Soldier participation for Category II. No further delegation is authorized.

c. The first General Officer in the Soldier's Chain of Command will approve CSPs, DoD SB, and individual internship programs and Soldier participation for Category III. No further delegation is authorized.

d. The DCS, G-1 is the approval authority for all exceptions to policy (ETPs). ETP requests can be submitted to usarmy.knox.hrc.mbx.tagd-transition-assistance-program@army.mil.

7. Clarification for Soldiers attending an in-person CSP or DoD SB beyond 50-miles of their Permanent Duty Station (PDS) (including In-Person OCONUS to CONUS).

a. IAW Reference H, Soldiers who request and have command recommended approval to not return to their PDS upon completion of their approved in-person CSP/SB outside the 50-mile radius (including in-person OCONUS to CONUS) must have an approved Exception to Policy (ETP) from HQDA, G-1 (DAPE-PR), Office of the Deputy Chief of Staff, Chief of Compensation and Entitlements, 300 Army Pentagon, Washington, DC 20310-0001 (email: usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prc-special-pay@army.mil).

b. The First field grade commander in the Soldiers' chain of command who is authorized to impose non-judicial (Uniform Code of Military Justice) punishment may request an ETP for Soldiers to not return upon completion of an in-person CSP/SB 50-miles outside of their PDS (including in-person OCONUS to CONUS), using the information above in paragraph 3.

c. CSP Coordinating Staffs. CSP coordinating staffs for the CSP/SB approval process are composed of personnel at all staff levels, who may operate outside the Soldier's usual chain of command. Upon receipt of an approved IMCOM-45 for an in-person CSP/SB outside the 50-mile radius of their PDS (including in-person OCONUS to CONUS) and an ETP to not return to their PDS, coordinating staffs must:

(1) Identify the physical location where the in-person CSP/SB takes place relative to the Soldier's final Home of Selection (HOS), Home of Record (HOR), or Place Entered Active Duty (PLEAD) location.

(2) Identify and annotate on the Soldier's orders the closest alternate Transition Center (TC) to the CSP/SB or final HOS/HOR/PLEAD location using AR 635-8, Appendix B, Regular Army Transition Centers, for alternate TC selection.

(3) If the closest alternate TC is not located at the Soldier's PDS, ensure the Soldier's transition orders state the alternate TC location closest to their CSP/SB location or final HOS/HOR/PLEAD.

(4) Ensure the Soldier's orders are produced IAW 635-8:

(a) Travel authorizations provided to separating Soldiers are similar to those provided for retiree separations to HOS/HOR/PLEAD.

(b) With appropriate verbiage: Select the "Primary Additional Instruction" line from the drop-down categories in IPPS-A. Select "Travel Authorization – HOS" or "Travel Authorization – HOR/PLEAD," based on the Soldier's circumstances.

(c) Recommended Free text: "Retirements and Separations participating in in-person CSPs/SBs outside the 50-mile radius of their PDS, including OCONUS Soldiers attending an in-person CONUS CSP/SB, are authorized transportation entitlements in accordance with the Joint Travel Regulation in a similar manner as a Station of Choice Retirement."

(5) Ensure all funding codes for the Soldier's final move are listed on their orders and verified before they depart for CSP/SB.

d. Commanders. Commanders at all levels should have a local command policy for in-person CSP/SB participation that occurs outside the 50-mile radius, including OCONUS/CONUS in-person CSP/SB. To facilitate the process for Soldiers not returning to their PDS:

(1) Company-level commanders should initiate Soldier ETP requests through their first field grade commander in their chain of command authorized to impose non-judicial (Uniform Code

of Military Justice) punishment to: HQDA, G-1 (DAPE-PR), Office of the Deputy Chief of Staff, Chief of Compensation and Entitlements, 300 Army Pentagon, Washington, DC 20310 –0001 (email to usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prc-special-pay@army.mil).

(2) Provide a Commander's Memo authorizing the Soldier to clear and out-process their PDS (minus Final Out) prior to departing to their in-person CSP/SB (if applicable).

(3) Track the Soldier's TAP capstone completion:

(a) Review AR 600-81, paragraph 2-12. f., "Ensure each Soldier participates in a capstone event to verify the Soldier's ability to attain their Career Readiness Standards (CRS) no later than 90 days before their transition date as stated on their DD Form 214. Identify Soldiers unable to attain their CRS for a Warm Handover (WHO)."

(b) Ensure the Soldier completed the TAP capstone no later than 90 days prior to their listed transition date. Soldiers can complete a virtual capstone 90 days prior to separation while participating in the CSP/SB.

(4) Establish accountability procedures. Personal conduct procedures are established as a condition for participation approval in a CSP/SB.

(5) Ensure all funding codes for the Soldier's final move are listed on their orders and verified before they depart for CSP/SB.

e. Soldier. Soldiers approved to attend an in-person CSP/SB beyond a 50-mile radius from their PDS, including OCONUS Soldiers attending an in-person CONUS CSP/SB, who desire to not return to their PDS, will immediately submit an ETP request through their chain of command for approval by HQDA, G-1 (DAPE-PR). Upon ETP approval:

(1) Submit approved CSP packet to the CSP Counselor.

(2) Coordinate with CSP support staff to have the correct alternate TC be annotated on orders and establish an arrival date based on CSP/SB completion date that allows time to travel to the TC to complete Final Out procedures.

(3) Receive commander's authorization memorandum to complete all unit-level and installation-level out-processing, minus Final Out, per AR 600-8-101, before departing to attend in-person CSP/SB.

(4) Request and receive an approved DEROS date change (OCONUS only).

(5) Complete all TAP required Career Readiness Standards (CRS) prior to departing for in-person CSP/SB. Capstone must be completed 90 days prior to separation and can be completed virtually while participating in a CSP/SB.

(6) While attending CSP/SB:

(a) Adhere to command established accountability procedures throughout CSP/SB participation, per command instructions.

(b) Contact alternate TC and coordinate a Final Out appointment date.

(7) Upon completion of their in-person CSP/SB, travel to the alternate TC annotated on their separation orders on the precoordinated date to complete their Final Out and any additional processing procedures.

(8) Request CSP Administrative Absence and final leave periods through IPPS-A. Final leave periods begin immediately following the completion of their in-person CSP/SB, with dates through the separation date annotated on their DD Form 214.

(9) Soldiers who do not complete their CSP/SB will immediately return to their PDS and report to their unit of assignment.

f. Soldiers do not receive any additional pay or allowances while attending CSP/SB. Soldiers are highly encouraged to visit their supporting human resource or finance office for more information.

g. A Soldier in receipt of a separation or retirement order who wishes to relocate their dependent(s) to their final separation or retirement location must request an advance travel Secretarial waiver to receive a housing allowance based on their final separation location.

(1) Soldiers must reside separately from their dependent(s) to qualify for a waiver.

(2) Active component Soldiers must submit their request to HRC via IPPS-A. Soldiers should refer to MILPER Message 24-109 or visit the following website for more information:

<https://www.hrc.army.mil/content/51395>.

8. For clarification of this guidance, contact unit personnel/S-1 offices. Unit G-1/S-1 HR PROs and installation MPDs may raise concerns to the following contacts:

- a. Send inquiries regarding CSP and TAP policy to U.S. Army Human Resources Command, Transition Division (AHRC-PDT), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40121, email to usarmy.knox.hrc.mbx.tagd-transition-assistance-program@army.mil. Points of contact: Dr. Elena Knyshev or Mr. Mark Leighton.
- b. Send inquiries regarding Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) Secretarial Waiver Program to: U.S. Army Human Resources Command, MILPAY Division (AHRC-PDM-SP), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40121, email to usarmy.knox.hrc.mbx.tagd-bahwaivers@army.mil.
- c. Send inquiries regarding Leave and Pass policy to U.S. Army Human Resources Command, (AHRC-PDP-P), 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40121, or send email to HRC Personnel Policy at: usarmy.knox.hrc.mbx.tagd-spb-policy@army.mil. Point of contact is Mr. Joshua B. Leachman.