



Headquarters Installation Management Command (HQ IMCOM) Army Career Skills Program (CSP) Letter of Intent (LOI)

The Army CSP provides Service Members with the opportunity to participate in career and employment skills training opportunities during their last 180-days on Active Duty. The program is authorized by Department of Defense Instruction (DoDI) 1322.29 and Army Regulation (AR) 600-81. While a provider may have signed a DoD MOU and is an approved DoD SkillBridge Provider, providers must still meet Army requirements and sign an Army MOU in order to become an approved program. According to Army Regulation, Garrison Commanders have the authority to decide which programs are associated with their garrison. The HQs IMCOM G1 is the vetting and approving authority for a CSP. This LOI must be filled out and signed by the company in order to initiate the process of becoming an Army approved provider.



1. Company/Provider Name:
2. Are you an approved DoW SkillBridge Provider?
3. Partner Companies (list any companies that may hire graduates):
3. Company/Provider Point of Contact:
 - a. Name
 - b. Phone Number
 - c. Email Address
4. Proposed Training Location/Army Installation:
5. Type of Training:
6. Training Length (cannot exceed 120 days):
7. Training Cost/Funding Source:

If GI Bill funded, provide amount:
8. Description of Program (300 character limit):
9. Type of Job Position Offered for Career Placement:
10. Career Entry Salary Range:
11. Proposed Program Start Date:
12. Justification for Partnership with the Army (300 character limit):

Company commits to an 85% training completion rate, 100% interview rate of Service Members who completed training, and 90% placement rate of interviewed Service Members

Digital Signature:

Name (First and Last) and Title

Send the completed LOI in an email to: usarmy.jbsa.imcom-hq.mbx.army-career-skills-program@army.mil