



Army Career Skills Program (CSP) Overview Brief



WE ARE THE ARMY'S HOME



Transition Assistance Program
U.S. Army Installation Management Command

Controlled by: HQ IMCOM

Army Career Skills Program (CSP)



UA VIP Sprinkler Fitters



Troops To Transportation

- ✓ **The Army CSP is a component of the Soldier Life Cycle that encourages Soldiers to capitalize on training and development obtained throughout their military careers**
- ✓ **CSPs provide Soldiers opportunities to participate in career and employment skills training programs during transition to improve employment options upon separation from military service**



Army Career Skills Program (CSP)

CSP Policy Overview (DoDI 1322.29 & AR 600-81)

What are the Requirements:

Focus is on the At-risk Soldier

- 18 to 24 years old
- First term enlistments
- Involuntarily separating due to force shaping
- Rapid separation from active duty

Eligibility

- Soldiers within 180 days of discharge/release from military service
- Expected to transition AD with a general discharge (under honorable conditions)
- Enrolled in TAP and have completed all CRS requirements
- Have or will have a medical board determination, if undergoing a medical separation

Approval

- **Category I: E1-E5:**
First field grade Commander with UCMJ authority up to 120 days.
- **Category II: E6-E7, WO1-CW3, and O1-O3**
First O6 Commander with UCMJ authority up to 90 days.
- **Category III: E8-E9, CW4-CW5, O4 and above**
First General Officer in the Soldier's Chain of Command up to 60 days

Funding

- Appropriated funds will not be used to pay for CSPs (TA is not authorized)
- Majority of CSPs are free to Army & Soldiers cannot receive outside compensation





✓ Army Approved CSPs

- Programs have an MOU/MOA with the Garrison Commander and have already been vetted and received approval by HQ IMCOM G-1
- Programs have established selection/screening criteria and scheduled cohort dates
- Army Approved CSPs located on CSP map (updated regularly) or CSP Website



✓ DoD SkillBridge

- Serves as overarching SkillBridge for all services
- Army has additional eligibility requirements that must be met
- Requires completion of Individual Internship/Approved DoD SkillBridge packet



✓ Individual Internship

- Requires the Soldier to locate the Company, explain the Army's program to the company and get the private company to agree to participate in the program.
- Internships only
- Requires completion of Individual Internship/Approved DoD SkillBridge packet



Army Career Skills Program (CSP)

CSP Types

Internship

- Internships allow Active Duty Service Members who are within 180 days of separation to work on-site with a company in a desired industry and/or occupation. Companies cannot pay the intern, nor work them more than 40 hours per week.

Pre-Apprenticeship

- A system of training new practitioners in a trade or profession with on-the-job training and often some accompanying study (classroom work and reading).
- Pre-apprenticeships enable practitioners to gain a license to practice in a regulated profession.

On-the-Job Training

- Consists of an experienced employee passing down their skills to a new employee. This training happens while on the job-site, and is done in a real world atmosphere. There are no simulations, or practice runs with this type of training.

Employment Skills Training

- Career or technical training focusing on practical application of skills learned, leading to employment in a specific career or technical trade.



CSP Website

<https://home.army.mil/imcom/customers/career-skills-program>

Home / Customer resources / Career Skills Program (CSP)



Welcome to the Army Career Skills Program!

Apprenticeships, Internships, On-the-Job Tra

Army Career Skills Program (CSP)

The Army Career Skills Program (CSP) is a component of the Transition Soldier Life Cycle model that encourages Soldiers to capitalize on training and development opportunities throughout their military careers. CSPs provide Soldiers opportunities to participate in career and employment skills training programs during last 180 days of military service to improve employment options upon separation.

The Army Career Skills Program (CSP) began its first program on 14 January 2013 at Joint Base Lewis-McChord with the United Association – Veterans in Piping (UA-VIP) CSP hosting 16 Soldiers with 14 completing the program and 14 hired into civilian careers after their military service. To date, over 49,965 Soldiers have completed one of the 226 CSPs hosted at 31 IMCOM installations, partnering with over 4,000 employers delivering a 93% hire rate since 2013. Salaries for civilian employment opportunities through CSPs range from \$40K - \$140K per year.

Select an Option:

- Soldiers
- Providers
- Commanders
- CSP Programs & Locations
- Frequently Asked Questions

CSP Programs & Locations

The Army Career Skills Program is a garrison commander approved program in which Army CSP providers sign an Installation MOU/MOA. The list below identifies Army approved CSPs and where they are located. Contact your local TAP office for more information on the application process.

Programs and locations are subject to change. Please check with your local TAP office for the latest information.

Select an Option:

- Soldiers
- Providers
- Commanders
- CSP Programs & Locations
- Frequently Asked Questions

CONTACT YOUR LOCAL TAP OFFICE FOR PROGRAM SPECIFIC INFORMATION AND HOW TO GET STARTED.

Click on Installation name below to access their CSP flyer or TAP office information

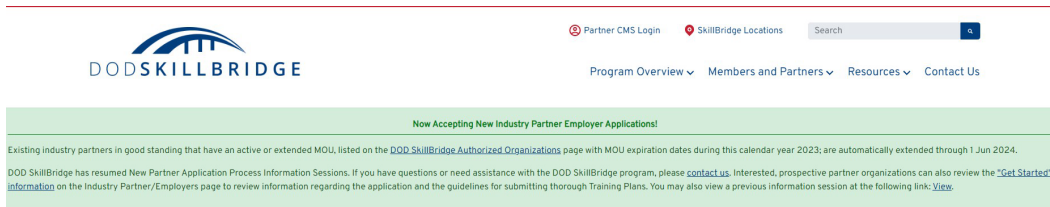
HQ IMCOM  Software & Systems Academy Information Technology (Virtual at all locations)					
Fort Belvoir, VA					
 Electrical Services	 Fire Protection	 Cyber Engineers & Analysts	 Workforce Experience Corporate Fellowship	 Food & Hospitality Industry	 Plumbing & HVAC



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✓ <https://skillbridge.osd.mil/locations.htm> (osd.mil)

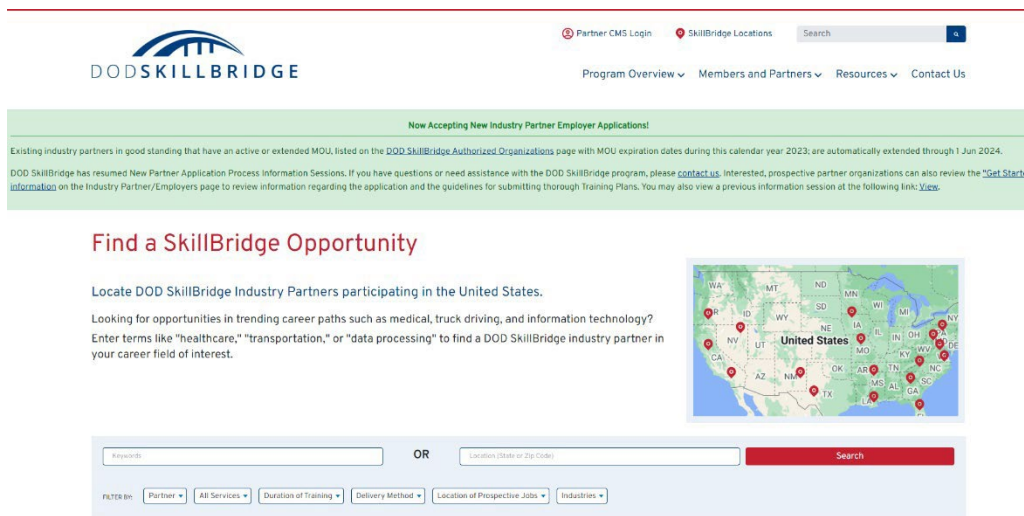


Authorized SkillBridge Organizations

The following list indicates organizations that have been authorized by the Office of the Deputy Assistant Secretary of Defense through official Memorandum of Understanding to work with each of the applicable branches of the military Services and respective installation commanders to develop SkillBridge training programs for their personnel. You can find more details about specific locations, program descriptions, and training duration for these organizations in the "SkillBridge Locations" table. If there is no information currently showing on the program in the SkillBridge locations table, the organization has been cleared by the Department of Defense, but is either finalizing details with the military Services and installation commanders or is currently in a dormant phase for training and placement programs.

Note: The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked websites, or the information, products or services contained therein.

SkillBridge Partners/Program POCs with questions, or who wish to make changes to the information displayed here, may [contact the SkillBridge Team](#).



Requirements for all CSP Participation

- Completion of TAP courses**
(DD 2648 or TAP Attendance Sheet)
- Soldier Participation Memorandum**
(Completed and signed by command approval authority)
- Documentation of Separation Date and/or MRDP Date signed by PEBLO**
(Determines 180-day eligibility period)
- IPPS-A Absence Request**
(CSP Administrative Absence required for CSPs over 50 miles from duty station)
- Acceptance letter / email from CSP/SkillBridge/Internship Organization**

Army Approved CSP - Program Specific Requirements

Approved CSP's may have program specific requirements such as a resume, letter of acceptance into the program, etc. The CSP Counselor at the location of the CSP will provide program specific requirements.

Individual Internship / 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 HQ Transition Specialist for review)



Soldier Participation Memorandum - Army Career Skills Program (CSP)

AUTHORITY: 10 U.S.C. 1143e - Employment assistance; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD/P&R); DoD Instruction 1332.35, Transition Assistance Program (TAP) for Military Personnel; DoD Instruction 1322.28, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTST-AI) for Eligible Service Members; Army Regulation 600-81, Transition Assistance Program.

PURPOSE: To allow Commander to approve or deny participation in the Army Career Skills Program (CSP).

ROUTINE USES: None

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the individual not being allowed to participate in the Army Career Skills Program (CSP).

PART I: SOLDIER INFORMATION

1. RANK <input type="text"/>	2. NAME (LAST, FIRST MI) <input type="text"/>
3. SOLDIER CURRENT UNIT <input type="text"/>	4. EXPECTED SEPARATION/ RETIREMENT DATE <input type="text"/>
5. CATEGORY <input type="text" value="Select"/>	6. TYPE OF SEPARATION <input type="text" value="Select"/>
7. SOLDIER CIVILIAN EMAIL ADDRESS <input type="text"/>	8. SOLDIER PHONE NUMBER <input type="text"/>
9. FIRST LINE SUPERVISOR NAME <input type="text"/>	10. FIRST LINE SUPERVISOR EMAIL <input type="text"/>

PART II: PROGRAM INFORMATION

11. CSP PROGRAM NAME <input type="text"/>	12. START DATE <input type="text"/>	13. END DATE <input type="text"/>	Duration (Days) <input type="text"/>
14. CSP TRAINING LOCATION (GARRISON NAME OR FULL ADDRESS OF OFF-POST CSP) <input type="text"/>			
15. IS CSP TRAINING LOCATION OUTSIDE OF THE 50-MILE RADIUS FROM CURRENT INSTALLATION <input type="checkbox"/> YES (MUST HAVE AN APPROVED ADMINISTRATIVE ABSENCE REQUEST IN IPPS-A) <input type="checkbox"/> NO			
16. CSP PARTNER COMPANY POINT OF CONTACT (NAME/EMAIL/PHONE) <input type="text"/>			

I/AW AR 600-81, I must maintain satisfactory progress and attendance throughout my period of enrollment in the CSP. I will uphold military standards and accountability requirements. I have been counseled on the financial responsibilities, if any, associated with the program. I understand that my participation in this program may be terminated at any time for unit mission requirements or disciplinary reasons. I will fulfill all Career Readiness Standards (CRS) requirements prior to CSP enrollment, and provide a completed DD Form 2648 upon request. I authorize the release of my contact information to allow Army representatives or CSP partners to contact me regarding this program and my post-military employment, following my transition from military service. I understand that my CSP start date must be within 180 days of my separation/retirement date.

17. SOLDIER SIGNATURE <input type="text"/>	DATE <input type="text"/>
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* Information on the Army Career Skills Program may be found at:
<https://home.army.mil/imcom/index.php/customers/career-skills-program>

IMCOM 45 – Part I and II

- To be completed by Soldier



PART III: COMPANY COMMANDER RECOMMENDATION FOR CSP PARTICIPATION
 Concur (I will maintain daily accountability of this Soldier during participation, IAW AR 600-81, and maintain a copy of approval)

 Non-Concur

<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Commander Rank and Name	Date	Company Commander Signature

PART IV: COMMAND DECISION FOR CSP PARTICIPATION

(Check CORPS/Installation policy letter for higher signature authority requirements)

- I approve this transitioning Soldier to participate in the CSP listed above. I verify the Soldier will be within 180 days of their separation/retirement as of the CSP start date. I confirm the Soldier has fulfilled all CRS requirements, IAW AR 600-81, prior to CSP enrollment. The Soldier has been counseled on the financial implications, out-processing requirements and local procedures, if applicable. The Soldier is able to meet these demands. The Soldier understands that participation in the CSP may be terminated at any time for unit mission requirements or disciplinary reasons. Accountability procedures have been put in place.
- I disapprove the request for this Soldier to participate in the CSP listed above.

 Category I: E1-E5 up to 120 days: First Field Grade Commander with UCMJ authority

<input type="text"/>	<input type="text"/>	<input type="text"/>
Commander Rank and Name	Date	Commander Signature

 Category II: E6-E7, W1-W3, O1-O3 up to 90 days: First O-6 Commander with UCMJ authority

<input type="text"/>	<input type="text"/>	<input type="text"/>
O-6 Commander Rank and Name	Date	O-6 Commander Signature

 Category III: E8-E9, W4-W5, O4 and above up to 60 days: First General Officer in Chain of Command

<input type="text"/>	<input type="text"/>	<input type="text"/>
General Officer Rank and Name	Date	General Officer Signature

FORM MUST BE COMPLETED AND RETURNED TO TAP CENTER PRIOR TO START DATE
INSTALLATION TAP VERIFICATION:

<input type="text"/>	<input type="text"/>
Installation TAP Representative Name/Email/Phone	Installation TAP Representative Signature

IMCOM 45 – Part III and IV To be completed by Command

- Part III: Company Commander
- Part IV: Command Decision (Dependent on Category)





**Agreement for Army Career Skills
Program Individual Internship/
Approved DoD SkillBridge Program**



This Agreement for Army Career Skills Program Individual Internship/Approved DoD SkillBridge Program is to be submitted with the Soldier Participation Memo

Part I: Soldier Overview (To be completed by Soldier)

1. Soldier Information:

a. Rank: Name:

b. Assigned Installation:

2. Overview of Company: Explain Company Background (headquarters location, years in business, accreditations (if any), number of employees, business/occupational industry)

3. Overview of Proposed Program: Explain the Program Format (position/career training is provided for, expected knowledge, skills and abilities required upon acceptance, program length, how will skills learned be measured, expected salary, funding for training, any out-of-pocket expenses)

1. Soldier fills out Part I: Soldier Overview

- Overview of the Company
- Overview of Proposed Program
- Training Specifics

4. Training Specifics: Include/attach training plan, if available. List training methods (virtual, in-person, remote). List expected topics to be trained on to include the specific knowledge, skills, and abilities (KSAs) you will be taught during the internship training. How will this training help you meet your expected qualifications for job placement?

I have contacted the prospective employer to obtain the information listed in blocks 2-4 above and verify I understand and believe I can successfully complete all necessary portions of the proposed training.

Soldier Rank: Soldier Name:

Soldier Digital Signature:



1. Soldier requests the Employer to sign the pre-populated agreement in Part II.
2. Employer must select appropriate agreement from drop down
 - CSP Individual Internship
 - Approved DoD SkillBridge Program

Part II: Employer Agreement for Army CSP Individual Internship/Approved DoD SkillBridge Program

By signature of this Agreement, the Employer agrees:

For:

Please Select

While he Ar

Part II: Employer Agreement for Army CSP Individual Internship/Approved DoD SkillBridge Program

By signature of this Agreement, the Employer agrees:

For:

Eligibility criteria for training providers and Service Members is outlined in Army Regulation (AR) 600-81 and Department of Defense Instruction (DoDI) 1322.29

- To teach the CSP Intern job responsibilities, new skills and practices specific to the business/industry.
- CSP Intern will work under the close supervision of the staff at the organization for the duration of the program.
- Internship will consist of work experience at entry-level positions.
- CSP Interns will work no more than 40 hours in any given week.
- CSP Interns shall not receive compensation of any kind from the Employer.
- The internship is for the benefit of the CSP Intern and even though the internship includes actual operations of the Employer, training is similar to training which would be given in an educational environment.
- CSP Intern does not displace regular employees, but works under close supervision of existing staff.
- The Employer that provides the training derives no immediate advantage from the activities of the Intern and on occasion its operations may actually be impeded.
- CSP Interns shall not be required to purchase any materials or be charged a fee as a requirement for the internship.
- CSP Intern shall not be involved in the selling of goods or services to any Soldier, or a Family member of a Soldier junior in rank, grade or position to the Soldier Intern, per Par. 2-205, Joint Ethics Regulation. For the purpose of this provision, goods and services include, but are not limited to vehicles, recreational vehicles, real estate, rental properties, time shares, investment products, life insurance, health insurance, vehicle insurance, property and casualty personal insurance, and business and commercial insurance.
- Employer will take daily attendance of the CSP Intern and report attendance to the CSP Representative upon request.
- The Employer shall notify the CSP Representative immediately if the CSP Intern is injured at the worksite.
- The Intern is not necessarily entitled to a job at the conclusion of the internship.

This Army CSP Individual Internship/Approved DoD SkillBridge Program may be terminated for any reason, if it is determined to be in the best interest of the Intern, the Commander, or the Employer. The termination reason and effective date will be reported to the Transition Services Manager and other parties (Intern, Commander or Employer) by the terminating party immediately.

Employer POC Name (First and Last):

Employer Phone Number:

Employer Email Address:

Digital or Written Signature: Date:



- Part II - Legal

Part III: Unit Legal Review (To be completed by Attorney)

1. Soldier is requesting participation in an Army CSP Individual Internship/Approved DoD SkillBridge Program as noted in Part I and II

The Approving Authority Servicing Legal Office has conducted a legal review of the Soldier's Internship packet and finds:

No Legal Objection.

Legal Objection(s) to participation.

Legal Review is Attached

Legal Review Comments/Objection(s) listed below:

2. Rank (if applicable) and Name of Attorney Reviewing Packet:

Phone Number: Email:

Installation:

SJA Digital Signature: Date:

As of FEB 2025

- Part IV - IMCOM Review

Part IV: IMCOM Review

To be completed by HQ IMCOM or CSP Regional Coordinator based on the Soldier's Commander authorizing participation in the CSP Internship/DoD SkillBridge Program

1. Name of IMCOM Representative:

Phone Number: Email:

Installation:

Comments: (highlights of discussion points):

Digital Signature: Date:



CSP Policy – ETP Program Duration (MILPER 25-116)

✓ **Para 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 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

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.

If any additional documents are required, they will be requested by the appropriate office.



CSP Policy – ETP Return to PDS (MILPER 25-116)

Para 6– 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)



CSP Policy – Administrative Absence (AR 600-8-10)

✓ Para 5-12c(14) – Career Skills Program

- Administrative absence not to exceed 180 days authorized for Soldier participation in Career Skills Programs
- Approval Authorities:
 - Up to 60 days - First O-6 level Commander in Soldier's chain of command with UCMJ authority (may be delegated to subordinate O-5)
 - 61-180 days – Commanders having general court-martial convening authority (may be delegated to subordinate O-6)
- Planning must include sufficient time after completion of CSP for Soldiers to return to their permanent duty to complete out-processing requirements before separation or retirement date
- CSP attendance may not be extended with any other absence, to include ordinary leave and pass. Administrative absence authorized for CSP must include travel to the CSP location and return to permanent duty station
- Separation or retirement dates will not be extended to allow for CSP attendance or terminal leave after CSP
- Soldiers are responsible for the cost of travel, food and lodging





New Army Emergency Relief (AER) Process

On 17 Mar 2025, Army Emergency Relief (AER) launched a new online AER Portal for eligible recipients to use when seeking AER assistance. The Soldier's unit leadership is still integral to the overall process, and Soldiers should discuss their needs and application with their First Sergeant and Commander. If a Soldier cannot use the portal, they can still use the traditional method by going directly to their unit leaders to get started. Deployed Soldiers' spouses should contact the unit's rear detachment or local AER office. Eligible Family members outside a 50-mile radius of an Army installation should contact the American Red Cross at 877-272-7337 for assistance.

AER is prepared to provide financial aid to selected ranks of active-duty Soldiers, their Families, and other eligible recipients (see the box below). Assistance depends on Soldiers' needs and repayment of these loans will be made through payroll allotments. As the official nonprofit of the U.S. Army, AER assists more than 30,000 Soldiers and Army Families annually and supports well-being by alleviating financial stress and promoting economic stability. As shown on the portal, AER is all about 'Helping the Army Take Care of Its Own' and is committed to Army Families.

AER can rapidly provide zero-interest loans to Soldiers for essential household needs in times of difficulty. Financial assistance is offered first to Soldiers E-1 through E-6 and their Families. AER will assist other ranks by exception based on their financial situations. When a Soldier is approved for assistance, funds will be transferred rapidly via Zelle or within 24-48 hours by direct deposit.

The Soldier's company/battery/ troop leadership must validate the Soldier's circumstances and determine the appropriate dollar amount for an interest-free AER loan. The AER loan amount will be based on an assessment of the immediate needs of the Soldier and their Family.

The new portal offers several functions. In addition to applying for assistance, you can: donate, either through an allotment or a one-time donation; make a payment on an existing loan through e-check, credit card or PayPal; view your loan/grant history; take the financial literacy exam; and submit inquiries.

Additional information about AER can be found at: www.armyemergencyrelief.org

The portal's direct address is: <https://aerprod.powerappsportals.us/>



AER

AER on the Socials
Facebook, Instagram,
YouTube, LinkedIn, Reddit



Commanding General
LTG Omar J. Jones IV

Command Sergeant Major
CSM Jason R. Copeland

Command Inspector General
COL LaTonya N. Jordan

BLDG 2266 Suite 102
571-644-6432



IG, ARMY, MIL

AER CSP Assistance

Effective 31 March 2025, Soldiers will no longer be required to submit AER Memos to receive the AER Grant for CSP participation.

Grants available: \$250 local, \$500 non-local and \$1000 OCONUS.



Who's eligible for AER assistance?

See AR 930-4, para 2-1a-d.

- Active-Duty Soldiers and eligible Family members
- ARNG & USAR Soldiers on Title 10 orders for more than 30 consecutive days and eligible Family members
- Retired Soldiers and eligible Family members
- Surviving spouses and children of eligible Soldiers who died on Active Duty or after retirement.





Contact your TAP Center for Assistance

https://www.armytap.army.mil/content/center_directory

