MILPER Message Number
26-175

Proponent
AHRC-PDT

Title
Integration of Army Career Skills Program (CSP) and DOW SkillBridge (SB) Requests into IPPS-A

...Issued: [18 May 26]...

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

B. 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))

C. AR 600-81, Transition Assistance Program (25 April 2026), (Available at Army Regulation 600–81)

1. This MILPER message will expire NLT 17 May 2028.

2. The purpose of this message is:

a. To implement the integration of Army Career Skills Programs (CSP) and DOW SkillBridge (SB) participation requests, routing, and approval actions into the Integrated Personnel and Pay System - Army (IPPS-A), starting 18 May 2026.

b. This modernization will standardize CSP and SB processing across all components, improve visibility, data accuracy, and reduce delays associated with routing.

3. Eligibility. This message pertains to all Soldiers, Commanders, and installation Transition Assistance Program (TAP) centers.

4. Facts:

a. CSP is a connection tool the Army uses to assist transitioning Soldiers within 180 days from their separation from active duty (AD) military service (AR 600-81, para. 5-4).

b. Effective 18 May 2026, all CSP and SB requests will be submitted through IPPS-A.

c. Soldier Participation Memorandum – Army CSP IMCOM Form 45 April 2026 (one page, received via email after attending a CSP brief) will be used to submit all CSP and SB requests

through IPPS-A.

d. The outdated two-page Soldier Participation Memorandum - Army CSP (IMCOM Form 45 March 25) will only be used in the event of no IPPS-A access.

e. Soldiers with an Army CSP, DOW SB, or an individual internship packet approved using the IMCOM Form 45 March 2025 prior to the 18 May 2026 are exempt and can continue program participation as approved.

f. All participation eligibility requirements remain in accordance with AR 600-81, Transition Assistance Program (25 April 2026), which is the prescribing authority for CSP execution.

5. Legacy items and processing that will become obsolete.

#	Legacy Process or Item	Status	Replacement in IPPS-A
1	IMCOM Form 45 March 2025 (two pages)	Replaced	Replaced with IMCOM Form 45 April 2026 (one page, signed by the CSP Counselor); routed in IPPS-A.
2	Command Approval Memorandums (Signed hard copy)	No longer required	Digital approval via IPPS-A workflow.
3	Installation level approval routing	Replaced	Standard IPPS-A routing: 1. Soldier → S1 → Approval Authority 2. HR Processing stage: S1 and Final UDL notification to VC and Designated Government Representative (DGR, e.g. Transition Services Manager (TSM))
4	Manual uploads to AMHRR or IPERMS	Replaced	Auto-Updated in IPPS-A

6. CSP packet processing procedures.

Soldiers must complete an Individualized Initial Counseling and a Pre-Separation Brief prior to contacting the VC CSP counselor.

All CSP and SB participation requests will be processed at the TAP Virtual Center (VC).

Soldiers will reach the VC by email usarmy.knox.hrc.mbx.tagd-tap-career-skills-program@army.mil or phone number 1-800-325-4715, ext. 2.

Soldiers must attend a CSP/ SB brief provided by the VC prior to submitting a CSP/ SB participation request.

The CSP counselor will review the complete CSP/ SB packet, including all designated

signatures, sign IMCOM Form 45 (April 2026) verifying packet completion and add a note in the Army system of record stating that the CSP packet has been completed.

Once the CSP counselor verifies that their CSP/ SB packet is complete, Soldiers will initiate CSP IPPS-A PAR.

CSP counselors are responsible for updating the Army system of record throughout the SM CSP/ SB journey.

7. Procedures for submission of CSP and SB requests in IPPS-A.

Once the CSP counselor signs IMCOM Form 45 (April 2026) verifying that the CSP packet is complete, Soldier initiates “Admin Records Corrections” → “Other” PAR in IPPS-A in accordance with Chapter 7 of IPPS-A User Manual.

For PAR reason, insert “CSP request” and your current installation name.

Soldiers will use “Career Skills Program Request” PAR once available.

Attach the complete CSP/ SB packet, as verified by the TAP CSP counselor (to include IMCOM Form 45 (April 2026) signed by the CSP counselor, program acceptance letter, training plan, etc.).

S1 verifies eligibility, ETS/ retirement window, ensures that Soldier attached a complete CSP packet (including IMCOM Form 45 signed by the CSP counselor).

The current workflow for validation/ approval is S1, Soldier’s Chain of Command as the Approval Authority.

Approval authority remains in accordance with the three-category CSP/ SkillBridge structure:

Category	Rank	Number of Days	Approval Authority
Category I	E1-E5	Up to 120 days	First O5 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 with GCMCA

S1 adds the local TAP center UDL and the Virtual Center UDL (HRC_TAGD_TD_CSP VIRTUAL CENTER; UDL ID: 000000000130137) to the HR processing stage as an intermediate approver.

Approval authority reviews and approves / disapproves within IPPS-A workflow (no separate memo needed).

IPPS-A notification is sent to the VC and TAP center UDL upon approval/ disapproval decision.

DGR closes out the PAR; record automatically updates Soldier’s IPPS-A file.

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diers, leaders and TAP centers can track real-time status in IPPS-A under PAR dashboard.

8. Commanders and S1 Actions.

Ensure all Soldiers and leaders are briefed on the CSP/ IPPS-A transition.

Cease using obsolete CSP and SB forms after 4 May 2026.

Confirm IPPS-A roles are updated for CSP and SB processing and approvals.

CSP Individual internships require a legal review. Commanders must ensure legal review is completed prior to approving / disapproving.

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

a. For IPPS-A HR support email IPPS-A functional management division usarmy.pentagon.hqda-ipps-s.mbx.support@army.mil.

b. For general questions regarding CSP/SB IPPS-A process, reach out to usarmy.jbsa.imcom-hq.mbx.army-career-skills-program@army.mil.

c. 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.