

SOLDIER PARTICIPATION MEMORANDUM ARMY CAREER SKILLS PROGRAM (CSP)

PART I: SOLDIER INFORMATION

1. RANK

2. NAME (LAST, FIRST, MI)

3. SOLDIER CURRENT UNIT

4. EXPECTED SEPARATION/ RETIREMENT DATE

5. SOLDIER CIVILIAN EMAIL ADDRESS

6. SOLDIER PHONE NUMBER

7. FIRST LINE SUPERVISOR NAME

8. FIRST LINE SUPERVISOR EMAIL

PART II: PROGRAM INFORMATION

9. CSP PROGRAM NAME

10. START DATE

11. END DATE

12. CSP TRAINING LOCATION (GARRISON NAME OR FULL ADDRESS OF OFF-POST CSP)

13. IS CSP TRAINING LOCATION OUTSIDE OF THE 50-MILE RADIUS FROM CURRENT INSTALLATION?

YES, USE OF ADMINISTRATIVE ABSENCE REQUESTED (MUST COMPLETE PARTS III, IV, and V)

NO (MUST COMPLETE PARTS III AND IV)

14. CSP POINT OF CONTACT (NAME/ PHONE)

IAW 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.

RANK

SOLDIER NAME

SOLDIER SIGNATURE

DATE

* Information on the Army Career Skills Program may be found at:

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

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 granted.

(Non-Concur

Co Commander Rank and Name

Date

Co Commander Signature

PART IV: BATTALION COMMANDER DECISION FOR CSP PARTICIPATION

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 financial implications of enrollment in the CSP, 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 transitioning Soldier to participate in the CSP listed above. IAW AR 600-81, a Commander has the authority to approve/disapprove Soldier participation in a CSP. I based my decision on the following reason(s):

BN Commander Rank and Name

Date

BN Commander Signature

PART V: AUTHORIZATION FOR ADMINISTRATIVE ABSENCE TO ATTEND A CSP OUTSIDE 50-MILE RADIUS

IAW AR 600-8-10: The first O-6 Commander in the Soldier's chain of command has the authority to approve up to 60 days of Administrative Absence to attend an approved CSP. The authority may be delegated to the first field grade officer in the chain of command, but not further delegated. Commanders having general court-martial convening authority may approve 61-180 days of Administrative Absence to attend an approved CSP. The authority may be delegated to unit commanders in the rank of Colonel or higher, but not further delegated. Requests for Administrative Absence beyond 180 days are not authorized.

ADMINISTRATIVE ABSENCE IS AUTHORIZED 1-60 DAYS BY:

O-6 COMMANDER

FIELD GRADE COMMANDER DELEGEE

ADMINISTRATIVE ABSENCE IS AUTHORIZED 61-180 DAYS BY:

COMMANDER W/ GENERAL COURT-MARTIAL CONVENING AUTHORITY

COLONEL OR HIGHER COMMANDER DELEGEE

I have reviewed/approved the Soldier's DA Form 31 and authorize the use of Administrative Absence to participate in an approved CSP at a location outside of a 50-mile radius outlined in Part II. The Soldier has been counseled on financial implications of utilizing Administrative Absence for CSP attendance and can meet the demands. I have established command and control accountability for the Soldier while on Administrative Absence. The Soldier has also provided an emergency point of contact. IAW AR 600-8-10 (dtd 3 Jun 20), the Administrative Absence includes travel time to the CSP location and sufficient time after completion of CSP for Soldier to return to their permanent duty station to complete physical and administrative out-processing requirements in accordance with AR 600-8-101, to include unit-level and installation-level out-processing and final out, before the Soldier's separation or retirement date. Separation or retirement dates will not be extended to allow for CSP attendance, or to allow terminal leave after attending a CSP.

Signature Authority Rank and Name

Date

Signature