

## Fort Lee Career Skills Programs Soldier/Commander's Checklist

**Soldier Name:** \_\_\_\_\_ **Last 4SSN:** \_\_\_\_\_  
**ETS or Retirement Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contact #** \_\_\_\_\_ **Desired Start Date:** \_\_\_\_\_  
**CSP Program of Interest:** \_\_\_\_\_

Topic	Career Skills Program Verifications	SM Initials	CDR Initials
1	The Veterans Opportunity to Work Act (VOW) & DoDI 1322.29 - Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) authorize commanders to support On-Duty Apprenticeships. <b>AR 600-81 Chapter 8</b>		
	<b>Career Skills Program (CSP) Eligibility Requirements:</b>		
2	Must be within 180 days of separation; meet all qualifications; be authorized to participate by your first field grade commander.		
3	The approval authority to participate in CSP is the first field grade commander authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command. This authority may not be delegated.		
4	Service member has completed consecutive or distributed model transition training to meet VOW and Career Readiness Standards (CRS); VOW training must be completed prior to the CSP class start date. (Mandated required SFL-TAP classes)		
5	The Service member must have completed at least 180 continuous days on active duty in the armed forces and is expected to be discharged or released from active duty within 180 days of starting CSP.		
6	The approval authority (BN Commander) may terminate the Service member's participation in a CSP based on mission requirements. Upon notification that their participation is terminated, a participating must immediately withdraw from the program and report to their unit of assignment.		
7	Does SM fall into the target "at risk" population: <b>Yes or No</b> At risk; a) 18 to 24 years old b) First Term Enlistments c) Involuntarily separating due to force shaping d) rapid separation from active duty e) medical separation		
8	Service members participating in CSP who extend their enlistments must terminate enrollment in CSP immediately.		
9	Service members must meet desired apprenticeship eligibility requirements:		
10	<b>Career Skills Program description:</b>		
	<b>MUST HAVE:</b>		
11	Be on Active Duty with a Separation /Retirement Date after the end date of the course: <b>Yes or No If No please list separation date</b> _____		
12	Command authorization by Memorandum of Participation (MOP): <b>Yes or No</b>		
13	Command authorization of Administrative Absence/Leave: <b>Yes or No</b>		
14	Provide a copy of your Army Soldier Record Brief (SRB) or (ORB): <b>Yes or No</b>		
15	Current fully Honorable Service status: <b>Yes or No</b>		

16	Is the Soldier flagged: <b>Yes</b> or <b>No</b> (if the Soldier is flagged he or she is ineligible to participate)		
17	Does SM possess or achieved an ASVAB mechanical score of 95 or higher: <b>Yes</b> or <b>No</b>		
18	Does SM possess or achieved a minimum general technical score of 90: <b>Yes</b> or <b>No</b>		
19	Does the Soldier have a High School Diploma or GED: <b>Yes</b> or <b>No</b>		
20	(IDES Only) Has the SM completed at least 85 days of the Medical Retention Determination Point: <b>Yes</b> or <b>No</b>		
22	Soldier is expected to receive an honorable or general discharge: <b>Yes</b> or <b>No</b>		
23	Soldier will adhere to Command procedures for accountability: <b>Yes</b> or <b>No</b>		
24	Does Company Commander recommend SM to Battalion Commander for participation in CSP: <b>Yes</b> or <b>No</b>		
25	If the above question was answered <b>No</b> please explain why:		

Soldier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chain of Command Information**

1SG LName, FName: \_\_\_\_\_ Contact Number: \_\_\_\_\_

CO CDR LName, FName: \_\_\_\_\_ Contact Number: \_\_\_\_\_

BN CSM LName, FName: \_\_\_\_\_ Contact Number: \_\_\_\_\_

BN CDR LName, FName: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**For Additional Information: CSP contingent**

CSP Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_