



CSP Soldier Checklist

**This is a tool that can be used in assisting Soldiers with the CSP process.*



Soldier Information

Rank:

Name:

Assigned Installation:

Section 1: Soldier Eligibility (Check all that apply)

Soldier is within 180 days of separation (ETS or retirement date)

Career Readiness Standards are complete (DD2648)

Enrollment Verification (letter of acceptance, email from employer)

Expected to transition with a characterization of general discharge (under honorable conditions)

Soldier Participation Memorandum - IMCOM 45 (Completed and signed by command approval authority)

Section 2: Soldier Category Verification

Duration matches correct category

Category	Rank	Number of Days	Approval Authority
I	E1-E5	≤120 days	First field grade Commander with UCMJ
II	E6-E7, WO1-CW3, O1-O3	≤90 days	First O6 CDR Commander with UCMJ
III	E8-E9, CW4-CW5, O4+	≤60 days	First General Officer in the Soldier's Chain of Command

Section 3: Individual Internship Requirements

**Only for Individual Internships, not required for Army Approved CSPs or DoD SkillBridge programs.*

Complete Individual Internship Agreement Packet

Training Plan attached or embedded

Internship is unpaid (no wages, stipends, or commissions) Start/

End dates are defined and within Soldier's transition window

Schedule is full-time (e.g., 40 hours/week)

Part II - Employer signed agreement

Part III - Legal review completed

Part IV - TAP Center TSM/TSS Review complete