



JBLM CSP Soldier Checklist

Service Member Information

Rank: _____ Name: _____

Assigned Installation: Joint Base-Lewis McChord (JBLM)

Requirements for all Army Approved CSP Participation

- ☐ **Letter of Acceptance/Letter of Intent** from Army approved CSP program
- ☐ **IMCOM Form 45** (Completed and signed by command approval authority)
- ☐ **Documentation of Separation Date (PAR for ETS order, REFRAD, Retirement Orders)**
(Determines 180-day eligibility) *NO documents of separation are required for MEB service members*
- ☐ **IPPS-A Absence Request**
(CSP Administrative Absence only required for CSPs over 50 miles from JBLM)
- ☐ **DD Form 2648**
(TAP Completion signed by service member, counselor, and commander)

Requirements for all Individual Internship / DoD SkillBridge Participation

- ☐ **Letter of Acceptance / Email** from program POC with dates and acknowledgment of acceptance
- ☐ **IMCOM Form 45**
(Completed and signed by command approval authority)
- ☐ **Documentation of Separation Date (PAR for ETS order, REFRAD, Retirement Orders)**
(Determines 180-day eligibility)*NO documents of separation are required for MEB service members*
- ☐ **IPPS-A Absence Request**
(CSP Administrative Absence only required for CSPs over 50 miles from JBLM)
- ☐ **DD Form 2648**
(TAP Completion signed by service member, counselor, and commander)
- ☐ **CSP Individual Internship /DoD Skillbridge Legal Review**
(Completed and signed by service member, employer, unit legal, and IMCOM)