



Fort Benning Career Skills Program
Application for Skills Training and Internships
Commander's Program Information:
DODI 1322.29/AR 600-81

- The Career Skills Program (CSP) offers skills training and internships to transitioning Service members in the last 180 days before ETS/Retirement. For those going through a medical board/IDES, they can participate 85 days after the MRDP (medical retention determination point) date.
- The purpose of the program is to help Service members exiting the Military get into high quality civilian careers and thus alleviate unemployment and underemployment among Veterans.
- All Service members can benefit from Career Skills Programs but our "at risk" Soldiers should be given priority. "At risk" Service members are those with the least amount of training/experience (ages 18-24 or first enlistments) and those leaving the Military sooner than planned due to medical or other reasons. These Soldiers are at greater risk of unemployment or underemployment.
- Each Soldier is allowed to participate in ONE Career Skills Program while on Active Duty. The exception to this rule is for medical separations. They can participate in multiple programs as time permits.
- Programs can vary in length but typically our skills training has set start and end dates. Internship length should be consistent with the amount and level of training being offered.
- Industry specific resume assistance, interviews, and job placement or referrals are a part of every CSP we offer.
- Commanders maintain accountability for Service members in our program but we will help with that accountability by monitoring attendance.
- Units may assign eligible Soldiers participating in a CSP to **excess positions coded 9999** allowing military positions on modified table of organization and equipment, or table of distribution and allowances, authorization documents available for fill-by-replacement personnel.
- The Career Skills Program Installation Administrators monitor participation, completions, and full-time placements. Service members applying for Career Skills Programs grant permission to share this information for tracking purposes. They also consent to photo releases.

Career Skills Program Points of Contact:

Shaundra Dinkins: 706-545-1789 or shaundra.n.dinkins.ctr@army.mil

Jazmin Vasquez-Bueno: 706-545-3480 or jazmin.vasquezbueno.ctr@mail.mil

Fort Benning Soldier For Life Center, Bldg. 9230, Marne Road

Updated 23 MAR 22

Participant Agreement

I, _____, hereby acknowledge the following:

_____ I understand that this Career Skills Program is my place of duty for the time period agreed upon with the program provider. This program is Full Time, 40 hours/wk.

_____ **In accordance with AR 600-8-10 PARA 5-12 (14) (e), I understand that I must return to Fort Benning to clear the installation at the completion of my Career Skills Program.**

_____ I understand I will not be authorized passes, leave, or DONSA's (except emergency leave). Interns/students work the internship schedule. Students attend class as scheduled.

_____ I understand my command may terminate my participation in a CSP based on mission requirements i.e. major deployment, stop loss or administrative removal. Upon notification, I will immediately notify the CSP office to withdraw from the CSP and report back to my unit.

_____ If I have to miss a day of work/class, I agree to notify my supervisor and Career Skills Program Installation Administrator.

_____ I agree to comply with the safety requirements and directions from my supervisor and training staff for the safety of myself and other employees/classmates.

_____ I understand that I may be contacted via phone and/or email approximately three months, six months, and a year after this program is completed and I will notify the Career Skills Program when I am offered my first full-time position or I am accepted into a full-time educational/training program after completing this program.

_____ I will communicate any limitations I have with the Program Manager and will not violate my profile during the internship/training.

_____ I understand Soldiers are unauthorized to receive any wages, training stipends, or any other form of financial compensation from the CSP provider during their participation in the program. Exception: Soldiers may accept provider-sponsored benefits such as funded travel to and from the CSP location or lodging, if offered to all participants--Military and civilian.

_____ I will provide my DD Form 2648-E (TAP Transition Checklist) or proof of completion.

_____ I have reviewed this application for accuracy and to the best of my knowledge all the information provided is accurate.

*MRDP Date (for Soldiers in a medical board): _____ (see PEBLO)

Company Commander Name: _____ Phone Number: _____

Email Address: _____

Soldier Signature

Last 4

MOS

Date