

HOW TO GET STARTED WITH THE CAREER SKILLS PROGRAM

**STEP
1**

Access the Army CSP Website at:
<https://home.army.mil/imcom/customers/career-skills-program/soldier>

**STEP
2**

Check Eligibility to Participate and determine TYPE of CSP desired
(Army Approved CSP, DOD SkillBridge Program, or Individual Internship)

**STEP
3**

Download [Soldier Checklist](#), [Soldier Participation Memo](#), and [Individual Internship Agreement](#) from the website listed above

**STEP
4**

Contact Army Approved CSP/DOD SkillBridge POC
(gain acceptance to program and complete required documentation)

**STEP
5**

Route all checklist items and supporting correspondence to Regional Coordinator or Local TAP Office for further routing (Legal Review and/or Final Review)



Army Approved CSP

- Visit [CSP Locations Page](#) for list of programs
- Identify and Contact Location POC for assistance to apply to program
- Apply to participate in pre-established program
- Provide program specific documents (i.e. resume) as required
- Receive Acceptance Letter
- Continue with items on Soldier Checklist (No IIA/Legal Review required)

DOD SkillBridge

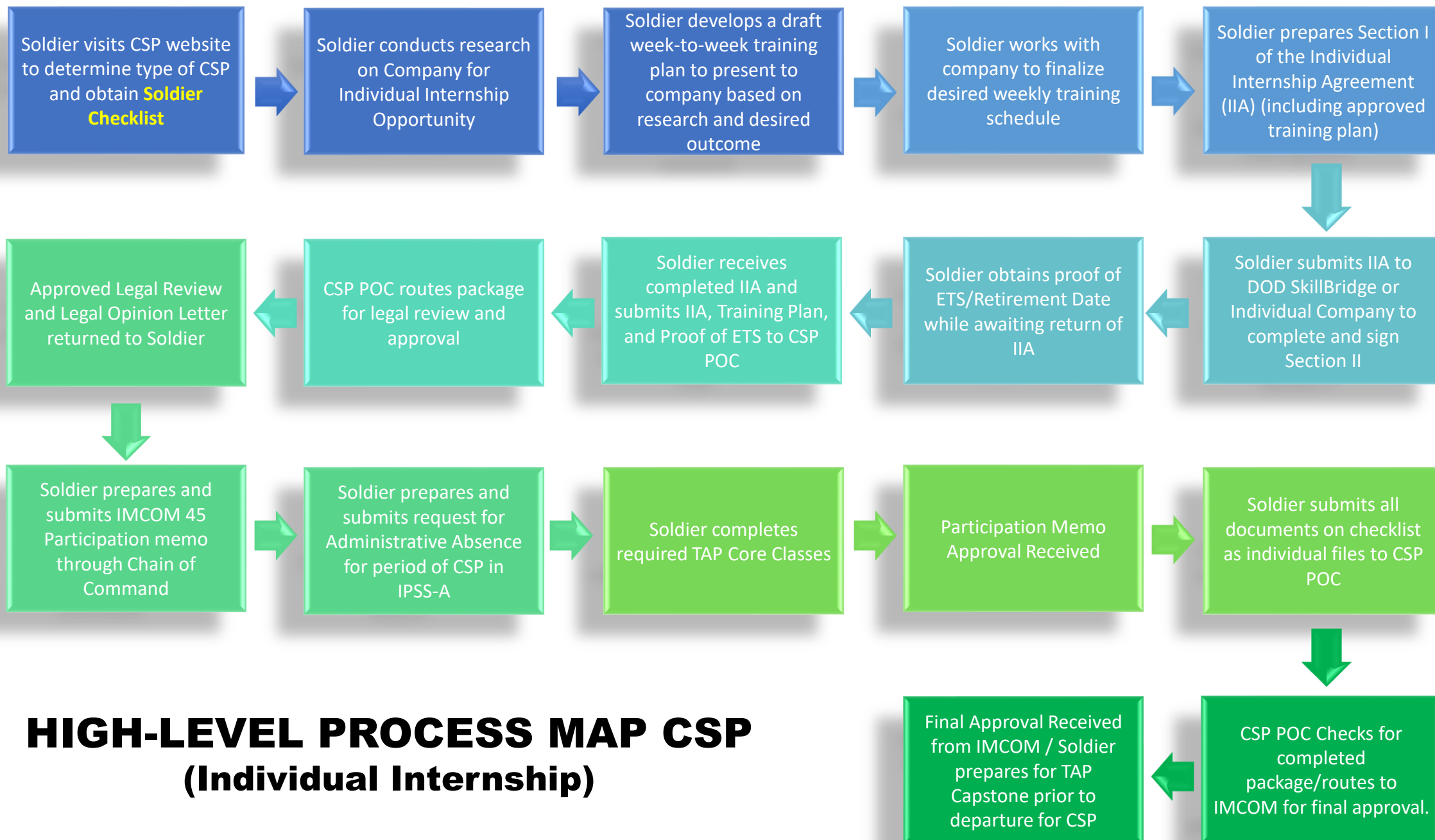
- Visit the [DoD SkillBridge Website](#) for more information
- Search for opportunities
- Complete Individual Internship/SkillBridge Agreement form
- Apply to participate in pre-established program
- Provide program specific documents (i.e. resume) as required
- Receive Acceptance Letter
- Continue with Items on Soldier Checklist
- Submit to local TAP Center for further routing

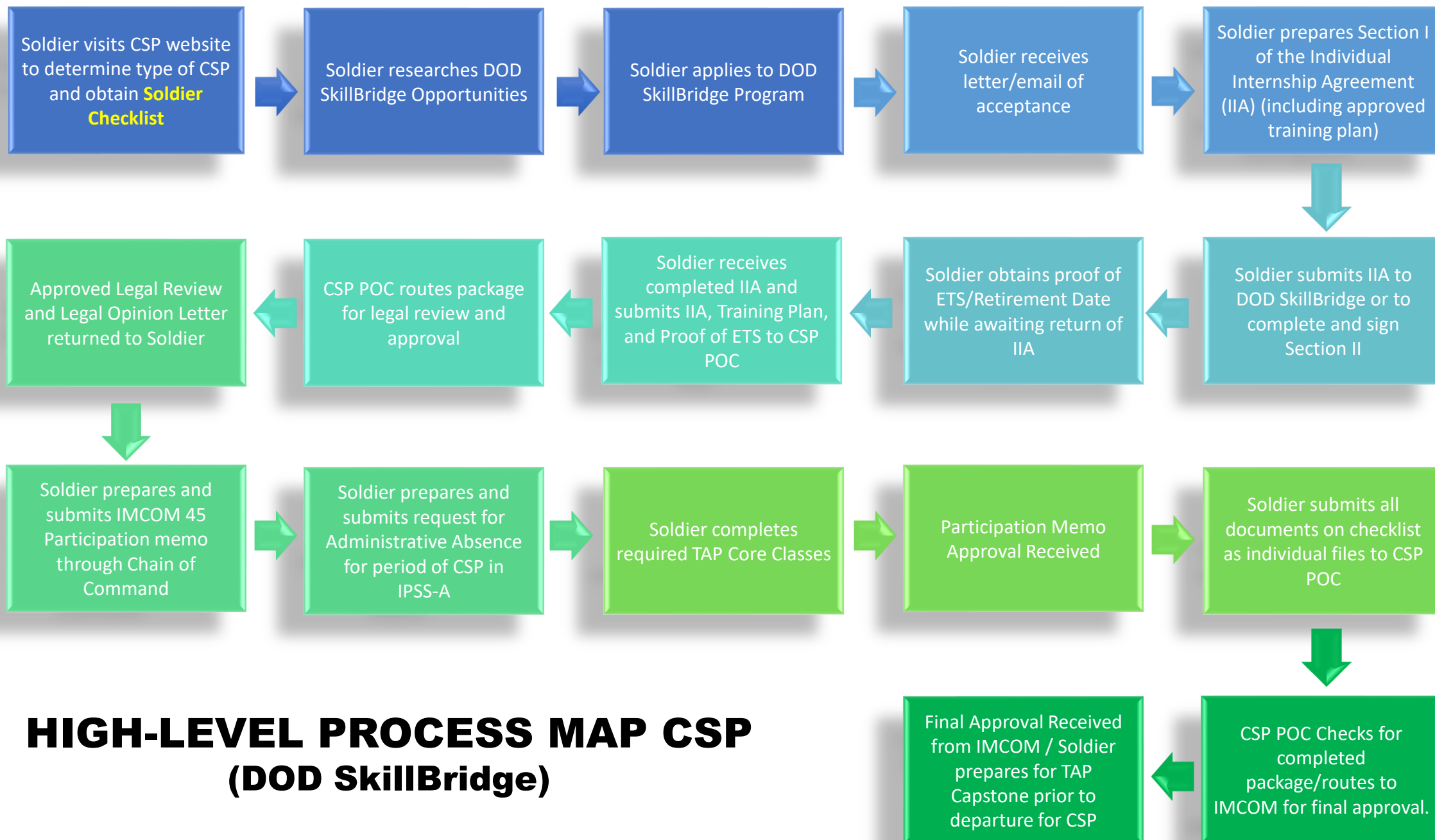
Individual Internship

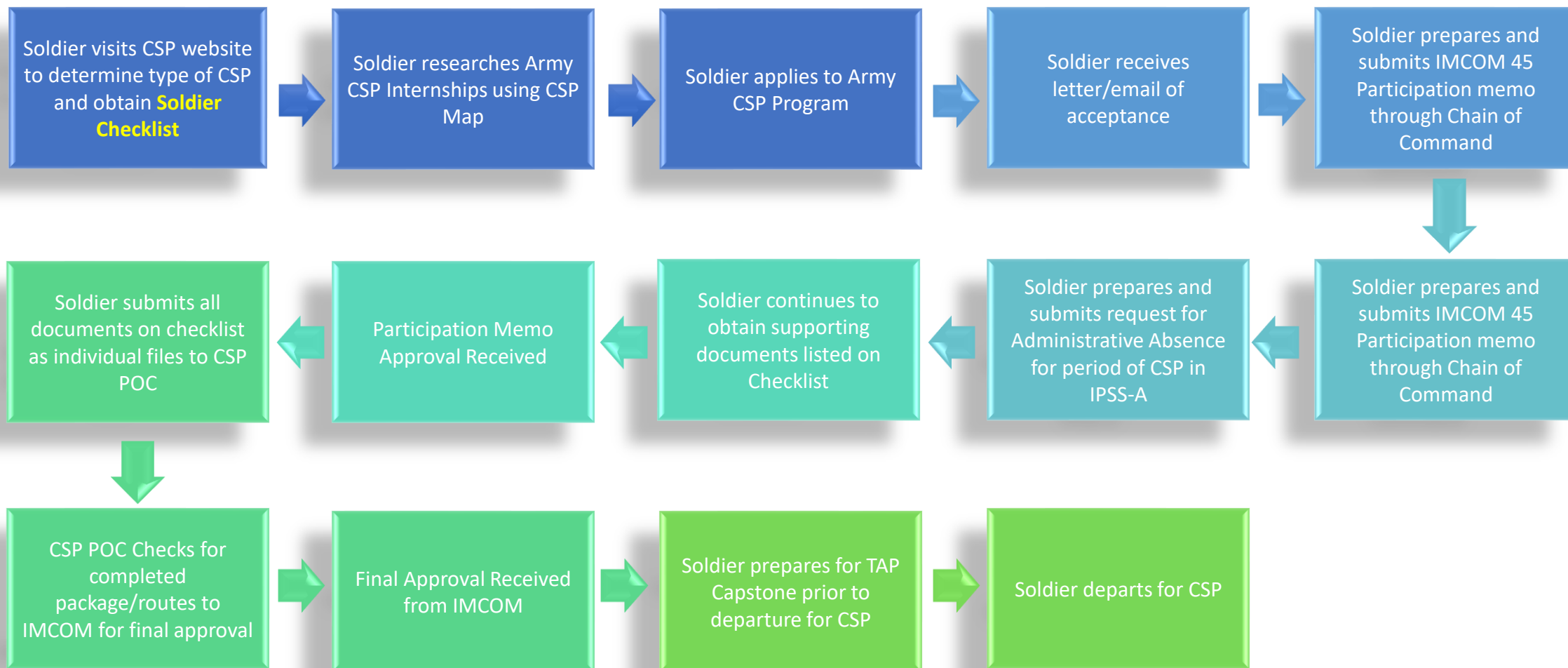
(Create-Your-Own)

- Identify Individual Internship Opportunity
- Complete Individual Internship/SkillBridge Agreement form
- Continue with Items on Soldier Checklist
- Participant and Sponsor are responsible for developing the intended Weekly Training Plan
- Refer to AR 600-81 to ensure the training plan meets intended requirements.

**CHOOSE ONE OF
THE THREE
TYPES OF CSPs**







HIGH-LEVEL PROCESS MAP CSP (Army Approved CSP)

ITEMS FOR CSP PACKAGE (SOLDIER CHECKLIST)

1. TAP Courses

Must show completion of required core classes or the TAP process

- Access individual Dashboard through the Army TAP Portal: <https://portal.armytap.army.mil> – this shows soldier TAP status
- If no dashboard, contact local TAP Center to receive a copy of completed classes in .pdf file
- If TAP is complete with final Capstone, request copy of DD2648 to include with CSP package

2. Participation Memo

Completed and signed by command approval authority (IMCOM 45)

- Check for Delegation of Authority letters for local approval authority of CSP packages
- Route through proper chain of command

3. Separation Date

Documentation of Separation Date and/or MRDP Date signed by PEBLO

- IPSS-A Profile contains this information (Select My Profile)
- For retirement, a copy of the PAR/IMCOM 45 with documentation of requested retirement date

4. Absence Request

CSP Administrative Absence required for CSPs over 50 miles from duty station

- Once approved in IPSS-A, choose to print to .pdf file
- Travel days are included in the 120 day-CSP timeline
- For CONUS CSP programs, plan to return to Italy 12 days prior to final out date (10 Duty Days)
- Administrative Absence cannot be taken in conjunction with any leave (AR 600-8-10)

ITEMS FOR CSP PACKAGE (SOLDIER CHECKLIST) cont.

5. Acceptance Letter

Acceptance to program via letter or email

- Print or scan proof of approval into .pdf file
- Not all programs have an acceptance letter, but if one is issued, include it.

6. Program Specific Documents

Approved CSP Programs may have additional requirements to apply for, and be accept to, these programs

- Contact the Installation Administrator for the program to determine specific requirements
- Include required/approved documents in CSP package
- List special required (additional) documents on CSP Checklist in space provided
- DOD Skill Bridge with pre-approved curriculum/Training Plans may suffice for CSP Training Plan in the IIA

7. Individual Internship Agreement

Submitted for Individual Internships and DOD SkillBridge Programs

- Participant to complete Section I: Soldier Overview
- Employer to complete Section II: Employer Agreement
- Create detailed weekly training plan for duration of CSP



USEFUL URL's



Army Career Skills Program Website:

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

Soldier Checklist:

https://home.army.mil/imcom/application/files/6216/8995/2992/CSP_Soldier_Checklist.pdf

Soldier Participation Memo:

https://home.army.mil/imcom/application/files/9816/9046/8572/2.IMCOM_Form_45_-_Soldier_Participation_Form.pdf

Individual Internship/DOD SkillBridge Agreement:

[https://home.army.mil/imcom/application/files/5616/8555/9362/Agreement for Army CSP Individual Internship Approved DoD SkillBridge Program 20221201 v3.pdf](https://home.army.mil/imcom/application/files/5616/8555/9362/Agreement_for_Army_CSP_Individual_Internship_Approved_DoD_SkillBridge_Program_20221201_v3.pdf)

CSP Locations Page URL:

<https://home.army.mil/imcom/index.php/customers/career-skills-program/Career-Skills-Program-Overview-test/csp-programs-and-locations>

DOD SkillBridge Website:

<https://skillbridge.osd.mil/locations.htm>

Career Skills Program Frequently Asked Questions:

<https://home.army.mil/imcom/customers/career-skills-program/frequently-asked-questions>

WHERE TO SEEK FURTHER ASSISTANCE

Stuttgart TAP Center - POC

Ms. Patty Mulkeen

Email: Usarmy.stuttgart.id-europe-mbx.tap@army.mil

Comm: +49(0)9641-70-596-3674

DSN: 314-596-3674

Regional CSP Coordinator Area 4 (Europe) - POC

Ms. Brittney Crawford

Email: Brittney.l.mcclure-crawford.civ@army.mil

Comm: +1.520.674.2066

CSP Video: <https://www.youtube.com/watch?v=SZ94uGa6eOI>