

Army Career Skills Program – Individual Internship Directions

NOTE: According to the new MILPER 23-173, DoD SkillBridge programs, to include Individual Internships need to be 120 days or less.

Step 1:

Contact the POC for the Company and ask about their specific application process.

Step 2:

Complete the Individual Internship packet to include the following items (available on the main CSP Website):

- CSP Soldier Checklist
- Soldier Participation Memo
- Individual Internship/DoD SkillBridge form

**Please note, CSP Program Coordinators are accepting leave approvals through the new IPPSA system.*

The Individual Internship/DoD SkillBridge packet has four parts

Part I: The Service Member will fill out their information as well as an overview of the company and information about the proposed internship and any training specifics. The company may be able to assist with this information. If they have a separate document or hand out with this information, it can be included as an attachment when the packet is submitted to the CSP Coordinator and in the associated field in the packet put "see attached."

Part II: This is where the POC for the company will sign. In the drop-box at the top select either "Individual Internship" or "Soldier Requesting to Attend Approved DoD SkillBridge Program". Once selected, verbiage will populate in the field below essentially saying that they agree to the Army CSP policy.

Part III: Service Member submits the packet and supporting documentation to their unit JAG for a legal review.

Part IV: Final review conducted by CSP Regional Coordinator (Melissa Kirkpatrick, Region 4). When it is sent to the CSP Regional Coordinator, everything must be completed, and all documentation submitted. At that point, all requirements to participate in a CSP will be completed.

AR 600-8-10 (Leaves and Passes) has authorized the use of **administrative absence** to participate in a CSP over 50 miles from duty station with command approval.

Soldiers cannot combine Administrative Absence with terminal or any other type of leave and must return to their unit after completion of their CSP to out-process.

While participating in a CSP using Administrative Absence, Soldiers are responsible for the cost of travel, food, and lodging.

Region 4 CSP Regional Coordinator Contact Information:

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