



## **CSP Soldier Checklist**



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

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### **Soldier Information:**

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Assigned Installation: \_\_\_\_\_

### **Requirements for all CSP Participation**

**Completion of TAP courses** (Has DD 2648 or TAP Attendance Sheet)

**Soldier Participation Memorandum** (Completed and signed by command approval authority)

Documentation of ETS date, Retirement date or Med-Board documentation (Determines 180-day eligibility period)

DA-31 (Soldiers using administrative absence to participate in a CSP)

### **Army Approved CSP - Program Specific Requirements**

Approved CSPs might have program specific requirements such as a resume, letter of acceptance into the program, etc. The CSP Installation Administrator (IA) at the location of the CSP will provide program specific requirements.

### **Individual Internship or Approved DoD SkillBridge Program Requirements**

**Complete CSP Individual Internship/SkillBridge Program Agreement Packet**

**Part I** - Overview of Internship (overview of company, proposed internship, training specifics, desired outcome)

**Part II** - Employer Internship Agreement (Signed by POC of company)

**Part III** - Legal Review (Soldier submits Individual Internship Agreement Packet, signed Soldier Participation Memo, and other supporting documentation to BN JAG for SJA legal review)

**Part IV** - IMCOM Review and Signature (Submit Individual Internship Agreement Packet, and all required documentation to CSP Regional Coordinator for review and final signature.