



# Army Applications

1. Go here to download your application.

<https://home.army.mil/imcom/customers/career-skills-program/csp-programs-and-locations>

The screenshot shows the U.S. Army Career Skills Program (CSP) website. The header includes the U.S. Army logo and the text 'U.S. ARMY INSTALLATION MANAGEMENT COMMAND'. The main content area features a 'Welcome to the Career Skills Program!' message and a 'Select an Option' section with a list of roles: Soldiers, Providers, Commanders, CSP Programs & Locations, and Frequently Asked Questions. A blue arrow points to the 'Soldiers' option with the text 'Select Soldier'. Below this, there is a 'CSP Soldier Video' section with a 'Click here to watch the Soldier video!' link. Another blue arrow points to the 'CSP Documents' section, which lists 'IMCOM 45 Soldier Participation Memo', 'Soldier Checklist', and 'Individual Internship/SkillBridge Agreement'. A third blue arrow points to the 'CSP Documents' section with the text 'Here are the forms and directions'. The website also includes a 'Types of CSP's' section and a 'Participation and Eligibility' section.

2. Route checklist & Form 45 (approved or declined by command) to TAP

for validation: [usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil](mailto:usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil)

***It is the Service Members responsibility to network, research and coordinate all aspects of this experience***



# Air Force Applications

Air Force SKB instructions, policy and procedures mirror Army CSP instructions, policy and procedures, with the exception of the following:

- Air Force Virtual Education Center (AFVEC) SKB Application is the ONLY authorized method for Commander approval—no paper approvals!
- Submit AFVEC SKB Application at least 30 days prior to SKB start date; contact your Air Force Education Center for AFVEC assistance.
- Commander's (**O-4** and above, with UCMJ authority) are the approval authority for SKB participation and SKB PTDY of any length up to the maximum of 180 days.
- Airmen can only pursue ONE SKB (CSP) No VIE-25 option.
- AFI 36-2670, 6.10: specific Skillbridge application instructions*
- Contact [mcchord.education@us.af.mil](mailto:mcchord.education@us.af.mil) with any additional questions.
- Send approved applications to [usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil](mailto:usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil)*

# Air Force Applications (SKB/CSP)

## AFI36-2670,6.10 - SkillBridge AFI

Unit CC or Unit O-4 w/UCMJ authority are the approval authority for:  
SkillBridge (SKB) / Career Skills Program (CSP) participation  
PTDY up to a max of 180 days

Airmen may only pursue **ONE SKB / CSP**

No VIE-25 option

Airman going through Medical Evaluation Board are eligible

Call/Email McChord Education for details

Air Force Virtual Education Center (AFVEC) SKB Application is the **ONLY** authorized method for CC approval—no paper approvals!

Airman are not eligible in AFVEC until Ed Center receives all necessary docs



# Air Force Applications (SKB/CSP)

## AFI36-2670,6.10 - SkillBridge AFI

**Airman must provide:**

A Letter of Acceptance & Training Plan from the provider to the Education Center *at least* 30 days prior to the start date and must be on company/provider letterhead

Once commander approved send AFVEC application to [usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil](mailto:usarmy.jblm.imcom.list.dhr-tap-outreach@army.mil) for Army tracking

Please stop by the 62 AW Education Center for further details/help “or” Email [mcchord.education@us.af.mil](mailto:mcchord.education@us.af.mil)

Please contact us **at the onset** to avoid delays/cancellation of your CSP/SKB request





# Navy / USMC Applications



## Navy Region Northwest (NRNW)

- **MUST register and apply for Skillbridge approval via MyNavy Education portal at <https://myeducation.netc.navy.mil> up to 365 days before the expected date of separation.**
- Be separating from the Navy and have sufficient time remaining under their contract to complete the program prior to established separation date;
- Have successfully passed their most recent physical fitness assessment;
- Be recommended for advancement or promotion and retention on most recent evaluation or fitness report;
- Have completed their Transition Assistance Program requirements;
- Have attended an ethics brief or completed a DoD approved ethics training presentation within the last 12 months from the start date of the skills training program; and
- Have not previously completed, currently participating in, or had participation terminated from a Skillbridge program.
- *Sailors follow NAVADMIN 064/23 (2023 MAR 03) & 160/22 (07JUL22) for specific Skillbridge application instructions*
- *Marines Follow NAVMC 1700.2 (2023 DEC 15) for specific Skillbridge application instructions*



# Navy Region NW Application Process

Skillbridge program application is a dual processes that is simultaneously actioned:

1. Develop your Command approval packet
  2. Applying to selected Skillbridge program providing them with their deliverables
- Transitioning Service Members are provided with information about the Skillbridge programs in their Transition Assistance Program class or at the Fleet and Family Support Centers.
  - Once a Transitioning Service Member is accepted into the program, they must be issued TAD orders for any in person class time required by the programs.
  - Please contact your local FFSC TAP Counselor for a Skillbridge application.

<b>NASWI</b>	360-257-5268	<a href="mailto:rick.helwick@navy.mil">rick.helwick@navy.mil</a>
<b>NBK</b>	360-315-1166	<a href="mailto:april.a.nicosia.ctr@us.navy.mil">april.a.nicosia.ctr@us.navy.mil</a>
<b>NSE</b>	425-304-3724	<a href="mailto:carolina.morales.civ@us.navy.mil">carolina.morales.civ@us.navy.mil</a>
<b>NRNW</b>	360-315-5170	<a href="mailto:britt.feldman@navy.mil">britt.feldman@navy.mil</a>

Once your packet has been reviewed by a TAP Manager, it will be sent to Britt Feldman who will send it to JBLM.