



# CSP Soldier Checklist



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

**Soldier Information:** Rank: Name:

**Assigned Installation:**

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## **Section 1: Soldier Eligibility (Check all that apply)**

- Soldier is within 180 days of separation (verified by STP or Retirement orders)
  - Completed IIC/Pre-Separation Brief (verified by draft copy of DD2648)
  - Completed CSP brief
  - Expected to transition with a characterization of general discharge (under honorable conditions)
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## **Section 2: Soldier Category Verification**

Duration matches correct category

Category	Rank	Number of Days	Approval Authority
Category I	E1–E5	Up to 120 days	First field grade Commander with UCMJ
Category II	E6–E7, WO1–CW3, and O1–O3	Up to 90 days	First O6 CDR Commander with UCMJ
Category III	E8–E9, CW4–CW5, O4 and above	Up to 60 days	First General Officer in the Soldier's Chain of Command with GCMCA

## **Section 3: CSP/SkillBridge Required Documents**

*\*Only for Army Approved CSPs or DoD SkillBridge programs.*

- Soldier Participation Memorandum-IMCOM 45 (completed/verified/signed by CSP Counselor)
  - Program acceptance letter from employer
  - Training Plan (can be embedded in Program acceptance letter)
  - Soldier Talent Profile (STP) or Retirement orders
  - Draft copy of DD2648 (signed by TC/SM after attending PSB)
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## **Section 4: Individual Internship Required Documents**

*\*Only for Individual Internships, not required for Army Approved CSPs or DoD SkillBridge programs.*

- Soldier Participation Memorandum-IMCOM 45 (completed/signed/verified by CSP Counselor)
- Agreement for Army CSP Individual Internship
- Program acceptance letter from employer
- Training Plan attached or embedded in Program acceptance letter from employer ensuring schedule is full-time (e.g., 40 hours/week)
- Soldier Talent Profile (STP) or Retirement orders
- Draft copy of DD2648 (signed by TC/SM after attending PSB)