JBLM Soldier Checklist

All CRS requirements must be completed

DoD #: **Rank:** **Name:**

Army Approved CSP and DOD Skillbridge:

☐ **Letter of Acceptance or Email**
(From program provider)

☐ **Soldier Participation Memo - IMCOM 45**
(Completed and signed according to category and correct command approval)

☐ **Documentation of Separation Date**
(Ret orders, REFRAD or STP) *(**MEB** No Documentation is required)

☐ **IPPS-A Absence Request**
(Only required if over 50 miles O-6 and above approval needed)

Individual Internship Requirements

**Only for Individual Internships, not required for Army Approved CSPs or Skillbridge*

☐ **Letter of Acceptance or Email**
(From program provider)

☐ **Soldier Participation Memo - IMCOM 45**
(Completed and signed according to category and correct command approval)

☐ **Documentation of Separation Date**
(Ret orders, REFRAD or STP) *(**MEB** No Documentation is required)

☐ **IPPS-A Absence Request**
(Only required if over 50 miles O-6 and above approval needed)

☐ **Complete Individual Internship Agreement**
(Include Parts II,III, training plan and any additional information required**)**

TRANSITION ASSISTANCE PROGRAM

Submit Completed Packet: Once all documents are completed you will scan them and forward to the TAP CSP Team at **usarmy.jblm.imcom.list.dhr-career-skills-program@army.mil**