



# 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)



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](mailto:usarmy.jblm.imcom.list.dhr-career-skills-program@army.mil)