General Overview of the Army Career Skills Program

The Department of the Defense (DoD) and the Department of the Army (DA) work collaboratively at all levels to assist Soldiers separating from military service and turn their hard earned skills and training into rewarding careers as they transition to the civilian sector upon completion of their military career. In support of the Veterans Opportunities to Work (VOW) and the Hire Heroes Act of 2011, the Army has worked tirelessly with industry stakeholders, educators, Veteran Service Organizations (VSO), non-profit organizations and community leaders to create the Army Career Skills Program (CSP). The Headquarters, Installation Management Command (IMCOM) is responsible for management and execution of all CSP on installations and verification and reporting of Soldiers attending CSP.

At 180 days prior to transition to civilian life, Soldiers may participate in a CSP to include apprenticeships, on-the-job training, job shadowing, employment skills training and internships. The Army’s Regulation 600-81, Soldier for Life -- Transition Assistance Program, provides guidelines for the Army’s implementation of the CSP.

The intent of the regulation is to enable Commanders at Army installations the approval to develop, vet, and execute Credentialing and CSPs and provide Soldiers with the opportunity to participate and integrate the programs as part of the SLC. The CSPs are designed to assist Soldiers in achieving their exit strategy as they begin the transition from military to civilian life.

1. To be eligible for these programs, a transitioning Soldier must have completed at least 180 days of active duty service in the U.S. Army and expect to be discharged or released from active duty within 180 days of the commencement date of participation in such a program. Soldiers assigned to Warrior Transition Battalion/Warrior Transition Unit/Community-Based Warrior Transition Unit may participate in any Career Skills Program, without regard to estimated time of release from active duty.

2. The approval authority to participate in these programs is the first Field Grade Officer with Uniform Code of Military Justice authority in the transitioning Soldier’s chain of command.

3. The company level unit commander shall put in place personnel accountability procedures as part of the condition of approval.

4. The approval authority may terminate a Soldier’s participation in a Career Skills Program for reasons of military necessity. Upon notification that participation is terminated, a participating Soldier must immediately withdraw from the program and report to the unit of assignment.

5. Appropriated funds may not be used to support Soldier travel associated with participation in a CSP.

6. Transitioning Service Members from other Services are not restricted from participating in Army CSPs unless workload or other unusual circumstances dictate. Reasonable effort will be made to accommodate all eligible personnel from other Services provided that the Army does not incur any additional costs for their participation.

DoD Instruction 1322.29: Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members establishes policy, assigns responsibilities, and prescribes procedures for Service Members (including Active Duty and Reserve Components) who may participate in job training and employment skills training to include apprenticeships and internships.