 **Attend Career Skills Briefing:**  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ \_ Age: \_\_\_\_\_ Installation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 1

**US Army Career Skills Program (Skillbridge)
“Client Roadmap”**

Brigade / Wing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Battalion / Squadron: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule an appointment with a CSP Advisor: **https://stone\_education.timetap.com/**a) Select “4. Career Skills Program”

Step 2

 b) Select Location: SFAC Building 9059 or Stone Education Center

**Bring this form with you to your appointment. Your CSP Advisor will assist you with necessary paperwork for command approval.**

Step 3

 CSP Advisor: \_\_Suzanne Varghese\_\_\_\_\_\_ Issue Date: \_\_15 November 2019\_\_\_ Program: \_\_\_Work Ex Internship\_\_

 ETS/RET/MEB \_\_\_14 MAR 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Terminal/Transition Leave: N/A\_\_\_\_\_\_\_\_

 Program Start/End Dates: 03 January 2020 – 28 February 2020 Interview/Selection Date: 15 NOV 2019\_\_\_\_\_\_\_\_\_

Step 4

***Return All Documents to your counselor or the Career Skills Program – see map on reverse side– NO appointment necessary***

 **SUSPENSE TO CSP**: 20 December 2019

 **Required Program Specific Requirements**

 ⃝ Memo of Participation Signed (All Services except Air Force)

 ⃝ Letter of Participation Signed (Air Force only) From AFVEC

 ⃝ Information Release Authorization

 ⃝ ORB/SRB; SURF/Virtual MPF (AF); MDS (Navy); Other ⃝ Retirement Orders / Separation Orders (Officers) ⃝ SFL-TAP DD2648 Form or Attendance Sheet ⃝ Med-Board Documentation (If applicable)

⃝ Resume’ (HVAC/Welding & SMART Heroes Programs)

⃝ 3 Year Driving Record (HVAC PROGRAM)

⃝ Airframe & Powerplant Program:

* FAA Form 8610-2 (Airframe & Powerplant Program)
* FAA Written Test Results (If tests are complete)

⃝ Work-Ex Letter of Acceptance (Work-Ex Interns Only)

⃝ DA31 and Counseling Statement (PTDY CSP Only)

⃝ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

