

JBLM Fish and Wildlife TDY Information

Below are the consolidated notes and feedback I received from a few former soldiers who went TDY to participate in the JBLM Fish and Wildlife Internship.

Requirements:

- Bare minimum would be a commander's signature on a PTDY leave form; that keeps you getting paid without being at your unit.
- To make it official, you can get an O6 signature on the CSP (Career Skills Program) authorization form and that's the proof for you to go on PTDY. You pay travel, etc of course.
- If you go through CSP, you need an O6 for the PTDY aspect of CSP, and if your PTDY is longer than 30 days, usually it's an O6 signature anyway. If it's over 90, it might be a general officer, but they often delegate that kind of thing to unit commanders.
- To clarify, internships are unfunded TDY. The Army will not pay for travel, food or lodging in Washington or wherever you go for your internship. You will continue to collect BAH at the rate you collected it at your home station.

Outprocessing:

- Some were able to final out without going back to their duty station because they were able to clear the installation before starting the internship. One combined his ETS move with the CSP and left the Army right after, and got some leave days cashed in as well.
- The trick was to get leave forms signed, and once you have leave (with a control #) and orders you can clear CIF and everything else without much trouble.
- Thoughts from someone who has done this: If I had known about this program earlier, I would have requested 6 months of PTDY and timed my ETS better. Really it's based on whether you can ghost your unit for that long, like right after NTC or a deployment. I was the S6 for my unit, and they were about to deploy, so I had to get out within a certain window between NTC and deployment. It's no more money for the unit to lose someone to a CSP program across the country than on their own installation, but again you have to pay your way and you get BAH at your original duty station rate.
- Another way of going about it from someone who's done it and did it a bit "backwards" according to how it may go for you:
 - 51 days "Terminal Leave" during November and December. He referred to it as "terminal leave" because it was treated as normal leave, but it was basically on his way out of the Army.
 - Roughly two months PTDY at JBLM doing Fish and Wildlife (super fun and interesting if you enjoy the outdoors and getting dirty/wet). To clarify, the Army did not pay for any of his travel to/from the CSP.
 - Returned to Fort Gordon with a minimum of 10 business days in order out-process from the Army. So, he wore his uniform for those final two weeks. It was kind of surreal for him after four months of not wearing it.
- Another soldier said the most difficult part was clearing the Army when his time came. He had to get his orders amended to allow him to clear on JBLM as opposed to his home station (Benning). And of course when clearing his leave forms had a couple minor date and signature issues so he had to redo the DA31s and get new signatures. When your unit is across the country and you've been gone for six months that's an uphill battle. Clearing was a pain, but no more so than any other paperwork drill

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in the Army, and certainly not impossible. If your S1 is good they'll get you the correct forms before you start leave.

Required Documents (Depends on your rank, chain of command, and installation):

- Client Roadmap – That was given to soldiers by the CSP office at JBLM.
 - He mostly worked through them and kept his CSP rep at Fort Gordon informed. Personally, he emailed everyone every step of the way because it seemed like no one was on the same page with what his exact plans were.
- DA Form 4856
 - Your basic counseling acknowledging your place of duty is Fish and Wildlife. If you are on PTDY, you work (or don't work) whenever Dennis says. If JBLM is your base, then you're likely to have to report to your unit for work on Fridays. This document is available on the blog post. Feel free to edit it for your use.
- Housing Memo
 - Your unit or CSP or whoever may want this filled out as proof that you've found some sort of housing during your CSP time. For one soldier, him and his wife stayed in a tiny home they found on AirBnB. They got a great discount because they rented for two months and the owner was former military. Even if you don't have friends or family you can stay with, if you are motivated and really want to do the internship, there are options!
- WorkEx Participation Memo
 - Technically Fish and Wildlife falls under the umbrella of the WorkEx CSP, so you have to make sure the CSP and WorkEx folks are on the same page with stuff.
 - This can be signed different ways. If you are going PTDY at least 50 miles from your duty station, it needs to be signed by your Battalion Commander and O-6 (or acting commander with an assumption of orders).
 - Make sure you have your company commander and shop NCOIC/OIC at your back. In one soldier's experience, his CO and WO2 had his back the whole way. None of my leadership had any reason to deny him because he had already discussed it with them in advance.
- DA31 for Terminal Leave
- DA31 for PTDY
 - If you are doing the normal CSP first, then terminal leave, you may only need one DA31. Talk to your S1.
 - In one soldier's experience, because he came back from PTDY, he still had to sign out on leave from staff duty and sign back in afterward
- Another soldier had a different experience with DA31s. He had to do 3 leave forms:
 - 1- Travel across the US, ordinary leave
 - 2 - PTDY, he had asked for 120 days
 - 3 - Terminal leave / 20 days PTDY (retiring soldiers are eligible)
- Information Release Form
 - Honestly not sure the purpose of this one, but it's on the road map. The CSP folks should give you one. An example is on the blog post for reference.
- SRB/ORB/ERB/Whatever it's being called these days
 - Self explanatory.
- Work-Ex Letter of Acceptance
 - WorkEX will give that to you at some point, not sure about exactly when.