



# Fort Moore CSP: Commonly Asked Questions-EMPLOYERS



## 1. What is the Army Career Skills Program (CSP)?

- The Career Skills Program affords transitioning service members the opportunity to participate in Employment Skills Training (EST), on-the-job training (OJT), Pre-Apprenticeships, and Internships.

## 2. What is the difference between the Career Skills Program and Skillbridge?

**Army CSP:** The Army Career Skills Program (CSP) affords transitioning Service Members the opportunity to participate in employment skills training (EST), on-the-job training (OJT), pre-apprenticeships, and internships with a high probability of employment in high-demand and highly-skills careers. Participation must occur within the last 180 days of Military Service, with an honorable discharge.

**DOD Skillbridge:** The DOD SkillBridge program is an opportunity for Service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of Service. **SkillBridge connects Service members.**

## 3. Will creating a CSP cost my company anything?

- No, it is FREE.
- Training cannot charge out of pocket expenses
- Some training can utilize the GI Bill
- All training guarantees an interview in an open position that you trained for with no out-of-pocket expenses.

## 4. What CSP options can a company create?

- CSP offers service members Employment Skills Training, Pre-Apprenticeship, and Internships; therefore, please reference our [Types of CSP's](#) (also located on our main website) Document for a description of what the criteria and approval authority are for each.

## 5. Is my company allowed to be selective in the service members we would like participating in our program?

- Absolutely.

## 6. Is my company allowed to pay service members during their internship, pre-apprenticeship, or employment skills training?

- No, your company is not allowed to pay the service member during their time with you. The service member is still receiving pay and full benefits from the military. Please reference AR 600-81, 8-2, c (10) for further guidance.

## 7. Can a service member participate in more than one CSP/Skillbridge opportunity?

- No, please reference AR 600-81, 8-4, a (3) & d (6).

## 8. Is my company responsible in providing lodging, meals, or transportation for a service member interning with my company if the internship is out of their 50 miles radius?

- No, all meals, transportation, and lodging during a service member's time with your company is at the service member's expense.



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## 9. What are the Pros and Cons of establishing a CSP?

### Why Should My Company Partner With The Career Skills Program

Pros	Cons
<ul style="list-style-type: none"><li>- You develop the internship, customizing the training and mentorship according to the role you may be able to hire for upon completion of the opportunity</li><li>- You select the CSP participant based on your competitive process and get to know the service member within your company's work environment</li><li>- The service member is paid by the military during their CSP period, so there is no risk, liability, or payroll cost to you</li><li>- You are under no obligation to hire the service member, rather this is a work experience that will enhance the service members ability to transition into employment after leaving the military</li><li>- We do not charge a fee to facilitate the approval of the service members opportunity; however, it is a timely process and we advise all service members and companies to begin this process well in advance as gaining garrison and IMCOM approval can take some time</li><li>- If the service members CSP opportunity is out of the service member's 60 mile radius participation in a CSP opportunity with your company is still doable with an O6 signature.</li></ul>	<ul style="list-style-type: none"><li>- If service member no longer wishes to participate with your company at any time they may discontinue their participation with your company. They will withdraw from CSP participation and they will be recalled back to their unit to perform their regular work duties</li><li>- If the service members CSP is out of their 50 mile radius they are responsible for their own meals, transportation, and lodging (some employers do offer meals and lodging to subsidize some of these cost; however, this is not a requirement of your company)</li></ul>

## 10. When is a service member eligible to participate in the Career Skills Program?

- A service member can begin their participation within their 180-day window calculated from their ETS or RET date (NOT Terminal Leave). *(Note: Although a service member can begin participation at the start of their 180-day window, their participation cannot exceed 120 days and they must come back to the installation to clear).*

## 11. Can a service member participation in a CSP that is out of their 50-mile radius?

- Yes; however, a DA 31 will need to be completed to reflect Administrative Absence- Non-chargeable leave (IAW AR 600-8-10).

## 12. Can commanders deny participation in the CSP Program?

- Yes, please reference AR 600-81, 8-2, c (13)

## 13. How can my company become an approved CSP at Fort Moore?

Step1: Visit our website for more information:

<https://www.moore.army.mil/Garrison/DHR/TAP/CSP.html>

Step 2: Click on Career Skills Program (CSP) Tab

Step 3: Scroll down to where it reads CSP Employers and Click on Letter of Intent Hyperlink

Read through the word document and fill it out

Submit the completed document by following the instructions on #19 of the letter of intent document

Step 4: Allow CSP Team ample time to review and discuss your Letter of Intent.