



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION AND FORT RILEY
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FORT RILEY, KANSAS 66442-7000

AFZN-CG

APR 10 2025

COMMANDER'S POLICY MEMORANDUM #13

SUBJECT: Career Skills Program Guidance

1. References:

- a. Army Regulation (AR) 600-81, Transition Assistance Program, 12 March 2024.
- b. Army Directive 2015-12, Implementation Guidance for Credentialing Program and Career Skills Program, 11 March 2015.
- c. MILPER 24-486, Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Approval Authorities, 3 December 2024.
- d. AR 600-8-10, Leaves and Passes, 3 June 2020.
- e. Commanding General's Policy Letter #25, III Armored Corps (IIAC) Career Skills Program Guidance, 1 April 2025.

2. Purpose: This memorandum establishes local policy for the Army Career Skills Program (CSP) to provide Commanders with guidelines to structure the process and provide predictability when considering CSP requests. CSP is not an entitlement, but an authorization to assist transitioning Soldiers who are within 180-days from their separation from Active-Duty military service date. The intended audience remains "at-risk" Soldiers for priority as defined in paragraph 5b.

3. Applicability: This policy applies to all Soldiers assigned or attached to 1st Infantry Division and Fort Riley who are eligible and authorized to participate in the CSP.

4. Eligibility: The following criteria will be used by commanders at every echelon to determine a Soldier's eligibility to participate in a CSP.

- a. No commissioned officers from West Point with less than eight years of service.
- b. No commissioned officers from Reserve Officers Training Corps (ROTC) with less than six years of service.

c. No commissioned officers from Officer Candidate School (OCS) Green-to-Gold with less than six cumulative years.

d. No Aviation Warrant Officers within their initial Active Duty Service Obligation.

e. Personnel with an Army-provided or Army-utilized civilian certification such as dentists (Dental Corps), doctors (Medical Corps), or lawyers (Judge Advocate General's Corps) would typically not qualify for CSP.

f. Must be expected to transition from Active Duty with a characterization of general discharge (under honorable conditions) or higher.

g. Soldiers that fall under the criteria in paragraphs 4d and 4e above may request a CSP through their chain of command with proof that they are changing career fields upon separation. The approval authority for CSP participation for Soldiers in these categories is withheld to the first General Officer (GO) in the chain of command, not further delegable.

5. Category, Approval Authorities, and Time Restrictions: Duration of CSP participation is capped as depicted in the chart below. **Categories 1a-3 encompass Soldiers that meet one of the "at-risk" criteria in paragraph 5b.** Category 4 encompasses Soldiers that **do not** meet at-risk criteria in paragraph 5b.

a. A Soldier will take no more than 120 days of CSP and terminal absence combined. For example, if a Soldier requests a 90 day CSP, they will be granted no more than 30 days of terminal absence. Only Soldiers in category 1a, below, are authorized to request up to 120 days of CSP. Soldiers in categories 1b and 2 may take no more than 90 days of CSP (and up to 30 days of terminal absence). Soldiers in category 3 and 4 may take 60 days of CSP (and up to 30 days of terminal absence).

Category	Grade	O6 Approval	GO Approval
1a	E1-E5 who meet at least one at-risk criteria	0-120 days Local* and Non-Local**	
1b	E1-E5 who meet at least one at-risk criteria	0-90 days Local and Non-Local	
2	E6-E7, W1-W3, O1-O3 who meet at least one at-risk criteria	0-90 days Local and Non-Local	
3	E8-E9, W4-W5, O4 & above who meet at least one at-risk criteria		0-60 days Local & Non-Local
4	All grades who do not meet any at-risk criteria		0-60 days Local & Non-Local
Category 1a: Soldiers separating involuntarily due to force shaping and those with greater than five years of service. Category 1b: Soldiers separating voluntarily (i.e. expiration term of service) with less than five years of service. *Local – within 50-mile radius **Non-Local – outside a 50-mile radius			

b. The CSP is a tool to assist transitioning Soldiers. It is designed to encourage capitalization on civilian career skills and training opportunities to increase post transition employment possibilities.

c. In accordance with reference 1a, the CSP priority audience are those Soldiers who meet one of the categories listed below (by priority). These Soldiers are considered "at-risk" of unemployment and should be given a higher consideration for participation.

(1) 18-24 years old.

(2) First-term enlistments.

(3) Involuntarily separating due to force shaping.

(4) Rapid separation from Active Duty.

(5) Acquisition of disabilities that result in medical separations; subject to CSP provider qualifications.

6. Commanders with CSP Approval Authority:

a. Must carefully assess and balance their unit's readiness, priorities, and the mission impact of approving all Soldiers' participation in a CSP. Human Resources Command (HRC) is not likely to expedite a replacement due to the absence of a Soldier participating in CSP. Units must cross-level and internally coordinate backfills for vacancies until valid requisitions are filled.

b. Will maintain daily accountability of Soldiers who are approved to participate in CSP and ensure that all specifics of the program are met. Commanders may require participation in unit formations, physical training, and other unit requirements as needed (when an Administrative Absence has not been approved).

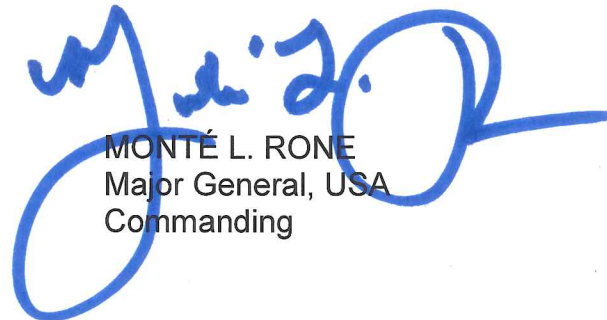
c. May revoke a Soldier's authorization to participate in CSP at any time during the program based on unit mission requirements. Upon notification, the participating Soldier must immediately withdraw from the program and report to the unit of assignment.

d. Should consult with their legal representative and obtain a legal opinion for all decisions (approval, disapproval, and revocation).

e. Commander's at all levels will provide comments either supporting, recommending a different duration, or recommending disapproval (to include the transition leave plan) with justification in the routing of CSP requests to the designated final approval authority.

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7. All CSP requests for 1st Infantry Division staff must be routed through HHBN and submitted to the G1 for the Chief of Staff recommendation prior to final determination.
8. The approval authority for exceptions to the above guidance is the undersigned. All requests for exceptions to policy will be routed through the G1 with chain of command recommendations.
9. Additional information on the CSP can be found at:
<https://home.army.mil/imcom/customers/career-skills-program/soldier> or through the Fort Riley Transition Assistance Program (TAP) office.
10. This guidance is not retroactive and becomes effective for all requests dated after this policy is signed.
11. Expiration: This policy memorandum will remain in effect until superseded or rescinded.
12. The point of contact for this memorandum is the ACoS G1, LTC Jacqueline S. Ralston, at 703-692-4396 or jacqueline.s.ralston.mil@army.mil.



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Major General, USA
Commanding