



# Career Skills Program

In August 2016, Air Force introduced the newest DoD initiative, the Career Skills Program (CSP). Under this program, transitioning Airmen can apply to participate in apprenticeships and internships in the civilian workforce during their last 180 days on active duty.



**Apprenticeship:** A combination of on the job training (OJT) and related instruction that maybe sponsored jointly by an employer and union groups, individual employers, or employer association.

**Internship:** A type of work experience for entry level job-seekers which may be completed in the private sector or in federal, state, or local government.

**On the Job Training (OJT):** Job skills learned at a place of work while performing the actual job. OJT programs must meet be approved by the Veterans' Administration or recognized by an accrediting agency.

**Job Shadowing:** A type of OJT work experience that is normally performed in one day, where individuals learn about a job by observing the day-to-day activities of someone in the current workforce.

## General Guidelines

- Employers offering training opportunities are referred to as Career Skills Program (CSP) providers.
- The approval authority to participate in CSP is the transitioning Airman's unit/squadron commander authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice in the Airman's chain of command.
- Airmen participation is dependent on unit and mission requirements.
- Airmen are eligible for only one CSP during their transition period.
- Airmen will not receive any form of financial compensation from a CSP provider.
- Off-installation CSPs should be within 50 miles of the Airman's installation duty station or residence. The unit/squadron commander can authorize exceptions, but must ensure the safety and accountability of the Airman.



## Airman Eligibility (Officer or Enlisted)

- Must be within 180 days of approved retirement of separation to participate.
- Airmen must forward their completed application for participation to the Education Center counselor 30 days prior to the CSP start date.
- Airmen must sign a Memorandum of Participation outlining responsibilities.
- Airmen who reenlist or extend their enlistment must withdraw from the program and return to duty

To learn more contact the Education Center at  
**321-494-2071/2072**