



**SECRETARY OF THE ARMY
WASHINGTON**

11 MAR 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2015-12 (Implementation Guidance for Credentialing Program and Career Skills Program)

1. Purpose. This directive supersedes reference a and implements reference b (Department of Defense (DoD) Instruction 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members). It provides implementation guidelines for the Army Credentialing Program and Career Skills Program (CSP) authorized and directed by Congress, the Secretary of Defense and the Department of the Army in references c through g. A list of references is at enclosure 1.

2. Background. The Army Credentialing Program and CSP are elements of the Military Life Cycle model that encourages Soldiers to capitalize on training and development opportunities throughout their military careers so that they grow and develop as Soldiers fully capable of serving our Nation—while in uniform and as civilians after their military service.

3. Credentialing. The Army encourages Soldiers to obtain industry-recognized credentials related to their military occupational specialties (MOSs) because we recognize the value of professional credentials as clear, objective evidence of an individual's competence that contributes to improved capabilities and readiness in our military force.

a. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) and Commanding General, U.S. Army Medical Command (MEDCOM) must conduct Army credentialing programs for select Soldiers as part of initial and mid-level professional military education. Within 1 year of the issuance of this directive, the Commanding General, TRADOC and Commanding General, MEDCOM will issue procedural guidance for approving, implementing and evaluating credentialing programs at Army Centers of Excellence. In turn, Army training institutions will make information on civilian credentialing opportunities available to Soldiers during every level of MOS training.

b. In accordance with references c and f and the policy at enclosure 2, Army appropriated funds may pay for the fees associated with coursework, licensing and examinations leading to credentialing, licenses and certifications. Appropriated funds may also pay for the maintenance of credentials, licenses and certifications, once obtained, if the credential covers the preponderance of the Soldier's current or prior

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assigned duties **and** the MOS proponent has approved the credential for those assigned duties.

c. Individuals may pursue professional credentialing as a self-directed postsecondary school activity, a part of a military/industry partnership or an agreement coordinated by Army training institutions. All Soldiers should consult the Army Credentialing Opportunities On-Line (COOL) Web site (<https://www.cool.army.mil>) and be referred to local education and Soldier for Life Transition Assistance Program counselors to discuss credentialing opportunities applicable to the Soldier's specific goals and interests and explore resourcing options not associated with MOS training at TRADOC or MEDCOM institutions. Soldiers must meet with an education counselor within 90 days of arrival at their first permanent duty station and with Soldier for Life Transition Assistance Program counselors as part of their transition.

4. Career Skills Programs. CSPs, such as apprenticeships, on-the-job (OJT) training, job shadowing, employment skills training and internships, offer skills training opportunities to Soldiers preparing to transition from military to civilian employment. As such, CSP activities fall under the umbrellas of training and transition, and should not be misconstrued as education programs.

a. On behalf of the Deputy Chief of Staff (DCS), G-1, The Adjutant General of the Army, U.S. Army Human Resources Command (HRC) is the proponent for this policy. Together with U.S. Army Installation Management Command (IMCOM), HRC will assess the overall effectiveness of career skills training, including apprenticeship programs. HRC will review and vet all new CSPs, pilots or initiatives.

b. The Commanding General, IMCOM will manage and execute all CSPs on Army installations and verify and report on Soldiers attending all CSPs, including those off installations. The commanding general will also:

(1) publish instructions for processing initial proposals for CSP.

(2) provide monthly reports and assessments on CSP (enclosure 5) to HRC via automated procedures coordinated between HRC and IMCOM.

c. Communication efforts assist in connecting transitioning Soldiers with employers. Education counselors and unit leaders should refer to their individual public affairs marketing plans for guidance and assistance in conducting strategic outreach to enable and assist Soldiers in successfully preparing for their transition from the Army.

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d. To be eligible to participate in a CSP and be released from daily unit duties, a transitioning Soldier must have completed at least 180 continuous calendar days of active duty service in the Army and must expect to be discharged or released from active duty within 180 calendar days of the start date of participation in a CSP. Soldiers enrolled in the Integrated Disability Evaluation System (IDES) or assigned to a Warrior Transition Unit/Community Care Unit (WTU/CCU) may begin a CSP 85 calendar days after their medical retention determination point, which is in accordance with the DoD timeline in reference h (180 days before release from active duty for IDES participants). U.S. Army Reserve Component Soldiers will not extend their active duty orders for the specific intent of participating in a CSP unless transferred to a WTU/CCU. A Soldier must also anticipate a character of service upon separation of honorable or under honorable conditions to be eligible.

e. The approval authority to participate in CSP is the transitioning Soldier's battalion/squadron commander. This authority may not be delegated. The approval authority will establish personnel accountability procedures as part of the condition of approval.

f. The approval authority may terminate a Soldier's participation in a CSP based on mission requirements. Upon notification that participation is terminated, a participating Soldier must immediately withdraw from the CSP and report to his/her unit of assignment.

g. Soldiers assigned to a WTU/CCU will follow U.S. Army Warrior Transition Command standing operating procedures for participating in the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF) programs. Those procedures include the requirement to be career and education ready before participating in E2I/OWF and to coordinate all E2I/OWF activity with the WTU Transition Coordinator. E2I programs may include apprenticeships, pre-apprenticeships, employment skills training and internships with non-Federal governments, nonprofit organizations or private entities. WTU/CCU Soldiers may also participate in a CSP at the local installation.

h. Transitioning Service members from other Military Services are not restricted from participating in an Army CSP unless installation workload or other unusual circumstances dictate. Reasonable effort will be made to accommodate all eligible personnel from other Military Services provided that the Army does not incur additional costs from the accommodation.

5. Appropriated funds may not be used to pay for credentialing that is undertaken solely as part of a Soldier's transition from the Army to civilian life or to compensate

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either an organization providing CSP opportunities or Soldiers taking part in a CSP, other than for incidental expenses, such as utilities for on-post facilities used for conducting a CSP. In accordance with reference m, Army tuition assistance funds will not be used to pay for Soldier credentialing examinations.

6. CSP support management is assigned to Management Decision Package Army Career and Alumni Program in the II Program Execution Group under the purview of the Assistant Chief of Staff for Installation Management. Keeping in mind the current austere fiscal environment and the Army's priorities in the areas of training and readiness, resource administrators should judiciously and frugally build their commands' requirements and justifications.

7. The servicing Staff Judge Advocate (SJA) will review all credentialing and CSPs, including agreements with commercial partners. As part of the comprehensive legal reviews, the servicing SJA Office will review any potential gifts or benefits provided to Soldiers by educational institutions or commercial entities to ensure compliance with reference i, which limits the ability of Soldiers to accept gifts. Gifts are broadly defined to include any gratuity, favor, discount or other item having monetary value; services; and gifts of training. Examples of potentially prohibited gifts include, but are not limited to, free or reduced education costs, access to free or reduced examinations, and free or discounted training materials or supplies, unless the discounts and benefits are offered to all military personnel regardless of rank or position.

8. This directive serves as authorization for commanders to implement credentialing and career skills programs; it does not mandate their existence at every Army installation. Commanders should implement credentialing and career skills programs in accordance with the guidelines outlined in this directive, as well as unit training priorities, available resources, Army mission requirements, relationships with industry partners and the needs for skilled labor in a particular location or region.

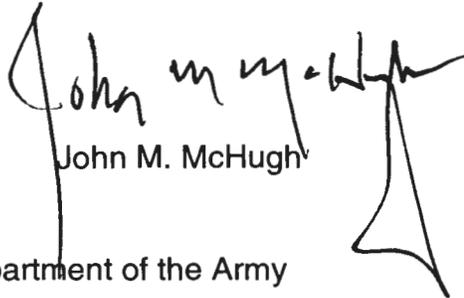
a. Army policy, eligibility requirements and tools for credentialing are at enclosure 2. Additional CSP implementation guidance is at enclosure 3. The criteria for credentialing and career skills programs are at enclosure 4.

b. Sample CSP reporting and assessment forms are at enclosure 5. A sample CSP screening/selection form for apprenticeships and internships for commanders to use is at enclosure 6. A sample CSP memorandum of participation is at enclosure 7, and a sample memorandum of agreement and CSP operations order are at enclosure 8.

c. A glossary of terms is at enclosure 9.

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9. On behalf of the DCS, G-1, HRC is the proponent for this policy and will include the provisions of this directive in a new 600-series Army regulation within 2 years of the issuance of this directive. This directive is rescinded upon publication of the new regulation.



John M. McHugh

Encls

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REFERENCES

- a. Memorandum, SAMR, 12 June 2013, subject: Army Credentialing Program (hereby canceled).
- b. DoD Instruction 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members), January 24, 2014.
- c. Memorandum, USD (P&R), 16 July 2009, subject: Payment of Professional Credentialing Expenses for Military Members.
- d. DoD Instruction 1300.25 (Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF)), March 25, 2013.
- e. Title 10, U.S. Code, sections 1142–1144.
- f. Title 10, U.S. Code, section 2015.
- g. Directive-type Memorandum (DTM) 12-007 (Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members), November 21, 2012, Incorporating Change 2, Effective April 10, 2014.
- h. DoDM 1332.18, Volume 2 (Disability Evaluation System (DES) Manual: Integrated Disability Evaluation System (IDES)), August 5, 2014.
- i. DoD 5500.07-R (Joint Ethics Regulation (JER)), August 1, 1993, Incorporating Change 7, Effective November 17, 2011.
- j. Army Regulation 600-8-10 (Leaves and Passes), 15 February 2006, Rapid Action Revision Issued 4 August 2011.
- k. Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act (April 2010), U.S. Department of Labor, Wage and Hour Division (available at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).
- l. Army Regulation 600-8-2 (Suspension of Favorable Personnel Actions (Flag)), 23 October 2012.
- m. Army Regulation 621-5 (Army Continuing Education System), 11 July 2006, Rapid Action Revision Issued 6 September 2009.

ARMY POLICY, ELIGIBILITY REQUIREMENTS AND TOOLS FOR CREDENTIALING

1. **Purpose.** This policy is intended to:

a. establish and implement an Army credentialing policy to validate Soldiers' professional skills, training and work experiences and to bolster professional technical competence within Army formations. Professional credentialing provides a clear and objective picture of a Soldier's competence, better the Soldier's capabilities, enhances duty performance and improves the U.S. Army's readiness.

b. support the Army's transition policy by preparing Soldiers for civilian opportunities after their Army service. Credentialing not only adds to a Soldier's personal and professional development, but also enhances a Soldier's ability to secure meaningful employment after making the transition from active duty. Credentialing programs promote lifelong learning and professional development opportunities throughout the Soldier's Military Life Cycle. Army Credentialing Opportunities On-Line (COOL) is specifically designed to be used as a resource in the MOS crosswalk portion of Soldier for Life Transition Assistance Program Goals, Plans, Success.

2. **Policy**

a. All Army training institutions must make information about civilian credentialing opportunities available to Soldiers during every stage of MOS training, starting with advanced individual training.

b. Army training institutions are authorized to incorporate credentialing training programs within their curricula for all Soldiers during initial and mid-level training. In accordance with references c and f, Army training institutions are authorized to pay for licensing and certification examinations leading to a credential. Institutions with credentialing in their curricula should obtain certification from credentialing bodies approved in accordance with the criteria at enclosure 4 to conduct training and testing for the credential and to award credentials they deem relevant to Army MOS qualifications.

c. In accordance with references c and f, Army appropriated funds may pay for the fees associated with coursework, licensing and examinations leading to credentialing if the credential covers the preponderance of the Soldier's current or prior assigned duties **and** the MOS proponent has approved the credential for those assigned duties. Credentials tied to the Soldier's prior duties should be relevant or applicable to the current or future needs of the Soldier's command or the Army.

d. Soldiers must use tuition assistance instead of appropriated funds to pay for coursework whenever possible, except when participating in a credentialing program

sponsored by a TRADOC or MEDCOM school. Whenever they receive reimbursement of any credentialing expenses, Soldiers will sign an affidavit certifying that they are not receiving any other Government funds for the same credentialing expenses.

e. Soldiers may pursue credentialing as self-directed, postsecondary activities; as part of a military/industry partnership; or as part of an agreement coordinated by Army training institutions.

f. Soldiers interested in obtaining funding to pay for credentialing programs or licensure examinations outside of a TRADOC- or MEDCOM-sponsored training program should be advised to meet with an Army education counselor to discuss credentialing opportunities related to the Soldier's goals and interests, as well as funding options.

g. Army tuition assistance may not be used to pay for credentialing examinations.

h. In accordance with references c and f, Army appropriated funds may pay or reimburse an enlisted Soldier for the fees required to renew or maintain a credential the MOS proponent has approved for the MOS if the MOS is the Soldier's duty, primary or secondary MOS.

i. Army appropriated funds will not pay credentialing expenses in the following circumstances:

(1) for a credentialing program undertaken solely as part of a Soldier's individual transition plan.

(2) for subsequent attempts to take a course and/or examination previously paid for by appropriated funds that the Soldier failed.

(3) for a Soldier to obtain a professional credential that is a prerequisite for appointment in the Armed Forces; for credentialing solely as a component of accession, retention, recruiting and transition programs; or solely to acquire an educational degree.

(4) when the credentialing expenses are being paid by another benefit program, such as the GI Bill or tuition assistance.

j. The maximum funding for credentialing examinations and licensing fees for each Soldier is \$800 a fiscal year. Waiver of this provision must be endorsed by the proponent school of the related MOS and approved by the Commander of the Soldier's Army Command, Army Service Component Command or Direct Reporting Unit.

3. Eligibility for Funding. Soldiers may receive funding associated with professional credentialing expenses if they meet all of these criteria:

- a. The credential covers the preponderance of the Soldier's current or previous duties (MOS). Credentials tied to the Soldier's previous MOS should be relevant or applicable to current or future needs of the Soldier's unit or the Army.
- b. The Army training school or center recognizes the credential.
- c. The Soldier has at least 1 year remaining on active duty (2 years for a reserve component Soldier) from the date when the credentialing/licensure examination is administered, the start date of a course or program of instruction leading to a credential or renewal, or the date of credential renewal. This requirement cannot be waived.
- d. The Soldier meets all the eligibility requirements of the credentialing body.

4. Army Credentialing Tools

a. COOL. This Web site (<https://www.cool.army.mil>) is a resource for Soldiers who want to know what civilian occupations relate to their MOS and how to obtain credentials for those occupations. Army COOL gives Soldiers a forum to comprehensively research civilian certification requirements related to an Army MOS and identifies gaps between civilian credentialing requirements and military education and training. Army COOL offers a variety of information on credentialing and licensing, and can be used to:

(1) obtain general background information about civilian licensure and certification and specific information about individual credentials, including eligibility requirements and resources to prepare for a credentialing examination.

(2) identify certifications and licenses relevant to Army MOSs for enlisted Soldiers and warrant officer specialties.

(3) learn how to fill gaps between Army training and experience and civilian credentialing requirements.

(4) learn about available resources that can help Soldiers gain civilian job credentials.

(5) identify credentials approved by the TRADOC or MEDCOM proponent for promotion points.

(6) identify credentials that have college credit recommendations made by the American Council on Education.

(7) identify credentials that have no-cost certification preparation courses in Army e-Learning (go to www.us.army.mil, then click on the Army e-Learning Portal page).

b. Army Career Tracker (ACT). This Web-based leader development tool (<https://actnow.army.mil>) integrates training, assignment history and formal/informal education paths. Currently, ACT is integrated with GoArmyEd and Army COOL, which exposes Soldiers to civilian certifications and education opportunities when they create an account. ACT gives Soldiers the ability to review their individual training and education while displaying and visualizing options that support the integration and synchronization of training, education and potential career opportunities. Soldiers can establish a credential goal (with supervisor approval), define steps required to meet eligibility requirements and track progress toward achieving the goal.

(1) ACT promotes and tracks lifelong learning to better prepare Soldiers for a successful career transition to the civilian sector. Emerging ACT enhancements include integrating the individual development plan with the individual transition plan and displaying up to five proponent-selected, directly related or skill-related credentials for each MOS to enhance personal and professional development.

(2) Directly related MOS credentials with gap analysis on the ACT career map (under Credentials/Certifications) provide the Soldier with a means to identify additional credentialing requirements. Future ACT enhancements will allow ACT's automated information system to publicize, analyze, manage, record and track credentialing throughout the Soldier's life cycle.

(3) Soldiers, in collaboration with their first-line leaders, will create their individual development plan in ACT within 30 calendar days (180 for reserve component personnel) of arrival at their duty station to track their credentialing goals and opportunities.

(4) Annually, and in conjunction with regularly scheduled developmental counseling, leaders will review and approve the individual development plan to maintain visibility over credentialing accomplishments and assist with goal attainment as required.

c. DoD SkillBridge

(1) To help promote efforts more systematically and to encourage maximum participation, DoD is branding the Service-related programs initiated by reference b "DoD SkillBridge."

(2) The Under Secretary of Defense (Personnel and Readiness) is publicizing the DoD SkillBridge authority and the potential benefits it offers both employers and Service members and has also developed an online "SkillBridge" connection application to help inform Service members about available training opportunities. Eligible companies and training providers are being encouraged to post their available offerings for transitioning Service members on SkillBridge. Information is available at www.DoDSkillBridge.com.

5. Reporting Credentialing Program Metrics

a. Any Army training institution, installation or unit conducting a credentialing program must report the following statistics to HRC's Transition Division not later than the last working day of each month:

- name of credential the Soldier is pursuing,
- credentialing body that will grant the credential,
- number of Soldiers participating,
- number of certification examinations funded,
- average cost of an examination, and
- pass rate percentage.

b. HRC may coordinate future changes in reporting requirements for credentialing metrics.

6. **Points of Contact.** For additional information about the policy in this directive, the point of contact for the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) is Ms. Christine Traugott, Assistant Deputy, Education and Child, Youth and School Services, 703-614-1648 or christine.m.traugott.civ@mail.mil. The HRC point of contact is Mr. Walter M. Herd, Director, Army Transition Division, 502-613-8396 or walter.m.herd.civ@mail.mil.

IMPLEMENTATION GUIDANCE FOR THE CAREER SKILLS PROGRAM

1. Senior commanders of installations who decide to implement Army CSPs for transitioning Soldiers will:

a. provide reasonable opportunity for eligible and authorized Soldiers to participate in approved job training and employment skills training, including apprenticeship programs, OJT, internships and job shadowing programs, as applicable and defined in this directive given mission requirements. Soldier participation in any of these training programs is voluntary and must be approved by the transitioning Soldier's battalion or squadron commander. If a Soldier does not have a battalion or squadron-level commander, the approval authority will be the first field grade commander in the Soldier's chain of command authorized to impose nonjudicial punishment under Article 15 of the Uniform Code of Military Justice.

b. use the criteria at enclosure 4 to establish a CSP.

c. obtain a legal review from the servicing SJA for any pilot or program with a local organization CSP provider associated with this implementation guidance when higher headquarters approval has not been established.

d. establish a memorandum of agreement between the installation and CSP provider. An sample agreement is at enclosure 8.

e. inspect the accountability procedures of units with Soldiers participating in the CSP conducted in installation facilities and ensure that issues of irregular attendance are properly addressed.

f. issue required operations orders outlining program requirements, nomination procedures, and after action review and assessment requirements.

g. evaluate the quality of training using internal assessment measures such as those at enclosure 5.

h. report CSP metrics to HRC's Transition Division, using the template at enclosure 5, not later than the last working day of each month. HRC may coordinate future changes in reporting requirements for credentialing metrics. In coordination with HRC, IMCOM may alter or adjust monthly reporting to capture IMCOM-relevant data to be used in program evaluation or to provide briefings to IMCOM leaders at the general officer/Senior Executive Service level.

2. Battalion/squadron commanders of transitioning Soldiers will take the following actions with regard to Soldier's participation in a CSP:

a. identify those Soldiers who fall into the “at-risk” population, defined as being 18 to 24 years of age, completing their first term of enlistment, transitioning involuntarily because of force shaping, enrolled in the IDES process, considered a rapid transition (less than 90 days notification) from active duty, having acquired disabilities that result in medical separations, and unemployed reserve component Soldiers. These Soldiers may need a higher priority of access to apprenticeships and employment skills training and a higher level of support, including individualized attention and/or reasonable accommodation, during the transition process.

b. consider Soldiers identified for possible early transition for enrollment in CSPs, either voluntarily or involuntarily, provided the anticipated character of service upon separation is *honorable* or *under honorable conditions*. Examples include hardship discharge, involuntary transition resulting from failure to reenlist or extend to complete an upcoming deployment, entry in IDES, and early demobilization due to curtailment of mission or like separations or transfers.

c. may release Soldiers from daily unit duties for the period of participation.

d. will maintain daily accountability of Soldiers participating in programs and require participation in unit formations, physical training and other unit requirements.

e. may authorize or recommend approval of permissive temporary duty for individual participants considering their unique circumstances within the parameters defined in reference j.

f. are encouraged to assign transitioning Soldiers participating in a CSP to excess positions coded 9999 to make military positions on modified tables of organization and equipment or tables of distribution and allowances available for fill by replacement personnel.

g. will maintain a copy of the Soldier’s memorandum of participation (enclosure 7).

h. may apply additional program parameters for Soldier participation, including Armed Services Vocational Aptitude Battery (ASVAB) or other assessment aptitude criteria, education criteria, physical or support requirements, etc., only for the purpose of ensuring that participating Soldiers are able to complete the core functions of the training. A sample CSP screening/selection document for commander use is at enclosure 6.

3. CSP implemented for transitioning Soldiers will include the following participation parameters:

a. Transitioning Soldiers may start a program no earlier than 180 calendar days before their release from active duty with the following exception: Soldiers enrolled in IDES or assigned or attached to a WTU/CCU may begin a CSP 85 calendar days after

their medical retention determination point, which is in accordance with the DoD timeline in reference h (180 days before release from active duty for IDES participants).

b. The program will focus on “at-risk” transitioning first-term Soldiers, not those who are retirement eligible.

c. Soldier participation in CSP training must be approved by the transitioning Soldier’s battalion/squadron commander. If a Soldier does not have a battalion- or squadron-level commander, the approval authority will be the first field grade commander in the Soldier’s chain of command authorized to impose nonjudicial punishment under Article 15 of the Uniformed Code of Military Justice.

d. Soldier participation is dependent on mission requirements and the unit’s maintenance of participating Soldiers’ accountability.

e. Soldiers may apply to participate in a CSP through a variety of venues, including self-nominations during preseparation counseling or during attendance in the elective Higher Education or Career/Technical Training Track of the transition program.

f. Soldiers will forward applications (a sample is at enclosure 7) for participation in apprenticeships, pre-apprenticeships and employment skills training to the Army Education Center or directorate of human resources for review.

g. Soldiers will forward applications for participation in OJT, job shadowing and internship programs with non-Federal governments, nonprofit organizations or private entities to the Soldier for Life Transition Assistance Program center or another installation office designated by the directorate of human resources.

h. WTU/CCU and IDES Soldiers participating in E2I/OWF programs will submit E2I/OWF-specific applications to the DoD Warrior Care Policy E2I regional coordinator for E2I and to the DoD Warrior Care Policy OWF regional coordinator for OWF in accordance with E2I and OWF program guidance in reference d. WTU Soldiers must be determined career and education readiness eligible in accordance with WTC guidance before they can participate in E2I/OWF. All E2I/OWF activity will be coordinated with the WTU transition coordinator. E2I programs may include apprenticeships, pre-apprenticeships, employment skills training and internships with non-Federal governments, nonprofit organizations or private entities. The OWF program places recovering Service members in internships in Federal Government agencies. Information about career and education readiness, E2I and OWF are available at the Warrior Transition Command Web site (www.wtc.army.mil).

i. A Soldier must sign a memorandum of participation outlining the Soldier’s participation in the CSP while on active duty. The memorandum also includes the requirement to report accountability, comply with military training requirements and

maintain military standards. Either the education counselor or Soldier for Life Transition Assistance Center and the unit commander will maintain a copy of the memorandum.

j. Soldiers are eligible for only one apprenticeship program during their transition period.

k. A Soldier who reenlists or extends their enlistment while participating in a CSP will immediately withdraw from the program and return to their unit for duty.

l. Appropriated funds are not authorized for apprenticeships, internships, OJT and job shadowing programs. Those programs will be provided at minimal cost to the Soldier. A Soldier may voluntarily elect to participate in a CSP that charges application processing, registration or other minimal fees using the Soldier's personal funds. The use of GI Bill benefits for U.S. Department of Veterans Affairs (VA)-approved OJT/apprenticeship programs and vocational/technical training programs is authorized. Soldiers will not be authorized to participate in a CSP, including apprenticeships, internships, OJT and job shadowing programs, in a paid temporary duty status. Payment for per diem or travel expenses is not authorized even when a Soldier chooses to participate in an off-installation CSP. The use of a Government-owned vehicle to transport Soldier(s) to a CSP is not authorized.

m. Soldiers will not receive compensation, wages, pay, training stipends or any other form of financial compensation from the CSP provider for participation in any career skills or training program while on active duty.

n. Off-installation CSPs normally will be located within 50 miles of the Soldier's installation or duty station, or within 50 miles of the Soldier's residence for a Soldier in a WTU/CCU. However, the battalion/squadron commander of Soldiers not assigned to a WTU/CCU may allow participation in a program beyond the 50-mile limit if the commander is satisfied that adequate measures exist to ensure accountability and safety given the Soldier's unique circumstances. Participation will be coordinated with the IMCOM career skills point of contact closest to their location. The battalion- or squadron-level commander for Soldiers in a WTU/CCU may allow participation in a program beyond the 50-mile limit of the Soldier's unit or residence if the commander is satisfied that adequate measures exist to ensure accountability and safety given the Soldier's unique circumstances.

CRITERIA FOR CAREER SKILLS PROGRAMS

1. Pre-Apprenticeship and Apprenticeship Programs. These programs must meet at least one of the following criteria:

a. be registered with the U.S. Department of Labor and/or registered in the State it operates in (refer to the Labor Department's State apprenticeship information at <http://www.doleta.gov/oa/sainformation.cfm>); or

b. be a VA-approved education and job training program (check the status of programs at <http://inquiry.vba.va.gov/weampub/buildSearchInstitutionCriteria.do>); or

c. be accredited by an accrediting agency recognized by the U.S. Department of Education (visit the Department of Education's database of accredited programs and institutions at <http://www2.ed.gov/admins/finaid/accred/index.html>); or

d. be a certificate program accredited by the American National Standards Institute (visit <https://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212> to learn more about the Institute's Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers).

2. Apprenticeships. Apprenticeship programs must also meet all of the following criteria:

a. be offered by an industry-related organization that is a sponsor of or oversees the sponsorship of a registered apprenticeship program related to the training to be offered.

b. be documented in a memorandum of agreement that establishes the parameters for cooperative support between the local Army installation and local business, industry or union. The memorandum of agreement will define each party's responsibilities and liabilities.

c. have potential to provide post-service employment once Soldiers successfully complete the pre-apprenticeship/apprenticeship and fulfill their military service commitment.

3. OJT. An OJT or employment skills training program must meet at least one of the following criteria:

a. be an "Education and Job Training Program" approved by the VA (refer to paragraph 1b), or

b. be accredited by an accrediting agency recognized by the Department of Education (refer to paragraph 1c); or

c. be a certificate program accredited by the American National Standards Institute (see paragraph 1d); or

d. be approved by the National Association of State Approving Agencies. Search for Approved Education and Training Programs at <http://www.nasaa-vetseducation.com/Programs.aspx>; or

e. be a training program accredited by the Council on Occupational Education. Search the Council's list of accredited training programs at <http://www.council.org/accredited-institutions/>.

4. Internships

a. An eligible transitioning Soldier can participate in an internship program for a qualified private-sector organization (either for-profit or not-for-profit). Under this directive and the following criteria, these internships are not considered "unpaid" as defined by the Labor Department's Wage and Hour Division in Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act (April 2010) (reference k). Participation in this program is based on strict adherence to all of the following criteria:

(1) The Soldier participant will receive full military pay and benefits for the duration of the internship and no compensation from the organization sponsoring the internship, and will be accounted for by their military unit while performing daily duties for the organization.

(2) The Soldier will work under close supervision of the organization's staff for the duration of the program.

(3) Under no circumstances will a participating Soldier be requested or permitted to work more than 40 hours in any work week.

(4) To the extent not covered in paragraphs 4a(1)–(3), the internships must comply with reference b, enclosure 4, paragraph 3 until it is revised.

b. Internships will consist of OJT and work experience at entry-level positions. Soldiers are eligible for only one internship during their transition period and must sign the memorandum of participation (a sample is at enclosure 7). With the approval of the battalion- or squadron-level commander, WTU/CCU and IDES Soldiers may participate in more than one internship and for any length of time beginning 85 days after their medical retention determination point until their separation date.

5. **Job Shadowing.** Job shadowing normally is performed in 1 day by the Soldier observing the day-to-day operations of the employer and workforce. The number of job shadowing opportunities Soldiers may participate in is not limited.

6. **Exceptions to Policy.** The official with oversight for all CSPs conducted on an installation as designated by the installation's senior commander may request an exception to policy for any of the CSP criteria in this enclosure. To request a waiver, the official will submit a memorandum through the Commander, U.S. Army Human Resources Command; Adjutant General Directorate (Transition Division); 1600 Spearhead Division Avenue; Dept 400; Fort Knox, KY 40122-5400 to Headquarters, Department of the Army; Office of the Deputy Chief of Staff, G-1 (DAPE-ZXS); 300 Army Pentagon; Washington, DC 20310-0300.

CAREER SKILLS PROGRAM MONTHLY REPORT (TEMPLATE)

(INSTAL/CMD) Career Skills Program Monthly Reporting Requirements:

Apprenticeship (APP)

Employment Skills Training (EST)

On-the-Job Training (OJT)

Internship (INT)

Job Shadowing (JSW)

Installation	Type	Length	Start Date	End Date	Enrollment	Placements
JBLM, WA	APP	18 weeks	14-Jan-13	23-May-13	14	14
JBLM, WA	APP	18 weeks	01-May-13	03-Oct-13	17	17
JBLM, WA	APP	18 weeks	15-Oct-13	20-Feb-14	18	18
JBLM, WA	APP	18 weeks	15-Apr-13	20-Aug-13	10	10
JBLM, WA	APP	18 weeks	15-Oct-13	20-Feb-14	10	10
JBLM, WA	APP	12 weeks	20-Sep-13	20-Dec-13	2	2
JBLM, WA	EST	16 weeks	02-Dec-13	22-Dec-13	6	6
Fort Carson, CO	APP	18 weeks	21-Oct-13	06-Mar-14	9	9

PROJECTED CAREER SKILLS PROGRAM(S) AT YOUR INSTALLATION:*

Installation	Type	Length	Projected Start	Projected	Enrollment	Employer
JBLM, WA	APP	3 weeks	Feb-14	Apr/May 14	25	CAP
JBLM, WA	APP	6 weeks	9-Jun-14	17-Jul-14	6	UA Welding
JBLM, WA	EST	16 weeks	7-Jun-14	10-May-14	19	MSSA
Fort Hood, TX	APP	18 weeks	Feb			
Fort Hood, TX	APP	18 weeks	Mar			NISMW
Fort Hood, TX	OJT	14 weeks	pending			
Fort Hood, TX	APP	18 weeks	pending			
Presidio of Monterey, CA	EST	1/2 day	monthly			
Fort Irwin, CA	CRED	TBD	TBD	TBD	15	

* Completed each month by the CSP-designated point of contact on the installation and forwarded to Headquarters, IMCOM CSP point of contact: _____

SAMPLE CAREER SKILLS PROGRAM SUMMARY REPORT

1. Career Skills Program (CSP): _____
2. Location of CSP: _____
3. Dates of CSP: _____
4. Completed by name/telephone #/email address: _____

EXTERNAL ASSESSMENT METRICS

Measure	Number	Percentage
Number of Soldier applicants		N/A
Number and percentage of applicant Soldiers accepted (enrolled) for attendance		
Number and percentage of enrolled Soldiers completing program		
Number and percentage of other Service members (versus Army) attending program		
Number and percentage of enrolled other Service members completing program		
Number and percentage of "at-risk" enrolled Soldiers completing the program		
Number and percentage of enrolled Soldiers receiving a job offer		
Number and percentage of Soldiers required to pay application or registration fees		
Number and percentage of Soldiers conducting CSP within 50-mile radius		
Number and percentage of Soldiers conducting CSP outside the 50-mile radius		

NOTE: "At-risk" population is defined as being 18 to 24 years of age, completing their first term of enlistment, transitioning involuntarily because of force shaping, enrolled in the IDES process, considered a rapid transition (less than 90 days notification) from active duty, having acquired disabilities that result in medical separations and unemployed reserve component Soldiers.

CAREER SKILLS PROGRAM PARTICIPATION ROSTER

Participant Name	MOS	Time in Service	Rank	Unit of Assignment	Branch of Service

INTERNAL ASSESSMENT – PARTICIPANTS

Sample Survey Questions: 5-point scale from strongly agree (5), agree (4), neither agree nor disagree (3), disagree (2), strongly disagree (1)	Mean Score
1. Overall, I am pleased with this course.	
2. Overall, this course prepared me for work in my chosen career field.	
3. Overall, the instructor was professional, knowledgeable and well-prepared to instruct me.	
4. Overall, I found the learning resources useful.	
5. Overall, the classroom facilities were adequate for the program.	
6. Overall, this training makes me confident that I can get a job in this career field after transition from active duty.	
7. I will use what I learned in this course in my future career.	
8. My chain of command supported my participation in this program.	
9. It was easy to find out information about this program before enrolling.	
10. Overall, this program will help Soldiers find well-paying jobs.	

INTERNAL ASSESSMENT – COMMANDERS

Sample Survey Questions: 5-point scale from strongly agree (5), agree (4), neither agree nor disagree (3), disagree (2), strongly disagree (1)	Mean Score
1. Overall, the nomination and selection process for this program was clear and understandable.	
2. Overall, I was able to maintain appropriate accountability of my Soldier(s) participating in this program.	
3. Overall, my Soldier(s) maintained appropriate Army standards (grooming, courtesy, height/weight) while participating in this program.	
4. Overall, this program did not cause a detrimental effect to my unit's readiness.	
5. Overall, I support program participation by my Soldier(s).	
6. Overall, I selected the right Soldiers to participate in this program.	

INTERNAL ASSESSMENT – PROGRAM PROVIDERS

Sample Survey Questions: 5-point scale from strongly agree (5), agree (4), neither agree nor disagree (3), disagree (2), strongly disagree (1)	Mean Score
1. Overall, the Soldiers participating in this program were motivated.	
2. Overall, commanders selected the right Soldiers to participate in this program.	
3. Overall, the facilities were adequate for this program.	
4. Overall, the Army provided adequate logistical support for this program.	
5. My company/union/organization is interested in providing this course again at this installation.	
6. My company will definitely hire the Soldiers who successfully completed this program.	

COMMENTS

1	
2	
3	
4	

Note: These samples can be modified to fit the particular situation or program.

SAMPLE SCREENING/SELECTION FORM FOR COMMANDER'S USE FOR CAREER SKILLS PROGRAM APPRENTICESHIPS AND INTERNSHIPS

1. Phase 1

a. Company/battery commanders will identify interested Soldier(s), conduct an initial screening and submit names of Soldier(s) as potential applicants to the transitioning Soldier's battalion/squadron commander for approval.

b. Soldiers must meet these mandatory screening criteria. They must:

(1) not be flagged in accordance with Army Regulation 600-8-2 (Suspension of Favorable Personnel Actions (Flag)) (reference l),

(2) have a high school diploma or high school equivalency credential through the General Educational Development (GED) tests,

(3) achieve an ASVAB Mechanical Maintenance Line Score of 95 or higher,

(4) achieve a minimum ASVAB General Technical score of 90,

(5) meet the core job training requirements, and

(6) expect to receive an honorable or general discharge.

c. Approval authorities will consolidate names and submit them to the installation Army Continuing Education System (ACES) representative (or designated representative). Contact information for a battalion/squadron or brigade representative must be included with the consolidated list. (Use of the unit battalion/squadron career counselor is recommended.) Policy and guidance for ACES is in reference m.

2. Phase 2

a. Selected Soldier(s) will visit the installation ACES counselor (or designated representative), who will provide further program information and initiate a memorandum of participation between the battalion/squadron or equivalent commander and the Soldier.

(1) Soldier(s) will acquire the necessary signatures and return the memorandum of participation to the ACES counselor (or designated representative).

(2) The memorandum of participation must be signed and returned before screening by the sponsor of the apprenticeship or internship.

b. The ACES representative (or designated representative) will forward applicant packets that have been identified for further screening to the representative of the apprenticeship/internship sponsor for final screening.

3. Phase 3

a. The representative of the apprenticeship/internship sponsor will conduct final screening, select program participants and provide the ACES (or designated office) representative with a list of the selected participants.

b. ACES (or the designated office) will notify each participant's commander (through the brigade representative) of acceptance into the program.

c. Commanders will maintain daily accountability of each accepted participant and ensure that the participant upholds Army standards (grooming, courtesy, etc.).

**SAMPLE APPLICATION/MEMORANDUM OF PARTICIPATION
IN A CAREER SKILLS PROGRAM**

OFFICE SYMBOL

CURRENT DATE

APPLICATION
AND
MEMORANDUM OF PARTICIPATION
BETWEEN
TRANSITIONING SOLDIER
AND
BATTALION/SQUADRON COMMANDER

1. Career Skills Program for:

(Name: Last, First, MI)

2. Type of Program: (for example, apprenticeship or internship)

3. Description of program: (for example, journeyman pipefitter certification)

4. Apprenticeship/Internship Organization/Address:

(Organization Point of Contact/Phone Number)

5. Name of Education Counselor (or Designated Representative)/Phone Number:

6. Signature of Education Counselor (or Designated Representative)/Date:

7. Soldier's Section. I understand that my election of this option allows me to participate in an apprenticeship program in accordance with the terms of the apprenticeship provider. I must maintain satisfactory progress and attendance throughout my period of enrollment and uphold all military standards and accountability

requirements while enrolled. I understand that my participation in this program may be terminated at any time for unit mission requirements or disciplinary reasons. I also understand that I am strongly encouraged to consider any job offer associated with my successful completion of this program. Further, I understand that I will release my contact information and allow Army representatives to contact me after expiration term of service/retirement concerning my employment associated with completion of this program.

(Soldier's Signature and Date)

(Soldier's Printed Name, Rank and Last Four Digits of Social Security Number)

(Soldier's Permanent Civilian Email/Current Phone Number)

8. Participation Start Date: _____ Completion Date: _____

9. Release From Active Duty Date: _____

10. Commander's Section. Soldier is transitioning from (insert unit name) and is approved to participate in this apprenticeship/internship program, given mission requirements as determined by me. I understand that the Soldier is required to uphold military standards and that I will maintain daily accountability of this Soldier while (he/she) participates in this program. I will determine participation in unit formations, physical readiness training and other unit requirements, as appropriate, while ensuring this Soldier's full participation in this training program. Finally, I understand that I may terminate the Soldier's participation at any time for unit mission requirements or disciplinary reasons.

(Commander's Signature and Date)

(Commander's Printed Name and Rank)

**SAMPLE MEMORANDUM OF AGREEMENT
BETWEEN
ARMY INSTALLATION
AND
EMPLOYER/INDUSTRY/ORGANIZATION**

SUBJECT:

1. **PURPOSE.** This memorandum of agreement establishes the parameters for cooperative support between (base or installation name) and (organization) for the recruitment of transitioning (base and installation name) Soldiers who are separating or retiring from the United States Army for the purpose of providing _____ training under the (name of program).

2. **PARTIES INVOLVED**

a. (Base and installation name) is a U.S. military base, including Army (base and installation name), located in and around (city, State).

b. (Insert name and data about employer/industry/union representative.)

c. (Insert name and information about the program.)

3. **RESPONSIBILITIES OF THE PARTIES**

a. (Base and installation name) agrees to:

(1) allow selected active duty Soldiers to attend training classes and sessions at (place and name of training) for (how long it is conducted).

(2) designate a (base and installation name) representative to maintain continuing liaison with the designated liaison representative for (organization).

(3) ensure that the training facility provides reasonable training place accommodations for any participating Soldier's disabilities.

b. The (organization setting up the program) agrees to:

(1) be responsible for the placement of eligible students into the (name of program).

(2) determine student eligibility for the (name of program).

SUBJECT: Sample Memorandum of Agreement Between Army Installation and Employer/Industry/Organization

(3) make a concerted effort to provide job placement to all Service members who successfully complete the (name of program) through referral to an appropriate (name of organization). (Name of organization) commits that this program is highly likely to result in employment for the participants and, when necessary, this employment will provide reasonable accommodations for participating Soldiers' disabilities

(4) provide the networking and connecting functions that are essential to successful employment and rewarding careers.

c. The (organization setting up the program) agrees to:

(1) assume overall responsibility for the execution of the (name of program), which will consist of an (XX)-week course in (field name), resulting in the awarding of several (name of certifications received by Service member). All (XX) weeks of the course will be conducted at the (name of training facility). The (organization) will provide a dedicated training team, qualified instructors, training material, equipment, and quarterly program metrics to (base and installation name). (Name of organization) will also maintain attendance records for all training sessions and will submit report no less often that biweekly to (base and installation name office). The (organization will also report completion and job placement rates.

(2) appoint and designate an on-base representative for the (name of program training facility) to maintain liaison with the (base and installation name) representative.

(3) notify DoD SkillBridge (in the Office of the Under Secretary of Defense (Personnel and Readiness)) at info@dodskillbridge.com about (name of program) within 2 weeks of the signing of this memorandum of agreement, which will enable (organization setting up the program) to receive guidance on posting the training opportunities on the DoD SkillBridge application.

4. TERMINATION

a. This agreement may be terminated by either party with 30 days written notice to the other party.

b. (Base and installation name) may terminate this agreement without notice if (base and installation name) determines, at its sole discretion, that it is no longer able to meet the terms of this agreement based on military operational requirements or national emergency.

SUBJECT: Sample Memorandum of Agreement Between Army Installation and Employer/Industry/Organization

c. (Base and installation name) may terminate this agreement if (name of organizations involved in the program) is in default of any material provision of this agreement provided that the defaulting party will have 10 days to cure any such default.

5. **NONENDORSEMENT.** In accordance with the Joint Ethics Regulation, (base and installation name) is prohibited from endorsing or implying that it will endorse any non-Federal entity, event, product, service or enterprise. The parties recognize that this agreement does not represent (base and installation name's) endorsement of any other party to this agreement.

6. **LIABILITY.** The U.S. Army is self-funded for liability purposes. The (name of organizations conducting programs) are solely responsible for any injury, damage or loss sustained or incurred by any person as a result of any course of activity requirement, demonstration or exercise, or by the acts or omissions of their employees. (name of organizations conducting programs) agrees that it will fully indemnify the Army and/or the U.S. Government for any loss, judgment or expense resulting from any action filed against it or them in any jurisdiction arising from activities for which the (name of organizations conducting programs) are solely responsible.

7. **NO WAIVER.** No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the Army, (base and installation name), the (name of organizations conducting programs) will operate as a waiver thereof, nor will any single or partial exercise of any right, power or remedy prevent any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver will affect any event or default other than the event or default specified in such waiver, and to be effective, any such waiver must be in writing and will be operative only for the time and to the extent expressly provided by the Army, (base and installation name), and the (name of organizations conducting programs) therein. A waiver of any covenant, term or condition contained herein will not be construed as a waiver of any subsequent breach of the same covenant, term or condition. Nothing in this agreement will be construed as a waiver of any sovereign immunity of the Army or (base and installation name).

8. **INTEGRATED AGREEMENT/MODIFICATION.** This agreement, upon execution, contains the entire agreement of the parties. No prior agreement, written or oral, can alter these provisions, and any changes to this agreement must be made in writing and agreed to by both parties.

SUBJECT: Sample Memorandum of Agreement Between Army Installation and Employer/Industry/Organization

9. EFFECTIVE DATE: This memorandum of agreement is effective upon the date of the last signature of the undersigned and will remain in effect until amended, revised, superseded or terminated by mutual consent.

NAME OF GARRISON COMMANDER
Colonel, XX
Commanding

NAME OF REPRESENTATIVE
Organization

(Date)

(Date)

NAME OF PROGRAM DIRECTOR
Director
Name of Program Conducting Training

(Date)

(SAMPLE) OPERATIONS ORDER FOR CAREER SKILLS PROGRAM

(Detailed guidance for preparing and formatting and operations order is in Field Manual 6-0 (Commander and Staff Organization and Operations), May 2014.)

**Copy ## of ## Copies
Issuing Headquarters
Place of Issue
Date-Time Group of Signature
Message Reference Number**

OPERATIONS ORDER (Number) (Name of Operations Order and Program to Institute) (Classification of Title)

This order has been directed by _____.

This order has been reviewed and approved by _____.

References: *These examples pertain to the Credentialing and Career Skills Programs*

- a. Title 10, United States Code, section 1143.
- b. DoD Instruction 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members), 24 JAN 14.
- c. DoD Directive-type Memorandum (DTM) 12-007 (Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members), 21 NOV 12, Incorporating Change 2, Effective 10 APR 14.
- d. Memorandum, Secretary of the Army, 29 AUG 11, subject: Army Transition Policy.
- e. HQDA EXORD 054-12: ISO Army Transition, 292224Z DEC 11.
- f. Memorandum, FORSCOM, 18 APR 12, subject: ISO Army Transition.
- g. I CORPS WARNING ORDER 155-14, 28 JAN 14.

Time Zone Used Throughout the Operation Order: Uniform (U)

1. Situation. *Sample Write-Up:* (Name of organization) has partnered with the U.S. military to create the (name of program), an accelerated training program in a multi-craft union, designed for active duty Service members transitioning from military service. Open to transitioning Soldiers preparing to transition or retire, it is (a/an

XX)-week, full-time training program, with their place of duty in the classroom or receiving hands-on training. After successful completion of the training program, graduates will earn a (type or name of certification) and be placed in the (name of program) apprenticeship program, with positions nationwide, where participants will begin a career in the (name trade).

2. Mission. *Sample Write-Up:* All commanders will support (name of program) by identifying transitioning Soldiers, ensuring maximum dissemination of information throughout their formations, and encouraging maximum participation in this program to enable transitioning Soldiers to prepare for a civilian career field.

3. Execution

a. Commander's Intent. Inform and educate leaders at all levels of the Army to improve transition services and reduce the number of unemployed veterans. Leaders at all levels will encourage Soldier participation by emphasizing the benefits to successful completion of the program and ensuring that any stigma, real or perceived, associated with participation in this program is eliminated.

b. Concept of Operations.

(1) All Soldiers who are eligible and interested should contact an education counselor for screening and to receive the commander's authorization memo required for the application.

(2) All classroom instruction/training will be held at (name of place training is held).

(3) Class 1 is from (date of conduct), with interviews beginning on (date of conduct).

(4) Class 2 is from (date of conduct), with interviews beginning on (date of conduct).

(5) Interviews on (date of conduct) will be scheduled on a first-come-first-served basis after meeting eligibility and screening criteria.

(6) Mandatory Screening Criteria. Examples of mandatory screening criteria follow:

(a) The Soldier must be on active duty for the duration of the training program, with a transition/retirement date no later than 1 month after the class end date (to facilitate placement in the apprenticeship program nationwide).

(b) Soldier must secure command authorization to participate.

- (c) Soldier must provide a copy of his/her Enlisted Record Brief.
- (d) Soldier must expect to receive an honorable or general discharge.
- (e) Soldier must have a high school diploma or GED.
- (f) Soldier must have an ASVAB Mechanical Maintenance score of 95 or higher and a General Technical score of 90 or higher.
- (g) Soldier has a 3-year clean driving record and copy of State driving record available online from Soldier's State Department of Motor Vehicles for the past 3 years.
- (h) Soldier is not flagged or pending adverse action.
- (7) Additional screening criteria but not required:
 - (a) Soldier has good math skills.
 - (b) Soldier has construction experience.
 - (c) Soldier has college degree or credits.
 - (d) Soldier has résumé prepared.

c. Tasks to Units. (Name of units on installation or garrison.)

(1) Immediately educate transitioning Soldiers about the program to determine eligibility and send them to meet with an education counselor to complete application process.

(2) Tasks.

d. Coordinating Instructions. The (name of garrison or installation ACES representative) is the proponent for the program.

4. SUSTAINMENT. N/A

5. COMMAND AND SIGNAL

a. Expiration. DATE.

b. Points of Contact. The point of contact for this order is (name), Chief, Advising Branch, (name of education center) at (telephone number and email address).

ACKNOWLEDGE:

CG NAME AND RANK

OFFICIAL:

(Authenticator's Name)
(Authenticator's position)

ANNEX:

Annex A-IUPAT PAT-VP Fact Sheet, Jan 2014 - Revised Dates

GLOSSARY OF TERMS

1. **Career and Education Ready:** Eligibility for career and education ready activity is based on two distinct evaluations made by the medical management and mission command teams. The medical management evaluation must conclude that the Soldier is medically, emotionally and physically ready to participate in a career and education ready activity or activities while continuing medical treatment. The mission command evaluation must conclude that the Soldier demonstrates the initiative and self-discipline required to participate in such an activity or activities.

2. **Career Skills Programs:** CSPs are any career or technical training, or work experience in related occupations approved by the Secretaries of the Military Services, that is undertaken to facilitate transition into private sector jobs and careers. CSPs provide the networking and connecting functions that are essential to successful employment and rewarding careers. They include:

a. **Apprenticeship**, which is a combination of OJT and related classroom instruction under the supervision of a trade official. These programs are jointly sponsored by employer and union groups, individual employers or employer associations.

b. **Pre-apprenticeship**, which offers an overview of trades, including qualifications, skills, OJT and related instruction.

c. **Employment skills training**, which is career or technical training that focuses on the practical application of skills learned and leads to employment in a specific career or technical trade.

d. **Internship**, which offers a type of work experience for entry-level job-seekers. Internships may be completed in Federal, State or local government or in the private sector.

e. **Job shadowing**, which is a work experience option where individuals learn about the job by observing the day-to-day activities of someone in the current workforce.

f. **OJT**, which is employee training and tasks learned at a place of work while performing the actual job. OJT occurs in the particular working situation that an employee can expect to work in daily.

3. **Credentialing:** The process of meeting certain professional and technical standards and earning official recognition in the form of certificates, licensure and other official verification of competency accepted by civilian industry or Federal, State or local authorities. Examples include Six Sigma Black Belt from the American Society for

Quality; Certified Executive Chef from the American Culinary Federation, Inc.; Advanced Engine Performance Specialist from the National Institute for Automotive Service Excellence; and electrician license from the State of Utah.

4. **Credentialing Expenses:** These costs include registration fees; the cost of study materials, classroom instruction, hands-on training, materials and manuals; processing, tests, test site and related fees; and membership and recertification fees.

5. **Medical Retention Determination Point:** This corresponds to the first day of the Medical Evaluation Board phase of the IDES timeline.

6. **Transition:** Defined as leaving active duty after serving 180 days of continuous Title X active service.