INTERNSHIP HOW-TO

The Fort Bragg CSP Office recommends waiting until you are 8 months out from your separation date, because IMCOM updates internship forms frequently.

The individual internship process consists of the following steps:

1. Fort Bragg CSP provides the necessary documents and guidance to Service Member.

CSP POCs:

Kyira Mckinnon: 910-396-2617, kyira.v.mckinnon.ctr@army.mil
Dayquan Smith: 910-396-0038 or Dayquan.e.smith.ctr@army.mil

The Donovan & Bank Foundation can also provide you with all the required documents.

2. Service Member and company/business complete the CSP Individual Internship Agreement

3. Service member and chain of command complete the following documents:

CSP Participation Memo
CSP Participation Agreement
DA 31 with the following statement: "This absence is not directed by any official of the U.S. Government. I cannot conduct public business under this authorization. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expenses. I may end this absence by returning to my unit and signing in, either before or on the projected ending date."

4. Service Member sends packet to JAG to complete the legal review section of the Individual Internship Agreement (Section III).

5. Service member sends packet to CSP office for review.

6. Fort Bragg CSP office forwards completed documents to IMCOM for final review.

7. Once the packet is reviewed and all signatures are obtained, CSP will send a copy to the service member for his/her records.

Under the Career Skills Program, a Service Member can be on administrative absence up to 180 DAYS.

Your Chain of Command is responsible for creating an accountability plan.

If possible do not send scanned copies – it seems to help the process move faster if JAG, CSP and IMCOM can sign digitally.