

30 Aug 18  
Version 2

# Career Skills Program

## Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Total Force servicing Commander Support Staffs (CSS), Military Personnel Flights (MPF) and Force Support Squadrons (FSS) in understanding and executing the Career Skills Program.



# Career Skills Program

## Section A: Introduction

Date of Revision (s)	Revision(s)
24 Jan 18	This guide addresses processes and requirement for <b>applying, processing and approving applications</b> for Career Skills Programs (CSP). These processes were previously address in AFI 36-2649, AFGM 2016-01 dated 16 August 2016, Voluntary Education Program dated 1 October 2014 and operationalize the DoDI 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members.
30 Aug 18	Clarifies program eligibility, restrictions, and processes. Addresses inclusion of the CSP into the Military Life Cycle Provides clarification with regards to use of Permissive TDY and Terminal leave. Incorporates processes automated within AFVEC/AFAEMS. Corrects assorted grammatical errors and enhances readability of the guide.

### 1. INTRODUCTION:

Eligible airmen may participate in the Career Skills Program when able to identify a program and able to fully execute an application in accordance with this PSDG. No Airman may participate in any program executed under the auspices of DODI 1322.29 without full prior coordination and concurrence by the FSDE Section Chief and all applications and supporting documentation must be processed within the Air Force Automated Education Management System (AFAEMS) and the Air Force Virtual Education Center ([AFVEC](#)). This program is not an entitlement. Final approval of a fully vetted application rests solely with the first field grade commander authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice.

### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

HQ AFPC/DP3SA

### 3. TARGET AUDIENCE:

- Total Force
- RegAF Education and Training Section staff

### 4. REFERENCES/RELATED PROCESSES:

[10 U.S. Code § 1143 \(e\)](#) - Employment Skills Training

[Presidential Executive Order \(EO\) 13607](#) - Establishing Principles of Excellence for Education Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

[DODD 1322.08E](#) - Voluntary Education Programs for Military Personnel

[DODI 1322.29](#) - Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members

[AFI 36-2649](#) -Voluntary Education Program

[AFVEC](#) – Air Force Virtual Education Center

## Section B: General Information

### 5. GENERAL INFORMATION:

- a. This guide addresses processes previously addressed within AFI 36-2649 and associated guidance memoranda. The Career Skills Program (CSP) permits qualifying airmen to participate in approved programs within 180 days of retirement or separation from the service.
- b. The Education and Training Section Chief uses their professional judgement and approved documentation generated solely within the Air Force Virtual Education Center ([AFVEC](#)), to determine when an airman may be nominated to his or her commander for participation in a CSP. No application process outside of this path maybe used to permit participation in a CSP.

## Section C: Roles and Responsibilities

### 6 ROLES AND RESPONSIBILITIES:

6.1. JTEST-AI are Career Skills Programs (CSP), such as apprenticeships, on-the-job (OJT) training, employment skills training, and internships that offer skills training opportunities to airmen (officers and enlisted) preparing to transition from military to civilian employment. As such, CSP is a transition program falling under the umbrella of the Air Force Directorate of Force Development, Learning Division (AF/A1DL).

6.2. MAJCOM Functional Manager (AFPC/DP2SST). Provides program execution oversight of the JTEST-AI to ensure compliance with AFPC/DP3 and AF/A1DL policy and guidance.

6.2.1. Works closely with AFPC/DP3 and AF/A1DLV for policy review/decisions and to assist in the continued development and sustainment of the JTEST-AI program.

6.2.2. Elevates issues to AFPC/DP3SA and AF/A1DLV when necessary and works with them for resolution.

6.2.3. Provides guidance and assists base-level E&TS Chiefs with executing and managing the program on the installations.

6.3. Base-level E&TS Chief. Responsible for the overall management of the base/installation CSP and will manage the daily execution of the program within the policy and guidelines established by AF/A1DLV. Duties include but are not limited to:

6.3.1. Ensures compliance with this PSDG and references herein.

6.3.2. Ensures Airmen are counseled on policy and application procedures throughout the Military Life Cycle to include Informed Decision, First Term Airmen Center, Airman Leadership School, and TGPS Accessing Higher Education Track. All counseling actions must be fully documented in AFAEMS.

6.3.3. Updates and maintains current, relevant information from local CSP program and programs identified by AFPC/DP2SST. At a minimum, information must be reviewed on a quarterly basis. Publishes information concerning CSP opportunities via local marketing program.

6.3.4. Screens and approves CSP providers IAW general criteria outlined in DoDI 1322.29, Enclosure 4.

6.3.5. Establishes a Memorandum of Understanding (MoU) between the installation and on-base CSP providers. The MoU establishes the parameters for cooperative support between the installation and the CSP provider for the recruitment of transitioning airmen who are separating or retiring from the Air Force for the purpose of providing training under the CSP.

6.3.6. Maintains on file a copy of all appointed unit designated representative letters.

6.3.6.1. Provides unit commander or unit POC with a copy of the airman's application and Memorandum of Participation (MoP).

6.4. Unit/Squadron Commander. The approval authority to participate in CSP is the transitioning airman's unit/squadron field grade commander authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice in the Airman's chain of command. The commander may terminate the participation of an airman in a program based on mission requirements.

6.4.1. Commanders will take the following actions with regard to airmen participation in a CSP:

6.4.1.1. Consider Airmen identified for possible early transition for enrollment in CSPs; provided the anticipated character of service upon separation is not dishonorable. Examples include hardship discharge, involuntary transition resulting from failure to reenlist or extend to complete an upcoming deployment and early demobilization due to curtailment of mission or like separations or transfers.

6.4.1.2. May release airmen from daily unit duties for the period of participation.

6.4.1.3. Will maintain accountability of Airmen participating in CSP.

6.4.1.4. Will maintain a copy of the airman's application and MoP.

6.4.1.5. May withdraw a member from the program only if the mission requires for the member to return to their Air Force duties or the member failed to comply with Air Force standards while participating in a CSP.

6.4.1.6. Ensure Airmen who reenlist or extend their enlistment while participating in a CSP are immediately withdrawn from CSP.

6.4.1.7. Appoint in writing a designated squadron representative to manage, track and report CSP participation. A copy of the designated letter will be forwarded to the base-level E&TS Chief within five (5) duty days of appointment.

6.5. Airmen will:

6.5.1. Work closely with FSDE staff throughout their career and as a part of their interaction with the Military Life Cycle to identify education, certification, and training opportunities to facilitate transition when they separate or retire from the United States Air Force.

6.5.2. Identify potential opportunities to participate in the Career Skills Program

6.5.3. May elect to participate in a CSP through self-nominations while attending the TGPS Transition Assistance Program.

6.5.4. Initiate CSP applications no sooner than 12 months prior to separation and no later than 30 days prior to the requested CSP start date.

## **7. ELIGIBILITY/PARTICIPATION PARAMETERS:**

7.1. Airmen (officers and enlisted) must be within a 180 days of approved retirement or separation to participate in a CSP.

7.2. Airmen without a set or projected retirement or separation date reflected in MILPDS do not meet the eligibility criteria for this program. This includes airmen in the Medical Evaluation Board process.

7.3. Airmen participation is dependent on unit and mission requirements.

7.4. Airmen must complete CSP Checklist and submit their application for participation to the Education and Training Center counselor not less than 30 days prior to the start date of the CSP.

7.5. Airmen must sign a MoP outlining the Airman'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. The unit commander will maintain a copy of the memorandum. A file a copy of the approved MoP is maintained with AFAEMS.

7.6. Airmen are eligible for only one CSP during their transition period.

7.6.1. Once a CSP has begun no further eligibility exists regardless of the CSP outcome, re-enlistment, or future military service.

7.7. Airmen who reenlist or extend their enlistment while participating in a CSP will immediately withdraw from the program and return to their unit for duty.

7.8. Appropriated funds are not authorized for any CSP. These programs will be provided at minimal cost to the Airman.

7.8.1. An Airman may voluntarily elect to participate in a CSP that charges application, registration, or other minimal fees using his/her personal funds.

7.8.2. The use of GI Bill benefits for U.S. Department of Veterans Affairs-approved OJT/apprenticeship programs and vocational/technical training programs are authorized.

7.8.3. Airmen will not be authorized to participate in a CSP in a paid, temporary duty status. Payment for per diem or travel expenses is not authorized even when an Airman chooses to participate in an off-installation CSP.

7.8.4. The use of a Government-owned vehicle to transport Airmen to a CSP is not authorized.

7.8.5. Airmen 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.

7.8.5.1. CSP providers may provide non-pay benefits when they are provided to all trainees regardless of military status. Housing, transportation, uniforms, tools are common benefits which may be provided. (Currently pending JAG review of USA policy paper).

7.8.6. Off-installation CSPs will normally be located within 50 miles of the airman's installation or duty station, or within 50 miles of the Airman's residence. However, the unit/squadron commander may allow participation in a program beyond the 50-mile limit if adequate measures exist to ensure accountability and safety given the airman's unique circumstances.

7.8.6.1. Permissive TDY (PTDY) to attend the CSP is authorized under the provisions of AFI 36-3003, Military Leave Program, para 4.2.3.2.13.3. and Table 4.5 Rule 7.

7.8.6.2. AFPC/DP2SST, Major Command Voluntary Education Oversight, is the AFPC activity responsible for CSP. All CSP PTDY requests exceeding 30 days must be reviewed by AFPC/DP2SST to verify compliance with PTDY and CSP guidance.

7.8.6.3. Permissive TDY for pre-separation or relocation activity may be approved before or after but not during the CSP.

7.8.6.4. Terminal leave is authorized concurrently with the CSP.

7.8.6.5. Airmen in a PTDY status for CSP and who will use concurrent terminal leave or follow-on Permissive TDY for separation or retirement relocation activities may complete final out-processing prior to departing for their CSP.

7.8.6.6. Airmen not in a concurrent terminal leave status or with follow-on Permissive TDY for pre-separation or relocation activity will return from their CSP in accordance with AFI 36-3003, para 2.5.5. 15 days prior to their scheduled date of separation or retirement.

7.8.6.7. Permissive TDY for separation or retirement relocation activities, terminal leave, or CSP cannot exceed a total of 180 days and may not begin more than 180 days prior to ETS or retirement.



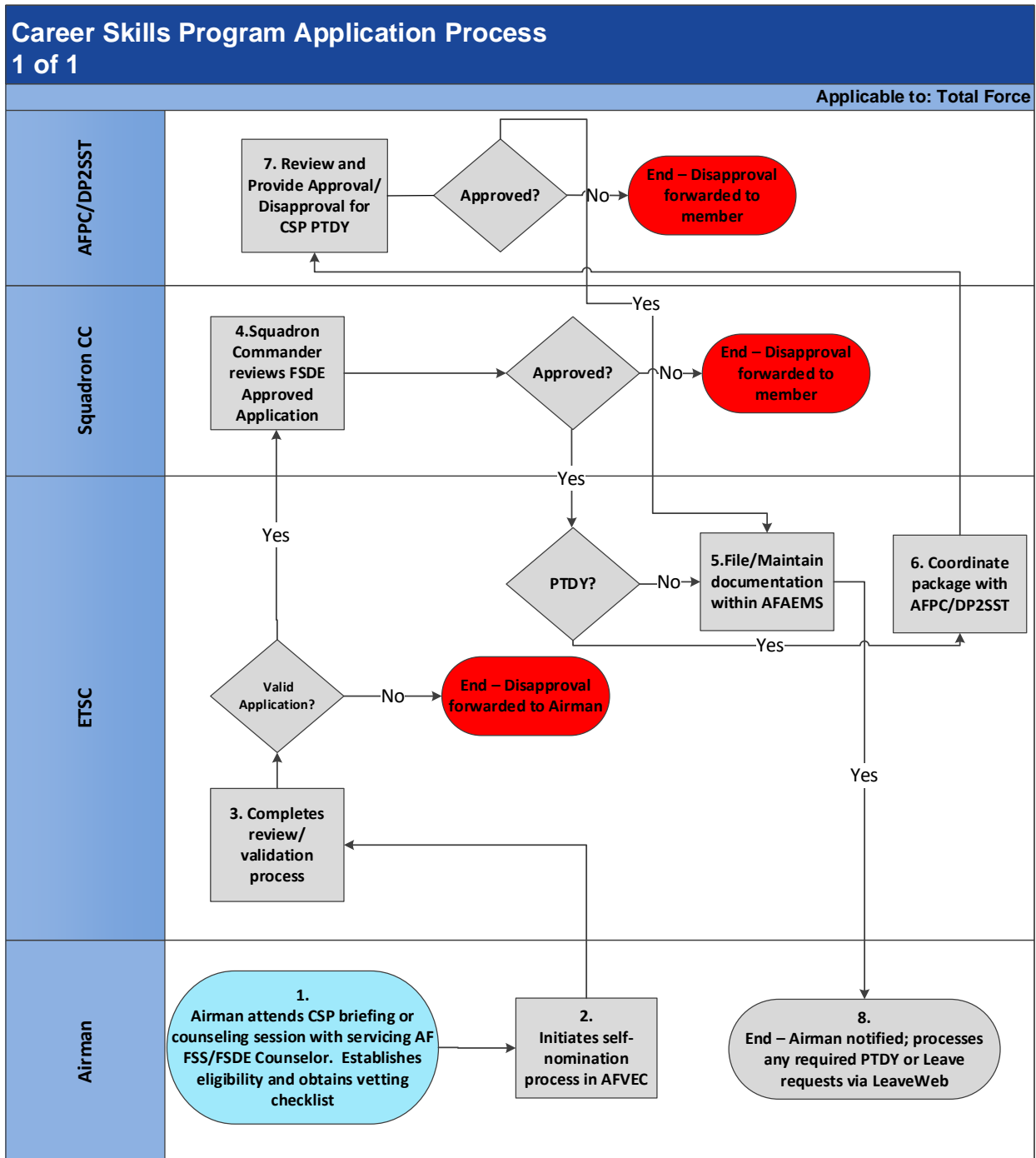
## Section D: Step-by-Step Procedures

### 8 PROCEDURES:

#### 8.1. Career Skills Program (CSP)

This section outlines the specific steps and responsibilities for the program process.

**Figure 1. Career Skills Programs.** Outlines the individual process steps for this program.



**Table 1. Step-by-Step Procedures for the program Process.** This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Airman	Attends briefing or counseling addressing CSP participation provided by servicing Air Force Education Guidance or Transition Goals, Plans, Success (TGPS) Counselor
2	Airman	Identifies and self-nominates for CSP program. Initiates application within Air Force Virtual Education Center ( <a href="#">AFVEC</a> ) and completes follow up counseling as required.  Note: Completed applications flow automatically into AFAEMS and to the ETSC for review/approval.
3	ETSC	Education and Training Section Chief (ETSC) reviews completed application and vetting checklist within AFAEMS. When all required documentation is reviewed and determined to be in compliance with DODI 1322.29, APFC/DP2SST Guidance, and this PSDG forwards nominations via AFAEMS to the Airman's Squadron Commander (must be first Field Grade Officer in the Airman's chain of command with UCJM authority)
4	Squadron Commander	Approves or disapproves Airman's Application based upon: <ol style="list-style-type: none"> <li>1. Ability to accomplish unit mission without the Airman and</li> <li>2. Ability to maintain accountability of Airman through completion of CSP Exit Survey.</li> </ol> **Note when PTDY is required coordinate with ETSC for approval process/AFPC coordination
5	ETSC	Maintains all documentation within AFAEMS regardless of approval, disapproval, or completion of program.
6	ETSC	When PTDY is required coordinate with AFPC/DP2SST.
7	AFPC/DP2SST	Reviews CSP PTDY requests in excess of 30 days based upon compliance with DODI, AF, and AFPC/CC guidance. Provides Approval Memo to be filed with PTDY AF Form 988 and within AFAEMS DFF.
8	Airman	Notified of application approval; processes any required documentation (Leave or PTDY) within LeaveWeb.  Note: Airmen is responsible for completion of final CSP exit survey and out-processing IAW with local policies

## Section E: Templates

All required documentation and templates for processing a CSP application are maintained within AFAEMS and [AFVEC](#).