

CSP Checklist	Notes
CSP Soldier Participation Memorandum	<i>Required for all CSPs</i>
DD 2648 Pre-separation Checklist*	<i>Required for all CSPs (Obtain from TAP Counselor)</i>
SRB/Retirement Orders or 4187/MEB Memo	<i>Required for all CSPs - Only one of the four</i>
Individual Internship Agreement/DoD SkillBridge Program	<i>Individual Internship or DoD SkillBridge Only</i>
DA 31 Leave Form (Administrative Leave)	<i>If internship is outside 50 mile radius from duty station</i>



Please send complete CSP packet to:

Greg Bishop, USA Cares

Email: greg@usacares.org

Phone: 502-512-4090

NOTE:

*DD 2648 must show completion or reservation for course completion prior to start date of CSP