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EXECUTIVE TALKING PAPER

ON

CAREER SKILLS PROGRAM (CSP)

Executive Talking Points

- CSP was established to support transition of Airmen into the private workforce
- Education & Training Section Chiefs (ETS Chief) are responsible for certifying the eligibility of both the Airman and the CSP partner/provider
- Commanders maintain Airmen accountability and certify participation will not impact the mission

PURPOSE: To provide a senior leader overview of the key roles and players in the CSP

BACKGROUND:

- Department of Defense Instruction 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members, established the CSP
- Air Force Guidance Memo 2 to the AFI 36-2649, Voluntary Education Program, formally initiates the Air Force implementation of CSP
- The Air Force Automated Education Management System (AFAEMS) automates and tracks CSP applications
- There are three types of CSPs:
 - Job Training or Apprenticeship - are generally a combination of on-the-job training (OJT) and related instruction that may be sponsored jointly by an employer and union groups, individual employers, or employer association
 - Internship - a type of work experience for entry-level job-seekers. Internships may be completed in state, or local government, or in the private sector and may consist of OJT and work experience. They may be a part of a formal program governed by an accrediting or approving agency but may also be provided through less formal program in which the provider documents compliance with Certifies program complies with Section 201 et seq., Title 29, United States Code (Fair Labor Standards Act)
 - On the job Training - job skills learned at a place of work while performing the actual job

DISCUSSION:

- There are four key participants in the CSP – Airmen, Squadron Commanders, Education and Training Section Chiefs, and CSP Partners/Providers
 - Airman:
 - verify unit ability to support participation prior to initiating application process
 - complete at least 180 continuous days on active duty
 - expect to be discharged/released from active duty within 180 days of start of CSP
 - terminal leave maybe used concurrently with the program
 - identify desired program (self-initiated)
 - work with Transition Goals, Plans, Success (TGPS) counselor to complete application
 - complete application and exit survey utilizing Air Force Virtual Education Center
 - subject to immediate recall based upon mission requirements or status
 - uphold all military standards and accountability requirements while enrolled
 - ETS Chief:

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- validates eligibility of Airman to participate
- validates partner/providers meet program standards provided in DoDI 1322.29
- designates a program manager (normally the TGPS counselor)
- integrates CSP program into marketing and counseling program
- develops and staffs CSP Memorandum of Understanding (MoU) for Wing Commander for on-base programs
- tracks and reports CSP program metrics
- Squadron Commander:
 - verifies loss of the Airman without replacement will not impact the unit mission
 - ensures accountability of Airman is maintained through program completion
 - designates a unit point of contact in writing to the ETS Chief
- CSP Partner/Provider:
 - Meets applicable program certification standards
 - U. S. Department of Veterans Affairs
 - National Association of State Approving Agencies
 - U. S. Department of Labor
 - U. S. Department of Education
 - American National Standards Institute (ANSI)
 - Council on Occupational Education
 - Not accredited or approved Other
 - Offers enrollment at no or minimal cost to Airman
 - Minimal costs include nominal registration fees and like expenses
 - GI Bill may be used but total cost must be disclosed
 - Grants, scholarships, trade organizations are primary funding sources
 - Provides high probability of post-service employment
 - Certifies program complies with Title 29, United States Code (Fair Labor Standards Act)
 - Program should improve the Airman's level of skill and broaden the range of skill by building directly upon the occupational skills acquired during military service or
 - Improve or provide skills that may not relate to the occupational skills acquired in the military
 - The occupational area in which CSP is offered should:
 - Be in sufficient demand in the civilian workforce with high probability of post-service employment
 - Offer a rate of pay in the civilian workforce that is commensurate with the knowledge, skills, and abilities required to successfully perform the occupation
 - Offer reasonable prospects of advancement, especially if it is an entry-level position

TALKING POINTS:

- No backfill is authorized for CSP participants
- This program does not establish a new entitlement
- When possible facilitating the smooth transition of Airmen into the civilian workforce fully employed is in the best interest of both the USAF and each Airman
- CSP can be viewed as an integral component of the Military Life Cycle.
- Permissive TDY may be requested when applicants will attend a program outside the local commuting area IAW AFI36-3003 Military Leave Program, para 4.2.3.2.13.3. and Table 4.5 Rule 7

RECOMMENDATION: Senior leaders advocate for and support the Career Skills Program