

AIR FORCE CAREER SKILLS PROGRAM (CSP) PROVIDER VETTING CHECKLIST  
FOR OFF-BASE PROVIDER AS OF 20 FEB 2018

**Checklist Purpose:** This checklist is used by the Education and Training Section Chief (E&TS Chief) to approve an Airman's CSP application requested through the Air Force Virtual Education Center (AFVEC). This checklist will assist the E&TS Chief in determining the following:

1. Name of CSP Provider
2. Type of CSP: Skills Training, Internship, Apprenticeship, On-the-Job Training, Job Shadowing or Pre-Apprenticeship
3. When CSP will occur (Start Date / End Date)
4. CSP performance expectations (Type of work to include Airman's requirements)

This checklist will provide the E&TS Chief with details of the CSP to ensure it meets the criteria of Department of Defense (DoDI) 1322.29, *Job Training, Employment Skills Training, Apprenticeships and Internships (JTEST-AI) for Eligible Service Members* and AFI 36-2649, *Voluntary Education Program*. It ensures Airmen acknowledge their eligibility requirements to participate in a CSP. In addition, Airmen must acknowledge that they must maintain contact with their losing command and adhere to Uniformed Code of Military Justice requirements while in the CSP.

It is the Airmen's responsibility to coordinate the completion of this checklist with his/her CSP Provider and submit it with his/her CSP application in AFVEC.

Airman's Name: \_\_\_\_\_

Airman's Approved Date of Separation/Retirement: \_\_\_\_\_

Airman's Permanent Civilian Email: \_\_\_\_\_

Airman's Current Cell Phone Number: \_\_\_\_\_

Airman: I understand and acknowledge:

- My election to participate in this CSP is in accordance with DoDI 1322.29 and the CSP Provider
- I must be within 180-days of my approved Date of Separation (DOS) to be eligible
- I must maintain satisfactory progress and attendance throughout my CSP enrollment period and uphold all military standards and accountability requirements while enrolled
- My participation in this CSP may be terminated at any time for unit/mission requirements or disciplinary reasons
- I cannot use CSP as a way to circumvent Office of Personnel Management hiring laws allowing me to accept a US Federal position immediately upon my DOS
- If I extend or reenlist, I must return to duty immediately
- I am not eligible to receive from the CSP provider: wages, training stipends, or any other form of financial compensation for the time I spend participating in the program
- I will strongly consider all job offers associated with my successful CSP completion
- I will release my contact information to AF personnel who will contact me after my

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separation/retirement from the service concerning my employment related with my CSP  
completion

I agree to complete the CSP Exit Survey in AFVEC after my CSP completion

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Member's Signature

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1. Airman's Name: \_\_\_\_\_

2. Name of CSP: \_\_\_\_\_

3. Type of CSP:

- Apprenticeship
- Employment Skills Training
- Internship
- Job Training
- Pre-Apprenticeship

4. Accrediting or Approving Authority:

- Department of Veteran Affairs
- U.S. Department of Labor (DoL)
- U.S. Department of Education
- Council on Occupational Education
- Federal Law Enforcement Training Accreditation
- American National Standards Institute
- Not Accredited (Internship)

5. Parties Involved:

Name of USAF Location (Base): \_\_\_\_\_

The designated CSP internship provider agrees to comply with Section 201, et seq, United States Code 29, Fair Labor Standards Act, and provisions outlined in DoDI 1322.29, Enclosure 4, dated January 24, 2014.

CSP Provider(s) and Contact Personnel: (Provide contact information for all CSP Partners to include Employer and Institute of Higher Learning (IHL) Point of Contacts (POCs) if different than CSP Provider).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

POC: \_\_\_\_\_

Phone Number (including area code): \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of POC: \_\_\_\_\_

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Date signed: \_\_\_\_\_

Name of IHL, if applicable: \_\_\_\_\_

6. Criteria Specific to Internships only: (skip if it is not an internship program)

a. Internships under the JTEST-AI program must meet the criteria for exclusion from Reference (i). These six criteria must be applied when making this determination:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees, but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

b. The proposed internship must be in line with the scope and intent of the respective Service internship programs, including those offered by the Federal Government, States, local governments, the civilian sector, and non-governmental organizations.

Provider signature and date: \_\_\_\_\_

7. CSP Training Program Dates:

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ # of Days: \_\_\_\_\_

8. Physical Address/Location of CSP Provider:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Overview of program (describe the program and explain type of work or academic instruction that will be needed)

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10. Required physical activities (list any type of physical activity, ability, and safety requirements required for this CSP)

11. Days of the week CSP will be conducted. \_\_\_\_\_

12. Beginning/ending times during the week CSP will be conducted. \_\_\_\_\_

13. What will the CSP cost the Airman? \_\_\_\_\_

14. What is/are the expected funding source(s) to support the training:

- Union Trust Fund
- Federal or State Grant (i.e., U.S. DoL)
- Montgomery GI Bill or Post 9/11 GI Bill
- Airman funding out-of-pocket
- Other funding sources, if required: \_\_\_\_\_

15. CSP is being conducted:

- Within local area
- Outside local area