

Section D: Step-by-Step Procedures

7. PROCEDURES:

7.1. Career Skills Programs (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.

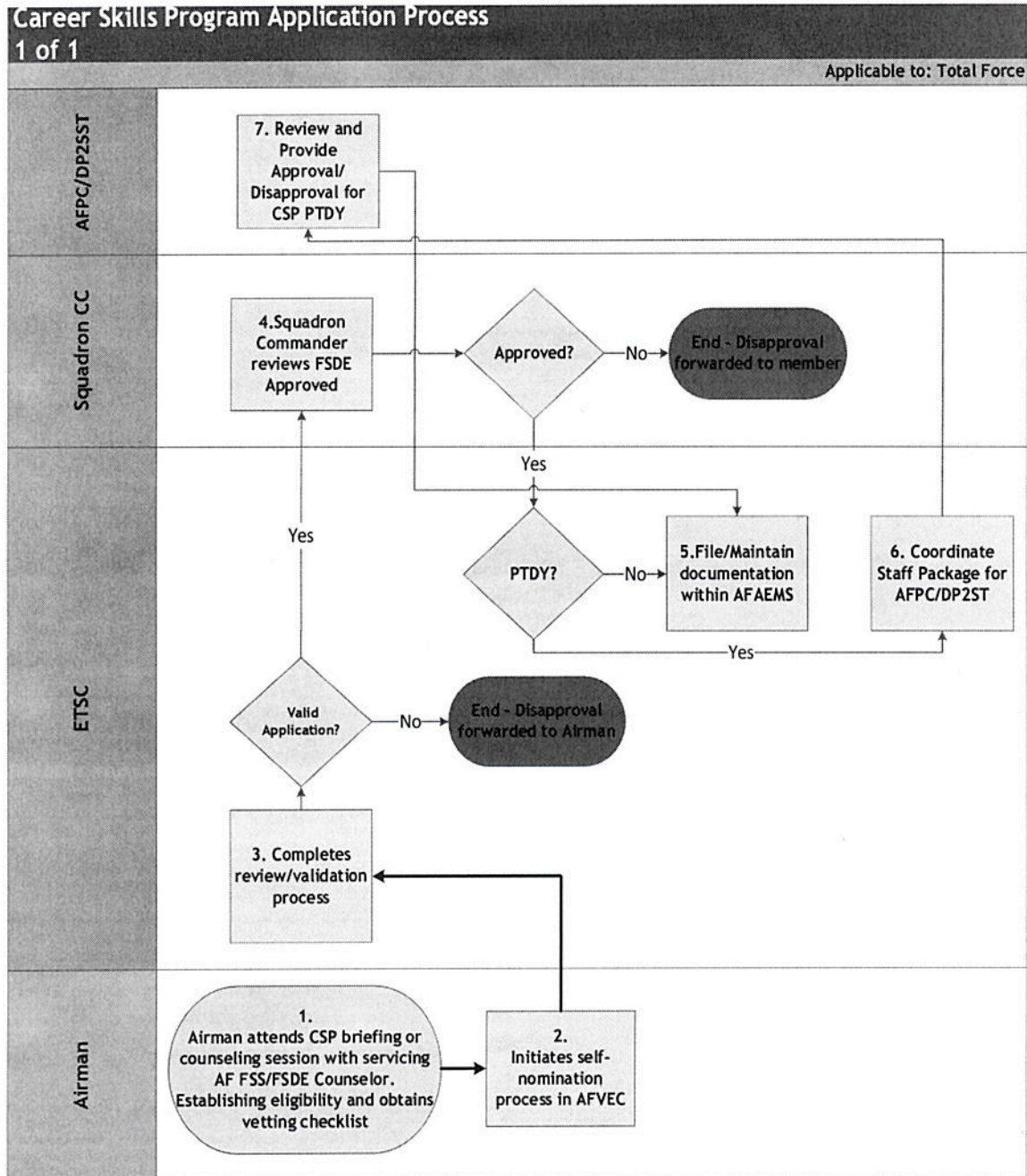


Table 1. Step-by-Step Procedures for the program Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Airman	Attends briefing or counseling addressing CSP participation provide 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 (<u>AFVEC</u>) and completes follow up counseling as required.
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 members 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"> 1. Ability to accomplish unit mission without the Airman and 2. Ability to maintain accountability of Airman through completion of CSP Exit Survey. **Note when PTDY is required coordinate with ETSC for approval process/AFPC coordination
5	ETSC	Maintains all documentation within AFAEMS.
6	ETSC	When PTDY is required advises squadron commanders on MAJCOM specific staffing guidelines.
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.