

# Air Force Approval Process

The Air Force program is run by AFPC/DP2SST and is referred to as the “Career Skills Program” (CSP)

1. Inform chain of command of intent to participate in the Shift Military Fellows Program and has commander sign the pre-approval form.
2. Upload pre-approval form to Shift profile. Begin interview preparation.
3. Interview and accept fellowship with one of Shift’s partners.
4. Meet with CSP Coordinator at the Education Center and provide the necessary information to submit an AFVEC CSP Application.
5. Provide the CSP Coordinator with the Off-Base Checklist.
6. Provide unit with Unit Designated Representative Memorandum, so Squadron Commander can designate a Point of Contact from the unit.
7. Once the CSP Coordinator and command approves, email completed documents to applicants@shift.org
8. Separating Airmen receive orders 60 days from their separation date. Since it is needed earlier, a request to expedite the orders must be sent via MyPers. You must include in the request:
  - PTDY Orders from Leave Web
  - Terminal Leave Paperwork
  - Approved CSP Application

