

Army Approval Process

1. Inform chain of command of intent to participate in the Shift Military Fellows Program and have 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. Fill in the Location and Start and End Dates on the CSP Vetting Memo, and CSP Participation Memo.
5. Complete the DA-31 for PTDY. PTDY up to 120 day is authorized IAW AR 600-81 paragraph 8-2b.(1) and can be delegated to the O6 level IAW DA Memo: Delegation of Authority of Permissive Temporary Duty (PTDY) for the Career Skills Program (CSP).
4. Submit the following as a packet to the CSP office within the SFL-TAP office:
 - CSP Vetting Memo
 - Shift Program Overview
 - Shift's Employer Internship Agreement
5. Submit the following documents through the first O5 (with UCMJ authority) to the first O6 (with UCMJ authority) for approval signatures on the DA-31 and CSP Participation Memo:
 - CSP Participation Memo
 - DA-31 (For PTDY)
 - Signed Pre-Approval Form
6. Following the O6 CDR's approval, the CSP Participation Memo and DA-31 will be submitted to the CSP Office and emailed to applicants@shift.org.

