



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-HRA-E (930-4b)

MEMORANDUM FOR Army Emergency Relief

SUBJECT: Career Skills Program Assistance Request for

1. _____ has been approved to attend the
CSP from _____ through _____.
2. The Soldier is being referred to AER for financial assistance consideration with this memorandum and the CSP Soldier Participation Memorandum showing command approval to attend. I am not recommending CSP “needs” for the Soldier nor whether AER assistance should be provided for the selected expenses below. I am only verifying that the following selected expenses are associated with the above CSP.
 - a. Travel expenses to CSP location (all forms) Yes No
 - b. Lodging (CSP Location) Yes No
 - c. Food & Fuel (CSP Location) Yes No
 - d. Uniform/business attire (CSP & Job Location) Yes No
 - e. Tools/Supplies/Computers (CSP & Job Location) Yes No
 - f. Initial Rent & Deposit (Job Location) Yes No
 - g. Utility Deposits (Job Location) Yes No
3. CSP Location:
 - Local CSP (CONUS/OCONUS); Max: \$500
 - Non-Local CSP (CONUS); Max: \$1000
 - Non-Local CSP (OCONUS); Max: \$2000
4. Point of contact is the undersigned CSP Representative (RC, TSM, TSS), Melissa Kirkpatrick, at (210) 466-0469 or melissa.a.kirkpatrick.civ@army.mil.

Melissa Kirkpatrick
CSP Regional Coordinator, Region 4

SUBJECT: Career Skills Program Assistance Request

5. **For AER Action Only:** Please advise the Soldier that if the CSSP Grant is approved and the Soldier does not attend the CSP, the grant will be converted to a loan that will be repaid before separation from the Army. **The Soldier must agree to this requirement for the CSSP Grant to be considered/approved.**

AERO Name/Initials: _____/_____ Date: _____

Soldier Name/Initials: _____/_____ Date: _____

Encl
CSP Soldier Participation Memo, IMCOM Form 45