

Please read the ARMY CAREER INTERMISSION PROGRAM (CIP) MILPER 21-299 and DoD Instruction 1327.07 before applying.

- **Note: MILPER 21-299 CHANGES OBLIGATION OF SERVING 2:1 TO AN OBLIGATION OF A 1:1**

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What is it?

U.S. Army's Career Intermission Program is a retention-based initiative that allows Soldiers to pursue personal goals or professional growth while providing a mechanism for a seamless return to active duty.

This program is targeted at Soldiers who may be considering leaving the Army for a variety of personal and professional reasons. Participants are obligated to a 1-1 commitment for every month they participate in the program and will receive 2/30ths of the base pay during their hiatus from Army Service. Soldiers can apply for CIP for any reason, such as, but not limited to:

- Pursue a degree
- Start a family
- Care for a family member
- Align deployment cycles for dual military couples
- Learn a skill
- Pursue broadening opportunities
- Religious reasons

All Soldiers do not qualify for this program. The requirement for the Soldiers to participate in this program is to:

- Accept an appointment in the Individual Ready Reserve while participating in CIP
- Undergo inactive duty training as required to retain military skills, professional qualifications, and physical fitness

Eligibility:

Regular Army Enlisted Soldiers in ranks of Sergeants through Master Sergeant who have completed their initial three-year term of active duty.

Disqualifying examples but not limited to:

Soldiers who have an approved retirement or separation date, or who have 17 or more years of creditable active service for retirement as of the requested program entry date.

Soldiers who have an ADSO or SRR as a result of the transfer of benefits to a dependent under the Post-9/11 GI Bill

Receipt of tuition assistance, Government-funded civilian schooling, or military schooling.

Soldiers unable to serve the incurred SRR obligation upon return to Active Duty because of limitations on retention control points

Soldiers conditionally promoted who have not completed the requisite formal NCOES for the promoted grade

Enlisted Soldiers who are under a denial of reenlistment.

Soldiers in receipt of and executing permanent change of station (PCS) orders.

Soldiers identified for a deployment.

Soldiers currently under suspension of favorable personnel actions, pending investigation, non-judicial punishment, court-martial or civilian criminal charges or proceedings.

Soldiers must have no record of disciplinary action (civil arrest, non-judicial punishment, general officer memorandum of reprimand or courts-martial) within two years preceding the request for participation in the program.

Soldiers not meeting medical readiness retention standards or pending medical or physical evaluation board (MEB / PEB) proceedings.

Soldiers centrally selected for Officer, Warrant, or Noncommissioned Officer Education system schools.

Soldiers previously identified, or in the zone of consideration by separation program boards to include but not limited to: qualitative service program, qualitative management program, enhanced selective early retirement, selective early retirement, early retirement, officer separation boards.

Requests for exceptions may be considered on a case by case basis and approved/disapproved, at the discretion of the Commanding General, Human Resources Command, provided the disqualification provisions are not restricted by statute.

Soldier Responsibilities:

Application packet: application packets will contain:

1. A completed "Army Career Intermission Program (CIP) AC Enlisted contract" for RA Enlisted applicants.
2. A completed "Army Career Intermission Program (CIP) individual counseling
3. Statement from the Soldier explaining why he/she is applying for the CIP program.
 - (a) The Soldier will type the statement in 12 pitch Arial font, not to exceed one page in length. Title the statement "Why I am applying for the Army Career Intermission Program."
4. Most recent Enlisted Record Brief (within past 30-days)
5. Signed 4187 from O5 or above within chain of command

Incomplete packets will be returned to the applicant without action.

Download contracts, counseling, and program information from the HRC Enlisted Personnel Management Directorate (EPMD) website

[https://www.hrc.Army.mil/content/enlisted%20career%20intermission%20program%20\(CIP\)](https://www.hrc.Army.mil/content/enlisted%20career%20intermission%20program%20(CIP))

Application process and submission:

Applications may be submitted to HRC at any time. Applications received will be reviewed and considered for enrollment by a panel. Applicants for CIP are due no earlier than eight months from desired separation date to process the packet, accommodate leave, regulatory transition requirements

- [Army Career Intermission Program \(CIP\) AC Enlisted Contract](#) (Already on website)
- [Army Career Intermission Program \(CIP\) Individual Counseling](#) (Already on website)
- [Sample 4187](#)

Scan all documents in the order listed above as a single pdf file (any other format will be returned without action).

Complete and send your CIP request to:

Enlisted - usarmy.knox.hrc.mbx.epmd-CIPP@army.mil