

SES Career Exploration (CAEX) Forms List

Required Case Documentation for Payment of [SES Career Exploration](#):

- ☐ **® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ **® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SES CA EX lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ☐ **® ESS-C-137** *Plan of Career Exploration* (email to DRS Counselor for approval prior to beginning activities or trial work) (if not received within five (5) working days, the contractor may proceed with planned career exploration or trial work activities)
- ☐ **® ESS-C-141** *Career Exploration Report(s)*
- ☐ **® ESS-C-145n** DRS Counselor Response to ESS-C-137 Plan of Career Exploration (retain in case file)
- ☐ **® ESS-C-149n** Contractor's Written Justification for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ☐ **® ESS-C-153n** DRS Counselor Written Approval for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ☐ **® ESS-C-801** *SES Authorization Request & Billing Form*

Legend: ® = Required

® = required, if applicable

[SES CAEX Forms List](#)