

INSERT YOUR COMMAND'S HEADER

MEMORANDUM FOR Director Acquisition Career Management (DACM), 9900 Belvoir Road,  
Fort Belvoir, VA 22060

SUBJECT: INSERT PROGRAM NAME Command Endorsement Memorandum for INSERT  
APPLICANT'S NAME

1. This paragraph should address first who you are endorsing, the number of people you are endorsing from your command, and where this individual falls within that number. Make your strong argument up front.
2. This paragraph should address why the command is endorsing the individual and why for this specific program. Avoid making this endorsement "vanilla." Each endorsement should be personalized and geared specifically for that individual and that specific program. Avoid focusing on an individual's resume and achievements – instead focus on their potential, how this program will help achieve that and how the Army will benefit from their participation.
3. FOR DAU-SSCF - This paragraph must include a statement that the applicant will remain on the command's TDA for the duration of the DAU-SSCF. In addition, you must also address how exactly you will assist with post placement outside of the individual's current position to a broadening assignment, ideally with greater responsibility. In the case of an individual applying for attendance outside of their local commuting area, the command must indicate whether, absent DACM Office funding, the command will fund attendee's TDY.

FULL NAME  
RANK (GO/SES) and POSITION  
INSERT COMMAND