

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. The Point of Contact for this memorandum is Mr/Mrs _____ at (703)____ - ____ and emailaddress.civ@mail.mil.

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