

USE YOUR ORGANIZATION'S LETTERHEAD

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

SUBJECT: Defense Civilian Emerging Leader Program (DCELP) Command Endorsement  
Memorandum for INSERT APPLICANT'S NAME

1. This paragraph should address first who you are endorsing.
2. This paragraph should address why the organization is endorsing the individual for DCELP. Avoid making this endorsement "vanilla." The endorsement should be personalized and geared specifically for that individual and DCELP. Avoid focusing on the individual's resume and achievements – instead list top 3 qualities of the applicant, focus on their leadership ability and potential, how DCELP will help the applicant achieve their potential, and how the Army will benefit from their participation.

FULL NAME  
RANK (GS-15/COL) and POSITION  
INSERT COMMAND