

INSERT YOUR COMMAND'S HEADER

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

SUBJECT: DOD Public-Private Talent Exchange Command Endorsement Memorandum for
INSERT APPLICANT'S NAME

1. In this paragraph, you should indicate why you are endorsing the individual for the DOD Public-Private Talent Exchange (PPTE) program. Avoid focusing on the individual's resume and achievements - instead, focus on their potential, how this program will help the individual reach their potential, and how the Army will benefit from their participation.
2. This paragraph must include a statement that the Command is aware that if selected, the individual will be in the program and unavailable for regular duties for a maximum of six months. This paragraph must also indicate that the organization's Human Resources office has been consulted and is aware of no impediments to the individual serving a PPTE assignment with industry. Include name and email address of the individual's supervisor, as well as name and email address of Point of Contact for Human Resources office.

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