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.

FULL NAME

RANK (GO/SES) and POSITION INSERT COMMAND