

[MUST BE ON ACOM/ORGANIZATION LETTERHEAD]

[INSERT OFFICE SYMBOL]

[INSERT DATE]

MEMORANDUM FOR [INSERT FIRST AND LAST NAME OF INTERN], [INSERT ORGANIZATION, ADDRESS, CITY, STATE, ZIP CODE OF INTERN'S CURRENT DUTY STATION]

SUBJECT: Tentative Offer for Permanent Placement of CP-11 ACTEDS Intern, Mr./Ms. [INSERT FIRST AND LAST NAME OF INTERN]

1. This letter stands as a tentative offer to Mr./Ms. [INSERT FIRST AND LAST NAME OF INTERN] for permanent placement within [INSERT MAJOR COMMAND AND/OR ORGANIZATION/DIRECTORATE] at [INSERT CITY, STATE OF INTENDED DUTY LOCATION] upon his/her graduation from the CP-11 ACTEDS Intern Program.

Official position information offered is [INSERT POSITION TITLE], GS-[OCCUPATIONAL SERIES]-11. Please Enclosed Position Description for more information.

2. Effective date of permanent placement will be in accordance with Mr./Ms. [INSERT LAST NAME OF INTERN] successful completion of the 52 week time-in-grade requirement at the GS-09 level and his/her CP-11 ACTEDS Intern Training requirements.

3. Permanent Change of Duty Station (PCS) to [INSERT CITY, STATE OF INTENDED DUTY LOCATION] is not required and costs associated to PCS are not authorized.

OR

3. In compliance with the Mobility Agreement signed by Mr./Ms. [INSERT LAST NAME OF INTERN] at his/her entry into the ACTEDS Intern program, Permanent Change of Duty Station (PCS) to [INSERT CITY, STATE OF INTENDED DUTY LOCATION] is required. Costs associated with PCS move [ARE/ARE NOT] authorized under ACTEDS funds.

4. Mr./Ms. [INSERT LAST NAME OF INTERN] response to this offer is required no later than [INSERT DATE 120 DAYS PRIOR TO INTERN GRADUATION DATE].

[INSERT SIGNATURE BLOCK OF SUPERVISOR]

2 Encls

1. Position Description, [INSERT POSITION TITLE], GS-[OCCUPATIONAL SERIES]-11
2. Offer for Permanent Placement Response

[MUST BE ON ACOM/ORGANIZATION LETTERHEAD]

[INSERT OFFICE SYMBOL]

[INSERT DATE]

MEMORANDUM FOR [INSERT FIRST AND LAST NAME OF SUPERVISOR], [INSERT ORGANIZATION, ADDRESS, CITY, STATE, ZIP CODE OF SUPERVISOR DUTY STATION]

SUBJECT: Response to Tentative Offer for Permanent Placement of CP-11 ACTEDS Intern, Mr./Ms. [INSERT FIRST AND LAST NAME OF INTERN]

1. This letter stands as a response to the tentative offer made by Mr./Ms. [INSERT FIRST AND LAST NAME OF SUPERVISOR] for permanent placement within [INSERT MAJOR COMMAND AND/OR ORGANIZATION/DIRECTORATE] at [INSERT CITY, STATE OF INTENDED DUTY LOCATION]. Official position will be [INSERT POSITION TITLE], GS-[OCCUPATIONAL SERIES]-11.

2. I, Mr./Ms. [INSERT FIRST AND LAST NAME OF INTERN], respond to the above tentative offer for Permanent Placement as follows:

___ I accept the position offered at the designated duty location

___ I accept the position offered at the designated duty location and agree to PCS in compliance with the mobility agreement signed at the initiation of my ACTEDS program.

___ I decline the position offered based on the following limitations:

3. I understand the requirements of the mobility agreement and the intern training plan for CP-11 as set forth regulation AR 690-950.

4. Enclosed is my Individual Development Plan as of [INSERT DATE IDP WAS LAST UPDATED].

[INSERT SIGNATURE BLOCK OF INTERN]

Encls

1. [INSERT LAME NAME OF INTERN] - Individual Development Plan [INSERT AS OF DATE]