

Rotational Assignment Request Form

CP-11 ACTEDS Intern

Rotational Position Title: [Insert the Title of the Position the Rotational Request will fulfill]

NOTE: Only one position per request form

Application Period: [Insert Date(s) Applications (IDP & Resume) will be accepted or “Ongoing”]

MACOM and Organization: [Insert Name of Major Command and/or Organization Requesting Intern]

Location: [Insert City and State Rotational Assignment is located]

Rotational Supervisor: [Insert Name, Title, and Email of Intended Rotational Supervisor]

On-Base Housing Available: Yes/No [Indicate for situational awareness]

Applicable Occupational Series: [List Applicable Occupational Series of Rotational Position(s)]

Availability: [List Month(s) Desired for Rotation Completion]

Duration: [Insert Desired Duration(s) in Days --- must not exceed 120 days]

Rotational Positions Available: [Insert Number of Positions this Request Can Support]

Command Coordination Preference (if applicable): [Insert Desired Command(s) interns are based from]

NOTE: Used where specific Command knowledge and/or engagement is necessary to qualify.

Knowledge, Skill Sets, Abilities (indicate Required/Preferred):

[List Desired Knowledge, Skills, Abilities, and/or Coursework the intern should possess to qualify for the rotational. Please indicate here if rotation is open to 1st and/or 2nd year interns.]

NOTE: “Coursework” qualifications notated as Required must correspond to CP-11 ACTEDS Intern priority 1 mandatory training requirements.

Expected Rotational Assignment Tasks/Duties:

[List functions, tasks, duties that the intern will be expected to perform during the rotational assignment.]

NOTE: Please categorize by duration when specific tasks are expected of each; reference previous duration’s tasks if applicable.