

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

1. This letter stands as a final 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.

2. Effective date of permanent placement is scheduled for [INSERT EFFECTIVE DATE] in accordance with Mr./Ms. [INSERT LAST NAME OF INTERN] initial Entry On-Duty Date, successful completion of the 52 week time-in-grade requirement at the GS-09 level and 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. Please find PCS checklist enclosed.

4. Mr./Ms. [INSERT LAST NAME OF INTERN] response to this offer is required no later than [INSERT DATE 90 DAYS PRIOR TO INTERN GRADUATION DATE].

[INSERT SIGNATURE BLOCK OF SUPERVISOR]

2 Encls

1. Permanent Change of Duty Station Checklist
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 Final 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 final 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 final offer for permanent placement as follows:

\_\_\_ I accept the position offered at the designated duty location

OR

\_\_\_ 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 at the designated duty location

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

**[INSERT SIGNATURE BLOCK OF INTERN]**

Encls

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