

AIS Bridge Program Participation Nomination/Approval

Department of
Veterans Affairs

Memorandum

Date:

From:

SUBJ: AIS Bridge Program Nomination for

To: VAAA, Acquisition Internship School

Thru:

1. The following request is submitted for:

Name: *(employee's name)*

Position: *(title, series, grade)*

Duty Station: *(name, city, state)*

Organization: *(Network/Program Contracting Office)*

2. I certify the following information about the candidate:

Is currently an 1102:

Occupies an 1102 position:

Has at least 1 year experience as an 1102:

Has no adverse Performance or Conduct actions pending:

3. The following is submitted as justification for this request: *State the reason(s) the supervisor believes the employee should be considered for program participation. This includes, but is not limited to:*

- *a detailed explanation of qualifications of the employee for the program;*
- *employee performance acceptability and rating (as applicable);*
- *statement that indicates an understanding of the time commitment the intern will be away from the office, impact on manning levels, and management advantages to having the employee included into the program;*
- *statement agreeing to provide mentoring and application of learning during On-the-Job (OJT) rotations back within your organization; and*
- *retention statement, if applicable.*

Signature

Date

Concurrence:
Director of Contracting (or equivalent)

Concur

Do not Concur

Signature

Date