

**Defense Acquisition University's  
Office of Human Capital Initiatives**

As a participant in the Public-Private Talent Exchange (the Program), I acknowledge that I have discussed the following with all parties that have signed this document in advance of the start of any exchange experiences:

- The plan for the participant’s experience while on exchange, duties for the duration of the assignment, and an explanation of how the goals of the assignment will be achieved;
- Travel expectations and roles and processes for financing Program-related travel;
- Security consideration and processing;
- Plans for communication between all parties throughout the exchange;
- Feedback channels between parties;
- Additional required documentation and legal issues; and
- Any other topics deemed necessary for discussion by any of the signing parties.

If I have not discussed any of these items, I have made plans to discuss them with the signing parties in advance of or shortly after the start of the exchange experience.

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**PARTICIPANT SIGNATURE** **DATE**

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**HOME ORGANIZATION PROGRAM LEAD/SUPERVISOR SIGNATURE** **DATE**

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**HOST ORGANIZATION PROGRAM LEAD/SUPERVISOR SIGNATURE** **DATE**