



**Office of the Undersecretary of Defense,
Acquisition and Sustainment
Human Capital Initiatives**

Date

FROM:

SUBJECT: PPTE Exchange Plan

TO: Human Capital Initiatives

THROUGH: Host Organization Coordinator
Host Organization Name
Host Organization Address

Overview:

The goal of this work plan is to provide the Public Private Talent Exchange (PPTE) participant first-hand experience and insight into how [Host Organization] functions as [description of Host Organization function].

[Explanation of key activities participant will engage in].

This will allow the PPTE participant to acquire knowledge of [insert learning areas and expected outcomes].

Tentative Project Schedule:

| Activity | Dates | Weeks | Contact / Number |
|----------------------------|--------------------|-------|------------------|
| Orientation/On-Boarding | | | Name/ Phone # |
| 1 st Assignment | | | Name/ Phone # |
| 2 nd Assignment | | | Name/ Phone # |
| 3 rd Assignment | | | Name/ Phone # |
| Wrap-up/Off-Boarding | | | Name/ Phone # |
| | Total weeks | | |

Training Opportunities:

| Training Course/Opportunity | Dates | Length | Contact / Number |
|-----------------------------|-------|--------|------------------|
| | | | Name/ Phone # |
| | | | Name/ Phone # |
| | | | Name/ Phone # |
| | | | Name/ Phone # |

Engagement/Networking Opportunities:

| Name of Leader or Event | Scheduled Date | Length | Contact Number / Location |
|--------------------------------|-----------------------|---------------|----------------------------------|
| | | | Phone # / Room # |
| | | | Phone # / Room # |
| | | | Phone # / Room # |
| | | | Phone # / Room # |
| | | | Phone # / Room # |

Job Assignments:

Assignment #1: [Title]

Description/Details: On the participant’s first assignment, they will be on the [insert team/division] team where they will work as a [insert role].

They will gain knowledge and understand [insert details of the assignment and learning objectives]

Assignment #2: [Title]

Description/Details: On the participant’s second assignment, they will be on the [insert team/division] team where they will work as a [insert role].

They will gain knowledge and understand [insert details of the assignment and learning objectives]

Assignment #3: [Title]

Description/Details: On the participant’s third assignment, they will be on the [insert team/division] team where they will work as a [insert role].

They will gain knowledge and understand [insert details of the assignment and learning objectives]

Conclusion:

Over the course of this exchange, the PPTe participant will accomplish some important objectives to include: [insert high level learning objectives and desired outcomes].