DD MMM YYYY

From: XXXXX

To: Director, Operational Energy Innovation (OE-I) Office

Subj: Letter of Endorsement for Operational Energy Capability Improvement Fund (OECIF) or Operational Energy Prototype Fund (OEPF) Name of Proposal

1. State which Service, Combatant Command, Requirements or Acquisition Office supports this OECIF/OEPF proposal and why. Examples include OECIF/OEPF providing support to a Program of Record, helping inform a requirement, or supporting a combatant command’s mission.

2. Provide a statement(s) regarding commitment to transition. OEPF requires that projects have strong transition in terms of POM’d funding.

3. Provide supporting comments concurring with the proposal’s approach to meeting the requirements and supports acquisition.

4. Direct questions related to this letter of support to Name at phone number and email.

 Signature

 Name

 Title (O6/GS15 or above)