

UPLOADING TENURE AGREEMENTS INTO CAPP MIS

Position	Tenure Obligation Has Been Met	Tenure Obligation Has Not Been Met
CAP	<p>Employee loads <i>original</i> completed DD Form 2888</p> <p style="text-align: center;">-OR-</p> <p>Draft memorandum on official letterhead indicating employee has met tenure obligations (include period) signed by the selection authority/supervisor*</p> <p>*When drafting the memo, open with "To whom it may concern:"</p>	<p>Employee loads <i>original</i> completed DD Form 2888</p> <p style="text-align: center;">-OR-</p> <p>Complete new DD Form 2888 (Backdated with the original date assigned to position) and sign and date with date of signature</p>
<p>KLP Civilian Designated</p> <p>Military: PEOs DPEOs</p>	<p>Employee loads <i>original</i> completed DD Form 2889 or written agreement</p> <p style="text-align: center;">-OR-</p> <p>Draft memorandum on official letterhead indicating employee has met tenure obligations (include period) and state original document could not be found. Signed by selection authority/supervisor*</p> <p>*When drafting the memo, open with "To whom it may concern:"</p>	<p>Employee loads <i>original</i> completed DD Form 2889 or written tenure agreement</p> <p style="text-align: center;">-OR-</p> <p>Complete new DD Form 2889 (Backdated with the original date assigned to position) and sign and date with date of signature (Leave Approval Authority section blank)</p>
ALL CSL Project/Product Managers	<p>Completed written Tenure & Program Management Agreement will be uploaded by USAASC based on AWARE documentation.</p>	<p>Completed written Tenure & Program Management Agreement will be uploaded by USAASC based on AWARE documentation.</p>
Other Non-PM CSLs	<p>Employee loads <i>original</i> completed DD Form 2888</p> <p style="text-align: center;">-OR-</p> <p>Draft memorandum on official letterhead indicating employee has met tenure obligations (include period) signed by the selection authority/supervisor*</p> <p>*When drafting the memo, open with "To whom it may concern:"</p>	<p>Employee loads <i>original</i> completed DD Form 2888</p> <p style="text-align: center;">-OR-</p> <p>Complete new DD Form 2888 (Backdated with the original date assigned to position) and sign and date with date of signature</p>

These instructions are only for the initial loading of the tenure agreement documents in CAPP MIS through the IDP module. All future tenure agreements must be uploaded into CAPP MIS in accordance with the Department of the Army Critical Acquisition Positions (CAPs) and Tenure Requirements Policy dated 8 December 2014.