



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 2031-0103



REPLY TO
ATTENTION OF

2 JUL 2002

SAAL-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Waiver Guidance and Procedures for Acquisition and
Technology Workforce Critical Acquisition Positions

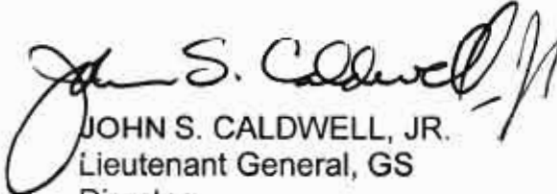
The recently signed Army Waiver Guidance and Procedures for Acquisition and Technology Workforce (A&TWF) Critical Acquisition Positions (CAP) is enclosed. This document defines the statutory and regulatory requirements for waivers and provides detailed guidance on the procedures that must be followed when requesting a waiver.

Waivers will be considered only in rare circumstances and when accompanied by adequate justification and rationale. Only waivers that are processed in accordance with the enclosed document will be submitted for my consideration. Consequently, please ensure widest dissemination of this document throughout your organization so that your A&TWF members are aware of the content and understand the seriousness of their obligation for adherence.

My office recently requested that officers complete a web-based survey on tenure waivers. Please be assured that I will take the results of that survey into consideration when making my decision on military tenure waivers. However, while the needs of the individual will be a consideration, the needs of the Army will be the primary deciding factor.

I am committed not only to ensuring that waiver statutory and regulatory requirements are enforced within the Army but to ensuring that waivers are handled equitably and consistently. Your assistance in helping me meet this commitment will be greatly appreciated.

My point of contact is Patricia Hopson, commercial
(703) 604-7126, DSN 664-7126 or e-mail patricia.hopson@saalt.army.mil.


JOHN S. CALDWELL, JR.
Lieutenant General, GS
Director
Acquisition Career Management

Enclosure

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ARMY RESEARCH LAB

FUNCTIONAL CHIEF REPRESENTATIVES

Army Waiver Guidance and Procedures for Acquisition and Technology Workforce Critical Acquisition Positions

24 MAY 2002

1. Acquisition Corps (AC) Membership to fill a Critical Acquisition Position (CAP).

a. This guidance applies to all CAPs. (GS-14/Personnel Demonstration Projects Equivalent Converted Broadband/Pay-band and Lieutenant Colonel and above positions, to include General Officers and Senior Executive Service members.)

b. AC membership waivers are used to waive the requirement that an individual must be a member of the AC or qualified to be in the AC to occupy a CAP. AC membership requires a baccalaureate degree; 4 years acquisition experience; at least 24 semester credit hours from the eligible disciplines **OR** at least 24 semester credit hours in the person's career field **AND** 12 semester credit hours from the eligible disciplines; level II training or level II position certification in an Acquisition Career Field (ACF). (Detailed information on AC membership requirements may be found on the Director of Acquisition Career Management (DACM) homepage at <http://www.dacm.rdaisa.army.mil>.) **Only members of the AC may occupy a CAP, unless the requirement is waived.**

c. The Department of Defense Acquisition Career Management Mandatory Course Fulfillment program allows individuals to receive credit for mandatory Defense Acquisition University courses for which they can demonstrate the requisite competencies. Individuals who complete the fulfillment requirements for a specified course and receive approval from a Certifying Official for the Acquisition Career Field concerned may receive credit **without** attending the course. Army Implementing Instructions for Fulfillment may be found on the DACM homepage.

d. Selection of CAPs shall be made from those in, or otherwise qualified for, the AC (Department of Defense Instruction (DoDI 5000.58)). **The** DACM may waive that provision (in writing) in circumstances when it is determined that qualified AC members are not available. Availability of qualified applicants shall be determined by announcing the position AC wide without restriction by geographic area for a minimum of 14 days. Activities must **meet** their statutory and contractual labor relation obligations in implementing this policy.

Approval authority:

a. **The Acquisition Career Program Board (ACPB) AC membership requirements waiver:** The ACPB may waive any and all the AC membership requirements by certifying that an individual possesses significant potential for advancement to levels of greater responsibility and authority based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience. ACPB waivers allow an individual to be accessed into the AC. **ACPB waivers are rarely used in the Army and will be handled on a case-by-case basis.**

b. **DACM Position Waivers:** The DACM waiver allows the individual to occupy the position to which waived; it does not authorize accessing the individual into the AC until all requirements for membership are met. The DACM waiver for the training requirement allows the individual to occupy the position for a limited period of time (up to 18 months). At the end of this period, the individual must have obtained level II training or request another waiver. Once level II training is acquired, the individual has 18 months to obtain level III, as required for all CAPs. The individual may not be accessed into the AC until level II training or certification in an ACF (in addition to the experience and education requirements) is obtained. Certification may not be obtained through a waiver.

Procedures for DACM Position Waiver.

Civilian positions. (NOTE: Priority placement candidates will be handled in accordance with DoD Priority Placement Program Operations Manual dated July 1998.)

a. A selection to fill a CAP is tentative until AC membership is verified by the Acquisition Management Branch (AMB), U.S. Army Total Personnel Command (PERSCOM), or a selectee who is not a member is accessed into the AC. **GOAL:** verification of qualifications should take place within one working day from receipt of the following required documents from the Civilian Personnel Advisory Center (CPAC):

(1) Resume.

(2) Academic Transcript.

b. If AC membership is approved, the AMB processes the accession documents and notifies the CPAC when the process is complete and the individual has been accessed. (If the individual is in the Acquisition and Technology Workforce (A&TWF), AMB reviews the ACRB.)

c. If AC membership is denied, the AMB verifies, in coordination with the CPAC, that no other candidates on the referral list are qualified for membership. With verification, the CPAC notifies the selecting official that a waiver of the

membership requirement(s) must be submitted on the selectee to move the tentative selection forward.

d. The selecting official must request a waiver by submitting the below listed documents through the CPAC to the AMB:

(1) DD Form 2588 (prepared in accordance with attached sample). (An addendum may be included if needed for adequate justification). **The form must include a statement that the position was announced AC wide, without restriction by geographic area, for a minimum period of 14 days and that there were no qualified applicants who met the qualifications for AC membership.**

(2) Other information deemed necessary to support the waiver request.

e. Upon receipt of the above required document(s), the AMB performs the following:

(1) Logs in and tracks the waiver throughout the process.

(2) Reviews the documentation for completeness.

(3) Completes the SAAL Form 5 (must be prepared in accordance with attached sample).

(4) Ensures the waiver package is prepared as follows:

SAAL Form 5.

TAB A: DD Form 2588 and addendum, if submitted.

TAB B: ACRB/ORB and Resume.

TAB C: Other documentation deemed necessary for a decision.

(5) Scans the documents and e-mails the waiver package to the Acquisition Support Center (ASC) Proponency Officer (PO) for the ACF concerned. The PO reviews the package; consults with the ACF Functional Chief Representative (FCR) and with the Regional Director, as necessary; and coordinates with the Director, ASC. (AMB forwards an information copy to the Regional Director.) The PO provides a recommendation for concurrence/non-concurrence, along with any pertinent comments, and forwards the waiver package via e-mail to the Office of the General Counsel (OGC) for review (copy furnished to AMB). **GOAL** for AMB submitting the waiver package to the POs:

three working days from receipt of required documentation. **GOAL** for PO's review and submission to OGC: one working day. **GOAL** for response from OGC: five working days.

f. Upon receipt of the OGC response (via e-mail), the AMB forwards the package to the DACM for a decision. (The SAAL Form 5 will indicate concurrence/non-concurrence by the OGC and ASC.) **GOAL:** one working day from receipt of the OGC response.

g. Upon receipt of the DACM's decision, AMB notifies the CPAC by phone of the results; faxes a copy of the waiver to the CPAC; forwards a copy of the approved waiver to the selecting official. **GOAL:** Within one day of approval. (The selecting official provides a copy of the waiver to the employee.)

h. The AMB logs in the date and the DACM's decision and forwards a copy of the waiver to the CAPPMS database manager for recording.

Military positions. Military waivers are processed using DD Form 2588 for general CAPs; DD Form 2595 for Program Managers (PM) or Deputy PMs (DPM); DD Form 2597 for Program Executive Officers (PEO). Follow the procedures for Assignment Specific Waivers, paragraph 3. (Exception: This waiver is staffed with the ACF PO rather than with ASC Force Structure (FS) Division.) The waiver must clearly state there were no qualified military AC members available.

2. Assignment Period (Tenure) Waivers. An Army AC Written Tenure Agreement must be signed by military and civilian workforce members prior to occupying a CAP, to include PM and DPM positions for a major defense acquisition program (MDAP). A DACM waiver may be granted under the following circumstances:

- a. Humanitarian reassignment, discharge, or retirement.
- b. Relief of duties and reassignment in the interest of the DoD.
- c. Promotion, where promotion in place is not allowable. (Selection for positions with higher rate of basic pay. The proposed higher rate of basic pay must exceed the employee's existing rate of basic pay by an amount or percentage not less than the minimum prescribed for promotion pay-setting in the pay system of the new position. Acceptance of the offer may result in a change from one pay plan and system, personnel demonstration project, or alternative personnel system to another; or, may result in the employee remaining in the current pay plan and system.)

Approval Authority: DACM

a. PM, MDAP, (ACAT I): May not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served 4 years. Use DD Form 2593, July 1998, DoD Waiver of Assignment Period for PM/DPM.

b. Deputy PM (DPM), MDAP (ACAT I): May not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served for 4 years. Use DD Form 2593. NOTE: Waiver is not required if reassigned to another CAP from the DPM.

c. CAP: Must remain in the position for 3 years. Use DD For 2592, July 1998, DoD Waiver of Assignment Period for CAPs.

Procedures for Assignment Period (Tenure) Waivers.

a. The individual submits a written request for a tenure waiver through his/her organizational head.

b. The organization completes the waiver form (addendum may be added) and submits to the first GO/SES in the chain of command with a recommendation for endorsement. (Waiver form must be prepared in accordance with attached sample.) Once completed, the organization forwards the documents to the AMB:

(1) Individual's written request and Waiver Form 2592 or 2593, as appropriate.

(2) GO/SES endorsement or comments to indicate concurrence/non-concurrence.

c. AMB logs in the waiver, reviews for adherence to guidance, completes a SAAL Form 5 (prepared in accordance with attached sample), and prepares the waiver package as show below: **GOAL:** Three working days from receipt of the waiver request.

(1) SAAL Form 5.

(2) TAB A: Waiver Form.

(3) TAB B: ORB/ACRB.

(4) TAB C: GO/SES endorsement/comments.

(5) TAB D: Used if additional documents/information required. This should include any justification addressing/explaining criteria for assignment period (tenure) waivers that are being invoked.

d. AMB scans the documents and e-mails the waiver package to the ASC Force Structure (FS) Division and provides an information copy to the Regional Director. FS reviews the waiver package; coordinates with the ASC Director; provides a recommendation for concurrence/non-concurrence, along with any pertinent comments, and forwards via e-mail to the OGC for review (copy furnished to AMB). **GOAL** for AMB submitting the waiver package to FS: three working days from receipt of required documentation. **GOAL** for FS's review and submission to OGC: one working day. **GOAL** for response from OGC: five working days.

e. Upon response from the OGC (via e-mail), the AMB annotates the SAAL Form 5 with concurrence/non-concurrence by OGC and ASC and submits to the DACM for a decision.

f. Upon receipt of the DACM's decision, the AMB forwards the waiver to the requesting organization (fax with original copy to follow); the organization provides a copy to the requesting individual. AMB logs in the date and disposition of the waiver and forwards a copy to the CAPPMIS database manager. **GOAL**: one day from receipt of decision.

3. Assignment Specific Standards for PMs, DPMs, Program Executive Officers (PEO), General Officers (GO)/Senior Executive Service (SES), and Senior Contracting Officials.

Approval authority: DACM

a. PM/MDAP (ACAT I): Use DD Form 2595, DoD PM and/or DPM Waiver Request, July 1998, DoD PM/DPM – Waiver Request. AC members who do not meet the assignment standards may be assigned up to 6 months without a waiver.

Assignment qualifications:

(1) The Program Management Course (PMC) or the Advanced Program Management Course (APMC) and the Executive Program Management Course (EPMC) at the Defense Systems Management College (DSMC), or Under Secretary of Defense (Acquisition, Technology and Logistics (USD(AT&L)) approved comparable course.

(2) Eight years acquisition experience, 4 of which were performed in a program office or similar organization. Two of these 4 may have been performed in a position of equivalent responsibility in acquisition.

b. DPM/MDAP (ACAT I): Use DD Form 2595. AAC members may be assigned up to 6 months without waiver.

Assignment qualifications:

(1) The PMC or the APMC and the EPMC at the DSMC, or USD(AT&L) approved comparable course.

(2) Six years acquisition experience, 2 which were performed in a program office or similar organization.

c. PM/Significant Non-major Defense Acquisition Program (ACAT II): Use DD Form 2595. AAC members may be assigned up to 6 months without a waiver.

Assignment Qualifications:

(1) PMC or the APMC and the EPMC at the DSMC, or USD(AT&L) approved comparable course.

(2) Six years acquisition experience.

d. DPM/Significant Non-major Defense Acquisition Program (ACAT II): Use DD Form 2595. AAC members may be assigned up to 6 months without a waiver.

Assignment Qualifications:

(1) PMC or the APMC and the EPMC at the DSMC, or USD(AT&L) approved comparable course.

(2) Four years acquisition experience.

e. Program Executive Officer (PEO): DD Form 2597, July 1998, DoD PM/DPM – Waiver Request. AAC members may be assigned up to 6 months without a waiver.

Assignment Qualifications:

(1) PMC or the APMC and the EPMC at the DSMC, or USD(AT&L) approved comparable course.

(2) Ten years acquisition experience, 4 of which were performed in a CAP.

(3) Held position as a PM or DPM.

f. General Officer (GO)/Senior Executive Service (SES). Use DD Form 2599, DoD General/Civilian Equivalent CAP Assignments – Waiver Request. AAC members may be assigned up to 6 months without a waiver.

Assignment Qualifications: Ten years of acquisition experience, 4 years of which must be in a CAP. AAC members may be assigned up to 6 months without a waiver.

g. Senior Contracting Officials. DD Form 2601, DoD Senior Contracting Official – Waiver Request. AAC members may be assigned up to 6 months without a waiver.

Assignment Qualification: Four years of contracting experience.

Procedures for Assignment Specific Waivers:

a. AMB initiates and processes the waivers using the form designated above. The waiver package will consists of the following documents:

(1) SAAL Form 5 (prepared in accordance with attached sample).

(2) TAB A: Waiver form (prepared in accordance with attached sample).

(3) TAB B: ACRB/ORB and resume.

(4) TAB C: Other documentation deemed necessary for a decision

b. AMB scans the documents and e-mails the waiver package to the ASC FS for review. FS reviews the package; coordinates with the ASC Director; provides a recommendation for concurrence/non-concurrence, along with any pertinent comments, and forwards the waiver package via e-mail to the OGC for review (copy furnished to AMB). **GOAL** for FS submitting the package to OGC: one day. **GOAL** for OGC review: five days.

c. Upon receipt of the OGC response, AMB annotates the Form SAAL 5 with the OGC and ASC concurrence/non-concurrence and forwards to the DACM.

d. Upon receipt of the DACM's decision, AMB notifies the individual concerned, logs the date and disposition of the waiver and forwards a copy to the CAPPMIS database manager and to the individual.

Exception: Waivers for Senior Contracting Officials will be staffed with the ASC Contracting PO rather than the ASC FS Division.

4. References:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1702-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended by Section 808, Public Law (PL) No. 106-398, National Defense Authorization Act for Fiscal Year 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001.

b. DoD Instruction 5000.58, "Defense Acquisition Workforce," Change 3, January 13, 1996.

c. DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995.

5. Attachments:

a. CAP Waivers for AAC membership requirements:

- (1) Flow Chart.
- (2) Sample SAAL Form 5
- (3) Sample Waiver Form - TAB A
- (4) ACRB/ORB/Resume – TAB B
- (5) Additional Information, if needed – TAB C

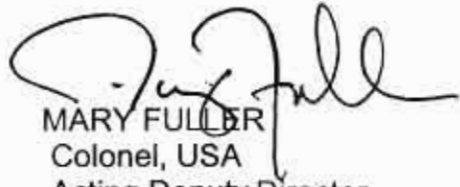
b. Assignment Period (Tenure) Waiver Process:

- (1) Flow Chart
- (2) Sample SAAL Form 5
- (3) Sample Waiver Form – TAB A
- (4) ORB/ACRB – TAB B
- (5) GO/SES Endorsement or Comments – TAB C
- (6) Additional Information, if needed – TAB D

c. Assignment Specific Waivers:

- (1) Flow Chart
- (2) Sample SAAL Form 5
- (3) Sample Waiver Form – TAB A
- (4) ORB/ACRB – TAB B
- (5) Additional Information, if needed – TAB C

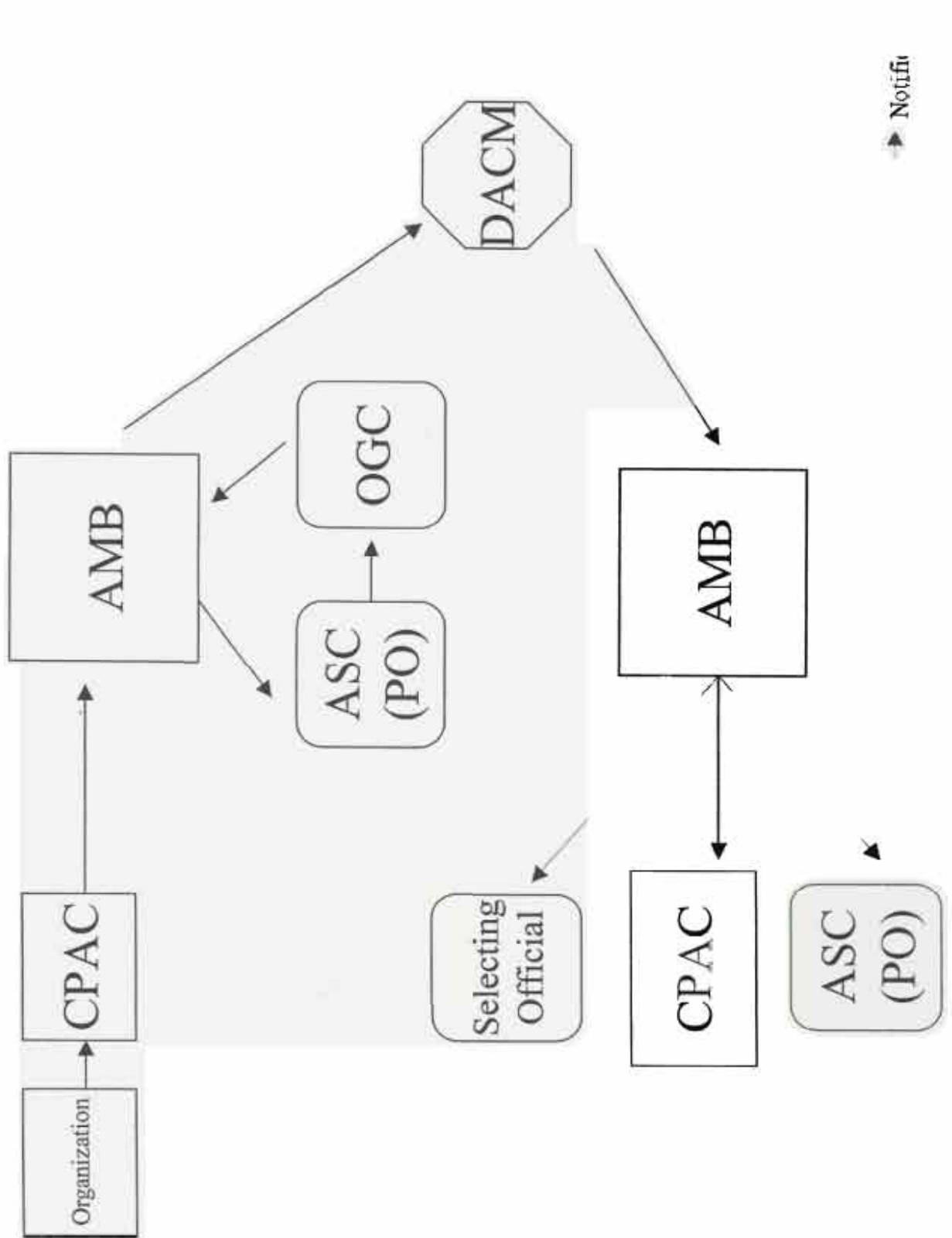
6. **Effective Date:** This document is effective immediately.

A handwritten signature in black ink, appearing to read "Mary Fuller", is positioned above the printed name and title.

MARY FULLER
Colonel, USA
Acting Deputy Director,
Acquisition Career Management

CAP Pos t on Wa vers for AAC Membersh p

Requ rements



Office, Assistant Secretary of the Army (ALT)
SUMMARY OF ACTION

To: DACM

ACTION OFFICER: AMB AO

SUSPENSE DATE

Thru:

OFFICE SYMBOL:

CONTROL NO.

Thru: Chief of Staff

PHONE NO:

DATE/TIME:

SUBJECT: DACM Waiver of Acquisition Corps (AC) membership requirement for _____
(individual's name)

RECOMMENDATION: That the DACM review the information presented at TAB A (DD Form 2588) and approve/disapprove (state which) the waiver. An ACRB/ORB (as appropriate) and resume are at TAB B; additional information relevant to the waiver request is at TAB C.

X	ACTION	INFO	DRIVE LOCATION
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SUMMARY OF ACTION: The following narrative is mandatory for DACM waivers of AC membership requirements.

1. **Waiver reason civilians:** The position was advertised Acquisition-Corps (AC) wide for a minimum period of 14 days; no applicants meeting the position requirements and the requirements for AC membership were on the referral list OR those who were qualified declined the position. **For military,** state the reason an AC qualified officer is not available.

2. The waiver allows the individual to be selected for and occupy this particular position without having a _____ bachelor's degree; _____ 24 semester credit hours; _____ acquisition training at Level II; _____ 4 yrs acquisition experience. (Individual's name) lacks _____ semester hours credit; _____ years of experience (if applicable). (Individual's name) will not be accessed into the AC until all requirements for membership are met.)

4. If the waiver is for training, include a statement confirming that the individual's IDP will be documented to ensure level III training is accomplished within 18 months. (Level II is required for AC membership; level III for CAPs.)

MILITARY DEPUTY ACTION

G-4 ACTION

[Approved]
[Disapproved]

[Recommend Approval]
[Recommended Disapproval]

PSM

Noted

Comments:

[Approved]
[Disapproved]

[Recommend Approval]
[Recommend Disapproval]

PSM

Noted

Comments:

COORDINATION

APPROVALS

CC	NCC	OFFICE	NAME	PHONE		A	D	INT. Date		A	D	INT. Date
					DASA				ZXA			
					Asst. DASA				DIR			
					DIV				DEP DIR			
					DASA XO				DIR XO			
					Asst. G4				DIV			
					XO, G4				CACO			
					Sec. DASA Format Review				Sec. DIR Format Review			

CC = Concur

NCC = Nonconcurr

A = Approved

D = Disapproved

MS Word SAAL FORM 5

Version Dated 20 March 2002

S A M P L E SAAL FORM 5 FOR AC MEMBERSHIP WAIVERS

DEPARTMENT OF DEFENSE ACQUISITION CORPS - WAIVER REQUEST		REPORT CONTROL SYMBOL DD-P&R(Q&A)1841	
COMPONENT/ORGANIZATION			
1. TO (Director, Acquisition Career Management (DACM)) US Total Army Personnel Command Acquisition Management Branch ATTN: TAPC-OPB-B Room 7S33, 200 Stovall Street Alexandria, VA 2233-0411		2. VIA (Acquisition Career Program Board (ACPB)) Blank	
3. COPY TO (USD(A)/AET&CD) Blank		4. FROM (Organization and Address) Organizational Hiring Authority	
5. NAME (Last, First, Middle Initial)		6. GRADE/RANK	7. SSN
8. ACQUISITION CAREER FIELD	9. OCCUPATIONAL SERIES/SPECIALTY	10. CURRENT JOB TITLE	
11. WAIVER REQUESTED (X as applicable)			
<input type="checkbox"/> a. ABSENCE OF EDUCATION (X one) <input type="checkbox"/> BACCALAUREATE DEGREE (ACPB Certification Required) <input type="checkbox"/> 24 SEMESTER CREDIT HOURS IN SPECIFIED DISCIPLINES <input type="checkbox"/> OR <input type="checkbox"/> 24 SEMESTER CREDIT HOURS IN CAREER FIELD AND 12 SEMESTER CREDIT HOURS IN SPECIFIED DISCIPLINES			
<input type="checkbox"/> b. ABSENCE OF EXPERIENCE (Less than 4 years' experience in acquisition position)			
<input type="checkbox"/> c. ABSENCE OF MINIMUM GRADE			
12. REQUEST BASED ON (X as applicable)			
<input type="checkbox"/> DEMONSTRATED ANALYTICAL AND DECISION-MAKING CAPABILITIES	<input type="checkbox"/> JOB PERFORMANCE	<input type="checkbox"/> QUALIFYING EXPERIENCE	<input type="checkbox"/> ALL OF THE ABOVE
13. DESCRIPTIVE NARRATIVE RATIONALE COMPLETE FORM AS FOLLOWS: If the waiver is for level II certification /training in an acquisition career field, include a statement to this effect on the first line of the narrative, Block 13. Complete Block 1 and 4 through 15. The Descriptive Narrative Rationale (Block 13) MUST include the following (an addendum may be added): - Position title, grade/rank, brief description (1 or 2 lines). - A statement that the position was advertised for a minimum of 14 days with no Acquisition Corps applicants or applicants meeting Acquisition Corps requirements on the referral list. The "unusual circumstances" of non-availability result in the requirement for a waiver. (Individual's name) qualifications for the position obviate the immediate need for meeting the requirement checked in Item 11 or the training requirement, if applicable. (Military waivers must state the reason AC qualified officer is not available.) - If the waiver is for level II training, include a statement that (individual's name) will complete an IDP that documents how he/she will acquire level II training within a period not to exceed 18 months. (Level II is required for AC membership. Level III is required for all CAPs and is a condition of employment. Obtain within 18 months of Level II.) - (Individual's name) will not be accessed into the AC until all membership requirements are met. This is a DACM position waiver that allows the individual to occupy this specific position only.			
14. REQUESTING OFFICIAL			
a. TYPED NAME Requesting Organization Hiring Official	b. GRADE	c. ORGANIZATION	
d. SIGNATURE		e. DATE (YYYYMMDD)	
15. ENDORSING OFFICIAL			
a. TYPED NAME First GOSES in the chain of command	b. GRADE	c. ORGANIZATION	
d. SIGNATURE		e. DATE (YYYYMMDD)	
16. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)			
<input type="checkbox"/> GRANTED	<input type="checkbox"/> DISAPPROVED	a. ACPS NAME DACM	b. DATE (YYYYMMDD)

DD FORM 2588, JUL 1998 (EG)

PREVIOUS EDITION MAY BE USED.

SAMPLE DD FORM 2588 – AC MEMBERSHIP WAIVERS – TAB A

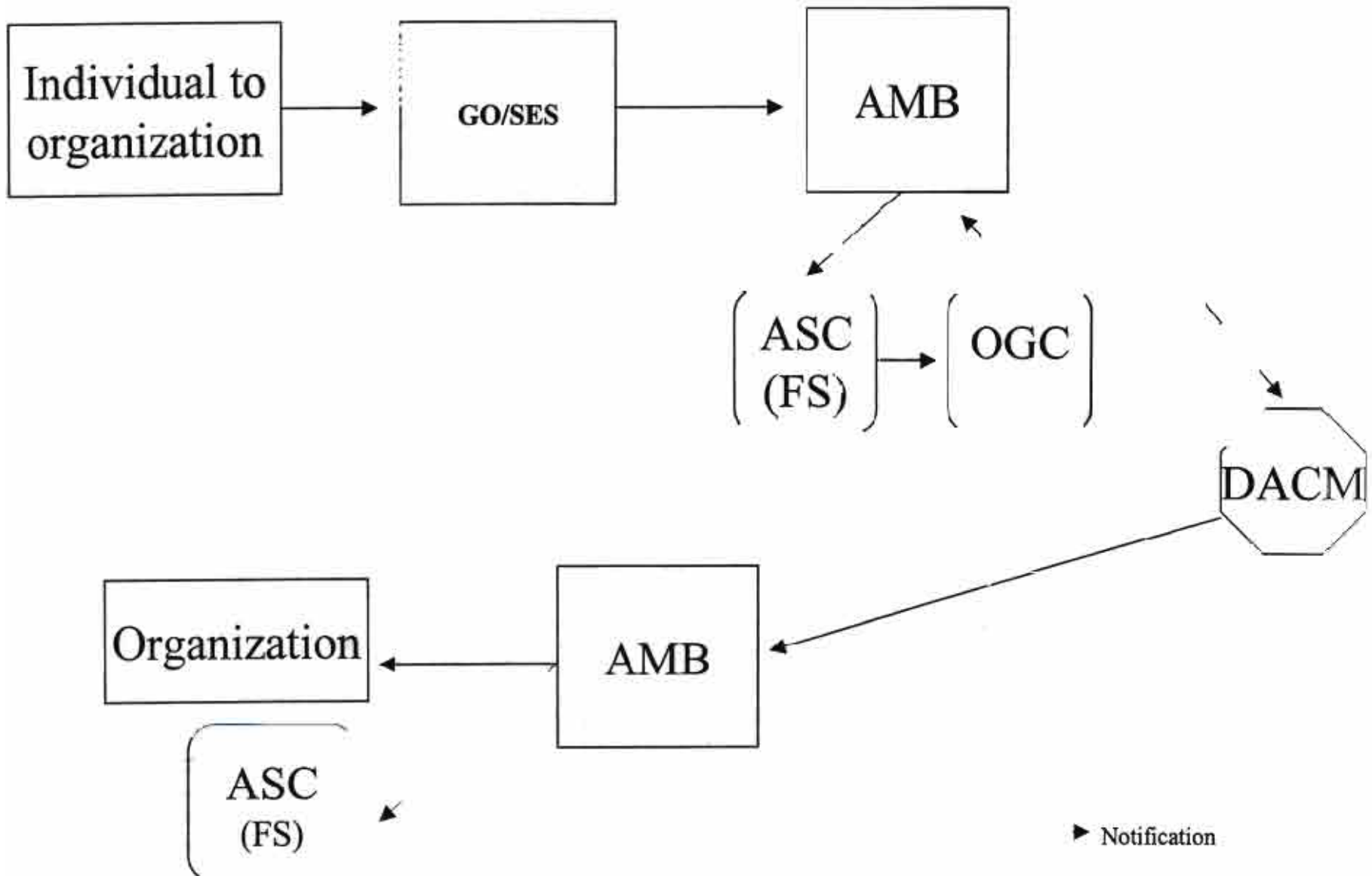
TAB B

ACRB/ORB/RESUME

TAB C

**USE IF ADDITIONAL INFORMATION IS
NEEDED**

Assignment Period (Tenure) Waiver for CAPs



Office, Assistant Secretary of the Army (ALT)
SUMMARY OF ACTION

To: DACM Thru: Chief of Staff	ACTION OFFICER: AMB AO OFFICE SYMBOL: PHONE NO: DATE/TIME:	SUSPENSE DATE
		CONTROL NO.

SUBJECT: Assignment Period (Tenure) Waiver for _____ (individual's name)

RECOMMENDATION: DACM review and approve/disapprove the waiver request, DD Form _____ (appropriate number: DD Form 2592 for CAPs; Form 2593 for Program Manager and Deputy Program Manager) at TAB A. An ACRB/ORB is at TAB B.

<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	INFO	<input type="checkbox"/>	DRIVE LOCATION	<input type="checkbox"/>
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SUMMARY OF ACTION: 1. The circumstances prescribed by DoDI 5000.58 permitting a waiver of the service obligation that are relevant to _____ (individual's name) waiver request are:

Promotion; _____ Reassignment/Relief of; _____ Humanitarian Reassignment/
Duties in DoD's Interest Discharge/Retirement

2. Position title and rank/grade of occupant.

3. Relocation expenses paid _____ not paid _____; training expenses paid _____ not paid _____ since assuming position.

4. (Military only) Backfill for the position has _____ has not _____ been identified; will not be provided

5. Individual will have occupied the position for a total of _____ months out of the required _____ months.

6. The Parent Organization (GO/SES) concurs _____ non-concurs _____ with the request for waiver. (TAB C).
(TAB D may be used if additional information is required.

MILITARY DEPUTY ACTION				G-4 ACTION			
<input type="checkbox"/> [Approved] <input type="checkbox"/> [Disapproved]	<input type="checkbox"/> [Recommend Approval] <input type="checkbox"/> [Recommended Disapproval]	Noted		<input type="checkbox"/> [Approved] <input type="checkbox"/> [Disapproved]	<input type="checkbox"/> [Recommend Approval] <input type="checkbox"/> [Recommend Disapproval]	Noted	
Comments:				Comments:			

COORDINATION					APPROVALS							
CC	NCC	OFFICE	NAME	PHONE		A	D	INT. Date		A	D	INT. Date
					DASA				ZXA			
					Asst. DASA				DIR			
					DIV				DEP DIR			
					DASA XO				DIR XO			
					Asst. G4				DIV			
					XO, G4				CACO			
					Sec. DASA Format Review				Sec. DIR Format Review			

CC = Concur

NCC = Nonconcurr

A = Approved

D = Disapproved

MS Word SAAL FORM 5

Version Dated 20 March 2002

SAMPLE FORM 5 FORM - TENURE WAIVER

DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD IN CRITICAL ACQUISITION POSITIONS				REPORT CONTROL SYMBOL DD-P&R(Q&A)1841	
COMPONENT/ORGANIZATION					
1. TO (Service Acquisition Executive/DACM) US Total Army Personnel Command Acquisition Management Branch ATTN: TAPC-OPB-B Room 7S33, 200 Stovall Street Alexandria, VA 2233-0411			2. VIA (Acquisition Career Program Board (ACPB)) Blank		
3. COPY TO (USD(A)AET&CD) Blank			4. FROM (Organization and Address) Requesting Individual through the Organizational Head		
POSITION DATA					
5. POSITION NUMBER		6. POSITION TITLE		7. ORGANIZATION	
8. UIC	9. GRADE/RANK	10. OCCUPATIONAL SERIES/SPECIALTY		11. ACQUISITION POSITION CATEGORY	
INCUMBENT IDENTIFICATION AND PERSONAL DATA					
12. NAME (Last, First, Middle Initial)			13. GRADE/RANK		14. SSN
15. ACQUISITION CAREER FIELD		16. OCCUPATIONAL SERIES/SPECIALTY		17. DATE ASSIGNED TO POSITION (YYYYMM)	18. PROPOSED REASSIGNMENT DATE (YYYYMM)
19. WAIVER REASON (X one)					
<input type="checkbox"/> PROMOTION		<input type="checkbox"/> REASSIGNMENT IN GOVERNMENT'S INTEREST		<input type="checkbox"/> HUMANITARIAN REASSIGNMENT/DISCHARGE	
20. NARRATIVE					
<p>USE DD FORM 2592 FOR CAP TENURE WAIVERS; USE DD FORM 2593 FOR PROGRAM MANAGER AND DEPUTY PROGRAM TENURE WAIVERS.</p> <p>COMPLETE FORM AS FOLLOWS:</p> <ul style="list-style-type: none"> - Complete Blocks 1 and 4 through 19. <p>Narrative (Block 20) must justify and provide appropriate rationale for the "Waiver Reason" checked in Block 19. Supplemental information may be attached if deemed necessary to provide the DACM adequate information with which to make a decision. Additionally, include:</p> <ul style="list-style-type: none"> - Position title, grade/rank, brief description (1-2 lines) - Information and cost of training since assignment to the position; information on relocation expenses paid, if applicable. - Date the individual entered the position; date service obligation ends. <p>The "Requesting Official" is the organizational head.</p> <p>Endorsement by the first GO/SES in the chain of command must be attached.</p> <p>The DACM is the Approving Official</p>					
21. REQUESTING OFFICIAL					
a. TYPED NAME Organizational Head			b. SERVICE/AGENCY TITLE		
c. SIGNATURE				d. DATE (YYYYMMDD)	
22. SERVICE ACQUISITION EXECUTIVE/DACM ACTION (X one)					
<input type="checkbox"/> GRANTED		<input type="checkbox"/> DISAPPROVED		a. SIGNATURE DACM	
				b. DATE (YYYYMMDD)	

DD FORM 2592, JUL 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Designed using Perform Pro, WBS/DIOR, Jun 98

SAMPLE DD FORM 2592/93 FOR TENURE WAIVER - TAB A

TAB B

ACRB/ORB

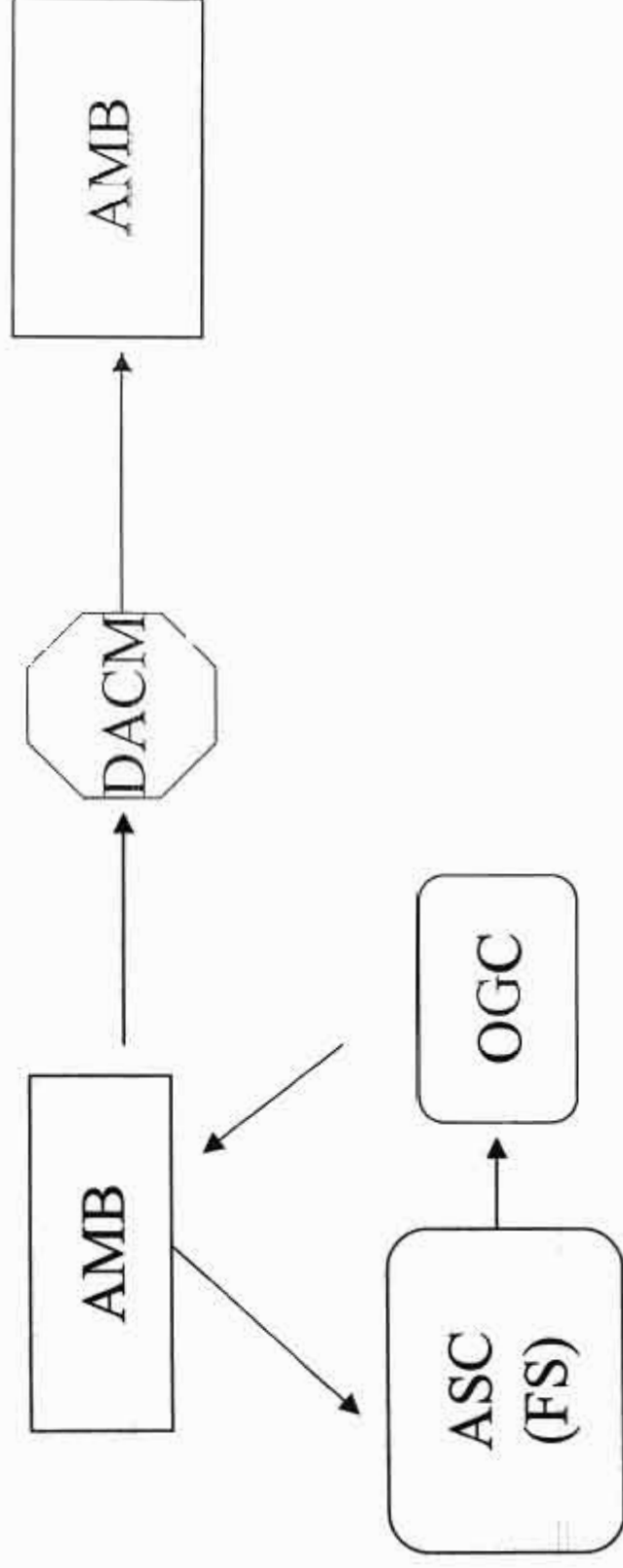
TAB C

GO/SES ENDORSEMENT OR COMMENTS

TAB D

USE IF ADDITIONAL INFORMATION IS NEEDED

Assignment Specific Water Process



**Office, Assistant Secretary of the Army (ALT)
SUMMARY OF ACTION**

To: DACM Thru: Thru: Chief of Staff	ACTION OFFICER: AMB OFFICE SYMBOL: PHONE NO: DATE/TIME:	SUSPENSE DATE
		CONTROL NO.

SUBJECT: Assignment Specific Waiver for _____ (individual's name) for waiver of _____ (indicate requirement not met)

RECOMMENDATION: That the DACM review and approve/disapprove (state which) the waiver, DD Form ____ (DD Form 2595; 2597; 2599; 2601 as appropriate) at TAB A. The ACRB/ORB and resume are at TAB B. Additional information relevant to the waiver is at TAB C. (only if necessary)

X	ACTION	INFO	DRIVE LOCATION
---	--------	------	----------------

SUMMARY OF ACTION:

The following is required on the SAAL Form 5 for Assignment Specific Waivers.

Provide the position title, rank/grade, brief description of position (1-2 lines).

Reason for the waiver (state the reason checked on the waiver form).

- Briefly summarize the individual's qualifications that obviate the need for meeting the requirement(s) checked on the waiver form.

State the reason someone with Acquisition Corps qualifications cannot fill the position.

MILITARY DEPUTY ACTION				G-4 ACTION			
[Approved] [Disapproved]	[Recommend Approval] [Recommended Disapproval]			[Approved] [Disapproved]	[Recommend Approval] [Recommend Disapproval]		
PSM	Noted			PSM	Noted		
Comments:				Comments:			

COORDINATION					APPROVALS							
CC	NCC	OFFICE	NAME	PHONE		A	D	INT. Date		A	D	INT. Date
					DASA				ZXA			
					Asst. DASA				DIR			
					DIV				DEP DIR			
					DASA XO				DIR XO			
					Asst. G4				DIV			
					XO, G4				CACO			
					Sec. DASA Format Review				Sec. DIR Format Review			

CC = Concur

NCC = Nonconcurr

A = Approved

D = Disapproved

MS Word SAAL FORM 5

Version Dated 20 March 2002

SAMPLE FORM 5 FOR ASSIGNMENT SPECIFIC WAIVERS

DEPARTMENT OF DEFENSE PROGRAM MANAGER/ DEPUTY PROGRAM MANAGER - WAIVER REQUEST		REPORT CONTROL SYMBOL DD-P&R(Q&A)1841
COMPONENT/ORGANIZATION		
1. TO (Component Acquisition Executive (CAE)) DACM		2. VIA (Director, Acquisition Career Management (DACM))
3. COPY TO (USD(A)ET&CD)		4. FROM (Organization and Address) Chief Acquisition Management Branch, PERSCOM
IDENTIFICATION AND PERSONAL DATA		
5. NAME (Last, First, Middle Initial)		6. GRADE/RANK
7. SSN		
8. ACQUISITION CAREER FIELD	9. OCCUPATIONAL SERIES/SPECIALTY	10. CURRENT POSITION TITLE
11. POSITION NUMBER	12. ACQUISITION PROGRAM	13. POSITION (X one) MAJOR DEFENSE ACQUISITION PROGRAM (ACAT I) SIGNIFICANT NON-MAJOR DEFENSE ACQUISITION PROGRAM
14. MILESTONE STATUS/DATE (YYYYMM)		15. APPOINTMENT TO (X one) PROGRAM MANAGER DEPUTY PROGRAM MANAGER
WAIVER REQUEST		
16. FOR MAJOR DEFENSE ACQUISITION PROGRAM (ACAT I) (X one or more) <input type="checkbox"/> NON PROGRAM MANAGEMENT COURSE GRADUATE <input type="checkbox"/> ABSENCE OF TWO YEARS' EXPERIENCE IN A SYSTEMS PROGRAM OFFICE OR EQUIVALENT <input type="checkbox"/> ABSENCE OF EIGHT YEARS' ACQUISITION EXPERIENCE		
17. FOR SIGNIFICANT NON-MAJOR DEFENSE ACQUISITION PROGRAM (X one or more) <input type="checkbox"/> NON PROGRAM MANAGEMENT COURSE GRADUATE <input type="checkbox"/> ABSENCE OF SIX YEARS' ACQUISITION EXPERIENCE <input type="checkbox"/> 18. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (X if applicable)		
19. REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBLVATE THE NEED FOR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)		
<p>SAMPLE FOR COMPLETING DD Form 2595, 2597, 2599, and 2601.</p> <p>Complete Blocks 1 and 4 through 18.</p> <p>Provide position title, grade/rank, and brief description (1-2 lines).</p> <p>Provide adequate detail in the narrative, Block 19, to allow the DACM to fully understand how the individual's qualifications obviate the need for meeting the requirement(s) annotated under the "Waiver Request" section of this form.</p> <p>Provide a statement to explain why an AC qualified individual is not available.</p> <p>Chief, AMB, will sign as the Requesting Official</p>		
20. REQUESTING OFFICIAL		
a. TYPED NAME Chief, AMB	b. GRADE	c. ORGANIZATION
d. SIGNATURE	e. DATE (YYYYMMDD)	
21. APPROVING OFFICIAL (Acquisition Executive/DACM)		
a. TYPED NAME DACM	b. SIGNATURE	c. DATE (YYYYMMDD)

DD FORM 2595, JUL 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Designed using Perform Pro. WHS/DIOR, Jun 98

SAMPLE DD FORM 2595, 97, 99 & 2601 FOR ASSIGNMENT SPEC. WAIVERS - TAB A

TAB B

ACRB/ORB/RESUME

TAB C

**USE IF ADDITIONAL INFORMATION IS
NEEDED**