#### U.S. ARMY ACQUISITION SUPPORT CENTER



1.

# **Position Requirement Extension Waivers**

Individuals who have exceeded the allotted 24 months to achieve their position's certification requirement must obtain a Position Requirement Waiver to remain in the designated acquisition position. Waivers for failing to meet position certification requirements will not be processed prior to 90 days of expiration of the allotted 24 month grace period or designated grace period by policy.

- a) DD Form 2905 may be submitted for individuals who have not met the required training, education, and experience for certification on their current position. Forward Position Requirement Waiver requests to the WMD Office via a Help Ticket Request through CAMP (link provided below).
- b) The WMD office will review the package. If package is incomplete, the Reviewing Official will work with the originating POC to complete the package.
- c) A complete Position Extension Waiver package must contain the following documents:
  - 1) DD Form 2905 (prepared by submitting organization). Complete the form with special interest on the following:
    - a. Block 16. Check Position Waiver. Block "16a, fill out "(1) Certification". Block 16b, identify whether Education, Training or Experience is lacking. Provide a target date in field 16c (Not to exceed 24 months).
    - b. Block 18 Describe in detail why the organization is requesting an position requirement extension on the individual. Indicate the number of months requested to meet position requirement. And who will monitor them to ensure standards are met in the requested time frame.
    - c. Block 19 contains signature of most senior leader of the requesting organization
    - d. Block 21 CRAIG A. SPISAK, NH-04, Deputy Director, Acquisition Career Management (DDACM), USAASC, 703.805.1013
  - 2) Position Description
  - 3) DAU Transcripts, ATTRS screenshot indicating preregistered classes , and IDP
  - 4) Individual's Resume
  - 5) Military Orders (Dual Status Civilian Workforce employees) (if applicable)
  - 6) Medical (if applicable)

2. Once approval/disapproval is determined by the DDACM, the ACM will scan the DD Form 2905 and email the originating POC the complete package.

### http://asc.army.mil

Nov 2012

For help click on the "For HELP ASK An ACM" link located in CAMP: https://rda.altess.army.mil/camp/

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## **Sample DD Form 2905**

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- DD Form 2905 (prepared by submitting organization). Complete the form with special interest on the following:
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  - □ B. Identify what is lacking in Education, Training or Experience for certification.
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UNITED STATES ARMY

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