

CAP Waivers (Tentative Select)

1. “Acquisition, Logistics and Technology (AT&L) Workforce Position Requirements or Tenure Waiver” Request (DD Form 2905) is submitted by the Civilian Personnel Office, or organizations when an individual is tentatively selected to occupy a Critical Acquisition Position (CAP) without Army Acquisition Corps (AAC) membership.

Phase One

- a) If the nominee is an acquisition workforce employee they must first apply for Acquisition Corps membership in the CAMP/CAPPMIS. If approved, the employee must send copies of the AAC membership documentation to the servicing CPAC representative or organization POC. If denied membership, they must provide a copy of the denial to their civilian personnel representative or organization POC. If the acquisition workforce employee does not meet one of the criteria to apply for Corps membership through the CAMP/CAPPMIS, refer to paragraph 1b of phase one to submit AAC membership request.
- b) If the tentative selectee is a non-acquisition workforce employee or a contractor, the civilian personnel representative or selecting organization must submit an AAC membership package on a Help Ticket Request through CAMP (link provided below) to the Workforce Support (WS) Office. If approved, the WS Office must send copies of the AAC membership documentation to the servicing CPAC representative or organization POC. If denied membership, a denial letter will be forwarded to the servicing CPAC or the selecting organization. The organization will make the determination whether they want to submit a waiver request. If so, the civilian personnel representative will work with the recruiting organization to complete a CAP Waiver request. Forward CAP Waiver requests via a Help Ticket Request (link provided below) to the WS Office.
- c) The WS Office will review the package. If package is incomplete, the WS Office will work with the originating POC to complete the package.

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Phase Two

1. A complete CAP Waiver package must contain the following documents:
 - a) DD Form 2905 (prepared by CPAC/submitting organization). Complete the form with special interest on the following:
 - 1) Block 16. Check Position Waiver. Block “16a, fill out “(1) Acquisition Corps membership.” Block 16b, identify whether Education, Training or Experience is lacking. Provide a target date in field 16c (Not to exceed 24 months).
 - 2) Block 18 - Describe why the individual selected is crucial for the particular job. Provide the number of Acquisition Corps members that were on the referral list and identify the serious candidates for the position. Describe in detail what the non-selected Acquisition Corps members lacked to be qualified for the position. (See sub para 1.f) Describe how the selected individual will achieve the Acquisition Corps membership requirements within 24 months and who will monitor them to ensure standards are met in the prescribed time frame.
 - 3) Block 19 – contains signature of most senior leader of the requesting organization or their designated representative
 - 4) Block 21 – CRAIG A. SPISAK, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5606
 - b) AAC Denial Letter, Tentative Selection Letter, and Critical Acquisition Position Service Agreement (DD Form 2888)
 - c) Tentative selectee resume
 - d) Position Description, Job Announcement, and Referral list
 - e) Selection matrix (if applicable)
 - f) Resumes and ACRBs of AAC members who were considered as serious candidates for position but were not selected. (ACM will review referral list to identify all AAC members prior to submission of waiver and provide ACRBs)
 - g) Any additional information to support justification, if applicable (i.e. Letter from college, expedited hire criteria)
 - h) Individual Development Plan (IDP)
 - i) Unofficial college or other civilian/military academic transcripts
 - j) Unofficial Defense Acquisition University (DAU) transcript
 - k) DAWIA certifications (if any)
 - l) Acquisition Career Record Brief (ACRB) if available
2. Once approval/disapproval is determined by the DACM, the ACM will scan the DD Form 2905 and email the originating POC the complete package.

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Sample DD Form 2905

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE POSITION REQUIREMENTS OR TENURE WAIVER <i>(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)</i>				
PART I - ROUTING/COORDINATION				
1. a. FROM (Component/Organization/Office Symbol and Address) Requesting Organization		b. COORDINATION/VIA (Name, Title, Organization, Telephone)	c. COORDINATION/VIA (Name, Title, Organization, Telephone)	
2. TO (Waiver Approval Authority) (Organization/Office Symbol and Address) DACM, USAASC, 9900 Belvoir Road, Building 201, Suite 101, Ft. Belvoir, VA 22060				
PART II - POSITION DATA				
3. POSITION NUMBER	4. POSITION TITLE		5. REQUIRED GRADE/RANK	
6. UIC	7. OCC SERIES/SPECIALTY	8. AT&L POSITION CATEGORY		9. REQUIRED CERTIFICATION LEVEL
10. POSITION TYPE Critical Acquisition Position (CAP - Non-KLP)		11. SPECIAL ACQUISITION ASSIGNMENT		12. PROGRAM TYPE
PART III - IDENTIFICATION AND PERSONAL DATA				
13. a. LAST NAME	b. FIRST NAME	c. MI	14. RANK/GRADE	15. SSN
PART IV - WAIVER TYPE/INFORMATION <i>(Complete either Item 16 OR Item 17)</i>				
16. POSITION REQUIREMENTS WAIVER <i>(Enter "X", when applicable, and complete a., b., and c.; explain in Item 18.)</i>				
a. POSITION REQUIREMENT(S) TO BE WAIVED <i>(Select a different requirement in each block and explain in Item 18.)</i>				
(1)	(2)	(3)		
b. DJE TO ABSENCE OF REQUIRED: <i>(Select all applicable and explain in Item 18.)</i>				
(1) EDUCATION		(2) TRAINING		
(3) EXPERIENCE				
c. WAIVER DURATION:	DURATION OF ASSIGNMENT	TARGET DATE FOR MEETING REQUIREMENT(S) <i>(DD-MMM-YYYY)</i>		
17. TENURE WAIVER <i>(Enter "X", when applicable, and specify current and requested release dates; explain in Item 18.)</i>				
a. CURRENT TENURE EXPIRATION DATE <i>(DD-MMM-YYYY)</i>		b. REQUESTED RELEASE DATE FROM TENURE <i>(DD-MMM-YYYY)</i>		
18. REASON/EXPLANATION <i>(Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.)</i>				
Describe why the organization is requesting a position requirement extension for the individual. Indicate the number of months requested to meet position requirement. Clearly explain the circumstances and reason for not meeting the position requirement. Describe a detailed plan of action for meeting position requirement and who will monitor the individual's progress to ensure standards are met within the requested time frame. Continue on next page if necessary.				
19. REQUESTING MANAGEMENT OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER		b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE		
MOST SENIOR LEVEL OF THE ORGANIZATION		c. DATE <i>(DD-MMM-YYYY)</i>		
20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT <i>(Name, title, organization, and telephone number)</i>				
ORGANIZATION POC				
PART V - DISPOSITION				
21. APPROVING OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER				
CRAIG A. SPISAK, NH-04, DACM, USAASC, FT. BELVOIR, VA 22060, 703.664.5606				
b. APPROVED?	c. APPROVING OFFICIAL SIGNATURE		d. DATE <i>(DD-MMM-YYYY)</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO				

- 1) DD Form 2905 (prepared by CPAC/submitting organization). Complete the form with special interest on the following:
 - Block 16. Check Position Waiver.
 - A. Position Requirements to be Waived: "(1) Acquisition Corps membership"
 - B. Identify what is lacking in Education, Training or Experience for Acquisition Corps membership (obtain from denial letter).
 - C. Provide a target date to meet requirement (not to exceed 24 months).
 - Block 18 - Describe why the individual selected is crucial for the particular job. Provide the number of Acquisition Corps members were on the referral list and identify the serious candidates for the position. Describe in detail what the non-selected Acquisition Corps members lacked to be qualified for the position. Describe how the selected individual will achieve the Acquisition Corps membership requirements within 24 months and who will monitor them to ensure standards are met in the prescribed time frame. Continue on next page if necessary.
 - Block 19 – contains signature of most senior leader of the requesting organization
 - Block 21 – CRAIG A. SPISAK, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600