Army Acquisition Corps (AAC) Membership Requirements and Critical Acquisition Position (CAP) Tentative Selectee Waiver Process

U.S. Army Acquisition Support Center (USAASC)
U.S. Army DACM Office
AAC Membership Requirements:

- Civilians: GS-13, or broadband equivalent, and Above
- Military – Officers: Majors and Above
  Noncommissioned Officers: Sergeant First Class and Above
- Level II certified in any Army Acquisition Career field
- 4 years of acquisition experience
- Bachelor Degree
- 24 semester hours across varied business-related subjects or 24 semester hours in technical/scientific career field/12 semester hours across varied business-related subjects
CAP Tentative Selectee Waiver Process, Phases 1 and 2
Phase 1 – CAP Tentative Selectee Waiver Process

1. If the tentative selectee is an acquisition workforce employee (AAW), they must apply for AAC membership in the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel and Position Management Information System (CAPPMIS).
   
a. If approved, the AAW member provides a copy of the AAC membership documents to the servicing Civilian Personnel Advisory Center (CPAC) representative or selecting organization originating POC and no additional action is required.
   
b. If denied membership, the AAW member must provide a copy of the CAPPMIS generated denial email to the CPAC representative or selecting organization originating POC. Organization leadership will determine whether to continue with the Phase 2 CAP waiver process for the tentative selectee or proceed with an alternate course of action.

2. For organizations tentatively selecting individuals (non-acquisition workforce employee or contractor/industry employee) to occupy a CAP and who have not obtained AAC membership, the servicing CPAC representative or the selecting organization originating POC must submit a tentative selectee AAC membership request package via a Help Request through CAMP to the DACM Office.

3. Phase 1 Tentative Selectee AAC Membership Request Package Required Documents:
   
a. Tentative Selection Letter
b. Tentative Selectee Resume
c. All unofficial college/university or other civilian/military academic transcripts
Phase 1 Request Package Required Documents (continued):

d. Unofficial Defense Acquisition University (DAU) transcript, if applicable, or completed training from authorized DAU sources (DoD Schools, Commercial vendors etc.),
e. Defense Acquisition Workforce Improvement Act (DAWIA) certification(s) from DoD agencies,
f. Position Description (PD) and
g. Job Announcement (If no job announcement was published, provide the command directive authority for the action (expedited hiring authority, management-directed reassignment etc.). [DAU business semester hour information]

< Failure to provide all of the documents described above will delay package processing. >

4. The Army DACM office will review the package. If the tentative selectee:

   a. meets the criteria for AAC membership, the DACM Office will provide an email stating the tentative selectee meets the AAC membership requirements to continue with the hiring selection process, ending any further waiver process actions.

   b. does not meet all of the AAC membership criteria, an AAC membership denial memorandum will be generated and forwarded to the servicing CPAC representative or the selecting organization originating POC for management’s option of whether to pursue Phase 2 CAP tentative selectee waiver processing.

5. The tentative selectee must be an AAC member or be granted a waiver by the DACM prior to placement into the CAP.
Phase 2 - CAP Waiver Tentative Selectee – Required Documents

1. Phase 2 CAP Waiver Required Package Documents:
   a. DD Form 2905 (see an example on the next slide)
   b. AAC Denial Letter and Tentative Selection Letter
   c. Tentative Selectee Resume
   d. Position Description, Job Announcement, and Referral List/Certificate of Eligibles
   e. Hiring Selection Matrix and Criteria
   f. Resume and Acquisition Career Record Brief (ACRB) of AAC members who were considered as serious candidates for position but were not selected. The Workforce Development & Engagement (WD&E) Office will review the referral list/certificate of eligibles to identify all AAC members prior to submission of waiver.
   g. Any additional information to support justification, if applicable (i.e. letter from college, expedited hire criteria)
   h. Individual Development Plan (IDP), if applicable
   i. All unofficial college/university or other civilian/military academic transcripts [DAU business semester hour information]
   j. Unofficial Defense Acquisition University (DAU) transcript, if applicable
   k. DAWIA certifications (Dept of Defense), if applicable, and
   l. Acquisition Career Record Brief (ACRB), if applicable

Incomplete documentation supporting a waiver package impedes timely processing. Request all documentation be provided at the time of submission.

2. The WD&E Office will review the package. If incomplete, the WD&E Office will work with the originating POC to complete the package. Once the DACM’s decision is made, the WD&E Office will scan and email the DD Form 2905 to the originating POC.
**Phase 2 - CAP Waiver Tentative Selectee – DD Form 2905 Example**

DD Form 2905 (prepared by CPAC/selecting organization). Complete the form with special attention to the following blocks:

- **Block 16. Check Position Waiver.**
  - a. Position Requirements to be Waived: “(1) Acquisition Corps Membership”
  - b. Identify what is lacking in Education, Training and/or Experience for Acquisition Corps membership (obtain from denial memorandum).
  - 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 the allotted 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. SPIKAS, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600**

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**DD Form 2905, DEC 2005**

<table>
<thead>
<tr>
<th>Acquisition, Technology, and Logistics (AT&amp;L) Workforce Position Requirement or Tenure Waiver (Refer to the DD Form 2858, 2902, 2903, 2904, 2907, 2908 and 2901, which are obsolete)</th>
</tr>
</thead>
</table>

**PART I - ROUTING/COORDINATION**

1. From (Unit/Corporation/Agency/Office/Division/Regiment/Reg.)
2. To (Who/Unit/Corporation/Agency/Office/Division/Regiment/Reg.)
3. Position number: 
4. Position title: 
5. Required GRADE:
6. UIC:
7. OCS SERIES/SPECIALTY:
8. AT&L Position Category:
9. Required Certification Level:
10. Position Type:
11. Special Acquisition Assignment:
12. Program Type:

**PART II - POSITION DATA**

13. Last Name:
14. First Name:
15. M. Rank/Grade:
16. SSN:
17. Leave Blank:

**PART III - IDENTIFICATION AND PERSONAL DATA**

18. Position Requirements Waiver (Enter “Y” when applicable, and complete a, b, and c, explain in Item 18):
19. Due to Absence of Required: (either a, b, or c apply)
20. Experience:

**PART IV - WAIVER TYPE INFORMATION**

21. Tenure Waiver (Enter “Y” when applicable, and specify current and requested tenure dates, explain in Item 18):
22. Tenure Expiration Date:
23. Requested Release Date from Tenure:

**PART V - DISPOSITION**

24. Approving Official:
25. Name: Rank/Grade: Title/Position and Telephone Number:

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**CRAIG A. SPIKAS, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600**

- Approved: 
- Approving Official Signature:
- Date (DD-MM-YYYY):

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*Note: This is an example of a completed DD Form 2905.*