



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



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 – CAP Tentative Selectee Waiver Process (continued)



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



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>				
1. a. FROM (Component/Organization/Office Symbol and Address)		b. COORDINATION/VIA (Name, Title, Organization, Telephone)		c. COORDINATION/VIA (Name, Title, Organization, Telephone)
2. TU (Waiver Approval Authority) (Organization/Office Symbol and Address)				
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	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 Leave Blank
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. DUE TO ABSENCE OF REQUIRED: <i>(Select all applicable and explain in Item 18.)</i>				
(1) EDUCATION	(2) TRAINING			
(3) EXPERIENCE				
c. WAIVER DURATION: <input type="checkbox"/> DURATION OF ASSIGNMENT <input type="checkbox"/> TARGET DATE FOR MEETING REQUIREMENT(S) (DD-MMM-YYYY)				
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 (DD-MMM-YYYY)		b. REQUESTED RELEASE DATE FROM TENURE (DD-MMM-YYYY)		
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>				
19. REQUESTING MANAGEMENT OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER		b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE		
		c. DATE (DD-MMM-YYYY)		
20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT <i>(Name, title, organization, and telephone number)</i>				
PART V - DISPOSITION				
21. APPROVING OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER CRAIG A. SPISAK, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600				
b. APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		c. APPROVING OFFICIAL SIGNATURE		d. DATE (DD-MMM-YYYY)
22. APPROVING OFFICIAL COMMENTS <i>(If required) (Continue on back if necessary.)</i>				

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. SPISAK, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600





UNITED STATES ARMY

DACOM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

