



SECTION 12

Position and CAP/KLP Waivers



Supervisor Waiver Roles



Advising Management



Creating



Monitoring



Processing

Waiver Resources


To understand legal, regulatory and/or policy requirements use:

Applicable DoD, Army, (Army DACM Policies Library) and local command/agency-level resources.

Expertise of supporting OAPs and Human Resources/G1/S1 staff, as available.

Waiver Processes

1. Position Requirements Waiver: AAW Professionals who cannot attain ACF certification within their 24-month grace period, supervisors, not the employee, submit a waiver with supporting documents to request DACM approval.

 **Use: DD Form 2905:** (Acquisition, Logistics and Technology (AL&T) Workforce Position Requirements/Tenure Waiver).

- The Army DACM may grant a waiver for up to 12 months to meet certification requirements.
- This waiver does not relieve an employee from the requirement to achieve certification.
- The grace period does not reset if an AAW professional is reassigned to an acquisition-coded position with the same certification requirements.

2. CAP/KLP Waiver: Required for candidates who have to yet to achieve Army Acquisition Corps membership and are in the process of being hired to fill a CAP/KLP position.

The waiver may be needed for:

- DAU training completion.
- ACF experience.
- ACF education including:
 - 24 business-related semester hours.
 - 24 technical/scientific-related semester hours and 12 business related hours.
- The waiver process guidance is found in the Army DACM Office Policies Library.
- The Army DACM is the approval authority for a CAP waiver.
- The AAE is the approval authority for a KLP waiver.