

## SUMMARY OF CHANGES

### CRITICAL ACQUISITION POSITION AND KEY LEADERSHIP POSITION POLICY

PARA	SIGNIFICANT CHANGES FROM 15 JULY 2022 VERSION
14.d	<b>Tenure Waivers:</b> Modified this sub-paragraph to (a) provide examples of acceptable deviations from the Critical Acquisition Position (CAP) tenure agreement that do not require a waiver and (b) remove Department of Defense Instruction (DoDI) 5000.66 as the definitive authority for guidance on this matter. The sub-paragraph now reads “The following actions are acceptable deviations from the CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.”
PARA	SIGNIFICANT CHANGES FROM 17 JANUARY 2023 VERSION
6.a	<b>KLP Designations:</b> Modified or added three Key Leadership Positions (KLPs) to this list. The three KLPs are Senior Contracting Official (SCO) of any ACAT/BCAT, Direct Report Program Manager (DRPM), and Acquisition Directed Program Manager.
8.a	<b>KLP Qualifications:</b> Modified first sentence to read “In addition to the qualifications discussed in paragraph 7 above, KLPs (except for DRPMs and AAE Directed Program Managers) have additional specific functional training and experience requirements as outlined in Reference 1.b.”
8.a	<b>KLP Qualification:</b> Added two sentences to this sub-paragraph “The selecting organization must have the KLP selectee vetted with the Army DACM Office KLP Manager prior to the KLP selectee being placed in the position to ensure any additional position requirements are met. The KLP Manager will inform the selecting organization POC if the KLP selectee meets those position requirements.”
12	<b>Approving Official for Tenure Agreements:</b> Modified this table to include DRPM and Acquisition Direct Report Program Manager.
15.b	Added new sub-paragraph to address waiver policy and process for CSL Project and Product Managers.



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**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
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SFAE-ASC

13 September 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Critical Acquisition Position and Key Leadership Position Policy

1. References: See Enclosure 1.
2. Purpose. To provide guidance on the designation, qualification, tenure agreements, and waivers for Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs), in compliance with Department of Defense issuances and Department of the Army policies. This policy supersedes Reference 1.g.
3. Applicability. This policy applies to Army Acquisition Workforce (AAW) and non-AAW professionals who are selected to occupy a CAP or KLP.
4. Definitions.
  - a. CAPs are a subset of AAW positions, as designated by the Army Acquisition Executive (AAE), based on the criticality of these positions to the acquisition program, effort or function that they support. CAPs have significant supervisory, managerial or lead acquisition responsibilities.
  - b. KLPs are a subset of CAPs and have more stringent experience requirements upon entry into the position. KLPs include positions that warrant special Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) and AAE attention with regard to qualifications, accountability and tenure. In general, KLP incumbents have direct responsibility for, direct influence on, and are key to the success of an acquisition program.
5. CAP Designations.
  - a. The AAE has designated the following positions as mandatory CAPs:
    - 1) All military acquisition positions at the rank of Lieutenant Colonel and above.
    - 2) All supervisory AAW civilian positions in the grade of GS-14 and above (or broadband equivalents).
    - 3) All KLPs.

4) All Military Occupational Specialty 51C Master Sergeant, Sergeant Major, and Command Sergeant Major positions (including Centralized Selection List (CSL)).

b. Any deviations from the mandatory CAP designations outlined in paragraph 5.a will be by exception to policy and require written AAE or Army Director, Acquisition Career Management (DACM) approval, whichever level of authority is appropriate.

c. In addition to the mandatory positions outlined in paragraph 5.a above, organizations have the latitude to designate additional CAPs, provided they are at least in the grade of GS-14 (or broadband equivalents). References 1.b and 1.d provide guidance on the designation and coding of additional acquisition positions.

d. The Career Acquisition Personnel and Position Management Information System (CAPPMIS), located within the Career Acquisition Management Portal (CAMP) (<https://apps.asc.army.mil/camp/>), is the official repository of CAP incumbent data. The Army DACM Office maintains CAPPMIS for the entire AAW.

## 6. KLP Designations.

a. The AAE has determined that all positions listed below will be designated as mandatory KLPs for active Acquisition Category (ACAT) and Business System Category (BCAT) I and IA programs (see exceptions below) and will be in the functional area associated with that lead function. Active programs are defined in the Defense Acquisition Visibility Environment (DAVE).

1) Program Executive Officer (PEO) / Deputy PEO (Program Management (PM) Functional Area)

2) Senior Contracting Official (SCO), any ACAT/BCAT (Contracting (CON) Functional Area)

3) Direct Reporting Program Manager (DRPM) (PM Functional Area)

4) Acquisition Directed Program Manager (PM Functional Area)

5) Project Manager, ACAT/BCAT I and II (PM Functional Area)

6) Deputy Project Manager (DPM), ACAT/BCAT I and II (PM Functional Area)

7) Chief Engineer / Lead Systems Engineer (Engineering and Technical Management (ETM) Functional Area)

8) Product Support Manager (PSM) or Program Lead Logistician, ACAT/BCAT I and II (Life Cycle Logistics Functional Area)

9) Chief Developmental Tester (Test and Evaluation Functional Area)

10) Program Lead, Business Financial Manager (Business – Financial Management Functional Area)

b. With the exception of the PEO, Deputy PEO, and SCO positions, the above KLPs in paragraph 6.a should be dedicated to a single ACAT/BCAT program.

c. The following lead positions of Major Defense Acquisition Program (MDAP) are necessary when the function is required based on the phase or type of acquisition program. The lead may be associated exclusively with a single program or be shared across multiple programs.

1) Program Lead, Contracting Officer (CON Functional Area)

2) Program Lead, Cost Estimator (Business - Cost Estimating Functional Area)

3) Program Lead, Production, Quality, and Manufacturing (PEOs may determine the appropriate functional area designation for these positions)

4) Program Lead, Information Technology (PEOs may determine the appropriate functional area designation for these positions)

5) Program Lead, Software (PEOs may determine the appropriate functional area designation for these positions)

7. CAP Qualifications. In addition to the Defense Acquisition Workforce Improvement Act (DAWIA) certification standards and continuous learning requirements applicable to all AAW professionals, individuals occupying CAPs and KLPs have further qualifications that must be met before assignment, unless specifically waived by the appropriate Army official (Army DACM for CAPs and AAE for KLPs). Individuals occupying CAPs must meet the following minimum qualifications or have an approved waiver signed by the DACM before the final job offer is made:

a. Have at least four years of acquisition experience.

b. Be DAWIA certified at the highest level for the Functional Area of the position except for Program Management (PM). The minimum CAP certification for the PM Functional Area is Practitioner level.

- c. As a condition of employment, execute a three-year tenure agreement.

#### 8. KLP Qualifications.

a. In addition to the qualifications discussed in paragraph 7 above, KLPs have additional specific functional training and experience requirements as outlined in Reference 1.b. Reference 1.b. is the definitive authority for KLP requirements and takes precedence in the event of conflicting guidance. The selecting organization must have the KLP selectee vetted with the Army DACM Office KLP Manager prior to the KLP selectee being given a tentative job offer to ensure any additional position requirements are met. This includes personnel who will be temporarily assigned to KLPs. The KLP Manager will inform the selecting organization POC if the KLP selectee meets those position requirements. KLP selectees must meet these position requirements before the final job offer is made or must obtain a waiver signed by the AAE before the final job offer is made. This waiver should be requested and granted only in exceptional circumstances.

b. Each PEO is responsible for ensuring all core and matrixed KLP incumbents supporting their organization, except for the SCO and Program Lead Contracting Officer (PLCO), meet the required qualifications.

c. The Deputy Assistant Secretary of the Army for Procurement (DASA(P)) is responsible for approving the appointment of SCOs and ensuring that they meet all KLP requirements as detailed in this policy. SCOs are responsible for identifying PLCOs and ensuring they meet all KLP requirements as detailed in this policy.

d. The Army DACM Office is responsible for tracking the required KLPs and incumbent data and submitting quarterly reports to the USD(A&S) Human Capital Initiatives.

#### 9. CAP Tenure Agreements.

a. AAW professionals occupying CAPs are required to execute a written tenure agreement as a condition of employment. The intent of a tenure agreement is to ensure leadership stability and provide accountability for acquisition programs, efforts, or functions by obligating the employee to remain in the position for a minimum period of time. A tenure agreement is required each time an AAW professional moves to a new CAP.

b. As a condition of employment, CAP (non-KLP) selectees must sign a DD Form 2888 (Critical Acquisition Position Service Agreement) to acknowledge acceptance of their position and agree to serve for a three-year tenure period. A blank copy of this

form can be found on the Army DACM Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

c. Once the DD Form 2888 has been signed by both the CAP selectee and his/her approving official, the organization must ensure the CAP selectee uploads a copy of the completed tenure agreement into CAPPMS. This upload ensures that the Army DACM Office can view the necessary documentation and provide accurate CAP reports to USD(A&S) and other organizations.

d. CAP tenure agreements are required for the initial three-year tenure period. If the incumbent completes this initial three-year tenure period and wants to continue to serve in this same position, he/she is not required to sign another tenure agreement. However, if the incumbent accepts a new CAP or KLP position, a new tenure agreement will be required.

#### 10. KLP Tenure Agreements.

a. See Reference 1.b for more information about KLP tenure periods by position.

b. As a condition of employment, KLP selectees shall sign a DD Form 2889 (Critical Acquisition Position Service Agreement Key Leadership Position) to acknowledge acceptance of their specified KLP tenure period, normally three or four years depending on the position. A blank copy of this form can be found on the Army DACM Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>. Once the DD Form 2889 has been signed by both the KLP selectee and his/her approving official, the organization must ensure the individual uploads a copy of the completed tenure agreement into CAPPMS. This upload ensures that the Army DACM Office can view the necessary documentation and provide accurate KLP reports to USD(A&S) and other organizations.

c. KLP tenure agreements are required for the initial tenure period. If the incumbent completes this initial tenure period and continues to serve in this same position, he/she is not required to sign another tenure agreement. However, if the incumbent accepts a new KLP or CAP position, a new tenure agreement will be required.

d. KLP tenure agreements are required for temporary assignments. If an AAW professional is assigned to serve as a KLP temporarily, a signed tenure agreement will be required for the timeframe that he/she will serve in the position. The organization will fill in the specified tenure period as the temporary time that the AAW professional is expected to occupy the position and ensure the individual uploads a copy of the completed tenure agreement into CAPPMS.

11. Tenure and Program Management Agreements (T&PMA). The AAE directed the merger of tenure agreements and program management agreements for CSL Project/Product Managers and Centralized Selection Board (CSB) Project/Product Directors into a single document, called the T&PMA.

a. The tenure length for CSL Project Managers is four years for ACAT/BCAT I Programs and three years for CSL Product Managers, Project/Product Directors and Project Managers of all other ACAT/BCAT programs.

b. All CSL Project/Product Managers and CSB Project/Product Directors who fall under the AAE's acquisition authority, regardless of ACAT/BCAT level of the program, are required to have a signed T&PMA prior to assuming their position.

1) T&PMAs for CSL Project/Product Managers will be jointly signed by the CSL Project/Product Manager and PEO (or equivalent).

2) T&PMAs for CSB Project/Product Directors will be jointly signed by the Project/Product Director and PEO.

c. Organizations that do not fall under the AAE's acquisition authority (Defense Contract Management Agency, National Reconnaissance Office, Army Test and Evaluation Command, U.S. Army Medical Command, U.S. States Special Operations Command, U.S. Army Special Operations Command, and Missile Defense Agency), will be responsible for managing the T&PMAs for CSL personnel in their organizations.

d. Once the T&PMA is signed, it is the responsibility of the organization to ensure the individual uploads his/her agreement into CAPPMS through the Individual Development Plan (IDP) tab within 90 days after assignment to a CSL position.

12. Tenure Agreements and Approving Officials. The below table summarizes the types of tenure agreement and corresponding approval official, based on the position and its designation as a CAP or KLP.

<b>Tenure Agreements and Approving Officials</b>		
<b>KLP</b>	<b>TENURE AGREEMENT</b>	<b>APPROVING OFFICIAL</b>
PEO	DD Form 2889	AAE
Deputy PEO	DD Form 2889	AAE
DRPM	DD Form 2889	AAE
Acquisition Directed Program Manager	DD Form 2889	AAE
CSL Project Manager, ACAT/BCAT I or II	T&PMA	PEO <sup>1</sup>
Deputy Project Manager, ACAT/BCAT I or II	DD Form 2889	PEO <sup>1</sup>

<b>Tenure Agreements and Approving Officials (Continued)</b>		
<b>KLP</b>	<b>TENURE AGREEMENT</b>	<b>APPROVING OFFICIAL</b>
Chief Engineer / Lead Systems Engineer	DD Form 2889	PEO <sup>1</sup>
Product Support Manager	DD Form 2889	PEO <sup>1</sup>
Chief Developmental Tester	DD Form 2889	PEO <sup>1</sup>
Program Lead, Business Financial Manager	DD Form 2889	PEO <sup>1</sup>
Program Lead, Contracting Officer <sup>2</sup>	DD Form 2889	PEO <sup>1</sup>
Program Lead, Cost Estimator <sup>2</sup>	DD Form 2889	PEO <sup>1</sup>
Program Lead, Information Technology <sup>2</sup>	DD Form 2889	PEO <sup>1</sup>
Program Lead, Production, Quality, and Manufacturing <sup>2</sup>	DD Form 2889	PEO <sup>1</sup>
SCO	DD Form 2889	DASA(P) <sup>1</sup>
PLCO	DD Form 2889	SCO <sup>1</sup>
<b>CAP (NON-KLP)</b>	<b>TENURE AGREEMENT</b>	<b>APPROVING OFFICIAL</b>
CSL Project Manager (ACAT/BCAT III and below)	T&PMA	PEO
CSL Product Manager	T&PMA	PEO
CSB Project/Product Director	T&PMA	PEO
All other CAPs	DD Form 2888	Selection Authority or Supervisor

## Footnotes:

<sup>1</sup> The AAE delegated approving official authority to sign tenure agreements for these KLPs, per Reference 1.h.

<sup>2</sup> The lead positions of MDAP programs can be categorized as KLPs when the function is required based on the phase or type of acquisition program.

13. Delinquent Tenure Agreements. Individuals occupying CAPs and their supervisors will receive an automated CAPPMS email notification every 30 days that a tenure agreement is delinquent. Failure to execute a tenure agreement after encumbering a CAP or KLP is a violation of statute, which could result in disciplinary actions and/or removal from the position, as deemed appropriate by approving official.

14. Tenure Waivers. This waiver permits a CAP or KLP incumbent to be reassigned or released from the position before completing the tenure obligation.

a. Organizations are responsible for initiating tenure waivers. The organization must complete Blocks 1 through 21a on the DD Form 2905 (Acquisition, Technology, and Logistics (AT&L) Workforce Positions Requirements or Tenure Waiver) on behalf of the AAW professional occupying the CAP or KLP. A blank copy of this form can be



found on the Army DACM Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

b. The organization should send the DD Form 2905 via a CAPPMS Help Desk ticket (<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>) to the Army DACM Office, so the document can be staffed to the appropriate approving official for signature.

c. The AAE is the approving official for all KLP and CSL Project/Product Manager tenure waivers. KLP and CSL position tenure waivers should only be submitted in exceptional circumstances.

d. The Army DACM is the approving official for tenure waivers for all other CAPs who do not meet the acceptable deviations. The following actions are acceptable deviations from the CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.

#### 15. Position Requirements Waivers.

##### a. CAP (non-KLPs and non-CSL Project/Product Managers).

1) If it is not feasible for the CAP (non-KLP) selectee to meet the required qualifications within the prescribed grace period of occupying the position, organizations are responsible for initiating a position requirements waiver. This position requirements waiver permits the CAP incumbent to remain in the position and grants them additional time to meet the required qualifications. The Army DACM may grant a waiver for up to 12 months (in rare instances up to 24 months) to allow the AAW professional to stay in the CAP and provide additional time to meet position requirements.

2) Organizations are responsible for initiating position requirements waivers. The organization must complete Blocks 1 through 21a on the DD Form 2905 on behalf of the AAW professional occupying the CAP through the CAPPMS Help Desk. The Army DACM is the approval official for CAP position requirements waivers. A blank DD Form 2905 can be found on the Army DACM Policy Library. Enclosure 3 of this policy outlines the DACM Office's CAP waiver process in more detail. This CAP waiver process information can also be found on the Army DACM Office Policy Library website at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

3) The waiver is position-specific and does not carry over to AAW professional's subsequent assignments or future incumbents of the position.

4) CAPPMS will send automatic email reminders at certain intervals to AAW professionals who are occupying CAPs but have not yet met their position requirements, letting them know that their waiver will soon expire. If the waiver expires without the AAW professional meeting their CAP requirements, the Army DACM Office will notify the responsible approving authority for that position. The approving authority can either request an extension for the position requirements waiver or direct the incumbent to vacate the position.

5) If the waiver is not granted, the Army DACM Office will notify the responsible approving authority for the position (such as the PEO or DASA).

6) If an individual is selected to temporarily occupy a CAP (for example, through a temporary promotion), regardless of the duration, he/she must meet the required qualifications or the organization must submit a CAP position requirements waiver. This position requirements waiver permits the CAP incumbent to remain in the position and grants them additional time to meet the required qualifications.

b. CSL Project/Product Managers. The policy and process for these waivers are documented in Reference 1.f.

c. KLPs. These waivers follow the same policy and process as described in paragraph 15.a for CAPs, with four notable exceptions:

1) The AAE is the approval official for KLP position requirements waivers.

2) Waivers should only be submitted in exceptional circumstances.

3) The grace period to achieve certification does not apply to KLPs.

4) If an AAW professional is selected to temporarily occupy a KLP (for example, through a temporary promotion), regardless of the duration, he/she must meet the required qualifications before encumbering the position. Otherwise, the organization must submit a KLP position requirements waiver before the individual encumbers the position. This position requirements waiver permits the KLP incumbent to remain in the position until the position is permanently filled.

16. Commands/organizations will:

a. Ensure the Defense Civilian Personnel Data System reflects the proper coding for civilians occupying CAPs: Acquisition Position Category, Acquisition Position Type Code (see Enclosure 2), and Acquisition Position Level.

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SUBJECT: Critical Acquisition Position and Key Leadership Position Policy

b. Identify all CAPs and KLPs on the organization's Table of Distribution and Allowances using the personnel remarks code field. Use "DC" for CAPs (civilians) and use "DL" for KLPs (see Paragraph 6 for KLP designations).

c. Ensure all CAP or KLP requirements are met, unless specifically waived by the appropriate Army official (that is, the DACM for CAPs (non-CSL) and the AAE for CSL Project/Product Managers and KLPs).

17. Effective Date and Implementation. This document is effective immediately and remains in effect until rescinded.

18. For questions about this policy, please contact the Army DACM Office at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).



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Director,  
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SUBJECT: Critical Acquisition Position and Key Leadership Position Policy

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## ENCLOSURE 1

### REFERENCES

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1733, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- b. Department of Defense Instruction (DoDI) 5000.66, Change 3, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program, 25 March 2022.
- c. Department of Defense Instruction (DoDI) 5000.75, Business Systems Requirements and Acquisition.
- d. Department of Defense (DoD) Acquisition Workforce Program Desk Guide, 30 August 2022.
- e. Under Secretary of Defense memorandum (Key Leadership Positions and Qualification Criteria), 08 November 2013.
- f. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-ASC memorandum (Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant Major Positions), 29 March 2023.
- g. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-ASC memorandum (Critical Acquisition Position and Key Leadership Position Policy), 17 January 2023 - hereby superseded.
- h. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE memorandum (Delegation of Authority to Sign Key Leadership Position Tenure Agreements), 04 October 2018.
- i. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-CDD memorandum (Army Key Leadership Positions (KLPs) and Qualification Criteria Policy), 21 March 2014.

## ENCLOSURE 2

### ACQUISITION CODES

#### ACQUISITION POSITION TYPE (APT) CODES

1. CAP, Not a Division Head, Non-Developmental
2. CAP, Division Head
5. CAP, Developmental
6. CAP, KLP

#### ACQUISITION POSITION CATEGORY (APC) CODES

Business – Financial Management	K
Business – Cost Estimating	P
Contracting	C
Engineering and Technical Management (ETM)	N
Life Cycle Logistics	L
Program Management	A
Test and Evaluation	T

#### ACQUISITION CAREER LEVEL (ACL) CODES

Foundational/Professional  
Practitioner  
Advanced

## ENCLOSURE 3

### CIVILIAN CRITICAL ACQUISITION POSITION TENTATIVE SELECTEE WAIVER PROCESS

#### 1. CAP Requirements:

- Civilians: GS-14 (or broadband equivalent) and above.
- Four years of acquisition experience
- Highest level of Defense Acquisition Workforce Improvement Act (DAWIA) certification in the applicable Functional Area, except for Program Management, which requires Practitioner or higher-level certification.
- Incumbent must execute three-year tenure agreement, except as tailored by the Army Acquisition Executive.

#### 2. CAP Tentative Waiver Process – Phase 1

a. Organizations tentatively selecting individuals to occupy a CAP must evaluate the tentative selectee's amount of work experience against the required four years of acquisition affiliated work experience.

b. If the individual does not meet the required amount of experience, the Civilian Personnel Advisory Center (CPAC) or Selecting Organization's originating Point of Contact (POC) must submit a Tentative Selectee CAP Waiver Request Package by completing a CAPPMIS Help Request ticket to the DACM Office. The web address for the CAPPMIS Help Request Desk is <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

c. Required documents for a Tentative Selectee CAP Waiver Request Package:

- 1) Tentative Selection Letter
- 2) Tentative Selectee Resume
- 3) Copy of the Position Description (PD) or Position Requirements Description (PRD)
- 4) USAJOBS Announcement (Note: If a job announcement was not published, then the CPAC or originating POC must provide the command directive authority for the action (e.g. expedited hiring authority, management-directed reassignment, etc.)).

d. The Army DACM Office will review the package. If the tentative selectee:

1) Meets the experience criteria for the CAP position, the DACM Office will provide an email message, stating the tentative selectee meets the CAP requirements and the CPAC or originating POC may proceed with the hiring selection process. This determination from the DACM Office ends the need for any further waiver process actions.

## ENCLOSURE 3

### CIVILIAN CRITICAL ACQUISITION POSITION TENTATIVE SELECTEE WAIVER PROCESS

2) Does not meet the experience criteria, the DACM Office will generate a denial memorandum and forward it to the CPAC or Originating POC for management's option of pursuing Phase 2 of the CAP tentative selectee waiver process.

e. The tentative selectee must meet the CAP requirements or be granted a waiver by the DACM prior to placement into the CAP.

#### 3. CAP Tentative Waiver Process – Phase 2.

##### a. Required documents for a CAP Waiver:

1) DD Form 2905 (Acquisition, Logistics, and Technology Workforce Position Requirements or Tenure Waiver). See the Army DACM Office's Policy Library (<https://asc.army.mil/web/dd2905/>) for a blank copy of this form. The next two pages of this enclosure provide a sample of this form and instructions on how to complete it)

2) CAP Denial Letter from the DACM Office

3) Tentative Selection Letter

4) Tentative Selectee Resume

5) Position Description

6) USAJOBS Announcement

5) Acquisition Career Record Brief (ACRB), if applicable

b. The DACM Office will review the package. If incomplete, the DACM Office will work with the originating POC to complete the package. Once the DACM's decision is made, the responsible DACM Division will scan and email the DD Form 2905 to the originating POC.

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



## ENCLOSURE 3

### CIVILIAN CRITICAL ACQUISITION POSITION TENTATIVE SELECTEE WAIVER PROCESS

Sample copy of a DD Form 2905

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE POSITION REQUIREMENTS OR TENURE WAIVER <small>(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)</small>				
PART I - ROUTING/COORDINATION				
1. a. FROM (Component/Organization/Office Symbol and Address)	b. COORDINATION/VIA (Name, Title, Organization, Telephone)	c. COORDINATION/VIA (Name, Title, Organization, Telephone)		
2. TO (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 000-00-0000
PART IV - WAIVER TYPE/INFORMATION <small>(Complete either item 16 OR item 17)</small>				
16. POSITION REQUIREMENTS WAIVER <small>(Enter "X", when applicable, and complete a., b., and c.; explain in item 18.)</small>				
a. POSITION REQUIREMENT(S) TO BE WAIVED <small>(Select a different requirement in each block and explain in item 18.)</small>				
(1) N/A	(2) N/A	(3) N/A		
b. DUE TO ABSENCE OF REQUIRED: <small>(Select all applicable and explain in item 18.)</small>				
(1) EDUCATION		(2) TRAINING		
(3) EXPERIENCE		4 years acquisition experience (CAPs)		
c. WAIVER DURATION:		<input type="checkbox"/> DURATION OF ASSIGNMENT	<input checked="" type="checkbox"/> TARGET DATE FOR MEETING REQUIREMENT(S) (DD-MMM-YYYY):	
17. TENURE WAIVER <small>(Enter "X", when applicable, and specify current and requested release dates; explain in item 18.)</small>				
a. CURRENT TENURE EXPIRATION DATE (DD-MMM-YYYY):		b. REQUESTED RELEASE DATE FROM TENURE (DD-MMM-YYYY):		
18. REASON/EXPLANATION <small>(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.)</small>				
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 <small>(Name, title, organization, and telephone number)</small>				
PART V - DISPOSITION				
21. APPROVING OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER				
Ronald R. Richardson Jr-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 <small>(If required) (Continue on back if necessary.)</small>				

## ENCLOSURE 3

### CIVILIAN CRITICAL ACQUISITION POSITION TENTATIVE SELECTEE WAIVER PROCESS

Instructions for the selecting organization to complete the DD Form 2905

Complete the form with special attention to the following blocks:

- Block 16. Check Position Waiver.
  - a. Select "N/A" for blocks 1 thru 3
  - b. Select "Experience" for CAP Waiver (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.
  
- Block 19 – Signed by the most senior leader of the requesting organization
  
- Block 21 – RONALD RICHARDSON JR, NH-04, Director, Acquisition Career Management (DACM), USAASC, 703.664.5600