



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



2 NOV 1993

OFFICE OF THE ASSISTANT SECRETARY

FROM: SAF/AQ
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJ: Policy and Procedures to Waive Acquisition Professional Development Program Requirements

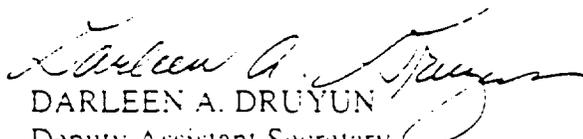
TO: SEE DISTRIBUTION

1. Effective 1 October 1993, critical acquisition positions must be filled by members of the Acquisition Corps. Additionally, acquisition workforce personnel, both military and civilian, are required to meet specific education, training and experience standards identified for the particular position they are selected to fill. They may also be required to meet additional standards to occupy certain senior level positions or to stay in a position for a required tenure. Individuals who do not meet requirements or do not complete tenure will require a waiver to be assigned or leave such a position. The Defense Acquisition Workforce Improvement Act (DAWIA) and DoD 5000.52M, Career Development Program for Acquisition Personnel, establish DoD waiver policy. The attached guidelines provide our implementing policy and procedures.

2. After 1 October 1993, requests for waivers will be considered on a case-by-case basis and must contain sufficient justification that the waiver is in the best interest of the Air Force. We will not normally grant waivers that would obviate the need for an individual to get the education, training and experience required to progress to more responsible and demanding positions.

3. These policies and procedures were approved by AF/DP. Local Civilian Personnel Flights are reminded to complete any bargaining obligations prior to implementation of these procedures.

4. In implementing these procedures, I solicit your prudence in requesting and exercising waiver options. We must make every effort to balance the interests of individuals and the Air Force with the provisions of the law and DoD guidance. Questions may be directed to Ms Sara Bonilla or Captain Colleen Steel. AFPEO/CM. DSN: 224-9446.


DARLEEN A. DRUYUN
Deputy Assistant Secretary
(Acquisition)

2 Atchs

1. Distribution List
2. Waiver Guidelines w/atch

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*INDEX TO IMPLEMENTATION GUIDELINES
WAIVERS TO SUPPORT DA WIA*

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AIR FORCE POLICIES AND PROCEDURES TO WAIVE ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM REQUIREMENTS

1. PURPOSE:

a. This policy is effective 1 Oct 93. It establishes waiver policy and procedures for Air Force military and civilian personnel regarding:

(1) Placement of individuals in Critical Acquisition Positions (CAPs) when the person does not meet statutory or departmental requirements;

(2) Placement of individuals in positions with position-specific statutory or departmental requirements;

(3) Placement of individuals who are not certified at the level required by the position;

(4) Reassignment or release of individuals from positions with tenure requirements attached to their positions before completing the specified tenure period.

2. INTRODUCTION:

a. An objective of the 1990 Defense Acquisition Workforce Improvement Act (DAWIA) is to improve the effectiveness of the acquisition workforce and thereby improve the acquisition process. The legislation provides a framework of minimum qualification standards to ensure those performing functions integral to the acquisition process are appropriately educated, trained, and experienced in acquisition matters. DoD added rigor to DAWIA's objective through the establishment of a Career Development Program for Acquisition Personnel that specified career paths permitting advancement to the most senior levels of the defense acquisition system.

b. The law requires Critical Acquisition Positions be filled by members of the Acquisition Corps. Additionally, departmental regulations stipulate that acquisition workforce personnel, both civilian and military, are required to meet specific certification standards applied to each acquisition position. Unique education, training, and experience, and length of assignment requirements must be met to qualify for Corps membership and to meet certification level standards. These requirements must be factored into an individual's placement in an acquisition position. Failure to meet the requirements would necessitate a waiver before an individual can occupy an acquisition position.

c. Waivers are generally initiated during an assignment action or position change and are permissible provided they are consistent with the Congressional intent of DAWIA. Waiver requests will be considered on a case-by-case basis. Only cases presenting compelling justification will be considered. Waivers will not obviate the need for the

acquisition workforce to get the level of education, training, and experience required to effectively progress to more responsible and demanding positions.

3. WAIVER CONDITIONS AND DEFINITIONS:

a. Waivers are initiated when an individual does not meet the requirements for an acquisition position, either because he or she does not meet Corps membership standards for a CAP or have the appropriate certification level for any acquisition position. The table below summarizes the various waiver types. A discussion follows that fully explains the definitions and conditions of each waiver type.

<u>Waiver Category</u>	<u>Waiver Type</u>	<u>Prescribed Form</u>	<u>Purpose</u>	<u>Waiver Authority</u>
Statutory	CAP Waiver	AF Fm XXX	To place a non-Corps eligible on CAP	DACM
	Acquisition Waiver	Corps DD Fm 2588	Rare; to place a non-Corps eligible indiv in Corps	APDC
	Tenure Waiver	DD Fm 2592; DD Fm 2593	If a tenure agreement is not signed or when early removal from the position is required	DACM
	Other Waivers	See *	If Corps members do not meet the additional requisite education, training and experience requirements	SAE
Agency	Position Certification Waiver	AF Fm XXX	To exempt an indiv from meeting certification level requirement when the individual cannot meet mandatory standards within 18 months	DACM**

TABLE 1: WAIVER DEFINITIONS AND CONDITIONS

* DD Fm 2591, Contracting Officer and GS-1102; DD Fm 2595, Program/Deputy Program Manager; DD Fm 2597, Program Executive Officer; DD Fm 2601, Senior Contracting Official; DD Fm 2599, General Officer/SES

** Waiver approval authority may be delegated per para 3c (3) of this document.

b. The following waivers are statutory and require approval by the Air Force Director of Acquisition Career Management (DACM), the Service Acquisition Executive (SAE), or the Service Secretary. The DACM will forward waiver requests to the appropriate final approval authority. The DACM is responsible for reporting all statutory waivers to Congress through OSD.

(1) Critical Acquisition Position (CAP) Waiver: All CAPs shall be filled by members of the Acquisition Corps. Positions designated as CAPs include GS/M-14 or above, lieutenant colonel or higher, Program Executive Officers (PEOs), Program Managers (PMs) of a major defense acquisition program or a significant non-major defense acquisition program, deputy program manager (DPM) of a major defense acquisition program, and any other acquisition position of significant responsibilities in which the primary duties are supervisory or management. When both the MAJCOM and the Air Force assignment/selection authority determine that it is beneficial to allow a non-Corps eligible individual to occupy a CAP, a CAP waiver is required. An AF Form is under development for requesting this waiver. The proposed waiver form may be used in the interim (Atch 2). This waiver allows the non-Corps eligible individual to occupy a CAP, but does not grant membership into the Acquisition Corps. The waiver applies only to the particular position/assignment for which the waiver is granted. While occupying this position, the incumbent is expected to work toward obtaining the requisite acquisition

expertise to qualify for membership in the Acquisition Corps. To keep management focused on this expectation, the approval authority will determine the waiver expiration date on a case-by-case basis.

(2) Acquisition Corps Waiver: In rare instances, an individual may be waived into the Acquisition Corps without meeting statutory and/or regulatory requirements. The DD Form 2588 (Atch 3) will be used to waive one or more of the following standards:

(a) Baccalaureate degree: To waive this standard the Acquisition Professional Development Council (APDC) must certify that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. The DACM will insure that once the waiver is approved, the APDC certification will be documented on the DD Form 2587.

(b) Business-related education: Either 24 semester credit hours in specified business-related disciplines (accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management) or 12 semester credit hours (or the equivalent) in these disciplines along with 24 semester credit hours in the individual's career field. (NOTE: If an accredited institution has granted academic credit for a non-credit course based on an American Council on Education (ACE) recommendation and reflected that credit on an official transcript, then the credit may be used to meet the 24 or 12 semester hour requirement. Since ACE does not grant academic credit, ACE recommendations may not be used to fulfill the 24 semester hour requirement.)

(c) Experience: Four years in acquisition positions.

(d) Minimum grade: GS/M-13 or 0-4 selected for or encumbering a critical acquisition position (CAP), and all GS/M-14 and 0-5 and above.

(e) Level II certification.

(f) "Fully satisfactory" job performance (civilians) and "meets standards" performance rating (military).

(3) Tenure Waiver:

(a) DAWLA intends that tenure will provide program stability while enhancing career development. A person newly assigned to a CAP on or after 1 Oct 93 may not be reassigned before having served in that position for three years. PM/DPMs of major defense acquisition programs (ACAT I) who are assigned on or after 1 Oct 91 may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served in that position for four years. For the Deputy Program Manager only, the assignment period is statutorily waived when the individual is assigned

to another CAP upon completion of the individual's assignment as a DPM. Military personnel will complete an Active Duty Service Commitment (ADSC) and civilians will complete a Tenure Agreement prior to an assignment to a CAP. Movement from one CAP to another will initiate a new three-year tenure period. Tenure restrictions apply to overseas assignments during the normal length of the tour. The Tenure Agreement does not preclude an individual from being affected by involuntary separation or Reduction in Force (RIF) or from qualifying for retirement or special incentive programs.

(b) A Tenure Waiver would apply if an ADSC/Tenure Agreement is not signed prior to assignment or if an individual is removed from a CAP before completing tenure. This includes instances when manpower position changes are made. Waiver requests will be considered on a case-by-case basis. The DD Form 2592 (Atch 4) will be used for waivers to the three year tenure requirement and for PM/DPMs, the DD Form 2593 (Atch 5) will be used for waivers to the milestone restriction. DAWIA authorizes waivers for separation and retirement, relief from duties and reassignment in DoD's best interests, promotion, where promotion in place is not allowable, and humanitarian reassignment.

(4) Other Waivers: In addition to Corps membership, the law prescribes additional education, training, and experience requirements for PMs, DPMs, PEOs, General Officers and Civilians in equivalent positions, Senior Contracting Officials, GS-1102 and comparable military, and Warranted Contracting Officials. The table below summarizes the additional standards that apply to these positions.

<u>Position</u>	<u>Standards</u>	<u>Waiver Form</u>
PMs (ACAT I)*	Program Management Course 8 yrs acq exp. 2 of which in SPO Tenure Agreement**	DD Form 2595
Deputy PMs (ACAT I)*	Program Management Course 6 yrs acq exp. 2 of which in SPO Tenure Agreement**	DD Form 2595
PMs (ACAT II)*	Program Management Course 6 yrs acquisition experience	DD Form 2595
Deputy PMs (ACAT II)*	Program Management Course 4 yrs acquisition experience	DD Form 2595
General Officers and SESs*	10 yrs acq exp. 4 of which in CAP	DD Form 2599
Senior Contracting Officials*	4 yrs contracting experience	DD Form 2591
Warranted Contracting Officials	Meet standards for granting a warrant above small purchase threshold	DD Form 2591
Contracting Occupation (GS-1102 and comparable military)	If CAP, Corps membership requirements. If not CAP, bachelor's degree or 34 semester hrs in certain business/management disciplines	DD Form 2591
Program Executive Officers (PEO)*	Program Management Course 10 yrs acq exp. 4 of which in CAP Held position as PM/DPM	DD Form 2597

TABLE 2: SUMMARY OF "OTHER WAIVERS"

* Acquisition Corps members who do not meet standards may be assigned up to six months without a waiver.

** If assigned on or after 1 Oct 91, may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served four years.

When indicated by an asterisk, Acquisition Corps members who do not meet these standards may be assigned up to six months without a waiver. Waivers for these requirements will be granted only if unusual circumstances justify the waiver or if the waiver approval authority determines that the individual's qualifications preclude the need for meeting the requirements established by law. (Copies of waiver forms are found at Attachments 6 through 10.)

c. The following waiver supports the objectives of DoD's Career Development Program for Acquisition Personnel and concerns the parameters of waiving certification. An individual cannot have certification waived, i.e., an individual cannot be certified via a waiver. However, the requirement that an individual be certified to hold a particular acquisition position may be waived by the appropriate authority.

(1) Position Certification Waiver: This waiver is applicable if an individual does not meet the certification requirements of the position the individual is occupying or is to be assigned. This includes cases where an individual is certified in another functional area, but does not meet the certification requirements for a pending assignment or if the functional certification changes with a position change. Approval of this waiver only allows individuals to occupy this particular position without the required certification. The individual is not awarded a certification level in any functional area. The individual is expected to fulfill the certification requirements and apply for the appropriate certification level as quickly as possible. An AF Form is under development for the purpose of requesting Position Certification Waivers. The proposed waiver form may be used in the interim (Atch 11).

(2) Mandatory standards for Level II and Level III should be met before assignment to a position at that level. In cases where standards cannot be met in advance, they must be met within 18 months or a Position Certification Waiver must be obtained.

(3) The DACM has the overall responsibility for position certification level waiver oversight and accordingly will be the waiver approval authority unless otherwise delegated as authorized below. Those requesting waiver approval authority should write AFPEO/CM, 1060 Air Force Pentagon, Washington DC 20330-1060. The DACM must approve the internal waiver processing procedures used by those with waiver approval authority. As a minimum, copies of all approved waivers with rationale will be submitted to the DACM.

(a) For Levels I and II, waiver approval authority shall be at least two tiers above the individual's supervisor or at the SES or general officer level, whichever is lower.

(b) For Level III, waiver approval authority shall be no lower than the commander of an acquisition command, the commander of a major field installation under a Defense agency, a general officer/SES in the same functional career field, or the DACM.

4. WAIVER EXCEPTIONS:

a. An individual, including Deputy PM, PEO and Senior Contracting Official positions serving in a CAP on 1 Oct 92, may continue to serve in that position without being a Corps member. For PM positions only, the incumbency date is 1 Oct 91. For all subsequent assignments for these individuals, Corps membership will be a prerequisite for placement in a CAP.

b. Any individual, except Program Managers, assigned to an acquisition position prior to 1 Oct 92 who does not meet the designated certification level standards may continue to serve in that position without a Position Certification waiver. For Program Manager positions only, the incumbency date is 1 Oct 91. However, an individual must meet the position-specific certification level on subsequent assignments.

c. The baccalaureate degree and the 24/12 semester hours do not apply to individuals who, as of 1 Oct 91, have at least 10 years experience in acquisition positions or in comparable positions in other government agencies or the private sector. Such individuals may enter the Corps without the education standards being waived.

d. The education standard for Warranted Contracting Officers and the Contracting Occupation (GS-1102 and comparable military) does not apply to individuals who on 1 Oct 91 had 10 years acquisition experience. Also, for individuals in the Contracting Occupation, the standards do not apply for the purpose of continuing to serve in the position in which the individual was serving on 1 Oct 93 or any other position in the same or lower grade and involving the same or lower level of responsibilities as the position in which the employee is serving on such a date. Individuals must meet the standards to advance into a higher-graded and warrant level position.

e. For a Deputy Program Manager only, the assignment period requirement is statutorily waived when the individual is reassigned to another CAP position from the position of Deputy Program Manager. In such cases, a waiver need not be submitted.

5. WAIVER PROCEDURES: (Applies to Department of the Air Force military and civilian personnel, unless otherwise stated)

a. Procedures for processing waivers have been developed in light of the above conditions and definitions. All waivers are processed when considered in the best interest of the Air Force. Critical Acquisition Position (CAP) Waivers, Tenure Waivers, and Position Certification Waivers are normally initiated as a result of either an assignment action or position change. The general procedures are discussed below and provide latitude for MAJCOMs, functional managers, and assignment/selection authorities to develop supplemental policies and procedures.

b. *Waivers resulting from assignment actions*: The objective is to institutionalize the waiver process into the existing assignment process (which includes all competitive and non-competitive actions for civilians). During the assignment process, the acquisition qualifications of the individual and the position requirements will be systematically compared. When the candidate meets or exceeds position requirements, normal assignment action will be effected. However, when an individual is tentatively selected for a position for which he or she does not meet acquisition requirements, a waiver must be considered/initiated. The Waiver Determination Flow Chart at Attachment I traces the decision making process that the MAJCOM and assignment/selection authorities should follow when deciding if and what type of waiver is required.

(1) *Waivers of CAP requirement for Corps membership*: Assignments to a CAP require that the individual be a Corps member. If the individual is not a member of the Corps, a CAP waiver should be initiated and approved prior to consummation of the assignment action.

(a) For military personnel: During the assignment process, the MAJCOM and the assignment authority will review the position requirements and ensure any officer placed on a CAP meets DAWIA requirements. When an officer (except General officers) does not meet requirements, the MAJCOM will prepare the waiver request. For assignment actions for Lt Cols and below, the MAJCOM will submit their waiver justification to the assignment authority who will appropriately process the waiver request along with the assignment package. For Colonel officer assignments, the MAJCOM will submit their request to AF/DPO who will forward the waiver request to the DACM with a recommendation of approval/disapproval. For General officer assignments, HQ AF/DPG will prepare and process all waiver requests. In every instance, when the waiver request is disapproved, the officer will not be assigned to the CAP.

(b) For civilian personnel: Unless the approval authority has been delegated to a lower level, all civilian waivers, whether initiated by the employee or supervisor, are normally processed through the following review and approval chain.

1 Waiver forms are completed by the employee and/or selecting supervisor and sent to the base functional manager. The waiver is processed according to MAJCOM procedures and forwarded to the DACM for action. The DACM will coordinate the waiver request with the appropriate Air Force functional manager.

2 Subject to the decision of the individual Air Force Career Program Policy Council, waivers received by the Air Force functional manager on career program registrants or to fill career program covered positions can be sent by the MAJCOM functional manager to be administratively reviewed by the respective career program PALACE Team.

3 Civilian Personnel Flights (CPF) and Career Program PALACE Teams will ensure promotion evaluation patterns (PEPs) include relevant acquisition requirements to identify candidates who meet Corps and certification requirements unless the selecting supervisor or the career program policy council has notified the CPF or the PALACE Team at the beginning of the fill process of the intent to waive Corps or certification requirements.

4 All merit promotion/reassignment/change-to-lower-grade/OPM/other certificates issued by the CPF or the career programs, must identify candidates who meet Corps and certification requirements and those requiring a waiver. If a candidate is selected who meets Corps and certification requirements, the action is processed normally. Supervisors may tentatively select a candidate who requires a waiver, but must initiate the waiver in accordance with the above process. Final selection processing may not be completed until final approval of the waiver is relayed to the CPF or PALACE Team.

5 Non-competitive management initiated actions requiring a waiver will also follow the above process.

6 Civilian employees may initiate their own waiver requests at any time.

(2) *Waivers of position certification requirements:* Assignment to acquisition positions requires that the candidate possess the certification requirements of the position before or within 18 months of being assigned to a position to which certification standards apply. During the assignment process the MAJCOM or assignment/selection authority will determine if the prerequisites can be met within 18 months. (For colonel officer assignments: all waiver requests will be written by the MAJCOM.) If not, the MAJCOM or assignment/selection authority will prepare a Position Certification Waiver and follow the waiver procedures outlined above. If the candidate is reasonably expected to attain the required certification within 18 months, the assignment may be effected without prior waiver approval. If in the ensuing 18 months the individual is unable to attain the required certification level, the MAJCOM, in the case of military, or the supervisor of the civilian employee, in the case of civilians, will prepare and process the Position Certification waiver request.

(3) *Waivers of assignment periods (tenure) for CAPs:* Tenure waivers can result from an assignment action or a position change. Because of the nature of CAPs, the need for stability in key acquisition positions, and the desirability for uniformity in dealing with tenure related issues, the assignment/selection authority should always be notified of the need for all tenure waivers. Tenure waivers in conjunction with assignment actions should follow procedures outlined in paragraphs 5b(1)(a) (for military) and 5b(1)(b) (for civilians) above. For military personnel: On position change actions (e.g., position changes from critical to non-critical or from one critical category to another) the parent MAJCOM will prepare the tenure waiver, coordinate it with the assignment authority and send it to the DACM.

(4) *Waivers affecting the assignment of PMs, DPMs, and PEOs:* If the candidate does not meet the position requirements, a waiver request will be submitted along with the assignment selection nomination package to the DACM. For civilian candidates, this coordination includes the chair of the respective civilian career program policy council. The DACM will coordinate the package with the appropriate functional managers and will forward the waiver request to SAF/AQ for approval. (See also para 3b(4).)

c. *Waivers resulting from position changes:* As requirements change, position attributes are subject to change. Because DAWIA requirements are assigned to positions, changes in a position may affect its acquisition attributes and thereby cause position/incumbent mismatches. For military, the responsible MAJCOM will initiate waiver action, coordinate the request with the assignment authority, and send it to the DACM. Civilians will process Tenure waivers in accordance with section 5b(1)(b) above. In light of this potential, the following guidelines are provided.

(1) Critical Acquisition Position Changes:

(a) Non-critical to Critical: An evaluation is required to determine if the incumbent meets the new position criteria. If not, a CAP waiver is required.

(b) Critical to Critical: Same as above. In addition a Tenure waiver (except in the case of a deputy program manager) will be required if the individual has not served three years in the position or has not met the 4-year milestone requirement, as applicable.

(c) Critical to Non-critical: A Tenure waiver is required if the incumbent has not served three years in the position.

(d) Critical Acquisition Position deleted: A Tenure waiver is required if the incumbent has not served in the position for three years.

(2) Non-critical Acquisition Position Changes:

(a) Add/change acquisition attributes: (add acquisition position code): Evaluation is required to determine if the incumbent meets the new position criteria. If the certification mismatches, a Position Certification waiver will be required if incumbent does not attain requisite certification standards within 18 months.

(b) Delete acquisition attributes: no action required.

d. *Waivers awarding Corps Membership:* Acquisition Corps waivers shall be initiated by the responsible civilian supervisor or MAJCOM/Air Staff functional manager for military personnel and forwarded to the DACM. In the case of an Acquisition Corps waiver, the waiver request must specifically state that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on

demonstrated analytical and decision making capabilities, job performance and qualifying experience. This certification of significant potential cannot be waived and must be included in block 15 of the DD Form 2588.

e. *Requests for Certification in Lieu of a Baccalaureate degree* should be made in writing and submitted following the same waiver procedures outlined above. Documentation to support the request must cover in detail the individual's demonstrated analytical and decision-making ability, job performance, and qualifying experience. (See also para 3a(2)(a).)

6. OTHER WAIVER CONSIDERATIONS:

a. The waiver effective date will be the date the waiver is approved.

b. The waiver duration will be determined by the waiver approval authority. However, if the incumbent attains qualifications that obviate the waiver, is moved from the position upon which the waiver is based, or the attributes of the position change, the MAJCOM APDP focal points will notify the DACM. These conditions would void the waiver. For civilians, the base level functional managers, through the Civilian Personnel Flight, would notify the MAJCOM APDP focal point of this information.

c. Initially, waiver information will be maintained by the DACM staff in a separate data system. The objective is to eventually operate the waiver program in an ancillary PDS system. Once a part of the PDS, the waiver program will automatically rescind waivers when circumstances so warrant. Until the PDS-based waiver system is operational, waivers will be tracked by the DACM staff based on internal waiver management procedures and supplemented by inputs from MAJCOMs, functional managers, and assignment/selection authorities. (Civilian personnel flights: since DCPDS does have waiver data fields, waiver information should be updated.)

d. When multiple waivers are required (i.e., CAP waiver and position certification waiver), the CAP waiver takes precedence. All waivers required for a particular action should be included on the precedential waiver form and submitted to the appropriate approval authority.

e. Unless otherwise directed, all waiver requests will be submitted to the DACM for action. The DACM will staff all waiver requests within the Air Staff and Secretariat as required. When the waiver approval authority rests outside the DACM, the DACM will forward waiver requests accordingly. Special attention will be given to ensuring an equitable application of waiver criteria. Quarterly, copies of approved waivers will be sent to the Director, Acquisition Education, Training and Career Development (OUSD(A)/AET&CD).

f. The DACM will maintain copies of all waivers and supporting documentation for one year after the waiver becomes invalid. Civilian Personnel Flights will maintain the

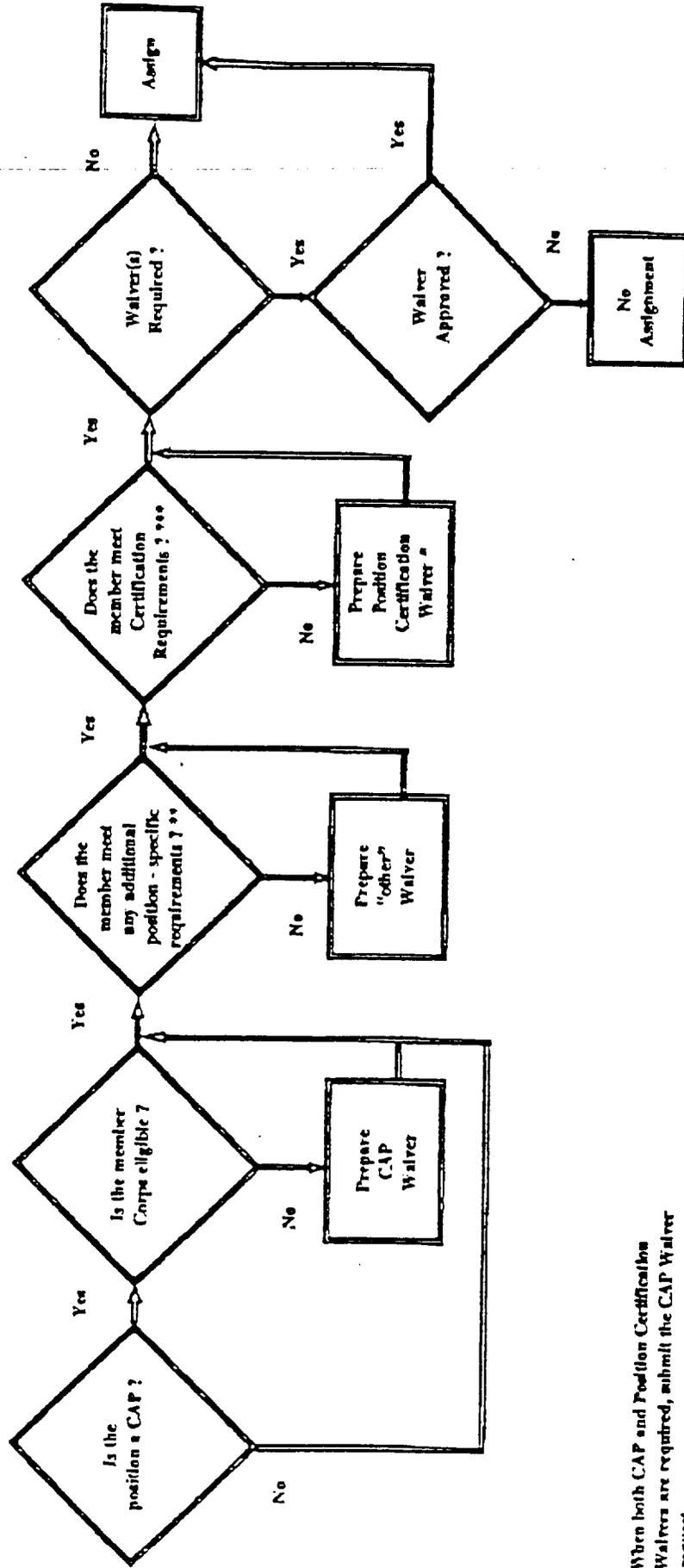
waiver approval in the employee's official records as long as the employee is employed because it supports his or her eligibility to have been considered for vacancies.

g. For policy clarification, please call the office of the Acting Director of Acquisition Career Management (AFPEO/CM) at DSN: 224-9446.

11 Atchs

1. Waiver Determination Flow Chart
2. CAP Waiver Form (proposed)
3. DD Form 2588, Acq Corps Waiver
4. DD Form 2592, Waiver of Assignment Period
5. DD Form 2593, Waiver of Assignment Period, PM/DPM
6. DD Form 2595, PM/DPM
7. DD Form 2599, GO/SES
8. DD Form 2601, Sr Contracting
9. DD Form 2591, Contracting
10. DD Form 2597, PEO
11. Position Certification Waiver Form (proposed)

Waiver Determination Flow Chart



* When both CAP and Position Certification Waivers are required, submit the CAP Waiver request.

** Acquisition Corps members who do not meet additional standards may be reassigned up to six months without a waiver.

*** Must meet standards within 18 months or obtain a waiver.