



Click on any menu item on the left for an explanation of that function

## AT&L Workforce Waiver System

Waiver Menu	Initiator
Sign In	Initiators are responsible for originating new and updating existing Position Requirement and Tenure Waivers. An Initiator may email waiver information and initiate searches on all waivers related to the component they represent. Initiators cannot approve or disapprove waivers, nor can they access waivers that originate in other components.
Initiate Position Waiver	
Initiate Tenure Waiver	
View Waivers	
Search for Waivers	
Sign Out	
<b>User Access</b>	
Request User Access	

Waiver Menu	Administrator
Sign In	Administrators have read only access in order to view waivers and generate summary reports. They cannot update, approve or disapprove waivers and access is limited to waivers originating in the component the Administrator represents. Air Force Administrators are also responsible for approving new Initiators to their component.
View Waivers	
Generate Reports	
Sign Out	
<b>User Access</b>	
Request User Access	

Waiver Menu	Approving Official
Sign In	Approving Officials approve or disapprove Position Requirement and Tenure Waivers that have been routed to them as Pending Waivers. Approving Officials who represent the Army may only action waiver requests at the direction of a senior officer. Approving Officials have access only to those applications originating in the component they represent.
Process Waivers	
Sign Out	
<b>User Access</b>	
Request User Access	