

AT&L

Workforce Waiver System



User's Guide

February, 2007

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Acquisition Training Office
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If you have any questions about the AT&L Workforce Waiver System, please contact:

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Table of Contents

About this Guide	4
Introduction	6
Getting Started	7
1. Sign In	7
Access as an Initiator	13
2. Initiate a Position Waiver.....	13
3. Initiate a Tenure Waiver.....	24
4. View Waivers.....	29
5. Search for Waivers.	33
Access as an Administrator	35
6. Generate Reports	35
7. Process User Access Requests (Air Force only).....	42
Access as an Approving Official	44
8. Process Waivers	44
9. Sign Out	47
References	48
Table of Figures	48

About this Guide

The AT&L Workforce Waiver Form User's Guide explains the functional use of the automated AT&L Workforce Waiver system, a component part of the AT&L Workforce Waiver System. The Guide is a counterpart to the Department of Defense's "A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management." Whereas the Desk Guide should be consulted for guidance on roles, responsibilities and policies related to the AT&L Workforce, this Guide provides functional guidance on completion, routing and approval of Position and Tenure Waiver forms.

If you have any questions or suggestions for improving this User's Guide, please contact Mary Habib, Program Manager, DSN 487-6580 x1001, Comm (210) 652-6580, ext. 1001

Email: acqnowcl@randolph.af.mil

All users should note the following terminology and conventions used in this Guide:

1. **Bolding** – Words printed in **bold letters** appear exactly that way on the website.
2. When referring in the text to a specific area of a window, an item may be highlighted in an accompanying graphic or "Figure" The convention used is to place the item in a "spotlight rectangle" emphasized by an arrow. An example of this convention appears below.



Figure #: Title

3. The term "**text box**" refers to a place on a form where text entry is required. Text may be entered directly from the keyboard or by selecting an item from a **drop down** menu to the right of the text box (where available). The availability of a **drop down** menu is shown by the symbol  as illustrated below. Only one item may be selected from a drop down menu to be placed in the text box.

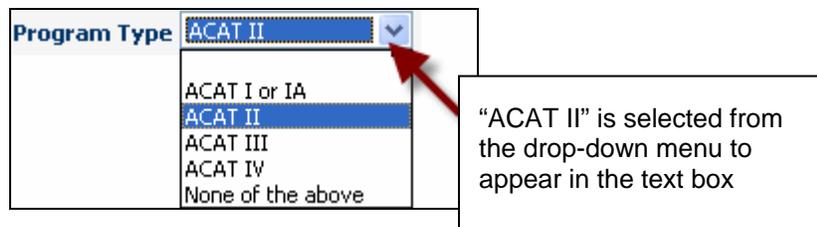


Figure #: Drop down menu

4. Radio buttons ( ) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.
5. Checkboxes (  ) are used when more than one option may be selected from a number of alternatives. A checkmark inside a box indicates that option is selected. Click in a checkbox to add or remove its checkmark.
6. Plus icons () denote the availability of a drop-down form. Click on a plus icon to reveal the form. The form is revealed and the plus icon becomes a minus icon (). When you are finished with a form, click the minus icon to hide the form: the  returns to a . Note that all changes to a form are saved once a form is updated, regardless of whether the form is hidden or not.
7. A number of windows offer the option to export data to Microsoft Excel. This option is available where the Export to Excel link ([<< Export to Excel](#)) is shown. Clicking the link makes the Excel file available to open or save to a local disk.

Introduction

Welcome to the AT&L Workforce Waiver System. This User's Guide is designed to support members of the Acquisition community tasked with managing Position Requirement and Tenure Waivers. It is intended as a user friendly and flexible tool to support the needs of military and civilian users, be they individuals initiating or approving a waiver, or individuals concerned with administering the Workforce Waiver process.

The AT&L Workforce Waiver System supports those who initiate waivers and those who approve them. The system is customized to meet the needs of all four workforce components, Army, Navy, Air Force and DoD Agencies. In some instances certain system features may be applicable to one component rather than to all components. To better meet all user needs, the AT&L Workforce Waiver System presents users with feature sets applicable to a user's role within their component. Components, and roles within a component, are linked to a user's User ID to enable a match between the user's tasks and applicable system functionality. An overview of feature sets (available as main menu options to each user group) and a short description of each user role is shown below.

AT&L Workforce Waiver System												
<table border="1"> <thead> <tr> <th>Waiver Menu</th> </tr> </thead> <tbody> <tr><td>Sign In</td></tr> <tr><td>Initiate Position Waiver</td></tr> <tr><td>Initiate Tenure Waiver</td></tr> <tr><td>View Waivers</td></tr> <tr><td>Search for Waivers</td></tr> <tr><td>Sign Out</td></tr> <tr><td>User Access</td></tr> <tr><td>Request User Access</td></tr> </tbody> </table>	Waiver Menu	Sign In	Initiate Position Waiver	Initiate Tenure Waiver	View Waivers	Search for Waivers	Sign Out	User Access	Request User Access	<table border="1"> <thead> <tr> <th>Initiator</th> </tr> </thead> <tbody> <tr> <td>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.</td> </tr> </tbody> </table>	Initiator	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.
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Getting Started

1. Sign In

The Acquisition Workforce Waiver form is accessed from the Department of Defense website, the URL for which is:

<https://www.atrrs.army.mil/channels/atwaivers/admin/logon.aspx>

This URL is the same for all four component agencies (Army, Navy, Air Force and DoD Agencies).

- 1.1 Enter this URL in your browser to access the **Sign In** window (See Figure 1)

AT&L Workforce Waiver System	
Waiver Menu	
Sign In	
Sign Out	
User Access	
Request User Access	

Acquisition, Technology and Logistics
DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA
Workforce Waiver System

Please Sign In Below

Component:	<input type="text"/>
Sign In Options:	<input type="radio"/> CAC <input type="radio"/> SSN and DOB

Figure 1: AT&L Workforce Waiver System Sign In window

- 1.2 New users who wish to use the AT&L Workforce waiver System for the first time must first request system access. To do so, click the **Request User Access** link under the **User Access** section of the main menu to open the **Request User Access** form (see Figure 2).

AT&L Workforce Waiver System

Request User Access

Instructions: Please fill out the form below to request user access to create waivers.

Request User Access

Component

SSN DOB Month Day Year

First Name MI Last Name

Pay Plan Pay Grade / Rank

Title Organization

Phone ext.

Fax

Email

Comments (1000 character limit)

Submit Request

Click Request User Access to open this window.

First time users should complete the form and click the Submit Request button

Figure 2: Request User Access

- When the form is complete, click on the **Submit Request** button. Note that most text boxes on the form require an entry. Should you omit to complete a required text box, you will be prompted to do so when you click the **Submit Request** button and the form is refused. Dark red arrow heads (➔) show where information is missing (see Figure 3). Complete all required fields then click **Submit Request**.

Request User Access

Instructions: Please fill out the form below to request user access to create waivers.

Fields marked with a ➔ are required. Please fill in all required fields.

Request User Access

➔ Component

SSN ➔ ➔ ➔ DOB ➔ Month ➔ Day ➔ Year

➔ First Name MI ➔ Last Name

Pay Plan Pay Grade / Rank

Title Organization

Phone ➔ ➔ ➔ ext.

Fax

➔ Email

Comments (1000 character limit)

Submit Request

Figure 3: Required fields on the Request User Access form

- 1.4 User Access to initiate a waiver is granted automatically for Army, Navy and DoD Agency personnel who may immediately access the system using either their CAC card or SSN and DoB. Air Force personnel must first have their request approved by an administrator before access is granted. Air Force personnel should check back periodically and try to log in to the system. Once an application is accepted, access to the system follows the same process as for an initiator in any one of the other three services.
- 1.5 To Sign In as an authorized user, select the **Component** you represent from the four alternatives listed in the drop down menu. Select the method you wish to use to Sign In – **Sign In Options** include either a **CAC** (the Common Access Card is a Department of Defense issued smartcard used for various tasks, including user authentication, email encryption, and secure computer log-ins), or your Social Security Number (**SSN**) and Date of Birth (**DoB**). Click the corresponding radio button to make your selection.
- 1.6 To **Sign In** using a CAC you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation. These certificates are digital documents that provide the identity of a web site or an individual. If you do not have the DoD Root Certificate or your CAC certificate installed, you should contact your system administrator. If at any time during **Sign In** you are prompted for a missing certificate (see Figure 4) or you are requested to choose a certificate where no certificate exists (see Figure 5), contact your system administrator for assistance.

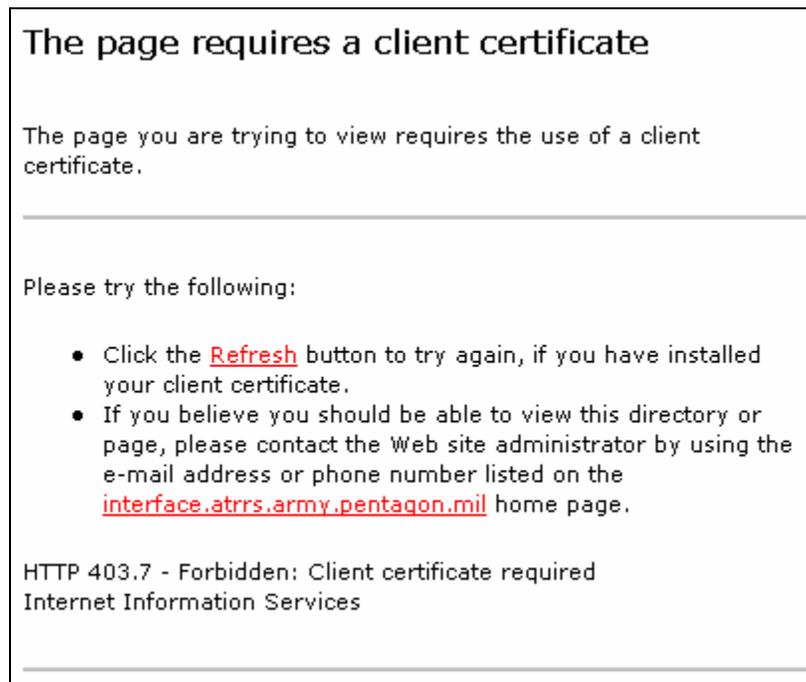


Figure 4: Missing DoD Root Certificate

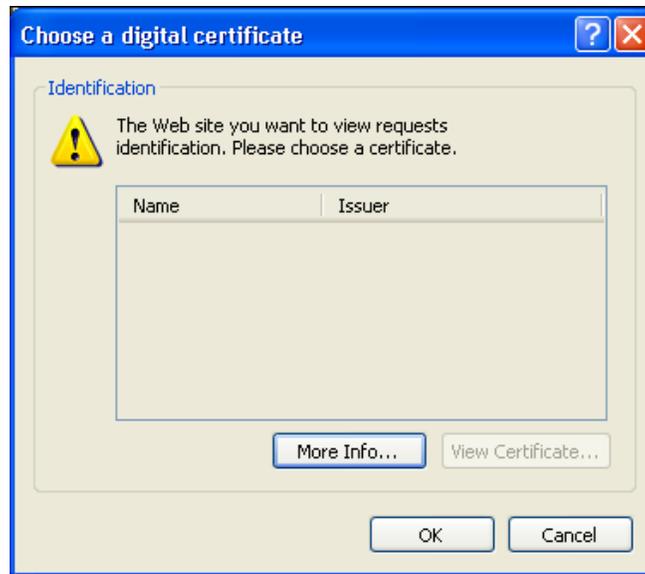


Figure 5: Missing Client Certificate

- 1.7 Ensure that your CAC reader software is running on your workstation. This guide illustrates the use of ActivCard Gold, an example of CAC reader software widely used by DoD agencies. If you require assistance in setting up and installing ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.
- 1.8 Insert your CAC card into the reader attached to your workstation.
- 1.9 Enter the home page or **Sign In** page of the website you wish to access.
- 1.10 If a choice is offered, select **CAC** as your **Sign In** method.
- 1.11 An alert box opens to ask for a valid digital certificate. Select your valid identity certificate from those listed in the **Choose a digital certificate** alert box and click **OK** (see Figure 6). Be aware you may have more than one certificate displayed (e.g. an Email certificate for Encryption or Signature). If you select the wrong certificate, and the system does not allow you to **Sign In**, you must **Close** your existing browser and **Open** a new one to be able to reselect the appropriate certificate.

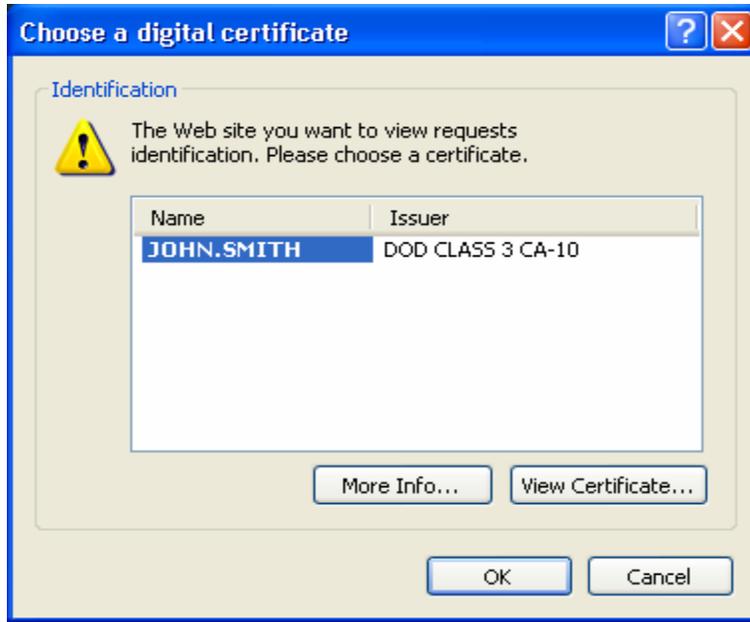


Figure 6: Choose a Digital Certificate

- 1.12 The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 7). Enter your PIN (Personal Identification Number) and click the **OK** button.



Figure 7: CAC Reader Software - Enter PIN dialog box

- 1.13 To **Sign In** using your **SSN** and **DoB**, select the component you represent from those listed in the **Component** drop down menu. Click in the **SSN and DOB** radio button to reveal the **Sign In** menu (see Figure 8). Enter your **SSN** and **DoB** and click the **Sign In** button.

AT&L Workforce Waiver System

Waiver Menu

- Sign In
- Sign Out
- User Access
- Request User Access

Acquisition, Technology and Logistics
DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA
Workforce Waiver System

Please Sign In Below

Enter your SSN and DoB, then click the Sign In button to proceed

Component: Air Force

Sign In Options: CAC SSN and DOB

Social Security Number: [] - [] - []

Date of Birth: Month [] Day [] Year []

Sign In

Figure 8: Sign In using SSN and DoB

Access as an Initiator

Access as an Initiator is restricted to personnel who have already been granted system access (see Paragraph 1.2): available information is confined to the command the Initiator represents. Authorized personnel will have access to only those functions that are related to the role of an Initiator. These include initiating new (and updating existing) position and tenure waivers, viewing and emailing new and existing waivers, and initiating searches on all waivers related to the component they represent.

2. Initiate a Position Waiver

All position waivers must identify the specific standards or qualifications being waived and explain the exceptional circumstances justifying the waiver. The position waiver must also address the individual's ability to perform successfully in the position without meeting the existing standards.

- 2.1 To initiate a Position Waiver, click on **Initiate Position Waiver** link in the **Waiver Menu** in the top left of the window (See Figure 9).



Figure 9: Initiate Position Waiver link

- 2.2 The **Position Requirements Waiver** window opens (see Figure 10). The window features a short form to assist in the retrieval of personnel and position data related to waiver applications. Enter the student's **SSN** or **Position Number** and **Employee Type**. Use of this data allows the system to auto-populate the waiver form with current personnel and/or position data. If you prefer to start with a blank waiver, leave all fields empty.
- 2.3 Users should note that the auto-populate feature applies only to the Army, Air Force and DoD Agency users: Navy users are routed directly to the **Position Data** section of the **Position Requirements Waiver** (see Figure 11) when the **Initiate Position Waiver** link is selected.

The screenshot shows the 'Position Requirements Waiver' form. On the left is a 'Waiver Menu' with options: Sign In, Initiate Position Waiver, Initiate Tenure Waiver, View Waivers, Search for Waivers, Sign Out, User Access, and Request User Access. The main content area has the title 'Position Requirements Waiver' and instructions: 'Enter the Member's SSN or Position Number and Employee Type to auto-populate the waiver form with current data. If you would like to start with a blank waiver, leave the fields empty.' Below the instructions is a form with three fields: 'SSN:' with a text input and a 'No Dashes' label, 'Position Number:' with a text input, and 'Employee Type:' with radio buttons for 'Civilian' and 'Military'. A 'Continue' button is at the bottom.

Figure 10: Position Requirements Waiver – Auto-populate feature

- 2.4 Click the **Continue** button to move to the **Position Data** section of the **Position Requirements Waiver** (See Figure 11). The **Position Data** section captures information related to the position for which the candidate is being considered. Users should refer to the DoD Desk Guide and DoD Component procedures when completing this form. Click one or more check boxes to best define the type of position for which the applicant is to be considered.

The screenshot shows the 'Position Requirements Waiver' form with the 'Position Data' section expanded. The instructions now read: 'Refer to the DoD Desk Guide and DoD Component procedures when filling out this form.' The 'Position Data' section is titled 'Special Acquisition Assignment (Check all that apply if applicable.)' and contains a list of checkboxes:

- Flag/General Officer/SES
- Program Executive Officer (PEO)
- The Program Manager of an ACAT acquisition program
- The Deputy Program Manager for an ACAT acquisition program
- Senior Contracting Official (SCO)
- Contract Specialist (1102 or comparable military)
- Contracting Officer (CO) above the SAT
- Senior Contracting Officer (SCO) and Contracting Officer (CO) above the SAT
- Other Acquisition Positions

Figure 11: Position Requirements Waiver, Position Data

- 2.5 Note that as you check one or more boxes, the remaining boxes gray out to signify that further selections cannot be made from the **Special Acquisition Assignment** list.
- 2.6 Once any one **Special Acquisition Assignment** check box is selected, a list of four assignment parameters opens below the **Position Data**. These are **Program Type**, **AT&L Position Category**, **Position Type**, and **Required Certification Level**. Each parameter may be defined further from its accompanying drop down menu. From each drop down menu, select an applicable option (see Figure 12). When all selections are made, click **Continue**.

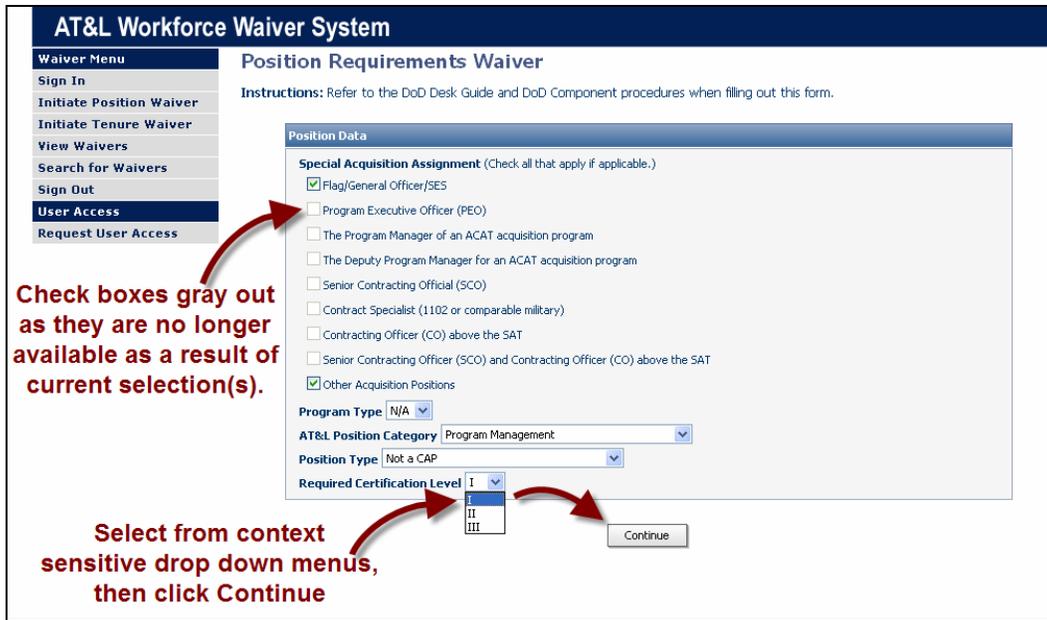


Figure 12: Position Data - Context Sensitive Selections

- 2.7 The **Position Data Confirmation** window opens with a summary of the selections made in the previous window (see Figure 13). Confirm your selections by clicking **Continue** or click **Go Back** to make any necessary changes.

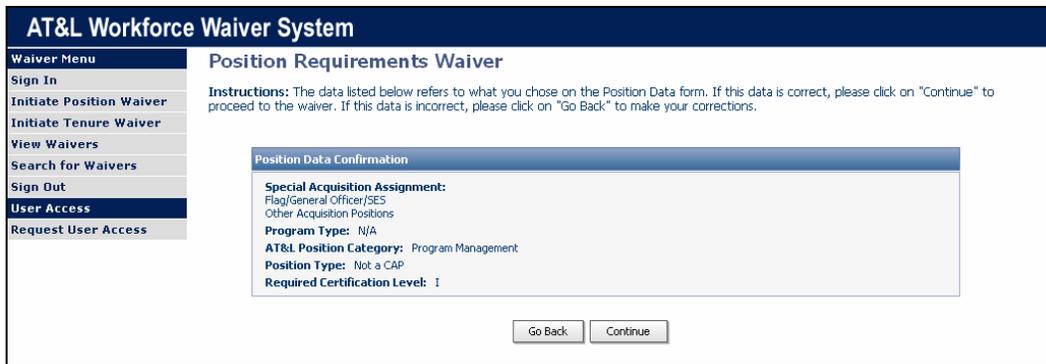


Figure 13: Position Data Confirmation

- 2.8 Clicking the **Continue** button opens the **Position Requirements Waiver**, an electronic form divided into four parts. The form follows the first four parts of the paper version, DD Form 2905, Dec 2005 and each section of the electronic form should be completed accordingly.
- 2.9 **Part I** deals with **Routing/Coordination** data. (See Figure 14)
- i. In the **From** text boxes, enter details of your organization. For **Component Organization/Office Symbol** enter the full name of the Government activity (e.g., USAF Air Education and Training Command) or the full office symbol of the Government activity (e.g. HQ TRADOC ATTN: ATTG-C1; HQATC/TTOR).

- ii. Complete the address text boxes with details of your organization's **Street, City, State** and **Zip Code**.
- iii. The **Coordination/Via** text boxes refer to the person managing the waiver process. A second **Coordination/Via** series of text boxes allows you to enter contact details for another manager or workforce member who may be assisting you in managing the waiver. In the event a second individual is included, that person will need to use their **SSN** and **DoB** and/or their **CAC** to access the system: they would also need to be knowledgeable about managing the AT&L Workforce.
- iv. Enter contact details for the **Waiver Approval Authority**.

Position Requirements Waiver

Instructions: Refer to the DoD Desk Guide and DoD Component procedures when filling out this form.

Position Requirements Waiver

Part I - Routing/Coordination

From

Component Organization/Office Symbol

Street

City

State ZIP Code -

Coordination/Via

First Name MI Last Name

Title Organization

Phone -- ext

Coordination/Via

First Name MI Last Name

Title Organization

Phone -- ext

To (Waiver Approval Authority)

Component Organization/Office Symbol

Street

City

State ZIP Code -

Figure 14: Part 1 - Routing/Coordination

2.10 **Part II** of the form captures **Position Data** related to the position for which a candidate is being considered (See Figure 15). Only those sections of Part II that are directly related to the particular waiver under consideration need be completed. Non applicable data fields are grayed out and information already captured in previous windows is pre-filled.

Figure 15: Position Requirements Waiver, Part II (Position Data)

- i. **Position Number** and **Position Title** refer to how the position is identified in the appropriate official personnel data system.
- ii. For **Required Pay Plan**, select the two letter designator for the appropriate Federal Civilian system pay category for the position. Similarly for the **Required Pay Grade/Rank**, select the appropriate civilian/military level from the drop down menus.
- iii. For **UIC**, select the appropriate Unit Identification Code used to distinguish an organization within the Armed Forces of the United States and for **OCC/Series/Specialty**, select the Service-specific military or civilian personnel system classification code.
- iv. **Special Acquisition Assignment** information is pre-filled based on selections made in the **Position Data** window (see paragraph 2.6).
- v. **AT&L Position Category**, **Required Certification Level**, **Position Type**, and **Program Type** show the selections made earlier. These selections appear in grayed out text as they cannot be changed from this window.

2.11 **Part III** records the candidate's **Identification/Personal Data** (See Figure 16)

Figure 16: Position Requirements Waiver, Part III - Identification/Personal Data

- i. Enter **SSN** (Social Security Number), **First Name**, **MI** (Middle Initial) and **Last Name**. Note that some of this data will be pre-filled if you entered it earlier.
- ii. Details of pay and seniority should be added using the drop down menus beside **Pay Plan**, and **Pay Grade/Rank**. Text

boxes that are grayed out are not applicable to the waiver.

- 2.12 An explanation and supporting reasons should be offered to justify the waiver. For Position Requirements Waivers, your text should address the candidate's ability to perform in the position while working to achieve the standards. Enter this information in the text box located directly below the Identification/Personal Data section (see Figure 17).

Reason/Explanation (Explain the exceptional circumstances justifying the waiver. For Position Requirements Waivers, also address the individual's ability to perform in the position while working to achieve the standards)

This candidate has shown himself to be a reliable and articulate project manager with the ability to meet deadlines within time and budget constraints....

Check Spelling

Enter explanatory text here.

Figure 17: Reason/Explanation Text Box

- 2.13 You may check the spelling of your text by clicking the **Check Spelling** button located below the text box. Once text is complete, click on the **Check Spelling** button to verify all words are correctly spelled. A **Spelling Results** window suggests changes to questionable spellings and provides a list of possible replacements underlined in blue (see Figure 18). Clicking on one of the suggested words inserts it into your text as a replacement for the misspelled word once the **Replace Original Text** button is clicked. If you wish to correct the word yourself, you may enter a corrected version in the white text box and click the **User Corrected** button to make the change. Should you wish to add a word to the dictionary (such as a technical term or abbreviation) click on **Add Word to Dictionary** so that the next time the word is encountered the **Check Spelling** feature recognizes the word as being correctly spelled.

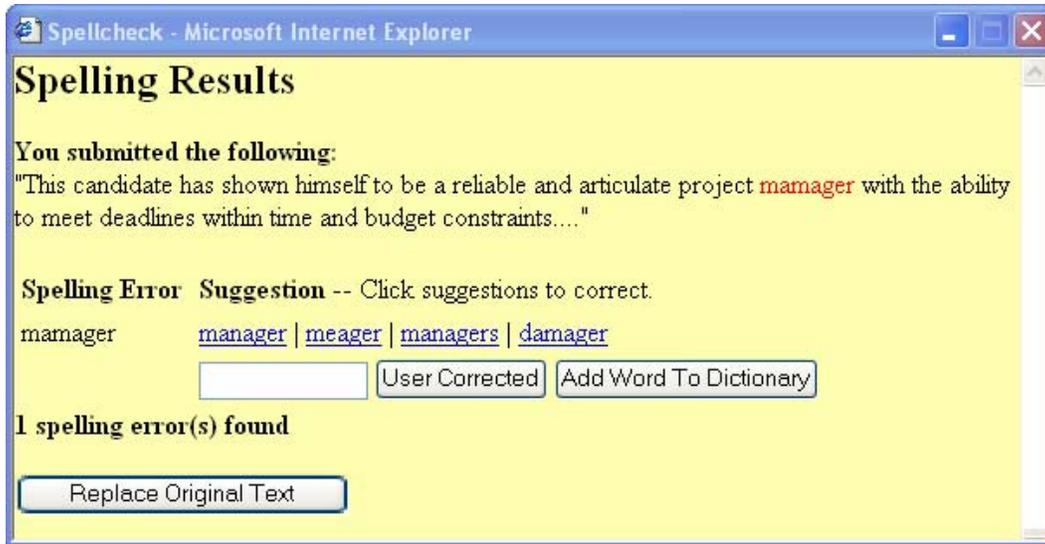


Figure 18: Example of Spelling Results

- 2.14 Complete Part III by entering the **Requesting Official** and **Requesting Official Waiver Point of Contact** information in either of the boxes shown in Figure 19. Place a check mark in either of these boxes to auto-populate the corresponding text boxes with information already held in the system.

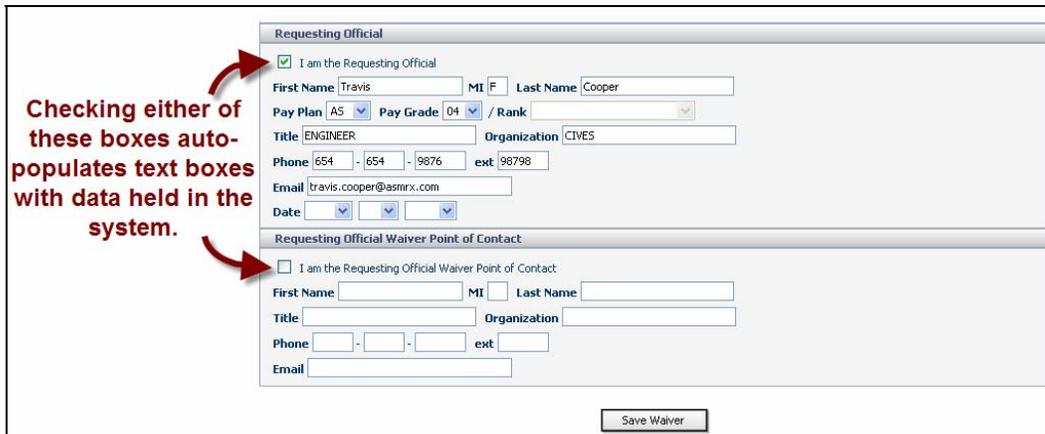


Figure 19: Part III – Requesting Official's details

- 2.15 When all required fields are complete click the **Continue** button at the bottom of the window. The **Requirement Data** sections open (see Figure 20).

Position Requirements Waiver

Instructions: Select position requirement(s) to be waived. By selecting the position requirement first, this will then display the Education, Training and Experience associated with the requirement.

Requirement Data	
Requirement 1	
Requirement	Certification
Due To Absence of Required (Select all applicable)	
Education	(Check all that apply)
Training	(Check all that apply)
Experience	(Check all that apply)
Duration of Assignment	<input type="checkbox"/> Target Date For Meeting Requirement(s)
<input type="text"/> <input type="text"/> <input type="text"/>	
Requirement 2	
Requirement	
Due To Absence of Required (Select all applicable)	
Education	(Check all that apply)
Training	(Check all that apply)
Experience	(Check all that apply)
Duration of Assignment	<input type="checkbox"/> Target Date For Meeting Requirement(s)
<input type="text"/> <input type="text"/> <input type="text"/>	
Requirement 3	
Requirement	
Due To Absence of Required (Select all applicable)	
Education	(Check all that apply)
Training	(Check all that apply)
Experience	(Check all that apply)
Duration of Assignment	<input type="checkbox"/> Target Date For Meeting Requirement(s)
<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> <input type="text"/> Requirement 4	

Continue

Figure 20: Requirement Data

2.16 **Requirement Data** identifies the education, training and/or experience qualifications for which a waiver is sought. This part of the form is organized as a series of four requirements each one of which may be used to identify the **Requirement, Education, Training** and/or **Experience** element for which a waiver is sought (see Figure 21 for an example). Selectable options and drop down menus available for each Requirement are customized based on existing data entries.

Requirement 1	
Requirement	Certification
Due To Absence of Required (Select all applicable and explain in block Reason/Explanation)	
Education	(Check all that apply)
Training	(Check all that apply)
<input type="checkbox"/>	N/A
<input type="checkbox"/>	DAU Certification Course(s)
Experience	(Check all that apply)
<input type="checkbox"/>	N/A
<input type="checkbox"/>	Minimum required for certification to position level
Duration of Assignment	<input type="checkbox"/> Target Date For Meeting Requirement(s)
<input type="text"/> <input type="text"/> <input type="text"/>	

Requirement, Education, Training, and Experience options are customized based on existing data entries.

Figure 21: Part IV Example Requirement

- 2.17 Complete all position requirements for which a waiver is sought using the drop down menus and check boxes available. Specifically;
- i. From the **Requirement** drop down menu select the specific requirement for which a waiver is sought (e.g. **Certification, Acquisition Corps Membership, Statutory Regulation**).
 - ii. If applicable, select a type of education the candidate lacks from the **Education** check boxes. The training plan accompanying the waiver will detail how the incumbent plans to attain this requirement.
 - iii. Check all applicable boxes under **Training** and **Experience** that correspond to requirements for which a waiver is sought. To learn more of position requirements, see Reference A, Appendix E.
 - iv. For **Duration of Assignment**, check the box if a waiver is sought for the duration of the assignment. Note that if you do so, the **Target Date for Meeting Requirement(s)** date boxes gray out as they are no longer applicable. If the waiver is for a specified period of time only, leave the **Duration of Assignment** box unchecked.
 - v. Where there is a target date for the candidate to meet the requirement, enter that date in the **Target Date for Meeting Requirement(s)**. Use the drop down menus to enter the date.
- 2.18 The requirements for most waiver requests can be recorded in no more than three entries and the format of the **Requirement Data** window is based on this norm. Should there be a need for a fourth requirement, an additional requirement data form may be opened by clicking the plus (+) icon near the bottom of the window (see Figure 22). The additional form may be completed and/or hidden by clicking the minus (-) icon that replaces the plus icon when a fourth requirement is shown.

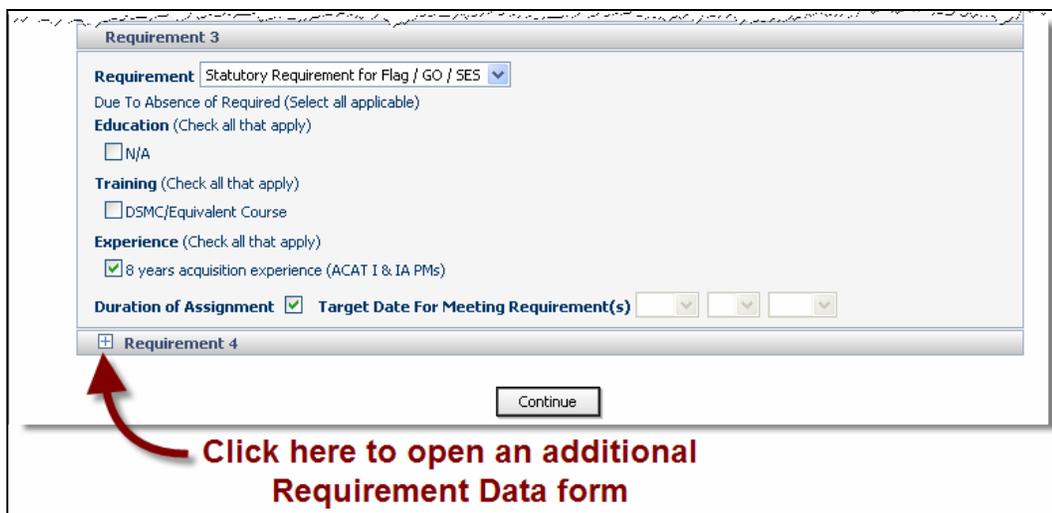


Figure 22: Adding a fourth Requirement

- 2.19 Click the **Continue** button when all Requirements have been entered. Confirmation that a waiver has been saved shows in the **Waiver**

Confirmation window (see Figure 23).

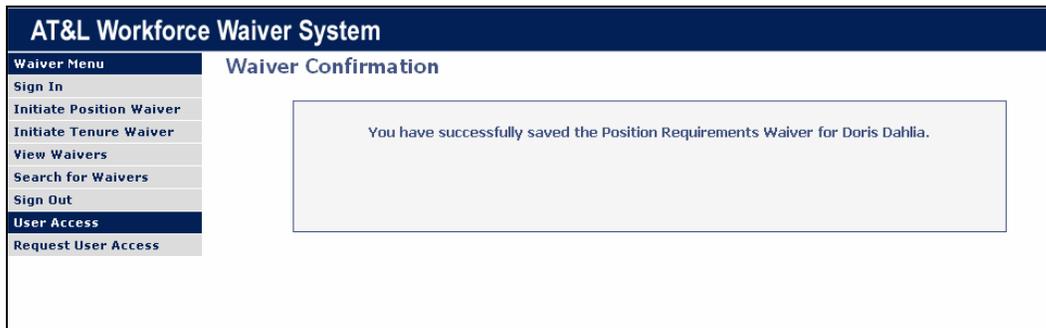


Figure 23: Waiver Confirmation

- 2.20 Approving Officials are usually selected automatically by the system and no further action is required by the Initiator. Designated Approving Officials representing the Army will receive an email stating that they have a pending waiver to be processed (see Page 35 for an explanation of an Approving Official's responsibilities). Approving Officials representing the Navy, Air Force and DoD Agencies should periodically sign in to the Waiver system to check for new waivers sent to them.
- 2.21 Navy users should note that where no clear match is made between a waiver application and an Approving Official, the Initiator of the waiver must designate an Approving Official. When this occurs, the **Waiver Confirmation** window shown in Figure 23 does not show; instead, the **Approving Official** window opens (see Figure 24).
- 2.22 Navy users may choose to select an Approving Official from a list by clicking inside the radio button on the left of the window, or to nominate a new Approving Official by clicking inside the radio button on the right of the window.

AT&L Workforce Waiver System

Waiver Menu

- Sign In
- Initiate Position Waiver
- Initiate Tenure Waiver
- View Waivers
- Search for Waivers
- Sign Out
- User Access
- Request User Access

Approving Official

Instructions: Please select the appropriate radio button to enter the Approving Official information. When selecting from a list of approving officials, click on the appropriate name. When entering a new approving official, enter the information and then click on the Submit button.

Approving Official

Type of Waiver: Position Requirements
Requirement: Certification

Approving Official: Select from a list of Approving Officials Enter a new Approving Official

Select an Approver from a List

Name	Email
Bill Stevens	awtaphelp@bellsouth.net
Randall Kennedy	randall.kennedy@asmrx.com
Marlyn Hoover	marsha_vt@yahoo.com
Allison Miller	mcooper@asmrx.com
Trina George	marsha_vt@yahoo.com

- OR -

Add a New Approver then click Submit

First Name MI Last Name

Pay Plan Pay Grade Rank

Title Organization

Phone - - ext.

Fax - -

Email

Figure 24: Selecting an Approving Official (Navy users only)

- 2.23 Clicking the name of a listed Approving Official designates that person as the Approving Official. When a new Approving Official is nominated, the Initiator must provide the Approving Official's name and contact details in order that a system generated email may be sent to inform the new Approving Official of the pending waiver and the action to be taken.
- 2.24 Selecting an Approving Official from a list, or nominating a new Approving Official and clicking the **Submit** button, results in the **Waiver Confirmation** window opening (see Figure 23).
- 2.25 Existing or partially completed waivers stored in the system may be recalled at any time and more information added as necessary.

3. Initiate a Tenure Waiver.

- 3.1 To initiate a tenure waiver, click on the **Initiate Tenure Waiver** in the **Waiver Menu** in the top left of the window (See Figure 25).



Figure 25: Initiate Tenure Waiver

- 3.2 A **Tenure Waiver Notice** window opens with information about exceptions to waivers (See Figure 26). Note that certain actions are acceptable deviations to the three year CAP (Non-KLP) Tenure and do not require a waiver. These deviations include 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; reassignment due to program cancellation, merger, or organizational realignment. For more information on exceptions to waivers, see Reference A, Section 6.

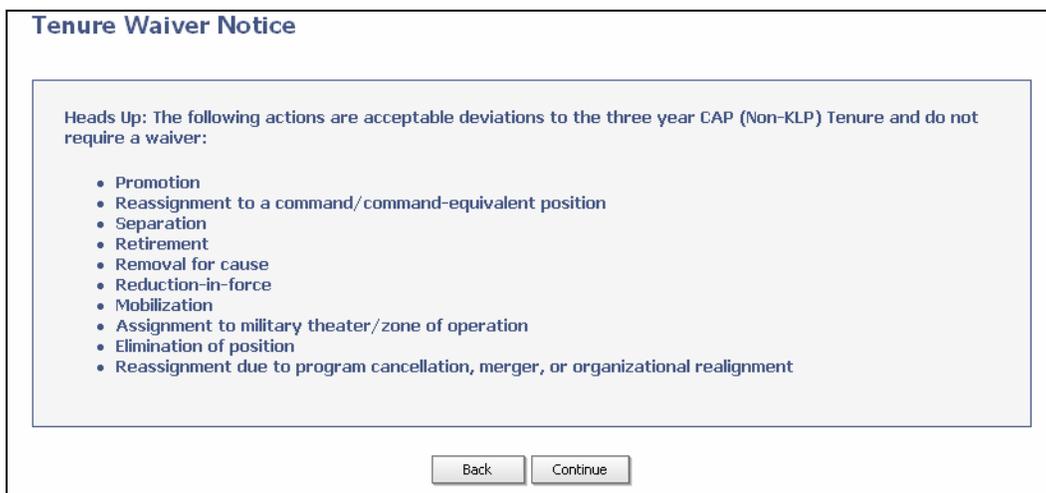


Figure 26: Tenure Waiver Notice window

- 3.3 Click the **Continue** button at the bottom of the window. The **Tenure Waiver** window opens (see Figure 27). As with Position Waivers (see paragraph 2.3) users should note that this auto-populate feature is not available to Navy users who are routed directly to the **Tenure Waiver** window (see Figure 28).

AT&L Workforce Waiver System	
Waiver Menu	Tenure Waiver
Sign In	Instructions: Enter the Member's SSN or Position Number and Employee Type to auto-populate the waiver form with current data. If you would like to start with a blank waiver, leave the fields empty.
Initiate Position Waiver	
Initiate Tenure Waiver	
View Waivers	
Search for Waivers	
Sign Out	
User Access	
Request User Access	
Tenure Waiver	
SSN:	<input type="text"/> No Dashes
Position Number:	<input type="text"/>
Employee Type:	<input type="radio"/> Civilian <input type="radio"/> Military
<input type="button" value="Continue"/>	

Figure 27: Tenure Waiver window

- 3.4 The **Tenure Waiver** window features a short form to assist in the retrieval of waivers. Enter the student's **SSN** or **Position Number** and **Employee Type** to auto-populate the Tenure Waiver form with current data. If you would like to start with a blank waiver, leave the fields empty. Click the **Continue** button to open the **Position Data** window and follow the instructions in paragraphs 2.4 to 2.8 of this guide.
- 3.5 Once you have clicked the **Continue** button to confirm the accuracy of data entered in the **Position Data Confirmation** window, the four part **Tenure Waiver** form opens. Each part of the form is explained below.
- 3.6 Part I of the form deals with **Routing/Coordination** (see Figure 28)

Tenure Waiver	
Instructions: Refer to the DoD Desk Guide and DoD Component procedures when filling out this form.	
Tenure Waiver	
Part I - Routing/Coordination	
From	
Component Organization/Office Symbol	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> <input type="text"/> <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>
Coordination/Via	
First Name	<input type="text"/> MI <input type="checkbox"/> Last Name <input type="text"/>
Title	<input type="text"/> Organization <input type="text"/>
Phone	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
Coordination/Via	
First Name	<input type="text"/> MI <input type="checkbox"/> Last Name <input type="text"/>
Title	<input type="text"/> Organization <input type="text"/>
Phone	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
To (Waiver Approval Authority)	
Component Organization/Office Symbol	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> <input type="text"/> <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>

Figure 28: Tenure Waiver window

- 3.7 Complete each section in Part I of the electronic form as follows:
- i. In the **From** fields enter details of your organization. For **Component Organization/Office Symbol** enter the full name of the Government activity (e.g., USAF Air Education and Training Command) or the full office symbol of the Government activity (e.g. HQ TRADOC ATTN: ATTG-C1; HQATC/TTOR).
 - ii. Complete the address fields with details of your organization's **Street, City, State** and **Zip Code**.
 - iii. The **Coordination/Via** refers to the person managing the waiver process. A second **Coordination/Via** section allows you to enter contact details for another manager or workforce member who may be assisting you in managing the waiver. In the event a second individual is included, that person will need to use their **SSN** and **DoB** and/or their **CAC** to access the system: they would also need to be knowledgeable about managing the AT&L Workforce.
 - iv. Enter contact details for the **Waiver Approval Authority**.

3.8 **Part II** deals with **Position Data**, i.e. that related to the position for which the candidate is being considered (See Figure 29).

Figure 29: Tenure Waiver, Part II (Position Data)

- i. **Position Number** and **Position Title** refer to how the position is identified in the appropriate official personnel data system.
 - ii. For **Required Pay Plan**, select the two letter designator for the appropriate Federal Civilian system pay category for the position. Similarly for the **Required Pay Grade/Rank**, select the appropriate civilian/military level from the drop down menus.
 - iii. For **UIC**, select the appropriate Unit Identification Code used to distinguish an organization within the Armed Forces of the United States and for **OCC/Series/Specialty**, select the Service-specific military or civilian personnel system classification code.
 - iv. **Special Acquisition Assignment** information is pre-filled based on selections made in the **Position Data** window (see paragraph 2.6)
 - v. **AT&L Position Category**, **Required Certification Level**, **Position Type**, and **Program Type** show the selections made earlier. These selections appear in grayed out text as they cannot be changed from this window.
- 3.9 **Part III** records the candidate's **Identification/Personal Data** (See Figure 30).

Figure 30: Tenure Waiver, Part III - Identification/Personal Data

- i. Enter **SSN** (Social Security Number), **First Name**, **MI** (Middle Initial) and **Last Name**.
- ii. Details of the pay and seniority should be added using the drop down menus beside **Pay Plan**, and **Pay Grade/Rank**.

- 3.10 For **Part IV**, enter the **Current Tenure Expiration Date** and the **Requested Release Date From Tenure** (See Figure 31).

Figure 31: Tenure Waiver, Part IV - Waiver Type/Waiver Information

- i. Use the drop down menus provided to enter the **Current Tenure Expiration Date** and the **Requested Release Date From Tenure**. **Reason/Explanation** is required to explain the exceptional circumstances justifying the waiver. Text should be entered in the **Reason/Explanation** text box in this section and the **Check Spelling** feature may be used, as explained in paragraph 2.13 of this guide.
- 3.11 Complete **Part IV** by entering the **Requesting Official** and **Requesting Official Waiver Point of Contact** information (see Figure 32). By placing a check mark in either of the boxes shown in Figure 32 you may auto-populate the corresponding text boxes with information already held in the system.

Checking either of these boxes auto-populates text boxes with data held in the system.

Figure 32: Part IV – Requesting Official's details

- 3.12 **Save Waiver.** The form may be saved at any time by clicking the **Save Waiver** button (see Figure 32). A partially completed form may be recalled later and more information added as necessary.

4. View Waivers.

- 4.1 To view one or more waivers, click on **View Waivers** in the **Waiver Menu** in the top left of the window (See Figure 33).



Figure 33: View Waivers link

- 4.2 The **View Waivers** window displays the status of waivers (see Figure 34). Note also that **View Waivers** is the first window to open after **Sign In**. From the **View Waivers** window you may view, update, withdraw, email or print Position Requirement Waivers or Tenure Waivers.

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 Initiate Position Waiver
 Initiate Tenure Waiver
View Waivers
 Search for Waivers
 Sign Out
 User Access
 Request User Access

View Waivers

Instructions: To view/update the waiver, click on the Member's name. To email the waiver, click on the next to the Member's name. To withdraw a waiver, click on the **W** next to the Member's name.

Position Requirements Waivers

	Name	Position Number	Date Initiated
<input checked="" type="checkbox"/>	Jones, Candy	2549736	02 Jan 2007
<input checked="" type="checkbox"/>	Jones, Jenna	5565656	04 Jan 2007

Tenure Waivers

	Name	Position Number	Date Initiated
<input checked="" type="checkbox"/>	Dodger, Roger	45789	28 Dec 2006
<input checked="" type="checkbox"/>	Jones, Jimmy	15689	04 Jan 2007
<input checked="" type="checkbox"/>	March, Fredrick	877345	04 Jan 2007

Figure 34: View Waivers window

- 4.3 To View or Update a waiver, click on an individual's name to open either the **Position Requirements Waiver** or the **Tenure Waiver** form. These forms may be updated to reflect changes in the approval status of an individual. For a complete description of active fields in the **Position Requirements Waiver** and the **Tenure Waiver** forms, see paragraphs 2.4 and 3.3 respectively.
- 4.4 To withdraw a waiver, click on the withdraw icon (**W**) next to the name of the person whose waiver you wish to withdraw. A warning message opens to remind you that this action cannot be undone, (see Figure 35).

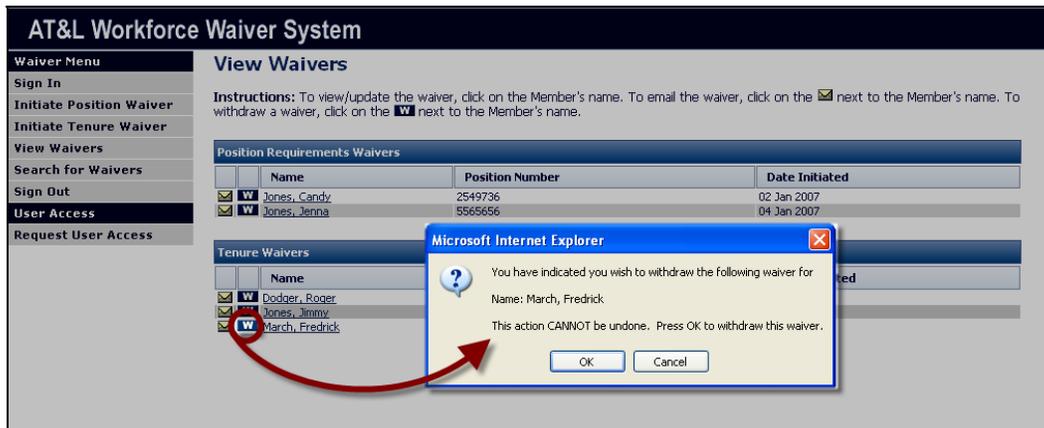


Figure 35: Action to withdraw a waiver

- 4.5 Click the **OK** button to withdraw the waiver, otherwise click the **Cancel** button to leave the **View Waivers** window unchanged.
- 4.6 To email a copy of the form, click on the envelope icon (✉) to open the **Email Options** form (see Figure 36). Enter the email address of the recipient in the **Email Address(es)** text box and a short message in the **Comment(s)** text box. Your comments will appear in the body of your email message. Click on **Send Email** or press the Enter key to send your message and a copy of the waiver form to the addressee(s).

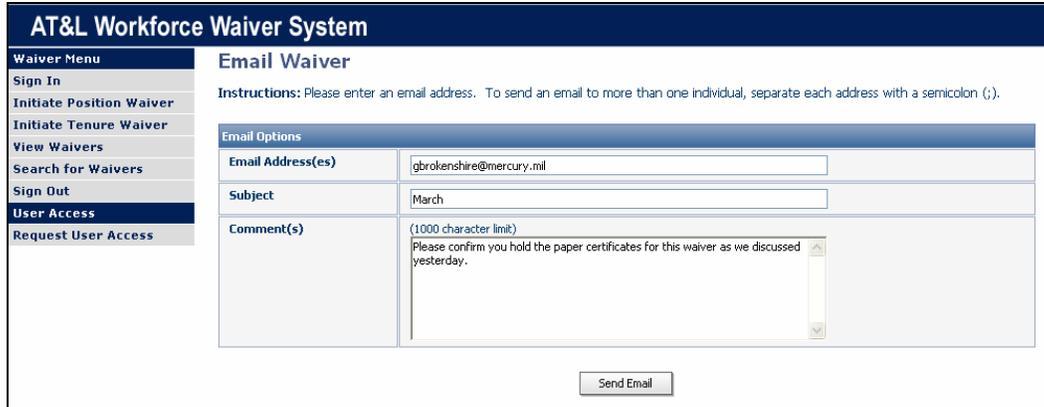


Figure 36: Completed Email Waiver form

- 4.7 To print a copy of a candidate's waiver form, first click on the individual's name from the **View Waivers** menu (see 4.2). Click the **Continue** button to page through the **Position Data** and the **Position Data Confirmation** windows to reach the **Update Tenure Waiver** (or **Update Position Requirements Waiver**) form.
- 4.8 Army and Air Force users should note that at the top right of the Update window there is an **Open as PDF** button (see Figure 37). Navy and DoD Agency users should note one or more **Open as PDF – Requirement #** buttons with the number of buttons being determined by the number of requirements comprising the waiver (see Figure 38). Whereas Army and Air

Force users may print a single DD FORM 2905 with all requirements attached, Navy and DoD Agency users print separate forms for each requirement. Click a button to create a printable DD FORM 2905 version of the window (see Figure 37).

AT&L Workforce Waiver System

Update Position Requirements Waiver

Instructions: Refer to the DoD Desk Guide and DoD Component procedures when filling out this form.

Position Requirements Waiver

Part I - Routing/Coordination

From

Component Organization/Office Symbol | COP

Street | 1111 Street

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE
POSITION REQUIREMENTS OR TENURE WAIVER
(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)

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)
COP 1111 Street City, VA, 21010	Jenna P Jones, Chief COP, 222-222-2222	
2. TO (Waiver Approval Authority) (Organization/Office Symbol and Address)		
COP 56565 Street, City, VA, 26521		

PART II - POSITION DATA

3. POSITION NUMBER 56565656	4. POSITION TITLE Chief	5. REQUIRED GRADE/RANK SL 05
6. UIC 6565	7. OCC SERIES/SPECIALTY 7878	8. AT&L POSITION CATEGORY Program Management
		9. REQUIRED CERTIFICATION LEVEL ...

Figure 37: Open as PDF button prints a complete Waiver form

AT&L Workforce Waiver System

Update Position Requirements Waiver

Instructions: Refer to the DoD Desk Guide and DoD Component procedures when filling out this form.

Position Requirements Waiver

Part I - Routing/Coordination

From

Component Organization/Office Symbol | OS

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE
POSITION REQUIREMENTS OR TENURE WAIVER
(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)

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)
OS 788 Street City, VA, 22101	James Black, Chief OS, 888-888-8888	James Black, Chief OS, 888-888-8888
2. TO (Waiver Approval Authority) (Organization/Office Symbol and Address)		
OS 45 Street, City, VA, 22101		

PART II - POSITION DATA

3. POSITION NUMBER 5656565	4. POSITION TITLE Chief	5. REQUIRED GRADE/RANK GG 05
6. UIC 4545	7. OCC SERIES/SPECIALTY 6565	8. AT&L POSITION CATEGORY Program Management
10. POSITION TYPE Key Leadership (CAP - KLP)	11. SPECIAL ACQUISITION ASSIGNMENT Program Executive Officer (PEO)	9. REQUIRED CERTIFICATION LEVEL III
		12. PROGRAM TYPE N/A

Figure 38: Open as PDF - Requirement # opens corresponding Requirement

- 4.9 The selected waiver form opens in its own window as an Adobe Acrobat (.PDF) version of DD Form 2905 with the requisite number of requirements. This form may be printed.

- 4.10 Close the Adobe Acrobat window to return to the **Update Positions Requirement Waiver** window.
- 4.11 **Important Note.** Changes made to a Requirement will not print until saved. To save a change, click on **Update Waiver** at the bottom of the **Update Positions Requirement Waiver** (or **Update Tenure Waiver**) window.
- 4.12 A **Waiver Confirmation** message opens to confirm the update has been saved. The waiver may now be printed.



Figure 39: Waiver Confirmation window

5. Search for Waivers.

- 5.1 To search for either a Position or Tenure Waiver, click on the **Search for Waivers** button in the **Waiver Menu** in the top left of the window (See Figure 40).



Figure 40: Search for Waivers link

- 5.2 The **Search for Waivers** window appears (See Figure below)

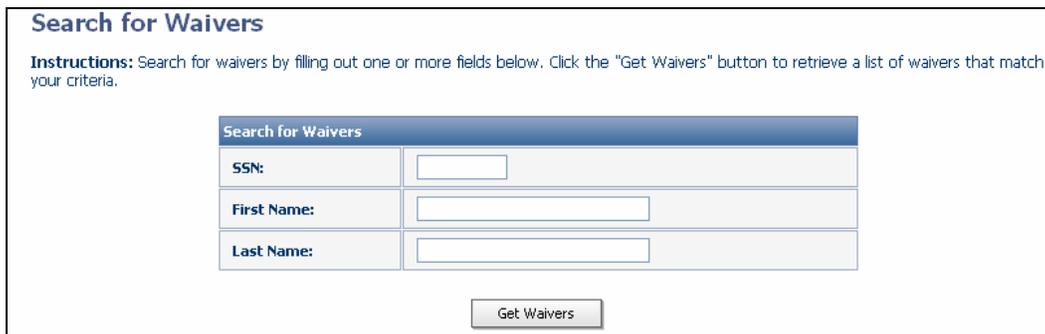
A screenshot of the 'Search for Waivers' window. At the top, it says 'Search for Waivers' in blue. Below that is an instruction: 'Instructions: Search for waivers by filling out one or more fields below. Click the "Get Waivers" button to retrieve a list of waivers that match your criteria.' The main area contains a form with three rows: 'SSN:' with a text box, 'First Name:' with a text box, and 'Last Name:' with a text box. Below the form is a 'Get Waivers' button.

Figure 41: Search for Waivers window

- 5.3 To search for a waiver or multiple waivers, enter **SSN**, **First Name** and/or **Last Name** in the respective text boxes. Click the **Get Waivers** button to retrieve a list of waivers that match your criteria. The list opens in the **View Waivers** window (See Figure 42).

View Waivers

Instructions: To view/update the waiver, click on the Member's name. To email the waiver, click on the  next to the Member's name. To withdraw a waiver, click on the **W** next to the Member's name.

Position Requirements Waivers			
	Name	Position Number	Date Initiated
	 Jones, Candy	2549736	02 Jan 2007
	 Jones, Jenna	5565656	04 Jan 2007

Tenure Waivers			
	Name	Position Number	Date Initiated
	 Dodger, Roger	45789	28 Dec 2006
	 Jones, Jimmy	15689	04 Jan 2007
	 March, Fredrick	877345	04 Jan 2007

Figure 42: View Waivers window

- 5.4 The function of the **View Waivers** window is described in Section 4. You may email a waiver (See Section 4.6) or withdraw a waiver (see Section 4.4)

Access as an Administrator

Members of the AT&L Workforce who fulfill the role of Administrators have read only access to the Workforce Waiver System in order to view waivers and generate summary reports. They cannot update, approve or disapprove waivers. Air Force Administrators are also responsible for approving the requests of Air Force personnel who wish to become Initiators. All Administrators have access to both Position and Tenure Waiver information confined to the component they represent.

6. Generate Reports

- 6.1 Following **Sign In**, members with administrative access are routed to **ATL Waiver Reports** window. This window may also be accessed from the Administrator's main menu by clicking **Generate Reports** (see Figure 43).



Figure 43: Generate Reports link

- 6.2 **Important Note.** Air Force users have one additional menu option in their main menu (see Figure 44). **Process User Access Requests** allows Air Force Administrators to approve or disapprove applications from Air Force personnel who wish to use the AT&L Waiver System (see Chapter 7 for further details). Note that figures used in this chapter show menu items as they are implemented for Army, Navy and DoD Agency users unless annotated otherwise (e.g. Figure 45).

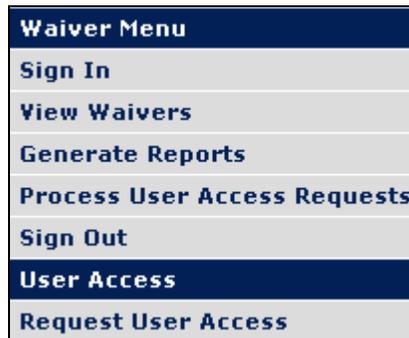


Figure 44: Main Menu - Air Force users only

- 6.3 Click **Generate Reports** to open the **ATL Waiver Reports** search feature. Select the type of report you require from those listed in the drop down menu (see Figure 45). The option exists to select;

- i. Waiver Summary
- ii. Expiring waivers
- iii. Pending Waivers
- iv. Total Waivers Worked or
- v. Approved Waivers

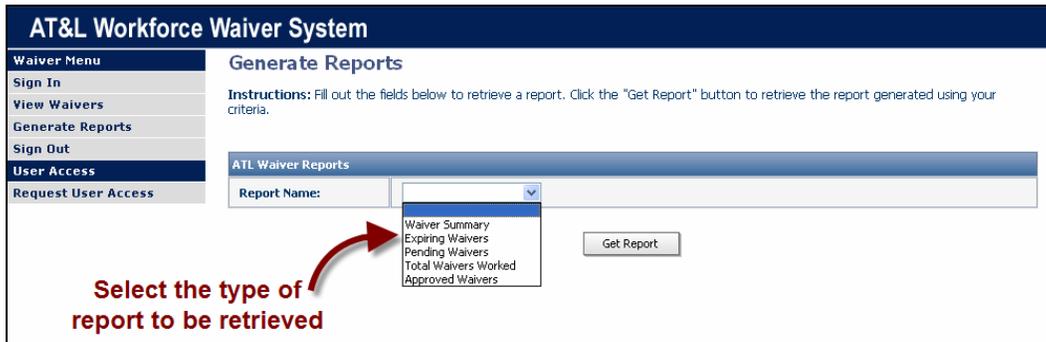


Figure 45: Generate Reports window

- 6.4 **Waiver Summary** – This provides a summary of both Position and Tenure waivers that have been processed within a period selected using the drop down menus. Click the **Get Report** button at the bottom of the window to open the **ATL Waiver Reports** parameters. Select the parameters you need for a search of waiver summaries (see Figure 46).

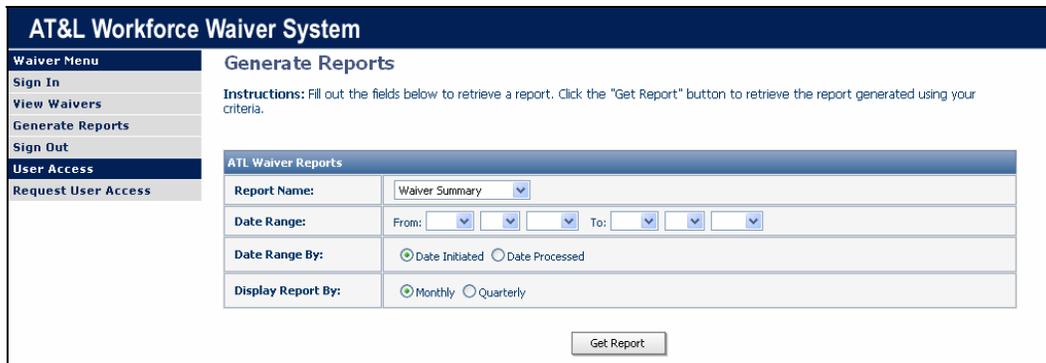


Figure 46: Waiver Summary Search Parameters

- 6.5 **Important Note.** DoD Agencies should note that the search parameters used for DoD searches have one additional field, **Organization**. This field is optional and allows DoD Agency users to limit results to one pre-specified agency as selected from the **Organization** drop down list (see Figure 48).

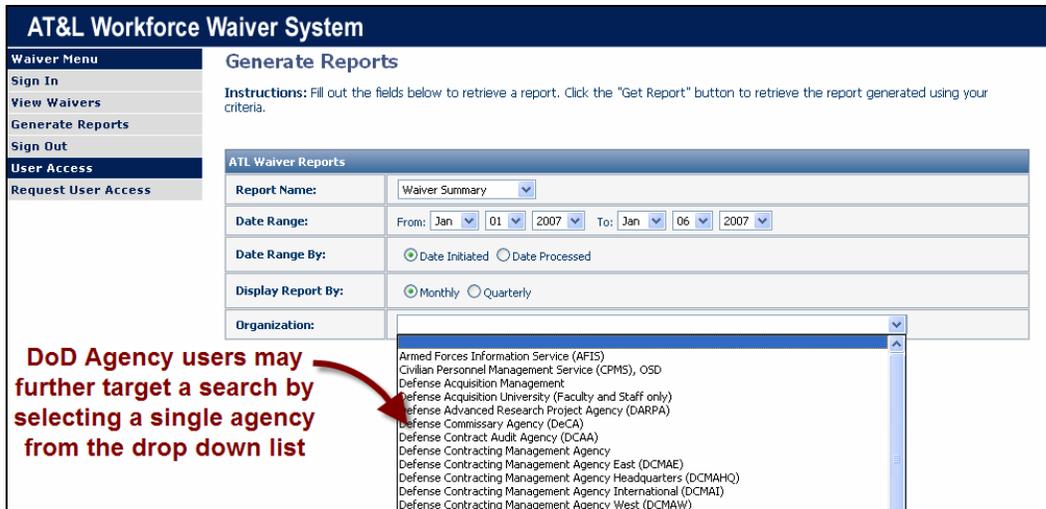
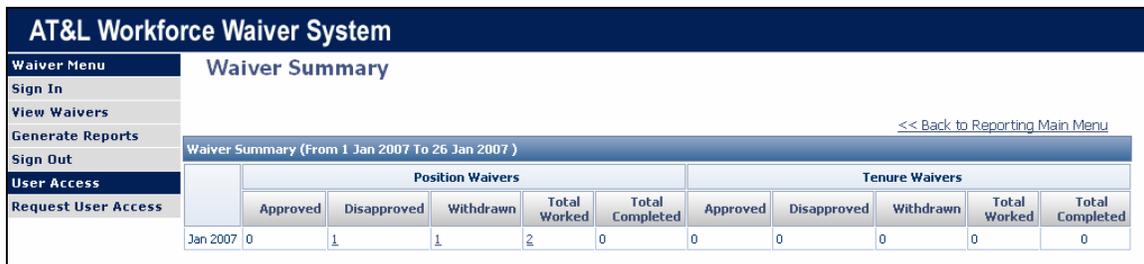


Figure 47: DoD Agency Users may Generate Reports by Organization

- 6.6 Use the drop down menus, to enter a **Date Range** between which you wish to search. Use the radio buttons to select whether you wish your search results to show the date a waiver was initiated or the date it was processed; select whether you prefer the results to be displayed by month or by quarter. When your search parameters are complete, click **Get Report**. The **Waiver Summary** window opens (see Figure 48) to show Position and Tenure waivers that match the selected parameters.



		Position Waivers					Tenure Waivers				
		Approved	Disapproved	Withdrawn	Total Worked	Total Completed	Approved	Disapproved	Withdrawn	Total Worked	Total Completed
Jan 2007	0	<u>1</u>	<u>1</u>	<u>2</u>	0	0	0	0	0	0	

Figure 48: Waiver Summary Window

- 6.7 Data in the results table that is underlined provides a link to further information. Click a link for further information (see Figure 49).

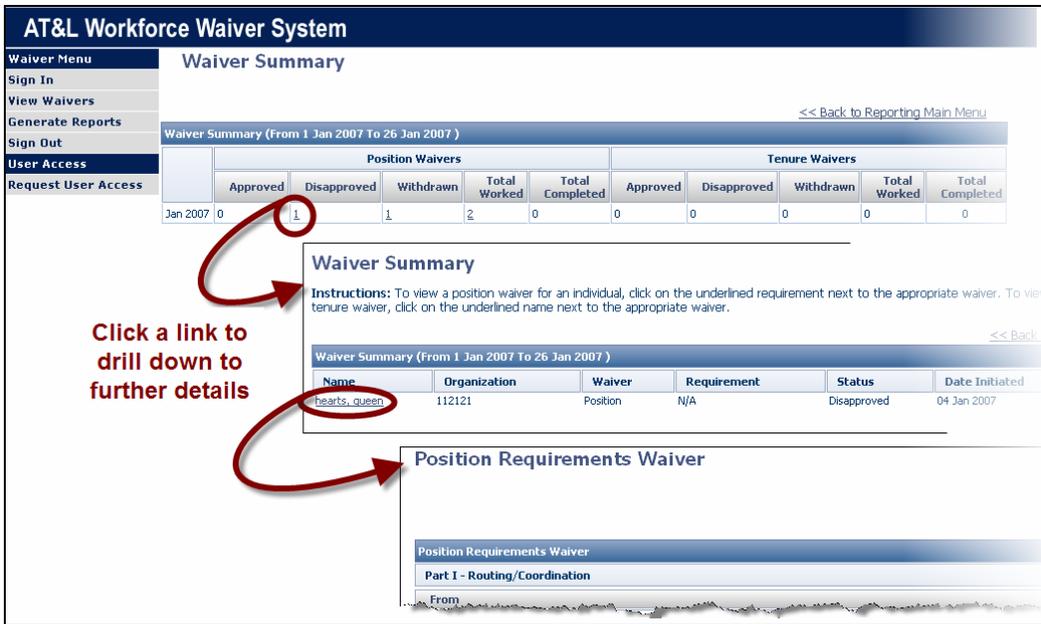


Figure 49: Click links for further details

- 6.8 To exit the window click << **Back to Reporting Main Menu** >> or choose another option from the Main Menu.
- 6.9 **Expiring Waivers** – This provides a list of waivers that are scheduled to expire or have already expired within the period specified in the **Date Range**. Select **Expiring Waivers** from the **Report Name** drop down menu to open the **Date Range** parameters. Select a date range for your search and click the **Get Report** button. The **Expiring Waivers** window opens to show those waivers scheduled to expire in the date range you specified (see Figure 50). As explained above, you may click a link to drill down to further information.



Figure 50: Expiring Waiver window

- 6.10 To exit the window click << **Back to Reporting Main Menu** >> or choose another option from the Main Menu.
- 6.11 **Pending Waivers** – This provides access to waivers which are currently being processed. Select **Pending Waivers** from the **Report Name** drop down menu and click the **Get Report** button. The **Pending Waivers** table opens to show all pending waivers for your component (see Figure 51).

Pending Waivers														
<< Back to Reporting Main Menu														
Date Initiated	Position Title	UIC	AT&L Category	Position Type	Special Acquisition Assignment	Grade/Rank	Name	Requirement I waived because	Requirement II waived because	Requirement III waived because	Requirement IV waived because	Requesting Management Official Name/Phone	Requesting Official Name/Phone	Days Pending
07 Dec 2006	dffasdfas	asdf	Program Management	Not a CAP	None of the Above	06	Aguilera, Christina	Certification	N/A	N/A	N/A	Marsha Cooper (121) 312-1231	Marsha Cooper (121) 312-1231	41
07 Dec 2006	fasdfasf	asdf	Program Management	Not a CAP	None of the Above	01	Miller, Susan	Certification	Certification	N/A	N/A	Marsha Cooper (121) 312-1231	Marsha Cooper (121) 312-1231	41
12 Dec 2006	Contract Specialist	00052	Contracting	Not a CAP	None of the Above	11	Browne, Jerry	Certification	N/A	N/A	N/A	Jackie Smith (864) 884-5784	Deborah Epps (864) 885-1581	36
12 Dec 2006	PEO Submarines	54895	Program Management	Key Leadership (CAP - KLP)	Program Executive Officer (PEO)	04	Brown, Marilyn	N/A	N/A	N/A	N/A	Sue Lee (589) 784-2569	Deborah Epps (864) 885-1581	36
22 Dec 2006	DFASDF	ASDF	Program Management	Critical Acquisition Position (CAP - Non KLP)	Flag/General Officer/SES	03	ASDFASDFASDF, ASDFASDF	Certification	N/A	N/A	N/A	Marsha Cooper (121) 312-1231	Marsha Cooper (121) 312-1231	26
27 Dec 2006	sdfasdfs	asdfs	Program Management	Critical Acquisition Position (CAP - Non KLP)	Flag/General Officer/SES	01	Miller, Sasha	Certification	Acquisition Corps Membership	N/A	N/A	Marsha Cooper (121) 312-1231	Marsha Cooper (121) 312-1231	21
03 Jan 2007	Purchasing Agent	63128	Purchasing	Not a CAP	None of the Above	07	Stevens, Jeff	Certification	N/A	N/A	N/A	Deborah Epps (864) 885-1581		14
05 Jan 2007	Chief	4545	Program Management	Key Leadership (CAP - KLP)	Program Executive Officer (PEO)	07	Black, James	Certification	Acquisition Corps Membership	Statutory Requirement for Plus / GS / SES	N/A	tony parker (864) 684-4645	tony parker (864) 684-4645	12
05 Jan 2007	asdfsdf	asdfs	Program Management	Key Leadership (CAP - KLP)	Flag/General Officer/SES	01	Godhehour, Sally	N/A	N/A	N/A	N/A	Marsha Cooper (121) 312-1231	Marsha Cooper (121) 312-1231	12

Figure 51: Pending Waivers

6.12 Click on a **Requirement** criteria to open the **Process Position Requirements Waiver** window and retrieve complete details of the waiver being sought (see Figure 52).

Requirement I waived because | **Requirement II waived because**

Certification | N/A

Certification | Certification

Certification | N/A

Process Position Requirements Waiver

Instructions: To process the waiver, fill out the approval status and comments below, then click on the "Process Waiver" button. Open as PDF

Position Requirements Waiver

Part I - Routing/Coordination

From

Component Organization/Office Symbol: Naval Air Systems Command
Street: 2000 NAVAIR Road
City: Lexington Park
State: MD **ZIP Code:** 45879

Coordination/Via

Name: Joe Mitchell
Title: Supervisor **Organization:** Naval Air Systems Command
Phone: (301) 865-7896

Coordination/Via

Name:
Title: **Organization:**
Phone:

Click on a link from the Pending Waivers form to retrieve full details of the waiver in the Process Position Requirements Waiver window.

Figure 52: Retrieving additional waiver details

6.13 To exit the window, choose another option from the Main Menu.

6.14 **Total Waivers Worked** – This provides a summary table of completed Position and Tenure Waivers by Organization within the Component. Select **Total Waivers Worked** from the **Report Name** drop down menu to open the **Date Range** and **Date Range By** parameters. Select ranges using the drop down menus and radio buttons provided, then click **Get Report**. The **Total Waivers Worked** table displays (see Figure 53 number 1).

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Sign Out
User Access
 Request User Access

Total Waivers Worked

Instructions: To view waivers for the organizations listed below, click on the underlined link under the appropriate header.

<< Back to Reporting Main Menu
 << Export to Excel

Total Waivers Worked (From 1 Jan 2007 To 1 Feb 2007)

Organization	Position Waivers			Reasons				Tenure Waivers		
	Approved	Disapproved	Total Waivers Worked	Waived Education	Waived Experience	Waived Training	Total	Approved	Disapproved	Total Waivers Worked
asdf	0	0	0	0	0	0	0	0	0	0
ASM	<u>1</u>	0	1	1	1	1	3	0	0	0
NAVAIR/AIR-07	0	0	0	0	0	0	0	0	0	0
NAVSEA	<u>1</u>	0	1	0	1	1	2	0	1	1
OS	0	0	0	0	0	0	0	0	0	0

Click any underlined text to access individual details

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Sign Out
User Access
 Request User Access

Total Waivers Worked

Instructions: To view a position waiver for an individual, click on the underlined requirement next to the appropriate waiver. To view a tenure waiver, click on the underlined name next to the appropriate waiver.

<< Back to Report
 << Export to Excel

Name	Organization	Waiver	Requirement	Date Initiated
<u>Walters, Barb</u>	NAVSEA	Position	Statutory Requirement for PM / DPM	03 Jan 2007

Click an individual name to access the corresponding Position Requirements Waiver window

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Sign Out
User Access
 Request User Access

Position Requirements Waiver

Open as PDF

Position Requirements Waiver

Part 1 - Routing/Coordination

From

Component Organization/Office Symbol: NAVSEA
 Street:
 City:
 State: ZIP Code:

Figure 53: Total Waivers Worked drill down sequence

- 6.15 Click any underlined text to access details of the individual who sought the waiver (see Figure 53 number 2); click that person's name to open the **Position Requirements Waiver** window (see Figure 53 number 3).
- 6.16 To exit the window click << **Back to Reporting Main Menu** >> or choose another option from the Main Menu.
- 6.17 **Approved Waivers** – This provides details of individual Position and Tenure Waivers that have been approved. Users may drill down to see a **Position Requirements Waiver** as it was completed at the time of approval. Select **Approved Waivers** from the **Report Name** drop down menu to open the **Date Range** and **Date Range By** parameters. Select ranges using the drop down menus and radio buttons provided, then click **Get Report**. The **Approved Waivers** table displays (see Figure 54 number 1).

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Process User Access Requests
 Sign Out
 User Access
 Request User Access

Approved Waivers

Instructions: To view waivers for the organizations listed below, click on the underlined link under the appropriate header.

<< Back to Reporting Main Menu
 << Export to Excel

Approved Waivers (From 1 Jan 2007 To 1 Jan 2008)

Approved Tenure Waivers	
Total	Avg Number of Months Waived
0	

Approved Position Waivers					
Requirement	Education	Experience	Training	Total	
Acquisition Corps Membership	1	1	1	3	
Certification	1	1	1	3	
Statutory Requirement for Contracting Officers	1	1	1	3	
Statutory Requirement for Flag / GO / SES	1	1	1	3	
Statutory Requirement for PEO	1	1	1	3	

1

Click any underlined text to access individual details

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Process User Access Requests
 Sign Out
 User Access
 Request User Access

Approved Waivers

Instructions: To view a position waiver for an individual, click on the underlined requirement next to the appropriate waiver. To view a tenure waiver, click on the underlined name next to the appropriate waiver.

<< Back to Report
 << Export to Excel

Approved Waivers (From 1 Jan 2007 To 1 Jan 2008)

Name	Organization	Waiver	Requirement	Deficiency	Date Initiated
Cooper, Marsha	asdfas	Position	Statutory Requirement for PEO	Education	12 Jan 2007

2

Click an individual name to access the corresponding Position Requirements Waiver window

AT&L Workforce Waiver System

Waiver Menu
 Sign In
 View Waivers
 Generate Reports
 Process User Access Requests
 Sign Out
 User Access
 Request User Access

Position Requirements Waiver

Open as PDF

Position Requirements Waiver

Part I - Routing/Coordination

From

Component Organization/Office Symbol: asdfas
 Street: d'asdfasdf
 City: asdfasdf
 State: AP ZIP Code: 42342

3

Figure 54: Approved Waivers drill down sequence

- 6.18 Click any underlined text to access details of the waiver (see Figure 54 number 2); click that person's name to open the **Position Requirements Waiver** window (see Figure 54 number 3).
- 6.19 To exit the window click << **Back to Reporting Main Menu** >> or choose another option from the Main Menu.
- 6.20 To exit the window click << **Back to Reporting Main Menu** >> or choose another option from the Main Menu.

7. Process User Access Requests (Air Force only)

- 7.1 Following **Sign In**, Air Force Administrators are routed to the **Generate Reports** window. To access requests from Air Force personnel who wish to use the AT&L Workforce Waiver system, click **Process User Access Requests** from the main menu in the top left of the window (see Figure 55).



Figure 55: Process User Access Requests link

- 7.2 The **View Pending User ID Requests** window opens (see Figure 56) with a list of Air Force personnel requesting access to the AT&L Workforce Waiver System as Initiators. Air Force Administrators are encouraged to Sign In to the system frequently in order to process requests promptly.



Figure 56: View Pending User ID Requests

- 7.3 Click on a name in the list to open that person's request form. The **Process Pending User ID Request** window opens to show the form as it was submitted by the applicant. Sections completed by the applicant appear in grey text and cannot be amended by an Administrator. Enter remarks in the **Comments** box to support the decision you've made: click either **Approve** or **Disapprove** to process the User Access Request.

Figure 57: Process Pending User ID Requests

- 7.4 A **Request User Access Confirmation** message shows to confirm the decision you made (see Figure 58). Click another main menu link to exit the window.

Figure 58: Request User Access Confirmation window

Access as an Approving Official

The role of an Approving Official is to approve or disapprove Position and Tenure Waivers that have been routed to them as Pending Waivers. Approving Officials who represent Army users will be notified by email when a new waiver requires their attention. Approving Officials who represent all other components are encouraged to sign in to the waiver system on a regular basis to check for new and pending waivers.

8. Process Waivers

- 8.1 Following **Sign In**, Approving Officials are routed to the **Process Waiver** window. The **Process Waiver** window is divided into two sections: the top section lists **Pending Waivers** and the bottom section **Previous Waivers** processed within the last 30 days (see Figure 59).

Process Waivers

Instructions: To approve/disapprove a waiver, click on the Member's name.

Pending Waivers					
	Name	Waiver	Position Number	Requirement	Date Initiated
<input checked="" type="checkbox"/>	Dodger, Roger	Tenure	45789		28 Dec 2006

Instructions: To view a previously processed waiver, click on the Member's name. To mark a previous waiver complete, please click on the **C** next to the Member's name.

Previous Waivers						
	Name	Waiver	Position Number	Requirement	Status	Date Processed

Figure 59: Process Waivers window

- 8.2 To approve/disapprove a Pending Waiver, click on a student's name to open the waiver. The window opens the waiver as it was completed by the initiator. The form is "read only" (i.e. no details may be changed) except for an **Approval** box at the bottom of the form (see Figure 60).

Figure 60: Processing a Waiver (Army implementation)

8.3 To process a waiver:

- i. Review the read only information in Parts I through IV (see arrow 1 in Figure 60)
- ii. Determine whether the waiver should be approved and indicate the decision by clicking in either the **Approved** or **Disapproved** radio button (see arrow 2) near the bottom of the window. Army users only should note that they must select a **Final Approval Authority** from those listed in the drop down menu (see arrow 2). Final Approval Authority may be granted verbally by any senior officer listed in the drop down menu. **Final Approval Authority** is not required for other components: Navy, Air Force and DoD Agencies will not see this feature in the window.
- iii. Add comments as appropriate in the **Comments** text box (arrow 3), and
- iv. Click the **Process Waiver** button when complete.

8.4 A **Waiver Confirmation** window confirms your decision (see Figure 61)

Figure 61: Waiver Confirmation

- 8.5 The newly processed waiver now appears as a **Previous Waiver** in the lower part of the window (see Figure 62).

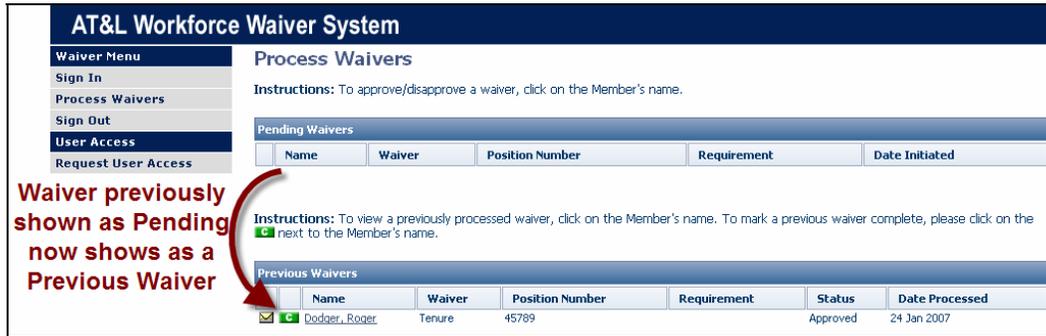


Figure 62: Previous Waivers

- 8.6 Completion of the waiver process occurs when a waiver is removed from the **Previous Waivers** list. This is done by clicking on the green complete icon (C). A warning message opens to indicate this action cannot be undone (see Figure 63).

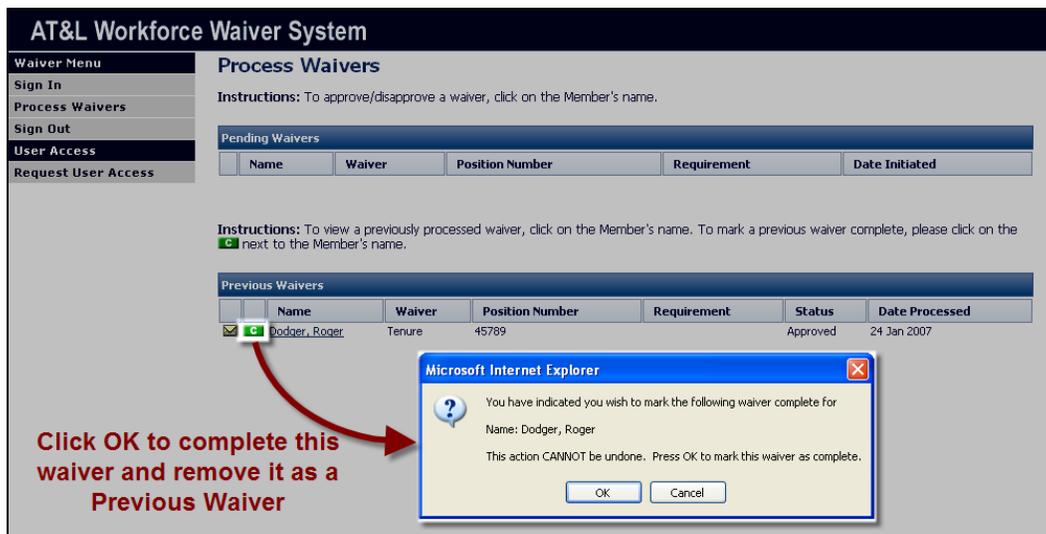


Figure 63: Click C to complete waiver

- 8.7 Click **OK** if you wish to complete the waiver process; click **Cancel** if not.

9. Sign Out

- 9.1 To **Sign Out** of the system, click on the **Sign Out** button in the **Waiver Menu** in the top left of the window (See Figure 64). **Sign Out** is always the final option in the **Waiver Menu** for Initiators, Approving Officials and Administrators.



Figure 64: Sign Out link (Initiator Menu)

- 9.2 A warning message informs you that to complete **Sign Out** you must also close your browser window. Click **OK** to continue. A second warning asks for confirmation that you want to close the window: click **Yes** to exit the system and your browser.

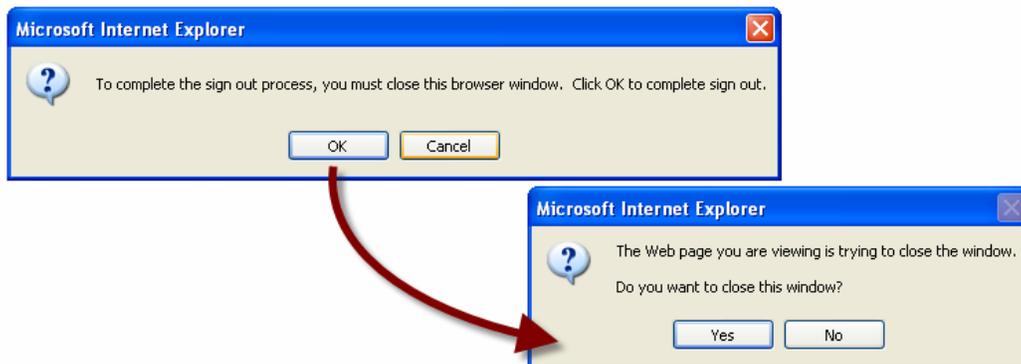


Figure 65: Sign Out sequence

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Table of Figures

Figure 1: AT&L Workforce Waiver System Sign In window.....	7
Figure 2: Request User Access	8
Figure 3: Required fields on the Request User Access form.....	8
Figure 4: Missing DoD Root Certificate	9
Figure 5: Missing Client Certificate.....	10
Figure 6: Choose a Digital Certificate	11
Figure 7: CAC Reader Software - Enter PIN dialog box.....	11
Figure 8: Sign In using SSN and DoB	12
Figure 9: Initiate Position Waiver link.....	13
Figure 10: Position Requirements Waiver – Auto-populate feature.....	14
Figure 11: Position Requirements Waiver, Position Data.....	14
Figure 12: Position Data - Context Sensitive Selections	15
Figure 13: Position Data Confirmation	15
Figure 14: Part 1 - Routing/Coordination	16
Figure 15: Position Requirements Waiver, Part II (Position Data)	17
Figure 16: Position Requirements Waiver, Part III - Identification/Personal Data	17
Figure 17: Reason/Explanation Text Box	18
Figure 18: Example of Spelling Results.....	19
Figure 19: Part III – Requesting Official's details	19
Figure 20: Requirement Data.....	20
Figure 21: Part IV Example Requirement	20
Figure 22: Adding a fourth Requirement	21
Figure 23: Waiver Confirmation.....	22
Figure 24: Selecting an Approving Official (Navy users only)	23
Figure 25: Initiate Tenure Waiver	24
Figure 26: Tenure Waiver Notice window	24
Figure 27: Tenure Waiver window	25
Figure 28: Tenure Waiver window	26

Figure 29: Tenure Waiver, Part II (Position Data)27

Figure 30: Tenure Waiver, Part III - Identification/Personal Data27

Figure 31: Tenure Waiver, Part IV - Waiver Type/Waiver Information28

Figure 32: Part IV – Requesting Official's details28

Figure 33: View Waivers link.....29

Figure 34: View Waivers window29

Figure 35: Action to withdraw a waiver30

Figure 36: Completed Email Waiver form.....30

Figure 37: Open as PDF button prints a complete Waiver form.....31

Figure 38: Open as PDF - Requirement # opens corresponding Requirement31

Figure 39: Waiver Confirmation window32

Figure 40: Search for Waivers link.....33

Figure 41: Search for Waivers window33

Figure 42: View Waivers window34

Figure 43: Generate Reports link.....35

Figure 44: Main Menu - Air Force users only.....35

Figure 45: Generate Reports window36

Figure 46: Waiver Summary Search Parameters36

Figure 47: DoD Agency Users may Generate Reports by Organization.....37

Figure 48: Waiver Summary Window37

Figure 49: Click links for further details38

Figure 50: Expiring Waiver window38

Figure 51: Pending Waivers39

Figure 52: Retrieving additional waiver details.....39

Figure 53: Total Waivers Worked window40

Figure 54: Process User Access Requests link.....42

Figure 55: View Pending User ID Requests.....42

Figure 56: Process Pending User ID Requests.....43

Figure 57: Request User Access Confirmation window43

Figure 58: Process Waivers window44

Figure 59: Processing a Waiver (Army implementation)45

Figure 60: Waiver Confirmation.....45

Figure 61: Previous Waivers46

Figure 62: Click **C** to complete waiver46

Figure 63: Sign Out link (Initiator Menu)47

Figure 64: Sign Out sequence47