

AT&L

Workforce Waiver Form



User Manual

Draft 1.0 February, 2006

Updated November, 2010

If you have any questions about the AT&L Workforce Waiver System (for 4th Estate users),
please contact:

Jonathan Higgins

AT&L Human Capital Initiatives

Program Manager, ACQTAS

Comm (703) 805-1463

Email: Jonathan.Higgins@dau.mil

Table of Contents

1	About this Guide	4
2	Introduction	6
2.1	Welcome to the AT&L Workforce Waiver System.	6
3	Getting Started	7
3.1	Logon	7
3.2	Managing Processed Waivers.	9
3.3	Generate a Position Waiver.	10
3.4	Generate a Tenure Waiver.	17
3.5	View Waivers.	23
3.6	Search for Waivers.	25
3.7	Logoff.	27
4	References	29
5	Table of Figures	29

1. About this Guide

The AT&L Workforce Waiver Form User Manual explains the functional use of the automated AT&L Workforce Waiver form, a component part of the AT&L Workforce Waiver System. The Manual 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 Manual provides functional guidance on completion and routing of Position and Tenure Waiver forms. This User Manual is designed to meet the needs of all user communities within the AT&L Workforce, including Military Departments (Army, Navy/Marine Corps, and the Air Force) and other Defense Agencies and organizations external to the Military Departments.

If you have any questions or suggestions for improving this user manual, please contact the Program Manager, Comm (703) 805-1463.

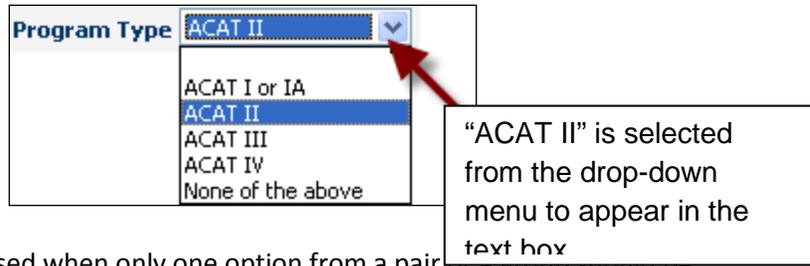
Email: Jonathan.Higgins@dau.mil

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

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 screen, an item may be highlighted in an accompanying graphic or “Fig.” The convention used is to place the item in a “spotlight rectangle” emphasized by an arrow. An example of this convention appears below.



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.



4. Radio buttons () are used when only one option from a pair or a group should be selected. A green dot on the center of the circle indicates that option is selected. Click on 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 on a checkbox to add or remove its checkmark.

2. Introduction

1.1 Welcome to the AT&L Workforce Waiver System.

This User Manual is designed to support members of the 4th Estate community tasked with the management of Position 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 competing for an AT&L position, supervisors and training managers of members of the AT&L Workforce, or others with Position and Tenure Waiver responsibilities.

The User Manual provides guidance on data entry requirements and system functionality in order that Waivers may be executed in an efficient and timely manner. The Manual is complementary to the Department of Defense's "Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management." Whereas the Desk Guide answers questions related to regulations, policies and procedures concerning Waivers, this User Manual answers questions related to the management, transfer and processing of workforce data contained within the computer-based AT&L Waiver System. The most current versions of both of these publications are available at www.dau.mil/workforce.

If you have any questions or suggestions for improving this User Manual, please contact the Program Manager, Comm (703) 805-1463.

Email: Jonathan.Higgins@dau.mil

3. Getting Started

1.2 Logon

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

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

1.2.1 Enter this URL in your browser to access the logon screen (See Fig. 1)

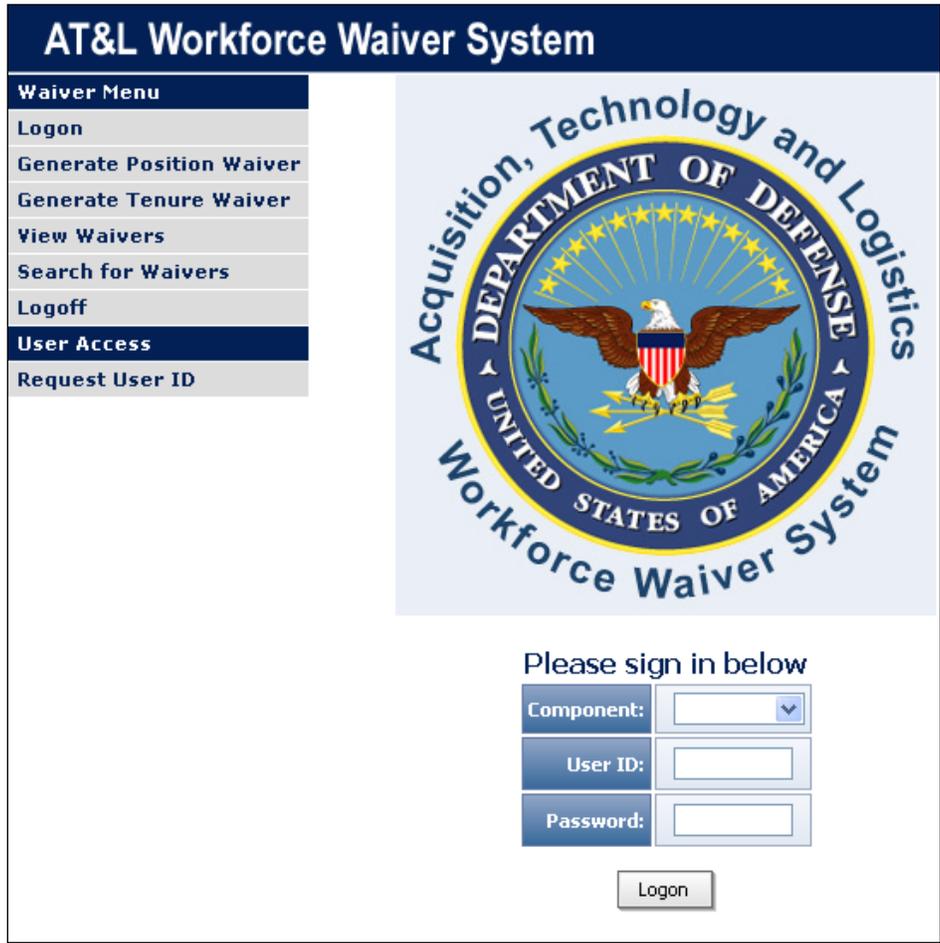


Fig. 1: AT&L Workforce Waiver System Logon window

- 1.2.2 Enter your access details in the **Please sign in below** box. Select the component you represent from the four alternatives available from the drop-down menu. (See Fig. 2)



Fig. 2: Please sign in below box showing Components menu

- 1.2.3 If you have already been issued a **User ID** and **Password** you may sign in to the system by entering these in their respective boxes and clicking on the **Logon** button. If you do not presently have a **User ID** and **Password** you may request these by clicking on the **Request User ID** button in the Main Menu in the top left of the window (See Fig. 3).



Fig. 3: Main Menu showing Request User ID button

- 1.2.4 A request for a new User ID and Password requires completion of a short form available by clicking the Request User ID Button. (See Fig. 4).

Request User ID

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

Request User ID

Component

Approval Type
 Manager Requesting Official

First Name **MI** **Last Name**

Phone - - **ext.**

Fax - -

Email

Comments (1000 character limit)

1.3 Managing Processed Waivers.

1.3.1 Following **Logon**, the first window displayed is the **Processed Waivers** window. (See Fig: 4). This window will show the status of waivers that have been, or are still being, processed. From this screen you may view or update a waiver or e-mail it to another user.

AT&L Workforce Waiver System																												
Waiver Menu Logon Generate Position Waiver Generate Tenure Waiver View Waivers Search for Waivers Logoff User Access Request User ID	<h3>Processed Waivers</h3> <p>Instructions: To view/update the waiver, click on the students name. To email the waiver, click on the <input checked="" type="checkbox"/> next to the students name.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Position Requirements Waivers</th> </tr> <tr> <th>Name</th> <th>From Organization</th> <th>To Organization</th> <th>Date Processed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Repeat, Pete</td> <td>xyxc</td> <td>dacm</td> <td>10/26/2005 10:44:10 AM</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Tenure Waivers</th> </tr> <tr> <th>Name</th> <th>From Organization</th> <th>To Organization</th> <th>Date Processed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Doe, John k</td> <td>ASC/DPD</td> <td>SAF/AQ</td> <td>10/31/2005 7:01:40 AM</td> </tr> </tbody> </table>				Position Requirements Waivers				Name	From Organization	To Organization	Date Processed	<input checked="" type="checkbox"/> Repeat, Pete	xyxc	dacm	10/26/2005 10:44:10 AM	Tenure Waivers				Name	From Organization	To Organization	Date Processed	<input checked="" type="checkbox"/> Doe, John k	ASC/DPD	SAF/AQ	10/31/2005 7:01:40 AM
Position Requirements Waivers																												
Name	From Organization	To Organization	Date Processed																									
<input checked="" type="checkbox"/> Repeat, Pete	xyxc	dacm	10/26/2005 10:44:10 AM																									
Tenure Waivers																												
Name	From Organization	To Organization	Date Processed																									
<input checked="" type="checkbox"/> Doe, John k	ASC/DPD	SAF/AQ	10/31/2005 7:01:40 AM																									

Fig. 4: Processed Waivers window

- 1.3.2 To View or Update a waiver, click on the individual’s name to display the **Update Position Requirements Waiver** form. This form may be updated to reflect changes in the approval status of the individual. For a complete description of the fields to be completed in this form, see Section 3.3 of this manual.
- 1.3.3 To send a copy of the form to another authority, click on the envelope icon (✉) to display the **Email Waiver** form. Enter the e-mail address of the recipient in the **Email Address(s)** box and a short message in the **Comment(s)** box. Your comments will appear as the body of your message in the e-mail. Click on **Send Email** or press the Enter key to send your message and a copy of the waiver form to the addressee.

Email Waiver

Instructions: Please enter an email address. To send an email to more than one individual, separate each address with a semicolon (;).

Email Options	
Email Address(s)	dmaddrell@asmr.com
Comment(s)	(1000 character limit) Please confirm you hold paper certificates for this individual.

Fig. 5: A completed Email Waiver form.

1.4 Generate 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.

- 1.4.1 To generate a position waiver, click on the **Generate Position Waiver** in the **Waiver Menu** in the top left of the window (See Fig. 6).

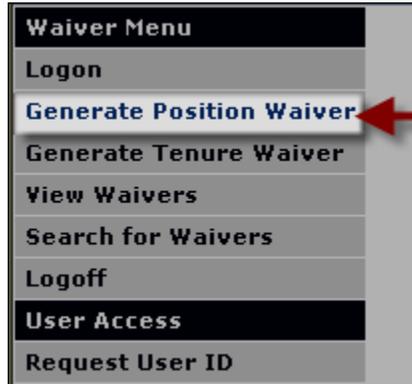


Fig. 6: Generate Position Waiver Menu

- 1.4.2 The **Position Requirements Waiver** window opens (See Fig. 7)

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	<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"/> <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"/> <input type="text"/>

Fig. 7 The Position Requirements Waiver, Part I (Routing/Coordination).

- 1.4.3 The **Position Requirements Waiver** window displays as an electronic form comprising five parts or sections. The form is a counterpart of the paper version, DD Form 2905, DEC 2005. Complete each section of the electronic form as follows:
- a. **Part I** deals with **Routing/Coordination** data. (See Fig 7)
 - 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 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; this will likely be you. 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 have a **User ID** and **Password** for the system and be knowledgeable about the AT&L Workforce program.

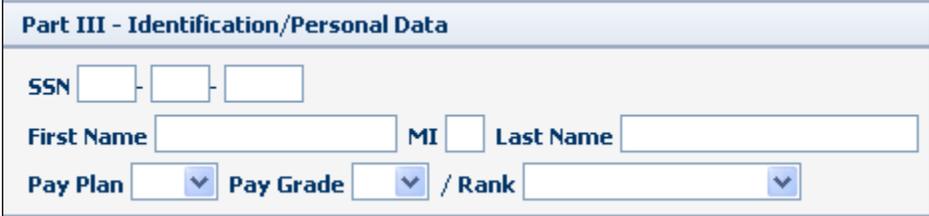
 - b. **Part II** deals with **Position Data**, i.e. that related to the position for which the candidate is being considered (See Fig. 8).

The screenshot shows a form titled "Part II - Position Data". It contains the following fields and controls:

- Position Number: Text input field.
- Position Title: Text input field.
- Required Pay Plan: Dropdown menu.
- Required Pay Grade: Dropdown menu.
- / Rank: Dropdown menu.
- UIC: Text input field.
- OCC Series/Specialty: Text input field.
- AT&L Position Category: Dropdown menu.
- Required Certification Level: Dropdown menu.
- Position Type: Dropdown menu.
- Special Acquisition Assignment: Dropdown menu.
- Program Type: Dropdown menu.

Fig. 8: The 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 attached drop-down boxes.
 - 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. For **AT&L Position Category**, select from the drop-down box the position category assigned to this position.
 - v. For **Required Certification Level**, select from the drop-down box the certification level assigned to the position. The level designation should correspond to the level of responsibility and expertise required by the position and grade of the position.
 - vi. For **Position Type**, select from the drop-down box the position's designation. Positions designated as CAPs (Critical Acquisition Positions) are a subset of all AT&L positions; CAPs are identified as critical to effort or function they support. Within CAPs is a subset of KLPs (Key Leadership Positions), positions requiring special attention with regard to qualifications, accountability, and position tenure.
 - vii. For the **Special Acquisition Assignment** and **Program Type** boxes, select from their respective drop-down boxes the appropriate designation dependent on whether the **Position Title** is one having special statutory requirements associated with it. For a full explanation of statutory rights associated with each of the available options see Reference A, Appendix E.
- c. **Part III** records the candidate's **Identification/Personal Data**. (See Fig 9)



The screenshot shows a form titled "Part III - Identification/Personal Data". It contains the following fields:

- SSN: Three separate input boxes separated by dashes.
- First Name: A single input box.
- MI: A single input box.
- Last Name: A single input box.
- Pay Plan: A dropdown menu.
- Pay Grade: A dropdown menu.
- Rank: A dropdown menu.

Fig. 9: The Position Requirements Waiver, Part III (Identification/Personal Data).

- i. **SSN** (Social Security Number), **First Name**, **MI** (Middle Initial) and **Last Name** should be entered.
 - ii. Details of the prospective incumbent's pay and seniority should be added using the drop down boxes beside **Pay Plan**, and **Pay Grade/Rank**.
- d. **Part IV** identifies the education or experience qualifications for which a waiver is sought for the candidate. (See Fig. 10).

Requirement 1

Requirement (on/Explanation)

Due To Absence N/A

Education Certification

Training (Check all that apply)

Acquisition Corps Membership

Statutory Requirement for Flag / GO / SES

Statutory Requirement for PEO

Statutory Requirement for PM / DPM

Statutory Requirement for Senior Contracting Official

Statutory Requirement for 1102 Positions

Statutory Requirement for Contracting Officers

DAU Certification Course(s)

Experience (Check all that apply)

N/A

Minimum required for certification to position level

4 years acquisition experience (CAPs)

Served as a PM or DPM (PEOs)

4 years experience on a CAP (PEOs & Flag/GO/SES)

10 years acquisition experience (PEOs & Flag/GO/SES positions)

8 years acquisition experience (ACAT I & IA PMs)

6 years acquisition experience (ACAT I & IA Deputy PMs)

6 years acquisition experience (ACAT II PMs)

4 years acquisition experience (ACAT II DPMs)

4 years of contracting experience (Senior Contracting Officials)

2 years experience in an acquisition program office (ACAT I & IA PMs/DPMs)

2 years contracting experience (Contracting Officer above SAT)

Duration of Assignment

Target Date For Meeting Requirement(s)

Fig. 10: The Position Requirements Waiver, Part IV (Requirement 1), showing the Requirement drop-down menu.

- i. From the **Requirement** drop-down menu, select the **Certification**, **Acquisition Corps Membership** or specific **Statutory Regulation** for which a waiver is sought.
- ii. Select an education attainment the candidate lacks from the **Education** drop-down menu. The selected attainment will be one expected of an incumbent in the **Position**.
- iii. Check all applicable boxes under **Training** and **Education** that correspond to attainments the candidate has not achieved and 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; if the waiver is for a specified period of time only, leave the box unchecked.
- v. Where there is a target date for the candidate to meet the requirement, that date should be entered in the **Target Date for Meeting Requirement**. Use the drop-down boxes provided to enter that date.
- vi. Where a waiver is sought for more than one **Requirement**, the additional Requirement sections should be completed in the same way as for **Requirement 1**.
- vii. When all applicable Requirement sections have been completed, an explanation and supporting reasons should be offered to justify the waiver. Additionally for Position Requirements Waivers, the prospect's ability to perform in the position while working to achieve the standards should be addressed.
- viii. Part IV is complete when the **Requesting Official** and **Requesting Official Waiver Point of Contact** sections are complete, with named individuals identified, along with their respective contact details, pay grades, seniority and in the case of the **Requesting Official**, when the form was completed (see Fig: 11).

The screenshot shows two form sections. The top section is titled 'Requesting Official' and contains the following fields: 'First Name' (text box), 'MI' (checkbox), 'Last Name' (text box), 'Pay Plan' (dropdown), 'Pay Grade' (dropdown), '/ Rank' (dropdown), 'Title' (text box), 'Organization' (text box), 'Phone' (text box with hyphens), 'ext' (text box), and 'Date' (three dropdown boxes). The bottom section is titled 'Requesting Official Waiver Point of Contact' and contains: 'First Name' (text box), 'MI' (checkbox), 'Last Name' (text box), 'Title' (text box), 'Organization' (text box), and 'Phone' (text box with hyphens) followed by 'ext' (text box). A mouse cursor is visible over the 'Requesting Official Waiver Point of Contact' section header.

Fig. 11: Part IV – Requesting Officials' details

- e. **Part V – Disposition** is for completion by an **Approving Official**. The official should enter his/her own personal details, to include contact details, pay grade, seniority and the date when the form was completed. Most importantly either the **Approved** or **Disapproved** radio button should be checked according to the

decision reached on the waiver request. Where Comments are required, these should be added in the text box at the end of the form. (See Fig. 12)

Part V - Disposition

Approving Official

First Name MI Last Name

Pay Plan Pay Grade / Rank

Title Organization

Phone - - ext

Approved Disapproved

Date Approved/Disapproved

Comments (if required)

Save Waiver

Fig. 12: Part V – Disposition with the Approved and Disapproved radio buttons highlighted.

- c. **Save Waiver.** At any time during the completion of the Waiver form, the form may be saved. A partially completed form may be recalled at any time and more information added as necessary.

1.5 Generate a Tenure Waiver.

- 1.5.1 To generate a tenure waiver, click on the **Generate Tenure Waiver** in the **Waiver Menu** in the top left of the window (See Fig. 13).

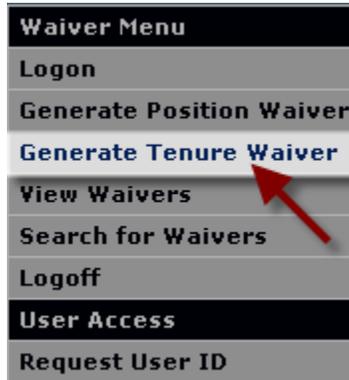


Fig. 13: Generate Tenure Waiver

1.5.2 A **Tenure Waiver Notice** window opens with information about exceptions to waivers (See Fig. 14). It is noted 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 further information on exceptions to waivers, see Reference A, Section 6.

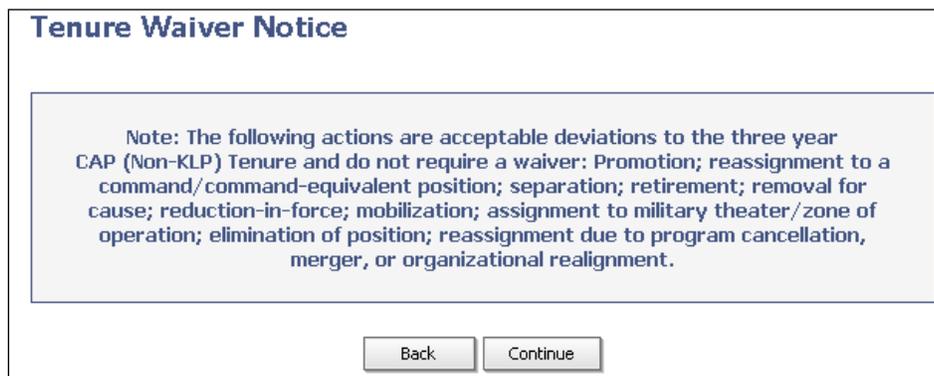


Fig. 14: The Tenure Waiver Notice window

- 1.5.3 Press the **Continue** button at the bottom of the screen to proceed with a Tenure Waiver. The **Tenure Requirements Waiver** window displays as an electronic form comprising five parts or sections (Fig. 15 shows the first of these).

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

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 -

Fig. 15: The Tenure Waiver window

- 1.5.4 Complete each section of the electronic form as follows:
- a. **Part I** deals with **Routing/Coordination** data.
 - 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 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; this will likely be you. 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 have a User ID and Password for the system and be knowledgeable about the AT&L Workforce program.
- b. **Part II** deals with **Position Data**, i.e. that related to the position for which the candidate is being considered (See Fig. 16).



Fig. 16: The 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 attached drop-down boxes.
- 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. For **AT&L Position Category**, select from the drop-down box the position category assigned to this position.
 - v. For **Required Certification Level**, select from the drop-down box the certification level assigned to the position. The level designation should correspond to the level of responsibility and expertise required by the position and to the grade of the position.
 - vi. For **Position Type**, select from the drop-down box the position's designation. Positions designated as CAPs (Critical Acquisition Positions) are a subset of all AT&L positions; CAPs are identified as critical to effort or function they support. Within CAPs is a subset of KLPs (Key Leadership Positions), positions requiring special attention with regard to qualifications, accountability, and position tenure.
 - vii. For the **Special Acquisition Assignment** and **Program Type** boxes, select from their respective drop-down boxes the appropriate designation dependent on whether the **Position Title** is one having special statutory requirements associated with it. For a full explanation of statutory rights associated with each of the available options see Reference A, Appendix E.
- c. **Part III** records the candidate's **Identification/Personal Data** (See Fig 17).

The screenshot shows a form titled "Part III - Identification/Personal Data". It contains the following fields:

- SSN: Three separate input boxes for the Social Security Number.
- First Name: A single input box.
- MI: A single input box for the Middle Initial.
- Last Name: A single input box.
- Pay Plan: A dropdown menu.
- Pay Grade: A dropdown menu.
- Rank: A dropdown menu.

Fig. 17: The Tenure Waiver, Part III (Identification/Personal Data).

- i. **SSN** (Social Security Number), **First Name**, **MI** (Middle Initial) and **Last Name** should be entered.
 - ii. Details of the candidate's pay and seniority should be added using the drop down boxes beside **Pay Plan**, and **Pay Grade/Rank**.
- d. **Part IV** requires that the **Current Tenure Expiration Date** and the requested **Release Date From Tenure** be entered (See Fig. 18).

Part IV - Waiver Type/Waiver Information

Specify current and requested release date and explain in block Reason/Explanation

Current Tenure Expiration Date: [dropdown] [dropdown] [dropdown]

Requested Release Date From Tenure: [dropdown] [dropdown] [dropdown]

Reason/Explanation (Explain the exceptional circumstances justifying the waiver.)

Fig. 18: The Tenure Waiver, Part IV (Waiver Type/Waiver Information)

- i. Use the drop-down menu boxes 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 text box in this section.
 - ii. Part IV is complete when the **Requesting Official** and **Requesting Official Waiver Point of Contact** sections are complete, with named individuals identified, along with their respective contact details, pay grades, seniority and in the case of the **Requesting Official**, when the form was completed.
- e. **Part V – Disposition** is for completion by an **Approving Official**. The official should enter his/her own personal details, to include contact details, pay grade, seniority and the date when the form was completed. Most importantly either the **Approved** or **Disapproved** radio button should be checked according to the decision reached on the waiver. Where Comments are required, these should be added in the text box at the end of the form. (See Fig. 19)

Part V - Disposition

Approving Official

First Name MI Last Name

Pay Plan Pay Grade / Rank

Title Organization

Phone - - ext

Approved Disapproved

Date Approved/Disapproved

Comments (if required)

Save Waiver

Fig. 19: Part V – Disposition with the Approved and Disapproved radio buttons highlighted.

- f. **Save Waiver.** At any time during the completion of the Waiver form, the form may be saved. A partially completed form may be recalled at any time and more information added as necessary.

1.6 View Waivers.

- 1.6.1 To view one or more waivers, click on the **View Waivers** in the **Waiver Menu** in the top left of the window (See Fig. 20).

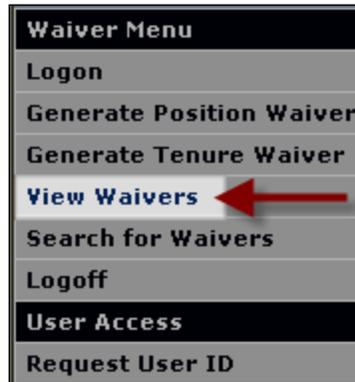


Fig. 20: The View Waivers window.

1.6.2 The Processed Waivers screen displays the status of waivers you or your colleagues have been processing when previously using the system. From this screen you may view or update a waiver or e-mail it to another user.

AT&L Workforce Waiver System												
Waiver Menu	Processed Waivers											
Logon	Instructions: To view/update the waiver, click on the students name. To email the waiver, click on the <input checked="" type="checkbox"/> next to the students name.											
Generate Position Waiver												
Generate Tenure Waiver												
View Waivers	Position Requirements Waivers											
Search for Waivers	<table border="1"> <thead> <tr> <th>Name</th> <th>From Organization</th> <th>To Organization</th> <th>Date Processed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Repeat, Pete</td> <td>xyx</td> <td>dacm</td> <td>10/26/2005 10:44:10 AM</td> </tr> </tbody> </table>				Name	From Organization	To Organization	Date Processed	<input checked="" type="checkbox"/> Repeat, Pete	xyx	dacm	10/26/2005 10:44:10 AM
Name	From Organization	To Organization	Date Processed									
<input checked="" type="checkbox"/> Repeat, Pete	xyx	dacm	10/26/2005 10:44:10 AM									
Logoff												
User Access	Tenure Waivers											
Request User ID	<table border="1"> <thead> <tr> <th>Name</th> <th>From Organization</th> <th>To Organization</th> <th>Date Processed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Doe, John k</td> <td>ASC/DPD</td> <td>SAF/AQ</td> <td>10/31/2005 7:01:40 AM</td> </tr> </tbody> </table>				Name	From Organization	To Organization	Date Processed	<input checked="" type="checkbox"/> Doe, John k	ASC/DPD	SAF/AQ	10/31/2005 7:01:40 AM
Name	From Organization	To Organization	Date Processed									
<input checked="" type="checkbox"/> Doe, John k	ASC/DPD	SAF/AQ	10/31/2005 7:01:40 AM									

Fig. 21: The Processed Waivers window.

- 1.6.3 To View or Update a waiver, click on the individual’s name to display the **Update Position Requirements Waiver** form. This form may be updated to reflect changes in the approval status of the individual. For a complete description of the fields to be completed in this form, see Section 2.2 of this manual.
- 1.6.4 To send a copy of the form to another authority, click on the envelope icon to display the **Email Waiver** form. Enter the e-mail 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 as the body of your message in the e-mail. Click on **Send Email** or press the Enter key to send your message and a copy of the waiver form to the addressee.

Email Waiver

Instructions: Please enter an email address. To send an email to more than one individual, separate each address with a semicolon (;).

Email Options	
Email Address(s)	dmaddrell@asmr.com
Comment(s)	(1000 character limit) Please confirm you hold paper certificates for this individual.

Fig. 22: A completed Email Waiver form.

1.7 Search for Waivers.

- 1.7.1 To search for a tenure waiver, click on the **Search for Waivers** button in the **Waiver Menu** in the top left of the window (See Fig. 23).

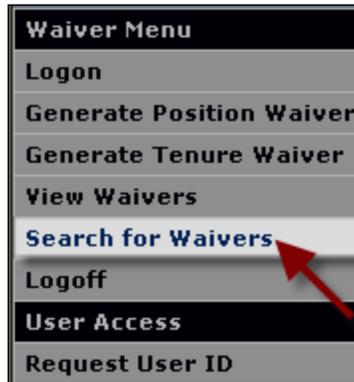


Fig. 23: The Search for Waivers button

1.7.2 The **Search for Waivers** window appears (See Fig 24)

A screenshot of the 'Search for Waivers' window. It has a title bar 'Search for Waivers' and a header 'Search for Waivers'. Below the header, there are instructions: 'Instructions: Search for waivers by filling out one or more fields below. Click the "Search" button to retrieve a list of waivers that match your criteria.' There are three input fields: 'SSN:', 'First Name:', and 'Last Name:'. Below the input fields is a 'Search' button.

Fig. 24: The Search for Waivers window

1.7.3 To search for a waiver or multiple waivers enter **SSN**, **First Name** and/or **Last Name** in the respective text boxes. Click the **Search** button to retrieve a list of waivers that match your criteria. The list is displayed in the **Waiver Search List** window (See Fig. 25).



Fig. 25: The Waiver Search List window

1.7.4 The **Waiver Search** List window behaves in an identical way to the **Processed Waiver** window (See Section 2.4)

1.8 Logoff.

1.8.1 To **Logoff** from the system, click on the **Logoff** button in the **Waiver Menu** in the top left of the window (See Fig. 26).

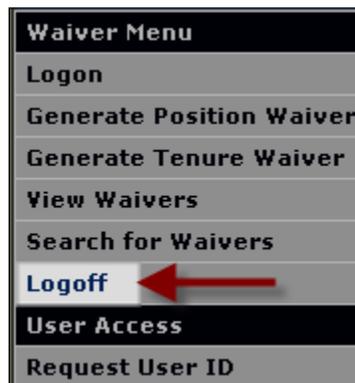


Fig. 26: The Logoff button

1.8.2 Clicking the Logoff button returns you to the Logon window. (See Fig. 26)

AT&L Workforce Waiver System

Waiver Menu

- Logon
- Generate Position Waiver
- Generate Tenure Waiver
- View Waivers
- Search for Waivers
- Logoff
- User Access**
- Request User ID

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

Please sign in below

Component:

User ID:

Password:

Logon

Fig. 27: AT&L Workforce Logon window

4. References

A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management, Department of Defense, January 10, 2006.

5. Table of Figures