

# DOD ACQUISITION WORKFORCE QUALIFICATIONS CODING SHEET (AWQCS)

## PRIVACY ACT STATEMENT

**AUTHORITY:** P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act", Title 10, Sections 1701 - 1764, and Executive Order 9397.

**PRINCIPAL PURPOSE(S):** To collect acquisition information on an ongoing basis that documents the qualifications and status of the acquisition workforce. This information will provide the Secretary of Defense with the standardized information mandated under the Defense Acquisition Workforce Improvement Act on persons serving in acquisition positions. An annual report to the Secretary of Defense as well as other periodic and ad hoc reports will be prepared from this information.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in incomplete and/or inaccurate data reported about an individual's acquisition qualifications. Acquisition data is forwarded to the Defense Manpower Data Center (DMDC) on a regular basis. The DMDC maintains personnel information on all DoD personnel - military and civilian.

## INSTRUCTIONS

- The completion of this CS applies only to those DoD civilian acquisition workforce employees working in organizations serviced by the Washington Headquarters Services, Personnel and Security Directorate.
  - This CS must be signed by the supervisor of the position and forwarded by the Component to the Human Resource Services Center (HRSC), Personnel Services Directorate (PSD) for GS-15 and below employees, or to the Civilian Personnel Operations Group (CPOG), Executive Personnel Division (EPD) for SES employees three (3) work days prior to the effective date of the personnel action.
  - This CS should also be used initially to enter acquisition qualifications data for new hires as well as to update incumbent acquisition qualifications data on a continual basis.
  - For questions answered, provide only ONE answer per question. Information on the CS is interrelated; leaving questions unanswered, that should be answered, will affect the entry of other CS data into the database. Contact your Component Acquisition Workforce Manager if you have questions related to the completion of this CS.
  - The reporting and maintenance of this CS data is required under the Defense Acquisition Workforce Improvement Act (DAWIA) and is outlined in DoD Instruction 5000.55. Related definitions can be found in DoD Instruction 5000.55, in DoD 5000.52-M, and in Administrative Instruction (AI) No. 101.
- NOTE: This CS will be updated as changes occur in reporting requirements outlined in DoD Instruction 5000.55.

Please print or type all information.

### 1. INCUMBENT

|  |               |                                    |
|--|---------------|------------------------------------|
| <b>a. NAME</b> (Last, First, Middle Initial) | <b>b. SSN</b> | <b>c. POSITION DESCRIPTION NO.</b> |
|--|---------------|------------------------------------|

**2. ACQUISITION EMPLOYEE CAREER FIELD (DSB):** (NOTE: The Career Field entry should be identical to the Acquisition Position Category. There are exceptions; e.g., for Acquisition Position Categories V (Program Management Oversight) and X (Education, Training, and Career Development), management must select one of the Career Fields listed below. Except for the two exceptions noted, the Career Field should conform to the Career Level Certification prepared on the ACMP 1 Form or its equivalent. The Acquisition Position Categories are described in DoD 5000-52-M.)

|  |   |
|--|---|
| <input type="checkbox"/> <b>A - Program Management</b><br><input type="checkbox"/> <b>C - Contracting</b> (including contracting for construction)<br><input type="checkbox"/> <b>D - Industrial and Contract Property Management</b><br><input type="checkbox"/> <b>E - Purchasing and Procurement Technician</b><br><input type="checkbox"/> <b>G - Manufacturing and Production</b><br><input type="checkbox"/> <b>H - Quality Assurance</b><br><input type="checkbox"/> <b>K - Business, Cost Estimating, and Financial Management</b> | <input type="checkbox"/> <b>L - Acquisition Logistics</b><br><input type="checkbox"/> <b>R - Communications - Computer Systems</b><br><input type="checkbox"/> <b>S - Systems Planning, Research, Development, and Engineering</b><br><input type="checkbox"/> <b>T - Test and Evaluation Engineering</b><br><input type="checkbox"/> <b>U - Auditing</b><br><input type="checkbox"/> <b>Y - Career Field Not Identified</b><br><input type="checkbox"/> <b>Z - Unknown</b> |
|--|---|

**3. ACQUISITION CORPS QUALIFIED (CKJ):** (NOTE: An entry for this item requires the completion of Items 4 - 8, unless N is marked.  
Admission to the Acquisition Corps is documented on DD Form 2587.  
Admission to the Corps is at GS-13 and above.)

|   |
|---|
| <input type="checkbox"/> <b>A - Appointed to the Defense Acquisition Corps</b><br><input type="checkbox"/> <b>G - Grandfathered</b><br><input type="checkbox"/> <b>N - Not appointed to the Defense Acquisition Corps</b> |
|---|

### 4. ACQUISITION CORPS QUALIFICATIONS BASIS - GRADE (CKC):

|  |
|--|
| <input type="checkbox"/> <b>1 - Requirements met - GS-13 or above</b><br><input type="checkbox"/> <b>2 - Requirement waived by Acquisition Career Program Board (ACPB)</b> |
|--|

### 5. ACQUISITION CORPS QUALIFICATIONS BASIS - DEGREE (CKD):

|   |
|---|
| <input type="checkbox"/> <b>1 - Baccalaureate degree</b><br><input type="checkbox"/> <b>2 - Certified by ACPB - possesses significant potential for advancement</b><br><input type="checkbox"/> <b>3 - 10 years acquisition experience as of 10/1/91</b><br><input type="checkbox"/> <b>4 - Passed exam - equivalent to 24 semester hours in career field</b> |
|---|

### 6. ACQUISITION CORPS QUALIFICATIONS BASIS - CREDIT HOURS (CKF):

|  |
|--|
| <input type="checkbox"/> <b>1 - Completed 24 semester hours from among required disciplines</b><br><input type="checkbox"/> <b>2 - 24 semester hours in career field and 12 hours from among required disciplines</b><br><input type="checkbox"/> <b>3 - 10 years acquisition experience as of 10/1/91</b><br><input type="checkbox"/> <b>4 - Passed equivalency exam - equivalent to 24 semester hours from among required disciplines</b><br><input type="checkbox"/> <b>5 - Received waiver - certified by ACPB - possesses significant potential for advancement</b> |
|--|

### 7. ACQUISITION CORPS QUALIFICATIONS BASIS - EXPERIENCE (CKG):

|   |
|---|
| <input type="checkbox"/> <b>1 - Requirements met - 4 years acquisition experience</b><br><input type="checkbox"/> <b>2 - Requirement waived by ACPB</b> |
|---|

**8. ACQUISITION CORPS APPOINTMENT DATE (CKH)** (YYYYMMDD)

**9. ACQUISITION CAREER LEVEL ACHIEVED (CK5):** (NOTE: This entry substantiates the career-level certification obtained by the individual. It represents the highest level attained in the individual's current acquisition career field.)

|  |   |
|--|---|
| <input type="checkbox"/> <b>1 - Entry Level (Level I)</b><br><input type="checkbox"/> <b>2 - Intermediate Level (Level II)</b> | <input type="checkbox"/> <b>3 - Senior Level (Level III)</b><br><input type="checkbox"/> <b>9 - No level achieved</b> |
|--|---|

**10. DATE ACQUISITION CAREER LEVEL ACHIEVED (CK6)** (YYYYMMDD)

**11. ACQUISITION CAREER LEVEL AUTHORITY (CK7):** (Enter title of approving authority. Record one of the following choices: DACM, ACPB, LocalComm, or Other. If Other, please state, but limit entry to 10 characters.)

**NOTE:** Items 12 - 17 must be completed by everyone with a Special Assignment Code of F or Contracting Officers (*warranted above small purchase*). All others, leave blank.

|  |  |
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| <b>12. ACQUISITION CONTRACTING OFFICER QUALIFICATION BASIS - MANDATORY COURSES (CKM):</b><br><input type="checkbox"/> 1 - Met requirement ( <i>completed all courses</i> )<br><input type="checkbox"/> 2 - Certified by ACPB<br><input type="checkbox"/> 3 - Requirement not applicable ( <i>grandfathered - serving in position as of 10/1/93 and can continue in same position</i> ) | <b>13. ACQUISITION CONTRACTING OFFICER QUALIFICATION BASIS - EXPERIENCE (CKN):</b><br><input type="checkbox"/> 1 - Met requirement ( <i>2 years in contracting</i> )<br><input type="checkbox"/> 2 - Certified by ACPB<br><input type="checkbox"/> 3 - Requirement not applicable ( <i>grandfathered - serving in position as of 10/1/93 and can continue in same position</i> ) |
|--|--|

|   |
|---|
| <b>14. ACQUISITION CONTRACTING OFFICER QUALIFICATION BASIS - EDUCATION (CKP):</b><br><input type="checkbox"/> 1 - Baccalaureate degree<br><input type="checkbox"/> 2 - Completed at least 24 semester hours from among required disciplines<br><input type="checkbox"/> 3 - Passed equivalency exam - equivalent to 24 semester hours from among required disciplines<br><input type="checkbox"/> 4 - 10 years acquisition experience as of 10/1/91<br><input type="checkbox"/> 5 - Received waiver - certified by ACPB - possesses significant potential for advancement<br><input type="checkbox"/> 6 - Requirement not applicable ( <i>grandfathered - serving in position as of 10/1/93 and can continue in that position</i> ) |
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|   |  |   |
|---|--|---|
| <b>15. ACQUISITION CONTRACTING OFFICER QUALIFICATION BASIS - DATE QUALIFIED (CKQ):</b> (YYYYMMDD) | <b>16. PRIMARY WARRANT TYPE OF CONTRACTING OFFICER (CL2):</b><br><input type="checkbox"/> A - Procuring Contracting Officer (PCO)<br><input type="checkbox"/> B - Administrative Contracting Officer (ACO)<br><input type="checkbox"/> C - Terminating Contracting Officer (TCO)<br><input type="checkbox"/> D - Corporate Administrative Contracting Officer (CACO) | <input type="checkbox"/> E - Principal Administrative Contracting Officer (PACO)<br><input type="checkbox"/> F - Provisional-item-order Contracting Officer (PICO)<br><input type="checkbox"/> X - Warrant type not listed<br><input type="checkbox"/> Z - No warrant granted |
|---|--|---|

|   |   |  |
|---|---|--|
| <b>17. CONTRACTING OFFICER OBLIGATING LIMIT (CL4):</b><br><input type="checkbox"/> 1 - No warrant amount granted<br><input type="checkbox"/> 2 - \$25,000 or less | <input type="checkbox"/> 3 - \$25,001 - \$500,000<br><input type="checkbox"/> 4 - \$500,001 - \$2,000,000 | <input type="checkbox"/> 5 - \$2,000,001 - \$10,000,000<br><input type="checkbox"/> 6 - Over \$10,000,000 or unlimited |
|---|---|--|

**NOTE:** Completion of Items 18 and 19 is required only for employees serving in the 1102 series. This information is the basis for qualifying the employee to serve in an 1102 position based on Public Law 101-510 (DAWIA).

|  |   |   |
|--|---|---|
| <b>18. 1102 SERIES QUALIFICATION BASIS - EDUCATION (CKT):</b><br><input type="checkbox"/> 1 - Baccalaureate degree<br><input type="checkbox"/> 2 - 24 semester hours from among required disciplines<br><input type="checkbox"/> 3 - Passed equivalency exam - 24 semester hours from among required disciplines | <input type="checkbox"/> 4 - 10 years experience as of 10/1/91<br><input type="checkbox"/> 5 - ACPB certified<br><input type="checkbox"/> 6 - Requirement not applicable ( <i>grandfathered - serving in position as of 10/1/93 and can continue in same position</i> ) | <b>19. 1102 SERIES QUALIFICATION BASIS - DATE QUALIFIED (CKU):</b> (YYYYMMDD) |
|--|---|---|

**NOTE:** For the completion of Items 20 - 23, there are four (4) special education and training programs for members of the acquisition workforce codified in Public Law 101-51- (DAWIA). It is unlikely that many or any incumbents are participating in these programs. Most entries for these questions will probably be coded "N."

|   |  |   |   |
|---|--|---|---|
| <b>20. ACQUISITION SPECIAL PROGRAM INDICATOR - INTERN (CKW):</b><br><input type="checkbox"/> Y - Yes<br><input type="checkbox"/> N - No | <b>21. ACQUISITION SPECIAL PROGRAM INDICATOR - COOPERATIVE EDUCATION (CKX):</b><br><input type="checkbox"/> Y - Yes<br><input type="checkbox"/> N - No | <b>22. ACQUISITION SPECIAL PROGRAM INDICATOR - TUITION ASSISTANCE OR REIMBURSEMENT AND TRAINING (CKY):</b><br><input type="checkbox"/> Y - Yes<br><input type="checkbox"/> N - No | <b>23. ACQUISITION SPECIAL PROGRAM INDICATOR - REPAYMENT OF STUDENT LOANS (CKZ):</b><br><input type="checkbox"/> Y - Yes<br><input type="checkbox"/> N - No |
|---|--|---|---|

|   |
|---|
| <b>24. ACQUISITION MONTHS EXPERIENCE (CK2):</b> ( <i>Total number of months spent by an employee in acquisition positions</i> ) ( <b>NOTE:</b> This data is not automatically updated.) |
|---|

**ITEMS 25 AND 26 SHOULD BE COMPLETED TO RECORD FULFILLMENTS ONLY.**

**NOTE:** If DD Form 2518, "Fulfillment of Mandatory Training Requirement," was completed and credit was approved for experience, education or alternate training programs, mark "A" for Item 25. Fulfillments must be reported in the quarter in which approval was received. (*Fulfillments shall terminate, by law, on October 1, 1997.*)

|   |  |
|---|--|
| <b>25. TRAINING MODE (EGH):</b> ( <i>Mark "A" in the box if applicable, and enter course title for which fulfillment was received. This information will be entered into the incumbent's training record.</i> )<br><input type="checkbox"/> A - Alternative Fulfillment<br><b>COURSE TITLE:</b> | <b>26. TRAINING COMPLETION DATE (ESZ):</b><br>(YYYYMM) ( <i>Must be submitted for entry into the Defense Civilian Personnel Data System (DCPDS) in the quarter fulfillment was approved.</i> ) |
|---|--|

**ITEMS 27 AND 28 SHOULD BE COMPLETED TO RECORD REVIEW/ASSIGNMENT CHANGE INFORMATION** (*i.e., to identify the type of rotation or change of assignment type for CAPs resulting from an initial or follow-up review done after the completion of 5 years of CAP service*).

|   |   |
|---|---|
| <b>27. TYPE OF ROTATION OR CHANGE OF ASSIGNMENT TYPE FOR CAPS (CMF):</b><br><input type="checkbox"/> 1 - Rotation resulting from initial review - after completion of 5 years of CAP service<br><input type="checkbox"/> 2 - Rotation resulting from follow-up review - after completion of 5 years of CAP service<br><input type="checkbox"/> 3 - Non-rotation resulting from initial review - after completion of 5 years of CAP service<br><input type="checkbox"/> 4 - Non-rotation resulting from follow-up review - after completion of 5 years of CAP service<br><input type="checkbox"/> 5 - Change in position or assignment not resulting from initial or follow-up review ( <i>includes promotions, reassignments, separations, etc.</i> ) | <b>28. DATE ASSIGNMENT REVIEW TOOK PLACE FOR POSSIBLE ROTATION (CMH):</b><br>(YYYYMMDD) ( <i>Must be answered if Item 27 was coded 1, 2, 3, or 4; otherwise, leave blank.</i> ) |
|---|---|

**COMPLETE THE FOLLOWING GROUP INFORMATION, AS APPROPRIATE, TO RECORD WAIVER DATA FOR:** Group I, Contracting Officers; Group II, Senior Contracting Officials; Group III, Senior Executive Service (SES) Members; Group IV, Acquisition Corps Eligibility; Group V, Program Managers (PMs)/Deputy Program Managers (DPMs); and Group VI, Program Executive Officers (PEOs). For clarity, each group has been assigned an arbitrary group number ranging from I - VI. Definitions for these groups can be found in DoD 5000.52-M. (Find the appropriate group related to your position and/or situation and complete. For questions answered, provide only one response per question.)

**GROUP I - CONTRACTING OFFICERS - ACQUISITION QUALIFICATIONS WAIVER**

**29. ACQUISITION WAIVER AUTHORITY (CNC):** (Mark "1" in the box if applicable)

☐ 1 - Waiver of qualification requirements for Contracting Officer

**30. REASON WAIVER GRANTED (CND):**

|   |  |
|---|--|
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement | <input type="checkbox"/> D - Humanitarian reassignment/discharge   |
| <input type="checkbox"/> B - Promotion  | <input type="checkbox"/> E - Unusual circumstances   |
| <input type="checkbox"/> C - Reassignment in Government's interest                              | <input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements |

**31. WAIVER LEVEL (CNF):**

☐ 1 - Service Secretariat  
☐ 2 - Director, Acquisition Career Management (DACM)  
☐ 3 - Acquisition Career Program Board (ACPB)  
☐ 4 - Other

**32. ABSENCE OF EDUCATION REQUIREMENTS (CNG):**

☐ N - Not waived  
☐ Y - Waived - has neither Baccalaureate degree, 24 semester hours in specific disciplines nor passed equivalency exam

**33. ABSENCE OF EXPERIENCE REQUIREMENTS (CNH):**

☐ N - Not waived  
☐ Y - Experience requirements waived

☐ 1 - 8 years experience waived ACAT I  
☐ 2 - 6 years experience waived ACAT II

**34. ABSENCE OF MANDATORY TRAINING REQUIREMENTS (CNJ):**

☐ N - Not waived  
☐ Y - Mandatory training waived

**35. DATE OF WAIVER (CNK):**  
 (YYYYMMDD)

**GROUP II - SENIOR CONTRACTING OFFICIALS - CRITICAL ACQUISITION POSITION REQUIREMENTS WAIVER**

**36. ACQUISITION WAIVER AUTHORITY (CQB):** (Mark "6" in the box if applicable)

☐ 6 - Waiver of requirements for assignment to CAPs

**37. REASON WAIVER GRANTED (CQC):**

|   |  |
|---|--|
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement | <input type="checkbox"/> D - Humanitarian reassignment/discharge   |
| <input type="checkbox"/> B - Promotion  | <input type="checkbox"/> E - Unusual circumstances   |
| <input type="checkbox"/> C - Reassignment in Government's interest                              | <input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements |

**38. WAIVER LEVEL (CQD):**

☐ 1 - Service Secretariat  
☐ 2 - Director, Acquisition Career Management (DACM)  
☐ 3 - Acquisition Career Program Board (ACPB)  
☐ 4 - Other

**39. ABSENCE OF CONTRACTING EXPERIENCE (CQF):**

☐ N - Not waived  
☐ Y - Experience requirements waived  
☐ 1 - 8 years experience waived ACAT I  
☐ 2 - 6 years experience waived ACAT II

**40. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (CQG):**

☐ N - Not waived  
☐ Y - Acquisition Corps membership requirement waived

**41. DATE OF WAIVER (CQH):** (YYYYMMDD)

**GROUP III - SENIOR EXECUTIVE SERVICE (SES) MEMBERS - CRITICAL ACQUISITION POSITION REQUIREMENTS WAIVER**

**42. ACQUISITION WAIVER AUTHORITY (CP2):** (Mark "6" in the box if applicable)

☐ 6 - Waiver of requirements for assignment to CAPs

**43. REASON WAIVER GRANTED (CP3):**

|   |  |
|---|--|
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement | <input type="checkbox"/> D - Humanitarian reassignment/discharge   |
| <input type="checkbox"/> B - Promotion  | <input type="checkbox"/> E - Unusual circumstances   |
| <input type="checkbox"/> C - Reassignment in Government's interest                              | <input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements |

**44. WAIVER LEVEL (CP4):**

☐ 1 - Service Secretariat  
☐ 2 - Director, Acquisition Career Management (DACM)  
☐ 3 - Acquisition Career Program Board (ACPB)  
☐ 4 - Other

**45. ABSENCE OF ACQUISITION EXPERIENCE (CP5):**

☐ N - Not waived  
☐ Y - Experience requirements waived  
☐ 1 - 8 years experience waived ACAT I  
☐ 2 - 6 years experience waived ACAT II

**46. ABSENCE OF CRITICAL ACQUISITION EXPERIENCE (CP6):**

☐ N - Not waived  
☐ Y - 4 years experience in critical acquisition position - waived

**47. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (CP7):**

☐ N - Not waived  
☐ Y - Acquisition Corps membership requirement waived

**48. DATE OF WAIVER (CP8):**  
 (YYYYMMDD)

|   |   |  |                                      |
|---|---|--|--------------------------------------|
| <b>GROUP IV - ACQUISITION CORPS ELIGIBILITY WAIVER</b>  |   |  |                                      |
| 49. ACQUISITION WAIVER AUTHORITY (CNP): <i>(Mark "3" in the box if applicable)</i>  |   |  |                                      |
| <input type="checkbox"/> 3 - Waiver of Acquisition Corps eligibility  |   |  |                                      |
| 50. REASON WAIVER GRANTED (CNQ):  |   |  |                                      |
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement<br><input type="checkbox"/> B - Promotion<br><input type="checkbox"/> C - Reassignment in Government's interest                               |   | <input type="checkbox"/> D - Humanitarian reassignment/discharge<br><input type="checkbox"/> E - Unusual circumstances<br><input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements   |                                      |
| 51. WAIVER LEVEL (CNR):   |   | 52. ABSENCE OF EDUCATION (CNS):  |                                      |
| <input type="checkbox"/> 1 - Service Secretariat<br><input type="checkbox"/> 2 - Director, Acquisition Career Management (DACM)<br><input type="checkbox"/> 3 - Acquisition Career Program Board (ACPB)<br><input type="checkbox"/> 4 - Other |   | <input type="checkbox"/> 1 - Baccalaureate degree - waived<br><input type="checkbox"/> 2 - 24 semester hours in career field or 24 semester hours in career field and 12 semester hours in specified disciplines - waived<br><input type="checkbox"/> 3 - Both 1 and 2 - waived<br><input type="checkbox"/> N - Not waived |                                      |
| 53. ABSENCE OF EXPERIENCE (CNT):  |   | 54. ABSENCE OF GRADE (CNU):  |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Experience requirements waived  | <input type="checkbox"/> 1 - 8 years experience waived ACAT I<br><input type="checkbox"/> 2 - 6 years experience waived ACAT II | <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Minimum grade required - waived  | 55. DATE OF WAIVER (CNV): (YYYYMMDD) |
| <b>GROUP V - PROGRAM MANAGERS/DEPUTY PROGRAM MANAGERS - CRITICAL ACQUISITION POSITION REQUIREMENTS WAIVER</b>   |   |  |                                      |
| 56. ACQUISITION WAIVER AUTHORITY (CPB): <i>(Mark "6" in the box if applicable)</i>  |   |  |                                      |
| <input type="checkbox"/> 6 - Waiver of requirements for assignment to CAPs  |   |  |                                      |
| 57. REASON WAIVER GRANTED (CPC):  |   |  |                                      |
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement<br><input type="checkbox"/> B - Promotion<br><input type="checkbox"/> C - Reassignment in Government's interest                               |   | <input type="checkbox"/> D - Humanitarian reassignment/discharge<br><input type="checkbox"/> E - Unusual circumstances<br><input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements   |                                      |
| 58. WAIVER LEVEL (CPD):   |   | 59. ABSENCE OF PROGRAM MANAGEMENT COURSE (CPF):  |                                      |
| <input type="checkbox"/> 1 - Service Secretariat<br><input type="checkbox"/> 2 - Director, Acquisition Career Management (DACM)<br><input type="checkbox"/> 3 - Acquisition Career Program Board (ACPB)<br><input type="checkbox"/> 4 - Other |   | <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Mandatory training waived  |                                      |
| 60. ABSENCE OF EXPERIENCE REQUIREMENTS (CPG):   |   | 63. DATE OF WAIVER (CPK): (YYYYMMDD)   |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Experience requirements waived<br><input type="checkbox"/> 1 - 8 years experience waived<br><input type="checkbox"/> 2 - 6 years experience waived                    |   |  |                                      |
| 61. ABSENCE OF OTHER EXPERIENCE (SYSTEMS PROGRAM OFFICE) (CPH):   |   | 62. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (CPJ):   |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Experience requirement waived   |   | <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Acquisition Corps membership requirement waived  |                                      |
| <b>GROUP VI - PROGRAM EXECUTIVE OFFICERS - CRITICAL ACQUISITION POSITION REQUIREMENTS WAIVER</b>  |   |  |                                      |
| 64. ACQUISITION WAIVER AUTHORITY (CPP): <i>(Mark "6" in the box if applicable)</i>  |   |  |                                      |
| <input type="checkbox"/> 6 - Waiver of requirements for assignment to CAPs  |   |  |                                      |
| 65. REASON WAIVER GRANTED (CPQ):  |   |  |                                      |
| <input type="checkbox"/> A - ACPB certified as possessing significant potential for advancement<br><input type="checkbox"/> B - Promotion<br><input type="checkbox"/> C - Reassignment in Government's interest                               |   | <input type="checkbox"/> D - Humanitarian reassignment/discharge<br><input type="checkbox"/> E - Unusual circumstances<br><input type="checkbox"/> F - Individual's qualifications obviate the need for meeting the established education, training, and experience requirements   |                                      |
| 66. WAIVER LEVEL (CPR):   |   | 67. ABSENCE OF PROGRAM MANAGEMENT COURSE (CPS):  |                                      |
| <input type="checkbox"/> 1 - Service Secretariat<br><input type="checkbox"/> 2 - Director, Acquisition Career Management (DACM)<br><input type="checkbox"/> 3 - Acquisition Career Program Board (ACPB)<br><input type="checkbox"/> 4 - Other |   | <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Mandatory training waived  |                                      |
| 68. ABSENCE OF EXPERIENCE REQUIREMENTS (CPT):   |   | 72. DATE OF WAIVER (CPX): (YYYYMMDD)   |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - 10 years acquisition experience waived  |   |  |                                      |
| 69. ABSENCE OF CRITICAL ACQUISITION EXPERIENCE (CPU):   |   | 71. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (CPW):   |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - 4 years critical acquisition experience waived  |   | <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Acquisition Corps membership requirement waived  |                                      |
| 70. ABSENCE OF OTHER EXPERIENCE (PM/DPM) (CPV):   |   |  |                                      |
| <input type="checkbox"/> N - Not waived<br><input type="checkbox"/> Y - Experience requirement waived   |   |  |                                      |
| 73. ACQUISITION WORKFORCE VERIFICATION  |   |  |                                      |
| a. IMMEDIATE SUPERVISOR OF THE POSITION   |   | b. CODING SHEET INFORMATION INPUT BY:  |                                      |
| (1) SIGNATURE   | (2) DATE  | (1) SIGNATURE <i>(HRSC, Personnel Services Directorate or CPOG, Executive Personnel Division Staff Member)</i>   | (2) DATE                             |