

Request for Waiver to the GS-1102 Qualification Standard Application Form

Memorandum

TO: Senior Procurement Executive (*Name and Title*)

FROM: Head of Contracting Activity (*Name and Title*)

THROUGH: Selecting Official (*Name and Title*)

SUBJECT: Request for Waiver to GS-1102 Qualification Standard

(To be filled out by the employee)

1) Name of employee submitting the request for waiver, Title, Series, Grade, HHS or FAC-C (specify which program) Acquisition Certification Level:

2) Employee's work location (organization, division, city, state):

3) Employee's phone number, fax number, e-mail address:

I have ____ do not have ____ a 4-year course of study leading to a bachelor's degree with a major in any field.

I have ____ do not have ____ the 24 semester hours in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organizational management. (Please provide a list of courses and the number of semester hours for each course if you do not have a Bachelors or Masters Degree in one of the previously listed fields). Please attach a copy of your resume/OF 612.

(To be filled out by the employee)

4) Waiver to the GS-1102 Qualification Standard

(Please reference Chapter 2 in the HHS Acquisition Workforce Training and Certification Handbook). At HHS, if an employee does not meet the minimum educational requirements as set forth in the GS-1102 Qualification Standard, a waiver may be issued, which allows the employee to be promoted into a position, so long as the employee can justify that he/she is still currently enrolled in a degree program and is working on meeting the requirements.

"I am currently enrolled in the following degree program (*name program*) at the following college/university (*name college/university*). My planned date of graduation/completion of education requirements is (*give date*). I have been enrolled in this college/university since (*give date*). I acknowledge that, if granted an educational waiver, failure to submit a completed Appendix M-1 and documentation of completion of specified course/credits on an annual basis to the Department's Acquisition Career manger may result in: a) Revocation of the waiver and return to the grade and series held prior to promotion; and b) if appropriate, return to warrant authority held prior to promotion.

(Signature of Employee and Date)

(To be filled out by the selecting official and Head of Contracting Activity)

5) Request for waiver to the GS-1102 Qualification Standard

This request is to waive the ____ 24 semester hours of business-related courses, or ____ four years of college leading to a college degree for the following employee or candidate (fill in name). (Please identify the requirement(s) to be waived. For example, lacks 24 credit hours, but not the college degree, etc.)

Please provide justification for requesting the waiver. For example, explain that a unique staffing situation exists, such as a difficult to fill position or duty location where it is difficult to attract qualified candidates that meet all of the standard requirements; a description of why the individual was selected in place of a candidate who meets the qualification standard (if applicable); and the impact of the waiver disapproval on the organization; a description of the position, location, grade and anticipated warrant level; and the candidate's efforts to meet the standard and the estimated time frame for completion of the standard. Also include a description of recruiting efforts and results of those efforts and a copy of the previously approved vacancy announcement (if applicable).

Also, include in the justification the following statement: "I certify (*insert employee's or candidate's name*) has significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience and background to the requirements of the position to be filled." Include copies of documentation such as employee's/candidate's resume and/or application. Include a statement that the employee/candidate intends to complete the education and/or experience requirements by a specified timeframe (specify the number of credits and course).

Selecting Official Endorsement:

Head of Contracting Activity
Endorsement:

"I hereby endorse this request for a waiver." "I hereby endorse this request for a waiver."

(Signature and Date)

(Signature and Date)

(To be filled out by the Procurement Executive)

6) Senior Procurement Executive Decision:

_____ Approved
_____ Disapproved

(Signature and Date)

Attachments: (as applicable):
Justification for requesting the waiver
Vacancy Announcement
Position Description

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Description of recruiting efforts
Employee's application/resume/OF 612
Plan for meeting the GS-1102 Qualification Standard