

Chapter 12

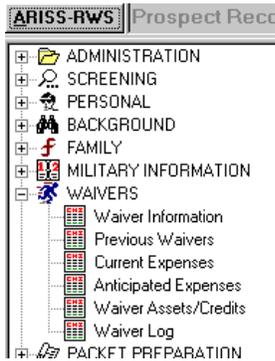
Submit and Track Waivers

12-1. General.

a. We are going to discuss how to submit and track waivers using the ARISS-RWS Leads-Reports application. Being able to correctly submit waiver information is critical for your applicants' processing. This system was not created to submit waivers for you, but used to track the status of the waivers you have submitted. You are still required to submit the waiver documentation through the chain of command, but you will be able to track waivers from the time you submit them until they are approved or disapproved. You'll no longer have to call and get updates from the 1SG on the status of your waivers.

b. The following steps will show you how to create and track a waiver:

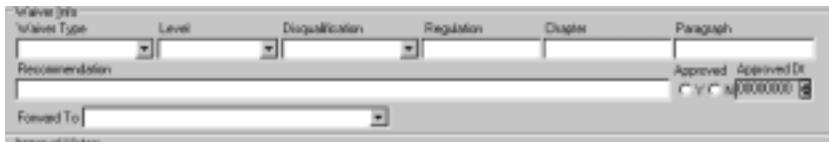
- (1) Complete waiver request.
- (2) Additional information for dependency waiver.
- (3) Track the waiver progress.



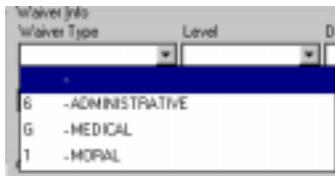
c. To submit and track a waiver, opened the record of the applicant who requires a waiver. Once the record is opened to the **Prospect** screen, click on the **ARISS-RWS** tab and click on the **WAIVERS** folder. Now click **Waiver Information**. You will see that the screen is basically in three parts consisting of some basic applicant information, waiver information, and approval history.

12-2. Complete waiver request.

a. This basic applicant information will automatically populate from the applicant's record.

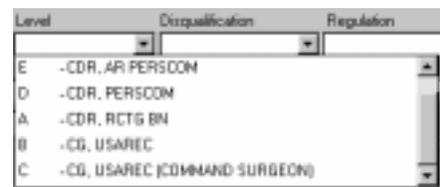


b. You will be required to complete the following fields identifying the waiver you are submitting.

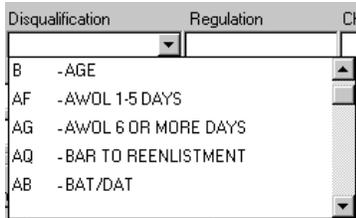


c. Click the **Waiver Type** drop-down arrow to select the type of waiver you are submitting. You need to determine the waiver information by using the appropriate regulations.

d. Now click the **Level** drop-down arrow. This is where you will identify the approval authority for the waiver you are submitting. Review the appropriate regulation if you are not sure who the approval authority is.



USAREC Pam 601-32



e. Click the **Disqualification** drop-down arrow and review the different selections. You will select a disqualification code based on the appropriate regulations, just as you did for the Level.



f. You must site the **Regulation, Chapter, and Paragraph** defining the waiver. You can get this information from AR 601-210 and other regulations.

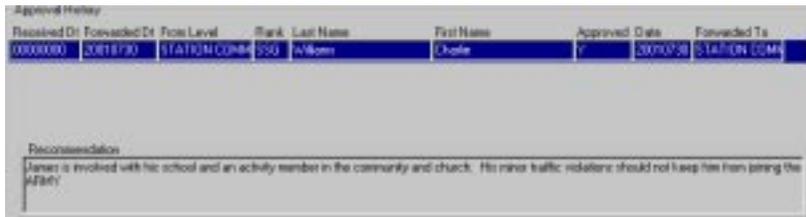
✓ Remember that the information you are entering on this screen should match the actual waiver packet that you are submitting through the chain of command.

g. You will need to type your recommendation and make a selection for the **Approved** section. From the **Forward To** drop-down arrow select the next level in the chain of command that will review the waiver. Take a minute to look at the various persons you can forward your waiver request to. In most cases you will forward the waiver to your SC.



✓ Remember your approval recommendation does not mean the waiver is approved. The waiver can only be approved or disapproved by the approving authority.

h. Now save your work by clicking **File** on the menu bar and then click **Save** or just click on the **Save** icon.



i. Now that you've saved the Waiver Info, your actions and comments can now be seen in the **Approval History**. As it travels from one level of command to the next, the information will update. Your chain of command will see the

waiver request when they access the TOS. After they have reviewed the packet you submitted, they will access the TOS and record their comments and approval or disapproval. You'll receive these updates after you replicate.

j. Now that you have completed the waiver screen, there may be times that you have to submit multiple waiver requests on one individual. To check the status of a previous waiver click the **ARISS-RWS** tab. Under the **WAIVERS** folder, click **Previous Waivers**. This is a read-only screen and will only show previous waivers on the individual and the approval or disapproval status. An example would be if your applicant requires a medical waiver to be qualified for enlistment. The medical waiver will have to be approved prior to submitting a moral waiver.



12-3. Additional information for dependency waiver.

a. For those dependency waivers there are two other screens that you need to complete. First, you're going to enter **Current Expenses** and then **Anticipated Expenses**. To access these screens click the **ARISS-RWS** tab and click on the **WAIVERS** folder. Now click on **Current Expenses**.

b. As you can see, you'll need to type the expense information in the record. Once you have completed entering the expenses you can add anything in the **Remarks** block that may help explain the current financial status of your applicant. Now **Save** this information and enter the **Anticipated Expenses** information.

c. Click the **ARISS-RWS** tab and then click on the **WAIVERS** folder. Click on the **Anticipated Expenses** icon. Just as you completed the current expenses, enter the appropriate information to the screen. The **Anticipated Expenses** you will enter are based on the applicant's expected pay while in the Army. Notice in the **Remarks** section additional comments can be entered that can help make a case for your applicant to be accepted as a viable new recruit.

d. Now **Save** this information. You will need to complete the last screen for the dependency waiver, which includes entering **Waiver Assets/Credits**, and updating the **Waiver Log**.

e. As you have done before, click on the menu items until you find **Waiver Assets/Credits** under the **WAIVER** folder. **Assets** are items that are the current assets owned by the applicant. For example, items such as cars, homes, stocks, and bonds should be entered as assets. If you need to enter another entry, click on the **Add Row**  icon. Also on this screen you

need to **List Credit References**. In the **General Assets/Credits Remarks** area you would enter any information concerning the applicant's current credit status.

12-4. Track the waiver progress.

The screenshot shows a web interface for tracking waiver progress. At the top, it says "RWS Waiver Log - WILKESON, JAMES ANDREW, APPLICANT, FE, 011 (860) 542-5893". Below this are search filters: "From" (00010723), "To" (00010731), and "RSID" (1A5F G2 Charle Wilam). A "Search" button is to the right. Below the filters is a table with the following columns: "Rsid", "Applicantname", "Component", "Edu Lev", "Waiver Typ", "HQ Received", "Forwarded To Approval", "Returned From Approval Authority", and "Result". The first row contains: "1A5F", "JAMES WILKESON", "ACTIVE", "TTS", "MDPAL", "7/30/01 T2", and empty cells for the remaining columns. Below the table, there are fields for "Remarks" (containing "I have talked with James and feel that these traffic incidents should not hinder his entry into the ARMY") and "Approving Authority Comments".

a. Once you have completed this screen, **Save** your information and go to the **Waiver Log**.

b. Where the Previous Waivers screen showed the approval or disapproval of a submitted waiver, the **Waiver Log** is used to show all submitted waivers during a speci-

fied time. This log will show approved, disapproved, and pending waivers. This is a read-only screen. You need to enter any dates that you want to find out about and the select your name from the **RSID** drop-down arrow. Click the **Search** button to find the waivers you have submitted during the timeframe.



When you complete and save one of the waiver screens, you will see a red checkmark indicating the screen has been completed.

c. Once the waiver request is sent from one level of command to the next level and that level annotates their actions on the TOS, the information in the fields will update when you replicate. With your chain of command annotating their approval status from the TOS, you can track the progress of the waiver until it is approved or disapproved by the approval authority.

d. Once you close the **Waiver Log**, you will be returned back to the ARISS-RWS main screen.