



# Procure-to-Pay (P2P) Handshake Waiver Request

## Introduction

As developed by the Procure-to-Pay Process Advocate's Working Group (P2PPAWG), a DoD enterprise governance group, the Procure-to-Pay Handshakes Standard Operating Procedures (SOPs) establish standard business rules and internal controls necessary to eliminate material weaknesses, facilitate downstream business processes, and achieve system-to-system interoperability. When a SOP for a handshake is published, Acquisition and Financial systems that generate or utilize the handshake data that will not be retired within 36 months of the SOP's publication will follow the data exchanges required in each handshake SOP. Some legacy systems' anticipated lifespan may exceed that timeframe and will not be able to implement the requirements in a cost-effective manner.

Any system that will not be able to comply with any handshake SOP's requirements may submit a waiver request to the P2PPAWG co-chairs. This request must document the business case for non-compliance, as well as the compensating controls that Components will implement to ensure the outcomes identified in the SOP are still met. This document is a template for such waiver requests. Once complete, they should be submitted to Jay Olson ([jay.c.olson6.civ@mail.mil](mailto:jay.c.olson6.civ@mail.mil)) and Jerimiah Bennett ([Jerimiah.m.bennett.civ@mail.mil](mailto:Jerimiah.m.bennett.civ@mail.mil)).

## Summary Information

Which Handshake is this waiver request for?

System and owning Component for which this waiver request applies:  
*EOP/Church Authority*

Date of waiver request: 2024/7/12

Point of Contact for request:  
*Chaplain Brian m. Frost (805) 415-1225 [Bfrost.alumni.fullsail.edu@dau.edu](mailto:Bfrost.alumni.fullsail.edu@dau.edu)*  
*Church Authority*

## Business Justification and Cost Information

1. Reason/justification for waiver request
  - a. ☐ The system is planned to be sunset; please provide sunset date, target system, and transition timeline (will not implement handshake)  
*Note that systems scheduled for sunset must have a retirement date and plan in the FIAR Systems Database and a migration plan filed in DITPR.*
  - b. ☐ The system only communicates with one other system and they are integrated/integrating via API (will not implement handshake)
  - c. ☐ The system only communicates with legacy system(s) that cannot create/accept the data standard (will not implement handshake)
  - d. ☐ The system would have to be functionally rewritten/replaced to comply, but is not slated for retirement (will not implement handshake)
  - e. ☐ The system does so little volume that the cost of a system change would exceed the cost of manual transactions over the life-cycle (10+ years) of the system (will not implement handshake)
  - f. ☐ The handshake will be implemented on a delayed timeline; please provide target implementation date
  - g. ☐ Other, please describe

2. Cost 50% Less than DOJ's BOP
3. Till Homeless is Housed
4. H&S 11213 Ref. B504/ NACIS 541110, 541120
5. Cost of compensating controls vs. implementing handshake is \$300per.day for incarceration, and a Success Rate That WILL NOT be Acceptable for Continuance as a Whole.
6. ALL other P2P CVP systems that the system requesting a waiver interact with and the cost to those systems to integrate in a non-standard way with the non-compliant system is Mandatory.
7. Other information relevant to the waiver request is a Cure Notice if Best in Class Not Met.

## Submitter/Signatory

*Waiver requests must be signed by General Officer or Senior Executive level staff only.  
Preparer/submitter information may also be provided here.*

Name: Brian M. Frost  
Title: Chaplain  
Signature  
Date: 2024/7/12

## Approval

If the waiver request is approved, the P2P PAWG Co-Chairs will sign here. A signed copy will be returned electronically to the submitter.

_____ <i>Signature</i>	_____ <i>Date</i>
Director, Contracting eBusiness, Defense Pricing and Contracting, Office of the Under Secretary of Defense For Acquisition and Sustainment	

_____ <i>Signature</i>	_____ <i>Date</i>
Director, Digital Transformation Enterprise Financial Transformation Office of the Under Secretary of Defense (Comptroller)	