THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

APR 10 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Military Contingency Contracting Force Qualifications

Title 10 United States Code §1724, as amended by Section 824 of the National Defense Authorization Act for Fiscal Year 2002, establishes specific educational requirements for contracting officers (see attachment for details). However, Congress, recognizing the need for qualified military members to support contingency operations, permits the Department of Defense (DoD) to establish qualification requirements for the contingency contracting force (CCF). The CCF consists of those members of the Armed Forces whose mission is to deploy in support of contingency operations and other operations of DoD.

The attached policy establishes the minimum qualification criteria for CCF member development, retention and accession. The Military Departments may supplement the policy to meet organizational needs. Please provide copies of your supplemental policies and procedures as they are issued to Mr. Richard Sylvester, Deputy Director, Defense Procurement and Acquisition Policy (Acquisition Workforce and Career Management), 3060 Defense Pentagon, Washington, DC 20301-3060. My point of contact is Ms. Leslie Blackmon at 703-695-1097 or e-mail: leslie.blackmon@osd.mil

E. C. Aldridge, Jr.

Attachment:
As stated

MILITARY CONTINGENCY CONTRACTING FORCE

QUALIFICATION REQUIREMENTS

Title 10 United States Code, as amended by Section 824 of the National Defense Authorization Act for FY 2002, requires that, in order to qualify to serve in a position as a contracting officer with authority to award or administer contracts for amounts above the simplified acquisition threshold; to serve in a position in the GS-1102 occupational series, or to serve in an occupational specialty within the armed forces similar to the GS-1102 occupational series; DoD employees must have a baccalaureate degree and at least 24 semester hours in business. However, recognizing the need for qualified military members to support contingency operations, the law permits DoD to establish qualification requirements for a contingency contracting force (CCF).

Recognizing that operational and organizational differences between the Military Departments require individualized emphasis, each Military Department may establish policies and procedures for its CCF. However, the following represents the minimum qualification criteria for accession, development and deployment of the CCF workforce. All stated requirements are applicable to members entering the CCF after 30 September 2000.

Definition of CCF

The Contingency Contracting Force (CCF) for each Military Department consists of members of the armed forces whose mission is to deploy for contingency operations and other operations of the Department of Defense to provide necessary contracting support.

Development Criteria

To prepare for the CCF, the member must:

(a) Complete at least 24 semester hours or the equivalent from an accredited institution of higher education or similar educational institution in any of the disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial management, marketing, quantitative methods of organization and management, or:

(b) Pass an examination that demonstrates skills, knowledge or abilities comparable to that of an individual who has completed at least 24 semester credits hours or equivalent in any of the disciplines described above. The examination may be a written examination or may be an examination of the member's record for training, education and experience that demonstrates potential for business acumen and other characteristics that show promise for success in the contracting field or Military Occupation Specialty (MOS). Military training and education that has obtained

accreditation or equivalent may be considered. Existing examination programs such as CLEP or DANTES may also be used.

Accession Criteria

To enter the CCF::

(a) A member must complete any testing required by the Military Department concerned to determine the member's suitability for the contracting career field.

(b) The Military Department must complete a record review of any education from an accredited institution of higher learning accomplished by the member, for the purpose of determining the member's current level of accomplishment towards meeting the minimum 24-semester hour requirement. This review should be documented upon arrival at the member's initial duty station and a plan developed to achieve the required 24-semester hours.

Deployment Requirements

Each of the Military Departments shall establish a minimum amount of experience and/or training required for each CCF member prior to a deployment. All CCF members deploying with a contracting officer's warrant above the simplified acquisition threshold shall have successfully completed 24 semester hours in the disciplines listed under Development Criteria, or, as a minimum, have completed CON 100, CON 101, CON 234, CON 237 (or their equivalents), and Government purchase card training.

Contracting Officer Certification

Members of the CCF that are being deployed as contracting officers must meet the certification requirements for that series identified within DoD 5000.52M.