



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SAAL-PW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Functional Chief Representative, Contracting and Acquisition Career Program 14 (CP-14), Policy Memorandum # 1, Alignment of Occupational Series 1102

1. References:

a. Memorandum, DASA(P), August 13, 2012, subject: Functional Chief Representative, Contracting and Acquisition Career Program, Memorandum #1 Realignment for Occupational Series 1101 and 1102.

b. Memorandum, DASA(P), April 1, 2014, subject: Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) Workforce Restructuring Buyout for Occupational Series 1101 and 1102 Personnel.

2. The memorandum in reference 1.a. is hereby superseded. The memorandum at reference 1.b. is hereby rescinded.

3. The revised guidelines for placement of Occupational Series 1102 personnel are provided for your immediate implementation.

4. This policy is effective immediately and will remain in effect until rescinded or superseded.

5. The point of contact is Ms. Brenda Jackson-Sewell, (703) 697-1102, or brenda.r.jackson-sewell.civ@mail.mil.

Encl

Stuart A. Hazlett
Functional Chief Representative
Contracting and Acquisition Career Program 14

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SUBJECT: Functional Chief Representative, Contracting and Acquisition Career
Program 14 (CP-14), Policy Memorandum # 1, Alignment of Occupational Series 1102

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**DEPARTMENT OF THE ARMY
POLICY FOR ALIGNMENT OF OCCUPATIONAL SERIES 1102**

1. **PURPOSE:** This document establishes the policy and procedures for aligning Occupational Series 1102, Contracting.
2. **APPLICABILITY AND SCOPE:** This policy applies to all Army Acquisition Civilian Workforce members assigned to Occupational Series 1102.
3. **BACKGROUND:** The Under Secretary of Defense (Acquisition, Technology and Logistics) (USD (AT&L)) approves the Table of Distribution and Allowances (TDA) aligning all Occupational Series 1102, Contracting, positions. Army commands and organizations are responsible for ensuring the correct alignment for Occupational Series 1102 Contracting in their command and organization.

4. **POLICY:**

a. Positions coded as Occupational Series 1102, Contracting, may reside on the TDA of any Army Command or organization in the Department of the Army. This includes all Army Commands, Direct Reporting Units, Army Service Component Commands, Program Executive Offices, and supporting Program Managers and HQDA activities. There is no requirement for 1102s to reside only on the TDA of an activity executing contracts.

b. Positions coded as Occupational Series 1102, Contracting, are considered Mission Critical Occupation (MCO) positions. The MCOs are occupations or occupational groups that set direction, directly impact, or execute performance of mission critical functions or services. Those MCOs that are most at risk for staffing or skill gaps based on recruitment, retention, and environmental indicators are identified as High Risk MCOs. The DoD High Risk MCOs includes the 1102 occupational series. All requests to restructure or abolish an 1102 position must be endorsed by the Functional Chief Representative (FCR) prior to offering Voluntary Early Retirement Authority and/or Voluntary Separation Incentive Payment.

5. **RESPONSIBILITIES:**

a. Deputy Assistant Secretary of the Army (Procurement) (DASA(P)). The DASA(P) is appointed as the FCR responsible for the oversight and management of this policy.

b. Supervisors. Supervisors must ensure that assigned 1102 Series workforce members meet the Defense Acquisition Workforce Improvement Act requirements, complete the continuous learning requirements outlined in DoDI 5000.66 and file a Confidential Financial Disclosure Form/OGE 450, applicable to the duties of the position they hold.

6. **EFFECTIVE DATE AND IMPLEMENTATION:** This document is effective immediately and remains in effect until rescinded or superseded.