



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

SFAE

AUG 26 2016

**MEMORANDUM FOR SEE DISTRIBUTION**


**SUBJECT: Relevant Contracting Experience Prior to Deployment**

1. The Acquisition, Logistics, and Technology community continues to transform and move forward with actions to make the Army Acquisition Corps more relevant and ready. Increasingly we are accessing officers soon after their Career Field Designation Boards and reclassifying Noncommissioned Officers (NCOs) prior to 10 years time in service.
2. Branch qualification is still a prerequisite for officers; NCOs are required to have the Advanced Leaders Course completed prior to their first acquisition assignment. Both officers and NCOs are required to attend their respective contracting education courses en route to their first contracting assignment. Most officers and NCOs should expect their first assignment to be in support of the Army Contracting Command's mission.
3. Upon completion of required contracting education curricula, both officers and NCOs are expected to remain on station for one year in their key development assignments in CONUS as central to their on-the-job experience before deploying to support current operations. This ensures our officers and NCOs develop an acceptable level of contracting proficiency prior to deploying. However, due to the volatility of the operational environment and continued increase in demand for uniformed contracting professionals, commanders must have the flexibility to make exceptions to this one-year requirement for CONUS experience.
4. Because they will be deployed in a team environment where they will be receiving support and mentoring from their fellow team members, new contracting officers deployed with less than one year experience should not be awarded warrants or given contracting responsibilities exceeding their limited experience.
5. Commanders must develop and document a reliable unit training plan and associated risk management methodology, approved by the first GO/SES within the chain of command, when deploying Soldiers with less than one year experience. This is to ensure they are not assigned responsibilities exceeding their experience and that they will receive relevant contracting experience while deployed. This policy supersedes the previous memorandum dated 8 February 2011.

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