

Defense Workforce Position Category Description (PCD)

Functional Area: Contracting
Short Title: CON
Category Code: TBD
Date Approved: 22 Jan 2021
Last Reviewed: 22 Jan 2021

Ref:
 (a) DoDI 5000.66 dtd 27 Jul 2017
 (b) DoD Defense Acquisition Workforce Program Desk Guide dtd 20 Jul 2017

Notes:

1. This PCD is intended to assist in determining which functional area to assign to an acquisition position per Title 10 sec. 1721. Civilian Series 1102 and their military counterparts are always designated as acquisition and in the Contracting Functional Area IAW the references.
2. All positions, regardless of location, function or series, requiring a warranted contracting officer above the (Simplified Acquisition Threshold) must be designated in an acquisition position in the contracting functional area per 10 USC Chapter 87 sec 1724.
3. All acquisition positions require management attention with respect to certification requirements and individual development. See the references.
4. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to tenure and other specific statutory requirements. See the references.

General Acquisition Related Duties: The conceptualization, initiation, design, development, test, contracting, production, deployment, integrated product support (IPS), modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

Functional Area Specific Duties:

- Develop alternatives and execute procurement instruments for acquiring supplies and services, as well as manage all aspects of the life cycle of a contract or other vehicle (e.g., orders, basic ordering agreements etc.)
- Apply statutory and policy procurement-related requirements; support attainment of government socio-economic objectives; conduct market research; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts through various methods to include negotiation; and perform all phases of contract administration to include property management, and terminate or close out of contracts.

Typical Line and Staff Position Titles: Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Manager, Contract Administrator, Contract Termination Specialist, Small Business Specialist, Procurement Analyst, Procuring Contracting Officer, and Termination Contracting Officer. Industrial Property Management Specialist, Property Administrator, Industrial Plant Clearance Specialist, Plant Clearance Officer, Contract and Industrial Specialist (if assigned contract property management responsibilities), Purchasing Agent and Supervisory Purchasing Agent

Typical Position Locations: Any DoD activity/organization performing contracting functions regardless of location.

Typical Career Codes:

Civilian Personnel	Uniformed Personnel			
OCC Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
1101	FA 51C	ACx	64PX 6C0X1	3006
1102	MOS 51C			3044
1103				
1105				

Recommended Changes/Updates: Forward to: Site Director, Human Capital Initiatives 9820 Belvoir Road, Building Fort Belvoir, VA 22060 or call 703-805-4969.