



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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hiring and Designation of Army Contracting Personnel

1. References:

a. Department of Defense Instruction 5000.66, (Defense Acquisition Workforce Education, Training, Experience, and Career Development), 25 March 2022 (Change 3).

b. Defense Acquisition Workforce Program Desk Guide, 30 August 2022.

c. Deputy Assistant Secretary of the Army (Procurement) memorandum (Functional Chief Representative, Contracting and Acquisition Career Program 14 (CP-14), Policy Memorandum #1, Alignment of Occupational Series 1102), 21 September 2018.

d. Deputy Assistant Secretary of the Army (Procurement) memorandum (United States Army Contracting Recruitment and Selection Procedures for Supervisory GS-14 and GS-15 Contracting Personnel), 11 December 2019.

2. As the appointed Functional Lead for the Army Acquisition Workforce Contracting Functional Area, and the Functional Chief for the Contracting Career Field (CF-14), appropriate assignment and coding of personnel in occupational series 1101 (General Business and Industry) and 1102 (Contracting) are among my top priorities. It is critical that our 1102s are dedicated to executing and managing the Army's increasingly complex contracts in an ever-evolving environment. Further, proper acquisition-coding will ensure the 1101 workforce receives priority for certification and training necessary to support to the acquisition mission and contracting functional area.

3. The memoranda at reference 1.c. and 1.d. are hereby rescinded.

4. Effective immediately, the following rules shall be applied for the hiring and designation of personnel in the Contracting Functional Area and CF-14:

a. Positions coded as occupational series 1102 (Contracting) will only be hired by and assigned to the following contracting commands/organizations who have the contracting mission to award, manage/oversee, or terminate contracts.

1) Office of the Deputy Assistant Secretary of the Army (Procurement (DASA(P)))

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- 2) U.S. Army Contracting Command
- 3) U.S. Army Corps of Engineers
- 4) U.S. Army Medical Command
- 5) National Guard Bureau
- 6) Rapid Capabilities and Critical Technologies Office
- 7) Small Business Innovation Research Contracting Center of Excellence
- 8) U.S. Army Special Operations Command
- 9) Offices of Small Business Programs

b. Non-contracting commands/organizations are not authorized to hire 1102s.

c. The DASA(P) is the authority for approving the use of 1102 occupational series within non-contracting commands/organizations. The following commands/organizations are approved to maintain their current population of 1102 personnel; however, any changes to the current 1102 composition (e.g., hiring, structure, total population, etc.) require coordination and pre-approval from the DASA(P).

1) Joint Munitions Command

2) Program Executive Office – Intelligence, Electronic Warfare & Sensors, Army Technology Applications Office – Technical Contracting Division

3) Army Futures Command

d. In lieu of hiring occupational series 1102 (Contracting), any Army command/organization who requires personnel with contracting skills may utilize occupational series 1101 (General Business and Industry).

e. All positions coded as occupational series 1101 will be acquisition-coded and part of the Army Acquisition Workforce, and subject to the appropriate acquisition functional area designation and certification requirements (reference 1.b.).

5. Understanding close coordination is required for continued success and mission support, my office will continue to analyze the workforce data and engage with effected Army organizations.

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6. My point of contact is Ms. Colleen Sweeney, colleen.p.sweeney.civ@army.mil.

Megan R. Dake  
Deputy Assistant Secretary  
of the Army (Procurement)

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