

Warfighting Acquisition Workforce Position Category Description (PCD)

Functional Area: Contracting
Short Title: CON
Category Code: C
Date Approved: 01 May 2025
Last Reviewed: 22 April 2026

Ref:

(a) DoDI 5000.66, current version
(b) DoD Defense Acquisition Workforce Program Desk Guide dtd 30 August 2022

Notes:

1. This PCD serves as a guide for assigning acquisition positions to the appropriate functional area in accordance with (IAW) Title 10 U.S.C. Chapter 87 sec. 1721. Both Civilian Occupational Series 1102 employees and their military equivalents are consistently designated as acquisition professionals in the Contracting Functional Area, as mandated by the cited references. If greater than 50 percent of the duties and responsibilities of the position align with the General Acquisition-Related Duties described below, and the preponderance of those acquisition duties align with the Functional Area Specific Duties described below, the position shall be assigned to this position category.
2. All positions, regardless of location, function, or series, requiring a warranted contracting officer above the Simplified Acquisition Threshold, must be designated in the acquisition Contracting Functional Area IAW 10 U.S.C. § 1724, unless specifically excluded by DoDI 5000.66.
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, integration, test, contracting, production, manufacturing, quality, deployment, integrated product support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy Department of War (DoW) 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, other transactions).
- Apply statutory and policy procurement-related requirements; support attainment of government socio-economic objectives; market research; acquisition planning; solicitation; evaluation of offers, cost and price analysis; negotiation; source selection; preparation and award of contracts through various methods; and perform all phases of contract administration to include, modifications, equitable adjustments, property management, terminations, and close out of contracts.
- Provide oversight of procurement plans and programs, as required, to manage procurement risk through mitigation strategies that promote acquisition goals and program objectives.
- Serve as a functional advisor to acquisition teams on contracting policies and procedures.

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

Typical Position Locations*: Any DoW 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	FA 51Z			
1105				

The position titles, position locations, and assigned position career codes are not limited to those listed in the "Typical Line and Staff Position Titles," "Typical Position Locations," and "Typical Career Code" sections.

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