

**OPM DoD SINGLE AGENCY  
QUALIFICATION STANDARD FOR GS-1102 CONTRACTING POSITIONS**

This is an individual, single agency qualification standard for Department of Defense positions. This standard implements requirements contained in Title 10, United States Code, Sections 1723 through 1733, that were effective October 1, 2000.

***Basic Education Requirements for GS-5 through GS-15 positions:***

A. A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

AND

B. At least 24 semester hours in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree)

**NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement.**

***Additional Experience and/or Education Requirements for GS-7 and above:***

GRADE	EDUCATION	OR	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education, law school, <i>or</i> superior academic achievement		One year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education <i>or</i> master's or equivalent graduate degree or LL.B. or J.D.		One year equivalent to at least the GS-7
GS-11	3 full academic years of progressively higher level graduate <i>or</i> Ph.D. or equivalent doctoral degree		One year equivalent to at least the GS-9
GS-12 thru GS-15	(no educational equivalent)		One year equivalent to at least next lower grade level

**Graduate Education:** To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the fields identified in (B) above is required.

**Specialized Experience:** *In addition to meeting the basic requirements of (A) and (B) above, one year of specialized experience equivalent to the next lower grade level in the normal line of progression is qualifying for positions at grades GS-7 and above. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled.*

**Basic Qualification Requirements for Contracting Officer Positions:** **In addition to meeting the basic educational requirements listed in (A) AND (B) above,** as well as the requirements in the table above, applicants must have completed two years of experience in contracting positions, AND must have completed mandatory contracting courses for positions at the level and grade at which the person is serving. Certification at this level is sufficient to meet this standard. Refer to DoD 5000.52M, Defense Acquisition Education, Training, and Career Development Program, for further guidance on certification.

***Basic Requirements for Critical Acquisition Positions:***

- A. Eligible for GS-14 or equivalent.

AND

- B. A bachelor's degree and at least 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

AND

- C. Completion of all mandatory training requirements for Level II or III certification as prescribed by the head of the agency for progression to higher level contracting positions.

AND

- D. Four years of acquisition experience. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower grade level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- E. Acquisition Corps. The requirements for membership into an Acquisition Corps are the same basic requirements as paragraphs A through D above EXCEPT that membership only requires the employee to be a GS-13, rather than "eligible for GS-14".

**NOTE:** Training requirements for Acquisition Corps membership have changed over the years to correspond to changes made to training requirements for career certification; therefore, people

who were accepted into the Acquisition Corps several years ago may not meet current requirements, but should be treated the same as those who do.

***Basic Qualification Requirements for Senior Contracting Officials:*** A Senior Contracting Official is a position such as a director of contracting, or a principal deputy to a director of contracting, serving in the Office of the Secretary of Defense, the Secretary of a Military Department, the Headquarters (HQ) of a Military Department, the HQ of a Defense Agency, a subordinate command HQ, or a major systems or logistics contracting activity in the Department of Defense. In addition to meeting the requirements for the Acquisition Corps, applicants must have **4** years of contracting experience.

***Waivers:*** *With the exception of Specialized Experience*, the Acquisition Career Program Board of a military department may waive any or all of the requirements listed in this qualifications standard with respect to any *employee* of that military department if the board certifies that the *employee* possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience.