

Defense Acquisition Workforce Position Category Description (PCD)

Functional Area:	Contracting	Ref:	
Short Title:	CON	(a) DoDI 5000.66, Change 3 dtd 25 March 2022	
Category Code:	C	(b) DoD Defense Acquisition Workforce Program Desk Guide dtd	
Date Approved:	1 March 2024	30 August 2022	
Last Reviewed:	16 February 2024		

Notes:

1. This PCD is intended to assist in determining which functional area to assign to an acquisition position per Title 10 U.S.C. Chapter 87 sec. 1721. Civilian Series 1102 and their military counterparts are always designated as acquisition and in the Contracting Functional Area, in accordance with (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 Title 10 U.S.C. 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, integration, test, contracting, production, manufacturing, quality, 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).
- 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 minimize procurement risk through mitigation strategies that promote acquisition goals and program projects.

Typical Line and Staff Position Titles*(Non-Supervisory and Supervisory): Administrative Contracting Officer, Business Management Specialist, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Manager, Contract Administrator, Contract Termination Specialist, Small Business Specialist, Small Business Professional, Procurement Analyst, Procuring Contracting Officer, Contract Data Specialist, 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) and 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	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.