

**DOD 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, as amended by Section 861(b) of the National Defense Authorization Act for Fiscal Year 2020 (Public Law 116-92) and implemented on a policy exception basis by Under Secretary of Defense for Acquisition and Sustainment memorandum, Exception to 24 Semester Hours Requirement for Contracting Positions, effective and dated August 2, 2020.

**Basic Education Requirements for GS-5 through GS-15 (or equivalent) positions:**

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

*NOTE: The education requirements listed above apply only to individuals entering DoD GS-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 an Executive Department on or before September 30, 2000 are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the GS (or equivalent)-1102 or before September 30, 2000 are also exempt from meeting this requirement.*

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

<b>GRADE (or equivalent)</b>	<b>EDUCATION</b>	<b>OR</b>	<b>SPECIALIZED EXPERIENCE</b>
<b>GS-7</b>	1 full academic year of graduate education, law school, <i>or</i> superior academic achievement		One year equivalent to at least GS-5
<b>GS-9</b>	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
<b>GS-11</b>	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
<b>GS-12 thru GS-15</b>	(no educational equivalent)		One year equivalent to at least next lower grade level

**Specialized Experience:** In addition to meeting the basic education requirements 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 (or equivalent) 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 requirement as well as the requirements in the table above, applicants must have:

- 1) have at least two years of experience in contracting positions; and
- 2) have completed all contracting courses required for a contracting officer for positions at the level and grade at which the person is serving. Certification at this level is sufficient to meet this standard.

**Basic Requirements for Critical Acquisition Positions:** The Secretary of Defense shall designate the acquisition positions in the Department of Defense that are critical acquisition positions, applicants must:

- 1) be eligible for GS-14, or equivalent; and
- 2) hold a bachelor's degree; and
- 3) have completed 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
- 4) possess 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.

**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 Office of 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. Before a person may be assigned to a critical acquisition position as a senior contracting official, the person must have at least four years' experience in contracting.

**Waivers:** *With the exception of Specialized Experience*, the component acquisition career management authority may waive any or all of the requirements listed in this qualifications standard with respect to any *employee* of the Department of Defense if the board certifies that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience.