



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JUL 14 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance on Military Contingency Contracting Force Qualifications

Ref: (a) USD memo of 10 April 2003
(b) SECNAVINST 5300.36 of 31 May 95
(c) DOD 5000.52M of 22 November 95

Reference (a) established minimum qualification criteria for contingency contracting member development, retention and accession. Recognizing the need to consider Department of the Navy (DON) operational and organizational requirements in establishing CCF qualification requirements, the following guidance is provided.

Definition of CCF

The DON Contingency Contracting Force (CCF) includes those uniformed members of the DON whose mission it is to deploy for contingency operations to provide necessary contracting support. In general, most CCF personnel in the DON are enlisted Marines with an MOS of 3044, Marine Officers with a Military Occupational Specialty (MOS) of 9656, or Supply Corps Officers with a Subspecialty Code of 1306P.

Identification of CCF

Addressees are responsible for identifying those personnel within their respective organizations that comprise the CCF. On 30 September of each fiscal year, addressees must provide the following information for each individual in the CCF: name, rank, SSN#, and DAWIA career field. Information should be forwarded to the Director, Acquisition Career Management, attn: DACM-D. Negative responses are also requested.

Entry into the CCF

Prior to assignment to the CCF, addressees must review the individual's record to determine the member's progress toward earning a minimum of 24 semester hours of academic courses from among the following disciplines: accounting, business finance, contracts, economics, industrial management, law, marketing, organization and management, purchasing and/or quantitative methods. In addition, addressees must review the individual's record to determine whether or not the individual has completed all level I training for the Contracting Career Field (offered by the Defense Acquisition University), and the DON-sponsored Purchase Card Training. A plan for meeting these requirements must be established and tracked by your organization.

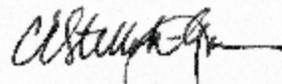
Deployment Requirements

Prior to deployment, CCF members must have completed either 24 semester hours in the business disciplines listed above or have completed all training identified above under "Entry into the CCF". Addressees may, if appropriate, require additional qualifications prior to deployment. Those CCF members deploying with a contracting officer's warrant above the simplified acquisition threshold *must* have 24 semester hours in the business disciplines listed above, or have been granted an education waiver under the policies and procedures identified in reference (b).

Certification Requirements

Prior to certification in the contracting career field, CCF members must meet all requirements specified in reference (c).

Please provide a listing of CCF members as described above, not later than 30 September 2003. Questions regarding this policy may be directed to Anne Alexander, who may be reached at alexander.anne@hq.navy.mil.



C. E. STELLOH-GARNER
Director, Acquisition
Career Management

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From: Commander, Naval Supply Systems Command
To: Assistant Secretary of the Navy, Research Development and
Acquisition (DACM)

Subj: CONTINGENCY CONTRACTING FORCE (CCF)

Ref: (a) ASN(RD&A) memo of 14 Jul 03

1. As requested by reference (a), the following officers
comprise NAVSUP's Contingency Contracting Force.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>DAWIA CAREER FIELD</u>
Almanza, Cielo Isaac	O-3	576-90-9273	Contracting
Bolls, Matthew Lance	O-3	427-27-9573	Contracting
Carlson, Michael Paul	O-6	342-52-3451	Contracting
Dyson, Teddie L.	O-5 (Sel)	239-88-8785	Contracting
Farris, Kelley	O-3	406-33-3714	Contracting
Hodges, Cody	O-4	518-15-7293	Contracting
Johnson, Cary	O-5	457-33-0590	Contracting
Li, Yangfeng	O-3	521-67-1307	Contracting
Renegar, Michael	O-4	408-29-6695	Contracting
Williford, John S.	O-3	460-71-5119	Contracting

2. Our point of contact for this matter is Ms. Patricia Guest,
SUP 33B, 717-605-1861 or DSN 430-1861.

R. G. NANNEY
Chief of Staff



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

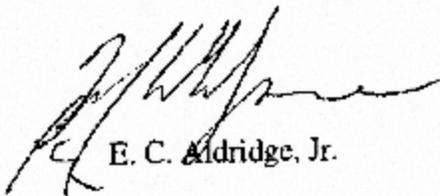
APR 10 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Military Contingency Contracting Force Qualifications

Title 10 United States Code §1724, as amended by Section 824 of the National Defense Authorization Act for Fiscal Year 2002, establishes specific educational requirements for contracting officers (see attachment for details). However, Congress, recognizing the need for qualified military members to support contingency operations, permits the Department of Defense (DoD) to establish qualification requirements for the contingency contracting force (CCF). The CCF consists of those members of the Armed Forces whose mission is to deploy in support of contingency operations and other operations of DoD.

The attached policy establishes the minimum qualification criteria for CCF member development, retention and accession. The Military Departments may supplement the policy to meet organizational needs. Please provide copies of your supplemental policies and procedures as they are issued to Mr. Richard Sylvester, Deputy Director, Defense Procurement and Acquisition Policy (Acquisition Workforce and Career Management), 3060 Defense Pentagon, Washington, DC 20301-3060. My point of contact is Ms. Leslie Blackmon at 703-695-1097 or e-mail: leslie.blackmon@osd.mil


E. C. Aldridge, Jr.

Attachment:
As stated



MILITARY CONTINGENCY CONTRACTING FORCE

QUALIFICATION REQUIREMENTS

Title 10 United States Code, as amended by Section 824 of the National Defense Authorization Act for FY 2002, requires that, in order to qualify to serve in a position as a contracting officer with authority to award or administer contracts for amounts above the simplified acquisition threshold; to serve in a position in the GS-1102 occupational series, or to serve in an occupational specialty within the armed forces similar to the GS-1102 occupational series; DoD employees must have a baccalaureate degree and at least 24 semester hours in business. However, recognizing the need for qualified military members to support contingency operations, the law permits DoD to establish qualification requirements for a contingency contracting force (CCF).

Recognizing that operational and organizational differences between the Military Departments require individualized emphasis, each Military Department may establish policies and procedures for its CCF. However, the following represents the minimum qualification criteria for accession, development and deployment of the CCF workforce. All stated requirements are applicable to members entering the CCF after 30 September 2000.

Definition of CCF

The Contingency Contracting Force (CCF) for each Military Department consists of members of the armed forces whose mission is to deploy for contingency operations and other operations of the Department of Defense to provide necessary contracting support.

Development Criteria

To prepare for the CCF, the member must:

(a) Complete at least 24 semester hours or the equivalent from an accredited institution of higher education or similar educational institution in any of the disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial management, marketing, quantitative methods of organization and management, or:

(b) Pass an examination that demonstrates skills, knowledge or abilities comparable to that of an individual who has completed at least 24 semester credits hours or equivalent in any of the disciplines described above. The examination may be a written examination or may be an examination of the member's record for training, education and experience that demonstrates potential for business acumen and other characteristics that show promise for success in the contracting field or Military Occupation Specialty (MOS). Military training and education that has obtained

accreditation or equivalent may be considered. Existing examination programs such as CLEP or DAN TES may also be used.

Accession Criteria

To enter the CCF:

(a) A member must complete any testing required by the Military Department concerned to determine the member's suitability for the contracting career field.

(b) The Military Department must complete a record review of any education from an accredited institution of higher learning accomplished by the member, for the purpose of determining the member's current level of accomplishment towards meeting the minimum 24-semester hour requirement. This review should be documented upon arrival at the member's initial duty station and a plan developed to achieve the required 24-semester hours.

Deployment Requirements

Each of the Military Departments shall establish a minimum amount of experience and/or training required for each CCF member prior to a deployment. All CCF members deploying with a contracting officer's warrant above the simplified acquisition threshold shall have successfully completed 24 semester hours in the disciplines listed under Development Criteria, or, as a minimum, have completed CON 100, CON 101, CON 234, CON 237 (or their equivalents), and Government purchase card training.

Contracting Officer Certification

Members of the CCF that are being deployed as contracting officers must meet the certification requirements for that series identified within DoD 5000.52M.