



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

AUG 02 2020

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Exception to Policy – Waiver of Requirement for Completion of 24 Semester Credit Hours in Specified Courses of Study as a Qualification Requirement for Contracting Positions

References: (a) Section 1724 of title 10, United States Code
(b) Federal Register Notice (FRN), Vol. 85, No. 109 (85 FR 34527), 5 June 2020

Section 861(b) of the National Defense Authorization Act for Fiscal Year 2020 (Public Law 116-92) amended section 1724 of title 10, United States Code, to remove the statutory requirement for contracting professionals to complete at least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education in the areas of accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization, and management. The Defense Federal Acquisition Regulations Supplement has been revised to remove this qualification requirement as well.

Effective immediately, an exception to paragraph 5.4, of Department of Defense Instruction (DoDI) 5000.66, “Defense Acquisition Workforce, Education, Training, Experience, and Career Development Program,” 27 July 2017, Change 2, September 13, 2019, is granted to permit hiring of contracting professionals who have not completed at least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education in business-related courses, but who are otherwise qualified. The specific policy exceptions are detailed in the attachment. In addition, paragraph 3.3.b. of the “Defense Acquisition Workforce Program Desk Guide,” 20 July 2017, is temporarily suspended in its entirety. These exceptions are valid for one year, or until the regulations are updated, whichever occurs first.

My point of contact is: Dr. Gina Eckles, Senior Human Capital Manager, at (703) 805-5420 or gina.eckles@hci.mil.

Ellen M. Lord

Attachment:
As stated

DISTRIBUTION:

**CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF DEFENSE
UNDER SECRETARY OF DEFENSE FOR RESEARCH AND ENGINEERING
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SERVICE ACQUISITION EXECUTIVES
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF FIELD ACTIVITIES**

Attachment

Exception to Policy – Waiver of Requirement for Completion of 24 Semester Credit Hours in Specified Courses of Study as a Qualification Requirement for Contracting Positions

Table 3 in paragraph 5.4 of DoDI 5000.66, “Defense Acquisition Workforce, Education, Training, Experience, and Career Development Program,” 27 July 2017, Change 2, September 13, 2019, is temporarily revised as follows (see strike through):

Table 3: Contracting Position-specific Requirements

Position	Unique Position Requirements
Contracting Officers (civilian occupational series 1102 positions), military equivalent positions, and members of the Contingency Contracting Force (CCF).	<ul style="list-style-type: none"> ● A baccalaureate degree from an accredited academic institution. <p>This requirement does not apply* to a DoD civilian employee or Service member who:</p> <ul style="list-style-type: none"> - Served as a contracting officer with authority to award or administer contracts in excess of the SAT on or before September 30, 2000. - Served in an 1102 position or as a Service member in a similar occupational specialty on or before September 30, 2000. - Is an enlisted member of the CCF. This exemption only applies to CCF members in their current or future CCF positions. The baccalaureate degree exemption does not apply to current CCF members seeking employment within DoD as an 1102. <p>*This exception does not apply to new hires into an 1102 position.</p>
CCF positions within DoD Components that consist of members of the Armed Forces performing contracting functions, whose mission is to deploy for contingency and other operations in order to provide necessary contracting support (see Notes 1 and 2).	<p>● At least 24 semester credit hours in business disciplines. Business disciplines include: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. The 24 semester credit hours (or the equivalent) must be earned from an accredited academic institution of higher education. — For CCF membership, passing of an examination that demonstrates skills, knowledge, or abilities comparable to an individual who has completed at least 24 semester hours in the business disciplines is an acceptable substitute to the above requirement.</p>
Contracting officers who award or administer contracts above the SAT (see Note 3).	<ul style="list-style-type: none"> ● Complete all contracting courses required for the acquisition career field certification level of the position. ● 2 years of experience in a contracting position. ● 1102 education requirements for a degree and 24 semester hours of business-related courses. ● Any additional requirements established, based on the

	<p>dollar value and complexity of the contracts awarded or administered in the position.</p> <ul style="list-style-type: none"> ● Exceptions to education requirements: same as those for Civilian 1102 (and equivalent military positions).
<p>Senior Contracting Official. (This is a KLP.)</p>	<ul style="list-style-type: none"> ● 1102 education requirements for a degree and 24 semester hours. ● 4 years of experience in contracting. ● Tenure period: Milestone closest to 3 years, or as tailored by CAE based on unique program requirements.
<p>Note 1: Requirement for college degree and 24 semester credit hours of business-related courses applies to those employees who initially met the exception criteria but who subsequently had a break in service and desire re-entry into the 1102 career field.</p> <p>Note 2: Each of the Military Departments will establish a minimum amount of experience or training required for each CCF member before a deployment. The minimum training should include training in Government contracting principles, simplified acquisition procedures, contingency contracting, and Government purchase card, as appropriate.</p> <p>Note 3: Each of the Military Departments will establish minimum training and experience requirements for CCF members before issuing them a warrant at or below the SAT. CCF members appointed as contracting officers with authority to award or administer contracts above the SAT will meet the qualification requirements identified in this section for contracting officers above the SAT, with the exception of a college degree and 24 semester credit hours of business-related courses.</p>	