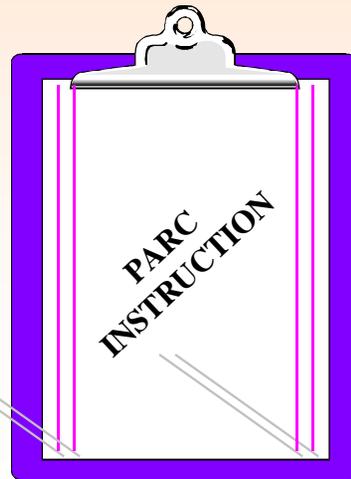


*Qualifications for being a Contracting  
Officer  
or an Administrative Contracting Officer  
in the*

**U.S. Army Corps of Engineers**

# Reference

1. **Defense Acquisition Workforce Improvement Act (DAWIA) 1989**
2. **PARC Instruction Letter (PIL) 99-6, Guidelines for Issuance of Contracting Officer Warrants, 26 Mar '99**



# Administrative Contracting Officer Requirements - 800 Series

## Training

<b>Level I</b>	<b>CON 101</b> <b>CON 104</b>	<b>Fundamentals of Contracting</b> <b>Fundamentals of Contract Pricing</b>
<b>Level II</b>	<b>CON 202</b> <b>CON 204</b> <b>CON 210</b>	<b>Intermediate Contracting</b> <b>Intermediate Contract Pricing</b> <b>Government Contract Law</b>
<b>Level III</b>	<b>CON 301</b> <b>CON 333</b>	<b>Executive Contracting</b> <b>Management of Contracting Supervisors</b>

# Contracting Officer Authority for Information Technology (IT) Contracts:

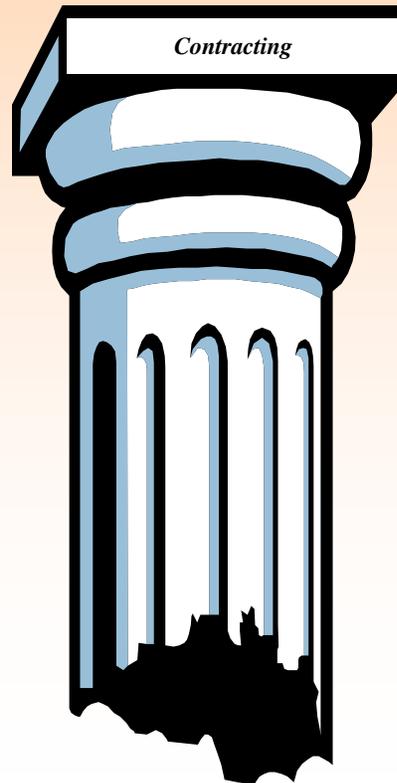
For Contracting Officer Authority for Information Technology (IT) Contracts within USACE, it is required for the individual to complete an IT course (previously CON 241) from either ESI, in association with the George Washington School of Business and Public Management. 1-888-374-3626, [www.esi.intl.com](http://www.esi.intl.com) or Management Concepts Incorporated, (703) 790-9595 FAX # (703) 790-1371.

**EDUCATION:** Have ONE of the following:

- Baccalaureate degree
- At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.
- This exception does not apply to any employee who, on October 1, 1999, has at least 10 years of experience in acquisition positions, in comparable positions in other Government agencies or the private sector, or in similar positions in which an individual obtains experience directly relevant to the field of contracting.

# EXPERIENCE:

*Have at least two years of experience  
in a contracting position.*



# **Contracting Officer Requirements-1102 Series**

## **Training for warrants with \$100,000 limitation:**

<b>Level I</b>	CON 101	Fundamentals of Contracting
	CON 104	Fundamentals of Contract Pricing

<b>Level II</b>	CON 202	Intermediate Contracting
	CON 210	Government Contract Law

## **Training for warrants with \$500,000 limitation:**

CON 204	Intermediate Contract Pricing
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**“For all \$500,000 warrant requests, as Principal Assistant Responsible for Contracting (PARC), I require the Contracting Officer as a part of his continuing education mandate to complete Intermediate Contract Pricing (CON 204) within one year of this appointment.”**

# **Education: have ONE of the Following:**

- **Baccalaureate degree**
- **At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.**
- **This exception does not apply to any employee who, on October 1, 1999, has at least 10 years of experience in acquisition positions, in comparable positions in other Government agencies or the private sector, or in similar positions in which an individual obtains experience directly relevant to the field of contracting.**

# EXPERIENCE

**Have at least two years of experience in a contracting position.**



# Where to find information regarding contracting courses?

**Army Logistics Management  
College (ALMC) Home Page:**

**<http://www.almc.army.mil/>**

**Defense Acquisition University  
(DAU) Home Page:**

**<http://www.acq.osd.mil/dau/>**

# THIS UNIFORM POLICY LEVELS THE PLAYING FIELD

