

Branch Contracting (Career Management Field 51) Career Progression Plan

21-1. Duties

The Contracting NCO provides acquisition and procurement support to the Army in support of contingency and non-contingency operations outside of the Continental United States (OCONUS) or inside of the Continental United States (CONUS). Contracting NCOs fill positions in the Army Acquisition Workforce (AAW) and are fully prepared to deploy to support any mission.

21-2. Transformation

a. Transformation for CMF 51 is centered on contracting (MOS 51C) and is the only acquisition military occupational specialty (MOS) for NCOs. Contracting NCO assignments are unique in the fact that they almost exclusively reside in formations comprised of other contracting NCOs and contracting commissioned officers.

b. The majority of the Army's contracting NCO workforce lay within Army Contracting Command (ACC), a subordinate of Army Materiel Command (AMC). The subordinate Modified Table of Organization and Equipment (MTO&E) units in this command are organized into Contracting Support Brigades (CSB), Contracting Battalions (CBN), and Contracting detachments (CONDETs). Each CSB has a support and advise/assist relationship with each of the Army's Service Component Commands (ASCC), Sub-Unified Commands CSBs can operate as a Lead Service for Contracting or Lead Service for Contracting Coordination for its supported Geographic Combatant Command (GCC) when further designated by the appropriate ASCC.

c. CBNs have a support and advise/assist relationship with each of the Army's Divisional Headquarters and the United States Army Special Operations Command (USASOC), and function as a Regional Contracting Center (RCC) when deployed. Contracting Detachments are designed to deploy and operate under a RCC as a Regional Contracting Office (RCO) providing contract support to Brigade Combat Team (BCT) size elements. In general, contracting units have an immense scope of responsibility and authority given their relatively small size. This measure of responsibility should always reflect in the quality of NCOs in CMF 51.

d. Contracting NCOs are also assigned to Contracting Teams under the United States Army Corps of Engineers (USACE), who specialize in architect-engineer contracts, large military construction projects, and support Defense Support of Civil Authorities (DSCA) disaster relief missions. There are a limited number of CMF 51 NCOs assigned to Table of Distribution and Allowances (TDA) organizations. Some examples include: The White House Communications Agency (WHCA); Army Logistics University (ALU); Mission Command Training Program (MCTP); Army Acquisition Center of Excellence (AACoE); Office of the Deputy Assistant Secretary of the Army for Procurement (ODASA-P); the United States Army Acquisition Support Center (USAASC); Defense Contracting Management Agency (DCMA) and other TDA organizations as periodically determined by the Total Army Analysis process. Special Missions Units (SMUs) rely on contracting assets embedded within their organizations to provide responsive support (this includes SGM positions internal to SMU).

e. Contracting NCOs have a very technically driven MOS. However, it does not absolve them from the responsibility of demonstrating outstanding leadership. They are technical experts in their field, trainers/leaders of Soldiers; one who executes the orders and intent of their commander, commissioned officers, senior NCOs, and civilian supervisors.

f. The Acquisition Corps does not function under the regimental system. Therefore, does not have a Regimental Sergeant Major/Command Sergeant Major. Regimental functions are performed as a cooperative amongst the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA (ALT)) Sergeant Major, the CMF 51 Proponent Sergeant Major, and the ACC Command Sergeant Major. Contracting NCOs do not have hard-coded positions available in demanding Army assignments due to the force design constraints of CMF 51 formations.

g. Demanding assignments such as, but not limited to, Drill Sergeant, Recruiter, Equal Opportunity Advisor, and Inspector General NCO are generally not available to CMF 51 NCOs. However, from time to time, other branches will allow Contracting NCOs to fill one of these positions. This is considered uncommon and reserved for the best quality NCOs within CMF 51. Additionally, due to strength management constraints, no more than 2% of NCOs in CMF 51 are allowed in non-CMF-specific positions at any given time. Therefore, the top 2% of Contracting NCOs may never be available for assignment at the time required to fill these positions. However, those NCOs who are selected should be viewed as the top 5% of the CMF at the time of their selection.

21-3. Recommended career management self-development, by rank

a. Staff sergeant.

(1) The quality and success of a staff sergeant's career is in direct proportion to a consistent commitment to excellence, regardless of the mission. Staff sergeants who are committed to achieving demanding goals will develop leadership and professional skills and have the technical and tactical knowledge and ambition to put them to use.

(2) SSGs should study and strive to master additional CMF related military publications: ATP 4-92 "Contracting Support to Unified Land Operations"; JP 4-10 "Operational Contract Support"; the Federal Acquisition Regulation (FAR); the Defense Federal Acquisition Regulation Supplement (DFARS); the Army Federal Acquisition Regulation Supplement (AFARS); ADRP 4-0 covering sustainment.

(3) The following is suggested for self-development: TC 7-22.7 "Noncommissioned Officer Guide" and all publications referenced in Appendix B; the NCO Professional Development System community located in the Army Career Tracker; ADP 6-22 ; ADP 3-0 ; DA Pam 600- 25; FM 7- 22 ; and ADP 1.

(4) The Operational tempo (OPTEMPO) may limit opportunities for civilian education; however, SSGs willing to make the necessary sacrifices should seize all available opportunities and plan their college program around a business related degree. Many opportunities exist for the SSG to accomplish their educational objectives, based on the SSG's own desire to excel. It is noted, in accordance with DA Pam 611-21; SSGs in CMF 51 have a limited time (3 years) in which to gain Professional Certification in Contracting. Completion of a Bachelor's degree is critical. A college degree cannot be required for promotion but is a crucial deciding factor when identifying the best qualified Contracting NCOs.

(5) SSG should also consider entering programs to gain nationally/regionally recognized credentials in an appropriate technical discipline. NCOs may also earn college credit for technical certifications. A list of certifications related to CMF 51 are available on the COOL website at <https://www.cool.osd.mil>.

(6) NCO Boards such as Best Warrior Competition, NCO of the Month, Quarter, and/or Year and the SGT Audie Murphy/SGT Morales Clubs broaden the knowledge base, instill discipline, and improve the SSGs ability to communicate.

b. Sergeant first class.

(1) The SFC is expected to dispatch leadership and other duties with an expert level of professionalism. As NCOs become more senior in rank, self-motivated development becomes more important. Activities like professional reading or college courses help the NCO develop organizational leadership skills needed to coach, teach, and mentor Soldiers.

(2) The SFC should study and master additional CMF-related military publications such as: ATP 4-92 "Contracting Support to Unified Land Operations"; JP 4-10 "Operational Contract Support"; FAR; DFARS; AFARS; the Defense Contingency Contracting Handbook, ADP 4-0 covering sustainment; ATP 3-05.40 "Special Operations Sustainment"; ATP 4-93 Sustainment Brigade"; ATP 4-92 "Theater Sustainment Command".

(3) The following is suggested for self-development: TC 7-22.7 and all publications referenced in Appendix B; the NCO Professional Development System community located in the Army Career Tracker; ADP 6-22; ADP 3-0; ADP 5-0; ADP 6-0; ADP 7-0; DA Pam 600-25; ATP 3-93; ADP 1; ATP 6-22.5; FM 7-22; FM 3-22.9; FM 3-23.35.

(4) The OPTEMPO may limit opportunities for civilian education; however, SFCs willing to make the required sacrifices should seize all available opportunities and plan their college program around a business related degree. Many opportunities exist for the SFC to accomplish educational objectives, based on the SFC's own desire to excel. Completion of a bachelor's degree is critical. A college degree cannot be required for promotion but is a crucial deciding factor when identifying the best qualified Contracting NCOs.

(5) SFC should also consider entering programs to gain nationally/regionally recognized credentials in an appropriate technical discipline. NCOs may also earn college credit for technical certifications. A list of certifications related to CMF 51 are available on the COOL website at <https://www.cool.osd.mil>.

(6) NCO Boards such as Best Warrior Competition, NCO of the Month, Quarter, and/or Year and the SGT Audie Murphy/SGT Morales Clubs broaden the knowledge base, instill discipline, and improve the SFC's ability to communicate.

c. Master sergeant

(1) The MSG is expected to dispatch leadership and other duties with an expert level of professionalism. As NCOs become more senior in rank, self-motivated development becomes more important. Activities like professional reading or college courses help the SNCO develop organizational leadership skills needed to coach, teach, and mentor Soldiers. MSGs should have already completed a bachelor's degree and are encouraged to pursue higher levels of education at this stage in their career. While a college degree is not required for promotion, it is

a crucial deciding factor when identifying the best qualified contracting NCOs.

(2) MSGs should study and master ATP 4-92, JP 4-10, ADP 4-0, ADP 5-0, ADP 6-0, ADP 7-0, ATP 3-91 "Division Operations", and ATP 4-92.

(3) Master sergeants should also continue to leverage other distributed learning programs and broaden their focus to include functional training. These NCOs must recognize their new role at the strategic level and pursue functional courses from various sources that will enhance their understanding of how the Army operates in order to influence and improve the Army's systems and contribute to the success of their organizations.

(4) MSGs should also consider entering programs to gain nationally/regionally recognized credentials in an appropriate technical discipline. NCOs may also earn college credit for technical certifications. A list of certifications related to CMF 51 are available on the COOL website at <https://www.cool.osd.mil>.

d. Sergeant major and command sergeant major.

(1) The SGM and CSM are expected to dispatch leadership and other duties with an expert level of professionalism. They should be close to, or already possess a master's degree, preferably in a business-related field. Activities like professional reading or college courses further develop the SNCOs leadership skills needed to coach, teach, and mentor Soldiers. Impeccable communication skills are required just by the nature of the number of Soldiers their communications reach. Skills in community and public relations are also important since the SGM/CSM will often represent the command or Army in civic functions.

(2) The SGM and CSM should read publications on their chain of command's professional reading list. TC 7-22.7, AKO, JKO, and <http://www.train.army.mil/> contain additional reading material for self-development. Additionally, continued reading about world politics, geo-political issues, and field manuals relating to Army Operations and current battle doctrine enhance the knowledge base of the SGM/CSM.

(3) SGMs and CSMs should also consider entering programs to gain nationally/regionally recognized credentials in an appropriate technical discipline. SGMs and CSMs may also earn college credit for technical certifications. A list of certifications related to CMF 51 are available on the COOL website at <https://www.cool.osd.mil>.

21-4. Military Occupational Specialty 51C Contracting Noncommissioned Officer

a. Major duties. The Contracting NCO coordinates, manages, and provides oversight and administration on contracting actions in support of every echelon of command involved in Army operations and joint, intergovernmental, interagency, and multinational operations to include Defense Support to Civil Authorities (DSCA). These duties are performed in Contracting Detachments (CONDETs), Contracting Battalions (CBN), and Contracting Support Brigade (CSBs).

b. Prerequisites. See DA Pam 611-21 for details. The waiver authority for MOS requirements is the USAASC Director (Care of: CMF 51 Proponent sergeant major, 9900 Belvoir Road, Building 201, Fort Belvoir, VA 22060).

c. Goals for Development.

(1) Staff sergeant

(a) Institutional Training. DLC 2, ALC (see AR 350-1, Page 91, para. 3-54 (b.) (5) (f))

(b) Operational assignments. The focus during the early years of the Staff sergeant's career is building a strong base of technical expertise in contracting, basic MOS skills, and common Soldier tasks. Staff sergeants will generally serve as a team member of a Contracting Detachment (CONDET) under Army Contracting Command (ACC) after reclassification into the 51C MOS or United States Army Corps of Engineers (USACE) after completion of their first assignment under ACC. As staff sergeants grow senior within their grade, follow-on assignments to a Contracting Battalion (CBN) or a Contracting Support Brigade (CSB) staff is encouraged in order to further develop and expose them to organizational and strategic concepts of contracting support. Assignments at this level include, but not limited to: Detachment Contracting Support NCO; BN Operations NCO; BN Support Operations NCO; BDE Operations NCO; BDE Support Operations NCO; BDE Contracting Support NCO.

(c) Self-development. Staff sergeants should have completed DLC 2 and ALC and have successfully attained professional certification in contracting. Additional self-development programs include, but not limited to, The Degree Completion Program, Advanced Civil Schooling, and Naval Post Graduate School (resident).

(d) Additional training. Contingency Contract Administration Services (CCAS) Course, Master Resiliency Trainer, Master Fitness Trainer, Sexual Assault Response Coordinator (SARC), Victim Advocate, Equal Opportunity Leaders, Unit Prevention Leaders Course, Safety Officers Course, and Battle Staff.

(e) Special assignments. Recruiter, drill sergeant, White House Communications Agency (Acquisitions Manager), Mission Command Training Program (MCTP) Observer Controller/Trainer (OC/T), SLC Instructor/Writer (senior/promotable staff sergeants only), Proponent NCO (senior/promotable staff sergeants only), Defense Logistics Agency (DLA) through the Training with Industry and Agency (TWI/A) Program, Defense Contract Management Agency (DCMA), and Special Missions Units (SMU).

(f) Staff sergeants serving in a SMU are afforded opportunities to attend courses not typically available to other 51C NCOs (e.g., SERE-C, jumpmaster, and pathfinder). The SMU selection process is thorough and demanding. Only the highest quality 51C NCOs are selected for duty in a SMU. Selection boards should consider this when reviewing the records of NCOs currently serving or have served in a SMU. Successive special duty assignments are discouraged unless a compelling operational need for the particular NCO, by name, is documented by the gaining unit/organization.

(2) Sergeant first class

(a) Institutional Training. DLC 3 and SLC.

(b) Operational assignments. The focus at the Sergeant first class level centers on building a solid foundation of technical knowledge, tactical expertise, and Soldier leadership skills. Duty assignments for the Sergeant first class include, but not limited to: Detachment Contracting Support NCO; BN Operations NCO; BDE Operations NCO, BDE Support Operations NCO; BDE Contracting Support NCO; BDE Contracting Support NCOIC; INSCOM Contracting NCO.

(c) *Self-development.* Sergeants first class should have completed DLC 3 and SLC and have successfully attained a baccalaureate degree in any concentration, allowing the sergeant first class to attain professional certification in contracting. Additional self-development programs include, but not limited to, Advanced Civil Schooling, and Naval Post Graduate School (resident).

(d) *Additional training.* Contingency Contract Administration Services (CCAS), Master Resiliency Trainer, Sexual Assault Response Coordinator (SARC), Victim Advocate, Equal Opportunity Leaders Course, Unit Prevention Leaders Course, Safety Officers Course, and Battle Staff.

(e) *Special assignments.* Recruiter, drill sergeant, HRC Branch Manager (CMF 51), Proponent NCO, Mission Command Training Program (MCTP) Observer Controller/Trainer (OC/T), SLC Instructor/Writer, Defense Logistics Agency (DLA) through the Training with Industry and Agency (TWI/A) Program, Defense Contract Management Agency (DCMA), and Special Missions Units (SMU). Sergeants first class serving in an SMU are afforded opportunities to attend courses typically not available to other 51C NCOs (e.g., SERE-C, jumpmaster, and pathfinder). The SMU selection process is thorough and demanding. Only the highest quality 51C NCOs are selected for duty in an SMU. Selection boards should consider this when reviewing records of NCOs currently serving or have served in an SMU. Successive special duty assignments are discouraged unless a compelling operational need for the particular NCO, by name, is documented by the gaining unit/organization.

(3) Master sergeant/First sergeant

(a) *Institutional Training.* All master sergeants are required to attend DLC 4 and MLC.

(b) *Operational assignments.* The focus for contracting NCOs at the Master sergeant level is centered on continued development and refinement of their leadership skills and technical expertise. Duty assignments at this level include, but not limited to: Detachment SGT; BN Operations NCOIC; BDE Support Operations NCOIC.

(c) *Self-development.* Master sergeants should have completed DLC 4 and MLC and have successfully attained professional certification in contracting. Additional self-development programs include, but not limited to, Advanced Civil Schooling (junior master sergeants only), and Naval Post Graduate School ((resident) junior master sergeants only).

(d) *Additional training.* Contingency Contract Administration Services (CCAS) Course, Safety Officer Course, Force Management Course, JOPEC, and Battle Staff.

(e) *Special assignments.* Mission Command Training Program (MCTP) Senior Observer Controller/Trainer (OC/T), Army Acquisition Center of Excellence (AACoE) Acquisition Professions Course (APC) Instructor, ODASA-P NCOIC, and Special Missions Units (SMU). Master sergeants serving in an SMU are afforded opportunities to attend courses typically not available to other 51C NCOs (e.g., SERE-C, jumpmaster, and pathfinder). The SMU selection process is thorough and demanding. Only the highest quality 51C NCOs are selected for duty in an SMU. Selection boards should consider this when reviewing records of NCOs currently serving or have served in an SMU. Successive special duty assignments are discouraged unless a compelling operational need for the particular NCO, by name, is documented by the gaining unit/organization.

(4) Sergeant Major/Command Sergeant Major

(a) *Institutional Training.* All sergeants major/command sergeants major are required to complete DLC 5 and SMC

(b) *Operational assignments.* The focus for contracting SGMs/CSMs centers on refinement of their leadership skills and applying the knowledge gained throughout their career to influence organizations at the most senior level. Duty assignments as a Mission Installation Contracting Command (MICC) Operations SGM or Army Contracting Command (ACC) G3/5/7 SGM will increase their experience and further develop their leadership skills. SGMs will serve as a Contracting Battalion (CBN) SGM (6S) or as the Proponent SGM (7K) for CMF51. CSMs will serve in a Contracting Support Brigade (CSB). NCOS who have successfully served on a Contracting Detachment (CONDET), CBN, and/or CSB staff make the best SGMs. Contracting SGMs should have the appropriate contracting knowledge and experience to analyze and provide sound business acquisition advice to supported units. NCOs who have successfully served as a Contracting Battalion (CBN) SGM, make the best CSMs. Contracting CSMs should have the appropriate contracting knowledge and experience to analyze and provide sound business acquisition advice and recommendations to supported units at the strategic level.

(c) *Self-development.* Sergeants major/command sergeants major should have completed DLC 5 and SMC. At this level, sergeants major/command sergeants major should have a baccalaureate degree (or higher), and professional certification in contracting.

(d) *Additional training.* Contingency Contract Administration Services (CCAS) Course, How the Army Runs Course, Force Management Course, JOPEC, and Strategic Broadening Seminars.

(e) *Special assignments.* The only codified special assignment for contracting is the 51C Proponent Sergeant Major at the United States Army Acquisition Support Center (USAASC), a direct reporting unit to the Assistant Secretary of the Army for Acquisition, Logistics and Technology ASA(ALT). The Proponent Sergeant Major also works in tandem with the ASA(ALT) Sergeant Major and the Army Contracting Command (ACC) Command Sergeant Major, performing functions of a Regimental Sergeant Major/Command Sergeant Major. 51C sergeants major/command sergeants major are also eligible for the USASMA Fellowship Program at the NCO Leadership Center of Excellence.

d. *Army career degrees.* See the SOCAD Army Career Degree Program.

e. *GI Jobs.* See more at the GI Jobs Web site at <https://www.gijobs.com/army-u/>

21-5. Military occupational specialty 51C professional development model

Access to the “Career Maps” can be accessed from the ACT Web site. They are located under the career resources tab at the following web address: <https://actnow.army.mil>.

21-6. Military occupational specialty 51C Reserve Component

Standards of reserve component NCOs mirror that of the active component in MOS 51C. Soldiers in the reserve component should strive for the same type of assignments and development; however, unit structure and geographic distribution often limit reserve component Soldiers in the range of possible assignments.

21-7. Military Occupational Specialty Army National Guard (ARNG) Component

ARNG Title 32 51C NCOs are managed by the individual states under The Adjutant General (TAG) in coordination with the ARNG Acquisition Management Office. Standards of ARNG NCOs should mirror that of the active component in MOS 51C. Soldiers in the ARNG should strive for the same type of assignments and development; however, unit structure and geographic distribution often limit reserve component Soldiers in the range of possible assignments.