

Career Program CP-14: Contracting and Acquisition

DEFINITION:

Career Program 14 (CP-14) is a civilian career program for Department of the Army civilians who are responsible for all aspects of management and execution of the Army's procurement and contracting mission. CP-14 provides the Army with contract management and contract execution in such areas as contract structure, cost/price analysis, small business, competition, Government property, and contract closeout and compliance with statutory and regulatory requirements.

Career Program (CP-14) is comprised of Army Civilians primarily working in ASA(ALT) and Activities designated in the Defense Federal Acquisition Regulation Supplement Subpart 202.1 "Definitions" as "Contracting Activities" that have been delegated contracting authority.

Career Program Designation:

Managers assign Career Program designation to positions based on a comparison of duties and assigned responsibilities to the description of CP-14 Contracting and Acquisition Duties and Responsibilities below. When the preponderance of duties are representative of those described below, the position description should be coded CP-14 and this decision reflected in both FASCLASS and in the Defense Civilian Personnel Data System. When questions arise over the appropriate Career Program designation – the manager should contact CP-14 Career Program Management Office staff at 703-617-0380 for guidance. The servicing CPAC HR advisor can assist in documenting the career program designator as required.

Occupational Series Exclusive to CP-14: 1102: Contracting
1103: Industrial Property Management
1105: Purchasing
1106: Procurement Clerical and Technician

Occupational Series Assigned To CP-14:

1101	1102	1103	1105	1106	1150
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CP-14 Contracting and Acquisition Duties and Responsibilities:

- Overarching management and execution of the procurement and contracting function from pre-award efforts of requirements development, solicitation, source selection, cost and profit analysis, negotiation, and contract award; to post award contract administration, modifications, contractor oversight, acceptance, payment, and close out.
- Includes the procurement of supplies, weapon systems, services, construction, or R&D.
- Key functions performed in management of grants, cooperative agreements, other transactions, indemnifications and small business.
- Responsible for development of local contracting policies, procedures, and approvals
- Execute and manage Procurement Management Review Program
- Ensure compliance of procurement and contracting responsibilities assigned by statute and regulation (US Code, FAR, DFARS, AFARS, and Army Regulation

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- Manage and execute Government Purchase Card Program
- Execute Competition Advocate functions
- Perform Operational Contracting in Iraq, Afghanistan, Kuwait, and Pakistan
Responsible for development and submittal of Acquisition of Services Strategy Panel Reviews packages
- Perform electronic contracting, e-business and reporting