

WHY become an 1102?

Seeking work that is challenging and exciting where there is never a dull moment? Are you a creative individual who likes solving problems? This could be the career for you!

Advantages include:

- High demand career field.
- Opportunities for growth and upward mobility.
- Well-established career path for success.
- Public Service-YOU can make a difference.
- Better quality of life through:
 - Job security.
 - Work/life balance.
 - Flexible schedule.
 - Ability to telework.

Compensation and Benefits:

- Competitive, equitable, and transparent pay.
- General Schedule (GS) & Locality Pay Tables.
- Federal Employees Retirement System (FERS), provides benefits from three different sources.
- Generous leave policies including annual leave, sick leave, paid parental leave (up to 12 weeks), and all federal holidays.
- Options for health and dental insurance.
- Options for student loan repayment.

More information can be found at [opm.gov](https://www.opm.gov):

<https://www.opm.gov/policy-data-oversight/worklife/>

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

<https://www.opm.gov/retirement-services/fers-information/>

<https://www.opm.gov/policy-data-oversight/pay-leave/>

WHERE can I work as an 1102?

There is a critical need for contracting professionals both domestically and overseas from NOAA and NASA to the Navy to the National Park Service. Every federal agency has 1102s!

Search by keyword (e.g., 1102, specific location) on [usajobs.gov](https://www.usajobs.gov) for contracting opportunities all over the world: <https://www.usajobs.gov/>

A-Z Index of U.S. Government Departments and Agencies: <https://www.usa.gov/federal-agencies>

HOW can I become an 1102?



Use the QR code to get an electronic copy of this brochure (<https://www.fai.gov/resources/leap>).

Internship programs can be found at <https://www.fai.gov/careers/jobs-acquisition>, in the sections titled Jobs in Acquisition and Internships in Acquisition.

Explore unique hiring paths (e.g., students and recent graduates, veterans) that help the federal government hire individuals that represent our diverse society at [usajobs.gov](https://www.usajobs.gov).

More information regarding a detailed career path can be found at [fai.gov](https://www.fai.gov):

https://www.fai.gov/sites/default/files/1102_Career_Map_2018.pdf

For information about opportunities with [insert agency here] visit [insert website] and contact [insert name/email of POC here].

CAREER OPPORTUNITIES IN THE FEDERAL CONTRACTING SERIES (GS-1102)



WHO can become an 1102?

The Office of Personnel Management (OPM) describes the following basic qualifications.

1102 Series Basic Requirements:

- A 4-year course of study leading to a bachelor's degree with a major in any field; or
- At least 24 hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

The following table shows the amounts of education and/or experience to qualify for positions covered by this standard.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9

More information can be found at [opm.gov](https://www.opm.gov):

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/>

WHAT is an 1102?

This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.

Positions include contract specialist, contract administrator, contract price/cost analyst, and contract negotiator.

An 1102 is also:

- An expert in the Federal Acquisition Regulation (FAR) (<https://www.acquisition.gov/>), agency supplements, and local policy.
- Highly trained and receives free marketable Federal Acquisition Certifications in Contracting (FAC-C), Levels I-III.

Indicators of career success include critical thinking, intrinsic motivation, delegation, time management, attention to detail, resiliency, and strong analytical, interpersonal, and communication skills (oral and written).

More information can be found at [opm.gov](https://www.opm.gov):

<https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/1100/gsl102.pdf>

WHEN can I start as an 1102?

There is a need now and into the future!

Now:

- Shortage of qualified 1102s. Because the skills are transferable, 1102s often move between agencies and the private sector leading to high turnover and frequent openings.
- There are open positions at almost every agency due to an aging workforce and delays in filling open positions.

In the future:

- Aging/retiring workforce.
- 1102s may not spend their entire careers in federal contracting. They may go to the private sector or change careers.

Testimonial

The Small Business Innovation Research (SBIR) Program is a highly competitive program that translates innovative ideas into commercial products that address educational problems; it encourages domestic small businesses to engage in R&D with the potential for commercialization. Through a competitive awards-based program, SBIR enables small businesses to explore their technological potential and provide the incentive to profit from its commercialization. These products have been disseminated or commercialized, are in widespread use by students and teachers, and have a viable mechanism in place to enable continued commercial success.

“From a contracting perspective, it is immensely gratifying to not only participate in such programs, but to actually see the results firsthand, and know that these programs can make a difference in a student’s life.” Thomas Smith, Contract Specialist, U.S. Department of Education