Series 1102
CONTRACTING

CAREER FIELD
EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)
CONTRACTING
Series 1102

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PART I

PREFACE

1. **Welcome to the 1102 Contracting career field!** The collective group of contracting senior leaders and career field team are committed to each 1102's development from initial entry into the career field to either retirement or separation. Uniting the contracting career field's deliberate development of its 1102s with each 1102's successful demonstration of the competencies and tasks outlined in this plan will ensure Air Force Contracting continues its proud tradition of growing a technically proficient contracting workforce.

2. **What does it mean to be an 1102?**

2.1. The 1102 job series is an exciting, challenging, and rewarding career field. An 1102's technical development is unique compared to other Air Force specialties. In order to guarantee the proficiency of contracting personnel charged with ensuring the integrity of the acquisition process, 1102 personnel develop specific technical skills through a combination of training, certification, and years of on-the-job experience. 1102s gain experience through a myriad of developmental opportunities, including operational, systems, research and development, test and evaluation, logistics/sustainment, enterprise sourcing positions, staff/policy/pricing positions, career broadening, civilian development, and contingency operations.

2.2. 1102s work closely with the units they support to determine how to best satisfy each unit's requirements, while complying with the governing laws, regulations, and policy. Relationship building between contracting organizations and mission partners is critical to developing a well-defined, thoughtful requirements package and acquisition strategy. As mission focused business leaders (MFBLs), 1102s should look for opportunities to both teach and train mission partners early and often. Teaching in this context refers to the responsibility 1102s have to advise mission partners where and how their funds have been spent in the past, whereas training involves educating mission partners on how their support is vital to find a fiscally responsible solution to meet Air Force requirements. Contracting involvement during the planning cycle is critical; engaging early in the acquisition process can help avoid rework and create significant savings in the long run.

2.3. The 1102 career field is dynamic, as such 1102s must continue to stay abreast of regulatory changes, policy updates, and command directives, and one way to do that is through meeting mandatory continuous learning requirements. Devoting daily time to learning and staying alert to changes in the profession is crucial to developing critical thinking and other professional skills.

2.4. Above all, 1102s should become familiar with and embrace our career field's guiding principles (figure 1). These guiding principles are derived from the DoD Contracting Competency Model and encompass the Office of Personnel Management's (OPM) professional competencies and the Executive Core Qualifications (ECQs), found on the OPM website. As contracting professionals, 1102s should incorporate these principles into their daily—all in support of our Nation and our profession.

Figure 1. **Air Force Contracting Guiding Principles.**

3. **CFETP Goals and Structure.** The goals of the CFETP are to:

- Outline the education and training available for 1102s to develop proficiency.
- Communicate the career development opportunities available to 1102s.
- Provide occupational tasks and competencies that enable 1102s and their supervisors to jointly build a personalized career path to success.

3.1. The CFETP consists of two parts which supervisors may use to plan, manage, and control training within the occupational series.

3.1.1. **Part I** is subdivided into four sections and provides information necessary for overall management of the occupational series:

- **Section A** explains how individuals at all levels may utilize the plan.
- **Section B** identifies career progression information, duties and responsibilities, training strategies, and career field paths.
- **Section C** is reserved for future use.
- **Section D** identifies resource constraints such as funds, manpower, equipment, and facilities.

3.1.2. **Part II** is also subdivided into four sections and provides information on 1102 training:

- **Section A** identifies Course Training Standards, training objectives, available in-residence or correspondence courses, and the Acquisition Professional Development Program (APDP) professional certification requirements.
- **Section B** identifies a training course index supervisors can use to determine the resources available to support training.
- **Section C** identifies available support materials which may be utilized to assist with 1102 training.
- **Section D** is reserved for any future MAJCOM or other unique requirements.

4. **Guidance on revisions and feedback.** The Air Force Career Field Manager (AFCFM) for contracting will conduct an annual review process of this CFETP to ensure its contents remain relevant for effective 1102 development. When future editions are released, this section will provide guidance on how to integrate the new CFETP with older versions and define which task lists supervisors should utilize for their personnel. Feedback on potential improvements to the CFETP should be routed to SAF/AQCX at saf.aq.mla.df.saf-aqcx@us.af.mil.

ABBREVIATIONS AND TERMS EXPLAINED

ACAT. Acquisition Category. Categories established to facilitate decentralized decision-making and execution and compliance with statutorily imposed requirements. E.g., ACAT I (with subcategories ID and IC), ACAT IA (with subcategories IAM and IAC), ACAT II, ACAT III, and ACAT IV. The categories determine the level of review, decision authority, and applicable procedures. An acquisition program is categorized based on the criteria in the Department of Defense Instruction (DoDI) 5000.85, Appendix 3A, Table 1, *Description and Decision Authority for ACAT I – III Programs*. The Defense Acquisition Executive (DAE) or designee will review potential ACAT I and IA materiel solutions; the Component Acquisition Executive (CAE) or the individual designated by the CAE will review potential ACAT II and ACAT III materiel solutions. See Part II, Section C for a link to DoDI 5000.85.

ACO. Administrative Contracting Officer. The individual authorized, by contracting warrant, to administer contracts in accordance with FAR Part 42 duties and responsibilities.

AFCFM or CFM. Air Force Career Field Manager. The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the Functional Manager (FM) and hold the grade of colonel/GS-15 (or equivalent) for officer and Department of Air Force civilian specialties, and the grade of Chief Master Sergeant for enlisted Airmen. Air Force Contracting's CFM is the Chief of Force Development Division at SAF/AQC.

AFFARS. Air Force Federal Acquisition Regulation Supplement. Air Force specific supplemental acquisition regulations to the Federal Acquisition Regulation.

AFICC. Air Force Installation Contracting Center. One of the centers under Air Force Materiel Command, AFICC is a Principal Subordinate Unit (PSU) under AFIMSC and is responsible for generating strategic enterprise sourcing solutions and greater operational capacity for the Air Force combat support mission. AFICC headquarters is located at Wright-Patterson AFB, OH.

AFIMSC. Air Force Installation and Mission Support Center. One of the centers under Air Force Materiel Command, the AFIMSC is the single organizational entity in the Air Force providing intermediate-level installation and mission support capabilities to all Air Force and Space Force installations, major commands, and direct reporting units. AFIMSC headquarters is located at Joint Base San Antonio (JBSA) – Lackland, TX.

AFISRA. Air Force Intelligence, Surveillance and Reconnaissance Agency. Headquartered at Lackland Air Force Base, TX, AFISRA provides multisource ISR products, applications, capabilities, and resources, to include cyber and geospatial forces and expertise.

AFLCMC. Air Force Life Cycle Management Center. One of the centers under Air Force Materiel Command, the AFLCMC is the single center responsible for total life cycle

management of Air Force weapon systems. AFLCMC headquarters is located at Wright-Patterson AFB, OH.

AFMC. Air Force Materiel Command. Headquartered at Wright-Patterson AFB, OH, AFMC conducts research, development, test, and evaluation, and provides acquisition management services and logistics support necessary to keep Air Force weapon systems ready for war. AFMC supports nine host bases and is responsible for the Air Force's medical and test pilot schools.

AFNWC. Air Force Nuclear Weapons Center. One of the centers under Air Force Materiel Command, AFNWC ensures safe, secure, and effective nuclear capability for the warfighter. The center is responsible for the entire scope of nuclear weapons support functions for two-thirds of the nuclear triad. AFNWC headquarters is located at Kirtland AFB, NM.

AFRL. Air Force Research Laboratory. One of the centers under Air Force Materiel Command, AFRL is the Air Force's only organization wholly dedicated to leading the discovery, development, and integration of warfighting technologies for air, space, and cyberspace forces. AFRL accomplishes its mission through eight technology directorates, the 711th Human Performance Wing, the Air Force Office of Scientific Research, and a central staff. AFRL headquarters is located at Wright-Patterson AFB, OH.

AFSC. Air Force Specialty Code. Basic grouping of Air Force positions requiring similar skills and qualifications. Air Force specialty descriptions apply specifically to 64P Officer classifications and are published in the Air Force Officer Classification Directory (AFOCD). See Part II, Section C for a link to the AFOCD.

AFSC. Air Force Sustainment Center. One of the centers under Air Force Materiel Command, the AFSC is the single center responsible for sustainment of Air Force weapon systems. AFSC headquarters is located at Tinker AFB, OK.

AFTC. Air Force Test Center. One of the centers under Air Force Materiel Command, AFTC conducts developmental test and evaluation of air, space, and cyber systems, and provides timely, objective, and accurate information to decision makers. The AFTC directs the developmental test and evaluation of air, space and cyber systems for military services, other U.S. government agencies and international partners, in addition to operating the U.S. Air Force Test Pilot School. AFTC headquarters is located at Edwards AFB, CA.

APDP. Acquisition Professional Development Program. The Air Force's implementation of the Defense Acquisition Workforce Improvement Act (DAWIA), which was established to ensure career development within designated acquisition, technology, and logistics career fields.

BDE. Basic Developmental Education. BDE programs are tactical level programs that introduce civilian employees to the Air Force and DoD missions and prepare them for future leadership, managerial, and supervisory roles. BDE currently includes Squadron Officer School (SOS) as its primary program. Program eligibility requirements vary. See CD.

BtB. Back to Basics. The Department of Defense (DoD) BtB initiative that improves how the DoD equips and empowers its acquisition workforce. BtB modernizes the DAWIA certification framework by reducing the amount of required certification training and empowering the employee to select job-centric, specialized training at the point-of-need. Required training is streamlined and supplemented by role-specific training that allows civilians to meet acquisition workforce needs. See DAWIA.

CD. Civilian Development. Formerly Civilian Developmental Education, the Department of the Air Force (DAF) CD program is central to the DAF's Civilian Leadership Development continuum that spans a civilian's professional career (see Part II, Section C for a link to the continuum). The programs included in the CD portfolio prepare civilian employees from the DAF, its sister services, and allied nations for positions of greater responsibility. Emphasis in these programs includes leadership, military doctrine, and aerospace power. CD is broken down into various categories based on the competencies gained through the program. These categories are Basic Developmental Education (BDE), Intermediate Developmental Education (IDE), Senior Developmental Education (SDE), Academic, Fellowships, Experiential Assignment/Program, and Leadership Seminars/Short Courses. See Part II, Section C for a link to the complete list of CD programs.

Certification. A formal indication of a person's ability to perform a task up to the required proficiency level. BtB is the framework for the professional foundational contracting certification.

Certification Official. For the 1102 career field, the certification official for specific tasks is the supervisor or commander-approved trainer. See Part I, Section A, paragraph 4 for responsibilities associated with task certification.

CFETP. Career Field Education and Training Plan. A comprehensive, multipurpose document encapsulating the entire spectrum of training for a career field. It outlines a logical growth plan that includes training resources. The CFETP is designed to make career field training identifiable, eliminate duplication, and ensure the training budget is defensible.

CL. Continuous Learning. Office of the Under Secretary of Defense (A&S) policy that promotes a philosophy of career-long learning by A&S workforce members to enhance proficiency and currency. DoD requires each acquisition workforce member to earn 80 CL points within a two-year period (DoDI 5000.66 para. 5.2.). As a rule of thumb, one point equates to one hour of course contact time or other event participation. To count towards CL requirements, the training or event must be directly acquisition related. 1102 civilian employees may request credit for up to 20 CL points per year for CFETP related on-the-job experiential activities. See Part II, Section C for CL program application guidance and guidelines for crediting CL activities.

COCO. Chief of the Contracting Office. A person who has direct managerial responsibility for the operation of a contracting office as defined in FAR 2.1. Unless specifically excepted, this term may include, at the option of the designated official, the deputy chief or acting chief of the contracting office. The term COCO includes the contracting squadron commander (CONS/CC),

director of business operations (DBO), numbered flight commander (SCONF/CC), deputy or civilian equivalent, as identified by the MAJCOM/DRU/HQ AFICC/AFISRA SCO, and for AFMC and SSC, the contracting division chief/deputy.

COPPER CAP Program. The COPPER CAP program is a civilian developmental program designed to develop well-qualified, high-potential, and highly motivated individuals to occupy full performance level positions in the contracting career field. COPPER CAP interns are in a formal training program and are in separate competitive levels from the general work force in the event of a reduction in force (RIF). The entry level for the program begins at either GS-07 or GS-09. The target grade is GS-12 for all COPPER CAP interns. The minimum training period is typically three years, though exceptions may exist (see AFI 36-130 *Civilian Career and Developmental Programs*).

Core Task. A task identified as a minimum qualification requirement within an Air Force specialty. These tasks exemplify the essence of the career field—the foundation for mission performance. 1102s shall demonstrate proficiency on all core tasks indicated in Attachment 1.

Credential. Defense Acquisition Credentials provide the knowledge and associated skills to perform job-centric, niche, and/or emerging functions in the Department of Defense (DoD) acquisition environment. They are intended to enhance specific skills, improve performance in your workplace and to support Continuous Learning over your career. Whether you manage capability requirements, acquire services/systems, or sustain capabilities, earning credentials can build your competence, confidence, and value to your organization and the DoD.

Currency. Maintaining proficiency in the acquisition occupational series as demonstrated by meeting DoD and AF Continuous Learning (CL) standards and performing acquisition duties. See CL.

DACM. Director of Acquisition Career Management. The single point of contact in a component, designated to act on behalf of the Service Acquisition Executive, with authority to manage the integrated execution and oversight of acquisition workforce education, training, and career development. SAF/AQH is the Air Force DACM, on behalf of the Air Force Service Acquisition Executive for space and non-space programs.

DAU. Defense Acquisition University. Provides mandatory, assignment specific, and continuing education courses for acquisition personnel within the DoD.

DAWIA. Defense Acquisition Workforce Improvement Act. Signed into law in November 1990 and updated in 2004, DAWIA requires the Secretary of Defense (SECDEF), acting through the Under Secretary of Defense (A&S), to establish education and training standards, requirements, and courses for the civilian and military acquisition workforce. It was further updated by the FY2020 National Defense Authorization Act. As of 1 February 2022, the contracting career field has a one level professional certification with multiple credentials with job-centric focus areas. See BtB.

DCMA. Defense Contract Management Agency. The DoD component that works directly with Defense suppliers to help ensure that DoD, Federal, and allied government supplies, and services are delivered on time, at projected cost, and meet all performance requirements. Before contract award, DCMA provides advice and information to help construct effective solicitations, identify potential risks, select the most capable contractors, and write contracts that meet the needs of our mission partners in DoD, Federal and allied government agencies. After contract award, DCMA monitors contractors' performance and management systems to ensure that cost, product performance, and delivery schedules are in compliance with the terms and conditions of the contracts.

DE. Developmental Education. An array of educational opportunities comprised of professional and specialized education programs, research and doctrinal studies, fellowships, and graduate-level studies. DE spans a member's entire career and provides the knowledge and abilities needed to develop, employ, and command air, space, and cyberspace forces.

DEDB. Developmental Education Designation Board. An annual board convened for active duty officers and civilians competing for resident Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE). Chaired by the AF/A1 (Air Force Manpower, Personnel and Services), the DEDB determines school assignments for selected active duty officers below the grade of colonel or colonel-select as well as for selected GS-15 and below civilians.

DFARS. Defense Federal Acquisition Regulation Supplement. DoD-specific supplemental acquisition regulations to the Federal Acquisition Regulation.

DPC. Defense Pricing and Contracting. DPC is responsible for pricing and contracting policy matters across the Department of Defense (DoD). They execute statute, executive order, and policy through the timely update of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS) and issuance of memoranda and guidance. They enable operations through business systems and standards. They empower the DoD contracting community with resources.

DT. Development Team. The contracting career field DT is comprised of contracting senior leaders and is led by SAF/AQC. The DT meets annually and provides guidance on development plans, provides advice/feedback on policy issues affecting the workforce, provides vectors to workforce members, and endorses candidates for CD. The DT's mission is to prepare future Air Force Contracting leaders to meet the challenges of shaping the Air Force through appropriate training, education, and experience.

EWI. Education With Industry. A competitively selected non-degree program which sends civilians and officers on a 10-month Permanent Change of Station (PCS) tour with a selected company to learn leading-edge technology and management processes. Through EWI, civilians and officers develop an understanding of a particular industry and are better able to interpret Air Force needs through its perspective.

FA. Functional Authority. FAs are designated general officers or members of the Senior Executive Service (SES) serving as deputy chiefs of staff or assistant secretaries appointed by the Secretary of the Air Force to provide oversight and functional advisory services related to functional communities. SAF/AQ is the FA for Air Force Acquisition.

FAR. Federal Acquisition Regulation. Provides uniform acquisition policies and procedures for use by all Government executive agencies. The FAR is available at the General Services Administration (GSA) website, https://acquisition.gov/far/index.html./.

FM. Functional Manager. Senior leaders, designated by the appropriate functional authority (FA), who provide day-to-day management responsibility over specific functional communities at the major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), or air reserve component (ARC) level. While they should maintain an institutional focus regarding resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission. The FM for Air Force Contracting is SAF/AQC.

FMS. Foreign Military Sales. The portion of U.S. security assistance authorized by the Foreign Assistance Act (FAA) of 1961 and the Army Export Control Act (AECA). The recipient provides reimbursement for defense articles and services transferred from the United States.

FY. Fiscal Year. For the U.S. Government, the 12-month period covering 1 October to 30 September.

IDE. Intermediate Development Education. IDE programs are operational level programs that continue the development and education of mid-career civilians and officers to prepare them to take on increased leadership, managerial, and supervisory roles. IDE programs consist of intermediate level colleges (in the joint community and identified foreign schools) and/or command & staff colleges, internships, and fellowships, as well as certain graduate degree programs at Air Force Institute of Technology (AFIT) and National Defense Intelligence College (NDIC). Eligibility for IDE by correspondence begins as soon as an officer is selected for promotion to major, unless the officer is designated as an IDE select by the promotion board. Program eligibility requirements for civilians vary. Also see CD and Part II, Section C for a link to CD programs.

IDP. Individual Development Plan. A document used to record short- and long-range career goals, the specific competencies, knowledge, skills, and abilities necessary to meet current objectives, and training, education, and other professional development strategies used to develop the desired competencies. In conjunction with a performance assistance plan, the individual development plan assists in making civilian performance more effective in present and future positions and is used for civilians below the executive level.

Internship Program. The Internship Program is for current students and falls under the Pathways Program. It replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The new Internship Program provides students in

high schools, colleges, trade schools, and other qualifying educational institutions with paid opportunities to work in agencies and explore Federal careers while completing their education.

IST. Initial Skills Training. A formal resident course which results in award of the entry skill level, i.e., the Mission Ready Contracting Officer (MRC-103) Course.

LAF. Line of the Air Force. The competitive category for rated and non-rated career fields such as contracting, security forces, maintenance, personnel, finance, and acquisition.

MAJCOM. Major Command. The level of command below Headquarters Air Force (HAF) and directly above Numbered Air Forces (NAF). The Air Force is organized on a functional basis in the U.S. and a geographical basis overseas. The functional MAJCOMs are Air Combat Command (ACC), Air Education and Training Command (AETC), Air Force Global Strike Command (AFGSC), Air Force Materiel Command (AFMC), Air Force Reserve Command (AFRC), Air Force Special Operations Command (AFSOC), Air Mobility Command (AMC), and Air National Guard (ANG). The geographic MAJCOMs are U.S. Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA) and Pacific Air Forces (PACAF).

MTL. Master Task Listing. Created from Attachment 1 of the CFETP, a MTL is an organization-specific listing of tasks on which 1102s in training should demonstrate proficiency.

MDAP. Major Defense Acquisition Program. A Secretary of Defense (SECDEF) designated major defense acquisition program, or a DoD acquisition program estimated by the SECDEF to require an eventual total expenditure for research, development, test, and evaluation of more than $365M (based on fiscal year 2000 constant dollars) or an eventual total expenditure for procurement of more than $2.19B (based on fiscal year 2000 constant dollars).

Occupational Competencies. A set of competencies required of all personnel within a specific workforce category (a group of functions requiring similar work, i.e., contracting). They describe technical/functional skills, knowledge, abilities, behaviors, and other characteristics needed to successfully perform that function's mission. A competency identifies behaviors and other attributes and the knowledge, skills and abilities that define successful job performance. Competencies are important because they are the stepping stones for civilian development and for the achievement of personnel success and the mission of the Air Force.

OCS. Operational Contract Support. The process of planning for and obtaining supplies, services, and construction from commercial sources in support of joint operations. OCS is a multi-faceted joint activity executed by the geographic combatant commanders and subordinate joint force commanders through boards, centers, working groups, and associated lead Service or joint theater support contracting-related activities. OCS includes the ability to plan, orchestrate, and synchronize the provision of contract support integration, contracting support, and contractor management.

OPR. Office of Primary Responsibility. The primary office responsible for a given task.

OSD. Office of the Secretary of Defense. The principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and

program evaluation responsibilities. OSD includes the immediate offices of the Secretary and Deputy Secretary of Defense, Under Secretaries of Defense, Director of Defense Research and Engineering, Assistant Secretaries of Defense, General Counsel, Director of Operational Test and Evaluation, Assistants to the Secretary of Defense, Director of Administration and Management, and such other staff offices as the Secretary establishes to assist in carrying out assigned responsibilities.

OUSD (A&S). Under Secretary of Defense (Acquisition and Sustainment). The principal staff assistant and advisor to the Secretary of Defense and Deputy Secretary Defense for all matters concerning acquisition, technology, and logistics. The primary responsibilities of the OUSD (A&S) include supervising DoD acquisition, establishing policies for DoD acquisitions, establishing policies for DoD logistics, maintenance, and sustainment support; and establishing policies of the DoD for maintenance of the defense industrial base of the U.S.

Pathways Programs. The Pathways Programs framework consists of three separate programs for students and recent graduates in Schedule D of the excepted service. These programs are the Internship Program; the Recent Graduates Program; and the Presidential Management Fellows (PMF) Program.

PCIP. Premier College Internship Program. The Premier College Internship Program targets civilians currently enrolled full time in college who are seeking a dynamic career with the Air Force Civilian Service. The intent of the internship program is two-fold: provide a meaningful internship experience, and to allow the unit to determine if the intern will be a good candidate for the COPPER CAP Program. Premier College Interns will have the opportunity to access special projects using cutting edge technology, while under the mentorship of senior managers. Projects could include conducting market intelligence/research and analysis/evaluation of current and emerging acquisition areas of interest. They will experience a 3-day Symposium to introduce them to the Air Force, Air Force Civilian Service, networking, and training. The paid 12-week internship will occur during the summer after their sophomore or junior year (before heading into Junior or Senior Year). Upon graduation and program requirement completion, a Premier College Intern may be converted to further developmental positions without further competition.

PCO. Procuring Contracting Officer. The individual authorized to enter into contracts for supplies and services on behalf of the government and who is responsible for overall procurement under the contract.

PDE. Primary Developmental Education. A tactical level program which includes Squadron Officer School (SOS) and SOS-equivalent Inter-American Air Forces Academy (IAAFA) course. The primary mission of SOS is to improve the professional competency of military and civilian personnel and lay the foundation for critical thinking about air and space power. Also see CD.

PEO. Program Executive Officer. A military or civilian official who has responsibility for directing several Major Defense Acquisition Programs and for assigned major system and non-major system acquisition programs.

PM. Program Manager. An acquisition manager designated with responsibility for, and authority to, accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM is accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA).

PO. Program Office. The office of the Program Manager (PM) and the Government team responsible for program management. The central point of contact for a program involving industry, government agencies, and other activities participating in the systems acquisition process.

Presidential Management Fellows Program. The PMF Program is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders.

QT. Qualification Training. Actual hands-on task performance training, as listed in Part II of this CFETP, designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

QT Trainer. A person knowledgeable and experienced on trainer tasks, teaches an 1102's qualification training, and records task completion.

Recent Graduates Program. The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for one year (unless the training requirements of the position warrant a longer and more structured training program).

R&D. Research and Development. Applied research is the effort that normally follows basic research but may not be severable from the related basic research, attempts to determine and exploit the potential of scientific discoveries or improvements in technology, materials, processes, methods, devices, or techniques, and attempts to advance the state of the art. Development is the systematic use of scientific and technical knowledge in the design, development, testing, or evaluation of a potential new product or service (or of an improvement in an existing product or service) to meet specific performance requirements or objectives. It includes the functions of design engineering, prototyping, and engineering testing.

SAF/AQC. Deputy Assistant Secretary (Contracting) Assistant Secretary of the Air Force (Acquisition). The office responsible for all aspects of contracting related to the acquisition of weapon systems, logistics, operational, and contingency support for the Air Force.

SAIO. Space Acquisition and Integration Office. SAIO provides acquisition solutions to Space Operations Command (SpOC), while also supporting two Combatant Commands and the USSF's Space Training and Readiness Command while these agencies work to establish their own acquisition capability.

SDA. Space Development Agency. SDA is a direct reporting unit of the United States Space Force and operates out of two Space Operation Centers at Redstone Arsenal, Alabama and Grand Forks Air Force Base, North Dakota. Their mission is to quickly deliver needed space-based capabilities to the joint warfighter to support terrestrial missions through development, fielding, and operation of the National Defense Space Architecture.

SDE. Senior Developmental Education. SDE programs are strategic level programs that provide for the deliberate development of senior civilian and officer leaders. These programs provide a more strategic perspective that will prepare senior civilians and officers to lead organizations and programs to achieve results in the Joint, inter-agency and multi-national environments. SDE programs include Defense Senior Leader Development Program (DSLDP), Air War College (AWC), Senior-level colleges (in the joint community and identified foreign schools) and/or each Service's War College, National Defense University (NDU) programs (National War College and Eisenhower School for National Security and Resource Strategy), and certain fellowships. Eligibility for SDE (correspondence) begins as soon as an officer is selected for promotion to lieutenant colonel, unless the officer is designated as an SDE select by the promotion board. Program eligibility requirements vary for civilians. Also see CD.

SME. Subject Matter Expert. A subject matter expert is an individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within an organization.

SSC. Space Systems Command. SSC is the United States Space Force's space development, acquisition, launch, and logistics field command. It is headquartered at Los Angeles Air Force Base, California and manages the United States' space launch ranges.

SECTION A – GENERAL INFORMATION

1. **Purpose.** The CFETP provides information for commanders, directors (i.e., COCOs), training managers, supervisors, and trainers to plan, develop, conduct, and evaluate an effective career field training program in accordance with the DoD Contracting Competency Model. It also provides information for 1102s to support their discussions with supervisors and trainers. The CFETP has several purposes:

1.1 Identify requirements for certification and recommend training for each phase of an 1102's career.

1.2 Provide references to training courses, training materials, and other useful career resources.

1.3 Convey career development opportunities which 1102s and supervisors may use to help shape an 1102's career.

2. **Uses.** This plan is a guide that may be used by unit commanders and directors, unit training managers, supervisors, trainers, and 1102s. Paragraph 4 below explains the responsibilities of individuals involved in the development of 1102s.

3. **Coordination and Approval.** The AFCFM at SAF/AQCX is the approval authority for changes to the CFETP.

4. **Responsibilities.** The following training responsibilities are assigned to each Air Force organizational level in accordance with the CFETP and AFI 36-2201, *Air Force Training Program.*

4.1. **SAF/AQC**. SAF/AQC will monitor the progress of contracting training course development (entry, transition, and supplemental) and eliminate roadblocks preventing timely course development. SAF/AQCX is the office of coordinating responsibility for the establishment of training policy to support the entire contracting career field.

4.2. **AFCFM**. The AFCFM will conduct an annual review of the CFETP and approve any changes to the CFETP. Recommended changes to the CFETP should be forwarded to the AFCFM in accordance with Part I, Preface, paragraph 5.

4.3. **Implementation.** Several stakeholders play important roles in implementing this CFETP.

4.3.1. **Commanders/Directors**. Squadron commanders or directors should:

- Recommend 1102s accomplish formal and unit follow-on training, as specified in this CFETP, commensurate with the 1102's experience and contracting knowledge.
- Create an organization specific MTL from Attachment 1 of the CFETP and add any contracting tasks/competencies not already included that would help prepare an 1102 for success in their organization. COCOs may further delegate the creation of a civilian MTL to the branch or section levels.

- Collaborate with their DBO or deputy director, supervisors, Unit Training Manager (UTM), PKX Resource Managers, trainers, and other SMEs to create their MTL. All tasks identified as "core" in Attachment 1 of the CFETP should be included in the organization's 1102 MTL. Units are also responsible for utilizing the Proficiency Code Key to populate column 4 (proficiency levels associated with tasks) of the MTL. Those proficiency codes annotated with an asterisk in column 4 have been taught at MRC-103 (Mission Ready Contracting Officer Course) to the proficiency level indicated; therefore, supervisors may exercise discretion when training and documenting those tasks if the 1102 attended MRC-103, or MRC-103 equivalent courses.
- Establish a local training program that provides 1102s training commensurate with experience levels and workload types.
- Notify AFICC OL/MAJCOM staffs of formal training shortfalls to ensure timely correction and redirection of formal training emphasis.

4.3.2. **PKX Resource Managers (RM)/Unit Training Managers (UTM).** PKX RMs/UTMs implement and manage training programs, policies, and procedures as directed by higher headquarters, commanders, directors, and base training offices. PKX RMs/UTMs should:

- Have a working knowledge of the CFETP.
- Educate personnel on how to use the CFETP.
- Ensure personnel attend required training to achieve the requirements of the position to which they are assigned.
- Assist commanders/directors with the development of an organization specific MTL and ensure each person has an individual development plan (IDP).
- Be cognizant of each 1102's progress in accordance with their IDP.

4.3.3. **Supervisors.** Supervisors should:

- Have a working knowledge of the CFETP.
- Educate subordinates on how to use the CFETP.
- Pass on experience, expertise, and mentorship by direct involvement with those in need of or seeking development.
- Ensure subordinates attend required training to achieve the requirements of the position to which the subordinate is assigned.
- Assist commanders/directors with the development of an organization specific MTL and ensure each subordinate has an individual development plan (IDP).
- Incorporate in 1102 IDPs, any specific position description requirements, or elective tasks/requirements which are agreed upon between the supervisor and individual in training.
- Document an 1102's demonstration of proficiency in organization-specific tasks on the IDP.
- Maintain a Supervisor's Employee Work Folder (also known as the "971 folder") for each 1102 and include a section for training records.

- Provide individual training records (from the training records section of the Supervisor's Employee Work Folder) to 1102s prior to the 1102's reassignment (for transfer to their new supervisor).
- Review the CFETP and IDP with each subordinate within 30 days of assignment and bi-annually (at a minimum) to coincide with the normal feedback cycle to ensure that career-long training and education remains a focus. The review should plot a path to demonstrate proficiency on all tasks related to the 1102's current position.

4.3.4. **Trainers.** Trainers will plan, conduct, and document training. They are selected based upon their experience and ability to provide instruction to 1102s. A supervisor may also serve as a trainer. Trainers should utilize the AF Contracting Central "Learning Center," "Knowledge Center," "Pricing Center of Excellence," and webinars for training materials, templates, and other resources highlighted in Part II, Section C of the CFETP.

4.3.5. **1102s in Training.** Each employee should take ownership of their career development and have a working knowledge of the CFETP, their organization's MTL, and other training plans and opportunities. While the contents of the CFETP are not required, 1102s must complete BtB and continuous learning (CL) training requirements associated with their position's requirements.

SECTION B – CAREER PROGRESSION AND INFORMATION

1. **Occupational Series Description.** The 1102 contracting career field includes positions that perform, supervise, manage, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using sealed bidding or negotiation procedures, the evaluation of contract price proposals, and the administration, termination, and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in federal government contracting, as well as knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics. To enhance career options and progression in this career field, 1102s should experience a diversity of contracting assignments before applying for staff level and senior leader positions.

1.1. **Duties and Responsibilities.** While most duties and responsibilities are position-specific 1102s are generally concerned with: 1) soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for products, services, construction or research and development for the Federal Government; 2) administering contracts by ensuring compliance with terms and conditions, including resolution of problems concerning the obligations of the parties; 3) responding to protests, equitable adjustments, and claims; 4) terminating contracts by analyzing, negotiating, and settling claims and proposals; 5) analyzing and evaluating cost or price proposals and accounting system data; 6) planning, establishing, or reviewing contracts, programs, policies, or procedures; 7) formulating and administering policies and procedures to promote achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms; 8) developing acquisition strategies and directing or managing procurements; 9) providing staff advisory services in one or more of the specializations in the 1102 series; 10) contracting for emergency/contingency support; and 11) closing out contracts in a timely manner.

1.2. **Elements of Career Field Progression.** There are several broad contracting mission areas that 1102s support within the Air Force including operational/installation, systems, sustainment, research and development, test, and evaluation, classified, enterprise, and contingency. Each mission area plays a key role in the success of the overall Air Force mission and experience in multiple mission areas helps expand the breath of an 1102's knowledge, skills, and abilities. While serving in these mission areas 1102s may also seek exciting developmental opportunities such as supervisory responsibilities, career broadening, and staff assignments.

2. **Types of Contracting (i.e., Contracting Mission Areas).**

2.1. **Operational Contracting.** Operational contracting provides timely, effective, and efficient cradle-to-grave contract support to meet the needs of installation commanders, deployed commanders, and resident, tenant, and supported units. Operational contracting units may be designated as a squadron (CONS), flight (CONF), division (PZI), or another organizational entity designed to meet local needs. Subordinate elements of an operational contracting unit may be contracting flights, contracting branches, or other organizational components determined locally. An operational contracting assignment should provide an 1102 with opportunities to

experience the full spectrum of contracting from pre-solicitation to closeout as well as the three main contracting areas of commodities, services, and construction.

2.2. **Systems Contracting.** Systems contracting includes the acquisition, development, and maintenance (sustainment) of existing and future weapon systems, space, and missile systems, etc. Throughout a systems assignment, an 1102 should seek to learn the complexities of the job, such as the role of contracting in the overall acquisition environment, acquisition strategy, appropriate contract types, political influences, contract pricing, contract negotiations, source selections, multi-functional team participation, and much more. Subsets of systems contracting include systems acquisition and sustainment contracting.

2.2.1. Systems Acquisition. Efforts span five "enterprises": aircraft; armament; command and control; business and enterprise systems; and space acquisitions are carried out at AFLCMC directorates located at Wright-Patterson, Eglin, Maxwell AFB Gunter Annex, and Hanscom AFBs, and SSC at Los Angeles SFB, respectively. The bulk of contract activity at these centers includes major source selections, complex engineering change proposals and major modifications and upgrades to existing systems. This contract activity is accomplished through the award of new contracts, modifications, and orders placed against existing contracts. Other unique opportunities within systems acquisition include foreign military sales and joint systems procurements. Systems acquisition is primarily an AFMC responsibility, except for SSC which is aligned to Space Force.

2.2.2. Sustainment Contracting. Provides worldwide support of fielded U.S. Air Force, FMS, and joint systems, to include spare parts, repair, and maintenance and modification of systems, equipment, and software. This work is accomplished primarily by the Air Force Sustainment Center's three Air Force logistics complexes at Hill, Robins, and Tinker AFBs. Contracting professionals in this environment typically work in Integrated Product Teams (IPT) focused around commodity groups (e.g., landing gear) or product directorates (e.g., C-17 aircraft). The primary focus of this activity is readiness and supportability. Contracting systems are intricately integrated with a host of logistics and supply systems. Sustainment contracting is primarily an AFMC responsibility.

2.3. **Research and Development (R&D) Contracting.** Provides advanced study and development effort to identify and enhance technologies having military application. The labs work in concert with program offices, universities, and other agencies to identify and advance high potential opportunities. The focus of the labs is exploration and advancement of the state of the art in promising technologies. Lab contracting is uniquely a responsibility of AFRL, a subcomponent of AFMC.

2.4. **Test and Evaluation Contracting.** Provides full range of support to Air Force ranges and installations. The test centers work with laboratories, product centers, sustainment centers, and operational commands to support developmental and operational test of new and modified systems and emergent technologies. The focus of these centers is to evaluate performance capabilities and operational suitability of systems and equipment. Test and Evaluation contracting focuses on supporting the test mission partner and ensuring that test facilities and equipment meets the needs of the mission partner. Test activities often support joint, FMS, and

commercial mission partners. Test installations fall under the Air Force Test Center at Edwards AFB, and include Arnold Engineering Development Center and the Air Force Flight Test Center, both AFMC activities.

2.5. **Classified Contracting.** 1102s in classified contracting positions provide support to highly classified programs and activities. Specialized security clearances are required to work in this environment, limiting the speed and flexibility of assigning 1102s to these organizations. The focus of these organizations is support to their unique mission partner base. These organizations are typically co-located with other contracting operations and may include some joint activities. As an alternative to a specific classified contracting position, 1102s may also be able to gain classified contracting experience at some operational contracting units that have classified billets which support both classified and non-classified units.

2.6. **Enterprise Contracting.** Several Air Force units and activities provide enterprise sourcing services geared towards supporting the Air Force in a centralized manner or in a very complex manner. Due to their specific focus, these organizations may provide a great opportunity to gain experience in larger acquisition processes in a shorter amount of time. As such they provide unique leadership opportunities. Enterprise sourcing units are focused on strategic support of specific systems or commodities for the Air Force, such as architect and engineering services, construction, and information technology systems or services. The mission focus of each activity is unique to the mission partners of these organizations. Examples of enterprise sourcing units include, but are not limited to: 338 ESS at JBSA-Randolph, TX ; 763 ESS at Scott AFB, IL; 764 ESS at Ramstein AB, Germany; 765 ESF at Hurlburt Field, FL; 766 ESS at Joint Base Pearl Harbor- Hickam, HI; 767 ESF at Barksdale, LA; 771 ESS at Wright-Patterson AFB, OH, 772 ESS at JBSA-Lackland, TX; 773 ESS at JBSA-Lackland, TX, 774 ESS at Offutt AFB, NE; AMIC at Joint Base Langley-Eustis, VA; and SAIO at Peterson SFB, CO. Enterprise contracting experience may also be gained through working on individual enterprise sourcing contracts or within specialized flights.

3. **Skill and Career Progression Information.** Contracting is a complex and dynamic career field where critical thinking and continuous learning are essential. Career progression can vary substantially among 1102s due to a variety of factors including personal goals, types of contracting experiences, geographic mobility, and continuing education. The following is a guideline for career progression—not every aspect will apply to every member. Broadly, career progression should proceed through three developmental levels: tactical (figure 2); operational (not to be confused with operational contracting as discussed previously in this document) (figures 3-4); and strategic (figure 5). Each level's figure is displayed in a distinct color (tactical in blue, operational in maroon, and strategic in green) that matches the development levels highlighted in the career pyramid (figure 6). Each 1102, their mentor(s), and their supervisor should regularly discuss the levels of development displayed in the sight pictures as a means to identify short and long-term career development goals and opportunities. A "sight picture" is meant to provide a complete view of the developmental elements (i.e., competencies, training, experience, and education) 1102s should seek to attain at a particular point in their careers. The occupational competencies listed in each sight picture may be developed through education, training, experience, and mentoring. Aligning individual development goals with the recommended developmental elements in each sight picture should improve the professional

competency of the 1102 workforce. Every 1102 should seek, and every supervisor should strive to provide, quality and timely training as part of achieving the Air Force mission. Training is not just for new entrants; all members of the contracting career field should embrace continuing education throughout their careers. The guidance provided in this part of the CFETP will provide tools to assist 1102s in receiving valuable training and experience at appropriate points in their careers. After reading this section, 1102s should be familiar with the following items for each developmental level of an 1102's career: desired occupational competencies; APDP certification; developmental education opportunities; career development opportunities (i.e., positions); and miscellaneous topics such as contracting warrants and mentoring.

3.1. **Tactical Level (e.g., GS-05 to 12, or equivalent).** Initial contracting assignments should establish and build depth of knowledge and technical expertise within the career field. A unique element of the tactical level is that the workforce possesses a wide range of occupational knowledge and experience. As such, this level of development is subdivided into entry and journeymen levels. Though the knowledge and experience levels of 1102s in this level of development may differ, tactical level 1102 positions share a common set of occupational competencies/capabilities required of their positions as non-supervisory contracting officers, buyers, and administrators, and will progress through a spectrum of training, certification, experiential opportunities, and continuing education. 1102s at this level of development should seek mentors with whom they can build professional relationships that foster communication concerning careers, competencies, behavior, and development. The tactical sight picture in figure 2 provides a combined illustration of the competency, training, certification, experience, and education elements that 1102s should seek at the tactical level of development.

3.1.1. Entry Level. Commanders, directors, and/or supervisors should encourage 1102s to gain experience and should work to involve new 1102s in the entire mission of the organization. Entry level training tasks are focused on gaining knowledge and beginning to demonstrate competency in a host of contracting areas. In addition to participating in education and training courses, 1102s should try to develop their knowledge, skills, and abilities through appropriate on-the-job experience and robust self-study. This foundational knowledge will provide the bedrock for the remainder of an 1102's contracting career.

3.1.1.1. All Copper Caps and Presidential Management Fellows are considered entry level contracting personnel and are required to be on training/development plans.

3.1.1.2. Pathways Interns and all other individuals on targeted developmental positions are highly encouraged to be on training/developmental plans. Units/supervisors should ensure they are compliant with MAJCOM and organizational policies.

3.1.2. Journeymen. After gaining basic competencies, skill, and confidence during their initial time in contracting, an 1102 will continue to gain experience to broaden and deepen their understanding of the contracting career field. Training tasks during this portion of the tactical level of development are focused on attaining deeper levels of knowledge and demonstrating proficiency in a wide range of contracting areas. 1102s will gain a general understanding of team and institutional leadership and develop firsthand experience in contracting by working on various procurement tasks.

3.1.3. GS-12s (or equivalent) are at the peak of tactical level development and are often relied upon as technical experts, assigned leadership, and training responsibilities. In the transition between tactical level and operational level development 1102s should consider the benefits of career broadening, Key Career Positions (KCPs), and seeking positions in mission areas with which they have no prior experience.

Figure 2. **Tactical Sight Picture For Buyers and Non-Supervisory Contracting Officers.**

Training & Certification	Experience	Continuing Education
• DAU Acquisition Courses	• Varied Buying (Operational, Systems, Enterprise)	• Graduate Degree
• DAWIA Professional Certification	• Limited Warrant	• Credential Training
• 80 CLPs Every 2 Years	• Team Lead	• BDE
• Professional Certifications (Optional)	• Senior PCO	• PDE
	• Career Broadening	• IDE
	• Unlimited Warrant	
	• Section/Branch/Flight Chief	

3.1.3. **APDP Certification**. The Defense AT&L Workforce Education, Training and Career Development Program, which implements the objectives of DAWIA across the DoD components, mandates certification requirements for contracting positions. The APDP certification process reflects the education, training, and duty experience gained by the contracting professional through a formal program.

3.1.3.1. All DoD personnel filling acquisition positions have 36 months to achieve the certification standards assigned to the position. For Contracting, 1102 personnel shall obtain the *Professional* certification. See Part II, Section C for resources and links related to APDP certification.

3.1.3.2. Commanders and Supervisors are responsible for designating acquisition positions in the Air Force manpower and personnel databases. Positions receive acquisition coding, and are considered part of the APDP, if the duties are predominantly acquisition functions as defined by Department of Defense Directive (DoDD) 5000.1, Department of Defense Instruction (DoDI) 5000.2, DoDD 5000.52 and Air Force Instruction (AFI) 63-101/20-101. APDP coding is based on the responsibilities of the position, and what education, training, and experience is required to

perform the job successfully. APDP coding is not based on the background or preferences of the individual assigned.

3.1.3.3   In addition to the *Professional* certification, 1102s may be required to obtain one or more credentials. Credentialing provides the knowledge and associated skills to perform job-centric, niche, and/or emerging functions in the acquisition environment, and may be required for a particular position.

3.2. **Operational Level (e.g., GS-13 to 14, or equivalent).** 1102s should continue to gain additional depth of experience and knowledge in the contracting career field by considering CD programs, career broadening opportunities, and by seeking positions in mission areas with which they have limited or no prior experience.

3.2.1.   The operational level is characterized by an increase in responsibility and authority through leadership opportunities. In this level, 1102s may also gain an understanding of the broader Air Force perspective and the integration of people and their diverse capabilities through staff positions at HQ Air Force, HQ AFMC, HQ AFICC, and HQ SCC. 1102s at this level in their career will generally transition from being technical specialists to subject matter experts, leads and/or supervisors that shape efficient and effective business decisions and work cohesively with multi-functional teams to create synergistic results. 1102s at this level should devote time to coaching and mentoring less experienced members of the contracting profession, particularly those in the tactical level of development.

3.2.2.   **Headquarters Staff.** An assignment on above-the-wing and center-level staff typically provides a more strategic view of Air Force Contracting, rich experiences to develop and enhance critical thinking skills, and a variety of unique challenges. Staff 1102s will be asked to develop courses of action and recommendations for AF Contracting's senior leaders. Staff opportunities may be available with Combatant Commands, HQ Air Force (SAF/AQC), HQ AFMC, AFICC, and other organizations.

3.2.3.   **Director of Business Operations (DBO).** An 1102 serving as a DBO acts as the squadron/organization's senior civilian contracting official and staff advisor, and provides continuity in management and advisory services in support of the commercial contracting function and obligations for the installation. The DBO acts on behalf of the commander/director in non-military matters with responsibility for the efficient management and technical direction of the squadron or organization. The DBO may also serve as the Competition Advocate, Business and Contract Clearance Authority, and/or the Small Business Specialist for the squadron/organization or installation.

3.2.4.   **Key Career Positions (KCPs).** KCPs are broadly defined as specific, career field-identified, GS-13 to GS-15 (or equivalent) positions, which are a subset of career field centrally managed positions that are used to develop critical AF leadership competencies. Contracting KCPs have been identified as positions that are development in nature and provide critical experience that prepares an individual for advancement to a position of greater leadership responsibility. The primary focus is to provide current mid-/senior level AF employees with specific knowledge, skills, and abilities identified as crucial in developing employees for higher

levels of functional and/or organizational responsibility. KCPs are the stepping stones for individuals to move from functional experts to corporate assets.

3.2.5.   The Operational sight pictures in figures 3 and 4 illustrate variations of desired competencies for staff or supervisory positions and also identify the training, certification, experience, and education 1102s should strive to achieve through DAU courses, career broadening, various assignments, CD, and formal education (i.e., graduate degrees).

Figure 3. **Operational Sight Picture For Supervisors.**

Training & Certification	Experience	Continuing Education
• DAU Acquisition Courses	• Varied Buying (Operational, Systems, Enterprise)	• Graduate Degree
• DAWIA Professional Certification	• Supervisory Positions	• Credential Training
• 80 CLPs Every 2 Years	• AFICC OL or Higher Staff	• IDE
• Professional Certifications (Optional)	• Division Chief / DBO	• SDE
	• Chief of Contracting Office	
	• Career Broadening	

Figure 4. **Operational Sight Picture For HQ Staff Members.**
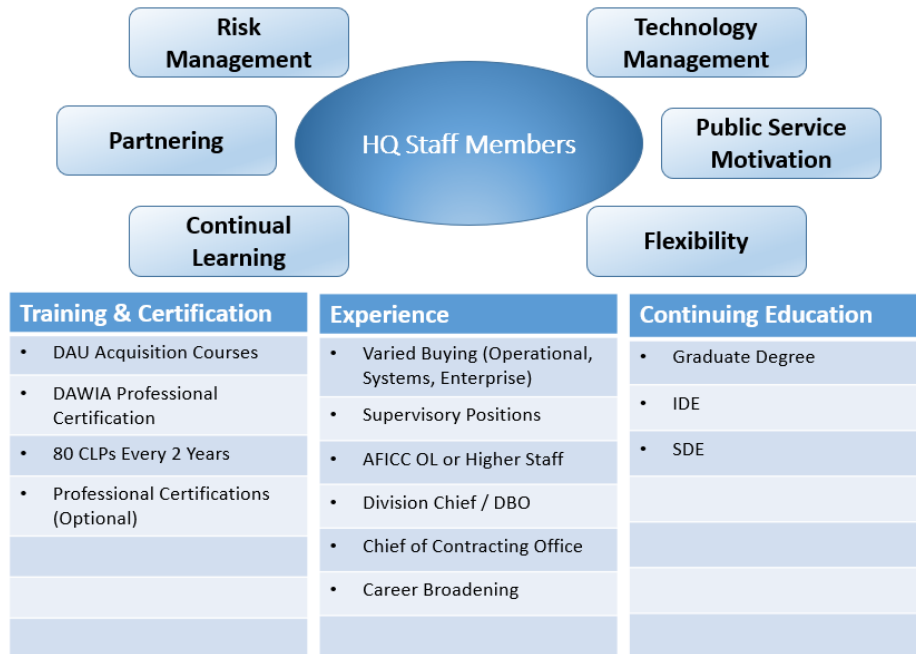
3.3. **Strategic Level (e.g., GS-15 to SES, or equivalent).**

3.3.1.   The strategic level features positions that carry broad and significant responsibility and authority. At the strategic level, 1102s will combine highly developed functional and enduring competencies and apply broad professional leadership capabilities. As a senior 1102 achieves a high position and/or grade at the strategic level, they should develop and integrate a deep understanding of Air Force missions and how tactics, techniques, procedures, technology, and people achieve synergistic results and desired effects, as well as how the mission operates with interagency and multilateral relationships. At the senior leadership level, 1102s will focus on leading and directing exceptionally complex and multi-tiered contracting and acquisition operations.

3.3.2.   The strategic level continues to challenge 1102s to gain breadth of experience and knowledge through senior level seminars and development programs to gain senior level joint, inter-government, business, and international perspectives. Senior leaders at this level should also spend time coaching and mentoring members of the contracting profession, particularly those in the operational level of development. The Strategic sight picture in figure 5 identifies the competencies/capabilities required of successful Air Force Contracting senior leaders and portrays the training, certifications, experience, and education opportunities available to support the growth of senior leaders at the strategic level of development.

Figure 5. **Strategic Sight Picture For Contracting Senior Leaders.**

Training & Certification	Experience	Continuing Education
• DAWIA Professional Certification	• Leadership at HAF/SAF, SDA, SpOC, AFICC, & Center Levels	• SDE
• 80 CLPs Every 2 Years	• Directorate Chief	• Senior Leadership Programs
	• Senior Contracting Official	
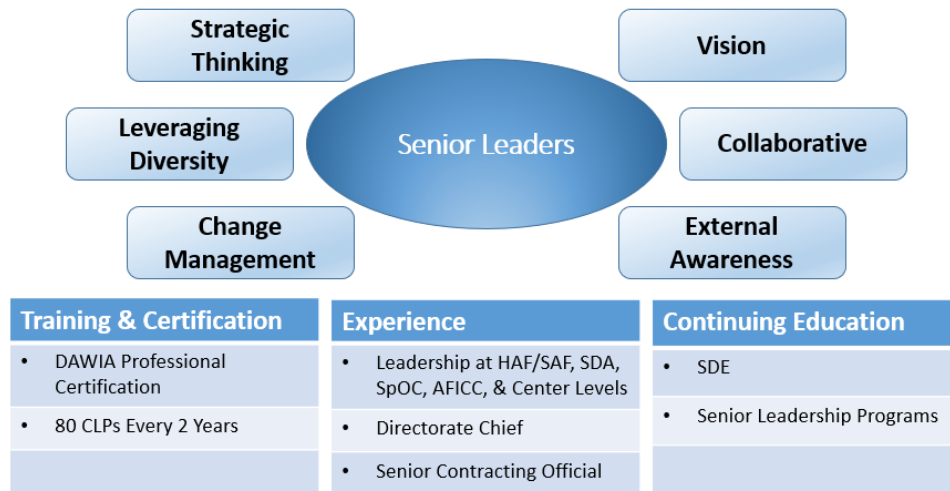
3.4. **Miscellaneous Topics.**

3.4.1. **Breadth of Experience.** Experiencing a wide variety of contracting assignments is an important part of gaining depth and breadth of contracting knowledge and capabilities. Often, this diversity of experience can be gained at a single installation to the extent that the 1102 actively pursues varied experiences, assignments in different flights/sections or offices, and contractual arrangements or mission areas that they have not yet mastered.

3.4.2. **Geographic Mobility.** For those 1102s willing and able to be geographically mobile there may be even more opportunities to achieve breadth and depth in career experiences. Effective civilian force development depends upon filling high-level positions with highly qualified 1102s who have a variety of work experiences. When applying for an 1102 position, this depth and breadth of experience may be the factor that makes an 1102 the best qualified for selection. This often becomes increasingly true as 1102s reach the strategic level of development.

3.4.3. **Career Broadening.** The contracting career broadening program is an integral part of the DAF's leadership development framework. It is designed to build functional and institutional competencies while enhancing leadership perspective. Career broadening assignments, although of relatively short duration (36 months), are sufficiently complex and demanding to increase and broaden experience. Career broadening assignments are designed to enhance an 1102's breadth of experience and diversity of thought. The key in determining which career broadening assignment to pursue is to consider which opportunity will enhance the 1102's strategic skills and perspective.

3.4.4. **Contracting Officer (CO) Warrants.** An 1102 should strive to learn and develop their skills and should consider applying for a position that requires a CO warrant. Depending on organizational needs, warrants may range from lower dollar thresholds (i.e., limited warrants) to an unlimited dollar threshold. The process of earning a CO warrant requires self-motivation, study, practice, and experience. An 1102 should study the FAR and its supplements to enhance

his/her technical knowledge and likelihood of passing the CO warrant test. Successful completion of the CO warrant test is required to earn a contracting officer appointment above the simplified acquisition threshold. Upon passing the CO warrant test, he/she may be required meet a warrant board, depending on the value of the warrant being pursued. The board is generally made up of a group of senior contracting and acquisition officials. The warranting process is rigorous for a reason—a CO has a professional responsibility to the taxpayers to make smart, ethical decisions, complete with business acumen and critical thinking to support the warfighter. See Part II, Section C for a link to the Air Force mandatory procedure for selection, appointment, and termination of appointment of contracting officers.

3.4.5. **Civilian Development (CD) Programs.**

3.4.5.1. Development programs, including the in-resident online master's program, Professional Military Education (PME), leadership training, experiential-focused learning, and higher-level strategic leadership programs are learning opportunities available to selected personnel to enhance their professional growth. Individuals are chosen for these programs through a formal nomination and selection process which begins with self-nomination and an endorsement from their management chain of command. Individuals should discuss their interest in CD programs with their supervisors to understand how these programs could enhance their professional growth. Previous job performance, accomplishments, and leadership potential are typically factored into each nomination and selection. CD includes learning the history and strategic business of the DAF. Eligibility for each PME level is based upon an 1102's grade:

- Basic Developmental Education (BDE)—GS-07 to 13, or equivalent (varies by program).
- Intermediate Developmental Education (IDE) —GS-12 to 13, or equivalent.
- Senior Developmental Education (SDE) —GS-14 to 15, or equivalent.

3.4.5.2. CD also includes Academic/Fellowships and Leadership/Short Courses, each with their own grade and experience-level requirements. Some of these programs include Defense Civilian Emerging Leader Program, Education with Industry, Department of the Air Force Legislative Fellowship Program, and more.

3.4.5.3. 1102s may compete to attend CD in-residence and, if selected, will attend full-time through course completion. After 1102s graduate from CD, they should expect to apply their learning and experiences to their new outplacement assignment before applying for another CD program. See Part II, Section C of this CFETP for additional resources related to CD scheduling and available programs.

3.4.6. **Professional Associations.** Participating in professional associations can also provide specific learning opportunities. Affiliation with a professional association, especially one that focuses on contracting or acquisition, may support and further an 1102's professional growth. These associations can provide networking opportunities for 1102s to engage with industry and Government professionals about regulatory environment changes, best practices, and smart business decisions. Professional associations related to the contracting career series may include, but are not limited to National Contract Management Association (NCMA), National Property

Management Association (NPMA), and Institute for Supply Management (ISM). See Part II, Section C for additional professional association resources.

3.4.7. **Mentoring.** 1102s at all levels should make it a priority to seek advice from more experienced Air Force leaders. The Air Force Contracting community is proud of its guiding principle of "Caring for one another by sharing knowledge and experiences." Air Force Contracting leaders, as well as other more senior personnel in various functional areas, have rich insights that have been developed and learned through years of experience, and they are often excited to coach and mentor other professionals. When seeking this opportunity, 1102s should have questions prepared, have a vision/plan for the next 5-10 years (CD, career broadening, separation, retirement, etc.), and have a biography and resume ready. Prior to meeting a mentor or coach, 1102s should contemplate how they may be viewed by the mentor (i.e., consider the perspective of others when evaluating personal performance) and anticipate the types of questions the mentor may ask, such as career aspirations, work values, unique knowledge, skills, or abilities, and preferred types of work and learning.

4. **Career Path.** There is not one single, optimal career path that ensures career success. Generally, a successful career path includes steady growth in job responsibility and professional development with a broad variety of experience. Periodically, 1102s should review their personal situation and their organization's needs in order to reassess their career path goals. 1102s may consider personal strengths, weaknesses, training or experience gaps, commitment to the organization's mission, and short and long term goals. Organizationally, 1102s may consider their organization's needs, training resources, position availability, and promotion opportunities. How well an 1102 performs in his/her current position is the most important factor in determining future success.

4.1. **1102 Career Development.** Development goes far beyond mastering contracting competencies and achieving technical expertise. In order to advance, an 1102 must also be a leader and effectively manage the people—military and civilian—which are the driving force of our contracting capability. The structure of the Air Force's civilian contracting workforce forms a pyramid which rises from a broad base of junior 1102s.

4.2. The Air Force Civilian Contracting Career Pyramid (Figure 6) mirrors the three level development structure previously mentioned in Part I, Section B—tactical (blue), operational (maroon), and strategic (green) levels of development. Within each development level the career pyramid recommends assignment opportunities from GS-05 (or equivalent) to the Senior Executive Service. Progression through these three levels allows 1102s to obtain depth and breadth of experience that will be useful when leading at the highest levels of Air Force Contracting.

Figure 6. **Air Force Civilian Contracting Career Pyramid.**

SES

DCMA
ADAS
Center / AFMC /
AFICC / RCO PK

GS-15
(NH-04)

SAF/AQC
AF SB Dep Dir
AFICC OL
Dep

OSF
Ctr Dir-Dep
Div Chief
(MAJCOM)

GS-13 to GS-14
(NH-03 – NH-04)

Center Dir-Dep
Div Chief (Center)
Expert Proc-Pricer (AF)
Expert Proc-Pricer / Cost Analyst / SB Dir (MAJCOM)
Lead PCO / Lead Pricer / Cost Analyst (Center)
Staff Action Officer
Supv Cont Specialist (Intermediate)
Sq DBO / Ctr Sq PK / Div Chief (Oper) Grp PK / DRU-FOA Dir

Lab Dir-Dep
ACE Dir-Dep
Cost Analyst (AF)

GS-07 to GS-12
(NH-02 – NH-03)

Supv Cont Specialist (Intermediate)
Section Chief / Flight Chief / Brand Chief (Base / Center)
Career Broadening / Special Duty / Rotational Assignment
Contract Specialist (Advanced)
Sr PCO / Sr Price-Cost Analyst / Sr Proc Analyst / SB Dir
Contract Specialist (Intermediate)
Contract Specialist
Limited Warranted CO / Team Leader
Unlimited Warranted CO / Team Ldr / QAPC /
Price-Cost Analyst / SB Specialist / Proc Analyst
Contract Specialist (Entry-Level)

Seek mentee / protégé

Mentorship

Career Broadening

Seek senior mentor / role model

SDE

IDE

BDE

Civilian
Development

SECTION C – PROFICIENCY TRAINING REQUIREMENTS

This section is reserved for future use. See Part II of the CFETP for 1102 training courses and qualitative training tasks/competencies.

SECTION D – RESOURCE / TRAINING CONSTRAINTS

1. **Centrally Funded DAU Training Authorizations.** These authorizations are governed by the 2019 SAF/AQH policy memo, "Prioritization of Defense Acquisition University (DAU) Training." See Part II, Section C for a link to the policy memorandum and other resources associated with overcoming resource or training constraints.

2. **DoD Acquisition Workforce Development Account (DAWDA) for Tuition Assistance (TA).** In accordance with 10 U.S.C. 1705, the DAWDA was established to provide funds for the recruitment, training, and retention of DoD acquisition personnel. Eligible civilians may use the DAWDA to pay for education and training courses, to include TA. Funding does not cover acquisition certification courses/programs (i.e., DAU and PME courses). All Air Force Contracting acquisition coded civilian employees (0301, 1101, 1102, 1103, and 1105), regardless of pay grade, may request TA through the CCFMT.

2.1. **Eligibility**. DAWDA funds may be used by all civilians if they are assigned to an acquisition-coded position under APDP, are either certified to the level required for the position or are within the allowable grace period, and are current with CL requirements. Tuition assistance is not available for 1102s on term or temporary positions.

2.2. **Funding Management and Limitations**. TA funds are centrally managed by SAF/AQH-ATO and Effective 1 Oct 20, funding may be provided up to 75% of the cost for tuition and fees that are directly related to the instruction of course. Funding is limited to a maximum of $8,000 per fiscal year for all TA Funding Requests submitted. Funding is also limited to courses required to complete Acquisition Career Field Team (CFT) approved education plans to meet the priorities listed in the SAF/AQH and Contracting Career Field TA guides. TA will not be provided for courses which are an education level equal to or lower than a degree already attained. Funding does not cover course material, optional fees, parking, charges for personal services or the costs of student TDY or vicinity travel. TA is not guaranteed until the individual's request is approved. The individual assumes all financial responsibility should TA be denied. See Part II, Section C for more information on the requesting and use of TA from the DAWDA.

PART II

SECTION A – COURSE TRAINING STANDARD (CTS)

1. Purpose. 1102s in training may demonstrate the desired learning outcomes contained in this CTS. The desired learning outcomes are provided in Attachment 1.

2. **Documentation of Training (Attachment 1).** For 1102s using the CFETP as part of a training program, supervisors or commander-approved trainers are responsible for documenting an 1102's training in the 1102's individual development plan (which is derived from the unit/organization's MTL or, if delegated, branch/section MTL). Supervisors should ensure that 1102 IDPs also incorporate any specific position description requirements. The 1102's supervisor is responsible for maintaining their subordinates' training records and reviewing those training records during feedback sessions.

2.1. **Column 1. Task, Knowledge, and Technical References.** This column lists the tasks and knowledge recommended for 1102s to become proficient in the contracting profession. It also provides Technical References (TR) for each task and knowledge area.

2.2. **Column 2. Core Tasks.** This column identifies with an "X" those tasks and knowledge from Column 1 that are considered core tasks to the contracting career field.

2.3. **Column 3. Documentation of Training.** This column is used by supervisors and commander approved unit trainers to record proficient demonstration of tasks and knowledge identified by the MTL.

2.4. **Column 4. Proficiency Codes.** This column indicates the proficiency level that should be demonstrated by the 1102 in training in order for the supervisor or commander-approved trainer to document completion of the task or knowledge area. Units (or branches/sections, if delegated by the COCO) are responsible for placing proficiency codes in column 4 at the time of unit/contracting office MTL creation. The proficiency codes annotated with an asterisk in column 4 are part of the MRC-102/103 curriculum and have been taught to the proficiency level indicated; therefore, supervisors may take that into account when training and documenting those tasks for 1102s who have attended MRC-102/103, or MRC-102/103 equivalent courses. See Attachment 1 for definitions and examples of proficiency codes.

3. **Qualitative Training.** Attachment 1 contains the qualitative tasks, knowledge, and competencies recommended for 1102s. Commanders/directors will create unit specific MTLs, using Attachment 1 as a template and tailoring it as appropriate, to ensure 1102s learn and comprehend the tasks and competencies recommended for contracting professionals in the AF and DoD environments. At a minimum, unit/contracting office MTLs should include all core tasks indicated in column 2 of the qualitative requirements list. Units/offices should tailor their MTLs to match the unique tasks/competencies recommended for the 1102's current position. For example, operational contracting units may focus on simplified acquisition procedures, base construction, base operating services, aircraft maintenance, and other contracting actions that can be taught through on-the-job training. Additionally, units/offices will utilize the "Proficiency

Code Key", included, and defined in Attachment 1 to this document, to populate column 4 of unit specific MTLs.

4. **Training Approaches.** Training methodologies will vary based on trainer and the employee's strengths, weaknesses, interests, learning preferences, experience levels, and other factors. The trainer should collaborate with the 1102 in training to determine how to blend the 1102's preferences to ensure the purpose of the training – the 1102's learning – is properly accomplished. Trainers are encouraged to see Part II, Section C for training materials related to contracting, career development, leadership, and other topics.

4.1. Trainers should consider:

- Goals of the training session (i.e., new skills, new techniques for old skills, knowledge).
- Experience level, preferred learning modes, and demographic of audience.
- Budget constraints.
- Time available or allocated for training.
- Resources/materials available (i.e., space, training materials).

4.2. Training methodologies may include, but are not limited to:

- On-the-job (hands on) training with extensive supervisor and peer feedback.
- Classroom or instructor led training (supported by personal experiences).
- Interactive sessions that include quizzes, small group discussions, case studies, question and answer sessions, role playing scenarios, and/or demonstrations.
- Computer based training such as DAU's online scenario based "games."
- Videoconferencing such as Defense Connect Online (DCO) sessions and webinars.

SECTION B – TRAINING COURSE INDEX

1. **Purpose.** This section of the CFETP identifies additional training courses available for the career field.

2. **Air Force In-Residence Courses.**

2.1.   **Mission Ready Contracting Officer (MRC-103) Course**. The course is for new officer accessions, officer cross flows, and new civilian hires into the contracting career field (64PX or 1102). The course educates and prepares officers and civilians to assume positions in operational, systems, logistics, and research and development contracting. Course curriculum includes the Air Force business environment, applicable laws, and regulations, and "hands on" lab exercises using applicable contract writing systems. Completion of MRC-103 provides students with knowledge, skills, and abilities leading to DOD Single Level Certification in Contracting and (as of FY23) fulfills requirements or CON 1100, CON 1200, CON 1300 and CON 1400. Additional requirements required to attain APDP Professional certification may be found on DAU's iCatalog (see Part II, Section C for a link). Successful completion of the course authorizes award of the entry-level AFSC and basic acquisition badge. Completion of predecessor course MRC-102 fulfills requirements for CON 090, CON 100, CON 121, CON 124, and CON 127 as well as CON 1100, CON 1200, and CON 1400.

Course Number	Title	Location
MRC-103	Mission Ready Contracting Officer (MRC-103)	Wright-Patterson AFB, OH

3. **DAU Courses.** DAU provides a full range of certification and assignment-specific courses to support the position requirements, career goals and professional development of the AT&L Workforce. In addition, DAU offers a wide range of continuous learning modules online to meet currency needs of the acquisition professional. Once an 1102 masters contracting core tasks and competencies, they may work with their supervisors to consider the value and availability of taking classes in other acquisition functional areas. Broadening an 1102's understanding of other acquisition functional areas and how those functional areas integrate with contracting's processes may help improve acquisition outcomes. Non-continuous learning modules require supervisory approval. Trainees may find the latest Core Plus guidance for recommended modules according to assignment type at DAU's iCatalog (see Part II, Section C for a link). Trainees may sign up for DAU courses (classroom, web based, and continuous learning modules) at the ACQ Now website (see Part II, Section C for a link).

4. **Continuous Learning (CL).** In accordance with DoDI 5000.66, *Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*, paragraph E2.2.8.1., members shall earn 80 continuous learning points (CLPs) every 2 years. Members of the AT&L Workforce and their supervisors shall establish individually tailored plans for continuous learning in order to increase functional proficiency, maintain currency, increase leadership, and cross functional competencies, and keep pace with initiatives in the dynamic AT&L environment. The Functional/Interdisciplinary Developmental Recommendations shown in the DAU iCatalog outline which CL courses are most applicable to

a particular type of assignment. Air Force acquisition personnel are required to record CL points for credit using the online ACQ Now CL system (see Part II, Section C for a link).

5. **Contingency Contracting Training.** All Air Force contracting units will follow SAF/AQC policies for Contingency Contracting Officer (CCO) training found on the Air Force Contracting Central Expeditionary Operations webpage. Units will ensure that all CCOs are trained following this policy. Commanders are encouraged to create/adjust their CCO training as necessary for their unit personnel. Units may also use CCO training materials located at the AFICC OCS Portal (with appropriate access) to supplement their training. Unit/contracting office leadership may determine the frequency and duration of CCO training. Units will document all CCO training on AF Form 1098, Special Task Certification and Recurring Training. At a minimum, each CCO's AF Form 1098 will include the training topic covered, name of officer in qualification training, signature of certifying official, and date training was completed. Supervisors must maintain a folder for each officer they supervise and the folder must contain both the AF Form 1098 and the individual's training plan (created from Attachment 1 of this CFETP) to supplement their training. Unit contracting office leadership may determine the frequency and duration of CCO training. Units will document all CCO training on AF Form 1098, Special Task Certification and Recurring Training. At a minimum, each CCO's AF Form 1098 will include the training topic covered, name of officer in qualification training, signature of certifying official, and date training was completed. Supervisors must maintain a folder for each officer they supervise and the folder must contain both the AF Form 1098 and the individual's training plan (created from Attachment 1 of this CFETP).

SECTION C – SUPPORT MATERIALS

The below training and reference materials are maintained on the Air Force Contracting Central Force Development site at: Force Development – Home (dps.mil)

Acquisition Professional Development Program Resources	
ACMS	AFPC Secure Apps ☐ ACMS AFPC Secure
Requesting APDP Certification (ACQ Now)	ACQ Now
Continuous Learning Events (ACQ Now)	ACQ Now
Register for DAU Training (ACQ Now)	ACQ Now
AF Acquisitions Website	AF Acquisitions
DACM Site on AF Portal	DACM Site
APDP Certification Requirements (DAU iCatalog)	Functional Area Certification Standards (dau.edu)
Guidelines for Crediting Continuous Learning Activities	Crediting Continuous Learning Activities

Career Development Resources	
Career Development and Progression Resources	
Career Broadening Program	AF CBP: Civilian Career Broadening (af.mil), myPers (af.mil) Contracting CBP:
AF Contracting Central – Force Development	AQCX Force Development
DE and Continuing Education Resources	
CD Eligibility	Contracting Page Civilian Development Page
Tuition Assistance	myPers CTAP
Civilian Continuum of Learning	Civilian Continuum of Learning
Records	
View Your Career Brief	DCPDS MyBiz+
View Your Electronic Official Personnel File	eOPF
Manpower Programming and Execution System (MPES) Coding Instructions	Acquisition Position Coding Instructions
Professional Association Resources	
National Contract Management Association (NCMA)	http://www.ncmahq.org/

National Property Management Association (NPMA)	https://www.npma.org/default.aspx
Institute for Supply Management (ISM)	http://www.ism.ws/

Training Resources	
AF Contracting Central Webpages	
Better Buying Power	https://cs2.eis.af.mil/sites/10148/afcc/betterbuying/default.aspx
Contracting Operations	https://cs2.eis.af.mil/sites/10059/afcc/contracting_ops/Pages/default.aspx
Enlisted UGT Self-study Materials	https://www.omsq.af.mil/index.htm Navigate to WAPS Online Reference Library Database (eWORLD)
Force Development	https://cs2.eis.af.mil/sites/10059/afcc/force_development/Pages/FDHome.aspx
Knowledge Center	https://cs2.eis.af.mil/sites/10059/afcc/knowledge_center/Pages/default.aspx
Learning Center	https://cs2.eis.af.mil/sites/10148/AFCC/training_repository/default.aspx
Pricing Center	https://cs2.eis.af.mil/sites/10148/afcc/pricingcenter/default.aspx
Strategic Sourcing	https://cs2.eis.af.mil/sites/10059/afcc/strategicsourcing/Pages/default.aspx
Webinar Training	https://cs2.eis.af.mil/sites/10148/AFCC/webinars/default.aspx
Supervisory Resources	
Harvard Business Modules on Feedback, Appraisals, and Team Management (Available through ACQ Now/DAU)	HBS301 – Managing Difficult Conversations HBS309 – Coaching for Results HBS310 – Influencing and Motivating Others HBS404 – Career Management HBS406 – Coaching HBS411 – Developing Employees HBS412 – Difficult Interactions HBS416 – Feedback Essentials HBS419 – Goal Setting HBS430 – Performance Appraisal HBS431 – Performance Measurement HBS436 – Retaining Employees
General Lorenz on Leadership (AU Press)	*Lorenz on Leadership, Lessons on Effectively Leading People, Teams, and Organizations* http://aupress.maxwell.af.mil/bookinfo.asp?bid=497

References	
Number	**Title**
AF/A1PC Guide	*Department of the Air Force Pathways Program Guide* (May 2014) Note: See AF Contracting Central's 1102 CFETP SharePoint Site for document.
AFI 36-130	*Civilian Career and Developmental Programs* https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-130/afi36-130.pdf
AFI 36-602	*Civilian Intern Programs* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-602/afi36-602.pdf
AFI 36-401	*Employee Training and Development* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-401/afi36-401.pdf
AFI 36-1001	*Managing the Civilian Performance Program* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-1001/afi36-1001.pdf
AFI 36-1004	*The Air Force Civilian Recognition Program* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-1004/afi36-1004.pdf
AFI 36-2201	*Air Force Training Program* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2201/afi36-2201.pdf
AFMAN 36-2643	*Air Force Mentoring Program* http://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-2643/afman36-2643.pdf
AFI 36-2656	*Developmental Education* http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2656/afi36-2656.pdf
DAFMAN 36-142	*Civilian Career Field Management and Development* http://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-606/afman36-606.pdf
DoD/Office of Personnel Management MOU	*Pathways Programs Memorandum of Understanding Between the U.S. Office of Personnel Management and the Department of Defense* (August 2014) Note: See AF Contracting Central's 1102 CFETP SharePoint Site for document.
DoDI 5000.85	*Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program* http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066_dodi_2017.pdf
FAR	*Federal Acquisition Regulation* http://farsite.hill.af.mil/vmfara.htm
DFARS	*Defense Federal Acquisitions Regulation Supplement* http://farsite.hill.af.mil/vmdfara.htm
AFFARS	*Air Force Federal Acquisition Regulation Supplement* http://farsite.hill.af.mil/vmaffara.htm
AFFARS MP5301.603	*Selection, Appointment, and Termination of Appointment of Contracting Officers* http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.603.htm#P-1_0

SECTION D – MAJCOM UNIQUE REQUIREMENTS

There are currently no MAJCOM unique requirements. This area is reserved.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

    ALICE W. TREVINO, Major General, USAF
    Deputy Assistant Secretary (Contracting)
      Assistant Secretary (Acquisition)

Attachment 1: QUALITATIVE REQUIREMENTS

This Box Is For Identification Purposes Only	
1102'S INFORMATION	
Printed Name	*Signature / Written Initials* / Date
TRAINER INFORMATION	
Printed Name / Written Initials / Date	*Printed Name / Written Initials / Date*
Printed Name / Written Initials / Date	*Printed Name / Written Initials / Date*
Printed Name / Written Initials / Date	*Printed Name / Written Initials / Date*
Printed Name / Written Initials / Date	*Printed Name / Written Initials / Date*
Printed Name / Written Initials / Date	*Printed Name / Written Initials / Date*
UNIT TRAINING MANAGER / PKX RESOURCE MANAGER INFORMATION	
Printed Name	*Signature / Date*
SUPERVISOR INFORMATION	
Printed Name	*Signature / Date*
COMMANDER/DIRECTOR INFORMATION	
Printed Name	*Signature / Date*

Note 1: See Part I, Section A, paragraph 4.3.1.2. for information regarding the development of unit/organization specific MTLs.

Note 2: An editable version of this attachment is hosted at Air Force Contracting Central's Force Development page.

QUALITATIVE REQUIREMENTS LIST KEY	
COLUMN 1	**Task, Knowledge, and Technical References.** This column lists the tasks, competencies, and knowledge necessary for 1102s to perform duties at the various levels of the contracting profession. It also provides technical references (TR) that support the requirement for each task or competency.
COLUMN 2	**Core Tasks.** This column identifies with an "X", those tasks and competencies from Column 1 that are considered core tasks to the contracting career field.
COLUMN 3	**Documentation of Training.** This column is used by supervisors and commander-approved unit trainers to record completion of tasks and competencies identified by the CFETP, as well as any tasks a supervisor considers necessary for an 1102's duty position.
COLUMN 4	**Proficiency Codes.** This column indicates the proficiency level that should be demonstrated by the 1102 in training in order for the supervisor or commander-approved unit trainer to document completion of the task/competency. Also see the Proficiency Code Key below.

PROFICIENCY CODE KEY (COLUMN 4)		
	SCALE VALUE	**DEFINITION**
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do simple parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task completely and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for specific task. (Examples: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

EXAMPLE
Select a character proficiency code from the task performance levels, task knowledge levels, and the subject knowledge levels identified above.

For example, a task with a proficiency code of "**2aB**" reflects:

2   Can do simple parts of the task. (PARTIALLY PROFICIENT)

    a   Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
    B   Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)

Note: An editable version of task/competency list is hosted at Air Force Contracting Central's Force Development page.

	1. Tasks, Knowledge And Technical References (TR)	2. Core Tasks	3. Certification/Documentation of Training			4. Proficiency Codes * Indicates proficiency level taught at MRC-102/103.
			Training Start	Training Complete	Supervisor Initials	
1	Understand the 64P (officer), 6C (enlisted), and GS-1102 (civilian) career paths TR: 64P CFETP, GS-1102 CFETP, 6C CFETP					
1.1	Understand career development opportunities and how those opportunities are linked to contracting's senior leader requirements	X				
2	Understand ethical standards of conduct TR: Listed below					
2.1	Understand the AF Contracting Guiding Principles TR: CFETP Figure 1	X				C*
2.2	Describe ethical standards of conduct TR: DoD 5500.7 Joint Ethics Regulation	X				B*
2.3	Describe improper business practices and conflicts of interest TR: FAR 3 and 9.5	X				B*
3	Understand the branches of the Government and the acquisition mission TR: http://www.whitehouse.gov/our-government, AF Contracting Central Knowledge and Learning Centers					
3.1	Define the roles and responsibilities of the branches of the Government within the procurement process	X				A*
3.2	Identify the roles and responsibilities of the DoD Staff, Air Force Secretariat, and MAJCOMs within the acquisition process	X				A*
3.3	Understand the DoD and Air Force Contracting Missions	X				A*
3.4	Understand the significance of the role of contracting in conducting business for the DoD					B*
3.5	Identify private and public sectors and the differences between the two in terms of acquisitions					
4	Understand the Federal Acquisition Regulation (FAR) system TR: FAR Parts 1 and 2, DFARS Parts 1 and 2, AFFARS Parts 1 and 2					
4.1	Understand the guiding principles for the FAR System	X				B*

4.2	Identify the organization and arrangement of the FAR System	X					B*
4.3	Identify the policy pertaining to the definitions of words and terms	X					B*
4.4	Explain the steps in the rulemaking process and how the FAR and its supplements are administered and updated						A*
4.5	Identify the general policy for authorizing deviations from the FAR						A*
4.6	Identify the FAR Supplements	X					B*
4.7	Understand supplementing guidance to the FAR (e.g., DFARS Program Guidance and Information (PGI), AFFARS Mandatory Procedures (MP) and Informational Guidance (IG), and Air Force policy memoranda)	X					B*
5	Understand chain of command and authorities related to contracting TR: FAR 1.6, 1.7, 3, and supplements						
5.1	Understand chain of command, command authority, base authority, and contracting officer authority	X					A*
5.2	Understand an unauthorized commitment and what steps are required to ratify the action	X					A*
5.3	Understand the Constitutional and statutory authority for contracting	X					B*
5.4	Understand how contracting authority is delegated within the Air Force						B*
5.5	Identify the different types of contracting authority						B*
5.6	Understand the purpose of legal office reviews and which documents require legal reviews prior to release	X					
5.7	List the individuals responsible for meeting the Federal Acquisition Regulation System vision						B*
5.8	Understand the Government's methods of overseeing acquisition						B*
6	Understand the benefits and principles of building and sustaining successful teams so that you will be able to use business knowledge, analysis, and strategies efficiently as an active participant on the acquisition team TR: FAR Part 1						
6.1	Understand why teamwork is important within DoD and Air Force	X					A*

6.2	List the key success factors for effective team building						A*
6.3	Identify members of the Acquisition Team and describe the roles of each						B*
6.4	Understand how contracting professionals add value to the team						B*
6.5	Identify the characteristics of effective communication						A*
7	Understand the statutory and regulatory principles of contracting TR: FAR Parts 1, 3, and DoDD 5500.7-R						
7.1	Identify the essential elements of a contract (e.g., offer and acceptance)						B*
7.2	Understand the statutes, regulations, court and administrative rulings, and other guidance that define the procurement system						B*
7.3	Understand the Economy Act and how a need can be met through interagency acquisition						B*
7.4	Identify the applicability and policy of Contract Disputes (formerly known as the Contract Disputes Act of 1978)						B*
7.5	Understand the requirements for Contracts for Materials, Supplies, Articles, and Equipment Exceeding $15,000 (formerly known as the Walsh Healey Act)						B*
7.6	Understand the requirements of the Fair Standards Labor Act						B*
7.7	Identify the purchasing restrictions set forth by 10 U.S.C. 2533a (the "Berry Amendment") on end products or components not grown, reprocessed, reused, or produced in the U.S. TR: DFARS 225.7002-1						
7.8	Identify the acquisitions categories not subject to the restrictions of 10 U.S.C. 2533a (the "Berry Amendment") TR: DFARS 225.7002-2						
8	Understand the role of the contracting officer and contracting organizations TR: FAR Parts 1 and 4						
8.1	Understand the roles and responsibilities of contracting organizations and contracting personnel	X					B*
8.2	Identify the qualifications and role of the contracting officer	X					B*

8.3	List different types of contracting officers	X					B*
8.4	Understand the policies and procedures pertaining to contract execution						B*
8.5	Understand how to anticipate and respond to mission partner expectations						C*
8.6	Identify the areas that require mission partner education						B*
8.7	Understand Determination and Findings (D&F) authorities and responsibilities TR: FAR 1.7	X					A*
9	Understand the role contracting plays in avoiding and detecting fraud in the acquisition environment TR: FAR Part 3						
9.1	Recognize actions to avoid fraud, waste, and abuse	X					A*
9.2	Understand the difference between unethical behavior and fraud	X					A*
9.3	Identify fraud indicators	X					B*
9.4	Give examples of fraud, waste, and abuse you may have come across in your career						
10	Understand the role Air Force Office of Special Investigations (AFOSI) plays in contracting TR: http://www.osi.af.mil/						
10.1	Understand the mission of AFOSI as it relates to contracting (e.g., fraud, counterintelligence, etc.)						A*
10.2	Understand how to contact AFOSI to report criminal activity or suspicious activity that could be considered criminal activity	X					1b*
11	Understand the role Army Criminal Investigation Command (CID) plays in procurement investigations in the deployed environment TR: http://www.cid.army.mil/						
11.1	Understand the mission of Army CID as it relates to contracting						
11.2	Understand how to contact Army CID to report contract fraud						
12	Understand Contract File Documentation TR: FAR Part 4						
12.1	Understand the purpose of the contract file	X					B*
12.2	Identify regulatory directions concerning file documentation						B*

12.3	Create and organize a contract file (paper or electronic) given a number of contract-related documents						1a*
12.4	Write clear and well-documented memoranda for record (MFR) for the contract file TR: AFH 33-337 (Tongue and Quill)	X					
13	Understand contract closeout procedures TR: FAR Parts 4 and 42						
13.1	Identify the time standards associated with closing out contract files						A*
13.2	Identify the process associated with closing out contract files						A*
13.3	Identify what constitutes a physically complete contract file						A*
13.4	Identify when a contracting office may use the quick closeout procedure						A*
14	Understand the importance of different contract codes and how to find correct codes TR: FAR Part 4.6						
14.1	Understand the uniform reporting requirements for the Federal Procurement Data System-Next Generation (FPDS-NG)						B*
14.2	Identify the required codes used in an acquisition						2c*
14.3	Complete an FPDS Contract Action Report (CAR)	X					
15	Understand the requirements for publicizing contract actions TR: FAR Part 5						
15.1	Identify the policies and procedures pertaining to synopses of proposed contract actions	X					2aB*
15.2	Identify the policies and procedures pertaining to the solicitation and receipt of proposals and information						2aB*
15.3	Identify the policies and procedures pertaining to the synopses of contract awards	X					2aB*
15.4	Identify the policies and procedures pertaining to the dissemination of contract award information (i.e., contract award distribution)						2B*
15.5	Publicize a contract action	X					2aB*
16	Understand competition requirements TR: FAR Part 6						

16.1	Identify the policy and procedures that are to be used to promote and provide for full and open competition	X					B*
16.2	Identify the policies for use of sealed bidding and competitive proposals	X					B*
16.3	Identify the policy and procedures for providing for full and open competition after exclusion of sources	X					B*
16.4	Identify the policy, procedures, and statutory authorities for contracting without providing for full and open competition	X					B*
16.5	Understand the seven circumstances permitting other than full and open competition	X					A*
16.6	Understand the format of adequate sole source justifications	X					A*
16.7	Understand where to find the *Other Than Full and Open Competition Justification and Approval Preparation Guide and Template* (both simplified acquisitions and non-simplified acquisitions) TR: AFFARS 5306 and AFCC Knowledge Center						
16.8	Review a sole source justification for sufficiency	X					
16.9	Understand the posting requirements for a justification and approval						
16.10	Understand competition requirements when soliciting using Simplified Acquisition Procedures	X					A*
16.11	Understand the economic role the contractor industrial base plays in Government acquisition						A*
16.12	Understand the role of the advocate for competition						A*
16.13	Understand the requirements of the Competition in Contracting Act (CICA)						B*
17	Understand the requirements of acquisition planning TR: FAR Part 7, DFARS 207, AFFARS 5307						
17.1	Understand the policies and procedures pertaining to acquisition plans						A*
17.2	Understand the purpose and requirements of acquisition planning						B*
17.3	Understand the general requirements of Acquisition Strategy Panels (ASPs) TR: AFFARS 5307.104-92						
17.4	Understand acquisition planning documentation available (i.e., ASP Secretariat and ACE)						

17.5	Understand the policies related to the performance of inherently governmental functions TR: FAR 7.500					
17.6	List the examples of functions considered to be inherently governmental functions TR: FAR 7.503					
17.7	Understand who provides a written determination (to the contracting officer) that none of the functions to be performed by a contractor are inherently governmental and when it is required TR: FAR 7.503(e)					
17.8	Determine when a written acquisition plan is required and the elements of a written acquisition plan					B*
17.9	Understand acquisition planning documentation available for "Other Contracting" (e.g., Streamlined Acquisition Strategy Summary (SASS)) TR: FAR Part 7, DFARS 207, AFFARS 5307.104-92					
17.10	Understand when to use a Streamlined Acquisition Strategy Summary (SASS) TR: FAR Part 7, DFARS 207, AFFARS 5307.104-92					
17.11	Understand the types of advice, and their financial implications, needed to determine appropriate business arrangements					B*
17.12	Identify factors and considerations impacting a smart business arrangement					B*
17.13	Identify factors to consider when deciding to solicit for lease, purchase, or both					B*
17.14	Understand the lease versus buy decision and what documentation is required TR: AFFARS 5307.4					B*
17.15	Understand motivational terms and conditions to manage risk					A*
17.16	Understand the differences between bundling and consolidating requirements for procurement TR: FAR 7.107					
18	Understand the order of priority for mandatory sources of supplies and services TR: FAR Part 8					

18.1	Identify the order of priority for mandatory sources of supplies and services TR: FAR 8.002	X					2bB*
18.2	Identify the supplies or services which must be procured from or through other mandatory sources (e.g., public utility services, leased motor vehicles, etc.) TR: FAR 8.003						
19	Understand the role GSA schedules play in contracting TR: FAR Parts 8 and 38						
19.1	Describe the roles of the General Services Administration						B*
19.2	Describe when and how to use GSA Schedules in different situations	X					B*
19.3	Identify how GSA Advantage fulfills requirements of the FAR						B*
20	Understand the concepts of responsibility or non-responsibility of a prospective contractor TR: FAR Part 9						
20.1	Understand the general standards of responsibility for prospective contractors. TR: FAR 9.104-1						
20.2	Understand when to include special standards of responsibility in solicitations TR: FAR 9.104-2						B*
20.3	Identify who is responsible for determining the responsibility of prospective subcontractors TR: FAR 9.104-4						
20.4	Understand when the contracting officer shall review the Federal Awardee Performance and Integrity Information System (FAPIIS), (available at www.fapiis.gov) TR: FAR 9.104-6	X					B*
20.5	Understand the procedures for determining whether prospective contractors and subcontractors are responsible TR: FAR 9.105	X					B*
20.6	Identify when a preaward survey is normally required TR: FAR 9.106						

20.7	Explain how to access the System for Award Management (SAM) Exclusions and determine if a contractor is debarred, suspended, proposed for debarment, or otherwise ineligible TR: https://www.sam.gov/portal/SAM/ and FAR 9.404	X					2aB*
20.8	Understand the effect of the debarment, suspension, or proposal for debarment listing for contractors seeking business with the Government TR: FAR 9.405						B*
20.9	Identify the causes for debarment TR: FAR 9.406-2						B*
20.10	Identify the procedures for debarment and how long a debarment generally does not exceedTR: FAR 9.406-3 and 9.406-4						B*
20.11	Identify the causes for suspension TR: FAR 9.407-2						B*
20.12	Identify the procedures for suspension and understand the temporary nature of suspensions TR: FAR 9.407-3 and 9.407-4						B*
21	Understand the process of conducting market research TR: FAR Parts 10 and 8						
21.1	Describe the policy requirements for conducting market research TR: FAR 10.001	X					2aC*
21.2	Describe the procedures and techniques for conducting market research, including spend analysis TR: FAR 10.002	X					2aC*
21.3	Assess a market research report to determine if its content is sufficient for the size and complexity of the acquisition TR: FAR 10.002						
21.4	Assess a market research report (for services) and determine if its content is sufficient for the size and complexity of the acquisition TR: DFARS PGI 210.070						
21.5	Describe how industry engagement, such as industry days and reports may support market research						
22	Understand agency needs, requirements documents, and purchase request (PR) packages TR: FAR Part 11						
22.1	Identify the policy for describing agency needs	X					B*

22.2	Determine if a purchase request and requirements documents are adequate for procurement	X					1aB*
22.3	Identify the procedures for reviewing and correcting deficiencies in a purchase request	X					A*
22.4	Review a Military Interdepartmental Purchase Request (MIPR) for accuracy						A*
22.5	Review the sufficiency of a mission partner's specifications for procurement TR: FAR 11.201						
22.6	Review a statement of work (SOW) for clarity and sufficiency TR: AFI 63-125, FAR 8.4, and Supplements						A*
22.7	Review a performance work statement (PWS) for clarity and sufficiency, and ensure performance objectives are adequate						A*
22.8	Describe a compliant contract line item number structure	X					A*
22.9	Review a brand name justification and approval (J&A) for sufficiency TR: FAR 11.104	X					A*
22.10	Describe when liquidated damages should be included in solicitations and contracts TR: FAR 11.501						
22.11	Describe the purpose of liquidated damages and how liquidated damages rates are determined TR: FAR 11.501 and 11.502						
23	Understand how to determine if an acquisition is commercial and recognize the benefits of a commercial acquisition TR: FAR Part 12						
23.1	Identify the general policies for acquisition of commercial items	X					B*
23.2	Determine if a requirement is commercial or non-commercial	X					B*
23.3	Understand the benefits and challenges of procuring commercial off-the-shelf items, modified commercial items, nondevelopmental items, services "of a type," and government-unique items						B*
23.4	Reviewing and determine if a contractor's commercial item determination (CID) is adequate						A*

23.5	Explain when a CO determination regarding a CID is necessary					A*
24	Understand Simplified Acquisition Procedures (SAP) TR: FAR Part 13					
24.1	Identify the procedures for making simplified acquisitions	X				1A*
24.2	Identify the policies and procedures pertaining to actions at or below the micro-purchase thresholds	X				B*
24.3	Identify the policies and procedures pertaining to simplified acquisition methods	X				B*
24.4	Prepare and issue a request for quotation (RFQ)					
24.5	Prepare and issue an amendment to a request for quotation (RFQ)					
24.6	Prepare a statement of price reasonableness that properly supports the basis for contract award					
24.7	Determine terms and conditions, including special contract requirements applicable to the acquisition					A*
24.8	Explain other methods of procurement that can be used if SAP is not appropriate					B*
25	Understand the proper use of the GPC TR: FAR Part 13 and AFI 64-117					
25.1	Identify the micro-purchase threshold and how it applies to acquisition	X				B*
25.2	Describe the GPC program and the roles and responsibilities outlined in the program					A*
25.3	Describe the single purchase, monthly, and funding limits					A*
25.4	Describe how to resolve billing errors and disputes					
25.5	Understand the GPC log					
25.6	Understand the Agency Organization Program Coordinator's (A/OPC) responsibility for GPC program surveillance					A*
26	Understand when and how to use Sealed Bidding TR: FAR Part 14					
26.1	Identify the policies and procedures pertaining to the use of sealed bidding					B*
26.2	Identify the policies and procedures pertaining to the solicitation of bids					B*

26.3	Identify the policies and procedures pertaining to the submission of bids						B*
26.4	Identify the procedures for the receipt, handling, opening, and disposition of bids including mistakes in bids, and subsequent award of contracts						B*
27	Understand how to properly execute a contract award and notice of award TR: FAR Parts 14 and 15						
27.1	Identify the regulatory requirements for notification of award to awardees and unsuccessful vendors/offerors	X					B*
27.2	Describe the procedures for preparing and documenting an award	X					A*
27.3	Identify the correct method for processing post-award mistakes						A*
27.4	Prepare and award a purchase order	X					1aA*
28	Understand the requirements of a post-award conference and how to conduct debriefings TR: FAR Parts 15 and 42						
28.1	Identify the policies and procedures for notification and debriefing offerors						B*
28.2	Explain the process and procedures for a post-award conference						B*
28.3	Understand unique subcontracting aspects						B*
28.4	Describe the process of conducting different types of debriefings						B*
29	Understand the concept of best value acquisition TR: FAR Parts, 1, 13, and 15						
29.1	Define the term best value	X					B*
29.2	Describe the criteria used to select the optimal best value technique						B*
29.3	Describe the best value factor and rating system						A*
30	Understand the concepts and flow of a source selection TR: FAR Part 15						
30.1	Understand where to find Air Force Source Selection templates and training materials TR: AFFARS MP5315.3 and AF Contracting Central SharePoint						
30.2	Understand differences between source selections under FAR 13 and FAR 15						

30.3	Identify the policies and procedures for selection of a source or sources in competitive negotiated acquisitions					B*
30.4	Describe the roles and responsibilities of the Source Selection Team (SST) TR: DFARS 215.300					
30.5	Describe the roles and responsibilities of the Source Selection Authority (SSA) TR: DFARS 215.300 and https://www.ppirs.gov/					
30.6	Describe when a Source Selection Advisory Council (SSAC) is required, what the SSAC's roles and responsibilities are, and who comprises the SSAC TR: DFARS 215.300					
30.7	Describe the roles and responsibilities of the Source Selection Evaluation Board (SSEB) TR: DFARS 215.300					
30.8	Understand the limitations on use of non-Government advisors in source selections TR: DFARS 215.300					
30.9	Understand the roles and responsibilities of the program management/requirements office TR: DFARS 215.300					
30.10	Understand the best-value continuum (i.e., tradeoff source selection process and lowest price technically acceptable (LPTA)) TR: DFARS 215.300					
30.11	Describe the importance of protecting Source Selection Information (SSI) and what actions must be taken to protect SSI					
30.12	Recognize a source selection plan that is consistent with public law, regulations, policy, and other guidelines TR: DFARS 215.300					
30.13	Create a source selection plan					
30.14	Describe the relative importance of evaluation factors					B*
30.15	Describe procedures to evaluate factors (price related, non-price related, and technical)					aA*
30.16	Describe how to evaluate a contractor's past performance and how to access the Past Performance Information Retrieval System (PPIRS)					aA*

#	Description					
30.17	Identify techniques to evaluate other terms and conditions					aA*
30.18	Determine terms and conditions, including special contract requirements applicable to the acquisition, that are appropriate for the acquisition to comply with laws and regulations (e.g., method of financing, Government property, intellectual property, OCI, and specialty metals)					A*
30.19	Understand what is required if only one offer is received in response to a competitive solicitation TR: DFARS 215.371					
30.20	Describe the need for a technical evaluation of proposals and who should provide the evaluation					B*
30.21	Describe awarding with or without discussions					B*
30.22	Decide whether to hold discussions based on results of the evaluation					A*
30.23	Define the term "competitive range" and describe how it is used					B*
30.24	Describe the process for final proposal revisions TR: DFARS 215.300					
30.25	Describe the process for documenting final evaluation results TR: DFARS 215.300					
30.26	Describe when a comparative analysis should be conducted and documented TR: DFARS 215.300					
30.27	Describe the contents of the Source Selection Decision Document (SSDD) and its releasability TR: DFARS 215.300					
31	Understand when and how to use contracting by negotiation TR: FAR Part 15					
31.1	Describe some of the acquisition processes and techniques that may be used to design competitive acquisition strategies suitable for the specific circumstances of the acquisition					A*
31.2	Describe the different contract areas that are subject to negotiation					A*
31.3	Understand the utility of a draft request for proposal (RFP)					

31.4	Describe how to prepare a request for proposal (RFP)						2b*
31.5	Understand the importance of a clear linkage between the requirements and evaluation factors in a request for proposal (RFP) TR: DFARS 215.300						
31.6	Describe how to prepare an amendment to a request for proposal (RFP)						2b*
31.7	Issue an amendment to a request for proposal (RFP)						
31.8	Describe how and when to host a pre-proposal conference/site visit						A*
31.9	Identify the policies and procedures for unsolicited proposals						A*
31.10	Describe how to handle late proposals, modifications, and cancellations						A*
32	Understand different aspects of a negotiation TR: FAR Part 15 and 27						
32.1	Describe the process for conducting negotiations						1bA*
32.2	Recognize when fact-finding is appropriate						A*
32.3	Identify the steps in conducting negotiations						A*
32.4	Recognize various negotiation techniques and styles						A*
32.5	Identify buyer and seller motivations						A*
32.6	Prepare for negotiations / discussions / awards by reviewing audit and technical reports, performing cost and/or price analysis (or reviewing price analysts' reports), and developing pre-negotiation position to include identifying potential trade-offs						1bA*
32.7	Identify the policies and procedures pertaining to Patents, Data, and Copyright						A*
33	Understand how to evaluate a contractor's proposal using price-related, non price-related factors, cost principles, and cost analysis techniques TR: FAR Part 15, 29, 30, and 31; DFARS 215.404; 10 U.S.C. 2306a and 41 U.S.C. chapter 35						
33.1	Define key terms used in contract pricing						B*
33.2	Understand basic principles of contract pricing						B*
33.3	Define certified cost and pricing data						B*
33.4	Understand the exceptions to certified cost or pricing data						

33.5	Describe when a Certificate of Current Cost or Pricing Data is required						
33.6	Describe proposal analysis techniques						B*
33.7	Understand methods to determine reasonableness of price						
33.8	Identify preferred price analysis techniques						
33.9	Identify other information used to support price analysis						A*
33.10	List factors that affect price comparability						A*
33.11	Identify price-related and non-price related factors						
33.12	Recognize the importance of documenting contract negotiations (i.e., PAR, PCM, PNM, or other summary document)	X					A*
33.13	Describe the DoD policy for developing a prenegotiation profit or fee objective on negotiated contract actions when cost or pricing data is obtained TR: DFARS 215.404-4						
33.14	Understand the use of the DD Form 1547 whenever a structured approach to profit analysis is required TR: PGI 215.404-70						
33.15	Describe the weighted guidelines method of profit analysis TR: DFARS 215.404-71						
33.16	Understand where to find weighted guidelines (WGL) training materials TR: Air Force Contracting Central SharePoint -> Learning Center						
33.17	Describe procedures to evaluate cost-related factors						A*
33.18	Describe methods used to determine reasonableness of cost						B*
33.19	Understand the purpose of conducting cost analysis						B*
33.20	Determine when to use cost analysis to evaluate proposals						B*
33.21	Recognize the importance of cost analysis						A*
33.22	Identify the requirements of 10 U.S.C. 2306a, Cost or Pricing Data - Truth in Negotiations, and 41 U.S.C. chapter 35, Truthful Cost or Pricing Data.						A*
33.23	Identify the general rules pertaining to Cost Accounting Standards (CAS) administration						A*

33.24	Identify when a contract or subcontract is subject to CAS						A*
33.25	Understand the exceptions to certified cost or pricing data						A*
33.26	Describe when a Certificate of Current Cost or Pricing Data is required						
33.27	Identify the applicability of the cost principles and procedures to various types of contracts and subcontracts						A*
33.28	Identify the cost principles and procedures pertaining to contracts with commercial organizations						A*
33.29	Identify the policies and procedures relating to cost allowability						A*
33.30	Determine when a cost is allowable, unallowable, or allowable with restrictions						A*
33.31	Identify the policies and procedures pertaining to taxes						A*
33.32	Identify the required content of a price negotiation memorandum (PNM)						A*
33.33	Understand where to find PNM templates and training materials TR: Air Force Contracting Central SharePoint -> Knowledge Center -> Contracting Templates						
33.34	Draft a price negotiation memorandum (PNM) that includes the required content and documents the negotiation process						
33.35	Develop positions on pricing-related contract terms and conditions to aid in developing the Government's position						
34	Understand what constitutes defective pricing and the remedies available to the Government TR: FAR 15.407-1						
34.1	Describe what constitutes defective pricing						A*
34.2	Describe the remedies available to the Government when defective pricing is discovered						A*
35	Understand the appropriate contract type or agreement that would properly apportion expected risk TR: FAR Part 16						
35.1	Identify the policies and procedures pertaining to selecting contract types						B*

35.2	Identify the policies and procedures pertaining to fixed-price contracts	X					B*
35.3	Identify the policies and procedures pertaining to cost-reimbursement contracts						B*
35.4	Identify the policies and procedures pertaining to incentive contracts						B*
36	Understand the appropriate Fixed-Price contract type that would properly apportion expected risk TR: FAR 16.2						
36.1	Explain each type of fixed-price contract	X					B*
36.2	Describe the policies and procedures pertaining to fixed-price contracts						B*
37	Understand the appropriate Cost-Reimbursement contract type that would properly apportion expected risk TR: FAR 16.3						
37.1	Define each type of cost-reimbursement contract						B*
37.2	Identify the policies and procedures pertaining to cost-reimbursement contracts						B*
38	Understand when to use Indefinite-delivery indefinite-quantity contracts (IDIQs), agreements, and other special contracting methods TR: FAR Parts 16 and 17, AFFARS 5316.5						
38.1	Describe alternative methods of acquiring recurring requirements						B*
38.2	Identify the policies and procedures for making award of indefinite-delivery contracts	X					B*
38.3	Describe the requirement to obligate funds when awarding an IDIQ TR: AFFARS MP 5316.504						
38.4	Understand how determinations for requirements contracts estimated to exceed a certain dollar amount (including all options) must be approved TR: AFFARS 5316.503						
38.5	Understand the limitation on single award IDIQ contracts TR: AFFARS 5316.504						
38.6	Describe how to place an order against an IDIQ contract	X					

38.7	Understand fair opportunity requirements for orders placed under multiple-award contracts (MACs) TR: FAR 16.505(b)					
38.8	Identify the policies and procedures pertaining to time-and-materials (T&M), labor-hour (LH), and letter contracts (elements, approval, definitization)					B*
38.9	Understand when Determination and Findings (D&F) are required when using time-and-materials (T&M), labor-hour (LH), and letter contracts TR: DFARS 216.601 and AFFARS 5316.601(d)					
38.10	Identify the policies and procedures for undefinitized contract actions (UCAs) or letter contracts					B*
38.11	Identify the policies and procedures for establishing and using different types of agreements					B*
38.12	Describe how to setup a Blanket Purchase Agreement (BPA)					
38.13	Describe how to place and document BPA calls					
38.14	Describe the key distinguishing difference between multi-year contracts and multiple year contracts TR: FAR 17.103					B*
38.15	Describe the uses for multi-year contracts TR: FAR 17.105-1					
38.16	Identify the policies and procedures for the use of options					B*
38.17	Understand the authority and requirements for use of the option to extend services clause TR: FAR 52.217-8					
38.18	Identify available acquisition flexibilities					A*
38.19	Identify emergency acquisition flexibilities					A*
38.20	Describe procedures and processes supporting interagency acquisitions (D&F requirements) and approvals for assisted acquisitions TR: DFARS 217.7802 and Sec 801 of FY08 NDAA					
39	Understand the requirements for and reasoning behind Small Business Programs TR: FAR Part 19					
39.1	Determine when a procurement should be reserved or set-aside for small business concerns	X				B*

39.2	Explain the process to set-aside a procurement under the 8(a), HubZone, SDVOSB, and WOSB categories	X				B*
39.3	Identify the policies that provide preference for small business concerns					B*
39.4	Identify the unit's small business advocate and the local SBA office	X				
39.5	Describe small business size standards and how to verify the size of prospective awardees	X				C*
39.6	Prepare a DD Form 2579	X				1b*
39.7	Explain what a Certificate of Competency is and what it is used for					A*
39.8	Describe the Small Business Subcontracting Program and its requirements					A*
39.9	Describe price evaluation preference for HUBZone small business concerns					A*
39.10	Assist small business concerns in understanding how to do business with the government, identifying contracting opportunities, and responding to small business inquiries regarding payment delays or problems					A*
39.11	Review and determine if a contractor's small business subcontracting plan is adequate					A*
40	Understand how labor rates affect contracts and correctly navigate the Department of Labor's Labor Rate web page TR: FAR Part 22					
40.1	Identify the policies and procedures for the application of labor laws to Government acquisitions					B*
40.2	Define prevailing wages					B*
40.3	Describe the applicability of labor rates on different types of contracts					B*
41	Understand the importance and the laws affecting environmental issues in Government Contracting TR: FAR Part 23					
41.1	Identify the acquisition policies and procedures for protecting and improving the quality of the environment					B*
41.2	Identify the acquisition policies and procedures for supporting the Government program for ensuring a drug-free workplace					B*

42	Understand the procedures for processing solicitation responses TR: FAR Part 24					
42.1	List the procedures for safeguarding quotes, proposals, and bids	X					B*
42.2	List the procedures for processing timely and late offers						B*
42.3	Identify the requirements for conducting oral presentations						B*
42.4	Identify the policies and procedures pertaining to protection of privacy and freedom of information	X					B*
42.5	Respond to preaward inquiries by taking the appropriate action to resolve questions						B*
43	Understand foreign acquisition rules TR: FAR Part 25, DFARS 225.73, and DoD 5105.38-M, *Security Assistance Management Manual*					
43.1	Identify the policies and procedures pertaining to foreign acquisition						A*
43.2	Describe how the U.S. Government's agreement to sell defense articles and services to foreign governments or international organizations through Foreign Military Sales (FMS) is documented TR: DFARS 225.7301						
43.3	Understand when to use an International Agreement Competitive Restrictions (ICAR) document rather than a FAR 6.302-4 J&A TR: DFARS 206.302-4 and AFFARS 5306.302-4						
43.4	Understand the procedures for preparing solicitations and contracts that include Foreign Military Sales (FMS) TR: DFARS 225.7301						
43.5	Understand the preparation of a Letter of Offer and Acceptance (LOA) TR: DFARS 225.7302						
43.6	Understand how to price acquisitions for Foreign Military Sales (FMS) TR: DFARS 225.7303						
43.7	Understand the concept of offset costs when doing business with a foreign government or international organization TR: DFARS 225.7303-2 and 225.7306						
44	Understand socioeconomic programs TR: FAR Part 26					

44.1	Identify the policies and procedures pertaining to other socioeconomic programs					A*
45	Understand the history, mission, and roles of DFAS TR: http://www.dfas.mil/pressroom/aboutdfas.html					
45.1	Explain the roles and responsibilities of DFAS					A*
46	Understand the payment process in Government contracting TR: FAR Part 32 and AFI 64-117					
46.1	Recognize contractual payment or accounting terms and conditions					A*
46.2	Identify the policies relating to the payment clause	X				A*
46.3	Describe the different types of contract financing and the policies and procedures pertaining to them					B*
46.4	Identify invoice and payment procedures	X				
46.5	Show how to identify invoices/payments in WAWF and myInvoice	X				
46.6	Identify request for assignment of claims					
46.7	Recognize the types of commercial financing and their implications for contract administration					A*
46.8	Recognize the types of non-commercial item financing					A*
46.9	Describe the process for approving a contractor's request for payments to include final vouchers under cost reimbursement contracts, progress payments, performance-based payments, or commercial financing					
46.10	Understand the use of the Air Force Government-wide Purchase Card (GPC) program TR: AFI 64-117					
47	Understand fiscal law and funds management TR: FAR Part 32, DFARS 232, and AFFARS 5332					
47.1	Describe the Anti-Deficiency Act (ADA)	X				B*
47.2	Describe the Bona Fide Need rule	X				B*
47.3	Describe appropriations in terms of time, purpose, and amount	X				B*
47.4	Describe the split funding of contracts (i.e., severable services contracts)					B*
47.5	Understand when fixed-price contracts may be incrementally funded					

47.6	Understand when the Limitation of Government's Obligation clause (DFARS 252.232-7007) is required in solicitations and contracts					
47.7	Understand when the Limitation of Cost clause (FAR 52.232-20) is required in solicitations and contracts					
47.8	Understand when the Limitation of Funds clause (FAR 52.232-22) is required in solicitations and contracts					
47.9	Understand when the Availability of Funds clause (FAR 52.232-18) is required in solicitations and contracts					
47.10	List the appropriation types (i.e., O&M, procurement, etc.), codes, and lifecycle of each	X				B*
48	Understand the claims, disputes, and alternative dispute resolution processes TR: FAR Part 33 and supplements, DFARS 243.204-71					
48.1	Understand terms particular to FAR 33.2					B*
48.2	Identify the applicability of Contract Disputes (formerly known as the Contract Disputes Act)					B*
48.3	Identify the policies relating to initiating a claim					A*
48.4	Identify when a contractor shall provide a certification statement for a claim					
48.5	Identify the policies relating to disputes and contractor's claims					A*
48.6	Identify the policy relating to the contracting officer's final decision					A*
48.7	Identify the policy relating to Alternative Dispute Resolution					A*
48.8	Identify when a contractor shall provide a certification statement for an equitable adjustment					
48.9	Understand the differences between a claim and a request for equitable adjustment					
49	Understand how to handle a protest from a contractor TR: FAR Part 33 and supplements					
49.1	Identify the definitions of "day," "filed," and "interested party" for the purpose of filing a protest					A*
49.2	Identify the policies and procedures pertaining to protests					A*
49.3	Identify actions that may be protested					A*

49.4	Understand the differences between protests to GAO and COFC						A*
50	Understand the contracting categories, transactions, and missions associated with the various contracting environments TR: FAR Parts 34 and 35						
50.1	Define the major categories of acquisition (supplies, services, construction, major systems, sustainment, and research and development contracting)	X					A*
50.2	Identify the different types of transactions entered into by the Government						A*
51	Understand the concepts and uses for Construction, A&E Services, and Simplified Acquisition of Base Engineering Requirements TR: FAR Parts 36 and 28						
51.1	Identify basic facts and terms relating to contracting for Construction						A*
51.2	Describe the contracting office's interface and collaboration with the civil engineering office	X					A*
51.3	Describe Invitation for Bids (IFB) procedures TR: FAR 14 and 36.213						B*
51.4	Describe RFP procedures TR: FAR 15 and 36.214						B*
51.5	Describe the requirement for material submittals TR: AF Form 3000, FAR 52.236-5, AFFARS 5336.90						
51.6	Describe how to plan and conduct a site visit and issue minutes TR: FAR 36.523 and Supplements, FAR 52.236-27, Alt I						
51.7	Identify the policies and procedures for obtaining financial protection against losses under contracts						A*
51.8	Describe the purpose for and application of liquidated damages TR: FAR 36.206						A*
51.9	Describe the requirement for progress schedules TR: AFI 64-102 and AF Form 3064						A*
51.10	Describe progress payments based on percentage of completion TR: FAR 52.232-5 and 32.103						

51.11	Identify basic facts and terms about contracting for Architect and Engineering (A&E) Services TR: FAR 36.6 and 36.702					A*
51.12	Identify basic facts and terms about Simplified Acquisition of Base Engineering Requirements (SABER)					A*
51.13	Identify basic facts and terms about Multiple Award Construction Contracts (MACC)					A*
51.14	Describe the Wage Rate Requirements (Construction) (formerly known as the Davis-Bacon Act) and payroll administration TR: FAR 22.403-1, 22.404, and 22.406					A*
51.15	When a contract is modified, describe when a contracting officer shall obtain the consent of surety and which standard form shall be used TR: FAR 28.106-5					
51.16	Describe the impact of providing GFP to contractors TR: FAR Part 45					B*
52	Understand the concepts of Service contracts and the Service Contract Labor Standards (formerly known as the Service Contract Act)TR: FAR Part 37					
52.1	Define service contract					B*
52.2	Identify types of services (i.e., custodial, maintenance, BOS, food service, etc.)					A*
52.3	Describe different terms associated with services					B*
52.4	Understand special requirements approval documents in support of service requirements TR: AFI 63-138 *Acquisition of Services*					
52.5	Describe statutory requirements of the Service Contract Labor Standards (formerly known as the Service Contract Act)					A*
52.6	Describe the purpose for wage determinations in contracts and how they are managed within the contract					A*
52.7	Identify the policies and procedures pertaining to acquiring IT and utility services					A*

53	Understand the importance of contract administration and the different organizations and personnel that support contract administration TR: FAR Parts 1, 42, 46, and 47					
53.1	Describe the role of Defense Contract Management Agency (DCMA)					B*
53.2	Describe the duties and responsibilities of an Administrative Contracting Officer (ACO)					A*
53.3	Describe which functions should be delegated to DCMA					A*
53.4	Describe the procedures for delegating contract administration to DCMA					
53.5	Plan for contract administration regarding delegating administrative functions; designating, training and managing contracting officer representatives (CORs); and formally establishing all contract administration responsibilities					
53.6	Understand the designation, assignment, and responsibilities of a Contracting Officer Representative (COR) TR: AFFARS MP 5301.602-2(d)					
53.7	Understand where to find and use the COR Tracking (CORT) Tool TR: https://wawf.eb.mil/xhtml/unauth/home/login.xhtml					
53.8	Determine appropriate Quality Assurance procedures					A*
53.9	Describe monitoring, inspection, and acceptance criteria					A*
53.10	Identify when a stop-work order should be used and its potential impact					A*
53.11	Describe procedures for developing, reviewing, and reporting contractor past performance					
53.12	Identify the policies and procedures pertaining to transportation					
53.13	Describe what a Contract Deficiency Report (CDR) is and how to resolve a CDR in Electronic Document Access (EDA)					
53.14	Administer contracts by monitoring COR feedback, contractor performance, and enforcing contractor compliance with contract requirements					

53.15	Understand forward pricing rate agreements (FPRAs) for billing purposes and administer cost accounting standards to ensure contractor's compliance					A*
53.16	Understand when and how to request a pre-award survey from DCMA					
54	Understand contractor performance assessments (contract administration) TR: FAR Parts 42 and 46					
54.1	Identify the nature and purpose of contract administration					A*
54.2	Identify the key personnel involved in the contract administration process					A*
54.3	Identify the process of resolving a contract administration problem					A*
54.4	Resolve contract performance problems by gathering facts, determining remedies, and initiating remedial actions in order to find and provide a solution					A*
54.5	Identify which types of contract delays are compensable					A*
54.6	Identify which types of contract delays are excusable					A*
54.7	Identify which types of contract delays are neither excusable nor compensable					A*
54.8	Identify the policies and procedures pertaining to contract quality requirements					A*
54.9	Identify the policies and procedures pertaining to Government contract quality assurance					A*
54.10	Describe the training requirements for Government Quality Assurance Personnel (i.e., CORs)					A*
54.11	Identify the policies and procedures relating to acceptance					A*
54.12	Identify the policies and procedures relating to warranties (e.g., determination for inclusion of warranty) TR: DFARS 246.7					A*
54.13	List remedies available for commercial and non-commercial contracts					A*
54.14	Ensure past performance evaluation is initiated to ensure documentation of performance including contracting officer input					A*

55	Understand what a modification is, when to execute a modification, and how to execute a modification TR: FAR Parts 43, 48, 50, and 53					
55.1	Identify the general rules and guidance pertaining to contract modifications	X				A*
55.2	Identify different types of modifications	X				A*
55.3	Describe contract scope and authorities for modifications	X				A*
55.4	Identify the policies and procedures pertaining to change orders (priced and unpriced)					A*
55.5	Identify the policies and procedures for the use of option solicitation provisions and contract clauses					A*
55.6	Identify the policies and procedures pertaining to the use of value engineering					A*
55.7	Identify the value engineering contract clauses					A*
55.8	Define terms particular to FAR 50.1 (i.e., extraordinary contractual actions)					A*
55.9	Identify the authority provided by Public Law 85-804 (Indemnification)					A*
56	Understand the policies and procedures surrounding subcontracting TR: FAR Part 44					
56.1	Identify the policies and procedures for consent to subcontracts or advanced notification of subcontracts, and review, evaluation, and approval of contractor's purchasing system					A*
56.2	Describe when a subcontracting plan is required					
57	Understand the process of using Government property TR: FAR Parts 45 and 51, and DoD 4161.2-M					
57.1	Identify the policies and procedures pertaining to the use of Government property (e.g., GFP, GFM, etc.)					B*
57.2	Identify the policies and procedures pertaining to contractor use of Government sources					B*
58	Understand the elements of a solicitation and when to amend it TR: FAR Part 52					
58.1	Define solicitation	X				B*
58.2	Identify the three types of solicitations	X				A*

#	Description						
58.3	Identify the characteristics of a commercial solicitation	X					A*
58.4	Identify the characteristics of a non-commercial solicitation						A*
58.5	Identify when an amendment or cancellation to a solicitation is appropriate						A*
58.6	Describe how provisions are prescribed and how to include them in a solicitation						A*
59	Understand the different remedies the Government can use in different situations TR: FAR 49 and 12.403 (Commercial)						
59.1	Understand the general principles relating to the termination of contracts	X					A*
59.2	Understand the principles pertaining to termination for convenience						A*
59.3	Understand the principles pertaining to termination for default						A*
59.4	Identify the requirements for terminating commercial contracts for cause or convenience						A*
59.5	Identify the requirements for contract termination forms and formats						A*
59.6	Identify the applicable delinquency notices relating to terminating contracts						A*
59.7	Determine the adequacy and appropriate remedies for a termination for cause on a commercial contract						A*
60	Identify the different forms for commercial and non-commercial actions TR: FAR Part 53						
60.1	Describe the Uniform Contract Format and commercial contract formats	X					B*
60.2	Understand the order of precedence for the Uniform Contract Format and the commercial contract order of precedence TR: FAR 53 and 52.212-4						
60.3	Identify the forms used for contracts, modifications, and other contract-related events (e.g., SF1449, SF 1442, SF 26, SF 30, DD 254, etc.)						
61	Understand the Uniform Procurement Instrument Identification Numbering system TR: DFARS 204.70						

61.1	Describe the Uniform Procurement Instrument Identification Numbering system	X					B*
62	Understand the concept of Strategic Sourcing TR: AFCC AFICC webpage						
62.1	Identify the goals of strategic purchasing/sourcing						A*
62.2	Describe what a supply chain is						A*
62.3	Describe strategic sourcing 7- Step process						A*
62.4	Identify where to access strategic sourcing contract vehicles and their guides for use						
63	Understand DAF Category Management program and category structure. TR: AFICC CM webpage						
64	Understand actions unique to sustainment contracting TR: Listed below						
64.1	Describe contracting for engineering services TR: AFI 65-604 v1						
64.2	Describe public/private partnerships TR: 10 USC 2464 and 10 USC 2466						
64.3	Describe contracting for aircraft repairs TR: FAR 47.1 and DFARS 217.71						
64.4	Describe contracting for programmed depot maintenance (PDM) TR: 10 USC 2460						
64.5	Describe the DoD Spare Parts Breakout Program TR: FAR 19.403, DFARS appendix E, DFARS 217, DoD 4140.1-R chapter 8, AFI 23-105						
64.6	Describe the 50/50 government/contractor depot maintenance directive TR: 10 USC 2466						
64.7	Describe the core depot-level maintenance capability directive TR: 10 USC 2464						
64.8	Describe performance-based logistics TR: AFPAM 63-128						
64.9	Describe working capital funds and their uses TR: 10 USC 2208						
65	Understand actions unique to systems contracting TR: Listed below						

65.1	Describe the role of configuration control boards (CCBs) TR: DoDI 5000.02					
66	Understand actions unique to R&D contracting TR: Listed below					
66.1	Describe Broad Agency Announcement (BAA) and Program Research and Development Announcement (PRDA) procedures TR: FAR 35.016					
66.2	Describe Small Business Innovative Research (SBIR) procedures TR: 15 USC 638					
66.3	Describe Small Business Technology Transfer (STTR) procedures TR: 15 USC 638(j)					
66.4	Describe Grants and Assistance instruments TR: DoD 3210.6-R					
66.5	Describe Other Transactions (OTs) for prototypes TR: 10 USC 2371					
67	Understand the concept and execution of the Air Expeditionary Force (AEF) and the duties of CCOs in deployed environments TR: AFCCPERP					
67.1	Understand the current deployment tempo for AF Contracting personnel	X					B*
67.2	Describe the concept of the Air Expeditionary Force and how it affects the contracting environment	X					B*
67.3	Identify what is expected of the CCO in a deployed environment						B*
67.4	Describe the impact contracting officers make in support of deployed operations	X					B*
68	Understand Nonappropriated Funds (NAF) contractingTR: AFMAN 64-302, AFPD 64-3					
68.1	Describe servicing contracting office responsibilities						A*
68.2	Describe NAF Custodian responsibilities and authorities						A*
69	Understand the Federal budget process TR: AFI 65-601 volume 3, AFI 63-1101, DoD 7000.14-R volume III chapter 6					
69.1	Describe the DoD and AF budget cycles						A*

No.	Description						Code
69.2	Describe the different situations in which the Anti-Deficiency Act, Misappropriations Act, and Bona Fide Need Rule apply						B*
69.3	Summarize the roles of the Government's Branches in the budget process						B*
70	Understand the different contract writing systems, their interfaces with other systems, and how to use them TR: Contract writing system User's Guide						
70.1	Describe the contract writing system and its purpose	X					B*
70.2	Name some of the different types of contract writing systems used by the Air Force						A*
70.3	Prepare a solicitation in the contract writing system	X					2aB*
70.4	Prepare a purchase order in the contract writing system	X					2aB*
70.5	Describe the interfaces between the contract writing system and other systems (i.e., DEAMS, EDA, FPDS, and WAWF)						A*
71	Understand the role of DCAA TR: http://www.dcaa.mil/about_dcaa.html						
71.1	Describe DCAA's organizational structure						A*
71.2	Identify the different types of audits						A*
71.3	Describe the role DCAA plays in contracting						A*
72	Understand the DoD contractor's perspective in doing business with the Government TR: Professional experience						
72.1	Explain the relationship between a contractor and the Government contracting team	X					A*
73	Understand Operational Contract Support (OCS) planning TR: Joint Publication (JP) 4-10						
73.1	Prior to assignment in a joint environment, complete the Joint OCS Planning and Execution Course (JOPEC)						
73.2	Read/understand Joint Publication (JP) 4-10 OCS						
73.3	Understand what JCASO is and their role in OSC						
73.4	Understand the concept of Lead Service for Contracting (LSC)						
73.5	Understand the concept of Lead Service for Contract Coordination (LSCC)						

73.6	Understand the roles of the Operational Contract Support Integration Cell (OSCIC)					
73.7	Complete the NATO Contracting Course					
73.8	Understanding NATO, the NATO Support Agency (NSPA), and Operational Logistics Support Partnership (OLSP)					
73.9	Understand plans and planning (OPORDS, PLANORDS, CONOPS, EXORDS)					
73.10	Learn how to write Master Scenario Event List (MSEL) and how to write injects					
73.11	Understand how to manage Synchronized Pre-Deployment Operational Tracker (SPOT) and Joint Asset Material Management System (JAMMS)					
73.12	Develop and update OCS-related command guidance, instructions, and policy					
73.13	Adjudicate contract support among Service components when planning and conducting active operations to ensure a fair share of available contracting capability					
73.14	Manage and develop agendas for periodic command logistics procurement support boards (CLPSB)					
73.15	Participate in component Joint Acquisition Review Boards (JARB) as an observer and subject matter expert					
73.16	Maintain the common operating picture of contracting activity within the staff, component, interagency, international organization, and non-governmental organization areas of responsibility					
73.17	Assist offices of security cooperation and security cooperation office defense attaches (SCO/DAT) in the development of contract requirements and the tasking of contracting support activities to meet those requirements					
73.18	Ensure OCS is included in headquarters and component exercise scenarios and story lines, and document exercise mission scenario events					
73.19	Provide OCS-related training and staff assistance (statements of work, independent cost estimates, etc.) to HQ staff and components					
73.20	Engage with JCASO for additional technical and operational support to potentially stand up the JTSCC or lead Service for contracting					

73.21	Represent CCDR in Joint Staff J4, OSD (DPC and ADUSD-PS), and interagency OCS related coordination and forums					
73.22	Coordinate with Department of State representatives to mitigate contracting issues that involve embassy support of DoD personnel and DoD programs					
73.23	Understand, and in some cases coordinate, the use of acquisition cross-Service agreements as an alternative to contracting					
73.24	Monitor ongoing humanitarian assistance construction project coordination involving the engineer and logistics staff activities, and assist with the designation of component support for projects and compliance with completion schedule					
73.25	Understand joint plan development and the review cycle, including component supporting plan development, CCDR plan development, and JCS review and approval					
73.26	Understand military campaign planning and execution as it passes through progressive stages of operations					
74	Understand the importance of performance appraisals/reports and employee incentives TR: AFI 36-2406					
74.1	Define the importance of performance appraisals/reports and how they are linked to promotions for officers, enlisted, and civilians					B*
74.2	Describe the role of the supervisor in the performance appraisal/report process					B*
74.3	Explain the AF required feedback timeframes for officers, enlisted, and civilians					B*
75	Understand the availability and utility of productivity enhancing tools TR: Listed below					
75.1	Understand how to use Microsoft Outlook (e.g., email, tasks, calendar, contacts, out of office replies, encryption, distro lists, etc.) TR: http://office.microsoft.com/en-us/training/;AF Portal -> AF e-Learning -> Books 24x7					

75.2	Understand how to use Microsoft Excel (e.g., basic formulas, creating charts, freeze panes, autofill functions, headers/footers, sort/filter data, conditional formatting, creating drop-down lists, VLOOKUP function, PivotTables, slicers, password protection, macros, etc.) TR: http://office.microsoft.com/en-us/training/; AF Portal -> AF e-Learning -> Books 24x7					
75.3	Understand how to use Microsoft Word (e.g., track changes, custom margins, creating table of contents, headers/footers, page numbers, mail merge, macros, etc.) TR: http://office.microsoft.com/en-us/training/; AF Portal -> AF e-Learning -> Books 24x7					
75.4	Understand how to use Microsoft PowerPoint (e.g., applying themes, backgrounds, cropping pictures, using bullets/indentation, slide transitions, headers/footers, slide numbers, flow charts, organizational charts, etc.) TR: http://office.microsoft.com/en-us/training/; AF Portal -> AF e-Learning -> Books 24x7					
75.5	Understand how to access and use Defense Connect Online (DCO) TR: https://www.dco.dod.mil/					
75.6	Understand how to access various research/knowledge tools (i.e., AF Library, AF Learning Center, DAU ACC, DAU Acq Now, AFFARS Library, Policy sites, FAR site, etc.) TR: https://www.dco.dod.mil/					
76	Unit specific tasks/competencies may be added here.					

End of Attachment 1