DEPARTMENT OF THE AIR FORCE
HEADQUARTERS US AIR FORCE
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AFSC 6C0X1
CONTRACTING

CAREER FIELD
EDUCATION AND TRAINING PLAN

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CONTRACTING
SPECIALTY AFSC 6C0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

1. PART 1

1.1. PREFACE

1.1.1. The service members of the Department of the Air Force (DAF) Contracting Enterprise represent the premier contracting capability within the Department of Defense (DoD). At the heart of our unparalleled capability is the training and development of our military and civilians. Contracting members provide contingency contracting support at stateside and deployed locations in support of DAF, joint U.S., and allied forces.

1.1.2. The intent of training for 6C0X1 personnel is a collaborative relationship between and through all levels of the Contracting career field. Trainees and subordinates are expected to take initiative in their own growth and development. Trainers and supervisors are expected to devote time, energy, and expertise to the growth and development of Contracting personnel.

1.1.3. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies career long education and training requirements, training support resources, and task requirements for this specialty. This CFETP will provide personnel a clear career path to technical competency, change agent mentality, and mission-focused business leadership at all levels within the Contracting career field.

1.1.4. This CFETP is written in accordance with "DAFMAN36-2689, *Training Program*" and consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

1.1.4.1. Part 1 provides information necessary for overall management of the specialty. Section A explains how individuals will use the plan; section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); and section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; section E identifies transition training guide requirements for SSgt through MSgt.

1.1.4.2. Part 2 includes the following: Section A: identifies the Specialty Training Standard and includes duties, tasks, Technical References to support training, AETC conducted training, wartime course and core task and correspondence course requirements. Section B: contains the Course Objective List and training standards supervisors use to determine if Airmen satisfied training requirements. Section C: identifies available support materials. An example is a Qualification Training Package, which may be developed to support proficiency training; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies Major Command unique training requirements supervisors can use to determine additional training

required for the associated qualification needs. At unit level, supervisors and trainers use Part 2 to identify, plan, and conduct training commensurate with the overall goals of this plan.

1.2. TERMS AND ABBREVIATIONS EXPLAINED

Acquisition Professional Development Program (APDP). The Defense Acquisition University (DAU) program that implements the DoD Career Development Program required by the Defense Acquisition Workforce Improvement Act of 1990 and promotes the development and sustainment of a professional acquisition workforce. Air Force Contracting actions this program via the DAU DoD Contracting Professional Certification.

Air Force Career Field Manager (AFCFM). This position is the senior CMSgt by position within Air Force Contracting, and is stationed at Headquarters Air Force, Pentagon, Washington D.C. The AFCFM is directly subordinate to the Deputy Assistant Secretary of the Air Force for Contracting (DAS-C), serves as the Chief Enlisted Manager for the DAS-C staff (SAF/AQC) and is the executive advocate for the Contracting enlisted force. The AFCFM is also the focal point for all strategic planning as it pertains to the enlisted Contracting force and executes the DAS-C's vision and intent for the Contracting force. Other AFCFM requirements can be found within The Enlisted Force Structure, and "DAFMAN36-2689, *Training Program*".

Air Force Enlisted Classification Directory (AFECD). The Air Force's official repository for all enlisted classification codes and identifiers which are used to identify each Air Force job and describe the minimum mandatory qualifications for personnel to fill these jobs. These standards are used to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower document (UMD) positions. The AFECD is updated twice annually, typically in April and October, and can be found on myFSS.

Air Force Specialty Code (AFSC). Basic grouping of Air Force positions requiring similar skills and qualifications. Air Force specialty descriptions are found within the AFECD.

Career Field Education and Training Plan (CFETP). A CFETP is 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, predictable, understandable, and actionable.

Community College of the Air Force (CCAF). Activated in April 1972, the CCAF provides enlisted members the opportunity to earn associate degrees in applied sciences directly related to their Air Force Specialties. The Air Force, through the CCAF, is the only military service authorized by Congress to confer an associate degree on its enlisted members. All enlisted Contracting members are highly encouraged to complete their CCAF Associates Degree in Contracts Management.

Continuous Learning. Department of Defense policy that applies to all civilian and military Acquisition, Technology, and Logistics workforce. Each member filling a DAF acquisition coded position is required to accumulate 80 Continuous Learning Points (CLP) every 2 years. Points can be received for a variety of training activities.

Continuous Learning Points (CLP). Credits awarded for completion of training or development applicable to the function of acquisition or contracting. A breakdown for determining CLP credit can be found on DAU's website.

Core Tasks. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Deputy Assistant Secretary of the Air Force for Contracting (DAS-C). This individual is the senior ranking member of DAF Contracting, and is part of the Office of the Assistant Secretary of the Air Force for Acquisition, Technology and Logistics stationed at Headquarters Air Force, Pentagon, Washington D.C. The DAS-C is responsible for all aspects of contracting relating to the acquisition of weapon systems, logistics, and operational support for the DAF and provides contingency contracting support to the geographic combatant commanders. The DAS-C is also ultimately responsible for training and development of all military and civilians within DAF Contracting.

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or satisfies mandatory training for upgrade to qualified officers. Enlisted members attend the Contracting Apprentice Course at Joint Base San Antonio-Lackland and Officers and Civilians attend the Mission Ready Contracting Officers Course at Wright-Patterson AFB, OH.

Master Task Listing (MTL). A comprehensive list (100% task coverage) of all tasks performed within a work center. At a minimum, all CFETP, AFJQS, or CJQS day-to-day mission (duty position) requirements, core tasks and contingency tasks, Cross Utilization Training (CUT) tasks, and additional duties performed by the work center personnel are included.

On-The-Job Training (OJT). Hands-on, "over-the-shoulder" training conducted by supervisors and trainers to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Proficiency Training. Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training Package (QTP). An instructional package designed for use in the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Contracting uses a digital format found on Air Force Contracting Central SharePoint.

Special Duty Identifier/Special Experience Identifier (SDI/SEI). These are codes applied to positions and personnel within Contracting to reflect qualifications needed for a position and qualifications earned by an individual that are outside of the traditional 3-, 5-, 7-, and 9-skill level requirements. These codes can be found in the AFECD.

Specialty Training Standard (STS). A DAF publication that describes an Air Force Specialty (AFS) in terms of tasks and knowledge a service member in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Total Force Training Record (myTraining). The digital system of record used to document upgrade training and progression throughout a Contracting member's career. Documents housed within the system include, but are not limited to, the STS upgrade training progression, and 623A's. The system can be found on myLearning.

Trainer. A competent individual, recommended by the supervisor and qualified on tasks being trained, who teach and develop service members to perform specific tasks through OJT and records task qualifications. However, the duty of a trainer to expand the knowledge base of a trainee does not stop when the trainee achieves an upgrade. Trainers must continually strive to develop the breadth and depth of knowledge within our Contracting members.

Upgrade Training (UGT). Identified mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level.

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2. SECTION A - GENERAL INFORMATION

2.1. <u>Purpose</u>. This CFETP provides the information necessary for the AFCFM, MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training enlisted individuals in Contracting receive to develop a solid foundation of technical competency and enable a successful career progression. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the Air Force Specialty specific training an individual receives upon entry into the DAF or upon retraining into Contracting for award of the 3-skill level. This training is conducted by AETC at Joint-Base San Antonio-Lackland within the Contracting Apprentice Course. Upgrade training identifies the mandatory courses and task qualification requirements for award of the 3-, 5-, 7-, and 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an individual in a specific duty position. Proficiency training occurs both during and after the upgrade training process and is intended to increase skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

2.1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors and commanders identify training at the appropriate point in an individual's career.

2.1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

2.1.3. Identifies training courses available in the specialty, identifies sources of training, and the training delivery method.

2.2. <u>Uses</u>. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty across all work centers.

2.2.1. AETC training personnel will develop or revise formal resident, nonresident, field, and exportable training based upon requirements established by the users and documented in Part 2 of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2.2. Each individual will complete the mandatory training requirements specified in this plan.

2.3. <u>Roles and Responsibilities</u>. Refer to "DAFMAN36-2689, *Training Program*" for duties and responsibilities of the parties involved in the Contracting enlisted training program.

2.4. <u>Coordination and Approval</u>. The AFCFM is the approval authority for this CFETP. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements.

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3. SECTION B - CAREER PROGRESSION AND INFORMATION

3.1. <u>Specialty Description</u>. Refer to the Air Force Enlisted Classification Directory (AFECD) for Contracting.

3.2. <u>Enlisted Contracting Members Duties and Responsibilities</u>. Refer to the AFECD, for general job performance and duties of enlisted Contracting members.

3.3. <u>Training</u>. Members within the 6C0X1 Contracting AFSC are required to complete the training identified within this CFETP. In addition, enlisted contracting members must complete a rotation plan and adhere to the DoD Acquisition Professional Development Program (APDP) by achieving the DoD Contracting Professional Certification. While a member is required to satisfy all requirements and programs to be awarded the 3-, 5-, 7- and 9- skill levels as part of an integrated training program, each will be discussed separately in this section.

3.4. <u>Contingency Contracting Officer (CCO) Training</u>. Members will participate in annual, unit led CCO Training. Contingency contracting training provides initial and recurring Operational Contract Support (OCS) and CCO proficiency skills in a scenario based, tiered training approach. Commanders and supervisors must develop CCO capabilities using standardized contingency contracting training and participating in exercises. IAW "AFI64-105, *Contingency Contracting Support"*, each contracting activity will use the scenario-based modules found on the Air Force Contingency Contracting Training SharePoint.

3.5. <u>Operating in a CBRN Environment Training</u>. All units will conduct annual CBRN Training IAW "DAFI10-2501, *Emergency Management*", para A3.3.1.1. Unit Commanders will ensure service members are evaluated on the ability to execute wartime tasks identified in the applicable Career Field Education and Training Plans, and Specialty Task Standards (STS), during unit

training. At a minimum, members will complete task qualification training (TQT) while wearing Chemical Warfare Defense Equipment (CWDE) during unit training at a frequency based on the force readiness reporting requirements in "AFI10-201, Force Readiness Reporting" and mission requirements. Unit Commanders will also report CBRN Defense TQT completion on the Chemical Biological Defense Readiness Training Report IAW AFI10-201. To meet these stated requirements, contracting units will execute STS task 57.9, Execute Manual Contract Instruments, while wearing full CWDE. Units will reach out to their Wing Inspection Team to identify the ability to meet the requirements during an upcoming Wing Exercise before conducting standalone training. CBRN Training must be documented annually on the DAF797, Job Qualification Standard Continuation.

3.6. Rotation Plan. Experience in commodities, services, and construction contracts is vital to building a well-rounded Mission-Focused Business Leader and is critical to an enlisted CCO's ability to go anywhere, anytime, to support any mission.

3.6.1. Rotation plans are mandatory and a crucial part of the OJT program and must be documented within 30 days of entry into upgrade training for the 5-skill level. Rotation plans allow for members in UGT to rotate through the different sections where they will build on the foundation of their contracting skill sets. Rotation is also another way to ensure that trainees do not become stagnant or build singular functions without a breath of knowledge. This rotation plan must be documented within the Journal Entry section of TFTR. This rotation plan must include approximate dates of rotation to the sections enabling exposure to the three types of contracts previously mentioned in paragraph 3.6. The rotation plan shall be endorsed by the current unit commander or equivalent upon inception, and again by the current unit commander or equivalent upon completion.

3.6.2. Enlisted members who are entered into a rotation plan must spend a minimum of 6 months exposed to each type of contracting. However, the member will spend no longer than 18 continuous months in any section that provides only one type of contracting (i.e., a section that executes only commodities, only services, or only construction contracts). For units who have a hybrid flight or section performing multiple types of contracts (i.e., a section that does services and commodities on a customer focused design), the member working through the rotation plan must rotate to at least one other section and will spend no longer than 24 consecutive months in a section of assignment without approval of the 6C MFM. Units in the Air National Guard and Reserve may not have work centers aligned to meet the standard rotation plan; however, they can include the rotation of workload to meet the intention of the rotation plan to provide well-rounded exposure to each type of contracting. No member will take longer than 48 months to complete their entire rotation plan unless an exception to this policy is granted by the 6C MFM, ANG CFM, or AFR CFM. Oversight will be conducted using TFTR as well as ACMS.

3.7. Acquisition Professional Development Program (APDP). Promotes the development and sustainment of a professional acquisition workforce in the DAF. Through the integrated management of the acquisition professional certification program, leadership training and career field technical training, developmental education programs, and professional military education, we're increasing the proficiency of today's acquisition professionals, preparing the future acquisition workforce, and growing leaders to meet future acquisition challenges.

3.7.1. With implementation of the Defense Acquisition Workforce Improvement Act (P.L. 101-510), the DoD established a Career Development Program for acquisition personnel. The DAF implemented program is the APDP. From the MAJCOM level all the way to first line supervisors, APDP managers are responsible for ensuring employees fulfill the obligations of their acquisition coded positions.

3.7.2. The APDP applies to all Contracting enlisted members if occupying an acquisition-coded position. The contracting career path includes one DoD Contracting Professional Certification that is completed after a minimum of 12 months filling the acquisition coded position, but no more than 36 months.

3.8. Continuous Learning (CL). Every acquisition workforce member has a goal to earn 40 CL points each year and is required to take no longer than 2 years to earn 80 CL points. A breakdown for determining CLP credit can be found on DAU's website.

3.9. Contracting Specialty Training and Experience Requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. This information can also be found within the AFECD. Figure 3.1 shows a graphic breakdown of the same information. The specific task and knowledge training requirements are identified in the STS at Part 2, Section A and B of this CFETP.

3.9.1. 6C011 (Helper) - AFSC assigned while students are attending the Air Force Contracting Apprentice Course.

3.9.2. 6C031 (Apprentice) - Awarded upon completion of the Air Force Contracting Apprentice Course.

3.9.3. 6C051 (Journeyman) - Requires possession of AFSC 6C031, a minimum of 12 months on the job training from the date of enrollment in 6C051 upgrade training, completion of the 6C051 core qualification tasks found within the 6C0X1 CFETP Part 2, recommendation by the supervisor, and approval by the commander.

3.9.4. 6C071 (Craftsman) - SSgt-selects or higher are authorized to enter into upgrade training for this skill level. Requires possession of AFSC 6C051, a minimum of 12 months on the job training from the date of enrollment into 6C071 upgrade training, completion of the 6C071 core qualification tasks found within the 6C0X1 CFETP Part 2, recommendation by the supervisor, and approval by the commander.

3.9.5. 6C091 (Superintendent) - Requires possession of AFSC 6C071, minimum rank of SMSgt, and member must have completed the Air Force Senior Noncommissioned Officer Academy or sister service equivalent.

3.9.6. 6C000 (Chief Enlisted Manager) - Requires possession of AFSC 6C091 and promotion to Chief Master Sergeant.

FIGURE 3.1

Upgrade To 3-Skill Level (6C031/Apprentice)
Complete Contracting Apprentice Course (~8 weeks)

Upgrade To 5-Skill Level (6C051/Journeyman)
Possess the 6C031 AFSC
Minimum 12 months on the job/upgrade training not to exceed 24 months
Complete all core task training in accordance with the QTP
Recommended by supervisor
Approved by commander

Upgrade To 7-Skill Level (6C071/Craftsman)
Possess the 6C051 AFSC
Minimum rank of SSgt
DoD Contracting Professional Certification
Minimum 12 months on the job/upgrade training, not to exceed 24 months
Complete all core task training in accordance with the QTP
Recommended by supervisor
Approved by commander

Upgrade To 9-Skill Level (6C091/Superintendent)
Possess the 6C071
Completed USAF Senior NCO Academy or equivalent IAW AFPC policy
Minimum rank of SMSgt
Recommended by supervisor
Approved by commander

Upgrade To 0-Skill Level (6C000/Chief Enlisted Manager)
Possess the 6C091 AFSC
Minimum rank of CMSgt

FIGURE 3.2

Contracting Functional Badge Wear For 6C0X1 Personnel*		
BADGE		Authorized When
Basic		Upon completion of the Contracting Apprentice Course
Senior		Upon award of the 7-skill level
Master		MSgts and above with 5 or more years as a 7-skill level
*Contracting members wear the Acquisition and Financial Management badge. See DAFI36-2903 for proper wear.		

3.10. Special Experience Identifiers (SEIs). SEIs identify training, experience, certifications, or warrant levels not otherwise identified within the Air Force personnel data system and are used to compliment the assignment process. Additional information on SEIs can be found within "AFMAN 36-2100, *Military Utilization and Classification*".

3.10.1. Current Contracting SEIs.:

6CS – Warranted Contracting Officer, greater than the SAT but less than $5M
6C5 – Warranted Contracting Officer, equal to or greater than $5M but less than an unlimited
6CU – Warranted Contracting Officer, Unlimited
6CM – Operational Contract Support, Foundational
6CN – Operational Contract Support, Advanced

3.10.2. An updated listing of SEIs and requirements can be found within the AFECD.

3.11. Community College of the Air Force (CCAF) Degree Program. The Contracting career field does not mandate a CCAF degree for career progression, but some aspects of the Contracting career field require minimum levels of education to qualify (Example: Qualifications of an unlimited warrant require a minimum of a bachelor's degree). All enlisted members are highly encouraged to take advantage of this education opportunity. An associate degree is required for career progression to compete for promotion to Senior Master Sergeant.

3.11.1. Enrollment occurs upon completion of basic military training. CCAF provides the opportunity to obtain an associate in applied science degree. In addition to its associate degree program, CCAF offers several certifications that can be found in their CCAF general catalog.

3.11.2. Degree Requirements. All service members are automatically entered into the CCAF program. The Contracts Management program applies to the 6C0X1 career field. Prior to completing an associate degree, the 5-skill level must be awarded. A minimum of 15 semester hours of CCAF Institutional credit must be applied to graduate and can be fulfilled through technical education, Leadership, Management and Military Studies (LMMS), and/or Program Electives.

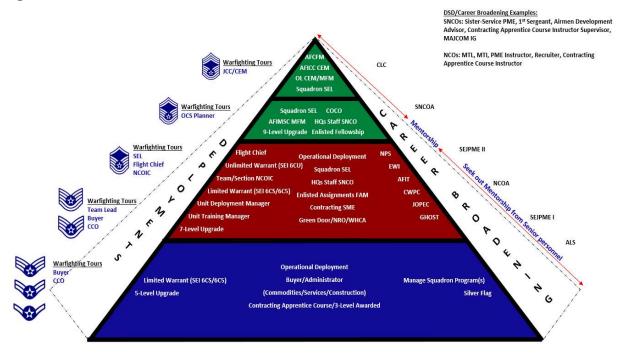| Subject	Semester hours
Technical Education	24
Leadership, Management, and Military Studies	6
Program Electives	15
General Education	15
Total	**60**

3.11.3. Technical Education (24 semester hours). A minimum of 9 semester hours of CCAF institutional credit awarded from specialty-related formal training must be applied toward Technical Core subject requirements. Technical Electives may be satisfied by CCAF credit or other sources in-transfer.

3.11.4. Leadership, Management, and Military Studies (6 semester hours). Professional military education, civilian management courses accepted in-transfer and/or by testing credit.

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3.11.5. Program Elective (15 semester hours). Courses applying to technical education, LMMS or General Education requirements; natural science courses meeting General Education requirement application criteria; foreign language credit earned at Defense Language Institute; maximum 9 semester ours of CCAF degree-applicable technical course credit otherwise not applicable to program of registration.

3.11.6. General Education (15 semester hours). Applicable courses must meet the General Education Requirement (GER) subject criteria and in-transfer requirements. See the CCAF general catalog for details regarding the associates of applied sciences degree for this specialty.

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4. SECTION C - SKILL LEVEL SPECIALTY KNOWLEDGE AND PROGRESSION

4.1. <u>Contracting Career Field Progression</u>. The pyramid below depicts a typical career path for an enlisted Contracting member. It is not meant to be all encompassing and the timelines can be flexible depending on an individual's potential, acumen, and other factors. Enlisted members must understand there are numerous ways to develop and progress, and the mapping and explanation below provides a general timeline and suggested guide of when enlisted Contracting members should evaluate their career paths for opportunities. Enlisted members are highly encouraged to reach out to their mentors to discuss individual specifics, and mentors are also highly encouraged to engage in these discussions with peers and subordinates.

Figure 4.1

4.1.1. 3- & 5-Skill Levels/E-1-E-4 (blue band). Members in this group are focused on gaining technical proficiency and forming the foundation of mission-focused business leadership. Most development, especially among these ranks, should be focused on becoming technically proficient and confident.

4.1.1.1. It begins with completion of the Apprentice Course which earns the 3-skill level and authorizes the wear of the basic AFSC badge. Upon arrival at their first Contracting duty station, the member will be enrolled in their 5-skill level upgrade training and begin their journey in Contracting. Members are encouraged to seek out contracting actions that expand their knowledge and take them out of their comfort zone. Supervisors are encouraged to challenge new 5-skill levels to expand their capabilities. Rotation and exposure to different kinds of contracting is also key during this time as it will enable our service members to have a broader base of technical knowledge on the various types of contracts.

4.1.1.2. After a solid technical base is established, 5-skill level and DoD Contracting Professional Certification is earned, the member may become available for a deployment as a CCO buying for a deployed or contingency mission. The member should also begin to progress toward a limited warrant, often up to or more than the Simplified Acquisition Threshold (SAT). When a greater than SAT warrant but less than $5 Million is earned, the member will merit the SEI 6CS. Focusing on the upper grade of the 5-skill level, SrA at this point should seek out squadron programs to manage. Running programs develop breadth and depth of squadron operations and is highly beneficial later in a member's career for vectored positions as a SNCO (Senior Enlisted Leader or Staff SNCO).

4.1.1.3. A deployment or warfighting tour for 5-skill levels will typically consist of duties as a buyer and potentially execution of a limited warrant.

4.1.1.4. 5-skill levels, which are SrA and below, are typically in a position of seeking mentorship from various levels of supervision within the chain of command as well as the functional chain.

4.1.1.5. Members will begin to progress into the next higher tier upon selection for promotion to E-5.

4.1.1.6. Cross-trainees will enter the career field toward the higher portion of this band as SrA and SSgts but are required to complete all the same development steps. Cross-trainees as well as their supervisors must resist the temptation to speed through training at the expense of establishing a solid and well-rounded knowledge base.

4.1.2. 7-Skill Level/E-5-E-7 (red band). As previously stated, enlisted members will begin to transition into this tier when the individual is selected for SSgt. At this point, the member will be entered into 7-skill level upgrade training and be required to complete their DoD Contracting Professional Certification if not already completed. (NOTE: Although SSgts are awarded a PAFSC of 7-skill level, for assignment/manpower position purposes they are considered a 5-skill level. See "DAFI36-2110, *Total Force Assignments*" for additional information.

4.1.2.1. At this point, the member will also complete their first iteration of Air Force Enlisted Professional Military Education (EPME) by attending Airman Leadership School. The online Senior Enlisted Joint PME I course becomes available, and enlisted members are encouraged to complete it as well. These courses help develop breadth and depth in the areas of leadership and communication as well as provide greater perspective on the DAF and our sister services.

Information on EPME can be found on Air University, and information on the Senior Enlisted Joint PME can be found at the following Joint Knowledge Online.

4.1.2.2. As SSgts transition into TSgts, they continue to expand their knowledge, expertise, and innovation. If a limited warrant is already possessed, the member should seek a higher limit. If the warrant exceeds $5M of authority but less than unlimited authority, the member will earn SEI 6C5. TSgts should also begin to seek out leadership positions within operational contracting units.

4.1.2.3. Key positions during time as a 7-skill level is opportunity for growth doing contracting in less traditional settings, and enlisted members are encouraged to evaluate these positions. Opportunities such as the National Reconnaissance Office (NRO), The White House Communications Agency (WHCA), and other organizations provide experience to members in the classified contracting realm (Green Door).

4.1.2.4. SSgts and TSgts should also consider a DSD as an MTI, MTL, or other special duty opportunities such as Technical School Instructor, or other opportunities. For more information on Special Duties, visit myFSS.

4.1.2.5. SSgts and TSgts are also highly encouraged to complete their CCAF degree if not already complete and begin working toward a bachelor's degree if not already obtained. As previously stated, contracting enlisted members are not required to possess any higher degree other than mandated by the Air Force for career progression and promotion. However, enlisted member must understand there are certain aspects of our career field such as an unlimited warrant that do require a minimum level of education.

4.1.2.6. After selection for TSgt, additional academic opportunities begin to become available via the Joint Operational Contract Support (OCS) Planning and Execution Course (JOPEC) and Contingency Wartime Planning Course (CWPC) as well as Naval Postgraduate School (NPS), the Air Force Institute of Technology (AFIT) and Education with Industry (EWI) programs.

4.1.2.6.1. JOPEC and CWPC are both courses that last approximately two weeks, and both enable advanced contingency operations planning. JOPEC is a joint-certified, 9-day, mobile training team delivered course. The course focuses on OCS planning and execution responsibilities during campaign and contingency planning at the Combatant Command (CCMD), Joint task force (JTF), and Service Component Command echelons. The Contingency Wartime Planning course (CWPC) is a 10-day course that produces skilled air logistics planners who understand the art and science of contingency wartime planning as part of a joint operation. For more information on JOPEC, visit: Joint Event Management System. For more information on CWPC see the LeMay Center for Doctrine Development and Education.

4.1.2.6.2. AFIT, EWI, and NPS are programs that require a change of assignment. NPS and AFIT will result in a master's degree and EWI will result in a 10-month long internship with partnering business that may include a Fortune 500 company, traditional DoD company, or others. All these programs require a service commitment following the program. See "AFMAN 36-2100, *Military Utilization and Classification"* for guidance regarding service commitments. For information on AFIT, visit www.afit.edu. For additional information on the EWI program,

visit the Education With Industry Program on AFIT's website and also contact your MAJCOM 6C Chief to discuss the assignment process following EWI. For information on NPS, visit NPS.edu.

4.1.2.9. As TSgts grow within the rank, they will attend the Air Force NCO Academy and may have the opportunity to attend partner-nation or sister-service equivalents if stationed in locations where the opportunity is presented.

4.1.2.10. If capable, TSgts should be working toward an unlimited warrant. SAF/AQC does not limit the number of unlimited warrants to a unit's operational need. Rather the need for an individual to pursue an unlimited warrant is based on the individual's ability, acumen, and technical proficiency. An unlimited warrant is the pinnacle of our craft, and enlisted members are highly encouraged to pursue an unlimited warrant provided their local unit leadership supports this pursuit and the member meets minimum qualifications required by SAF/AQC.

4.1.2.11. MSgts should consider the same academic opportunities as discussed previously in this section but should also pursue key leadership and key development positions within a contracting unit or on a MAJCOM or higher staff. Key Leadership Positions (KLPs) and Key Development Positions (KDPs) require an individual to be vectored by the Contracting Enlisted Development Team (EDT) and provide significant opportunities for growth of the breadth and depth of an individual's overall leadership and functional skill sets.

4.1.2.12. All eligible MSgts in Contracting are reviewed for vectoring annually. See the Contracting EDT Vectoring Guide on the Air Force Contracting Central SharePoint for information on how the vectoring process works.

4.1.2.13. Eligible MSgts may have an opportunity to attend the Air Force SNCO Academy or sister service PME and may also enroll in the Senior Enlisted Joint PME II.

4.1.2.14. During this period in a MSgt's career, they should also consider a DSD or a career broadening opportunity.

4.1.2.15. A deployment or war-fighting tour for SSgts thru MSgts typically vary depending on mission, experience, and other factors. Positions could range from a buyer for junior SSgts to Senior Enlisted Leader (SEL) positions for experienced MSgts, and various levels of execution in between.

4.1.2.16. SSgts thru MSgts perform mentorship roles of both provider and recipient of mentorship. SSgts, TSgts, and MSgts must mentor those directly or functionally subordinate to them and must also continue to seek out trusted mentorship from those directly or functionally superior to them. These grades are also expected to develop mentorship skills for young company grade officers as well.

4.1.3. 9-Skill Level/E8 (lower green band). SMSgts play an integral part in leading our contracting units, planning for contingency operations, and development of Contracting personnel and programs. All SMSgt positions are KLPs or KDPs. Squadron SEL positions,

COCO, MAJCOM SNCO Staff positions, and AFIMSC MFM are examples of these positions. Every SMSgt will be vectored annually.

4.1.3.1. During this time, SMSgts will complete the Air Force SNCO Academy or sister service equivalent if they have not already attended. Once the SNCO Academy is completed and all other requirements are met, a SMSgt is upgraded to a 9-skill level.

4.1.3.2. A deployment or war-fighting tour for a SMSgt may consist of SEL or an operational contract support (OCS) planner or integrator.

4.1.3.3. SMSgts are providers and recipients of mentorship but have transitioned to a much greater role as a mentorship provider than in previous ranks. SMSgts must mentor not only subordinate enlisted members, but also young company grade officers as well.

4.1.4. CMSgts/E-9 (upper green band). CMSgts fill positions as Squadron Senior Enlisted Leaders, MAJCOM Functional Managers/CEMs, the Air Force Installation Contracting Center CEM, or the AFCFM. CMSgts are primarily responsible for enlisted development within their level of responsibility and may also carry additional responsibilities as their positions require.

4.1.4.1. CMSgts will attend the Air Force Chief Leadership Course soon after sewing on the rank if not already attended as a CMSgt-select.

4.1.4.2. Deployments or war-fighting tours for CMSgts could include positions as a Joint Contracting Command CEM, or other CMSgt leadership positions as required.

4.1.4.3. CMSgts primarily provide mentorship to all levels directly and functionally subordinate. Contracting CMSgts are expected to frequently engage, directly interact, and purposefully develop subordinate contracting professionals. Contracting CMSgts must also provide mentorship to our young company grade officers.

_____

5. SECTION D - RESOURCE CONSTRAINTS

1. There are no known resource constraints to the items or training described within this CFETP.

_____

6. SECTION E - TRANSITIONAL TRAINING GUIDE

1. There is no requirement for a transitional training guide associated with the upgrade training of enlisted Contracting members.

7. PART 2

_____

7.1. SECTION A - SPECIALTY TRAINING STANDARD (STS)

7.1.1. Supervisors will utilize TFTR to maintain a CFETP for each enlisted member, except fully qualified SNCOs.

7.1.2. Implementation. This STS will be used for technical training provided by Air Education and Training Command.

7.1.3. Purpose. As prescribed, this STS:

7.1.3.1. Lists the most common Tasks, Knowledge, and Technical References (TR) necessary for service members to perform duties in the 3-, 5-, and 7-skill level. Numbers are sequenced numerically (i.e., 1.1, 1.2, and 2.1). Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

7.1.3.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials).

7.1.3.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training provided by the courses.

7.1.3.4. Shows Qualitative Requirements. "Attachment 1, Qualitative Requirements" contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and the QTP.

7.1.3.5. Used to document task when placed in, "DAF Form 623A, On-the-Job Training Record Continuation Sheet", and according to Chapter 6 of "DAFMAN36-2689, *Training Program*".

7.1.3.6. Guides STS Promotion Testing. Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, by SNCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog (EPRRC). Individual responsibilities are in Chapter 4 "Military Personnel Testing" of "AFMAN 36-2664, *Personnel Assessment Program*". WAPS is not applicable to the ANG or AFR.

7.1.3.7. Documents completion of training. The AFCFM has determined that third party task certification is not required. As a minimum, complete the following columns in Part 1 of the CFETP: Training Started, Training Completed, Trainee Initials, and Trainer Initials.

7.1.3.7.1. Documents previously trained tasks utilizing transcribing procedures listed in "DAFMAN36-2689, *Training Program*".

7.1.3.7.2. Documents Career Knowledge. The supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, that trainees cover the mandatory items in AFECD.

7.1.3.7.3. Explains Decertification and Recertification. When a supervisor or trainer determines an individual is unqualified on a task previously certified for their duty position, the supervisor will remove or delete certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the DAF Form 623A. Begin recertification (if required), following procedures in accordance with "DAFMAN36-2689, *Training Program*".

7.1.3.8. Provides Training Standards. Tasks in the 3-Skill Level course are trained to the partially proficient level, meaning the individual can perform the task, needing help only with the hardest part. OJT tasks are trained and qualified to the "go/no go" level. "Go" means the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. "No" means the trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

7.1.4. Recommendations. Report unsatisfactory performance of individual course graduates to: 37 TRG/TGE, DSN: 473-6200 or the 37th Training Group Customer Service Line (24 Hours), DSN: 473-2917.

7.2. SECTION B - SUPPORT MATERIALS

7.2.1. The 6C Qualification Training Package (QTP) is mandatory for personnel in upgrade training. The QTP can be found on the Air Force Contracting Central SharePoint.

7.3. SECTION C - TRAINING COURSE INDEX

7.3.1. Formal Schools. Refer to the Education and Training Course Announcements (ETCA) system (ETCA 36-2223) for USAF Formal Schools course descriptions and training information. ETCA is prescribed by "DAFMAN36-2689, *Training Program*". Also, refer to Defense Acquisition University (DAU) Catalog for course descriptions and DoD school locations.

7.4 CHIEF ENLISTED MANAGER POINTS OF CONTACT

SAF/AQC - AFCFM DSN: 260-2413 Comm: (571) 256-2413 1060 Air Force Pentagon Washington, D.C. 20330-1060	**AFICC CEM** DSN: 787-9750 Comm: (937) 257-9750 1940 Allbrook Drive Wright-Patterson AFB, OH 45433-5006
AFICC-KU (USAFE) CEM DSN: 314-480-9100 Comm: 011-49-6371-47-9100 Unit 3050, Box 110 APO AE 09094-0110	**AFICC-KH (PACAF) CEM** DSN: 315-449-8569 Comm: (808) 449-8569 25 E Street, Suite B-100 Joint Base Pearl Harbor-Hickam, HI 96853-5427
AFICC-KC (ACC) CEM DSN: 574-0219 Comm: (757) 764-0219 114 Thompson Street Joint Base Langley-Eustis, VA 23665-2791	**AFICC-KM (AMC) CEM** DSN: 779-0190 Comm: (618) 229-0190 507 Symington Drive Scott AFB, IL 62225
AFICC-KS (SPC) CEM DSN: 692-5322 Comm: (719) 554-5311 150 Vandenberg Street, Suite 1105 Peterson SFB, CO 80914-4350	**AFICC-KO (AFSOC) CEM** DSN: 579-5241 Comm: (850) 884-5241 427 Cody Avenue, Suite 224 Hurlburt Field, FL 32544-5273
AFMC/PK CEM DSN: 787-7421 Comm: (937) 257-7421 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB, OH 45433-5006	**AFICC-KT (AETC) CEM** DSN: 487-7070 Comm: (210) 652-7070 2035 First Street West Joint Base San Antonio-Randolph, TX 78150-4304
AFICC-KG (AFGSC) CEM DSN: 781-0177 Comm: (318) 456-0177 841 Fairchild Ave Barksdale AFB, LA 71110	**AFRC CFM** DSN: 260-7080 Comm: (571) 256-7080 1060 Air Force Pentagon Washington, D.C. 20330-1060
AFDW/PK CEM DSN: 612-6114 Comm: (240) 612-6114 1500 West Perimeter Road, Suite 5750 Joint Base Andrews, MD 20762	**ANG CFM** DSN: 612-7072 Comm: (240) 612-7072 3501 Fetchet Ave, Room 147 Joint Base Andrews, MD 20762

2 Attachments
1. Qualitative Requirements
2. STS 6C0X1

Atch 1, Qualitative Requirements

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (*Last, First, Middle Initial*)	**Initials (Written)**	**SSAN**
Printed Name Of Certifying Official And Written Initials		
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	
N/I	*N/I*	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	**Definition: The individual**
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 most parts of the task. Needs only help 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 quickly 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)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: 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.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (*Last, First, Middle Initial*)	**Initials (Written*)***	**SSAN**
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the filed requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.
Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.	

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
1 FEDERAL ACQUISITION REGULATION SYSTEM TR: FAR PART 1, DFARS PART 201, DAFFARS Part 5301, DOD FMR 7000.14-R, DAFI65-601, Fiscal Law Overview Ethics Counselor's Deskbook														
1.1 Fiscal Law									A	-	-	B	-	C
1.2 Contract Law									A	-	-	B	-	-
1.3 Research Federal Acquisition Regulation (FAR) & Supplements		*							2b	-	-	3c	-	-
1.4 Contracting Officer Authority									A	-	-	B	-	-
1.5 Contracting Officer Responsibilities									A	-	-	B	-	-
1.6 Unauthorized Commitments & Ratifications									-	-	-	B	-	-
1.7 Prepare Ratification of Unauthorized Commitment			*						-	-	-	-	-	3c
1.8 Determination & Findings (D&F)									A	-	-	-	-	-
1.9 Contract Action Reviews														
1.9.1 Legal Review									-	-	-	B	-	-
1.9.2 Business Clearance									-	-	-	A	-	-
1.9.3 Contract Clearance									-	-	-	A	-	-
2 DEFINITIONS OF WORDS & TERMS TR: FAR PART 2, DFARS PART 202, DAFFARS PART 5302														
3 IMPROPER BUSINESS PRACTICES & PERSONAL CONFLICTS OF INTEREST TR: FAR PART 3, DFARS PART 203, DAFFARS PART 5303														
3.1 Contracting Standards of Conduct									B	-	-	-	-	-
3.2 Conflicts of Interest									B	-	-	-	-	-
3.3 Safeguarding Information & Procurement Integrity									B	-	-	-	-	-
3.4 Improper Business Practices									A	-	-	B	-	-
4 ADMINISTRATIVE & INFORMATION MATTERS TR: FAR PART 4, DFARS PART 204, DAFFARS PART 5304, AFH33-337														
4.1 Perform Contract Action Distribution		*							2b	-	-	3c	-	-
4.2 Contract Action Report (CAR)									A	-	-	-	-	-
4.3 Prepare Contract Action Report (CAR)		*							-	-	-	3c	-	-
4.4 Contents of Government Contract Files									B	-	-	-	-	-
4.5 Closeout Contract Files		*							2b	-	-	3c	-	-
4.6 Unique Procurement Instrument Identifiers									A	-	-	B	-	-
4.7 Write Memorandum for Record (MFR)		*							2b	-	-	3c	-	-

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
5 PUBLICIZING CONTRACT ACTIONS TR: FAR PART 5, DFARS PART 205, DAFFARS PART 5305														
5.1 Publicizing Contract Actions Policy									A	-	-	B	-	-
5.2 Publicize Proposed Contract Actions		*							2b	-	-	3c	-	-
5.3 Publicize Contract Award		*							2b	-	-	3c	-	-
6 COMPETITION REQUIREMENTS TR: FAR PART 6, DFARS PART 206, DAFFARS PART 5306														
6.1 Full & Open Competition									A	-	-	B	-	-
6.2 Full & Open Competition After Exclusion of Sources									A	-	-	B	-	-
6.3 Other Than Full & Open Competition									A	-	-	B	-	-
6.4 Evaluate Brand Name Justification & Approval (J&A)		*							-	-	-	3c	-	-
6.5 Evaluate Only One Responsible Source Justification & Approval (J&A)		*							-	-	-	3c	-	-
7 ACQUISITION PLANNING TR: FAR PART 7, DFARS PART 207, DAFFARS PART 5307														
7.1 Acquisition Plan									-	-	-	A	-	B
7.2 Establish Competition Strategy									2b	-	-	3c	-	-
7.3 Streamlined Acquisition Strategy Summary (SASS)									-	-	-	B	-	C
7.4 Lease vs. Purchase									-	-	-	B	-	-
8 REQUIRED SOURCES OF SUPPLIES & SERVICES TR: FAR PART 8, DFARS PART 208, DAFFARS PART 5308														
8.1 Priority for Use of Mandatory Sources									A	-	-	B	-	-
8.2 Federal Prison Industries (FPI)									A	-	-	B	-	-
8.3 Ability One Program									A	-	-	B	-	-
8.4 Prepare General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Below Simplified Acquisition Threshold (SAT)		*							2b	-	-	3c	-	-
8.5 Prepare General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Above Simplified Acquisition Threshold (SAT)		*							-	-	-	3c	-	-
8.6 Prepare General Services Administration (GSA) Task Order		*							2b	-	-	3c	-	-
8.7 Limited Sources Justification									A	-	-	B	-	-
8.8 Prepare Limited Sources Justification		*							-	-	-	3c	-	-

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
9 CONTRACTOR QUALIFICATIONS TR: FAR PART 9, DFARS PART 209, DAFFARS PART 5309														
9.1 Contractor Responsibility Policy & Standards									A	-	-	B	-	-
9.2 Verify Status of Contractor in Federal Awardee Performance & Integrity Information System (FAPIIS) & System for Award Management (SAM) & Document Contractor Responsibility		*							2b	-	-	3c	-	-
10 MARKET RESEARCH TR: FAR PART 10, DFARS PART 210, DAFFARS PART 5310														
10.1 Conduct & Document Market Research		*							2b	-	-	3c	-	-
10.2 Research Strategic Sourcing Solutions									2b	-	-	2b	-	-
10.3 Market Intelligence									-	-	-	A	-	B
10.4 Determine North American Industry Classification System (NAICS)		*							2b	-	-	3c	-	-
10.5 Determine Federal Supply Class (FSC)		*							2b	-	-	3c	-	-
10.6 Contract Data Literacy (CDL)									-	-	-	A	-	B
11 DESCRIBING AGENCY NEEDS TR: FAR PART 11, DFARS PART 211, DAFFARS PART 5311														
11.1 Evaluate Purchase Requests (PR)		*							2b	-	-	3c	-	-
11.2 Statement of Work (SOW)									A	-	-	B	-	-
11.3 Performance Work Statement (PWS)									A	-	-	B	-	-
11.4 Statement of Objectives (SOO)									-	-	-	B	-	-
11.5 Evaluate Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO)		*							-	-	-	3c	-	-
11.6 Evaluate Liquidated Damages Determination & Findings (D&F)									-	-	-	3c	-	-
12 ACQUISITIONS OF COMMERCIAL PRODUCTS & COMMERICAL SERVICES TR: FAR PART 12, DFARS PART 212, DAFFARS PART 5312														
12.1 Commercial Acquisition Policy & Applicability									A	-	-	B	-	-
12.2 Commercial Contract Format									A	-	-	B	-	-
12.3 Prepare Commercial Item Determination & Findings (D&F)		*							-	-	-	3c	-	-
12.4 Select Provisions & Clauses for Commercial Items		*							2b	-	-	3c	-	-

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
12.5 Prepare Combined Synopsis/Solicitation for Commercial Items		*							2b	-	-	3c	-	-
12.6 Termination for Cause									A	-	-	B	-	C
13 SIMPLIFIED ACQUISITIONS PROCEDURES TR: FAR PART 13, DFARS PART 213, DAFFARS PART 5313, DAFI64-117														
13.1 Simplified Acquisition Procedures (SAP)									A	-	-	B	-	-
13.2 Prepare & Post Request for Quotation (RFQ)		*							2b	-	-	3c	-	-
13.3 Amend Request for Quotation (RFQ)		*							2b	-	-	3c	-	-
13.4 Evaluate Quotations		*							2b	-	-	3c	-	-
13.5 Prepare Price Fair & Reasonableness Documentation (PF&R)		*							2b	-	-	3c	-	-
13.6 Prepare Commercial Purchase Order Using Standard Form 1449		*							2b	-	-	3c	-	-
13.7 Evaluate Single Source Justification Under Simplified Acquisition Procedures		*							-	-	-	3c	-	-
13.8 Blanket Purchase Agreement (BPA)														
13.8.1 Prepare Blanket Purchase Agreement (BPA)		*							2b	-	-	3c	-	-
13.8.2 Place Blanket Purchase Agreement (BPA) Call		*							2b	-	-	3c	-	-
13.8.3 Blanket Purchase Agreement (BPA) Administration		*							A	-	-	C	-	-
13.9 Government Purchase Card (GPC)														
13.9.1 Government Purchase Card (GPC) Utilization									A	-	-	B	-	-
13.9.2 Complete Government Purchase Card (GPC) Training		*							-	-	-	3c	-	-
13.9.3 Government Purchase Card (GPC) Program Management									-	-	-	B	-	C
13.9.4 Expanded Use Program									-	-	-	A	-	B
14 SEALED BIDDING TR: FAR PART 14, DFARS PART 214, DAFFARS PART 5314														
14.1 Sealed Bidding									A	-	-	B	-	-
14.2 Two Step Sealed Bidding									-	-	-	-	-	B
15 CONTRACTING BY NEGOTIATIONS TR: FAR PART 15, DFARS PART 215, DAFFARS PART 5315														
15.1 Contracting by Negotiations									A	-	-	B	-	C
15.2 Uniform Contract Format (UCF)									A	-	-	B	-	-

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
15.3 Source Selection Processes & Techniques									-	-	-	B	-	C
15.4 Prepare Request for Proposal (RFP) for C Type Contract			*						-	-	-	2b	-	3c
15.5 Prepare Request for Proposal (RFP) for D Type Contract			*						-	-	-	2b	-	3c
15.6 Conduct Pre-Proposal Conference									-	-	-	2b	-	3c
15.7 Prepare Amendment Using Standard Form 30		*							2b	-	-	3c	-	-
15.8 Contract Proposal														
15.8.1 Evaluate Past Performance			*						-	-	-	2b	-	3c
15.8.2 Review Technical Evaluation			*						-	-	-	2b	-	3c
15.8.3 Evaluate Price			*						-	-	-	2b	-	3c
15.8.4 Oral Presentations									-	-	-	A	-	B
15.9 Competitive Range									-	-	-	A	-	B
15.10 Exchanges with Offerors									-	-	-	B	-	C
15.11 Conduct Negotiations			*						-	-	-	2b	-	3c
15.12 Final Proposal Revisions									-	-	-	A	-	B
15.13 Cost & Pricing Data									-	-	-	B	-	C
15.14 Award Documents														
15.14.1 Prepare Price Negotiation Memorandum (PNM)		*							-	-	-	2b	-	3c
15.14.2 Prepare Comparative Analysis			*						-	-	-	2b	-	3c
15.14.3 Prepare Award Decision Document			*						-	-	-	2b	-	3c
15.14.4 Prepare Award Notice Letter			*						-	-	-	2b	-	3c
15.15 Debrief Unsuccessful Offerors			*						-	-	-	2b	-	3c
16 TYPES OF CONTRACTS TR: FAR PART 16, DFARS PART 216, DAFFARS PART 5316														
16.1 Contract Types														
16.1.1 Firm Fixed-Price									A	-	-	B	-	-
16.1.2 Fixed Price Contracts									-	-	-	A	-	B
16.1.3 Cost Type Contracts									-	-	-	A	-	B
16.2 Indefinite Delivery Contracts									A	-	-	B	-	-
16.3 Prepare Single Award Delivery/Task Order		*							-	-	-	3c	-	-
16.4 Prepare Multiple Award Deliver/Task Order		*							-	-	-	3c	-	-
16.5 Evaluate Justification for an Exception to Fair Opportunity		*							-	-	-	3c	-	-
17 SPECIAL CONTRACTING METHODS TR: FAR PART 17, DFARS PART 217, DAFFARS PART 5317														
17.1 Contract Options									A	-	-	B	-	-
17.2 Prepare Inclusion of Options Determination & Findings (D&F)		*							-	-	-	3c	-	-
17.3 Exercise Options														

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
17.3.1 Option to Extend the Term of Contract									A	-	-	B	-	-
17.3.2 Prepare Notice of Intent to Exercise Option to Extend the Term of the Contract		*							b	-	-	3c	-	-
17.3.3 Prepare Exercise Option to Extend the Term of the Contract Determination & Findings (D&F)		*							b	-	-	3c	-	-
17.3.4 Option to Extend Services									A	-	-	B	-	-
18 EMERGENCY ACQUISITIONS TR: FAR PART 18, DFARS PART 218, DAFFARS PART 5318														
18.1 Expedited Contracting Procedures									-	-	-	A	-	B
19 SMALL BUSINESS PROGRAMS TR: FAR PART 19, DFARS PART 219, DAFFARS PART 5319														
19.1 Small Business Programs									A	-	-	B	-	-
19.2 Prepare DD Form 2579 (Small Business Coordination)		*							2b	-	-	3c	-	-
19.3 Contracting with the Small Business Administration 8(a) Program									A	-	-	B	-	C
19.4 Historically Underutilized Business Zone (HUB Zone) Program									A	-	-	B	-	C
19.5 Service-Disabled Veteran-Owned (SDVOB) Small Business Procurement Program									A	-	-	B	-	C
19.6 Women-Owned Small Business (WOSB) Program									A	-	-	B	-	C
19.7 Non-Manufacturer Rule									-	-	-	B	-	C
20 THIS SECTION RESERVED IN THE FAR														
21 THIS SECTION RESERVED IN THE FAR														
22 APPLICATION OF LABOR LAWS TO GOVERNMENT ACQUISITIONS TR: FAR PART 22, DFARS PART 222, DAFFARS PART 5322														
22.1 Incorporate Wage Determination		*							2b	-	-	3c	-	-
22.2 Evaluate Contract Labor Standards Wage Adjustment Request			*						-	-	-	2b	-	3c
22.3 Conduct Labor Interviews									-	-	-	3c	-	-
22.4 Validate Payrolls									-	-	-	3c	-	-
23 ENVIRONMENT, ENERGY & WATER EFFICIENCY, RENEWABLE ENERGY TECHNOLOGIES, OCCUPATIONAL SAFETY, & DRUG-FREE WORKPLACE TR: FAR PART 23, DFARS PART 223, DAFFARS PART 5323														

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
24 PROTECTION OF PRIVACY & FREEDOM OF INFORMATION TR: FAR PART 24, DFARS PART 224														
25 FOREIGN ACQUISITION TR: FAR PART 25, DFARS PART 225, DAFFARS PART 5325														
25.1 Buy American Act									-	-	-	A	-	B
25.2 Trade Agreements									-	-	-	A	-	B
26 OTHER SOCIOECONOMIC PROGRAMS TR: FAR PART 26, DFARS PART 226, DAFFARS PART 5326														
27 PATENTS, DATA, & COPYRIGHTS TR: FAR PART 27, DFARS PART 227, DAFFARS PART 5327														
27.1 Data Rights									-	-	-	A	-	B
27.2 Data Right Markings									-	-	-	A	-	B
28 BONDS & INSURANCE TR: FAR PART 28, DFARS PART 228, DAFFARS PART 5328														
28.1 Bonds									-	-	-	B	-	-
28.2 Insurance									-	-	-	B	-	-
29 TAXES TR: FAR PART 29, DFARS PART 229														
30 COST ACCOUNTING STANDARDS ADMINISTRATION TR: FAR PART 30, DFARS PART 230, DAFFARS PART 5330														
31 CONTRACT COST PRINCIPLES & PROCEDURES TR: FAR PART 31, DFARS PART 231, DAFFARS PART 5331														
32 CONTRACTING FINANCING TR: FAR PART 32, DFARS PART 232, DAFFARS PART 5332, DoD FMR 7000.14-R, AFMAN64-302, AFI65-118														
32.1 Process Invoice		*							-	-	-	3c	-	-
32.2 Payment Methods									A	-	-	B	-	-
32.3 Contract Financing									-	-	-	B	-	C
32.4 Funding Documents									-	-	-	B	-	C
32.5 Contract Actions in Advance of Funding Availability									-	-	-	B	-	C
33 PROTESTS, DISPUTES, & APPEALS TR: FAR PART 33, DFARS PART 233, DAFFARS PART 5333														
33.1 Protests									A	-	-	B	-	C
33.2 Claims									A	-	-	B	-	C

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
34 MAJOR SYSTEM ACQUISATIONS TR: FAR PART 34, DFARS PART 234, DAFFARS PART 5334														
35 RESEARCH & DEVELOPMENT CONTRACTING TR: FAR PART 35, DFARS PART 235, DAFFARS PART 5335														
36 CONSTRUCTION & ARCHITECT-ENGINEER CONTRACTS TR: FAR PART 36, DFARS PART 236, DAFFARS PART 5336														
36.1 Pre-Award Construction Contracts														
36.1.1 Special Aspects of Contracts for Construction									A	-	-	B	-	-
36.1.2 Select Provisions & Clauses for Construction									-	-	-	2b	-	3c
36.1.3 Conduct Site Visit									2b	-	-	3c	-	-
36.2 Post Award Construction Actions														
36.2.1 Prepare Notice to Proceed (NTP)			*						-	-	-	2b	-	3c
36.2.2 Conduct Preconstruction Orientation			*						-	-	-	2b	-	3c
36.2.3 Process Material Submittal Approval			*						-	-	-	2b	-	3c
36.2.4 Approve & Monitor Contractor Progress			*						-	-	-	2b	-	3c
36.3 Architect-Engineer (A&E) Services									-	-	-	A	-	B
37 SERVICE CONTRACTING TR: FAR PART 37, DFARS PART 237, DAFFARS PART 5337, AFI63-138														
37.1 Service Contracts									A	-	-	B	-	-
37.2 Determine if a service requirement is a personal or non-personal service		*							-	-	-	3c	-	-
37.3 Requirements Approval Document (RAD)									-	-	-	A	-	B
37.4 Evaluate Requirements Approval Document (RAD)			*						-	-	-	-	-	3c
38 FEDERAL SUPPLY SCHEDULE CONTRACTING TR: FAR PART 38														
39 ACQUISITION OF INFORMATION TECHNOLOGY TR: FAR PART 39, DFARS PART 239, DAFFARS PART 5339														
40 THIS SECTION RESERVED IN THE FAR														
41 ACQUISISTION OF UTILITY SERVICES TR: FAR PART 41, DFARS PART 241, DAFFARS PART 5341														

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
42 CONTRACT ADMINISTRATION & AUDIT SERVICES TR: FAR PART 42, DFARS PART 242, DAFFARS PART 5342														
42.1 Contract Administration Functions									A	-	-	B	-	-
42.2 Contractor Performance Assessment Report (CPARS)									-	-	-	B	-	-
42.3 Process Contractor Performance Assessment Report (CPARS)			*						-	-	-	-	-	3c
43 CONTRACT MODIFICATIONS TR: FAR PART 43, DFARS PART 243, DAFFARS PART 5343														
43.1 Contract Modifications									A	-	-	B	-	-
43.2 Modifications Authorities									A	-	-	B	-	-
43.3 Issue Unilateral Modification on Standard Form 30		*							2b	-	-	3c	-	-
43.4 Issue Bilateral Modification on Standard Form 30		*							2b	-	-	3c	-	-
44 SUBCONTRACTING POLICIES & PROCEDURES TR: FAR PART 44, DFARS PART 244, DAFFARS PART 5344														
45 GOVERNMENT PROPERTY TR: FAR PART 45, DFARS PART 245, DAFFARS PART 5345														
45.1 Government Furnished Property (GFP) & Government Furnished Equipment (GFE)									-	-	-	A	-	B
46 QUALITY ASSURANCE TR: FAR PART 46, DFARS PART 246, DAFFARS PART 5346, DoDI 5000.72														
46.1 Contracting Officer's Representative (COR)									-	-	-	A	-	-
46.2 Provide Contracting Officer's Representative (COR) Training with Requirements (Type A)		*							-	-	-	3c	-	-
46.3 Conduct Contract Specific Contracting Officer's Representative (COR) Training			*						-	-	-	2b	-	3c
46.4 Perform Annual Review of Contracting Officer's Representative (COR) Files			*						-	-	-	2b	-	3c
46.5 Evaluate Quality Assurance Surveillance Plan (QASP) Requirements									-	-	-	2b	-	3c
47 TRANSPORTATION TR: FAR PART 47, DFARS PART 247														
48 VALUE ENGINEERING TR: FAR PART 48, DAFFARS PART 5348														

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
49 TERMINATION OF CONTRACTS TR: FAR PART 49, DFARS PART 249, DAFFARS PART 5349														
49.1 Cure Notice									A	-	-	-	-	-
49.2 Issue a Cure Notice			*						-	-	-	2b	-	3c
49.3 Show-Cause Letter									A	-	-	-	-	-
49.4 Issue Show-Cause Letter			*						-	-	-	2b	-	3c
49.5 Termination for Convenience									A	-	-	B	-	C
49.6 Termination for Default									A	-	-	B	-	C
50 EXTRAORDINARY CONTRACTUAL ACTIONS & THE SAFETY ACT TR: FAR PART 50, DFARS PART 250, DAFFARS PART 5350														
51 USE OF GOVERNMENT SOURCES BY CONTRACTORS TR: FAR PART 51, DFARS PART 251														
52 SOLICITATION PROVISIONS & CONTRACT CLAUSES TR: FAR PART 52, DFARS PART 252, DAFFARS PART 5352														
53 FORMS TR: FAR PART 53, DFARS PART 253														
54 ENTERPRISE SOLUTIONS TR: AFICC Launch Pad														
54.1 Introduction to Strategic Sourcing									A	-	-	B	-	-
54.2 The 7 Steps to Strategic Sourcing & Strategic Sourcing Process									-	-	-	A	-	B
54.3 Building a Strategic Sourcing Program									-	-	-	A	-	B
54.4 Introduction to Category Management									-	-	-	A	-	B
55 GENERAL TOPICS TR: CFETP PART 1, AFI64-102, AFI64-105														
55.1 Contracting Mission									A	-	-	-	-	-
55.2 Contracting Career Progression									A	-	-	B	-	C
55.3 Contracting Organizational Structure									A	-	-	B	-	C
55.4 Mission Partners									A	-	-	B	-	-
55.5 Mission Partner Education									-	-	-	A	-	B
55.6 Navigate Contract Writing System									2b	-	-	3c	-	-
55.7 Non-Appropriated Funds (NAF) Contracting									-	-	-	A	-	B
56 OPERATIONAL CONTRACT SUPPORT TR: Joint Publication 4-10, AFI64-105														
56.1 Operational Contract Support (OCS)									A	-	-	B	-	C

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
56.2 "Joint OCS Essentials" Course														
56.2.1 Complete "Joint OCS Essentials" Course I & II		*							-	-	-	B	-	-
56.2.2 Complete "Joint OCS Essentials" Course III & IV			*						-	-	-	-	-	C
56.3 Operational Contract Support (OCS) Across Operational Phases									-	-	-	A	-	B
56.4 Contract Support Integration														
56.4.1 Review Operational Support Planning Documents									-	-	-	2b	-	3c
56.4.2 OCS Requirements Process									-	-	-	A	-	B
56.5 Contracting Support														
56.5.1 Types of Contract Support									-	-	-	A	-	B
56.5.2 Contracting Authority & Theater Construct									-	-	-	A	-	B
56.6 Contractor Management									-	-	-	A	-	B
57 CONTINGENCY CONTRACTING TR: Joint Publication 4-10, AFI64-105, FAR PART 18, DFARS PART 218, DAFFARS PART 5318, OCS Portal														
57.1 Contracting Readiness									A	-	-	B	-	C
57.2 Host Nation & Interagency Agreements									-	-	-	A	-	B
57.3 Prepare & Conduct Contingency Contracting Mission Brief		*							2b	-	-	3c	-	-
57.4 Requirements for Contractor Personnel									-	-	-	A	-	B
57.5 Contingency Contracting Authority Identification		*							A	-	-	C	-	-
57.6 Contingency Funding Consideration									-	-	-	A	-	B
57.7 Defense Base Act (DBA) Insurance									-	-	-	B	-	C
57.8 Field Ordering Officer (FOO) Program									A	-	-	B	-	C
57.9 Execute Manual Contract Instruments		*							2b	-	-	3c	-	-
57.10 Types of Expeditionary Contracting Operations														
57.10.1 Complete Contingency Training & Exercise		*							-	-	-	3c	-	-
57.10.2 Defense Support of Civil Authorities (DSCA)									-	-	-	A	-	B
57.10.3 Humanitarian Assistance/Disaster Response (HADR)									-	-	-	A	-	B
57.10.4 Major Exercise & Small-Scale Operations Support									-	-	-	A	-	B
57.10.5 Local Emergencies									-	-	-	A	-	B

Atch 2, STS 6C0X1	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge & Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) QTP	(1) Course	(2) QTP	(1) Course	(2) QTP
58 OTHER CONTRACTING METHODS TR: Air Force Contracting Central (AFCC)														
58.1 Commercial Solutions Opening (CSO)									-	-	-	A	-	B
58.2 Small Business Innovation Research & Technical Transfers (SBIR & STTR)														
58.2.1 SBIR/STTR Phase I & II									-	-	-	A	-	B
58.2.2 SBIR/STTR Phase III									-	-	-	A	-	B
58.3 Other Transactions									-	-	-	A	-	B
58.4 Engagement with Industry									-	-	-	A	-	B

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements, i.e., 2 phase 3 skill level course, 5 lvl QTPs.