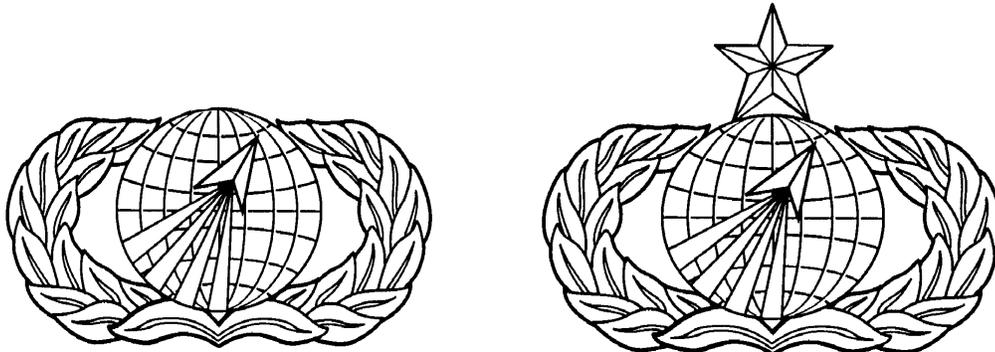


AFSC 6C0X1 CONTRACTING



Basic

Senior



Master

CAREER FIELD EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
CONTRACTING SPECIALTY
AFSC 6C0X1

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**CONTRACTING SPECIALTY
AFSC 6C0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use [Part II](#) to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. [Part I](#) provides information necessary for overall management of the specialty. [Section A](#) explains how everyone 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, training, and other); [Section D](#) indicates resource constraints. Some examples are funds, manpower, equipment, and facilities.

2.2. [Part II](#) includes the following: [Section A](#) identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; [Section B](#) identifies the source of formal school information, contains the APDP Purchasing and Contracting career path checklists, describes the Air Force enlisted professional military education policy, and lists the MAJCOM training program points of contact and USAF training directives; [Section C](#) explains the MAJCOM requirements in terms of submission of mandatory training requirement waivers.

3. This CFETP enables individuals in the contracting community to train today's work force for tomorrow's jobs. The guidance provided in this plan ensures individuals in the contracting specialty receive effective and efficient training at the appropriate point in their career.

4. ALL CONTRACTING ENLISTED PERSONNEL, THEIR SUPERVISORS AND COMMANDERS WILL POSSESS A COPY OF THIS CFETP. SUPERVISORS WILL ALSO MAINTAIN A COPY FOR EACH ENLISTED MEMBER (EXCEPT FULLY QUALIFIED SENIOR NCOS) UNDER THEIR SUPERVISION AND KEEP IT IN THEIR AF FORM 623, ON-THE-JOB TRAINING RECORD.

ABBREVIATIONS/TERMS EXPLAINED

Acquisition Professional Development Program (APDP): See "[The DoD Career Development Program](#)."

Advanced Training (AT): A formal course training toward a technical or supervisory level Air Force Specialty (AFS). Training is for selected career airmen at the advance level of an AFS.

Air Force Job Qualification Standard (AFJQS): A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS are common to all persons serving in the described duty position.

American Council on Education (ACE): The American Council on Education (ACE) has recommended undergraduate and graduate credit be granted by civilian educational institutions for courses in this CFETP offered by the [US Army Logistics Management College](#).

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of training for an Air Force specialty. It identifies life-cycle education and training requirements for a specialty.

Certification. A formal indication of a person's ability to perform a task to required standards. Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Community College of the Air Force (CCAF). Activated in April 1972, it provides enlisted members the opportunity to earn associate degrees in applied sciences in fields directly related to their Air Force Specialties. The Air Force, through CCAF, is the only military service authorized by Congress to confer an associate degree on its enlisted members. The CCAF was accredited by the Southern Association of Colleges and Schools, Commission on Occupational Education Institutions in 1980. The CCAF staff continuously reviews and evaluates the enlisted education and training of schools affiliated with the CCAF to determine it's college level and if it can be applied toward CCAF degree requirements. Upon completion of Basic Training, all enlisted members are automatically enrolled in the CCAF.

Continuation Training (CT). Additional training provided to increase skills and knowledge beyond the minimum required.

Core Task. Tasks which identify minimum qualification requirements for an Air Force specialty or duty position. These tasks must be completed by all individuals training within a given specialty.

Course Objective List (COL). A publication, derived from our initial skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to conduct graduate evaluations in accordance with [AFI 36-2201](#), Developing, Managing and Conducting Military Training Programs.

DoD Career Development Program. The DoD, to include Air Force, implementation of the Career Development Program for Acquisition Personnel resulting from the [Defense Acquisition Workforce Improvement Act \(DAWIA\), Public Law 101-510](#).

Element Tasks: Those tasks that are required of contracting airmen/NCOs during training at a given skill level. The tasks are related to the specific area within the contracting specialty the airman/NCO is assigned.

Initial Skills Training. A formal technical training course that results in award of a 3-skill level Air Force specialty code.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and essentials for successful job performance. [AFI 36-2235, Vol II](#), Information For Designers of Instructional Systems contains information and guidance for applying the ISD process described in [AFMAN 36-2234](#).

On-The-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands on, over-the-shoulder training conducted at the duty location.

OJT Task Certifiers: OJT Certifiers will be appointed, in writing, by the unit commander, must be a staff sergeant or above, and possess at least a 5-skill level (in the same AFSC, if possible, but not required) or equivalent experience (civilians), be an individual other than the trainer, and be certified to evaluate others through completion of the Air Force Training Course. NOTE: Prior to completion of the Air Force Training Course, Unit Commanders substantiate a Certifiers Qualification. See your training manager for further clarification about qualifying to be a certified trainer.

OJT Trainer. A qualified person, recommended by the supervisor and appointed by the commander, trained and certified on trainer tasks, who teaches airmen to perform specific tasks through OJT methods.

OJT Trainer/Certifier Non-Availability: When a requirement exists and assigned personnel do not meet the prerequisites, unit training managers will seek out other qualified trainers/certifiers from within the unit. If none are available, unit training will assess whether the condition can be satisfied with base or other local area resources, such as collocated or nearby Active Duty, AFRES, or ANG personnel. If the condition cannot be resolved, base training will send a message to the parent MAJCOM training manager requesting assistance. The MAJCOM training manager will coordinate with the respective MAJCOM AFSC functional manager to determine whether TDY support or waiver of the limiting factor(s) is appropriate. The MAJCOM training manager will provide a recommendation to the MAJCOM Director of Personnel. MAJCOM DP has the authority to waive the limiting factor and will notify HQ USAF/DPPE of any waivers granted.

Qualification Training (QT). Actual hands-on, task, performance based training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

Qualification Training Package (QTP): An instructional package that supports unit level OJT. It may be printed, computer-based, or in other audiovisual media.

Specialty Training. A mix of formal (technical school) and informal (on-the-job) training to qualify an airman/NCO for upgrade to a higher skill level within an Air Force specialty.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman in that specialty may be expected to know or be able to perform on the job. It further serves as a contract between Air Education and Training Command and the functional user to show which of the overall training requirements for an Air Force specialty code are taught in formal technical training schools and correspondence courses (i.e. Career Development Courses (CDC)).

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force. A Department of Defense policy that recognizes all components contributing to deterrence of war and protection of United States National Security interests. These components--collectively called total force--include active, reserve, and civilian elements of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

Upgrade Training (UGT). Mandatory training which leads to attainment of higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SME's), and AETC training personnel that determine career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, and trainers, to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, core tasks, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is 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. The CFETP has several purposes, some are:

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 identify training at the appropriate point in an individual's career.

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

1.3 Lists training courses available in the contracting specialty, identifies sources of training, and the training delivery method.

1.4 Identifies major resource constraints which impact full implementation of the desired career field training process.

2. Use of the CFETP. The AFCFM at SAF/AQC approves, maintains, and distributes the CFETP. SAF/AQCX is the office of primary responsibility for the establishment of training policy to support the contracting career field. MAJCOM focal points and AETC training personnel review the CFETP annually to ensure currency and accuracy. Any changes or recommendations should be forwarded to the Air Force Career Field Manager. MAJCOMs must make sure training isn't developed that duplicates existing courses. This plan will be used at all levels of management to ensure a comprehensive and cohesive training program is available and instituted for each individual in the career ladder. The following training responsibilities are assigned to each Air Force organizational level:

2.1. SAF/AQCX monitors the progress of contracting training course development (entry, transition, and supplemental) and eliminates roadblocks preventing timely course development. In addition, the AFCFM submits requests for field assistance on development efforts delayed due to lack of technical expertise at the contracting schoolhouse, conducts formal workshops to establish contracting training policy and direction of future contracting training, and, with SAF/AQCX, monitors the overall effectiveness of the contracting training program.

2.2. Air Education and Training Command (AETC) training personnel will develop/revise formal resident and exportable training based on requirements established by the contracting community and documented in Part II of the CFETP. They also work with SAF/AQCX to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.3 MAJCOM contracting training managers ensure MAJCOM training programs complement the CFETP mandatory initial skills and upgrade training requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this Air Force specialty must be identified for inclusion in this plan and must not duplicate existing training without the consent of the AFCFM.

2.4. Unit commanders monitor the effectiveness of contracting training and notify MAJCOMs of formal training shortfalls to ensure timely correction and redirection of formal training emphasis; promote an atmosphere for the cross utilization of contracting personnel and develop a solid job rotation program to ensure the best possible training environment for contracting technicians; establish a quality training program locally and designate highly qualified trainers and certifiers to ensure proper training of all contracting trainees; and provide assistance to outside agencies with contracting personnel ensuring the same level of training afforded all other contracting trainees.

2.5. Each individual will complete the mandatory training requirements specified in this plan. [The Acquisition Professional Development Program checklists](#) in [Part II, Section B](#) of this CFETP and the [Defense Acquisition University \(DAU\) Catalog](#) will be used as references to determine required training.

SECTION B - CAREER PROGRESSION AND INFORMATION

3. Specialty Descriptions.

AFMAN 36-2108 Airman Classification contains the official Air Force specialty descriptions.

3.1. Contracting Superintendent/Chief Enlisted Manager (CEM).

3.1.1. Specialty Summary. Manages: purchasing and contracting of commodities, services and construction through simplified acquisition procedures; negotiation and sealed bidding; administering contract documents and personnel engaged in contracting activities; contingency contracting mission. Functions as senior manager, Air Force contracting officer and staff advisor. Serves as the squadron first sergeant. Provides management analysis by using the automated contracting system. Related DoD Occupational Subgroup: 551.

3.1.2. Duties and Responsibilities.

3.1.2.1. Plans and organizes contracting activities. Establishes purchasing controls to expedite purchasing action and increase operations economy. Analyzes statistical data pertinent to contracting functions. Develops methods and procedures for functions such as processing negotiated purchases, interpreting governmental procedures, and preparing contracts. Determines requirements for personnel, equipment, space, and supplies for contracting activities operation. Coordinates the rotation of enlisted people with the contracting squadron commander/base contracting officer. Maintains liaison with commercial activities, obtaining data on current marketing trends, supply sources, and trade information, to maintain qualified bidders' list and facilitate adapting commercial practices to government methods. Coordinates work of contracting activity with other base activities and with vendors and contractors. Develops and manages the contingency contracting program.

3.1.2.2. Directs contracting activities. Supervises preparation and administration of contracts, purchase/delivery orders and supporting documents, and reviews validity and legality, according to prescribed policies, work standards, regulations, and law. Assigns unit functions such as processing negotiated contracts, receiving and transferring bid deposits, and administering contracts. Controls workflow and monitors status.

3.1.2.3. Inspects and evaluates contracting activities. Chairs, or is a member of, the contract review committee. Manages the self-inspection program. Checks subordinates' work for adherence to prescribed regulations and policies. Discusses findings with subordinates, initiates action to correct deficiencies, and evaluates corrective action. Prepares and presents executive level studies, correspondence, and briefings.

3.1.2.4. Performs contracting functions. Functions as an Air Force contracting officer, when appointed. Manages training programs. Makes decisions regarding awarding and terminating contracts; substitutions or changes resulting in amendments to contractual agreements; requirements for government-furnished facilities; base contract repair service management procedures; and production cost analyses. Interprets regulations and purchasing laws to subordinates, activities serviced, and commercial concerns. Contacts retailers and manufacturers by telephone or personal visits to develop new sources of supply for nonstandard substitute or scarce supplies. Reviews contractors' performance by observing their compliance with contractual provisions or calling upon technical experts to check services rendered. Performs research; and develops projects pertaining to

purchasing commodities and services and administering surplus and salvage sales. Resolves, or refers to higher authority, claims; misrepresentations of contracts; disputes involving contractors, bidders, or vendors; and problems resulting from substitutions, damages, partial shipments, and nonperformance of contract. Extracts and evaluates information from BCAS-generated products for management and reporting purposes. Coordinates contingency contracting planning with appropriate base organizations. May be assigned as MAJCOM or installation program coordinator for Government-wide Commercial Purchase Card Program (otherwise known as the International Merchant Purchase Authorization Card, IMPAC).

3.1.2.5. Performs MAJCOM contracting manager functions. Provides management and establishes command policy for all field activities. Manages command programs such as, self-inspection, in-house/formal training, enlisted career development, contracting retraining, contingency contracting support and APDP. Advisor for Air National Guard and Air Force Reserve support. Conducts staff surveillance/assistance visits to review procedures and assure compliance with directives and proper utilization of resources. Provides executive, managerial, and advisory support to the MAJCOM contracting division chief as well as contracting squadron commanders.

3.1.2.6. Performs first sergeant duties. Promotes welfare, morale, and health of enlisted personnel. Advises and assists the commander in maintaining discipline and standards regarding quality force. Assists the commander in preparing and presenting unit training and information programs. Supervises care and upkeep of unit dormitories and adjacent grounds. Monitors unit administration.

3.2. Contracting Craftsman

3.2.1. Specialty Summary. Supervises: purchasing of commodities, services and construction through simplified acquisition procedures; negotiation and sealed bidding; administration of contracts and contractual instruments. Prepares, uses, and evaluates the automated contracting system products; and functions as an Air Force contracting officer when appointed.

3.2.2. Duties and Responsibilities

3.2.2.1. Plans and schedules contracting activities. Establishes procedures, and advises on techniques for preparing and processing negotiated and sealed bid purchases. Conducts meetings with contractors to resolve technicalities affecting contract negotiations and administration. Interprets and explains government procedures and regulations. Analyzes and reviews contemplated award to ensure price, quality, and delivery factors are in the best interests of the government. Establishes and maintains bidders' lists. Supervises, or participates in, activities in support of the contingency contracting program.

3.2.2.2. Inspects and evaluates contracting activities. Evaluates contracting activities in: methods and procedures used in purchasing; judgment exercised in purchasing commodities, services, and construction; and adherence to delivery schedules and price. Reviews proposed documents to ensure they are contractually correct and comply with regulations, directives, laws, statutes, and contracting policies. Determines when sole source/brand name purchases are justified. Reviews cost estimates submitted by customer organizations to contract repair services in view of acquisition costs and maximum repair allowances.

3.2.2.3. Performs contracting functions. Accomplishes negotiated and sealed bid purchases involving definition and interpretation of specifications, clarification of work to be performed, and evaluation of reasonable price and profit. Determines applicability of clauses and special provisions.

Prepares solicitations for bid, including all required terms and conditions, contractual provisions, and clauses required to encompass special provisions of the purchases. Ensures solicitations for bids are synopsisized and publicized as required. Prepares abstracts of bids received, and reviews bids for responsiveness and compliance with purchase descriptions, specifications, delivery and performance requirements, and special terms and conditions. Recommends rejection of bids not conforming to bid requirements and recommends cancellation, readvertisement or negotiation when bids are nonresponsive, show evidence of collusion or are unreasonable. Reviews bids/proposals for responsiveness to terms and conditions of invitations for bids and requests for proposals. Monitors progress of contractors and advises on matters regarding contract requirements and limitations. Performs site visits to determine adequacy of labor law compliance control and compliance with contract provisions. Conducts employee interviews to determine that employees are working according to their payroll classifications and are being paid according to minimum wage determinations. Conducts negotiations and prepares modifications to contract documents. Analyzes the need for, and issuance of, show cause and cure notices. Maintains and applies current knowledge of market conditions and commercial sources of supply, business trends, and developments in industry, financial responsibility, and productive capability of potential suppliers. Prepares correspondence to contractors, bidders, higher echelons of command, and related activities. When appointed, functions as an Air Force contracting officer, manages the quality assurance evaluator program and trains individual quality assurance evaluators. May be assigned as installation program coordinator for Government-wide Commercial Purchase Card Program (otherwise known as the International Merchant Purchase Authorization Card, IMPAC).

3.3. Contracting Apprentice/Journeyman.

3.3.1. Specialty Summary. Purchases commodities, services, and construction, within the micropurchase and simplified acquisition thresholds through micropurchase and simplified acquisition procedures, negotiation and sealed bidding. Administers purchase/delivery orders, blanket purchase agreements, maintenance agreements, and other contractual instruments within the micropurchase and simplified acquisition thresholds. Processes automated contracting system transactions.

3.3.2. Duties and Responsibilities.

3.3.2.1. Organizes purchase request data, and provides advice to requesting organizations. Determines proper procurement method. Counsels organizations requesting purchases on matters such as purchasing substitute items, volume buying economies, and delivery dates. Furnishes purchase request status to requiring activities. Prepares documents, processes transactions, and maintains files applicable to BCAS.

3.3.2.2. Processes purchase actions. Applies policies, procedures, and authority set forth in acquisition regulations, supplements, and other purchasing directives. Solicits written or oral proposals and quotations for commodities or services from qualified sources. Compares prices quoted from sources with other prices for the same or similar commodities or services to determine validity of proposed price. Obtains and considers factors relating to price such as production, repair, transportation costs, wages, and cash discounts. Checks capabilities and responsiveness of persons or firms who submit proposals or quotations. Compares quality of commodities or services offered to similar commodities or services previously furnished. Uses simplified acquisition procedures such as purchase/delivery orders, blanket purchase agreements, or maintenance agreements. Participates in contingency contracting activities.

4. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at the appropriate points in their career. The following narrative, and the [AFSC 6C0X1 career field flowcharts](#), identify the training career path. It defines the training required in an individual's career.

4.1. **Apprentice (3-skill level) Training.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course, [3-skill level resident course, L3ABR6C03-005 PDS Code FQS](#), located at Lackland AFB, TX. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis (TRA) data, and 6C0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard, at Part II, Sections [A](#) and [B](#). Individuals must complete the initial skills course to be awarded AFSC 6C031.

4.2. **Job Qualification Training.** Upon completion of initial skills training, a trainee will work with the trainer to enhance their knowledge and skills. Qualification consists of completing all identified core tasks for their assigned duty position. Additional qualification training becomes necessary when: personnel transfer or rotate to another duty position; the unit mission changes; a new piece of equipment comes on board; or any time new techniques, procedures, or a need for increased productivity occurs. A minimum of six months of duty position experience at the 3-skill level must be completed prior to entering into upgrade training to the 5-skill level. With supervisor approval, personnel may enter 5-level upgrade training and enroll in CDCs after a minimum of three month's experience. Once certified, a trainee may perform the task unsupervised.

4.3. **Journeyman (5-skill level) Training.** Upgrade training to the 5-skill level consists of completing: (1) complete three-month apprenticeship period; (2) complete mandatory [5-skill level Career Development Course \(CDC\)](#); (3) complete 5-level core tasks identified in this CFETP (4) complete a minimum of 15 months in upgrade training (UGT) (individuals in retraining status (TSC "F") must complete a minimum of 6 months in UGT; (5) Meet mandatory requirements listed in specialty description in [AFMAN 36-2108](#) (Airman Classification) and this CFETP; (6) be recommended by supervisor. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. Five-levels may be assigned job positions such as buyers or administrators and may be delegated limited contracting officer responsibilities. Five-levels will complete all available [DAU](#) courses. Individuals will attend the Airman Leadership School (ALS) after having 48 months in the Air Force. After ALS, 5-levels will be considered for appointment as unit trainers. Individuals will use their CDCs to prepare for promotion testing under the [Weighted Airman Promotion System \(WAPS\)](#). They should also consider continuing their education in pursuit of a [CCAF](#) degree and a [Contracting Level I certification](#).

4.4. **Craftsman (7-skill level) Training.** Personnel entering upgrade training to Craftsman must be, as a minimum, selected for promotion to SSgt, and remain in training for a minimum of 18 months from the date entered training (DET). (12 months for retrainees possessing a 7-skill level in their prior AFSC.) The DET for initial 7-skill level UGT is the date the airman is selected for promotion to SSgt. For SSgts or above in retraining status to AFSC 6C0X1, the DET for 7-skill level UGT is the date the airman actually enters 7-skill level training and can be as early as the date he/she receives his/her 5-skill level. Upgrade training consists of completing: (1) minimum 18 months OJT

(12 months for retrainees as specified above); (2) all 7-level core tasks; and (3) completion of the [in-resident 7-level technical school course](#) conducted at Lackland AFB; also, completion of [CON 101 \(Contracting Fundamentals Course\)](#) is highly desired prior to attending the 7-skill-level course); (4) meet mandatory requirements listed in specialty description in [AFMAN 36-2108](#) (Airman Classification) and this CFETP; (5) be recommended by supervisor.

4.4.1. Upon selection for promotion to SSgt, the contracting NCO will be immediately enrolled in OJT and be required to complete core element tasks. The [7-skill level course](#) will cover some pre-award information building on the training provided in the Contracting Fundamentals Course. It will also provide thorough contract administration training. After graduation from the course the individual may be awarded the 7-skill level, if all other upgrade requirements have been met. A craftsman can expect to fill various supervisory and management positions such as a flight chief, assistant flight chief, superintendent, first sergeant, and in some cases, buyers and administrators of more complicated contracts. They can also expect to serve as task certifiers. Seven-levels should take additional [DAU](#) courses leading to a [Contracting Level II certification](#). Continued academic education through the [CCAF](#) or civilian education institution is highly desired. Additionally, when promoted to TSgt, individuals will attend the Noncommissioned Officer Academy.

4.5. Superintendent (9-skill level) Training. To be awarded AFSC 6C091, an individual must be a SMSgt and satisfy all duty position training requirements. SMSgt selectees will attend the [Senior NCO Academy \(SNCOA\)](#). Air Force Reserve (AFRES) and Air National Guard (ANG) personnel will continue to be awarded the skill level after completion of SNCOA in-residence or by correspondence and promotion to SMSgt. A superintendent can expect to fill positions, such as flight chief, assistant flight chief, contracting superintendent/first sergeant. Additional higher education is highly desired. SMSgts should attend [DAU](#) courses leading to a [Level III Contracting certification](#).

4.6. Rotational Training. Rotating enlisted personnel to various branches/flights (commodities, services, construction, and management analysis) in a contracting office is a vital part of an enlisted member's training in the 6C0X1 career field. First-term airmen (pipeline) and retrainees must be involved in an aggressive initial rotational training program spanning a minimum of three to a maximum of five years. Following the completion of this rotation the enlisted member should be capable of independently performing the basic functions required in all flights/branches of operational contracting. This training is fundamental in preparing our enlisted personnel for future overseas assignments as well as future contingency contracting deployments. Career contracting personnel, after having completed initial rotational training, should periodically be rotated to various contracting flights/branches to maintain currency of experience. The job rotation program will be coordinated with the flight/branch chiefs and enlisted personnel, documented, publicized, and then updated at the beginning of each fiscal year. This program is managed by the contracting superintendent and approved by the contracting squadron commander/ base contracting officer.

5. Community College of the Air Force (CCAF) Academic Programs. Enrollment in CCAF occurs upon completion of basic military training. **Additional off-duty education is a personal choice but highly encouraged.** Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. CCAF provides the opportunity to obtain associates degree in Applied Sciences. In addition to the associates degree program, CCAF offers the following:

5.1. Occupational Instructor Certificate. Upon completion of instructor qualification training, consisting of an instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

5.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency-based assessment process for trade skill certification at one of four proficiency levels - Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

5.3. Degree Requirements: Upon completion of basic military training and assignment to an Air Force specialty field, active duty, ANG, and AFRES enlisted members are placed in the degree program designed for their career field. The following are examples of degree requirements (The 5-skill level must be held at the time of program completion):

Subject	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective Technical Education; Leadership, Management, and Military Studies, General Education	15
Technical Education; Leadership, Management, and Military Studies, General Education	15
Total	64

5.3.1. Technical Education Requirements (24 Semester Hours): A minimum of 12 Semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses.

TECHNICAL CORE

TECHNICAL ELECTIVE

Subject/Courses	Semester Hours	Subject/Courses	Semester Hours
Business Law*	3	Principles of Accounting*	3
CCAF Internship**	16	AF Enlisted PME***	12
Contract Administration*	6	Statistics*	3
Contract Law*	6	Computer Science	6
Contract Management*	6	Economic Principles* (Macro/Micro)	3
Government Contracting Principles*	6	Human Relations	3
Pricing And Negotiation*	6	Introduction to Business*	3
		Labor Relations	3
		Principles of Marketing	3
		Material Management	3

* Courses which can be applied to the APDP's 24-hours of business requirement.

** Four of the 16 hours can be applied to the APDP's 24-hours of business requirement for the completion of the [5-level Career Development Course \(CDC\)](#).

*** A total of two semester hours can be applied to the APDP's 24-hours of business requirement for the in-residence completion of Airman Leadership School, NCO Academy, or the [Senior NCO Academy](#).

5.3.2. Leadership, Management, and Military Studies (LMMS), (6 Semester Hours): Professional military education and/or civilian management courses.

5.3.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

5.3.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog. The following is a specific breakout of requirements.

Subjects/Courses	Semester Hours
Oral Communication (Speech)	3
Written Communication (English Composition)	3
Mathematics Intermediate algebra or a college-level mathematics course is required. If an acceptable mathematics course is applied as a Technical or Program Elective, natural science course meeting GER application criteria may be applied as a General Education Requirement.	3
Social Science Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, and Sociology	3
Humanities Fine Arts (History, Criticism, and Appreciation), Foreign Language, Literature, Philosophy, Religion	3

5.3.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including

natural science courses meeting GER application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied. See the [CCAF General Catalog](#) for details regarding the Associates of Applied Science in Contract Management.

6. DoD Career Development Program. As part of the implementation of the [Defense Acquisition Workforce Improvement Act](#) (P.L. 101-510), the Department of Defense established a Career Development Program for acquisition personnel. The Air Force policy implementing this program is called the Acquisition Professional Development Program (APDP).

6.1. APDP Application. APDP applies to officer, enlisted, and civilian personnel occupying acquisition positions and provides guidance relating to certification requirements in two career paths; contracting and purchasing.

6.2. Certification Requirements. Both the contracting and purchasing career paths include three progressive levels of certification, with each level identifying the completion of specific training, education and experience requirements. Acquisition personnel may not be assigned to an acquisition position unless they have been awarded a certification at least equal to the level of certification at which the position has been coded, or can obtain such a certification within 18 months of being assigned to the position. See Part II, Section B, of this CFETP for [checklists depicting the Purchasing and Contracting Career Paths.](#)

6.3. Certification Requirement Exceptions.

6.3.1. The educational requirements identified in the contracting career path are not mandatory for personnel who have at least 10 years of experience (as of 1 October 1991) in acquisition positions or in similar positions in which the individual obtains experience directly relevant to the field of contracting.

6.3.2. Certification requirements do not apply to a person for purposes of qualifying to serve in a position that the person held on 1 October 1993, or any other position in the same grade and involving the same level of responsibilities as the position in which the person was serving on that date.

6.3.3. A person may be assigned to a position requiring a higher level of certification only if that person can complete the certification requirements and attain the required certification level within 18 months of the day he/she is assigned to that position.

6.4. Certification/Skill Level/Grade Association. There are no required grades or required skill levels for any certification level. Any person who meets the training, education, and experience requirements can be certified up to and including [Level III](#). However, at this time, because of the current backlog of acquisition personnel requiring training courses to meet [Contracting Level III requirements](#), and because there are no enlisted personnel assigned to Contracting Level III positions, only CMSgts, SMSgts, and SMSgt selectees are authorized to attend Contracting Level III training courses, unless a waiver is requested and is approved by SAF/AQC.

6.5. Satisfying APDP Educational Requirements. A minimum of 24-semester credit hours of study from an accredited institution of higher education is required for certification in the Contracting Career Path in the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Contracting enlisted personnel are strongly encouraged to utilize the CCAF to receive business-hour credit for attending Air Force contracting courses to satisfy the APDP requirement of

24-hours of business. [Defense Acquisition University \(DAU\)](#) contracting courses may also result in the allocation of business-hour credit through the CCAF. Attending civilian courses through the tuition-assistance program is also highly encouraged. Enlisted members may also acquire semester-hour credits through the College-Level Examination Program (CLEP), and through the Defense Activity for Nontraditional Education Support (DANTES) program. Both programs offer opportunities to test your business knowledge. Successful test scores can result in the award of three to six semester hours per test. See your local education office for more information.

7. Special Experience Identifiers (SEIs)

7.1. SEIs identify special experience and training not otherwise identified within the personnel data system (PDS). They are established when identifying experience or training is critical to the job and person assignment match, and no other identification is appropriate or available. SEIs are tied to the assignment process, and are used to better distribute personnel and optimize the job and person match as much as possible.

7.2. Contracting has three SEIs that reflect training and experience accomplishments and certification levels for the APDP Contracting career path. Those SEIs are: Code 129, represents a [Contracting Level I certification](#); Code 130, represents a [Contracting Level II certification](#); and Code 131, represents a [Contracting Level III certification](#).

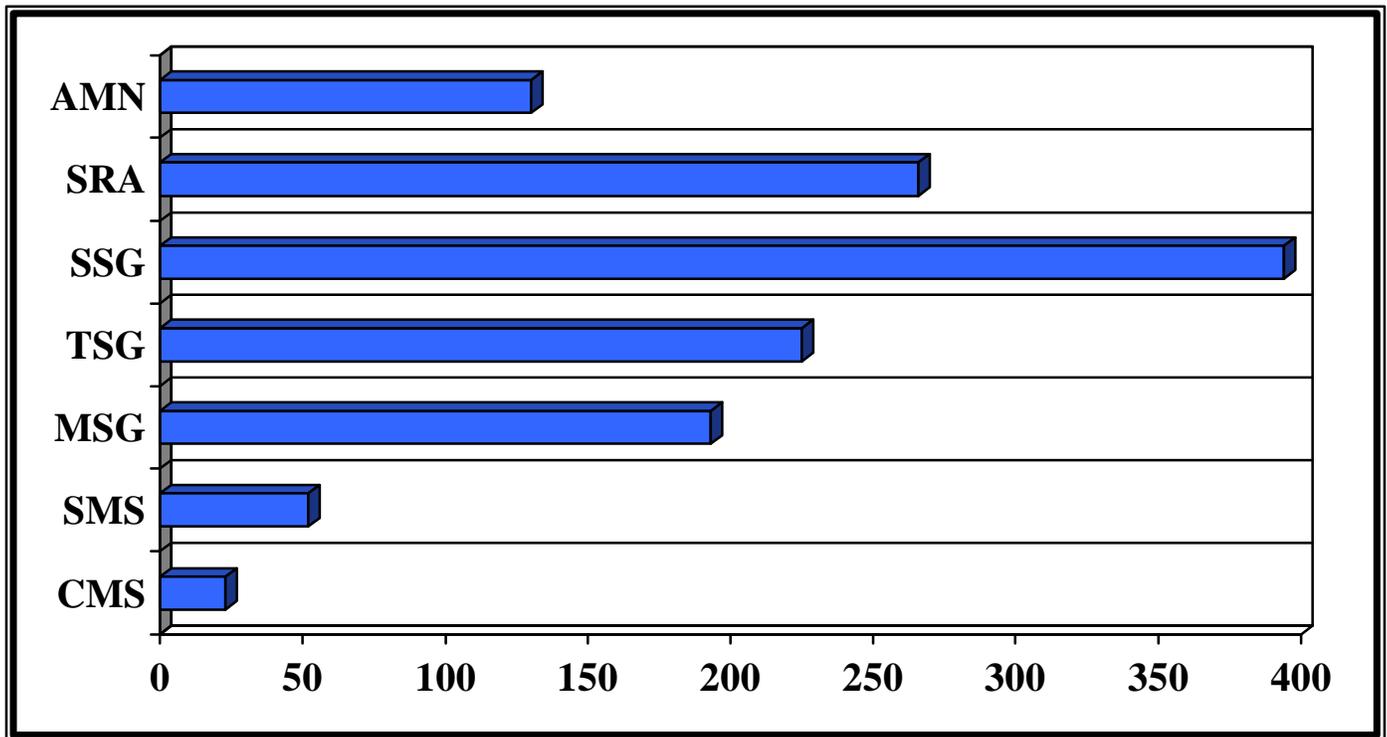
7.3. Enlisted positions in the contracting career field associated with duties above the simplified acquisition threshold are appropriately coded as 129 or 130. A person assigned against a coded position should have an appropriate SEI recorded in their personnel records. This is normally accomplished when an equivalent APDP certification level is awarded to the person. The person will then go to the contracting orderly room (if the orderly room has access to a PC-3 system) to have the appropriate SEI code entered into their record. If no contracting orderly room exists, or they do not have access to a PC-3 the person may accomplish this action at the local Military Personnel Flight (MPF).

7.4. It is essential that enlisted people work towards acquiring the SEIs as they progress in their career. SEIs impact the positions and locations to which an enlisted person may be assigned. SEIs also impact contracting officer appointment eligibility and contingency contracting assignments.

7.5. All supervisors of enlisted personnel should thoroughly discuss the contracting SEI process and impact in individual performance feedback sessions and encourage them to work towards acquiring the appropriate SEI code.

CAREER FIELD EDUCATION AND TRAINING FLOWCHARTS. The Contracting manpower chart, [Figure 1](#), presents the FY 97/98 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade. [Figure 2](#) gives a pictorial view of the path the "typical" contracting enlisted member would follow during the course of his/her contracting career. [Figure 2a](#) describes the path the "typical" contracting enlisted member would follow during the course of his/her contracting career. [Figure 3](#) provides the basic information on wearing the occupational badge. [Figure 4](#) outlines when training is required for each skill level and function within this specialty.

CONTRACTING MANPOWER



	CMS	SMS	MSG	TSG	SSG	SRA	AMN
TOTAL	23	52	193	225	394	266	130
Grand TOTAL	1283						

Figure 1

CONTRACTING CAREER FIELD: ENLISTED CAREER PATH PYRAMID

* Information provided identifies the path of the typical contracting airman and is not intended to be restrictive in any form.

APDP
Contracting

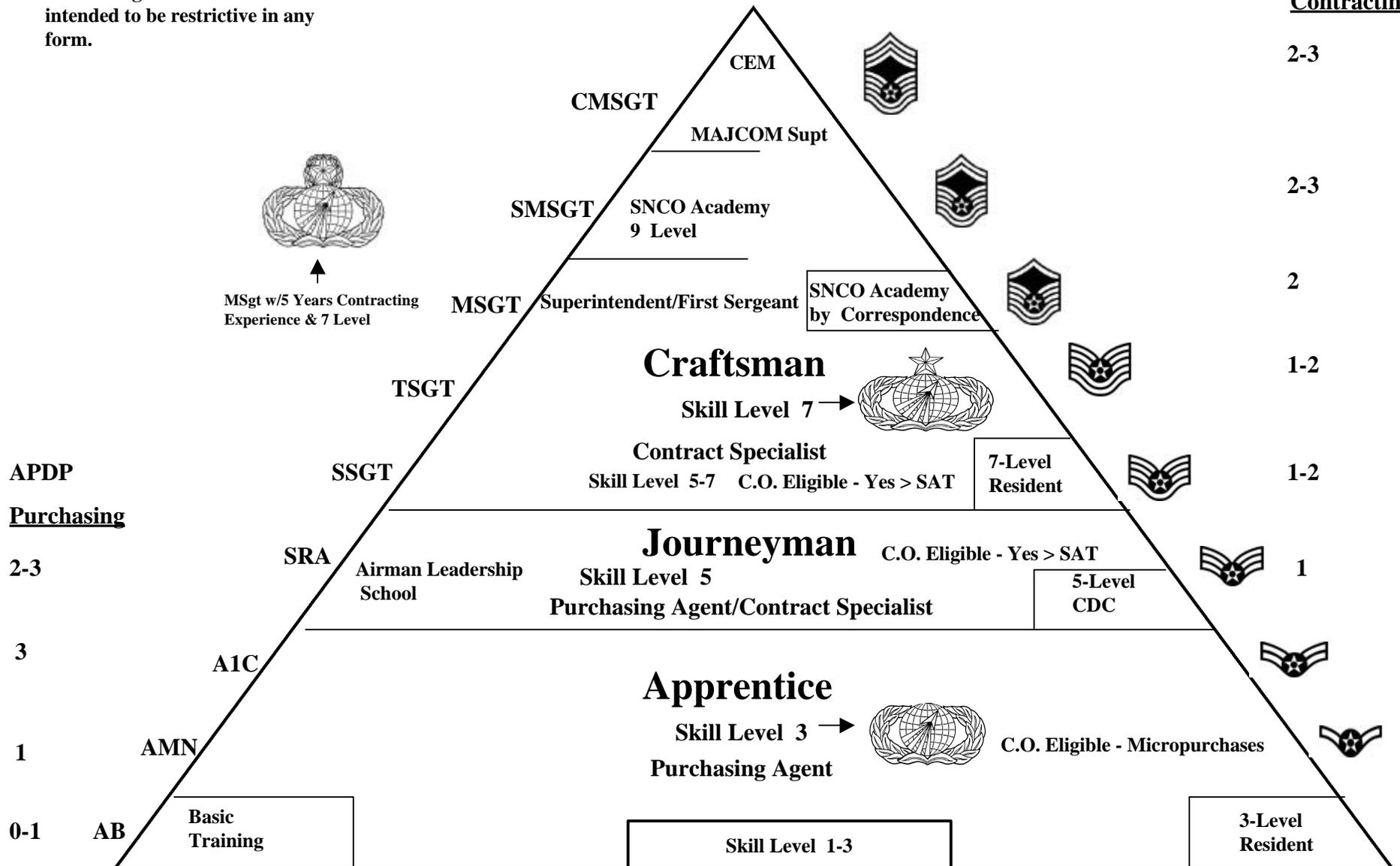


Figure 2

CONTRACTING ENLISTED FORCE CAREER PATH*

RANK/GRADE	POSITION	SKILL LEVEL	PURCHASING APDP 1,2,3	CONTRACTING APDP 1,2,3	CONTRACTING OFFICER ELIGIBLE
AB/E-1	Student Purchasing Agent (Apprentice)	1-3	0-1	N/A	Micropurchases
Amn/E-2	Purchasing Agent (Apprentice)	3	1	N/A	Micropurchases
A1C/E-3	Purchasing Agent (Apprentice)	3	2	N/A	Micropurchases
SrA/E-4	Purchasing Agent/ Contracting Specialist (Journeyman)	5	2-3	1	Micropurchases
SSgt/E-5	Contracting Specialist (Craftsman)	5-7	N/A	1-2	Yes-Simplified Acquisition Threshold (SAT)
TSgt/E-6	Contracting Specialist (Craftsman)	7	N/A	1-2	Yes - >SAT
MSgt/E-7	Contracting Specialist (Craftsman) Superintendent/ First Sergeant	7	N/A	1-2	Yes - >SAT
SMSgt/E-8	Contracting Specialist (Craftsman) Superintendent/ First Sergeant	9	N/A	2	Yes - >SAT
CMSgt/E-9	Contracting Specialist (Craftsman) Superintendent/ First Sergeant/ MAJCOM Supt/ Chief, Contracting Enlisted Policy	CEM	N/A	2-3	Yes - >SAT

*** Information provided identifies the path of the “typical contracting airman and is not to be intended to be restrictive in any form.**

Figure 2a

**WEAR OF OCCUPATIONAL BADGES
(Acquisition and Financial Management)***

Basic badge	After completion of initial skills training
Senior badge	After award of 7-skill level
Master badge	MSgt or above with 5 years in Contracting from award o f 7 skill level

* IAW AFI 36-2923

Figure 3

CONTRACTING EDUCATION AND TRAINING PATH

BASIC MILITARY TRAINING SCHOOL	MANDATORY		
APPRENTICE TECHNICAL SCHOOL – 3-Skill Level	MANDATORY		
UPGRADE TO JOURNEYMAN – 5 Skill Level			
<ul style="list-style-type: none"> • Complete 5-Level CDC's. • Minimum 15 months on the job training (9 months if retrainee and possessed 5 skill level in prior AFSC). 			
AIRMAN LEADERSHIP SCHOOL (ALS)			
<ul style="list-style-type: none"> • Must be a SrA with 48 months time in service or be a SSgt selectee. • Resident graduation is a prerequisite for SSgt sew-on.* 			
TRAINER			
<ul style="list-style-type: none"> • ALS Graduate. • Posses the same AFSC at a higher skill level than the trainee, and be certified to train others. • Must attend the formal Air Force Training Course and be appointed by Commander. 			
UPGRADE TO CRAFTSMAN – 7-Skill Level			
<ul style="list-style-type: none"> • Minimum rank of SSgt. • Attendance at formal 7-level school. • Minimum 12 months on the job training (6 months if retrainee and possessed 7 skill level in prior AFSC). 			
CERTIFIER			
<ul style="list-style-type: none"> • SSgt or above with at least a 5 skill level or civilian equivalent . • Attend formal Air Force Training Course and be appointed by the commander. • Be a person other than the trainer. 			
NONCOMMISSIONED OFFICER ACADEMY (NCOA)			
<ul style="list-style-type: none"> • Must be a TSgt or TSgt selectee. • Resident graduation is a prerequisite for MSgt sew-on. 			
USAF SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA)			
<ul style="list-style-type: none"> • Must be a SMSgt or MSgt. • SNCOA correspondence course is available for MSgts. • Resident graduation is a prerequisite for CMSgt sew-on. 			
UPGRADE TO SUPERINTENDENT – 9-Skill Level			
<ul style="list-style-type: none"> • Minimum rank of SMSgt. • Must be resident graduate of SNCOA.* 			
*Active duty only.			
CONTRACTING AVERAGE SEW-ON TIME			
RANK	EARLIEST	AVERAGE	HYT
SrA	28 Months	36 Months	10 Years
SSgt	3.0 Years	6.87 Years	20 Years
TSgt	5.0 Years	14.24 Years	20 Years
MSgt	8.0 Years	16.42 Years	24 Years
SMSgt	11 Years	18.54Years	26 Years
CMSgt	14 Years	24.42 Years	30 Years

**Note: Average Sew-on Time – SrA –MSgt based on FY 98 Statistics
SMSgt – CMSgt based on FY 97 Statistics**

Figure 4

Section C - Skill Level Training Defined

8. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge 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. The specific task and knowledge training requirements are identified in the STS at Part II, Sections [A](#) and [B](#) of this CFETP.

9. Apprentice (3-skill level AFSC 6C031) Training Requirements.

9.1. Specialty Qualifications.

9.1.1. Knowledge. Knowledge is mandatory of: pricing techniques, market trends, supply sources, business or industrial practices, production distribution, and marketing factors contributing to prices of items, equipment, materials or services; and bookkeeping, policies, laws, and directives governing contracting.

9.1.2. **Education.** For entry into this specialty, it is desirable to possess a baccalaureate degree; or have completed 24 semester hours in business-related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or have passed an examination considered by the Secretary of Defense to demonstrate skills, knowledge, or abilities comparable to that of the 24 semester hours listed above; or have at least 10 years of experience (as of 1 Oct 1991) in acquisition positions (Government or Industry) or in similar positions in which the person obtains experience directly relevant to the field of contracting.

9.1.3. **Training.** Completion of the [Apprentice Contracting Specialist Course \(L3ABR6C031-005, PDS Code FQS\)](#) located at Lackland AFB, TX is mandatory for the award of the 3-skill level AFSC.

9.1.4. **Other.** The following are mandatory for award and retention of AFSC 6C031 as indicated: (1) ability to speak distinctly, and (2) never been convicted by courts-martial or never received non judicial punishment for dereliction in the performance of duties involving contracting activities, or larceny or misappropriation of government funds or property.

9.2. **Training Sources/Resources.** Completion of the initial skills, [Contracting Apprentice, training course \(L3ABR6C031-005, PDS Code FQS\)](#) at Lackland AFB, TX satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

9.3. **Implementation.** Entry into training is accomplished through being assigned to the Contracting career field for pipeline airmen completing basic training. Retraining personnel are entered into training after being approved to retrain into Contracting following an established interview process conducted by the contracting squadron/office superintendent and approval recommendation by the MAJCOM contracting superintendent, and subsequent approval by AFPC. After graduation from Contracting Apprentice course, job QT starts when a person is assigned to their first duty position. Thereafter, it is initiated anytime a person is assigned duties they are not qualified to perform. During the initial six months after the person is assigned to their first duty station, apprentices build task experience while reinforcing the training accomplished at the Technical Training Center and receive training on local 3-skill level duty position tasks. Apprentices may perform 3-skill level

tasks unsupervised once certified on that task. Once familiar with their 3-skill level tasks and six months have passed (three months if approved by the supervisor), personnel are entered into formal 5-skill level upgrade training. With supervisor approval, personnel may enter 5-level upgrade training and enroll in CDCs after a minimum of three month's experience.

10. Journeyman (5-skill level AFSC 6C051) Training Requirements.

10.1. Specialty Qualification. This is an update from the information located in the official specialty description in [AFMAN 36-2108](#), paragraph 3.

10.1.1. Knowledge. The knowledge requirements for 6C031 also apply to the 6C051 requirements.

10.1.2. Education. All 6C031 education requirements apply to the 6C051 requirements.

10.1.3. Training. Minimum of 15 months in upgrade training (UGT); completion of the 5-level Career Development Course (CDC) and 5-level core tasks on STS, (individuals in retraining status (TSC 'F')) must complete a minimum of six months in UGT).

10.1.4. Experience. Prior qualification as a Contracting apprentice is mandatory. Additionally, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiating, preparing invitations for bid and requests for proposal, review and evaluation of bids, quotations or proposals, recommending award, preparing contractual documents or contract administration is strongly encouraged.

10.1.5. Other. Requirements identified in paragraph 9.1.4 apply.

10.2. Training Sources/Resources. The STS identifies all the tasks required for qualification in the person's duty position. The Base Training Manager or units with PC-III capabilities request enrollment in the [5-level CDC](#).

10.3. Implementation. Entry into formal journeyman UGT is initiated when an individual possesses the 3-skill level and has completed a minimum of six-months duty position experience as a 3-level (three months with supervisor's permission). QT is initiated anytime a person is assigned duties they are not qualified to perform.

11. Craftsman (7-skill level AFSC 6C071) Training Requirements.

11.1. Specialty Qualifications. All 6C031 and 6C051 qualifications apply to the 6C071 requirements.

11.1.1. Knowledge. The knowledge requirements in 6C031 apply to 6C071. Must possess sufficient knowledge to work independently in all flights/branches of operational contracting, and to be capable of directing and evaluating the work of less-skilled personnel.

11.1.2. Education. The education requirements for 6C031s apply. For active duty members to assume the grade of SSgt and MSgt, individuals must be graduates of the Airman Leadership School (ALS) and NCO Academy, respectively. ANG and Reserve members may complete PME/promotion requirements by correspondence, residence, or any other approved method.

11.1.3. Training. Completion of the following requirements is mandatory for the award of the 7-skill level AFSC: (1) all 7-level core tasks identified in the STS; (2) the 7-skill level technical school course; (3) a minimum of 18 months in upgrade training (12 months for retrainees previously possessing a 7-skill level in their prior AFSC). Completion of [Con 101 \(Contracting Fundamentals Course\)](#) is highly recommended prior to attending the 7-skill level technical school course. Possession of [APDP Contracting Level I certification](#) is desired.

11.1.4. Experience. The experience requirements in 6C051 apply to 6C071. Qualification in and possession of AFSC 6C051 and experience in functions such as contracting for commodities, services, and construction are mandatory.

11.1.5. Other. Requirements identified in paragraph 9.1.4 apply.

11.2. Training Sources/Resources. Completion of the [7-level technical school](#) course satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 7-skill level. The STS identifies all the tasks required for qualification. UGT and QT are provided by qualified trainers. Possession of an [APDP Contracting Career Path Level I](#) certification is desired.

11.3. Implementation. Entry into UGT is initiated when a person possesses the 5-skill level and is in the grade of SSgt. QT is initiated anytime a person is assigned duties they are not qualified to perform.

12. Superintendent (9-skill level AFSC 6C091) Training Requirements.

12.1. Specialty Qualifications.

12.1.1. Knowledge. The knowledge requirements in 6C031 and 6C071 also apply to 6C091. Additionally, knowledge of contingency contracting training, planning and execution are mandatory.

12.1.2. Training. Completion of the duty position training requirements, completion of [SNCOA in-residence](#), or by correspondence (ANG/AFRES only) and SMSgt sew-on are mandatory for award of the 9-skill level AFSC. Possession of an [APDP Contracting Career Path Level II certification](#) is desired.

12.1.3. Experience. Qualification as a Contracting craftsman is mandatory. Also experience in managing functions such as preparing purchase instruments, evaluating bids and proposals, negotiating, or preparing and administering contractual instruments is mandatory.

12.1.4. Other. Requirements identified in paragraph [9.1.4](#) apply.

12.2. Training Sources/Resources. The [STS](#) identifies all the tasks required for qualification in the individual's duty position. UGT and QT are provided by qualified trainers.

12.3. Implementation. Entry into OJT is initiated when a person possesses the 7-skill level and is a SMSgt selectee. QT is initiated anytime a person is assigned duties they are not qualified to perform.

Section D - Resource/Training Constraints

13. Purpose. This section identifies known resource constraints which preclude attainment of optimal training objectives. Narrative explanations are provided for each resource or training constraint, along with an impact statement describing the effect of each constraint. Also, identified are: actions required, office of primary responsibility, and target completion dates. As a minimum, resource and training constraints will be reviewed and updated annually.

14. Training Constraints.

14.1. There currently are no constraints affecting any of the skill-level awarding courses.

PART TWO

SECTION A - SPECIALTY TRAINING STANDARD

CONTRACTING APPRENTICE/JOURNEYMAN/CRAFTSMAN (6C0X1)

1. **IMPLEMENTATION.** This STS will be used for technical training provided by Air Education and Training Command.

2. **PURPOSE OF THIS SPECIALTY TRAINING STANDARD (STS).** As prescribed in [AFI 36-2201](#), Developing, Managing, and Conducting Training, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties at the 3-, 5-, and 7-skill levels. These are based on an analysis of the Occupational Survey Report, dated March 1996. The task breakdown is based on an analysis of the duties during the November 1995 Utilization and Training Workshop conducted at Lackland AFB, TX, and from enlisted functional manager inputs. Also, incorporated are those skills deemed necessary for alignment with Defense Acquisition University philosophies.

2.2. 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/completed date.

2.3. Shows formal training and correspondence course requirements. Column 2A of attachment 2 shows the proficiency to be demonstrated on the job by the graduate as a result of training in the [3-skill level course L3ABR6C031 005 \(PDS Code FQS\)](#), and Column 2C of attachment 2 shows the proficiency to be demonstrated on the job by the graduate as a result of training in the [7-skill level course L3ACR6C071000 \(PDS Code YEF\)](#) described in [AFCAT 36-2223](#). When two codes are used in column 2A or 2C, the first code is the established requirement for resident training on the task/knowledge, and the second code is the level of training provided in the course. Column 2B indicates the career knowledge provided in the [5-skill level Career Development Course \(CDC\)](#). See [ECI/AFSC/CDC](#) listings maintained by the unit OJT manager for current CDC listings.

2.4. **Qualitative Requirements.** [Attachment 1](#) contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and the career development course.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, On-the-Job Training Record, and used according to [AFI 36-2201](#). When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. An AFJQS may be used in lieu of [Part II](#) of the CFETP only upon approval of the Air Force Career Field Manager (AFCFM). NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. **Converting From Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current

duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward only the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in [AFI 36-2108](#). For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the [AF Form 623 A, On-The-Job Training Record Continuation Sheet](#), as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries in writing or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the "go"/"no go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests under the [Weighted Airman Promotion System \(WAPS\)](#). Specialty Knowledge Tests (SKTs) are developed at the [USAF Occupational Measurement Squadron](#) by senior NCOs 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 on study references listed in the [WAPS catalog](#). Individual responsibilities are in Chapter 14 of [AFI 36-2605](#), US Air Force Reenlistment, Retention, and NCO Status Programs (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to the Contracting training manager at: 345 TRS/TTCP, 1015 Femoyer Drive, Ste 126, Lackland AFB TX 78236, DSN 473-6131.

FRANK J. ANDERSON, JR., Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

OFFICIAL

Attachments
[1. Qualitative Requirements](#)
[2. STS 6C0X1](#)

This Block Is For Identification Purposes Only		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	
Printed Name Of Certifying Official And Written Initials		
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 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)
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. (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. - 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 course columns to show that training is required but not given due to limitation in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time. (Wartime tasks are those tasks that must be taught when classes are accelerated in a wartime environment.)		

Attachment 1

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
1. CAREER LADDER PROGRESSION TR: AFMAN 36-2108 and CFETP	5/7			A		B					
1.1 Progression in career ladder 6C0X1		A	-								
1.2 Duties of AFSCs 6C031/51/71		-	-								
2. SECURITY TR: AFI 31-401 , DOD5200.1R											
2.1 Information Security (INFOSEC)											
2.1.1 Classification of information and use of MAJCOM/SOAs EFFIs		-	-			-					
2.1.2 Prevention of security violations (Non technical)		-	-			-					
2.2 Operations Security (OPSEC) vulnerabilities of AFSC 6C0X1 *		A	B			-					
2.3 Computer Security (COMPUSEC)		A	-			-					
2.4 Force Protection*		A/x	B/x								
3. SUPERVISION TR: AFMAN 36-2108 , AFPAM 36-2618 , AFI 36-2201	7			b		c					
3.1 Orient new personnel			-	-		-					
3.2 Assign personnel to work areas			-	-		-					
3.3 Plan work assignments			-	-		-					
3.4 Schedule work assignments			-	-		-					
3.5 Establish:			-	-		-					
3.5.1 Work schedules			-	-		-					
3.5.2 Controls			-	-		-					
3.5.3 Performance standards			-	-		-					
3.6 Evaluate work performance of subordinates			-	-		-					
3.7 Resolve technical problems for subordinates		-	-			-					
3.8 Counsel personnel and resolve individual problems		-	-			-					
3.9 Initiate action to correct substandard performance by personnel		-	-			-					
3.10 Recognizing outstanding performance by personnel		-	-			-					
4. TRAINING TR: AFI 36-2101 , AFMAN 26-2108 , AFI 36-2201 , AFMAN 36-2247	7			b		c					
4.1 Evaluate personnel to determine need for training		-	-			-					
4.2 Plan and supervise OJT		-	-			-					
4.2.1 Prepare job qualification standards		-	-			-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT				
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS
4.2.2 Conduct training		-	-		-						
4.2.3 Counsel trainees on their progress		-	-		-						
4.2.4 Monitor effectiveness of training											
4.2.4.1 Career knowledge upgrade		-	-		-						
4.2.4.2 Job proficiency upgrade		-	-		-						
4.2.4.3 Qualification		-	-		-						
4.3 Maintain training records		-	-		-						
4.4 Evaluate effectiveness of training programs		-	-		-						
4.5 Recommend personnel for training		-	-		-						
5. MANAGEMENT											
TR: AFI 64-109 , FAR Part 7											
5.1 Contract Planning	7	-	A		B						
5.1.1 Acquisition planning		-									
5.1.2 Forecast requirements		-									
5.1.3 Acquisition strategy panel		-									
5.2 Self-Assessment program		-	B		-						
TR: AFI 64-109 , AFI 90-201											
5.3 Unauthorized commitments/ratifications											
TR: DFARS 201.602 AND AFFARS 53106.602-3											
5.4 Customer education program	5/7	A	B		-	3c					
5.5 Ethical Standards of Conduct*		B	-		-						
TR: FAR 3.101 , DoD 5500.7-R											
5.6 Cost comparison studies		-	A		-						
TR: FAR 7 , AFFARS 5307											
5.7 Contract Reporting											
5.7.1 7106 Report			A		B						
5.7.2 1015 Report		-									
5.7.3 1057 Report		-									
5.7.4 DD350 Report		-									
5.7.5 Summary Reporting		-									
6. CONTRACTING MISSION											
TR: AFPD 38-1 , AFI 64-102 , AFI 64-109 , FAR											
6.1 Contracting organization		A	-		-						
6.2 Organization of unit to which assigned		-	-		-						
7. PUBLICATIONS											
TR: AFIND 2 , AFIND 4 , AFIND 8 , AFIND 9 , FACs , DACs , AFACs , Comptroller General Decisions , DFARS AND AFFARS											
7.1 Air Force publications*		A	B		-						

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
7.2 Research Federal Acquisition Regulations*		2b	B		-						
7.3 Comptroller General Decisions		-	A		-						
8. AUTOMATED CONTRACTING SYSTEMS TR: AFCSM 64-333, Vol II											
8.1 Base Contracting Automated System (BCAS)											
8.1.1 General information		A	-		-						
8.1.2 Contract award actions		2b	-		-						
8.1.3 Contract administration actions		2b	-		-						
8.1.4 Management Analysis Reports	5/7	A	-	2b	B						
8.2 Specialized Procurement System (SPS)											
8.2.1 General Information		A/x	-		-						
8.2.2 System administration		-	-		-						
8.2.3 Contract award actions		A/x	-		-						
8.2.4 Contract administration actions		A/x	-		-						
8.3 Electronic Commerce/Electronic Data Interface											
8.3.1 General Information		A/x	-		-						
8.3.2 System administration		-	-		-						
8.3.3 Contract award actions		A/x	-		-						
8.3.4 Contract administration actions		A/x	-		-						
9. CONTRACT NUMBERING TR: DFARS 204.7000		A	B		-						
10. COMPETITION REQUIREMENTS TR: FAR 6 , DFARS 5206 , and AFFARS 5306, AFI 63-301	5/7	-	B	b	C	c					
10.1 Full and open competition											
10.2 Full and open competition after exclusion of sources											
10.3 Other than full and open competition											
10.4 Determinations and findings (D&F)											
10.5 Justifications and approvals (J&A)											
10.6 Competition Advocate											
11. REQUIREMENTS DOCUMENTS * TR: FAR 10 and FAR 11 , DFARS 211 , AFFARS 5311	5/7			b							
11.1 Review technical requirements					3c						
11.1.1 Purchase request		2b	B								

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT				
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS
11.1.2 Specifications		a	B								
11.1.3 Statement of work		a	B								
11.1.4 Sole source justifications		A	B			-					
11.1.5 Brand name justifications		A	B			-					
11.1.6 Write memorandum for record		2b	-			-					
11.1.8 Select lease vs. purchase		a	B			-					
12. GOVERNMENT AND COMMERCIAL SOURCES * TR: FAR, DFARS, and AFFARS Parts 8, 9, 11, 19, 38, AFI 64-201	5/7										
12.1 Government sources			B								
12.1.1 Review mandatory government sources*		2b				-					
12.1.2 Determine priority for use of government sources*		2b				-					
12.2 Commercial sources			B								
12.2.1 Socio-economic Programs*		2b				-	C				
12.2.2 Maintain open market sources*		b				-					
12.2.3 Review debarred, suspended or ineligible list of contractors*		2b				-					
13. SIMPLIFIED ACQUISITION* TR: FAR 13, DFARS 213, AFFARS 5313, AFI 64-109	5			3c							
13.1 General policy		A	B								
13.1.1 Micropurchases*						-					
13.1.2 Commodities*						-					
13.1.3 Services*						-					
13.1.4 Construction*						-					
13.2 Perform Solicitations		2b	B								
13.2.1 Required competition*						-					
13.2.2 Written Request For Quotation* (RFQ)						-					
13.2.3 Oral solicitation*						-					
13.3 Evaluate quotations*		2b				-					
13.4 Prepare purchase order*		2b				-					
13.5 Prepare unpriced purchase order*		a				-					
13.6 Prepare delivery order*		2b				-					
13.7 Blanket Purchase Agreements (BPA)			B								
13.7.1 Establish agreements*		a				-					
13.7.2 Place BPA calls		2b				-					
13.7.3 Summary Reporting		a				-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT				
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS
13.8 Other simplified procedures			B								
13.8.1 Standard Form 44*		A			3c						
13.8.2 Governmentwide Commercial Purchase Card/3rd Party Draft		A		2b	-						
13.8.2.1 Purchasing											
13.8.2.2 Method of Payment											
13.9 DD 350 Reporting		A	A		-						
13.10.1 Post award orientation		A			-						
13.10.2 Perform follow-up		2b			-						
13.10.3 Modifications		2b			-						
13.10.4 Terminate or cancel purchase order		2b			-						
13.10.5 Terminate or cancel delivery order		a			-						
14. CONTRACT TYPES TR: FAR 16, DFARS 216, AFFARS 5316	7	A	B	B	B						
14.1 Selecting Contract Types						2b					
14.2 Fixed Price Contracts						2b					
14.3 Cost Reimbursement Contracts						b					
14.4 Indefinite Delivery Contracts						2b					
15. CONTRACTING BY SEALED BIDDING TR: FAR 14, DFARS 214, AFFARS 5314	5										
15.1 General rules for solicitation of bids			B	B	C						
15.1.1 Services		-									
15.1.2 Construction		-									
15.1.3 Commodities		-									
15.2 Preparation of invitation for bid (IFB)		-		b	c						
15.2.1 Solicitation mailing list		-	B								
15.2.2 Pre-bid conference/site visit		-	A								
15.2.3 IFB Amendment		-	B								
15.2.4 Late bids/modification/withdrawals of bids		-									
15.2.5 Postponment of bid opening		-	B								
15.2.6 Bid Opening		-	A								
15.2.7 Bid Evaluation		-	A								
15.2.8 Process awards		-	A								
15.2.9 Information to unsuccessful bidders		-	A								
15.2.10 Legal review		-	A								

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT					
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
16. CONTRACTING BY NEGOTIATIONS TR: FAR, DFARS, AFFARS Parts 6, 15, 36, 52, and FAR Appendix BB	7											
16.1 General requirements			B			C						
16.1.1 Commodities		-										
16.1.2 Services		-										
16.1.3 Construction		-										
16.2 Formal Source Selection		-	B			B	b					
16.3 Preparation of request for proposal (RFP)/Oral Presentation		-	b			b	2b					
16.3.1 Preproposal conference/Site visit		-	B									
16.3.2 Amendments		-	B									
16.3.3 Cancellation of RFP before opening		-	B									
16.3.4 Late proposals/modification/cancel		-	B									
16.4 Source Selection						b	2b					
16.4.1 Evaluate proposals												
16.4.2 Competitive Range		-	B									
16.4.3 Price analysis		-	B									
16.4.4 Cost analysis		-	B									
16.4.5 Cost or Pricing Data		-	B									
16.4.6 Negotiation preparation		-										
16.4.7 Write Price Negotiation Memorandum (PNM)		-	A									
16.5 Process Award		-	B			b	2b					
16.5.1 Information to unsuccessful offerors		-	B									
16.5.2 Legal review		-	B									
17. COMMERCIAL ACQUISITION TR: FAR 10, 11, 12	5/7		B	2b		B	3c					
17.1 General Policy												
17.2 Market Research		2b										
17.2.1 Description of agency needs												
17.3 Solicitation												
17.3.1 Contract format												
17.3.2 Contract type												
17.3.3 Streamline Procedures												
17.4 Evaluation												
17.4.1 Offers												
17.4.2 Past Performance												
17.4.3 Streamline Procedures												
17.5 Award												
17.6 Administration												
17.6.1 Quality Assurance												
17.6.2 Acceptance												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT					
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
17.6.3 Terminations												
17.6.4 Warranties												
17.7 Applicability of Laws												
18. DISPUTES TR: FAR , DFARS , AFFARS , Parts 19 , 22 , 32 , 33			B		C							
18.1 Protests		A										
18.2 Disputes												
18.2.1 Alternative dispute resolution		-										
18.2.2 Claims		-										
18.2.3 Final Decision		-										
18.3 Appeals		-										
19. CONTRACT ADMINISTRATION TR: AFI 63-504 , AFMAN 64-108 , FAR , DFARS , AFFARS , Parts 12 , 13 , 22 , 28 , 29 , 33 , 36 , 37 , 42 , 43 , 49 , 52 , and 53	5/7											
19.1 Commodity contracts		-	B		B							
19.2 Service contracts			B	b	C	2b						
19.2.1 Post-award conference		-										
19.2.2 Contract surveillance		-										
19.2.3 Quality assurance												
19.2.4 Training Quality Assurance Evaluators (QAE)		-										
19.2.5 Monitor QAE performance		-										
19.2.6 Contract discrepancy reports		-										
19.3 Construction contracts			B	b	C	2b						
19.3.1 Preconstruction orientation		-										
19.3.2 Material approval submittal		-										
19.3.3 Monitor contract progress		-										
19.4 Contract modifications			B	b	C	2b						
19.4.1 Administrative changes		-										
19.4.2 Change orders		-										
19.4.3 Supplemental agreements		-										
19.4.4 Exercising Options		-	-									
19.5 Termination		-	B	b	C	c						
19.5.1 Termination for cause												
19.5.2 Termination for convenience		-										
19.5.3 Termination for default		-										
19.5.4 Cure notice		-										
19.5.5 Show-cause letter		-										
19.6 Labor law compliance		-	B		C							
19.7 Payment methods		-	B		C							

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. PROFICIENCY CODES USED TO INDICATED TRAINING/ INFORMATION PROVIDED					4. CERTIFICATION FOR OJT					
		For Skill Level	3 Skill Level Course	5 Skill Level CDC	5 Skill Level OJT	7 Skill Level Course	7 Skill Level OJT	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
20. BONDS, INSURANCE, AND TAXES TR: FAR, DFARS, AFFARS Parts 28 and 29			A	B		C						
21. CLOSEOUT RECORDS AND CONTRACT FILE PROCEDURES TR: FAR 4, DFARS 5204, AFFARS 5304, AFI 37-138						B						
21.1 Fixed-price			A	B								
21.2 Cost-reimbursement			-	-								
21.3 Other close-out/disposition procedures			A	B								
22. CONTRACT LAW'S BASIC CONCEPTS TR: FAR Part 52.2			A	B		-						
23. NONAPPROPRIATED FUND CONTRACTING TR: AFI 64-301, AFMAN 64-302			-	A		-						
23.1 General policies												
23.2 Servicing contracting office responsibilities												
23.3 NAF custodian responsibilities & authorities												
24. UNIQUE CONTRACTING CONCERNS TR: FAR, DFARS, AFFARS, Parts 23, 25, 36, 37, and 41 CFR 201				B		B						
24.1 Foreign acquisition			-									
24.2 Architect and Engineering			A									
24.3 Section 8(a) contracting			A									
24.4 SABER contracting			-									
24.5 Environmental aspects of contracting			A									
25. CONTINGENCY CONTRACTING SUPPORT TR: AF FAR APPENDIX CC					2b	C	3c					
25.1 General information	5/7		-	B								
25.2 Contracting authority/organization			-	B								
25.3 Planning for contingency contracting support			-	b								
25.4 Training for contingency			-	b								
25.5 Contracting support for contingency operations			-	b								
25.6 Automated Contracts System			-	-								
25.7 Force Protection			-	B/x		C/x						

SECTION B - TRAINING COURSE INDEX

1. **FORMAL SCHOOLS.** Refer to [AFCAT 36-2223](#), USAF Formal Schools, for information on courses. Also, refer to [Defense Acquisition University \(DAU\) Catalog](#) for course descriptions and DoD school locations.
2. Figures [5a](#) and [5b](#) depict the requirements that must be accomplished to acquire a Purchasing Career Path and a Contracting Career Path certification in this specialty.

CHECKLISTS FOR PURCHASING APDP CERTIFICATION

<u>PURCHASING - LEVEL 1</u>	
EDUCATION	
<input type="checkbox"/>	(Desired) Sixteen semester hours of undergraduate work, with emphasis in business
EXPERIENCE	
<input type="checkbox"/>	One year of experience in purchasing
TRAINING:	
<input type="checkbox"/>	CON 101 Basics of Contracting [BDQ]
Note: Effective October 1, 1998, CON 101 will replace PUR 101, due to changes in the Procurement career field. Sufficient PUR 101 training quotas will be provided in CON 101 during FY99 to meet the training needs of all individuals in the Procurement career path (OCC's 1105).	
<u>PURCHASING - LEVEL 2</u>	
EDUCATION	
<input type="checkbox"/>	(Desired) Thirty-two semester hours of undergraduate work, with an emphasis in business
EXPERIENCE:	
<input type="checkbox"/>	Two years of experience in purchasing
TRAINING:	
<input type="checkbox"/>	CON 202 Intermediate Contracting [BCO]
Prerequisite: CON 101 Basics of Contracting [BDQ] (for Purchasing career field only)	
Note: Effective October 1, 1998, CON 101 will replace PUR 101, due to changes in the Procurement career field. Sufficient PUR 101 training quotas will be provided in CON 101 during FY99 to meet the training needs of all individuals in the Procurement career path (OCC's 1105).	
<u>PURCHASING - LEVEL 3</u>	
EDUCATION:	
<input type="checkbox"/>	(Desired) Sixty-four semester hours of undergraduate work, with emphasis in business
EXPERIENCE	
<input type="checkbox"/>	Three years of experience in purchasing
TRAINING:	None Required

Figure 5a

CHECKLISTS FOR CONTRACTING APDP CERTIFICATION

CONTRACTING - LEVEL 1

EDUCATION:

- Have ONE of:**
- Baccalaureate degree
 - At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
 - At least 10 years of acquisition experience (as of 1 Oct 1991)

EXPERIENCE:

- One year of contracting experience

TRAINING:

- CON 101 Basics of Contracting [BDQ]
- CON 104 Principles of Contract Pricing [BDR]
- Prerequisite: CON 101 Basics of Contracting [BDQ]**

CONTRACTING - LEVEL 2

EDUCATION:

- Have ONE of:
- Baccalaureate degree
 - At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
 - At least 10 years acquisition experience (as of 1 Oct 91)
- (Desired) Graduate studies in business administration or procurement

EXPERIENCE:

- Two years contracting experience
- (Desired) An additional two years of contracting experience

TRAINING:

- CON 202 Intermediate Contracting [PGE]
Prerequisite: CON 104, Principles of Contract Pricing [BDR]
- CON 204 Intermediate Contract Pricing [BU6]
(Previously CON 231, Intermediate Contract Pricing)
Prerequisite: CON 104, Principles of Contract Pricing [BDR]
- CON 210 Government Contract Law [BDP]
(Previously CON 201, Government Contract Law)
Prerequisites: Level I Contracting Courses

CHECKLISTS FOR CONTRACTING APDP CERTIFICATION*

CONTRACTING - LEVEL 3

EDUCATION:

- Have ONE of:
 - Baccalaureate degree
 - At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management
 - At least 10 years acquisition experience (as of 1 Oct 91)
- (Desired) Master's degree in Business Administration or Procurement

EXPERIENCE:

- Four years contracting experience
- (Desired) An additional four years of contracting experience

TRAINING:

- CON 301 Executive Contracting [BB3]
Prerequisite: Level II Contracting Courses (Should be taken every 3-5 years as a refresher, but does not have to be repeated to maintain certification)
- CON 333 Management for Contracting Supervisors [BU7]
Prerequisite: At least one year contracting experience after Contracting Level II certification
- (Desired) 2 weeks Management and Leadership Training
(Not currently provided by DAU - See local training support office)

Figure 5b

The above checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields. The Under Secretary of Defense for Acquisition and Technology (USD(A&T)) has approved these checklists for the acquisition workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 1998, through September 30, 1999. For updates to the checklists visit web site: <http://www.acq.osd.mil/dau/appc.html>.

3. ENLISTED PROFESSIONAL MILITARY EDUCATION

3.1 Resident attendance at the Airman Leadership School (ALS), NCO Academy (NCOA), and the Senior NCO Academy (SNCOA) will be required for active duty career progression. Correspondence course credit is available to ANG/AFRES personnel.

3.1.1 Airman Leadership School (ALS). Enlisted personnel will attend ALS after 48 months Total Active Federal Military Service (TAFMS) or upon selection for promotion to the rank of staff sergeant.

3.1.2 NCO Academy (NCOA). Enlisted personnel (TSgt and TSgt selectees) will attend the NCOA upon selection for promotion to the rank of technical sergeant for active duty personnel. ANG/AFRES personnel will attend as a staff sergeant or a technical sergeant.

3.1.3 Senior NCO Academy (SNCOA). Enlisted personnel (SMSgts and MSgts) may attend the SNCOA. SNCOA correspondence course is available for MSgts. Completion of the SNCOA in-residence is required prior to CMSgt pin-on. ANG/AFRES personnel will attend as a master sergeant or a senior master sergeant.

4. TRAINING PROGRAM POINTS OF CONTACT

<p>SAF/AQCX 1060 Air Force Pentagon Washington DC 20330-1060 Mr Terry Wise, DSN 425-7076, FAX: DSN 425-1055, Comm (703)588-1055 E-mail: wiset@af.pentagon.mil</p>	<p>HQ AFSPC/LGC 150 Vandenberg Street, Suite 1105 Peterson AFB CO 80914-4350 CMSgt George Dupin, DSN 692-5322 FAX: DSN 692-5299 COMM: (719) 554-5299 E-mail: dupiniig@spacecom.af.mil</p>
<p>HQ PACAF/LGC 25 E Street, Suite I-326 Hickam AFB HI 96853-5427 TSgt Pamela Callicutt, (DSN 315-449-5516 FAX: DSN 315-449-0032 COMM: (808) 449-0032 E-mail: callicuttp@hqpacaf.af.mil</p>	<p>National Guard Bureau (Air National Guard) 5109 Leesburg Pike, Suite 401A Falls Church, VA 22041-3201 Ms Karen Vasilos, (703) 681-0659 FAX: (703)681-0671 E-mail: kvasilos@ngb-emh2.army.mil</p>
<p>HQ ACC/LGC 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791 MSgt Robert Caldwell, DSN 574-5096 FAX: DSN 574-4400 COMM: (804) 764-4400 E-mail: robert.caldwell@langley.af.mil</p>	<p>HQ AMC/LGC 402 Scott Drive, Unit 2A2 Scott AFB IL 62225-5308 CMSgt Dave Willis, DSN 576-8741 FAX: DSN 576-6668 COMM: (618) 256-6668 E-mail: willisdw@hqamclg.scott.af.mil</p>
<p>HQ AFRC/LGCM (Air Force Reserves) 155 2nd Street Robins AFB, GA 31098-1635 Mr Ron Dean, DSN 497-1614 FAX: DSN 497-0732, Comm (912)327-0732 E-mail: ron=dean%hq_afres_lgc%robins@wrb.afres.af.mil</p>	<p>HQ AFMC/PKO 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB OH 45433-5006 SMSgt Robert C. Gourley, DSN 787-8993 FAX: DSN 986-1431 COMM: (937) 656-1431 E-mail: gourlerc@wpgate1.wpafb.af.mil</p>
<p>HQ AETC/LGC 555 E Street East Randolph AFB TX 78150-4440 CMSgt Mark Teeter, DSN 487-6030 FAX: DSN 487-8344 COMM: (210) 652-8344 E-mail: teeterm@rndgate1.aetc.af.mil</p>	<p>HQ AFSOC/LGC 100 Bartley Street, Suite 224 Hurlburt Field FL 32544-5273 CMSgt Gary Thomas, DSN 579-5241 FAX: DSN 579-5063 COMM: (904) 884-5063 E-mail: thomasg@hurlburt.af.mil</p>
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* If unable to reach one of the above points of contact, contact the MAJCOM Contracting Superintendents for assistance: (<http://www.afmc.wpafb.af.mil/organizations/HQ-AFMC/PK/superint/majsupnts.htm>).

Figure 6

TRAINING PROGRAM DIRECTIVES

AFIND 2	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	Numerical Index of Specialized Education & Training Publications
AFCAT 36-2223	USAF Formal Schools
AFI 36-2101	Military Personnel Classification Policy
AFI 36-2105	Officer Classification
AFI 36-2108	Airman Classification
AFI 36-2201	Developing, Managing, and Conducting Training
AFI 36-2301	Professional Military Education
AFI 36-2304	Community College of the Air Force
AFI 36-2502	Airman Promotion System
AFI 36-2605	Air Force Military Personnel Testing System
AFI 36-2923	Aeronautical Duty and Occupational Badges
AFI 38-101	Air Force Organization
AFPAM 36-2241 v1	Promotion Fitness Examination (PFE) Study Guide
AFPAM 36-2241 v2	USAF Supervisory Examination (USAFSE) Study Guide

Figure 7

SECTION C - MAJCOM REQUIREMENTS

6. SUBMISSION OF MANDATORY TRAINING REQUIREMENT WAIVERS. The AFCFM, DSN 224-1711, is the approving authority for any mandatory training requirements for AFSC 6C0X1. For retrainees, the Air Force career field manager may waive the skill upgrade experience requirements (6,12, 18 months), but not the academic (e.g., school, CDC) requirements. Justification will be on a case-by-case basis to the skill level held in the previous AFSC.

6.1 Training policy changed during the year of training (YOT) for submission of waivers. The AFCFM must now approve all waiver requests for skill level upgrade without formal training. Wing commanders may, based on the squadron commander's recommendation, waive trainees who twice fail CDC's when in formal upgrade training leading to a skill level award.

6.2 The first step in submission of a waiver is for the supervisor to determine whether pursuing a waiver is appropriate by considering the complexity of this AFSC and the trainee's background. If a waiver is deemed appropriate, supervisors will develop and forward a case file, which includes evidence to warrant a waiver, through the unit commander to the servicing military personnel flight personnel employment element. The military personnel flight will provide their recommendations and forward the case file to the MAJCOM/DP, who will coordinate the package with the MAJCOM training manager and the AFSC functional manager (MAJCOM contracting superintendent). In the event there is no AFSC functional manager at the MAJCOM to evaluate the case, the MAJCOM training manager will send the case to AFMPC/DPMYCO3 for review by the appropriate AFMPC functional advisor. After AFMPC review, the case will be sent to the AFCFM. Cases will then be sent to the AFCFM for a decision. The address for the Contracting AFCFM is: SAF/AQCO, 1060 Air Force Pentagon, Washington DC 20330-1060 (DSN 425-7005, FAX 425-1055).

6.3 Formal In-Residence Training. Waiver requests for upgrade of trainees who have not completed formal training must include documentation, which shows the trainee has completed all the

requirements of the Contracting career field for the applicable skill level. The minimum requirements were established by the contracting community at formal Utilization and Training Workshops (U &TWs) and are annotated on the STS. Waiver requests must show STS certification on all tasks designated as taught in formal residence courses. Trainers perform the training and task certifiers certify the STS task.