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PARTS I AND II
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AFSC 6C0X1 CONTRACTING



CAREER FIELD EDUCATION AND TRAINING PLAN

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Table of Contents

1. PART I

1.1 PREFACE.....	3
1.2 TERMS AND ABBREVIATIONS EXPLAINED.....	5
2. SECTION A - GENERAL INFORMATION	8
2.1. Purpose	
2.2. Uses	
2.3. Roles and Responsibilities	
2.4. Coordination and Approval	
3. SECTION B - CAREER PROGRESSION AND INFORMATION.....	9
3.1. Specialty Description	
3.2. Enlisted Contracting Members Duties and Responsibilities	
3.3. Training Overview	
3.4. Rotation Plan	
3.5. Acquisition Professional Development Program (APDP)	
3.6. Continuous Learning (CL)	
3.7. Contracting Specialty Training and Experience Requirements	
3.8. Special Experience Identifiers (SEIs)	
3.9. Community College of the Air Force (CCAF)	
4. SECTION C - SKILL LEVEL TRAINING REQUIREMENTS.....	14
4.1 Contracting Career Field Progression	
5. SECTION D - RESOURCE/TRAINING CONSTRAINTS	20
None	
6. SECTION E - TRANSITION TRAINING GUIDE	20
None	

7. PART II

7.1. SECTION A - SPECIALTY TRAINING STANDARD (STS)	21
7.2. SECTION B - COURSE OBJECTIVES LIST	23
7.3. SECTION C - SUPPORT MATERIALS	23
Reserved	
7.4. SECTION D - TRAINING COURSE INDEX	23
Formal Schools	
Requirements	
7.5. SECTION E - MAJCOM REQUIREMENTS	23
Reserved	
7.6. TRAINING PROGRAM POINTS OF CONTACT	24

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

1. PART I

1.1 PREFACE

1.1.1 The men and women of U.S. Air Force Contracting represent the premier contracting capability within the Department of Defense (DoD). At the heart of our unparalleled capability is the training and development of our military and civilians. Contracting Airmen provide contingency contracting support at stateside or deployed locations in support of Air Force, joint U. S., and allied forces. Contracting professionals know more than anyone in the Air Force about how to turn dollars into “Fly, Fight, and Win”.

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

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

1.1.4 This CFETP is written in accordance with AFI 36-2670, Total Force Development and consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

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

1.1.4.2 Part II includes the following: Section A: identifies the Specialty Training Standard and includes duties, tasks, Technical References to support training, AETC conducted training, wartime course and core task and correspondence course requirements. Section B: contains the Course Objective List and training standards supervisors use to determine if Airmen satisfied training requirements. Section C:

identifies available support materials. An example is a Qualification Training Package, which may be developed to support proficiency training; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies Major Command unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

1.2 TERMS AND ABBREVIATIONS EXPLAINED

Acquisition Professional Development Program (APDP). The Defense Acquisition University (DAU) program that implements the DoD Career Development Program required by the Defense Acquisition Workforce Improvement Act of 1990, and promotes the development and sustainment of a professional acquisition workforce. Air Force Contracting actions this program via the DAU Contracting Level I, Level II, and Level III certifications for enlisted members, and other certifications for civilians and officers.

Air Force Career Field Manager (CFM). This position is the senior CMSgt by position within Air Force Contracting, and is stationed at Headquarters Air Force, Pentagon, Washington D.C. The CFM is directly subordinate to the Deputy Assistant Secretary of the Air Force for Contracting (DAS-C), serves as the Chief Enlisted Manager for the DAS-C staff (SAF/AQC) and is the executive advocate for the Contracting enlisted force. The CFM is also the focal point for all strategic planning as it pertains to the enlisted Contracting force, and executes the DAS-C's vision and intent for the Contracting force. Other CFM requirements can be found within AFH 36-2618, The Enlisted Force Structure, and AFI 36-2670, Total Force Development. Information on the current CFM can be found at the following link: [Current CFM](#).

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

Assistant Air Force Career Field Manager. This is a position filled by a highly qualified and experienced SMSgt in order to execute duties in support of the career field and is also assigned to Headquarters Air Force at the Pentagon. This individual works directly for the CFM, and performs functions that aid in strategic planning for the enlisted Contracting force. The Assistant CFM also executes actions as necessary to enable global force management of enlisted Contracting members. Information on the current CFM can be found at the following link: [Current ACFM](#).

Air Force Job Qualification Standard (AFJQS). A comprehensive task list that describes a particular job or duty position. This is a separately developed and separately used document than the CFETP. Supervisors use them to document task qualifications and

developmental requirements for specific positions. The tasks on the AFJQS are common to all persons serving in the described duty position. Currently, Air Force Contracting does not have any AFJQS positions.

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

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of training for a career field. It outlines a logical growth plan that includes training resources. The CFETP is designed to make career field training identifiable, predictable, understandable, and actionable.

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

Career Development Courses (CDCs). Formal and structured development courses designed to expand on the knowledge enlisted members learned during the Contracting Mission Ready Airman Course or provide increased expertise for members transitioning into the 7-skill level. The completion and time frame of these courses are regimented and structured in a logical progression. The CDCs are administered at each local unit and location, and are administered by the supervisors and trainers of the unit.

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

Continuous Learning Points (CLPs). Credits awarded for completion of training or development applicable to the function of acquisition or contracting. The following link provides a breakdown for determining CLP credit and numbers. [Guidelines for Crediting Continuous Learning Activities.](#)

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

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

and development of all military and civilians within Air Force Contracting. Information on the current DAS-C can be found on the Air Force Contracting Central site at the following link: [Deputy Assistant Secretary of the Air Force for Contracting](#).

Functional Manager (FM). Senior leaders, designated by the appropriate functional authority that provides day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, ANG, or AFRC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total AF mission. MAJCOM and DRU Functional Managers (MFMs) also serve as the focal point for their respective commands for all matters relating to the APDP, and career field training. MFMs are also responsible for oversight of the education and training being performed within their functional community within their respective MAJCOM or assigned Command. Additional FM responsibilities can be found within AFI 36-2670, Total Force Development.

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

Master Task Listing (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP, any approved AFJQSs, and locally developed AF Form 797s (as a minimum).

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a Master Task Listing and provides a schedule of milestones for core qualification task completion, CDC completion, and ensures timely skill level upgrade and deployment eligibility.

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

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

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Contracting uses a digital format for all our QTPs, found at the follow link: [Qualification Training Package](#).

Special Duty Identifier/Special Experience Identifier (SDI/SEI). These are codes applied to positions and personnel within Contracting to reflect qualifications needed for a

position and qualifications earned by an individual that are outside of the traditional 3, 5, 7, 9-skill level requirements. These codes can be found within the AFEDC at the following link: [AFEDC Link](#).

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

Total Force Training Record. The digital system of record used to document upgrade training and progression throughout a Contracting member's career. Documents housed within the system include, but are not limited to, the STS, CDC progression, and 623a. The system can be found at the following link: [Total Force Training Record](#). As of the date of publication of this CFETP, Contracting is not utilizing this system, but will transition to it when the system obtains operational capability. During this time all training will still need to be documented and this can be done via paper or digital document records.

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

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

2. SECTION A - GENERAL INFORMATION

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

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

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

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

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

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

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

2.3. Roles and Responsibilities. Refer to AFI 36-2670 for duties and responsibilities of the parties involved in the Contracting enlisted training program.

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

3. SECTION B - CAREER PROGRESSION AND INFORMATION

3.1. Specialty Description. Refer to the Air Force Enlisted Classification Directory (AFECD) for Contracting, paragraph 1. The AFECD can be found on the MyPERS website at the following link: [AFEDC Link](#).

3.2. Enlisted Contracting Members Duties and Responsibilities. Refer to the AFECD, paragraph 2 for general job performance and duties of enlisted Contracting members. The AFECD can be found on the MyPERS website at the following link: [AFEDC Link](#).

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

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

3.4.1 Rotation plans are a crucial part of the OJT program, and must be documented within 30 days of a 3-level's entry into upgrade training for the 5-skill level. Rotation plans allow for trainees to rotate through the units different sections where they will build the foundation of their contracting skill sets. Rotation is also another way to ensure that trainees do not become stagnant or build singular functions without a breath of knowledge. This rotation plan must be documented within the Journal Entry section of TFTR (substitute records are authorized until TFTR is operational). This rotation plan must include approximate dates of rotation to the sections enabling exposure to the three types of contracts previously mentioned in this paragraph. This rotation plan shall be endorsed by the current unit commander or equivalent upon inception, and again by the current unit commander or equivalent upon completion.

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

will be conducted using TFTR (or substitute records medium until TFTR is operational) as well as ACMS.

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

3.5.1 With 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 implementing program is the APDP. From the MAJCOM level all the way to first line supervisors, APDP managers are responsible for ensuring employees fulfill the obligations of their acquisition coded positions.

3.5.2 The APDP applies to all Contracting enlisted members since all enlisted members occupy acquisition-coded contracting positions. The contracting career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements. Requirements for each level of certification can be found at the following link: [iCatalog Home](#).

3.5.3. Certification/Skill Level/Grade Association. Air Force contracting positions on unit manning documents should be coded to require levels of certification commensurate with the required grade of the position and positional need. APDP certification is designed to be a balanced and progressive program of training, experience, and education. It is not intended for quick attainment without having practical on-the-job experiences to accompany the certification. The CFM has final approval authority for enlisted members to attend any training course. See the table below for established position certification levels by grade:

Grade	Position Certification Level
Airman Basic	None
Airman	None
Airman First Class	Level I
Senior Airman	Level I
Staff Sergeant	Level II
Technical Sergeant	Level II
Master Sergeant	Level II/Level III*
Senior Master Sergeant	Level III
Chief Master Sergeant	Level III

***NOTE:** Master Sergeant positions identified as a Key Leadership or Key Developmental Positions will be APDP Level III coded.

3.6 Continuous Learning (CL). Every acquisition workforce member has a goal to earn 40 CL points each year and is required to take no longer than 2 years to earn 80 CL points. For details regarding the CL program to include the CL points conversion table, see the following link (must use Microsoft Explorer): [ACQ NOW](#).

3.7 Contracting Specialty Training and Experience Requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. This information can also be found within the Contracting AFEDC at the Air Force MyPERS website at the following link: [AFEDC Link](#). Figure 3.1 shows a graphic breakdown of the same information. The specific task and knowledge training requirements are identified in the Specialty Training Standard at Part II, Section A and B of this CFETP.

3.7.1. 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Mission Ready Airman Course.

3.7.2. 6C031 (Apprentice) – Awarded upon completion of the Air Force Contracting Mission Ready Airman Course.

3.7.3. 6C051 (Journeyman) – Requires possession of AFSC 6C031, a minimum of 12 months on the job training from the date of enrollment in 6C051 upgrade training, completion of the 6C051 core qualification tasks found within the 6C0X1 CFETP Part II, completion of the 6C051 Career Development Course, recommendation of the supervisor, and approval of the commander.

3.7.4. 6C071 (Craftsman) – SSgt-selects or higher are authorized to enter into upgrade training for this skill level. Requires possession of AFSC 6C051, a minimum of 12 months on the job training from the date of enrollment into 6C071 upgrade training, completion of the 6C071 core qualification tasks found within the 6C0X1 CFETP Part II, completion of the member's rotation plan, completion of the 6C071 Career Development Course, recommendation by the supervisor, and approval by the commander.

3.7.5. 6C091 (Superintendent) – Requires possession of AFSC 6C071, minimum rank of SMSgt, and member must have completed the Air Force Senior Noncommissioned Officer Academy or sister service equivalent.

3.7.6. 6C000 (Chief Enlisted Manager) – Requires possession of AFSC 6C091 and promotion to Chief Master Sergeant.

FIGURE 3.1

UPGRADE TO 3-Skill Level (6C031/Apprentice) • Complete Contracting Apprentice Course
UPGRADE TO 5-Skill Level (6C051/Journeyman) • Possess the 6C031 AFSC • Complete mandatory 5-level CDCs • Minimum 12 months upgrade training, not to exceed 24 months • Complete all core task training • Recommended by supervisor • Approved by commander
UPGRADE TO 7-Skill Level (6C071/Craftsman) • Possess the 6C051 AFSC • Minimum rank of SSgt • APDP Level I Certification • Completion of rotation plan • Complete mandatory 7-level CDCs • Minimum 12 months upgrade training, not to exceed 24 months • Complete all core task training • Recommended by supervisor • Approved by commander
UPGRADE TO 9-Skill Level (6C091/Superintendent) • Possess the 6C071 • Completed USAF Senior NCO Academy or equivalent* • Minimum rank of SMSgt • APDP Level II Certification • Recommended by supervisor • Approved by commander
UPGRADE TO 0-Skill Level (6C000/Chief Enlisted Manager) • Possess the 6C091 AFSC • Minimum rank of CMSgt

*NOTE: Sister-service or other PME determined by the Air Force the meet the requirements for the Air Force Senior NCO Academy will satisfy this requirement.

FIGURE 3.2

Contracting Functional Badge Wear For 6C0X1 Personnel*		
BADGE		Authorized When
Basic		Upon completion of the MRAC
Senior		Upon award of the 7-skill level
Master		MSgts and above with 5 or more years as a 7-skill level

*Contracting members wear the Acquisition and Financial Management badge. See AFI 36-2903 for proper wear.

3.8. Special Experience Identifiers (SEIs). SEIs identify special experience and training not otherwise identified within the Air Force personnel data system, and are used to complement the assignment process. SEIs identify training, experience, certifications, or warrant levels that are critical to matching an individual to a vacant position, and no other efficient method of identification is appropriate or available. SEIs are tied to the assignment process to ensure qualified individuals are matched to positions or identified to fill a vacancy. Additional information on SEIs can be found within AFI 36-2101.

3.8.1. Current SEIs. The SEIs for Contracting currently are:

SEI Code **129**. Represents APDP Contracting Level I certification.
SEI Code **130**. Represents APDP Contracting Level II certification.
SEI Code **131**. Represents APDP Contracting Level III certification.
SEI Code 150. Represents Staff or Supervision Experience
SEI Code 151. Represents a Warranted CO
SEI Code 153. Represents Contract Administration Experience.

3.8.2. Future SEIs. Contracting SEIs will update to the following on or about 1 April 2021:

SEI Code **129**. Unchanged
SEI Code **130**. Unchanged
SEI Code **131**. Unchanged
SEI Code 150. Warranted CO, >SAT but less than \$5M
SEI Code 151. Warranted CO, Equal to or greater than \$5M but less than UNLIMITED
SEI Code 153. Warranted CO, UNLIMITED*

*NOTE: This SEI must be awarded and held in order to qualify for Special Duty Assignment Pay.

3.8.3. The updated listing of SEIs can be found within the AFEDC at: [AFEDC Link](#).

3.9. Community College of the Air Force (CCAF) Degree Program. The Contracting career field does not mandate a CCAF for career progression, but some aspects of the Contracting career field require minimum levels of education in order to qualify (Example: Qualifications of

an unlimited warrant require a minimum of a bachelor's degree). All enlisted members are highly encouraged to take advantage of this education opportunity. Information on the CCAF can be found at the following link: [Community College of the Air Force](#).

3.9.1. Enrollment occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree must be completed before the student separates from the Air Force, retires, or commissions as an officer. For program details regarding the Associate of Applied Science Degree, refer to the CCAF catalog at [CCAF General Catalog](#).

3.9.2. Degree Requirements. Airmen must hold the 5-skill level to graduate from any program. Subject area requirements are shown below. The Contract Management program applies to the 6C0X1 career field.

<u>Subject</u>	<u>Semester hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
Total	64

3.9.3. Technical Education. A minimum of twelve (12) semester hours of Technical Core subjects/courses must be applied. The remaining twelve (12) semester hours will consist of Technical Core or Technical Elective requirements.

3.9.4. Leadership, Management, and Military Studies. These include Professional Military Education (PME) and management courses received at civilian institutions. Refer to the CCAF General Catalog for transferability of management courses received at civilian institutions.

3.9.5. Physical Education. This requirement is satisfied upon completion of basic military training.

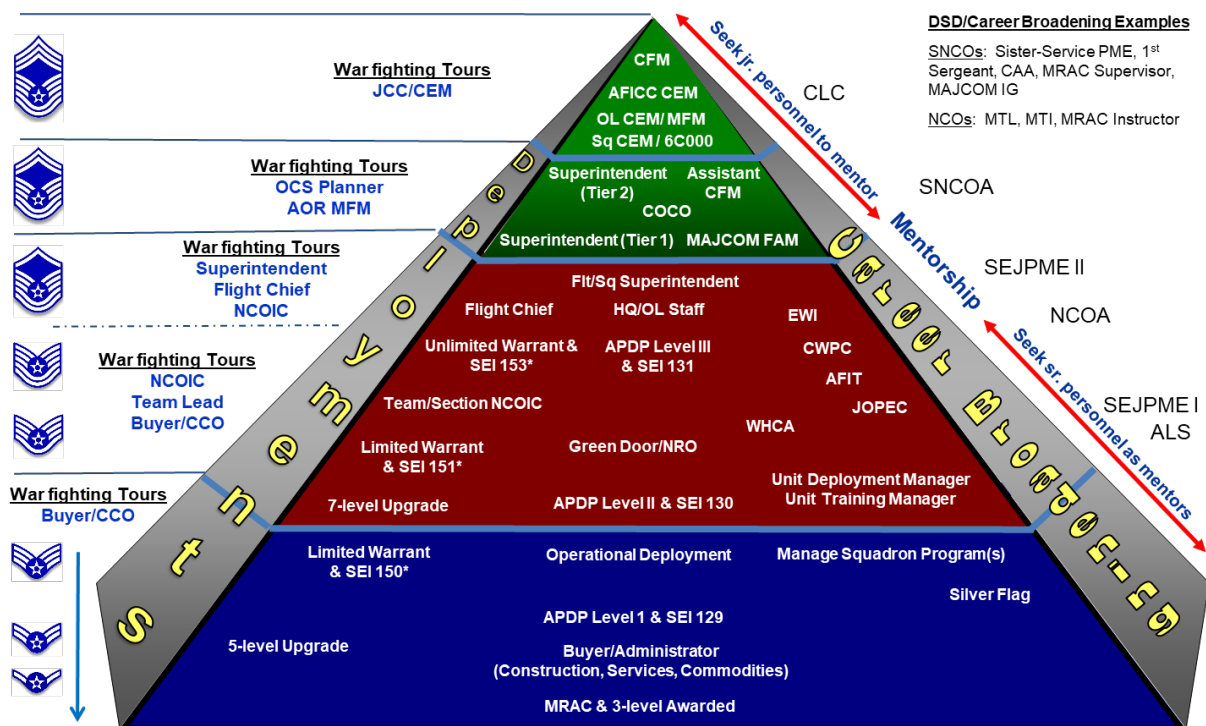
3.9.6. General Education. Courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of Applicable General Education subjects/courses as outlined in the CCAF General Catalog. Five categories of courses must be completed in order to fulfill this requirement. The categories are: Oral Communications, Written Communications, Mathematics, Social Science, and Humanities.

3.9.7. Program Electives. These are satisfied with applicable Technical Education, Leadership, Management, and Military Studies, or General Education subjects/courses.

4. Section C. SKILL LEVEL SPECIALTY KNOWLEDGE AND PROGRESSION AND OBTAINMENT OF THE GOLD STANDARD FOR PERFORMANCE.

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

Figure 4.1



4.1.1. 3- & 5-Skill Levels, AB/E-1, Amn/E-2, A1C/E-3, and SrA/E-4 (blue band). Members in this group are focused on gaining technical proficiency, and forming the foundation of mission focused business leadership. The majority of development, especially among the airman ranks, should be focused on becoming technically proficient and confident.

4.1.1.1. It begins with completion of the MRAC which earns the 3-skill level, and authorizes the wear of the basic AFSC badge. Upon arrival at their first Contracting duty station, the member will be enrolled in their 5-skill level upgrade training and begin their rotation plan. After completion of their 5-level upgrade requirements as discussed (see Section B, para 3.7.3) the APDP Level 1 certification will follow closely behind that and also result in award of the SEI 129. Members are encouraged to seek out contracting actions that expand their knowledge and take them out of their comfort zone. Supervisors are encouraged to challenge new 5-levels to expand their capabilities. Rotation and exposure to different kinds of contracting is also key during this time period as it will enable our Airmen to have a broad

base of technical knowledge on the varied types of contracts.

4.1.1.2. After a solid technical base is established, 5-level and APDP Level I is earned, a deployment as a CCO buying for a deployed or contingency mission should be sought out. The member should also begin to progress toward a limited warrant, often up to or in excess of the Simplified Acquisition Threshold (SAT). When a greater than SAT warrant is earned, the member will merit the SEI 150*. Focusing on the upper grade of the 5-skill level, SrA at this point should seek out squadron or other programs to manage. Running squadron programs develops breadth and depth of squadron operations, and is highly beneficial later on in a member's career for Superintendent or Staff assignments.

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

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

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

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

4.1.2. 7-Skill Level, SSgt/E-5, TSgt/E-6, and MSgt/E-7 (red band). As previously stated, enlisted members will begin to transition into this tier when the individual is selected for SSgt. At that point the member will be entered into 7-skill level upgrade training, and required to complete their APDP Level-II certification. See the following link for requirements: [iCatalog Home](#). (NOTE: Although SSgts are routinely awarded a 7skill-level and an APDP Level II certification, for assignment/PCS purposes they are considered a 5-skill level. See AFI 36-2110, Total Force Assignments for additional information).

4.1.2.1 At this point the member will also complete their first iteration of Air Force Enlisted Professional Military Education (EPME) by attending Airman Leadership School. The online Senior Enlisted Joint PME I course becomes available, and enlisted members are encouraged to complete it as well. These courses help develop breadth and depth in the areas of leadership and communication as well as provide greater perspective on the Air Force and our sister services. Information on EPME can be found at the following link: [Air University](#), and information on the Senior Enlisted Joint PME can be found at the following Joint Knowledge Online link: [JKO](#).

4.1.2.2 As SSgts transition into TSgts they continue to expand their knowledge, expertise, and innovation. If a limited warrant is already possessed, the member should seek a higher limit. If the warrant exceeds \$5M of authority but less than unlimited authority, the member will earn SEI 151*. TSgts should also begin to seek out leadership positions within operational contracting units.

4.1.2.3. Key positions during time as a 7-level is opportunity for growth doing contracting in less traditional settings, and enlisted members are encouraged to evaluate these positions. Opportunities such as the National Reconnaissance Office, The White House Communications Agency, and other organizations provide experience to members in the classified contracting realm. Position requirements vary, and a full listing of non-operational contracting assignments can be found on the Air Force Contracting Central Chiefs Corner at: [Chiefs Corner](#).

4.1.2.4 SSgts and TSgts should also consider a DSD as an MTI, MTL, MRAC Instructor, or other opportunities. For more information on Special Duties, visit the MyPERS site at the following link: [myPers Assignment Section](#).

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

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

4.1.2.7 JOPEC and CWPC are both courses that last approximately two weeks, and both enable advanced contingency operations planning. These two courses are held in a joint or multi-functional environment, challenge contracting members in the realm of operational contract support, and greatly expand a contracting member's contingency planning ability. For more information on JOPEC, visit: [Center for Joint and Strategic Logistics](#). For more information on CWPC, proceed to the following link: [LeMay Center for Doctrine Development](#).

4.1.2.8. AFIT and EWI are programs that require a change of assignment. AFIT will result in a Masters Degree, and EWI will result in a 10-month long internship with partnering business that may include a Fortune 500 company, traditional DoD company, or others. Both of these programs require a service commitment following the program. See AFI 36-2107, Active Duty Service Commitments for guidance regarding service commitments. For information on AFIT, visit: [Air Force Institute of Technology](#). For information on the EWI program, visit the following link: [Education With Industry Program](#), and also contact your MAJCOM 6C Chief to discuss the assignment process following EWI.

4.1.2.9 Seasoned TSgts should also begin to consider pursuit of their APDP Level III if not already working towards it.

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

4.1.2.11. Members who are successful as 7-levels will often progress into the rank of MSgt, and if capable they should be working toward an unlimited warrant. SAF/AQC does not limit the number of unlimited warrants to a unit's operational need. Rather the need for an individual to pursue an unlimited warrant is based on the individual's ability, acumen, and technical proficiency. An unlimited warrant is the pinnacle of our craft, and enlisted members are highly encouraged to pursue an unlimited warrant provided their local unit leadership supports this pursuit and the member meets minimum qualifications required by SAF/AQC.

4.1.2.12. MSgts should consider the same academic opportunities as discussed previously in this section, but should also pursue key leadership and key development positions within a contracting unit or on a MAJCOM or higher staff. Key leadership positions (KLPs) and key development positions (KDPs) require an individual to be vectored by the Contracting Enlisted Development Team (EDT), and provide significant opportunities for growth of the breadth and depth of an individual's overall leadership and functional skill sets. For a listing of Contracting KLPs and KDPs, see the following link: [Chief's Corner](#).

4.1.2.13. All MSgts in Contracting are reviewed for vectoring annually. For information on how the vectoring process works, see the Contracting EDT Vectoring Guide at the following link: [Chief's Corner](#).

4.1.2.14. MSgts during this period have limited opportunity to attend the Air Force SNCO Academy or sister service PME, and may also enroll in the Senior Enlisted Joint PME II.

4.1.2.15. During this period in a MSgt's career, they should also consider a DSD as a diamond wearing 1st sergeant, a Career Assistance Advisor (CAA), or a supervisory position within the MRAC Schoolhouse.

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

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

4.1.3. SMSgt/E8 (lower green band). SMSgts play an integral part in leading our contracting units, planning for contingency operations, and development of Contracting personnel and programs. A very large majority of SMSgt positions are KLPs or KDPs. Squadron superintendent positions, MAJCOM FAM positions, and the MRAC Schoolhouse Superintendent are examples of these positions. Every SMSgt will be evaluated annually for vectoring to fill one of these KLP or KDP positions by the Contracting EDT. For information on how the vectoring process works, see the Contracting EDT Vectoring Guide at the following link: [Chief's Corner](#).

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

4.1.3.2. A deployment or war-fighting tour for a SMSgt may consist of MFM duties for a particular area of responsibility (AOR) or an operational contract support (OCS) planner or integrator.

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

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

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

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

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

4.1.5. Career Field Specific Promotion Data. Promotion rates and information specific to Contracting enlisted members can be found on the Chief's Corner within the Air Force Contracting Central web site at the following link: [Chief's Corner](#).

4.1.6. The Gold Standards of Performance. The gold standards for performance are key knowledge, skills, and abilities that make up the skillsets our contracting enlisted members should strive for. Providing the task centric training found within Part II of this CFETP will establish a strong foundation of technical competency. However, those charged with developing our enlisted members' technical competency must also strive to develop leadership, communication, forward thinking, and other key behaviors that make up the whole Airman. Leaders at all levels are highly encouraged to cultivate strong partnerships between supervisors and subordinates, trainers and trainees, and mentors and mentees.

4.1.6.1. The essence of the gold standards is interaction and deliberate development beyond upgrade training. This material is ever evolving, but at the heart of the gold standards is the need for enlisted supervisors to pass on experience, expertise, and mentorship by direct involvement with those in need of or seeking development.

4.1.6.2. There are nine progressive levels of positions and responsibilities covered under the gold standards of performance.

4.1.6.3. The gold standards are broken down into the following six key characteristics under each position: Mission Focus, Leadership, Business Acumen, Relationship Management, Critical Thinking, and Technical Skills.

4.1.6.4. Each characteristic is further broken down into headings and sub-headings that explain what skill sets a contracting member would ideally possess for a given level or responsibility or position. These skill sets build upon each layer as a member progresses in their career from Contracting Specialist to Chief Enlisted Manager.

4.1.6.5. Due to the length of the gold standards description, the full listing of knowledge, skills and abilities can be found at the following link: [Chief's Corner](#).

5. SECTION D – Resource Constraints.

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

6. SECTION E – Transitional Training Guide

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

7. PART II

7.1. Section A—Specialty Training Standard (STS).

7.1.1. Supervisors will utilize TFTR system (or a substitute medium until TFTR becomes fully operational) to maintain a CFETP for each enlisted member, except fully qualified SNCOs.

7.1.2. Implementation. This STS will be used for technical training provided by Air Education and Training Command. The schoolhouse implemented this training 14 Jan 2019 (with class 19004).

7.1.3. Purpose. As prescribed, this STS:

7.1.3.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Numbers are sequenced numerically (i.e., 1.1, 1.2, and 2.1) Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

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

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

7.1.3.4. Qualitative Requirements. “Attachment 1, Qualitative Requirements” contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

7.1.3.5. Use to document task when placed in AF Form 623, On-The-Job Training Record, and according to Chapter 6 of AFI 36-2201, Air Force Training Program.

7.1.3.6. Promotion Testing. Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, 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 upon study references listed in the Enlisted Promotions References and Requirements Catalog (EPRRC) available at [Enlisted Promotions References and Requirements Catalog](#). Individual responsibilities are in Chapter 1 of AFI 36-2605, AF Military Personnel Testing System. WAPS is not applicable to the ANG or AFR.

7.1.3.7. Documentation. Document completion of training. The CFM has determined that

third party task certification is not required. Identify duty position requirements by circling the appropriate subparagraph number in Column 1. As a minimum, complete the following columns in Part I of the CFETP: Training Completed, Trainee Initials, and Trainer Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the CFM. NOTE: The CFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

7.1.3.7.1. CFETP Transcribing Procedures. Use the new CFETP to identify and document all past and current qualifications. Transcribe qualifications in the following manner:

7.1.3.7.1.1. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current supervisor/trainer initials in the trainer column. Rationale: Clarifies transcribing documentation procedures.

7.1.3.7.1.2. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when these tasks become duty position requirements, recertify using standard certification procedures.

7.1.3.7.1.3. The person whose initials appear in the trainer block during the transcription process must meet those requirements.

7.1.3.7.1.4. Upon completion of the transcription process, give the old CFETP to the member.

7.1.3.7.2. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, that trainees cover the mandatory items in AFECD. 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 supervisor, and receives certification on the STS items. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

7.1.3.7.3. Decertification and Recertification. When a supervisor or trainer determines an Airman is unqualified on a task previously certified for their duty position, the supervisor or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a or automated version. Begin recertification (if required) following procedures in accordance with AFI 36-2201, Air Force Training Program.

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

7.1.3.9. Recommendations. Report unsatisfactory performance of individual course graduates to: 344 TRS/TRRM, 1015 Femoyer Drive, JBSA Lackland TX 78236, DSN 473-6200 or, the 37th Training Group Customer Service Line (24 Hours), DSN 473-2917.

8. SECTION B – COURSE OBJECTIVES LIST

8.1. The Contracting Apprentice course objectives list is available via the AF Portal, JBSA Lackland website 344 TRS/ Contracting Training Flight.

9. SECTION C – SUPPORT MATERIALS

9.1. The 6C Qualification Training Package (QTP) is mandatory use by personnel in upgrade training. The QTP can be found at the AFICC SharePoint page: [Qualification Training Package](#).

10. SECTION D - TRAINING COURSE INDEX

10.1. **Formal Schools.** Refer to the Education and Training Course Announcements (ETCA) system (ETCA 36-2223) available at [Education & Training Course Announcements](#) for USAF Formal Schools course descriptions and training information. ETCA is prescribed by AFI 36-2201, Chapter 8, *Formal Training*. Also, refer to Defense Acquisition University (DAU) Catalog for course descriptions and DOD school locations.

10.2. Requirements.

10.2.1. The Under Secretary of Defense for Acquisition and Technology (USD (A&T)) has approved checklists for the acquisition workforce under the authority of DOD Directive 5000.52, “Defense Acquisition Education, Training and Career Development Program.”

10.2.2. The checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields for Contracting Level I, Contracting Level II, and Contracting Level III.

10.2.3. To view these checklists, see website: [iCatalog Home](#)

11. SECTION E – MAJCOM REQUIREMENTS

This area reserved.

1. Training Program Points of Contact.

SAF/AQC - CFM DSN: 260-2413 Comm: (571) 256-2413 1060 Air Force Pentagon Washington, D.C. 20330-1060	AFICC CEM DSN: 787-9750 Comm: (937) 257-9750 1940 Allbrook Drive Wright-Patterson AFB, OH 45433-5006 E-
AFICC-KU (USAFE) CEM DSN: 314-480-9100 Comm: 011-49-6371-47-9100 Unit 3050, Box 110 APO AE 09094-0110	AFICC-KH (PACAF) CEM DSN: 315-449-8569 Comm: (808) 449-8569 25 E Street, Suite B-100 Joint Base Pearl Harbor-Hickam, HI 96853-5427
AFICC-KC (ACC) CEM DSN: 574-0219 Comm: (757) 764-0219 129 Andrews Street Joint Base Langley-Eustis, VA 23665-2791	AFICC-KM (AMC) CEM DSN: 779-0190 Comm: (618) 229-0190 507 Symington Dr Scott AFB, IL 62225
AFICC-KS (AFSPC) CEM DSN : 692-5322 Comm: (719) 554-5311 150 Vandenberg Street, Suite 1105 Peterson AFB, CO 80914-4350	AFICC-KO (AFSOC) CEM DSN: 579-5241 Comm: (850) 884-5241 427 Cody Avenue, Suite 224 Hurlburt Field, FL 32544-5273
AFMC/PK CEM DSN: 787-7421 Comm: (937) 257-7421 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB, OH 45433-5006	AFICC-KT (AETC) CEM DSN: 487-7070 Comm: (210) 652-7070 2035 First Street West Joint Base San Antonio-Randolph, TX 78150-4304
AFICC-KG (AFGSC) CEM DSN: 781-0177 Comm: (318) 456-0177 841 Fairchild Ave Barksdale AFB, LA 71110	AFRC CFM DSN: 260-7080 Comm: (571) 256-7080 1060 Air Force Pentagon Washington, D.C. 20330-1060
AFDW/PK CEM DSN: 612-6114 Comm: (240) 612-6114 1500 West Perimeter Road, Suite 5750 Joint Base Andrews, MD 20762	ANG CFM DSN: 612-7072 Comm: (240) 612-7072 3501 Fetchet Ave, Room 147 Joint Base Andrews, MD 20762

2 Attachments

1. Qualitative Requirements
2. STS 6C0X1

Attachment 1
QUALITATIVE REQUIREMENTS

This Block Is For Identification Purposes Only		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	
Printed Name Of Trainer And Their Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

PROFICIENCY CODE KEY		
	SCALE VALU	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)
* 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.		

EXPLANATIONS

1. “-” This mark is used alone instead of a scale value to show that no proficiency training is provided in the Contracting Apprentice course or CDC.
2. All OJT performance tasks are trained and qualified to the “go/no go” level. “Go” mean the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the proficiency code key).

NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime. correct use of procedures

ATTACHMENT 2

***6C0X1 SPECIALTY TRAINING STANDARD**

*1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided		
		A	B	C	D	A	B	C
		Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level CDC	7 Skill Level CDC

1. FEDERAL ACQUISITION REGULATIONS SYSTEM (FAR) TR: FAR PART 1, DOD FMR 7000.14-R, AFI 65-601, Fiscal Law Overview Ethics Counselor's Deskbook								
1.1 Fiscal Law						A	B	-
1.2 Contract Law						A	B	-
1.3 Research Federal Acquisition Regulation (FAR) and Supplements	5					2c	-	-
1.4 Contracting Officer Authority						A	B	-
1.5 Contracting Officer Responsibilities						A	B	-
1.6 Unauthorized Commitments and Ratifications						-	B	-
1.7 Prepare Ratification of Unauthorized Commitment	7					-	-	-
1.8 Determination and Findings (D&F)						A	-	-
1.9 Contract Action Reviews								
1.9.1 Legal Review						-	B	-
1.9.2 Business Clearance						-	A	-
1.9.3 Contract Clearance						-	A	-
2. THIS SECTION RESERVED								
3. IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST TR: FAR PART 3								
3.1 Contracting Standards of Conduct						B	-	-
3.2 Conflicts of Interest						B	-	-
3.3 Safeguarding Information and Procurement Integrity						B	-	-
3.4 Improper Business Practices						A	B	-
4. ADMINISTRATIVE MATTERS TR: FAR PART 4, AFH 33-337, AFCC, Air Force Contracting E-Business Procedures (AFCEP), DFARS PGI 204.6								
4.1 Perform Contract Action Distribution	5					2c	-	-
4.2 Contract Action Report (CAR)						A	-	-
4.3 Prepare Contract Action Report (CAR)	5					-	B	-
4.4 Contents of Government Contract Files						B	B	-
4.5 Closeout Contract Files	5					2c	c	-
4.6 Unique Procurement Instrument Identifiers						A	B	-
4.7 Write Memorandum For Record (MFR)	5					2c	-	-
5. PUBLICIZING CONTRACT ACTIONS TR: FAR PART 5								
5.1 Publicizing Contract Actions Policy						A	B	-
5.2 Publicize Contract Actions Using Electronic Posting System	5					2c	-	-
5.3 Prepare Pre-Solicitation Notices	7					2c	-	-
5.4 Prepare Contract Award Notice	7					-	a	-

6. COMPETITION REQUIREMENTS TR: FAR PART 6, AFCC								
6.1 Full and Open Competition						A	B	-
6.2 Full and Open Competition After Exclusion of Sources						A	B	-
6.3 Other Than Full and Open Competition						A	B	-
6.4 Evaluate Brand Name Justification & Approval (J&A)						-	b	-
6.5 Evaluate Only One Responsible Source Justification & Approval (J&A)	7					-	b	-
7. ACQUISITION PLANNING TR: FAR PART 7, AFCC								
7.1 Acquisition Plan						-	A	B
7.2 Establish Competition Strategy						2c	c	-
7.3 Prepare Streamlined Acquisition Strategy Summary (SASS)	7					-	b	-
7.4 Lease vs. Purchase						-	B	-
8. GOVERNMENT SOURCES TR: FAR PART 8, AFCC								
8.1 Priority for Use of Mandatory Sources						A	B	-
8.2 Federal Prison Industries (FPI)						A	B	-
8.3 Ability One Program						A	B	-
8.4 Execute General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Below Simplified Acquisition Threshold (SAT)	5					2c	c	-
8.5 Execute General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Above Simplified Acquisition Threshold (SAT)	5					-	c	-
8.6 Execute General Services Administration (GSA) Task Order	5					2c	c	-
8.7 Limited Sources Justification						A	B	-
9. CONTRACTOR RESPONSIBILITY TR: FAR PART 9, AFCC, FAR SUBPART 4.11								
9.1 Contractor Responsibility Policy and Standards						A	B	-
9.2 Verify Status of Contractor in System for Award Management (SAM)	5					2c	-	-
9.3 Document Federal Awardee Performance & Integrity Information System (FAPIS)/Contractor Responsibility Above the Simplified Acquisition Threshold (SAT)						2c	a	-
10. MARKET RESEARCH TR: FAR PART 10, AFCC								
10.1 Conduct and Document Market Research	5					2c	c	-
10.2 Determine North American Industry Classification System (NAICS)	5					2c	-	-
10.3 Determine Federal Supply Class (FSC)	5					2c	-	-
11. DESCRIBING AGENCY NEEDS TR: FAR PART 11								
11.1 Evaluate Purchase Requests	5					2c	-	-
11.2 Statement of Work (SOW)						A	-	-
11.3 Performance Work Statement (PWS)						A	-	-
11.4 Prepare Liquidated Damages Determination and Findings (D&F)	7					-	a	c
12. COMMERCIAL ACQUISITIONS (COMMODITIES & SERVICES) TR: FAR Part 12, FAR 52-M								
12.1 Commercial Acquisition Policy and Applicability						A	B	-
12.2 Commercial Contract Format						B	B	-

12.3 Prepare Commercial Item Determination and Findings (D&F)	7					-	a	c
12.4 Select Provisions and Clauses for Commercial Items	5					2c	c	-
12.5 Prepare Combined Synopsis/Solicitation for Commercial Items	5					2c	c	-
12.6 Termination for Cause						A	B	-
13. SIMPLIFIED ACQUISITIONS TR: FAR PART 13, AFCC, AFI 64-117, AFCEP								
13.1 Simplified Acquisition Procedures (SAP)						A	B	-
13.2 Prepare Request For Quotation (RFQ)	5					2c	c	-
13.3 Amend Request For Quotation (RFQ)						2c	-	-
13.4 Evaluate Quotations	5					2c	c	-
13.5 Prepare Price Fair and Reasonableness Documentation (PF&R)	5					2c	c	-
13.6 Blanket Purchase Agreement (BPA)								
13.6.1 Establish Blanket Purchase Agreement (BPA)	7					a	b	-
13.6.2 Place Blanket Purchase Agreement (BPA) Call	5					a	b	-
13.6.3 Administer Blanket Purchase Agreement (BPA)	5					a	b	-
13.7 Government Purchase Card (GPC) Utilization						A	-	B
13.8 Prepare Commercial Purchase Order Using Standard Form 1449	5					2c	-	-
13.9 Sole Source Justification Under Simplified Acquisition Procedures	5					-	-	-
14. SEALED BIDDING TR: FAR PART 14								
14.1 Sealed Bidding						A	B	-
14.2 Two Step Sealed Bidding						-	-	B
15. CONTRACTING BY NEGOTIATIONS TR: FAR PART 15, AFCEP, AFCC, DFARS 215.3 DoD Source Selection Procedures, AFFARS 5315.3 Source Selection Mandatory Procedures								
15.1 Contracting by Negotiations						A	B	C
15.2 Uniform Contract Format (UCF)						A	B	-
15.3 Source Selection Processes and Techniques						-	A	C
15.4 Prepare Request for Proposal (RFP) for C Type Contract	7					-	b	c
15.5 Prepare Request for Proposal (RFP) for D Type Contract	7					-	b	c
15.6 Conduct Pre-Proposal Conference						-	b	-
15.7 Prepare Amendment Using Standard Form 30	7					a	b	-
15.8 Contractor Proposal								
15.8.1 Evaluate Past Performance	7					-	b	c
15.8.2 Review Technical Evaluation	7					-	b	c
15.8.3 Evaluate Price	7					-	b	c
15.9 Competitive Range						-	A	C
15.10 Exchanges with Offerors						-	A	C
15.11 Conduct Negotiations	7					-	a	c
15.12 Request and Review Final Proposal Revisions	7					-	a	c
15.13 Cost and Pricing Data						-	B	C
15.14 Award Documents								
15.14.1 Prepare Price Negotiation Memorandum (PNM)	7					-	a	c
15.14.2 Prepare Source Selection Evaluation Board (SSEB) Report	7					-	a	c
15.14.3 Prepare Award Decision Document	7					-	a	c

15.14.4 Prepare Notice to Unsuccessful Offerors	7					-	a	c
15.15 Debrief Unsuccessful Offerors	7					-	a	c
16. CONTRACT TYPES TR: FAR PART 16, AFCC								
16.1 Firm Fixed-Price Contracts						A	B	-
16.2 Indefinite Delivery Contracts						A	B	-
16.3 Prepare Single Award Delivery/Task Order	7					-	-	-
16.4 Prepare Multiple Award Delivery/Task Order	7					-	-	-
16.5 Justification for an Exception to Fair Opportunity						A	B	-
17. SPECIAL CONTRACTING METHODS TR: FAR PART 17, AFCC								
17.1 Contract Options						B	C	-
17.2 Prepare Inclusion of Options Determination and Findings (D&F)	7					-	-	-
17.3 Option to Extend the Term of the Contract						B	C	-
17.4 Prepare Notice of Intent to Exercise Option to Extend the Term of the Contract	5					b	-	-
17.5 Prepare Exercise Option to Extend the Term of the Contract Determination and Findings (D&F)	5					b	-	-
17.6 Option to Extend Services						B	C	-
18. THIS SECTION RESERVED								
19. SMALL BUSINESS PROGRAMS TR: FAR PART 19								
19.1 Small Business Programs						A	B	-
19.2 Prepare DD Form 2579 (Small Business Coordination)	5					2c	-	-
19.3 Contracting with the Small Business Administration 8(a) Program						A	B	-
19.4 Historically Underutilized Business Zone (HUB Zone) Program						A	B	-
19.5 Service-Disabled Veteran-Owned Small Business Procurement Program						A	B	-
19.6 Women-Owned Small Business Program						A	B	-
19.7 Non-Manufacturer Rule						-	A	B
20. - 21. THIS SECTION RESERVED								
22. LABOR LAWS TR: FAR PART 22, AFFARS 5336.9002 - AF Contracting Construction Guide								
22.1 Incorporate Wage Determination	5					2c	-	-
22.2 Conduct Labor Interviews	7					-	a	-
22.3 Validate Payrolls	7					-	a	-
23. - 27. THIS SECTION RESERVED								
28. BONDS AND INSURANCE TR: FAR PART 28, AFCC								
28.1 Bonds						-	B	-
28.2 Insurance						-	B	-
29. - 31. THIS SECTION RESERVED								
32. FINANCIAL MATTERS TR: FAR PART 32, DOD FMR 7000.14-R, AFMAN 64-302, AFFARS MP5332.7, AFI 65-118								
32.1 Process Invoice	5					-	-	-
32.2 Payment Methods						A	B	-
32.3 Contract Financing						-	B	C
32.4 Funding Documents						-	B	-

32.5 Contract Actions in Advance of Funding Availability						-	B	-
33. PROTESTS AND CLAIMS TR: FAR PART 33, AFCC								
33.1 Protests						A	B	C
33.2 Claims						A	B	C
34. - 35. THIS SECTION RESERVED								
36. CONSTRUCTION TR: FAR PART 36, AFFARS 5336.9002 - AF Contracting Construction Guide								
36.1 Pre Award Construction Actions								
36.1.1 Special Aspects of Contracts for Construction						A	B	-
36.1.2 Select Provisions and Clauses for Construction	7					-	b	c
36.1.3 Conduct Site Visit	7					-	b	c
36.2 Post Award Construction Actions								
36.2.1 Issue Notice to Proceed (NTP)	7					-	a	-
36.2.2 Conduct Preconstruction Orientation	7					-	a	-
36.2.3 Process Material Submittal Approval	7					-	a	-
36.2.4 Monitor Contractor Progress	7					-	a	-
36.3 Architect - Engineer Services						-	A	B
37. SERVICE CONTRACTS TR: FAR PART 37, AFCC, AFI 63-138								
37.1 Service Contracts						A	B	-
37.2 Prepare Personal Service Determination and Findings (D&F)	7					-	a	-
37.3 Requirement Approval Document (RAD)						-	-	A
38. - 41. THIS SECTION RESERVED								
42. CONTRACT ADMINISTRATION TR: FAR PART 42, CPARS Training Guide								
42.1 Contract Administration Functions						A	B	-
42.2 Process Contractor Performance Assessment Report (CPARS)						-	a	c
43. CONTRACT MODIFICATIONS TR: FAR PART 43, Informational Guidance AFMCFARS 5343								
43.1 Contract Modifications						A	B	-
43.2 Modification Authorities						A	B	
43.3 Issue Unilateral Modification on Standard Form 30	5					2c	-	-
43.4 Issue Bilateral Modification on Standard Form 30	5					2c	-	-
44. - 45. THIS SECTION RESERVED								
46. QUALITY ASSURANCE TR: FAR PART 46, AFCC, AFFARS MP 5346.103, DoDI 5000.72								
46.1 Designate Contracting Officer's Representative (COR)	7					-	-	-
46.2 Perform Annual Review of Contracting Officer's Representative Files	7					-	-	-
46.3 Quality Assurance Surveillance Plan (QASP)						-	A	B
47. - 48. THIS SECTION RESERVED								
49. TERMINATION TR: FAR PART 49								
49.1 Issue a Cure Notice	7					-	b	-
49.2 Issue Show-Cause Letter	7					-	b	-
49.3 Termination for Convenience						A	B	-
49.4 Termination for Default						A	B	-

50. STRATEGIC SOURCING TR: AFICC Launch Pad								
50.1 Introduction to Strategic Sourcing						A	B	-
50.2 Research Strategic Sourcing Solutions						2c	-	-
50.3 Strategic Sourcing Process						-	A	-
50.4 Building a Strategic Sourcing Program						-	-	A
51. GENERAL TOPICS TR: CFETP PART 1, AFI 64-102, AFI 36-2905								
51.1 Contracting Mission						A	-	-
51.2 Contracting Career Progression						A	-	-
51.3 Contracting Organizational Structure						A	B	-
51.4 Mission Partners						A	-	-
51.5 Interact with Mission Partners						1b	-	-
51.6 Navigate Contract Writing System						2c	-	-
51.7 Complete Human Performance						1b	-	-
52. CONTINGENCY CONTRACTING TR: AFI 64-105, JP 4-10, Defense Contingency Contracting Handbook								
52.1 Operational Contract Support (OCS)						-	A	B
52.2 Complete "Joint OCS Essentials Course"	7					-	-	-
52.3 Operational Contract Support Across Operational Phases						-	-	B
52.4 Contract Support Integration (CSI)								
52.4.1 Contingency Planning						-	-	B
52.4.2 International Laws and Agreements						-	-	B
52.4.3 Contracting Readiness						-	A	B
52.4.4 Conduct Contingency Contracting Mission Brief						-	-	c
52.4.5 Contingency Requirements Process						-	-	-
52.4.6 Legal Status of Contractors						-	-	B
52.5 Contracting Support								
52.5.1 Types of Contract Support						-	-	A
52.5.2 Contingency Contracting Authority						-	A	C
52.5.3 Contingency Contracting Organizational Structures						-	-	B
52.5.4 Contingency Funding Considerations						-	A	B
52.5.5 Executive Agent (EA) Designations						-	-	B
52.5.6 Defense Base Act (DBA) Insurance						-	-	A
52.5.7 Expedited Contracting Procedures						-	A	B
52.5.8 Manage Field Ordering Officer (FOO) Program						-	-	c
52.5.9 Execute Manual Contract Instruments	7					-	-	b
52.5.10 Execute Micro-Purchase Using SF44	5					-	c	-
52.6 Contractor Management						-	-	B
52.7 Types of Expeditionary Contracting Operations								
52.7.1 Major/Minor Combatant Command Operations						-	-	B
52.7.2 Defense Support of Civil Authorities (DSCA)						-	-	B
52.7.3 Humanitarian Assistance/Disaster Response (HADR)						-	-	B
52.7.4 Exercise Support						-	-	B
52.7.5 Local Emergencies						-	-	B