



## TECHNICAL POINT OF CONTACT (TPOC) FOR AFWERX OPEN TOPIC SBIR/STTR PHASE II FREQUENTLY ASKED QUESTIONS

### What is an Open Topic Phase II TPOC?

The TPOC is the Government representative appointed to provide oversight to an Open Topic SBIR/STTR Phase II contract or Other Transaction for Prototype. The TPOC is initially identified in the mandatory Phase II Customer Memorandum. Approval is provided by the cognizant Government Contracting Officer.

### Who may serve as a TPOC?

Any **Department of the Air Force (DAF) civilian or military member** committed to the project with knowledge of the SBIR/STTR Programs, or at least a willingness to learn.

### What duties does a TPOC perform?

- **Monitoring contractor performance**, ensuring timely contract deliverable submission for successful contract completion.
- **Providing guidance to deliverable completion** and ensuring requested corrections/adjustments are made. **Approving deliverables** as documented in the Customer Memorandum Milestone Schedule, using the Phase II deliverable approval process (see below).
- **Reviewing, providing input, and suggesting proposed contract modifications to the Contracting Officer for approval**, as required. Common modification types include period of performance extensions, Principal Investigator changes, or classified access needs.
- **Facilitating coordination between the contractor, End User and installation stakeholders, and AFWERX Phase II Program Managers** for approvals/waivers or resolution of contract execution issues. The SBIR/STTR Programs may require coordination and action with customers and/or End Users to resolve security matters, obtain Common Access Cards and/or base access, achieve software accreditation, prepare to conduct flight testing, and fulfill human research subject requirements. Guidance for each of these areas can be found on Union (see below).
- **Remaining engaged throughout the process**, continuously providing experience and expertise to guide awardees in developing and integrating new technologies into the Air Force arsenal.

### Where can I find out more about TPOC roles and responsibilities?

The TPOC Designation Letter attachment to the [Customer Memorandum](#) will have additional information, including detailed TPOC training requirements.

### How do I handle my project's specific support needs or issues?

**Join the Union Community!** Union is AFVenture's active community for companies, TPOCs, and AFWERX personnel to find detailed information on SBIR/STTR Phase II related execution topics, and a forum where new posts, discussions, and diverse feedback is added daily. This is a great place to find answers, whether reviewing current resources already available or posting questions to the community. Those appointed as TPOCs are automatically registered for Union accounts. <https://union.vc/air-force-phase-ii>



### Can the TPOC on a Phase II effort be changed?

Yes! The outgoing TPOC can send an email to [p2@afwerx.af.mil](mailto:p2@afwerx.af.mil) with the new TPOC copied. Request to change either the primary or alternate TPOC from [X Name] to [Y Name] and AFVentures will assist in the change. Note: A **contract modification is NOT necessary** to change a TPOC.

### How are Phase II deliverables submitted and approved?

Deliverables are the contract milestones the company must deliver to the TPOC as outlined in the Customer Memorandum Milestone Schedule. The below steps outline the approval process.

SUBMITTING PHASE II DELIVERABLES	
<b>Company</b>	Prepare and deliver each milestone/deliverable upon completion to the assigned TPOC(s) per the contractual schedule.
<b>Company</b>	<p>Utilizing the template below, submit completed deliverables and related materials to the assigned TPOCs via email, copying the Phase II mailbox, <a href="mailto:p2@afwerx.af.mil">p2@afwerx.af.mil</a>.</p> <p><b>EMAIL SUBJECT</b> Company Name, Contract Number, Deliverable</p> <p><b>EMAIL BODY</b> Company Name: Contract Number: Deliverable # or Milestone #: i.e., CLIN 003, ALIN 002, Milestone 0002, etc. Deliverable or Milestone Dollar Amount: Recommendation: TPOC will mark as "Approve" or "Reject." Approval/Rejection: TPOC will provide the determination date.</p>
<b>TPOCS</b>	Promptly review submitted deliverables, ensuring they meet contractual requirements. Recommend deliverable approval or rejection replying all to the contractor's email.
<b>AFVentures Phase II Execution Team</b>	<p>A team member will review the TPOCs recommendation and notify the contractor with an approval email.</p> <p>*The company then submits their invoice in Wide Area WorkFlow (WAWF). <i>*Invoices submitted to WAWF prior to deliverable approval will be rejected.</i></p>



### Still have questions?

For questions not addressed in the FAQs, resources, or discussion forum available within UNION, please email [p2@afwerx.af.mil](mailto:p2@afwerx.af.mil). Our team will promptly assist you.

OR

**Join the AFVentures team for a recurring All Call for the Phase II SBIR/STTR community on the second Tuesday of every month, at 11:30 EST.** The one-hour sessions provide insight into the SBIR/STTR Programs, a calendar of upcoming solicitations and events, and other important announcements. Each meeting will be followed by a short Q&A from the field to answer any remaining questions.

#### Join the webinar at

<https://www.zoomgov.com/j/1614570742?pwd=TUEvNWJibklvVEZKSDV3LzBqc3IxQT09>

Passcode: 334503

#### Or dial

US: +1 669 254 5252 or +1 646 828 7666 or +1 551 285 1373 or +1 669 216 1590

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