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TPOC Frequently Asked Questions (Open Topic SBIR/STTR Phase II)

What is an AFVentures TPOC?

The Technical Point of Contact is the main Gov representative to manage an Open Topic SBIR/STTR contract. The TPOC is initially appointed by the Customer and End-User in the Customer Memorandum.

Who can be a TPOC?

Any **DAF civilian or military member** interested in implementing technology with: a good attitude, commitment to the project and knowledge of the SBIR program (or a willingness to gain it). In certain circumstances non-DAF DoD members may be able to serve as alternate TPOCs alongside a DAF TPOC. If you think this describes your situation - let us know!

What is a TPOC responsible for?

- **Monitor the contractor's performance**, ensuring timely completion of contract deliverables for successful completion of the contract.
- **Provide input on deliverables**, and ensure requested corrections/adjustments have been made. Once acceptable, **approve the deliverables** outlined in the Customer Memorandum Milestone Schedule, using the Phase II deliverable approval process (see below).
- Review, provide input, and concur with proposed **contract modifications**, as required. Common reasons include Period of Performance extensions, Principal Investigator change, or classified access needs.
- **Coordinate with the contractor, end user and installation stakeholders, and AFWERX** Phase II Program Managers to gain approvals/waivers or resolve contract execution issues. SBIR/STTR programs may require your coordination and action with customers or end users to resolve: security or classified needs, CACs, base access, software accreditation (ATOs), or regulatory compliance.
- **Remain engaged throughout the process**, continuously offering your experience and expertise to assist in developing and integrating new technologies into the Air Force arsenal.

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

The Designation Letter (DL) is the best resource to understand what is expected of the TPOC. The TPOC DL is included in the [Customer Memorandum](#) (Attachment 1.3).

This attachment highlights the roles and responsibilities of the TPOC during the Phase II period of performance. It is an overarching guide for the technical point of contact to reference, should there be questions on when the TPOC should get involved.

Is there specific training required?

Yes. AFWERX specific TPOC training is required. For more information on accessing these trainings please email p2@afwerx.af.mil or see the Training files under the AFWERX Phase 2 MS Teams board.

Required Courses:

- AFWERX specific TPOC training modules 1-5 (2 hrs)
*Note: there may be additional REQUIRED training based on contract specific influences (HSR, Flight Testing, etc.)

Recommended Courses at Defense Acquisition University, <https://www.dau.edu>

- ACQ 1010 Fundamentals of Systems Acquisition Management (8 hrs) or ACQ101
- CLC 106 Contracting Officer's Representative with a Mission Focus (3 hrs)
- CLC 011 Contracting for the Rest of Us (2 hrs)

Can the TPOCs be changed?

Yes! If you will no longer be able to serve as a TPOC, send an email to p2@afwerx.af.mil with your NEW TPOC CC'd. Request to change either the primary or alternate TPOC from [X Name] to [Y Name] and our team will assist in the change. Note: a **Contract Modification is NOT necessary** to change a TPOC.



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How are Phase II deliverables submitted & 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	
Company	Prepare and deliver each milestone/deliverable upon completion to your TPOC(s) per the contractual schedule
Company	Utilizing the template below, submit via email completed deliverables and related materials to your TPOCs, cc'ing the Phase II mailbox: p2@afwerx.af.mil EMAIL SUBJECT: Company Name, Contract Number, Deliverable EMAIL BODY: Company Name Contract Number Deliverable # or Milestone # (i.e. CLIN 003, ALIN 002, Milestone 0002, etc.) Deliverable or Milestone Dollar Amount: \$ Recommendation: "Approve" or "Reject"
TPOCs	Promptly review submitted deliverables, ensuring they meet the requirements as outlined in the contract. Recommend approval or rejection of deliverables by Replying All to the email utilizing the template above.
AFVentures Phase II Execution Team	A member of the team will review the TPOC's recommendation and respond to the Company with an approval email, thus notifying the company to submit their invoice in Wide Area WorkFlow (WAWF). <i>**An invoice submitted prior to deliverable approval will be rejected.</i>

Still have Questions?

If your questions were not answered after reviewing the FAQs or resources, please email our team at p2@afwerx.af.mil. This mailbox is monitored by our team of specialists who will promptly assist you.

-OR-

Sign into your Teams account and visit <https://dod.teams.microsoft.us/#/discover>

You'll see 'Join a team with a code' module. Use code: **7728zxt** and hit enter. This will automatically add you to the AFWERX Phase 2 Team Channel and you won't have to wait for approval to join!

-OR-

Join the Team for a recurring All-Call specifically hosted for our Phase II SBIR/STTR Community on the 2nd Tuesday of every month, 1130 EST. During this one-hour session, we will provide insight into the SBIR/STTR program, calendar of upcoming solicitations and events, as well as other important announcements. We will follow each meeting with a short Q&A from the field to answer any remaining questions.

Please click the link below to join the webinar:

<https://www.zoomgov.com/j/1614570742?pwd=TUEvNWJlbklyVEZKSDV3LzBqc3lxOT09>

Passcode: 334503

Or Telephone, dial (for higher quality, dial a number based on your current location):

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

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