



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

### What is an AFVentures TPOC?

The Technical Point of Contact, or TPOC, is the main government representative responsible for managing an Open Topic SBIR/STTR contract. Initially, the customer and end user appoint the TPOC in the project's Customer Memorandum.

### Who can be a TPOC?

Any **Department of the Air Force civilian or military member** with an interest in implementing technology can be a TPOC. This role also requires a good attitude, a commitment to the project and a knowledge of the SBIR/STTR program (or a willingness to learn). Under certain circumstances, non-DAF Defense Department members may be able to serve as alternate TPOCs alongside a DAF TPOC. If these describe your situation, let us know!

### What is a TPOC responsible for?

- **Monitor the contractor's performance**, ensuring the timely completion of required 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 detailed below.
- Review, provide input and concur with proposed **contract modifications**, as required. Common modifications include Period of Performance extensions, Principal Investigator changes 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, Common Access Cards, base access, software accreditation (ATOs) or regulatory compliance.
- **Remain engaged throughout the process** by 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 being a TPOC?

To understand what the TPOC role entails, read the 'Stakeholders: Phase II Technical Point of Contact' section of the Customer Memorandum as well as related guidance in the memo's instructions. These sections highlight the TPOC's roles and responsibilities during the Phase II period of performance and explain the intervals at which a TPOC should get involved.

### Do TPOCs need special training?

Yes. AFWERX requires specific training for TPOCs. Information on accessing this training will be provided after proposal selection. See the Training files under the AFWERX Phase II MS Teams board or contact the Phase II Team with questions at [p2@afwerx.af.mil](mailto:p2@afwerx.af.mil).

Required Courses:

- AFWERX specific TPOC training modules 1-5 (2 hrs)  
\*Note: there may be additional REQUIRED training based on contract-specific influences (Human Subjects Research, 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 during a contract?

Yes! If, during a project, you will no longer be able to serve as a TPOC, send an email to [p2@afwerx.af.mil](mailto:p2@afwerx.af.mil) with your new TPOC copied on the message. Request to change either the primary or alternate TPOC from [X Name] to [Y Name] and our team will assist you. Note: a **Contract Modification is NOT necessary** to change a TPOC.

### 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 steps below outline the approval process.

Submitting Phase II Deliverables	
<b>Company</b>	Prepare and deliver each milestone/deliverable upon completion to your TPOC(s) (identified in your proposal's customer memorandum) and per the contractual schedule.
<b>Company</b>	Utilizing the link below, submit the completed deliverable to AFWERX. <a href="https://afwerx.experience.crmforce.mil/DeliverablesForm/s/">https://afwerx.experience.crmforce.mil/DeliverablesForm/s/</a>
<b>TPOCs</b>	Will promptly receive an automated message to <b>review</b> the submitted deliverable. If the deliverable is acceptable ( <b>per contract requirements</b> ), reply all to let us know if you 'Approve' or 'Reject' the submitted deliverable.
<b>AFVentures Execution Team</b>	A member of the team will review the TPOC's recommendation and respond to the company with an approval email. After the company receives notification of approval from the <b>AFVENTURES EXECUTION TEAM</b> , the company may submit their invoice in Wide Area WorkFlow (WAWF) utilizing the <b>Invoice Type COMBO</b> . Once submitted, AFWERX will review the WAWF invoice report for approval.  NOTE: An invoice submitted in WAWF prior to TPOC and AFWERX deliverable approval will be rejected. Questions regarding the invoicing/payment process should be submitted to <a href="mailto:p2@afwerx.af.mil">p2@afwerx.af.mil</a>

### Still have Questions?

If your questions were not answered after reviewing the FAQs or resources, please email our team at [p2@afwerx.af.mil](mailto:p2@afwerx.af.mil). Our team of specialists will promptly assist you.