

## SUBCONTRACT ADMINISTRATOR ASSOCIATE APPRENTICESHIP PROGRAM

O\*NET-SOC Code: 13-1023.00

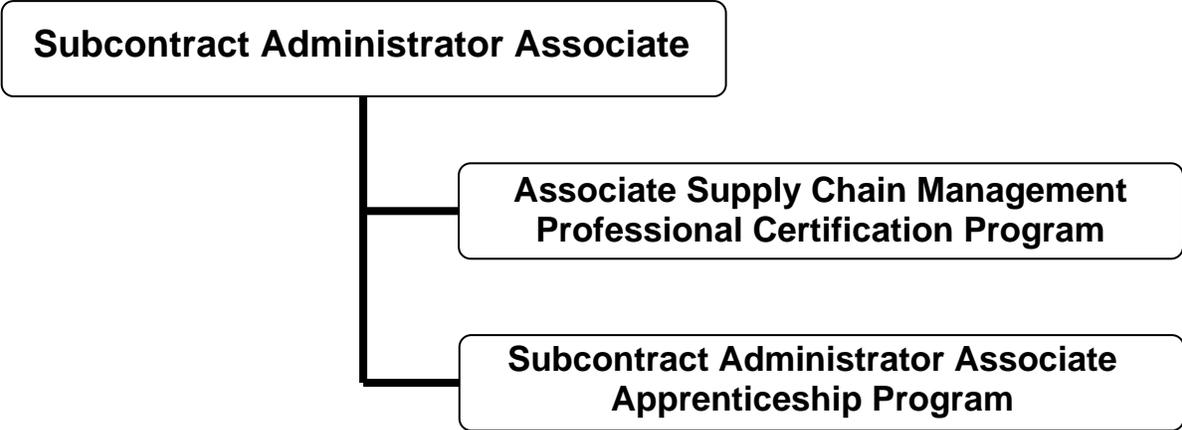
RAIS Code: 1127CB

**Occupational Description:** Develops subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services. Prepares bid packages, conducts bidders' conferences, analyzes and evaluates proposals, negotiates subcontract provisions, selects or recommends subcontractors, writes awards, and administers resulting subcontracts. Negotiates and coordinates additions, deletions, or modifications to subcontracts. Participates with contracts administration and purchasing to develop subcontract policies and procedures.

The following outlines the requirements for the occupation of Subcontract Administrator Associate, including the hours of structured ***on-the-job learning*** and the hours of ***related instruction***. To complete the apprenticeship program, the apprentice must satisfactorily fulfill both the on-the-job learning and related instruction requirements.

The apprentice will progress through projects of limited scope during Year One of the apprenticeship program, with the apprentice's work being reviewed throughout each assignment. Contacts will primarily be with the apprentice's immediate supervisor, and other personnel in the section or group. The apprentice must meet all ***Associate Supply Chain Management Professional Certification Criteria*** to satisfactorily complete Year One of the apprenticeship program. By the end of Year Two, the apprentice will be able to apply the appropriate principles, theories, and concepts to complete assignments, and the apprentice is expected to have a basic knowledge of industry practices, and standards. The goal is for the apprentice to reach a level of competence and proficiency equivalent to a journeyworker level Subcontract Administrator Associate.

### **Subcontract Administrator Associate Career Development Plan**



**SUBCONTRACT ADMINISTRATOR ASSOCIATE APPRENTICESHIP PROGRAM**

**WORK PROCESSES**

<b>Phase 1 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<b>Supply Chain Management (SCM) New Employee Professional Development.</b> The apprentice will be introduced to Senior Leadership personnel. They will become aware of the <b>SCM</b> Mission and business objectives. They will also gain exposure to <b>SCM</b> required processes as well as safety and security policies. Tips for achieving satisfactory performance will be reviewed with them.	32
<b>Specific Business Area Knowledge.</b> The manager will provide the apprentice with a detailed overview of the organization's work process and how it relates to other organizations within <b>SCM</b> .	8
<b>Project #1.</b> The apprentice will be assigned several entry-level tasks such that he/she may be provided with a smooth transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services.	Minimum 360
<b>Meet with the Mentor.</b> The apprentice will meet weekly at an agreed upon timeframe with assigned mentor to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of their apprenticeship experience.	24
<b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training and project activities.	7

<b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.	1
<b>Phase 1 Related Instruction</b>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 2 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<b>Project #2.</b> The apprentice will be assigned several entry-level tasks to continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include all tasks listed in Project #1 and the preparation of bid packages, conducting bidders' conferences, analyzing and evaluating proposals, negotiating subcontract provisions, selecting or recommending subcontractors, writing awards, and the administration of resulting contracts.	Minimum 360
<b>Project Presentations.</b> The apprentice will present projects to mentor and supervisor at an agreed upon timeframe.	16
<b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe during this three month period to engage in a dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience. The mentor will begin to discuss career and/or professional development issues key to the apprentice's development.	12
<b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.	2
<b>Phase 2 Related Instruction</b>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 3 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<b>Project #3.</b> The apprentice will be assigned several entry-level tasks to continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include all tasks listed in Projects #1 and #2 and the negotiation and coordination of additions, deletions, or modifications to subcontracts.	Minimum 360
<b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.	12
<b>Project Presentations.</b> The apprentice will present projects to the mentor and supervisor at an agreed upon timeframe.	8
<b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.	2
<b>Phase 3 Related Instruction</b>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 4 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<b>Project #4.</b> The apprentice will be assigned several entry-level tasks to continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include all tasks listed in Projects #1, #2, #3 and the participation with Contracts Administration and Purchasing to develop subcontract policies and procedures.	423
<b>Meeting with Mentor.</b> The apprentice will meet with his/her Mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.	12
<b>Project Presentations.</b> The apprentice will present the projects to the mentor and supervisor at an agreed upon timeframe.	8
<b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.	2
<b>SCM Certification Program Associate (35 hours)</b>	
<b>RI:</b> Budgeting: Operating and Manufacturing Budgets (48542)	3
<b>RI:</b> Financial Management: Fundamental Accounting Concepts (48501)	3
<b>RI:</b> Financial Management: Cash Analysis and Management (48504)	3
<b>RI:</b> Negotiating: The Negotiation Process (41082)	3
<b>RI:</b> Business Writing: The Fundamentals (45107)	3
<b>RI:</b> Essentials of Business Law: Contract Law (46602)	3
<b>RI:</b> Project Management: Contracts and Procurement (41569)	3
<b>RI:</b> Operations Management: Fundamentals of Operations Management (44721)	3
<b>RI:</b> Operations Management: Operations Components (44722)	3
<b>RI:</b> Operations Management: Operations Management Tools (44723)	3
<b>RI:</b> ERM Supply Chain Management (13169)	5

<b>Phase 5 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<p><b>Project #5.</b> The apprentice will be assigned independent work assignments that increase responsibility and accountability and continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services, the preparation of bid packages, conducting bidders' conferences, analyzing and evaluating proposals, negotiating subcontract provisions, selecting or recommending subcontractors, writing awards, and the administration of resulting contracts, the negotiation and coordination of additions, deletions, or modifications to subcontracts, and the participation with Contracts Administration and Purchasing to develop subcontract policies and procedures.</p>	Minimum 360
<p><b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.</p>	12
<p><b>Project Presentations.</b> The apprentice will present projects to the mentor and supervisor at an agreed upon timeframe.</p>	8
<p><b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.</p>	2
<p><b>Phase 5 Related Instruction</b></p>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 6 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<p><b>Project #6.</b> The apprentice will be assigned independent work assignments that increase responsibility and accountability and continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services, the preparation of bid packages, conducting bidders' conferences, analyzing and evaluating proposals, negotiating subcontract provisions, selecting or recommending subcontractors, writing awards, and the administration of resulting contracts, the negotiation and coordination of additions, deletions, or modifications to subcontracts, and the participation with Contracts Administration and Purchasing to develop subcontract policies and procedures.</p>	Minimum 360
<p><b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.</p>	12
<p><b>Project Presentations.</b> The apprentice will present projects to the mentor and supervisor at an agreed upon timeframe.</p>	8
<p><b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.</p>	2
<p><b>Phase 6 Related Instruction</b></p>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 7 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<p><b>Project #7.</b> The apprentice will be assigned independent work assignments that increase responsibility and accountability and continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services, the preparation of bid packages, conducting bidders' conferences, analyzing and evaluating proposals, negotiating subcontract provisions, selecting or recommending subcontractors, writing awards, and the administration of resulting contracts, the negotiation and coordination of additions, deletions, or modifications to subcontracts, and the participation with Contracts Administration and Purchasing to develop subcontract policies and procedures.</p>	Minimum 360
<p><b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.</p>	12
<p><b>Project Presentations.</b> The apprentice will present projects to the mentor and supervisor at an agreed upon timeframe.</p>	8
<p><b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.</p>	2
<p><b>Phase 7 Related Instruction</b></p>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

<b>Phase 8 (Approximately 480 Hours of On-the-Job Learning and Related Instruction)</b>	
	<b>Approximate Hours</b>
<p><b>Project #8.</b> The apprentice will be assigned independent work assignments that increase responsibility and accountability and continue his/her transition into the <b>SCM</b> work environment. The apprentice will learn from a subject matter expert how to accomplish each job task. Representative tasks include the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, equipment, and services, the preparation of bid packages, conducting bidders' conferences, analyzing and evaluating proposals, negotiating subcontract provisions, selecting or recommending subcontractors, writing awards, and the administration of resulting contracts, the negotiation and coordination of additions, deletions, or modifications to subcontracts, and the participation with Contracts Administration and Purchasing to develop subcontract policies and procedures.</p>	Minimum 360
<p><b>Meeting with Mentor.</b> The apprentice will meet with his/her mentor at an agreed upon timeframe to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The mentor will also discuss career and/or professional development issues key to the apprentice's development. The apprentice will continue keeping journal entries of the experiences, etc. and use them to facilitate discussion and reflect on the work experience.</p>	12
<p><b>Project Presentations.</b> The apprentice will present projects to mentor and the <i>Apprenticeship Committee</i> at an agreed upon timeframe.</p>	8
<p><b>Performance Evaluation.</b> The <i>Apprenticeship Committee</i> will determine if the apprentice has satisfactorily completed all requirements; including the hours of structured <b>on-the-job learning</b> and the hours of <b>related instruction</b>. If all requirements have been met, and the apprentice has demonstrated the level of competency and proficiency equivalent to a journeyworker level Subcontract Administrator Associate, the <i>Apprenticeship Committee</i> will request a <b>Certificate of Completion of Apprenticeship</b>.</p>	2
<p><b>Phase 8 Related Instruction</b></p>	*

\* Related Instruction will be scheduled based on Training Priorities and Training Schedule

# SUBCONTRACT ADMINISTRATOR ASSOCIATE APPRENTICESHIP PROGRAM

## RELATED INSTRUCTION

### YEAR ONE

#### NEW EMPLOYEE PROFESSIONAL DEVELOPMENT

	REQUIREMENT
1.	Human Resources Orientation
2.	Supply Chain Management (SCM) Orientation
3.	Welcome Aboard Meeting/SCM Mission and Vision
4.	Review of Supply Chain Management Organization
5.	Chart/SCM Booklet
6.	Review of SCM Goals and Objectives
7.	SCM Functional Process Overview
8.	SCM Functional Metrics – Value Add (OSEC)
9.	Introduction to SCM Team Personnel
10.	Review of SCM Certification, Professional and Development Plan
11.	Compliance Training
12.	Review of New Employee Checklist
13.	Systems Orientation
14.	Overview of MS Office Applications/Skill Assessment (doc, ppt, xls)
15.	Overview of Servers and Applications (S Drive, H Drive)
16.	Files, User, Logon
17.	System Accesses Appropriate for Assignment
18.	Overview of STARS Time System and Charge Numbers
19.	Overview of SCM Homepage and Portal

**NEW EMPLOYEE PROFESSIONAL DEVELOPMENT (Continued)**

20.	Tutorial on CPS/BWS and Purchasing Process
21.	Tutorial on SDW and Focus
22.	Tutorial on eMR and Reports
23.	Tutorial on ACES/MPPS and Material Cost Estimating
24.	Process
25.	Tutorial on TPM
26.	Tutorial on eBOM
27.	Tutorial on Compass Contract
28.	Tutorial on SQS
29.	Tutorial on eCAT
30.	Tutorial on Pcard/CARE
31.	Tutorial on SMM
32.	Tutorial on MMS Web Based Reports
33.	Tutorial on Quick Track and eShipping
34.	Tutorial on TPQA
	<b>Total Hours New Employee Professional Development = 32.0 Hours</b>

**New Employee Professional Development must be completed in the first 30 days of Employment**

Note: Each of the thirty-four modules in the *New Employee Professional Development Program* includes approximately one hour of classroom or self-paced computer-based instruction.

## RELATED INSTRUCTION

### YEAR ONE CONTINUED

#### FUNCTIONAL, SYSTEMS, AND COMPLIANCE REQUIREMENTS

	COURSE TITLE	HOURS
1.	Subcontract Program Management (SPM 101)	24.0
2.	FAR/DFAR and Government Acquisition Requirements	12.0
3.	Pre-CPSR Review Report	3.0
4.	Buyers Work Station (BWS)	2.0
5.	SourceNet et al	2.0
6.	Procurement Processes (LMAP/CAP)	4.0
7.	Consolidated Purchasing System (CPS)	2.0
8.	PO Folders (WGC)	6.0
9.	e-DOCS	2.0
10.	Business Travel	1.5
11.	Capability Maturity Model Integration (CMMI)	1.5
12.	Drug Free Workplace	1.5
13.	Energy, Environment, Safety and Health Overview	1.5
14.	Ethics Orientation For New Employees	1.5
15.	Export Control (Space Systems Video)	1.5
16.	LM21 Overview	1.5
17.	Export Control	1.5
18.	Foreign Corrupt Practices Act	1.5
19.	Harassment Free Workplace	1.5
20.	Information Protection	1.5
21.	Kickbacks and Gratuities	1.5
22.	Supplier Quality System (SQS)	40.0
23.	MARS/PeopleSoft WebFocus	4.0
24.	MS Office	3.0
25.	e-Shipping	3.0
	<b>Total Hours Functional, Systems, and Compliance Requirements</b>	<b>125.0</b>

**RELATED INSTRUCTION**

**YEAR ONE CONTINUED**

**ASSOCIATE SUPPLY CHAIN MANAGEMENT PROFESSIONAL CERTIFICATION CRITERIA**

	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Budgeting: Operating and Manufacturing Budgets (48542)	3.0
2.	Financial Management: Fundamental Accounting Concepts (48501)	3.0
3.	Financial Management: Cash Analysis and Management (48504)	3.0
4.	Negotiating: The Negotiation Process (41082)	3.0
5.	Business Writing: The Fundamentals (45107)	3.0
6.	Essentials of Business Law: Contract Law (46602)	3.0
7.	Project Management: Contracts and Procurement (41569)	3.0
8.	Operations Management: Fundamentals of Operations Management (44721)	3.0
9.	Operations Management: Operations Components (44722)	3.0
10.	Operations Management: Operations Management Tools (44723)	3.0
11.	ERM Supply Chain Management (13169)	5.0
	<b>Total Hours Associate SCM Professional Certification Criteria</b>	<b>35.0</b>
	<b>MINIMUM TOTAL HOURS YEAR ONE RELATED INSTRUCTION</b>	<b>192.0</b>

**RELATED INSTRUCTION**

**YEAR TWO**

**FUNCTIONAL, SYSTEMS, AND COMPLIANCE REQUIREMENTS**

	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Negotiation Strategies	28.0
2.	Subcontract Closeouts	3.0
3.	Teaming/Consulting Agreements	2.0
4.	Sourcing Data Warehouse (SDW)	4.0
5.	SourceNet et al	2.0
6.	Subcontract Price Estimating (SPE)	1.5
7.	Apollo	4.0
8.	Export Control	1.5
9.	Foreign Corrupt Practices Act	1.5
10.	Harassment Free Workplace	1.5
11.	Information Protection	1.5
12.	Kickbacks and Gratuities	1.5
13.	Labor Charging	1.5
14.	Insider Trading	1.5
15.	Process Orientation Training (POT)	1.5
16.	Ex-Government Employees	1.5
17.	Supplier Diversity	1.5
18.	Truth in Negotiations	1.5
	<b>Total Hours Functional, Systems, and Compliance Requirements</b>	<b>61.0</b>

**JOB SHADOWING PROGRAM REQUIREMENTS**

	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Functional Training	24.0
2.	System Training	16.0
	<b>Total Hours Job Shadowing Program Requirements</b>	<b>40.0</b>
	<b>MINIMUM TOTAL HOURS YEAR TWO RELATED INSTRUCTION</b>	<b>101.0</b>