Open Topic SBIR/STTR Technical Point of Contact (TPOC)

What is a TPOC?

The Technical Point of Contact (TPOC) is the primary government representative to manage an Open Topic SBIR/STTR contract. The TPOC is initially identified by the Customer and End-User in the Customer Memorandum.

Who can be a TPOC?

The primary TPOC must be a Department of the Air Force (DAF) member (military or civilian employee). Alternate TPOCs may be personnel from other components. Most contractors (including Systems Engineering and Technical Assistance (SETA) and Federally-Funded Research Development Centers (FFRDC) contractors) cannot be TPOCs. TPOCs are not required to be in the end-user's or customer's organization (but can be) – another organization may provide a TPOC with expertise in the technology area.

What is a TPOC responsible for?

- Provide timely responses to communications from the company, Open Topic Execution Team (AFRL/RGVB), and Contracting (AFRL/RGK). **For Contracting, your responsiveness is especially critical during the short period after the company's Phase II selection notification and their contract award.**

- **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 (other side).

- Review, provide input, and concur with proposed **contract modifications,** as required. Common reasons include Period of Performance extensions, Principal Investigator changes or classified access needs.

- **Coordinate with the contractor, end user and installation stakeholders and AFWERX** Execution 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 (CACs), base access, software accreditation (Authority to Operate [ATOs]) or regulatory compliance.

- **Remain engaged** throughout the duration of the award and offer experience and expertise to assist in developing and integrating new technologies into the DAF arsenal.

- If unable to perform the assigned TPOC duties, **you are responsible for identifying a replacement TPOC.** Notify the Open Topic Execution Team immediately to initiate the transition process. Replacement TPOCs must acknowledge their assumed responsibilities. Your role as TPOC expires upon official redesignation.

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

The **Customer Memorandum** is the best resource to understand what is expected of the TPOC, which highlights the roles and responsibilities of the TPOC during the Phase II period of performance. It is an overarching guide for the TPOC to reference, should there be questions on when they should get involved.

Is there specific training required?

Yes. AFWERX specific **TPOC training is required after the contract is awarded**. TPOCs will be invited to the AFWERX Contract Management Site where the training is hosted.

Required Courses:

- AFWERX specific TPOC training modules 1-5 (2 hrs)

  There may be additional REQUIRED training based on contract-specific influences (Human Subject Research [HSR], Flight Testing, etc.)

Optional Courses are available at Defense Acquisition University, https://www.dau.edu

- ACQ 1010: Fundamentals of Systems Acquisition Management (8 hrs) or ACQ 101
- 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 replacement 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. **TPOCs must continue to fulfill duties until new TPOCs accept the role.** 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	
Company	Prepare and deliver each milestone or deliverable upon completion to your TPOC(s) per the contractual schedule. Submit the completed deliverable via the AFWERX Contract Management Site, or at https://afwerx.experience.crmforce.mil/DeliverablesForm/s/.
TPOCs	Receive an automated notification to promptly **review** submitted deliverable(s), **ensuring they meet the requirements** as outlined in the contract. Recommend approval or rejection of deliverables by **logging into the AFWERX Contract Management Site and notating the associated milestone.**
Open Topic 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), **utilizing the Invoice Type COMBO.** Once submitted, AFWERX will review the WAWF invoice report for approval. 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 p2@afwerx.af.mil.

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.