

OUR NATION'S MISSION-FOCUSED BUSINESS LEADERS

AIR FORCE CIVILIAN SERVICE CONTRACTING



www.AFCivilianCareers.com



AIR FORCE
CIVILIAN
SERVICE

Forces. Joined.



**JOIN
OUR TEAM**

AIR FORCE CONTRACTING

Contract Specialists are Mission-Focused Business Leaders

Air Force Contract Specialists are the heart of a complex process relying on sound business acumen to deliver innovative and strategic business solutions that include everything from aerospace systems, such as satellites, electronics, and high-performing aircraft deployed directly to the warfighter to commercially available supplies and services necessary for the day-to-day operations of our military installations.

As mission-focused business leaders, Air Force Contract Specialists are at the forefront leveraging quantitative skill sets to analyze proposals, negotiate, execute, and administer contracts to fly, fight, and win in air, space, and cyberspace.

Our Missions:

- Systems
- Research and Development
- Test and Evaluation Classified
- Specialized
- Operational

Areas of Expertise:

- Services
- Supplies
- Construction
- Pricing
- Small Business
- Source Selection... the list goes on and on!

**Become a Mission-Focused
Business Leader**



**SOAR
TO NEW
HEIGHTS**

DESIRED SKILLS & ABILITIES

Numerous factors such as technology advancement, procurement oversight and reform, and increased budgetary pressures challenge the ability of contract professionals to procure the requirements necessary to meet the needs of the Air Force. To meet these challenges, the Air Force Contract Specialists must demonstrate the requisite skills and abilities necessary to be the mission-focused business leaders of the Air Force. Some of these skills and abilities include:

Mission Focus

Critical Thinking

Relationship Management

Leadership

Problem Solving

Contracts/Procurement

Business Acumen

TRAINING & DEVELOPMENT

Aside from the skills and abilities above, the Air Force trains, develops, and empowers the contracting workforce to be mission-focused business leaders. This training begins with acquisition and contracting training from a best-in-class defense university. An Air Force Contract Specialist can also expect individual training and development plans designed to help them develop the necessary competencies to progress technically, operationally, and strategically. Civilian development programs such as new employee orientation, resident and non-resident professional military education, leadership training, and experiential-focused learning opportunities are also available to expand their strategic and operational knowledge base.



**RISE ABOVE
EXPECTATIONS**

WHAT TO EXPECT THROUGHOUT YOUR CONTRACTING CAREER...

ENTRY LEVEL

- Early empowerment and decision authority (compared to industry)
- The opportunities to be innovative
- A road map to becoming a Contracting Officer with an unlimited warrant

INTERMEDIATE LEVEL

- Leading a team of mission-focused business leaders
- Investing in the development of innovative technologies in support of national defense
- Empowerment to develop and implement novel solutions to complex procurements

SENIOR LEVEL

- Strategic influence over an Air Force organization
- Shaping the development of a workforce of approximately 8,600 members
- Valuable contributions toward the overall Air Force acquisition mission



**LAUNCH
YOUR CAREER**

ARE YOU A SOPHOMORE OR BEYOND?

Consider the Premier College Intern Program (PCIP)

Full-time paid summer internships are available to current college and university sophomores and juniors, with the possibility of working part-time after the summer. These positions are offered in many locations around the country.

Our interns work in an actual Contracting Office, shoulder to shoulder with talented professionals working on challenging and rewarding projects.

Premier College Internships qualify you for a permanent full-time position once you complete your degree.

A full-time position will include a career development plan, a great salary, and all the benefits federal employees enjoy.

Requirements:

- A U.S. citizen
- A full-time student currently enrolled in an accredited college or university
- Pursuing a degree in Business or related field
- Sophomore year or beyond (including master's students) with one semester remaining after internship
- Good academic standing (2.95 GPA or better)
- At least 18 years of age

To apply for this amazing program, email PDFs of the following documents to afpc.coppercapinterns@us.af.mil

- Resume (please specify hours per week worked for any jobs listed)
- Copy of "Unofficial" Transcript (may be e-transcript)
- Make sure the subject reads: PCIP, (your last name), (your major)



**DEVELOP
YOUR SKILLS**

ALREADY HAVE A BACHELOR'S OR MASTER'S DEGREE?

Become a Copper Cap Intern

This program is designed to prepare college graduates, with at least a bachelor's degree, for a career as a Contract Specialist. Copper Cap (COP) interns experience both personal and professional growth during their three-year program.

They are assigned to work with Contracting Specialists and Officers to receive formal on-the-job training in all aspects of contract management, including:

- Market Research
- Requirements Definition
- Suppliers & Vendors
- Solicitation Preparation
- Response Evaluations
- Price Justification
- Negotiation & Award
- Contract Administration
- Performance Monitoring

Upon completion, each intern will be offered a full-time contracting position.

Applicants to the COP program must have a minimum of a four-year degree, 24 semester hours of business courses desired, and a GPA of 2.95 or higher.

To apply for this amazing program, email PDFs of the following documents to afpc.coppercapinterns@us.af.mil

- Resume (please specify hours per week worked for any jobs listed)
- Copy of "Unofficial" Transcript (may be e-transcript)
- Make sure the subject reads: Copper Cap, (your last name), (your major)



BIG BENEFITS

POTENTIAL RECRUITMENT BENEFITS

- Repayment of federal student loans - up to **\$30,000**
- Recruitment Incentive for business-related master's or greater
- Recruitment incentive of up to **35% of starting salary** for high-cost areas
- **100%** tuition assistance to complete first master's
- **75%** tuition assistance to complete first PhD
- Federal Civilian Benefits:
 - Thrift Savings Plan (TSP)
 - Similar to a 401K
 - Federal Employment Retirement System (FERS)
 - Retirement Pension
 - Health Benefits
 - Medical, Dental, and Vision
 - Fitness Program
 - Ability to use the Base Gym
 - Paid Fitness Hours
 - Paid Federal Holidays
 - Annual and Sick Leave Benefits



**WE HIRE ONLY
THE BEST**

DEVELOPMENTAL POSITIONS

Similar to the Copper Cap Program, there are some Air Force organizations who have created contracting developmental programs that are also designed to prepare college graduates for a career as a Contract Specialist. These developmental interns experience similar personal and professional growth during their program resulting in a full-time Air Force Contract Specialist position upon successful completion of the program.

These interns also receive all the benefits enjoyed by federal civilian employees, however, recruitment incentives are determined by the hiring unit.

Applicants to local developmental programs also require a minimum of a four-year degree, 24 semester hours of business courses desired, and a GPA of 2.95 or higher.

ALREADY HAVE CONTRACTING CAREER EXPERIENCE?

Even though the developmental programs exist, there are other programs for individuals who already have contracting experience. The target grade for most of these positions is a GS-12 (**Minimum \$76,721).

**Additional salary available for many cost areas, please use the following link:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/RUS.pdf>



BECOME A MISSION-FOCUSED BUSINESS LEADER

WHAT SALARY CAN I EXPECT?

PREMIER COLLEGE INTERN PROGRAM

- Undergraduates (minimum 60 credit hours):
Start as a GS-04. ****Minimum \$32,283**
- Graduate Student (minimum 12 graduate credit hours):
Start as a GS-07. ****Minimum \$44,740**
- Complete Program to earn an opportunity to convert to a Copper Cap Intern

COPPER CAP INTERN PROGRAM/LOCAL DEVELOPMENT HIRES

- Come in with a bachelor's degree:
Start as a GS-07 yr.1. ****Minimum \$44,740**
Promote to a GS-09 yr.2. ****Minimum \$54,727**
Promote to a GS-11 yr.3. ****Minimum \$66,214**
Graduate as GS-12 after yr.3. ****Minimum \$79,363**
- Come in with a master's degree:
Start as a GS-09 yr.1. ****Minimum \$54,727**
Promote to a GS-11 yr.2. ****Minimum \$66,214**
Promote to a GS-12 yr.3. ****Minimum \$79,363**

**Additional salary available for many cost areas, please use the following link:
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

**Salaries updated as of January 2022



LOCATIONS AT MORE THAN 60 BASES AROUND THE COUNTRY

●	Base
●	Joint Base

Fairchild AFB

Malmstrom AFB

Minot AFB

Grand Forks AFB

Mountain Home AFB

Ellsworth AFB

Beale AFB

Rome Lab

Hanscom AFB

Travis AFB

FE Warren AFB

JB McGuire-Dix-Lakehurst

Hill AFB

Offutt AFB

Wright-Patterson AFB

Dover AFB

Buckley AFB

Schriever AFB

JB Andrews

JB Langley-Eustis

Nellis AFB

USAF Academy

Whiteman AFB

Scott AFB

Vandenberg AFB

Edwards AFB

Peterson AFB

McConnell AFB

Los Angeles AFB

Luke AFB

Kirtland AFB

Vance AFB

Little Rock AFB

Arnold AFB

Seymour Johnson AFB

JB Pearl Harbor-Hickam

Davis-Monthan AFB

Cannon AFB

Tinker AFB

Altus AFB

Little Rock AFB

Columbus AFB

Shaw AFB

JB Charleston

Holloman AFB

Dyess AFB

Sheppard AFB

Barksdale AFB

Maxwell AFB

Robins AFB

Moody AFB

Laughlin AFB

Goodfellow AFB

JB San Antonio (Randolph)

Keesler AFB

Hurlburt Field

Tyndall AFB

Patrick AFB

JB San Antonio (Lackland)

MacDill AFB

Eielson AFB

JB Elmendorf-Richardson

CONTRACTING CAREER FIELD FORCE RENEWAL TEAM

We manage allocations and recruiting for Copper Cap and Premier College Interns

Check out what internships are available:

www.AFIntern.com

Find other Contracting opportunities at:

www.AFCivilianCareers.com/Find-A-Job



Email: afpc.coppercapinterns@us.af.mil

Address: HQ AFPC/DP2LA, 550 C Street West, Suite 57, JBSA-Randolph, TX 78150

Equal Opportunity Employer. U.S. Citizenship required. Must be of legal working age.