<table>
<thead>
<tr>
<th>REQUIREMENTS TEAM ROLE</th>
<th>DESIRED COMPETENCIES (Skills needed to perform this role)</th>
<th>TRAINING REQUIRED/DESIRED</th>
</tr>
</thead>
</table>
| Performance Work Statement (PWS) Writer | - Understanding of the requirement (in detail)  
- Knowledge of trade terms  
- Ability to convey requirements clearly and effectively  
- Understanding of how the requirements will be measured for performance  
- Understanding of incentives/contract structure  
- Understanding of PWS formatting (including reports) | Roles & Responsibilities training: Contracting for the Rest of us (DAU)  
CLC007 Contract Source Selection  
ARRT (or SAW/JIT)  
Journeyman level skill (minimum) in functional area  
Basic Ethics and Organizational Conflict of Interest Class  
Plain Lang. ex on U-tube on active voice [http://www.youtube.com/watch?v=IYR5lb0lcO4](http://www.youtube.com/watch?v=IYR5lb0lcO4) |
| Government Cost Estimator (IGCE) | - Understanding of the requirement - in sufficient detail to allow for an Independent Government Cost Estimate (IGCE)  
- Ability to translate requirements into work packages  
- Understanding of cost estimating techniques  
- Understanding of new contract costs in relation to prior contract  
- Understanding of competencies and material needed to perform contract  
- Familiarity with the Service Contract Act and the Department of Labor wage requirements. | CLC011-Contracting for the Rest of Us  
CLC013-Services Contracting  
CLC064-Wage Determinations for Service and construction contracts  
CLC056-Analyzing Contract Costs  
CLC058-Introduction to Contract Pricing  
CLC131-Commercial Item Pricing  
Basic Ethics and Organizational Conflict of Interest Class  
BCF 103-Fundamentals of Business Financial Management  
BCF 106-Fundamentals of Cost Analysis |
| Quality Assurance Plan Developer (QASP) | - Understanding of the requirement (in detail)  
- Knowledge of trade terms  
- Ability to articulate clearly and effectively  
- Understanding of how the requirements will be measured for performance  
- Understanding of incentives/contract structure  
- Understanding of Quality Assurance (QA) plan formatting (including reports)  
- Understanding of contract risk and mitigation  
- Understanding of types of contract surveillance and how they impact performance and cost  
- Understanding of contract inspection clauses | CLC011-Contracting for the Rest of Us  
CLC013-Services Contracting  
CLC106-Contracting Officer Representative with a Mission Focus  
CLC222-COR Online Training  
Basic Ethics and Organizational Conflict of Interest Class |
| FUNCTIONAL SERVICE MANAGER (FSM) | - Understanding of the requirement (in detail)  
- Knowledge of trade terms  
- Ability to convey requirements clearly and effectively  
- Understanding of how the requirements will be measured for performance  
- Understanding of incentives/contract structure  
- Understanding of PWS formatting (including reports)  
- Understanding of steps and time necessary to bring performance to contract  
- Understanding Functional Chief IS responsible to develop complete requirements package(assign capabilities technical and other effort) | Just in time training by Contracting Officer assigned to the Functional Service Manager in requirement to complete procurement (only necessary with first time managers)  
ACQ265-Mission Focused Services Acquisition  
CLC013-Services Contracting  
CLC106-Contracting Officer Representative with a Mission Focus  
Basic Ethics and Organizational Conflict of Interest Class |