



**Our Nation's Mission-Focused  
Business Leaders**

**United States Air Force  
Contracting**

[www.afciviliancareers.com](http://www.afciviliancareers.com)



# Join Our Team

## USAF 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 & 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**  
**Leadership**  
**Business Acumen**

**Critical Thinking**  
**Problem Solving**

**Relationship Management**  
**Contracts/Procurement**

## 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](mailto: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, 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](mailto: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

A large military transport aircraft, possibly a C-17 Globemaster III, is shown from a low-angle perspective, flying towards the viewer. The aircraft is dark and has four engines. It is surrounded by a chaotic scene of smoke, fire, and falling incendiary bombs, suggesting a combat or training exercise. The sky is filled with white and grey smoke trails and bright orange and yellow flames from the bombs.

## Potential Recruitment Benefits

- Repayment of Federal student loans - up to **\$30,000**
- Recruitment incentive of **10% of starting salary** with a 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

A stealth fighter jet, likely an F-35, is parked on a wet runway at night. The runway is illuminated by bright lights, creating strong reflections. Several ground crew members in military uniforms are visible around the aircraft. The cockpit canopy is open. The overall scene is dramatic and high-tech.

# 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, and a GPA of 3.0 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).

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\*\*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>



A silhouette of a military aircraft, possibly a Predator or similar, is shown on a runway at sunset. The sky is a mix of orange, red, and purple hues. The aircraft is positioned in the lower half of the frame, facing right.

# Become A Mission-Focused Business Leader

## What Salary Can I Expect?

### Premier College Intern Program

- Come in as a Sophomore:  
Start as a GS-03. **\*\*Minimum \$27,000**
- Come in as a Junior:  
Start as a GS-04. **\*\*Minimum \$31,208**
- 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 \$43,251**  
Promote to a GS-09 yr.2. **\*\*Minimum \$52,905**  
Promote to a GS-11 yr.3. **\*\*Minimum \$64,009**  
Graduate as GS-12 after yr.3. **\*\*Minimum \$76,721**
- Come in with a Master's Degree:  
Start as a GS-09 yr.1. **\*\*Minimum \$52,905**  
Promote to a GS-11 yr.2. **\*\*Minimum \$64,009**  
Promote to a GS-12 yr.3. **\*\*Minimum \$76,721**

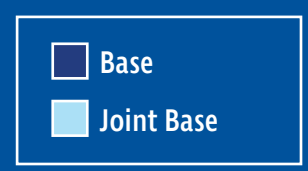
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**\*\*Additional salary available for many cost areas, please use the following link:**

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



# Locations at More Than 70 Bases Around the Country





# Contracting Career Field Force Renewal Team

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

**CHECK OUT WHAT INTERNSHIPS ARE AVAILABLE:**

<https://www.afciviliancareers.com/students-and-graduates>

**FIND OTHER CONTRACTING OPPORTUNITIES AT:**

[www.usajobs.gov](http://www.usajobs.gov)



Contacts: Phone: (210) 565-0033 | E-mail: [afpc.coppercapinterns@us.af.mil](mailto: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.