



Objectives Sheet

CMC 100 - Contract Administration Fundamentals

Course Learning/Performance Objectives followed by enabling learning objectives

CMC 100.U01.01	Given a contract scenario, select the contract administration assignment/delegation for Defense Contract Management Agency (DCMA) contract administration.
CMC 100.U01.01.01	Recognize the type of contract or nonprocurement instrument (NPI).
CMC 100.U01.01.02	Identify the Administrative Contracting Officer (ACO) assignment.
CMC 100.U01.01.03	Recognize if the contract located in Enterprise Records Management System (ERMS) or listed in the Contract Receipt and Review (CRR) eTool is acceptable for administration.
CMC 100.U01.02	Given a sample contract, recognize contract deficiency reporting.
CMC 100.U01.02.01	Recognize the purpose of a Contract Deficiency Report (CDR).
CMC 100.U01.02.02	Recognize the components of a Contract Deficiency Report (CDR).
CMC 100.U01.02.03	Recognize the process for generating a Contract Deficiency Report (CDR).
CMC 100.U01.03	Given a sample Contract Deficiency Report (CDR) indicating the contract has been incorrectly assigned for administration, recognize the process for reassigning a contract/delegation.
CMC 100.U01.03.01	Recognize how to process a Contract Deficiency Report (CDR) response.
CMC 100.U01.03.02	Recognize the contract/delegation reassignment process.
CMC 100.U02.01	Given a sample contract, identify the acceptability to administer the contract.
CMC 100.U02.01.01	Recognize the purpose of an initial Contract Receipt and Review (CRR).
CMC 100.U02.01.02	Recognize how functional specialists are involved in the contract review process.
CMC 100.U02.01.03	Recognize if a new contract has reimbursable work.
CMC 100.U02.02	Given a sample contract, recognize the completeness and accuracy of an initial Contract Receipt and Review (CRR).
CMC 100.U02.02.01	Recognize if Contract Section A, Solicitation/contract form is complete and accurate.
CMC 100.U02.02.02	Recognize if Contract Section B, Supplies or services and prices/costs is complete and accurate.
CMC 100.U02.02.03	Recognize if Contract Section C, Description/specifications/statement of work is complete and accurate.
CMC 100.U02.02.04	Recognize if Contract Section D, Packaging and marking is complete and accurate.
CMC 100.U02.02.05	Recognize if Contract Section E, Inspection and acceptance is complete and accurate.
CMC 100.U02.02.06	Recognize if Contract Section F, Deliveries or performance is complete and accurate.
CMC 100.U02.02.07	Recognize if Contract Section G, Contract administration data is complete and accurate.
CMC 100.U02.03	Given a sample contract, recognize the completeness and accuracy of an initial Contract Receipt and Review (CRR).
CMC 100.U02.03.01	Recognize if Contract Section H, Special contract requirements is complete and accurate.
CMC 100.U02.03.02	Recognize if Contract Section I, Contract clauses is complete and accurate.
CMC 100.U02.03.03	Recognize if Contract Section J, List of attachments is complete and accurate.
CMC 100.U02.03.04	Recognize if Contract Sections K, L, and M, pre-award instructions is complete and accurate.
CMC 100.U02.03.05	Identify inaccurate or incomplete terms and conditions of a Contract Deficiency Report (CDR).
CMC 100.U02.04	Given a contract scenario, review a contract in a simulated Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.04.01	Recognize the corrective action process if the contract is not in a simulated Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.04.02	Recognize the process to review contract terms and conditions for accuracy in a simulated Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.05	Given a contract scenario, identify the process for correcting a contract in the Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.05.01	Recognize whether the Mechanization of Contract Administration Services (MOCAS) database corrections are routine Contract Management Office (CMO) changes.
CMC 100.U02.05.02	Select contract corrections in the Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.05.03	Recognize the process to request Trusted Agent action to correct a contract in the Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.05.04	Recognize the process to request Defense Finance and Accounting Services (DFAS) action to correct a contract in the Mechanization of Contract Administration Services (MOCAS) database.
CMC 100.U02.06	Given a contract scenario, identify the process for contract recommendation documentation.
CMC 100.U02.06.01	Recognize the need for a Post-Award Orientation Conference (PAOC).
CMC 100.U02.06.02	Select Contract Receipt and Review (CRR) documentation.
CMC 100.U03.01	Given a contract scenario, recognize the Post-Award Orientation Conference (PAOC) process.



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CMC 100.U03.01.01	Recognize the process to plan a Post-Award Orientation Conference (PAOC) with functional specialists, customer, and contractor.
CMC 100.U03.01.02	Recognize the process to conduct a Post-Award Orientation Conference (PAOC) with a contractor.
CMC 100.U03.02	Given a contract scenario, identify Post-Award Orientation Conference (PAOC) documentation.
CMC 100.U03.02.01	Recognize Post-Award Orientation Conference (PAOC) documentation.
CMC 100.U03.02.02	Recognize how to process Post-Award Orientation Conference (PAOC) documentation.
CMC 100.U04.01	Given a contract modification scenario, recognize whether a contract modification documentation is complete and accurate.
CMC 100.U04.01.01	Recognize the information found in Standard Form 30 (SF30) for documenting changes to the material aspect of a contract.
CMC 100.U04.01.02	Recognize whether Standard Form 30 (SF30) is complete and accurate.
CMC 100.U04.01.03	Compare Standard Form 30 (SF30) and Mechanization of Contract Administration Services (MOCAS) data to determine if a Contract Deficiency Report (CDR) or MOCAS change is required.