



"Our customers are providing employment opportunities for people who are blind, and helping us to reduce that number of 70% of blind people in America who are currently unemployed. This is a win for the customers and it's a win for people who are blind."

Dennis Steiner
President and CEO
Susquehanna Association for the Blind
and Vision Impaired

"This is the best program I've ever participated in because it has changed my life forever! I've been able to obtain the job I've wanted for the past three years, make plans to get married, and gain an income that will allow me to provide for my family."

Michael Davis
Contract Specialist
U.S. Navy




Get Started Today!

NIB's mission is to enhance the opportunities for economic and personal independence of persons who are blind, primarily through creating, sustaining and improving employment. Careers ranging from manufacturing to call center operations, high-tech distribution and management exist through a nationwide network of associated agencies.

The goal of the CMS training program is to assist in the development of high-growth career opportunities for people who are blind by providing high-level training in the field of contract management.

Contact NIB at **703-310-0500** or
cms.info@nib.org

To apply, visit **www.nib.org**

From the People Who Bring You 



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www.nib.org



Contract Management Support Training Program



Creating Jobs for Americans Who Are Blind

Contact National Industries for the Blind at
703-310-0500 or
cms.info@nib.org to learn more



High-Growth Career Opportunities

National Industries for the Blind (NIB) is seeking motivated blind individuals to join its Contract Management Support (CMS) training program. The federal government is facing a critical shortage of qualified contracting personnel due to a combination of retirements and higher contract workload. The AbilityOne Program has developed a training program to help meet this need while simultaneously providing high-growth career opportunities for people who are blind.

Contract management includes the tasks required to conduct contract close-out and administration. These tasks range from research and analysis prior to awarding a contract to contract negotiation and post-award vendor follow-up. In 2008, the federal government spent over \$500 billion on the purchase of various goods and services, resulting in a growing need for qualified contract specialists.

CMS Training Program Objective:
To assist in the development of high-growth career opportunities for people who are blind by providing high-level training in the field of contract management.



Defense Acquisition University Online Training

The AbilityOne Program is partnering with the Department of Defense's Defense Acquisition University (DAU) to provide the core training courses required to establish a foundation on contract management. The training consists of four on-line courses and is conducted in two tracks:

- **Track 1** focuses on contract close-outs and requires a four-year degree or equivalent work experience.
- **Track 2** requires a four-year degree and 24 business credits and focuses on direct placement in the federal government as an 1102 Contract Specialist.

Courses offered through Track 1 and Track 2 are:

- **CON 100:** Shaping Smart Business Arrangements
- **CON 110:** Mission-Support Planning
- **CON 111:** Mission-Planning Execution
- **CON 112:** Mission-Performance Assessment

These DAU courses provide the knowledge to handle the tasks required to conduct contract close-out and administration, including compiling the close-out paperwork, preparing documentation, reconciling contract payments, and digitally imaging contract documents.

- CMS training is offered at no cost to all approved CMS participants.
- It takes an estimated 80-90 hours to complete all four on-line courses.
- Candidates have 60 days to complete each course.



Program Eligibility

Individuals who wish to apply for the CMS Training Program must meet the following criteria:

- **4-year college degree or equivalent work experience**
- **Blind**
- **Proficient computer skills**
- **Highly proficient using adaptive technology such as screen readers and magnification applications**
- **U.S. citizen**

While you complete the CMS training, NIB will assist you with identifying employment opportunities across the country at NIB associated nonprofit agencies, federal government contractors and the federal government. To apply for federal government employment, you must have 24 business credit hours. The CMS program does not place participants and there is no guarantee of employment after the training is completed.