AVIATION
PROGRAM
TEAM
REFERENCE BOOK
VOLUME II

October 2017
Table of Contents

- DCMA INST 8210.2(C3), DCMA Aircraft Operations, (27 February 2017)
  Attachments…
  1. Definitions
  2. DCMA-AO Point of Contacts
  3. DCMA Safety_DOD Accident-Mishap Reporting Guide & CSSO List
     Cognizant Service Safety Official (CSSO) List
  4. DCMA Aircraft Mishap Notification Format (See:
  5. GFR OJT Guide
  6. GGR OJT Guide
  7. AOI Process
  8. CRAB Tabs
  9. Acronyms
 10. Waivers and Approvals


- DCMA INST 8210.1A, AFI 10-220, AR 95-20, NAVAIRINST 3710.1E, Contractor's Flight and Ground Operations, 13 November 2002
1. PURPOSE. This Instruction:
   
a. Establishes responsibilities and procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of aircraft operations.

   b. Supersedes all previous versions of DCMA Instruction 8210.2.

   c. Is not subject to any other DCMA waiver process except as contained herein.

   d. Encompasses the requirements found in The Tri-Service Agreement.

2. APPLICABILITY. This Instruction applies to all DCMA personnel assigned to Aircraft Operations HQ or Division staffs, or performing aircraft operations functions described in this Instruction and DCMA INST 8210.1, or performing the following Federal Acquisition Regulation (FAR) Subpart 42.302 Contract Administration Services (CAS) functions:

   a. For DCMA Quality Assurance Representatives (QARs) or Quality Assurance Specialists (QASs) as part of an Aviation Program Team (APT) – FAR Subpart 42.302 (a) (38) Ensure contractor compliance with contractual quality assurance requirements.

   b. For Contract Safety Managers and Specialists performing APT duties – FAR Subpart 42.302 (a) (39) Ensure contractor compliance with contractual safety requirements.

   c. For Government Flight Representatives (GFRs), Ground GFRS (GGFRs), and Government Ground Representatives (GGR) – FAR Subpart 42.302 (a) (56) Maintain surveillance of flight operations.

This Instruction is not applicable to Service personnel. Nothing in this Instruction levies additional requirements on contractors/suppliers. Note: The terms “contractor and subcontractor” are used interchangeably with the terms “supplier and sub-tier supplier” throughout this document.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with the Managers’ Internal Control Program (Reference (b)), this Instruction is subject to evaluation and testing. The process flow is located on the resource page of this instruction.
4. **RELEASABILITY – UNLIMITED.** This document is cleared for public release.

5. **PLAS CODES.**

a) **Code 064.** Used when performing GFR and APT duties, and when performing duties related to DCMA flight operations, Aircraft Operations Inspections (AOIs), or ASO duties.

b) **Code 085 Series.** Used by QARs/QASs when performing duties involving aircraft manufacturing, production and overhaul maintenance, modification & repair, managing Safety of Flight requirements, and APT duties.

c) **Code 021.** Used when performing Pre-Awards Preaward Surveys. Most likely used by R2/FAST APTs, but other APTs may be tasked to perform these functions.

d) Work Code “EM” (Extended Active Duty Military Hours) must be selected to properly record military work hours for work exceeding 8 hours on a normal work day or for any weekend/holiday work.

5. **Labor CODES.** Labor Codes are located on the resource page of this Instruction: https://360.dcma.mil/sites/policy/AO/SitePages/8210-2r.aspx.

a. **Aircraft Operations Process Codes.** This is a partial list of common Process Codes used by Aircraft Operations.

   (1) **D5330 - Execute Surv (Process Review - Flight Line Ops)** Efforts associated with conducting routine flightline process reviews (i.e. tool control, ground equipment, taxi, FOD, etc). Also includes participation and conduct of Aircraft Operations Inspections (AOI)

   (2) **D5206 - Execute Surv (Product Exam - Flight Test)** Efforts associated with conducting acceptance flight tests and maintaining currency

   (3) **D9998 - TDY Travel** All TDY travel time to execute contractor oversight; includes surveillance, program reviews, management councils, etc. Excludes Non-TDY contractor oversight travel (D9999), and Indirect Travel for meetings, conferences, training (IDS05).

   (4) **IHC04 - Training** All enterprise training activities to include training development, computer based, classroom, and on-the-job

   (5) **D6200 - Analyze Results (Corrective Actions)** Effort associated with issuing and corrective action follow-up and closure of formal Corrective Actions
b. Agency and Local Codes. Agency and/or local codes used as applicable.


7. ATTACHMENTS TO THIS INSTRUCTION. Attachments 1 through 10 to this Instruction contain transitory information, points of contact, various guides, etc., and do not represent policy. These attachments may be updated without the DCMA Director’s signature as a formal change to the Instruction, and can be found on the AO 360 SharePoint Policy page.

   a) Attachment 1: Definitions
   b) Attachment 2: DCMA-AO Point of Contacts
   c) Attachment 3: DCMA Safety DOD Accident-Mishap Reporting Guide & CSSO List
   d) Attachment 4: DCMA Aircraft Mishap Notification Format
   e) Attachment 5: GFR OJT Guide
   f) Attachment 6: GGR OJT Guide
   g) Attachment 7: AOI Tabs
   h) Attachment 8: CRAB Tabs
   i) Attachment 9: Acronyms
   j) Attachment 10: Waivers and Approvals Matrix

8. RECOMMENDATIONS FOR CHANGE. Users of this Instruction are encouraged to submit recommended changes and comments to improve the publication, to DCMA-AO Policy & Training, Defense Contract Management Agency, 8000 Jefferson Davis Hwy, Building 54/Tower G, Attn: DCMA-AOP, Richmond, VA 23297-8000, or via email to john.heib@dcma.mil.

9. EFFECTIVE DATE. By order of the Director, DCMA, this change is effective immediately.

   /s/  

   JEFFREY J. CARTY  
   CAPT    USN  
   Executive Director, Aircraft Operations
SUMMARY OF CHANGES

Immediate Policy Changes 1 and 2 have been incorporated within this Instruction.

Change 3 addresses flight physical requirements for personnel performing supervisory flights, allows DCMA GGR crewmembers to perform limited supervisory flights, Operational Risk Management (ORM) changed to Risk Management (RM) throughout, replaces APMO with DART, formally implements new aircrew currency reporting requirements, fully aligns AO Awards with the DCMA Awards program, and adds the Waivers and Approval Matrix as a new Attachment. Changes include:

- Operational Risk Management (ORM) changed to Risk Management (RM) throughout.
- Replaced references to DCMAO and the COO, with Region Commands throughout.
- Replace references to DCMA-LSS to DCMA-TDSC throughout.
- Paragraph 5. PLAS Codes Changed to Labor Codes.
- Paragraph 1.8.9.12.2. and throughout Chapter 8, Aviation Program Maintenance Operations (APMO) Database. Replaced with 1.8.9.12.2. DCMA Audit Results Tracker (DART) Database.
- Paragraph 1.9, new sentence added directing readers to DCMA-INST 613 for information on AO Awards program details. All subparagraphs replaced by new program.
- Add to paragraph 2.3.1., link to 360 site for waivers and approvals forms; replace eTools with 360; change ORM to RM; add note directing readers to Waivers and Approvals Matrix for guidance on paragraphs 2.3.1 through 2.3.2.2.
- Flights by supervisory personnel. Para 4.15.3.10 and subparagraphs changed to address Class II FAA physical or Service flight physical requirements for personnel performing supervisory flight evals; possible requirement for single pilot waivers; allowing GFRs to grant permission for some GGRs to perform limited supervisory flight evals.
- Add to paragraph 7.1, text linking AOIs to locations where DCMA GFR(s)/GGFR(s) are appointed to perform CAS per FAR Subpart 42.302(a)(56).
- Paragraph 7.1.2.1., Finding Levels added to AOI Quality element.
- Add Attachment 10. Waivers and Approvals Matrix.
DCMA Instruction 8210.2
Aircraft Operations

Date

(DCMA INST 8210.2 in Word)

Table of Contents

| Purpose | .......................................................... | 1 |
| Applicability | .................................................. | 1 |
| Managers’ Internal Control Program | ....................................... | 1 |
| Releasability | .................................................. | 1 |
| **PLAS-Labor** Codes | ........................................ | 2 |
| Resource Page | .................................................. | 3 |
| Attachments to This Instruction | ........................................ | 3 |
| Recommendations for Change | ........................................ | 3 |
| Effective Date | .................................................. | 3 |
| Summary of Changes | .................................................. | 4 |
| 9. EFFECTIVE DATE | ........................................ | 3 |

CHAPTER 1 GENERAL OPERATING GUIDANCE ........................................ 13

1.1. Scope .......................................................... 13
1.2. Surveillance of Aircraft Operations .................................................. 13
  1.2.1. Through contracts ................................................. 13
  1.2.2. Through DFARS .................................................. 13
  1.2.3. Through delegations ............................................. 13
1.3. Performance of Flight Operations ............................................... 13
  1.3.1. Flight Operations with Assigned Military Personnel .............. 13
  1.3.2. Flight Operations with Non-DCMA Military Personnel ......... 14
  1.3.3. Flight Operations Without Military Personnel .................. 14
  1.3.4. No Flight Operations .......................................... 14
1.4. Aircraft Operations at Post, Base, Camp, or Station .................... 14
  1.4.1. DCMA CMO Administers a Contract That Requires Contract Work Involving Aircraft Operations on a Military Installation ........................................ 14
1.4.2. DCMA (Subject to Prior Agreement) Agrees to Perform CAS on a Base, Post, Camp, or Station

1.4.3. Service Retained Oversight of Flight Operations at Contractor Facilities

1.4.4. Foreign Military Sales (FMS) and Direct Commercial Sales (DCS) Contracts

1.5. The Combined Instruction, Contractors’ Flight and Ground Operations

1.5.1. DCMA INST 8210.1 Applicability

1.5.2. DCMA INST 8210.1 and Liability

1.6. Liability Clauses

1.6.1. DFARS 252.228-7001, The Ground and Flight Risk Clause (GFRC)

1.6.2. DFARS 252.228-7002, The Aircraft Flight Risk Clause (AFRC)

1.6.3. Older Contracts With Both the GFRC and the AFRC

1.6.4. Modifying or Omitting the Ground and Flight Risk Clause (GFRC)

1.6.5. Third Party Liability

1.6.6. Non-GFRC Contracts

1.6.7. Contracts where the Government does not assume Risk of Loss

1.6.8. DD-250s and the Termination of Government Liability on Contracts With The GFRC

1.7. Subcontractor Operations

1.7.1. Flow Down of the Liability Coverage of the GFRC

1.7.2. Aviation Program Team (APT) Delegations With Subcontractors

1.8. Responsibilities

1.8.1. DCMA Director

1.8.2. Chief Operating Officer (COO), Region Commanders, DCMAS Director, DCMAI Director

1.8.3. CMO Commander

1.8.4. CMO Commander (Tertiary streamline)

1.8.5. HQ DCMA-AO

1.8.6. HQ DCMA-AO Organizational Structure

1.8.7. Operations Region Level AO Offices

1.8.8. Aviation Program Team (APT)

1.8.9. Government Flight Representatives (GFRs)

1.8.10. Government Ground Representative (GGR)

1.8.11. Aviation Safety Officer (ASO)

1.8.12. Contract Safety Specialist/Manager (CSS/CSM)

1.8.13. Quality Assurance Representative/Quality Assurance Specialist (QAR/QAS)

1.8.14. Administrative Contracting Officer (ACO)

1.8.15. Property Administrator (PA)

1.8.16. Contractor Field Team (CFT) Office

1.9. Aircraft Operations Awards Program

1.9.1. Awards

1.9.2. Criteria

1.10. Other AO Training

1.10.1. Aircraft Operations Training Seminar (AOTS) Requirement

1.10.2. On-the-Job-Training (OJT) Program

1.10.3. Mentorship

1.10.4. AOI OJT Training
CHAPTER 2 COMMAND AND ADMINISTRATION................................................................. 39
  2.1. Overview............................................................................................................. 39
  2.2. Commander Responsibilities ........................................................................... 39
    2.2.1. DCMA Positions........................................................................................... 39
    2.2.2. Rated Designations....................................................................................... 39
    2.2.3. Hard Copy Requirement ............................................................................. 40
    2.2.4. Aircraft Operations Position Descriptions ................................................ 40
    2.2.5. Aircrew Support ....................................................................................... 40
  2.3. Documentation .................................................................................................. 42
    2.3.1. Waivers ....................................................................................................... 42
    2.3.2. Approvals ................................................................................................... 44
    2.3.3. Deviations .................................................................................................. 45
    2.3.4. Flight Authorizations ................................................................................ 45
    2.3.5. Flight Time Documentation ...................................................................... 45
  2.4. Issues With New Contracts .............................................................................. 45
  2.5. Supporting Contract Administration (SCA) Delegations ................................. 46
    2.5.1. Internal DCMA SCA Delegations ............................................................... 46
    2.5.2. External (DCMA to Service) SCA Delegations ......................................... 46
  2.6. Local Operating Procedures (LOPs) ................................................................ 46
    2.6.1. LOP Approval Cycle ................................................................................ 47
    2.6.2. Rated CMO Commander LOP Approvals ................................................ 47
    2.6.3. Non-Rated CMO Commander LOP Approvals ....................................... 47
    2.6.4. LOP Layout.............................................................................................. 47

CHAPTER 3 QUALITY .................................................................................................. 49
  3.1. Overview ........................................................................................................... 49
  3.2. Safety of Flight ................................................................................................ 49
  3.3. Corrective Action Requests (CARs) ................................................................ 49
  3.4. Contractor Oversight ....................................................................................... 49
    3.4.1. Routine Audits .......................................................................................... 49
    3.4.2. SOF and FOD ........................................................................................... 49
    3.4.3. Trend Data ................................................................................................. 49

CHAPTER 4 FLIGHT OPERATIONS .............................................................................. 51
  4.1. Overview ........................................................................................................... 51
  4.2. Flight Procedures ............................................................................................... 51
  4.3. Service Guidance ............................................................................................. 51
    4.3.1. Minimum Army Service Guidance ............................................................ 51
    4.3.2. Minimum Navy/USMC Service Guidance ................................................ 51
    4.3.3. Minimum Air Force Service Guidance .................................................... 51
    4.3.4. Joint Service Guidance ............................................................................. 51
  4.4. Flight Acceptance Personnel Requirements ................................................... 51
    4.4.1. FCF/ACF Qualifications .......................................................................... 52
    4.4.2. FCF/ACF Non-Crewmember Technical Expert ....................................... 52
  4.5. Flight Planning Facilities ................................................................................... 52
    4.5.1. Workspace ............................................................................................... 52
4.5.2. Communication ................................................................. 52
4.5.3. Documents ........................................................................... 53
4.5.4. Forms ................................................................................. 53
4.5.5. Airfield Diagrams ................................................................. 53
4.5.6. Aeronautical Charts ............................................................ 53
4.6. Flight Operating Areas ............................................................ 53
  4.6.1. Air Traffic Control (ATC) coordination .............................. 53
  4.6.2. Flight following ............................................................... 53
  4.6.3. Emergency Technical Assistance ....................................... 54
  4.6.4. Supersonic Flights ............................................................ 54
  4.6.5. Jettison and Egress Areas .................................................. 54
  4.6.6. Noise Abatement Areas ..................................................... 54
4.7. Aircrew Duty and Rest Limitations ........................................ 54
  4.7.1. Crew Duty Period ............................................................ 54
  4.7.2. Basic ................................................................................. 54
  4.7.3. Single Pilot Aircraft .......................................................... 54
  4.7.4. Crew Rest Period ............................................................. 54
4.8. Flight Publications ................................................................. 54
4.9. Flight Crew Information File (FCIF) Program .......................... 54
  4.9.1. FCIF Contents ................................................................. 54
  4.9.2. FCIF Procedures .............................................................. 55
  4.9.3. FCIF Section I Distribution ............................................... 55
4.10. Contractor Crew/Non-Crew Approval .................................... 56
  4.10.1. Contractor Crewmember Approvals to Fly Under the GFRC  56
  4.10.2. Contractor Non-Crewmembers Flying Under the GFRC ...... 56
4.11. Crew/Non-Crew Qualification .............................................. 56
  4.11.1. Initial Qualification Training ............................................. 56
  4.11.2. Mission Qualification Training .......................................... 56
  4.11.3. Military Multiple Aircraft Qualification ......................... 57
  4.11.4. Contractor Multiple Aircraft Qualification ....................... 57
4.12. Crew/Non-Crew Evaluation .................................................. 57
  4.12.1. Evaluation, Training, and Proficiency Flights ................. 57
  4.12.2. Aircrew Evaluation Program ........................................... 57
4.13. Crew/Non-Crew Currency .................................................... 58
  4.13.1. Currency Training .......................................................... 58
  4.13.2. Currency Requirements for Multiple Aircraft Mission / Design / Series 58
  4.13.3. Simulators ................................................................. 58
  4.13.4. Periods of Reduced Flight Time Availability ....................... 58
  4.13.5. Currency Reporting ....................................................... 58
  4.14.2. Air work ................................................................. 59
  4.14.4. Training Records ......................................................... 59
4.15. Flight Plans & Approvals ....................................................... 59
  4.15.1. Scheduling FCF/ACF Activities ................................. 59
CHAPTER 5 GROUND OPERATIONS ................................................................................. 69

5.1. Overview ................................................................................................................... 69

5.2. Ground Procedures ..................................................................................................... 69
5.2.1. Foreign Object Damage/Debris (FOD) Prevention and Tool Control .......... 69
5.2.2. Aerospace Ground Support Equipment (AGE) ............................................. 69
5.2.3. Airfield and Facility Vehicle Operation ............................................................ 69
5.2.4. Aircraft Weapons, Munitions, Cartridge Activated Devices, Lasers, Explosives and Hazardous Materials (HAZMAT) .......... 69
5.2.5. Aircraft Servicing ............................................................................................... 69
5.2.6. Aircraft Servicing (Other Than Fuel) ............................................................... 70
5.2.7. Aircraft Ground Handling ................................................................................. 70
5.2.8. Egress System Maintenance ............................................................................. 70
5.2.9. Engines/APUs/Taxi ........................................................................................... 70
5.2.10. Storage of Gases ............................................................................................... 70
5.2.11. Hydraulic Fluid Contamination ....................................................................... 70
5.2.12. Oil Analysis Program ......................................................................................... 70
5.2.13. Calibration Procedures ...................................................................................... 70
5.2.14. Weight and Balance .......................................................................................... 70
5.2.15. Tire and Wheel Servicing .................................................................................. 70
5.2.16. Corrosion Control/Cleaning/Aircraft Paint/Coatings ...................................... 71
5.2.17. Welding ............................................................................................................... 71
5.2.18. Battery Handling and Storage .......................................................................... 71
5.2.19. Non-Destructive Inspection (NDI) ................................................................... 71
5.2.20. Prevention of Unauthorized Access or Operation of Government Aircraft 71
5.2.21. Support Shops/Other (Avionics, Hydraulics/Pneumatics, Fuels, etc.) .... 71
5.2.22. Life Support ....................................................................................................... 71
5.2.23. Training and Certification ............................................................................... 71
5.2.24. Technical Publication and Service Guidance ............................................. 71
5.2.25. Aircraft Records Management ....................................................................... 71
5.2.26. Safe-for-Flight Release ..................................................................................... 72

CHAPTER 6 SAFETY ............................................................................................................. 73

6.1. Overview ................................................................................................................... 73
6.2. Safety Culture .......................................................................................................... 73
6.3. Special Requirements for T&E flights ...................................................................... 73
6.4. Aircraft Operations Training Seminar (AOTS) and Safety Stand-Down ............ 73
6.4.1. Required Attendees ................................................................. 74
6.4.2. CMO Commanders ............................................................ 74
6.5. Aviation Safety Officer (ASO)/Non-Commissioned Safety Officer (NCSO) Appointments ................................................................. 74
6.6. Mishap Prevention Programs ......................................................... 74
6.6.1. Flight Operations Risk Management ........................................ 75
6.6.2. Safety Meetings ................................................................. 75
6.6.3. Safety Literature ................................................................. 75
6.6.4. Mishap Reports for Mishap Prevention .................................... 75
6.6.5. Foreign Object Damage/Debris (FOD) Elimination Program .......... 76
6.6.6. Hazard Identification and Elimination Procedures ...................... 76
6.6.7. Bird/Wildlife Aircraft Strike Hazard (BASH) ......................... 76
6.6.8. Mid-Air Collision Avoidance (MACA) Program ...................... 77
6.6.9. ASO Spot Inspection Program ........................................... 77
6.6.10. Flight Line Safety Program ................................................. 77
6.7. Contract Safety ........................................................................ 77
6.7.1. Standards ........................................................................... 78
6.7.2. Fire Protection/Aircraft Rescue and Fire Fighting (ARFF) .......... 78
6.7.3. Fuels Storage/Delivery ....................................................... 78
6.7.4. Facilities .............................................................................. 78
6.7.5. HAZMAT ............................................................................ 79
6.7.6. Ammunition and Explosives (A&E) ....................................... 79
6.8. Mishap Response ...................................................................... 79
6.8.1. Mishap Response Plans ...................................................... 79
6.8.2. Toxicological Testing .......................................................... 80
6.9. Mishap Notifications ................................................................. 80
6.9.1. Notification Criteria ............................................................ 81
6.9.2. Mishaps Reporting Per DCMA INST 8210.1C ......................... 81
6.9.3. Classification Criteria ......................................................... 81
6.9.4. Notification Sequence ........................................................ 82
6.9.5. Other Mishap Historical Records ......................................... 84
6.9.6. Flying Hour Reporting ........................................................ 84
6.10. DCMA Involvement in Mishap Boards ........................................ 84
6.10.1. Interim Boards ................................................................. 84
6.10.2. Class A/B Boards ............................................................. 84
6.10.3. Class C/D Boards ............................................................. 84
6.10.4. DCMA Support to Service Boards ..................................... 84

CHAPTER 7 AIRCRAFT OPERATIONS RISK ASSESSMENT .................... 87
7.1. Overview ................................................................................. 87
7.1.1. AOI Objectives ................................................................. 87
7.1.2. AOI Methodology and Risk Assessment Criteria ..................... 87
7.1.3. Out-Of-Cycle (OOC) AOI .................................................. 88
7.1.4. Post-AOI Correction Action Plan ......................................... 88
7.2. AOI Scheduling ....................................................................... 88
7.2.1. Criteria .............................................................................. 88
7.2.2. Annual Scheduling Cycle .................................................... 88
7.2.3. AO Executive Director Approval ................................................................. 88
7.2.4. Schedule Publishing .................................................................................. 89
7.2.5. Matching Teams to Schedule ................................................................. 89
7.2.6. OOC Trigger Date ............................................................................... 89
7.3. AOI Team .................................................................................................. 89
7.3.1. Composition and Responsibilities ......................................................... 89
7.3.2. AOI Team Member Nomination and Appointment ............................... 91
7.3.3. AOI Team Member Training ................................................................. 91
AOI Training Table 7.1 .................................................................................... 92
7.4. AOI Process .............................................................................................. 92

CHAPTER 8 DCMA AVIATION ENTERPRISE CORRECTIVE ACTION PLANS (CAP) and CMO RISK ADVISORY BOARDS (CRAB) ................................................................. 93

8.1. Overview ................................................................................................. 93
8.2. Corrective Action Plan (CAP) .................................................................. 93
8.2.1. Definition .......................................................................................... 93
8.2.2. Purpose ............................................................................................ 93
8.2.3. CAP Philosophy .............................................................................. 93
8.2.4. Timely Closure of CAPs ................................................................. 94
8.2.5. Corrective Action Plan Process Overview ........................................ 94
8.3. CMO Risk Advisory Board (CRAB) ......................................................... 96
8.3.1. CRAB Membership ...................................................................... 96
8.3.2. Key Functional Requirements ....................................................... 96
8.4. Performance Indicator ............................................................................ 97
8.4.1. Purpose ......................................................................................... 98
8.4.2. Internal DCMA Performance Indicator ....................................... 98
8.4.3. Metrics ......................................................................................... 98
CHAPTER 1

GENERAL OPERATING GUIDANCE

1.1. Scope. This Instruction establishes responsibilities and procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of aircraft operations. Nothing in this instruction levies additional requirements on contractors. NOTE: IAW DCMA-INST 219 contractors and subcontractors could be referred as suppliers and sub-tier suppliers, respectively. This Instruction is not subject to any other DCMA waiver process except as contained herein. This Instruction supersedes all previous versions of DCMA Instruction 8210.2. The current version of this Instruction will be maintained on the DCMA-AO web page.

1.2. Surveillance of Aircraft Operations. Federal Acquisition Regulation (FAR) Subpart 42 lists various Contract Administration Services (CAS functions applicable to several different types of contracts. FAR Subpart 42.302 (a) (56) Maintain surveillance of flight operations, identifies surveillance of flight operations as a contract administration function; this is the CAS function performed by the Government Flight Representatives (GFRs) and Government Ground Representatives (GGRs). FAR Subpart 42.302 (a) (38) Ensure contractor compliance with contractual quality assurance requirements, is the CAS function performed when DCMA aircrrews perform acceptance check flights (ACFs. With certain exceptions, DFARS 242.202 regulates the agency responsible for the performance of the CAS functions by location (at or near contractor facilities) and by contract type. (Note: With respect to CAS, the terms “flight operations” and “aircraft operations” are used synonymously in this Instruction.) FAR Subpart 42.302 (a) CAS requirements are assigned in several ways.

1.2.1. Through contracts. Contract Administration Services responsibilities are normally identified in the contracts themselves. This information is usually found in Section A on Solicitation/Contract (standard forms 33, 26, 1447, etc.) or in Section G – Contract Administration Data, of the contract.

1.2.2. Through DFARS. DFARS 242.202 assigns responsibility for CAS functions performed at or near contractor facilities to DCMA. Specific exclusions are set out for certain contracts (e.g., Post, camp, or station contracts, flight training).

1.2.3. Through delegations. Whenever CAS responsibilities are split between organizations a Supporting Contract Administration (SCA) delegation must be accomplished, in writing. (See paragraph 2.4.1 and 2.4.2, for SCA delegation procedures.)

1.3. Performance of Flight Operations. This Instruction encompasses the requirements found in The Tri-Service Agreement. How flight operations are performed depends on which of the following four scenarios exists when DCMA has been delegated surveillance of flight operations under FAR Subpart 42.302 (a) (56).

1.3.1. Flight Operations with Assigned Military Personnel. The procuring Service may agree to support an aviation contract by providing aviation/rated billets to DCMA under the Tri-Service Agreement. These situations may involve either 100% DCMA military flight operations
or a combination of Service aircrews, DCMA aircrews and contractor personnel. DCMA crews fly under this Instruction, Service crews fly under their Services’ instructions, contractors fly under contract instructions.

1.3.2. **Flight Operations with Non-DCMA Military Personnel.** The procuring Service may decide, based upon the nature and quantity of the flying requirements at a contractor facility, to support an aviation contract with military personnel not assigned to DCMA. These personnel may be temporary duty (TDY/TAD) aircrew members that only fly with DCMA in isolated situations or assigned to a detachment that consistently flies with DCMA. Aircraft operations of this nature are commonly said to occur under the cognizance of DCMA even though the flights are performed by Service aircrews. Under these circumstances, the procuring Service retains the responsibility to fund the associated TDYs/TADs. These situations may involve either 100% military flight operations or a combination of military and contractor personnel. Service units providing aircrews shall ensure the crewmembers are current and qualified to perform the particular mission(s) described in the support request. CMO commanders shall ensure these aircrews are properly briefed on mission requirements and that adequate mission/flight planning facilities are available. CMOs shall maintain a file for one year that documents these aircrews have received this briefing. Service crews fly under their Services’ instructions; contractors fly under contract instructions.

1.3.3. **Flight Operations Without Military Personnel.** The procuring Service may decide to support an aviation contract by using 100% contractor personnel for flight operations. Contractor aircrew will follow contractually mandated instructions.

1.3.4. **No Flight Operations.** DCMA may manage these contracts with a Government Flight Representative (GFR) or a Ground GFR (GGFR).

1.4. **Aircraft Operations at Post, Base, Camp, or Station.** DCMA INST 8210.1, Chapter 7, paragraph 7.2 describes how GFR billets are normally filled. The table makes the owning Service responsible for providing GFRs for operations at post, base, camp or station locations where the Services already have aircrew personnel. Appointing DCMA CMO personnel to perform GFR duties at post, base, camp or station locations is a violation of the intent of DCMA INST 8210.1 and the Tri-Service Agreement paragraphs a, b, and e. Approving Authorities (those who are authorized to appoint GFRs) are defined in DCMA INST 8210.1, Chapter 7, paragraph 7.1. In DCMA, approval authority has been delegated down to the CMO commanders, limited to personnel in their CMO (including personnel at tertiary streamline sites). Likewise, Service Approval Authorities cannot appoint DCMA personnel as GFRs. However, if a post, base, camp or station unit commander were to functionally attach someone from their unit to a DCMA CMO for the purposes of performing FAR Subpart 42.302(a)(56) CAS, then the CMO commander would be the appropriate Approving Authority. Any agreements to functionally transfer/attach personnel from a Service unit to a DCMA CMO must be done in writing, address what functions the individual will be responsible for and address any funding issues (TDY, GFR course attendance, etc.). Aircraft Operations CAS at military installations can be accomplished in several ways.

1.4.1. **DCMA CMO Administers a Contract That Requires Contract Work Involving Aircraft Operations on a Military Installation.** These operations require a written SCA
delegation from the CMO commander to the contracting authority for the military installation, requesting acceptance of the FAR Subpart 42.302(a)(56) Maintain surveillance of flight operations, CAS requirement. The GFR is provided by the Service. Service GFRs are appointed by their appropriate Service Approving Authority. DCMA CMO commanders may only appoint personnel under their cognizance as GFRs. (See paragraph 2.4.1 and 2.4.2, for SCA delegation procedures.)

1.4.2. **DCMA (Subject to Prior Agreement) Agrees to Perform CAS on a Base, Post, Camp, or Station.** These operations require a written Supporting Contract Administration (SCA) delegation from the contracting authority for the post, base, camp, or station, to the CMO commander accepting the CAS requirement. These delegations should exclude the FAR Subpart 42.302 (a) (56) CAS requirements. The GFR is provided by the Service per DCMA INST 8210.1, Chapter 7, paragraph 7.2. The GFR is appointed by the appropriate Service Approving Authority. (See paragraph 2.4.1 and 2.4.2, for SCA delegation procedures.)

1.4.3. **Service Retained Oversight of Flight Operations at Contractor Facilities.** The procuring Service may delegate certain contract administration functions to DCMA but choose to retain surveillance of flight operations. In these cases, a Service GFR is assigned to the contract for oversight. The Services are required in these instances to approve a deviation to the mandatory delegation to DCMA found in DFARS 242.202. If this deviation is approved, DCMA has no direct aircraft operations oversight responsibilities for these contracts.

1.4.4. **Foreign Military Sales (FMS) and Direct Commercial Sales (DCS) Contracts.** FMS contracting is covered by DoD 5105.38 and DFARS 225.73. FMS aircraft undergoing work on a DoD contract where the DFARS 252.228-7001, the Ground and Flight Risk Clause (GFRC), is on contract is considered core mission and supported accordingly. Direct Commercial Sales (DCS) contracts are direct purchases by the foreign government or organization (e.g. NATO) with the supplier and do not typically involve the US Government. While DCMA may be reimbursed for supporting certain CAS functions in support of a DCS contract, DCMA aircrew shall not participate in flight operations on these contracts. Any request for CAS support on a DCS contract must be processed through DCMA-FBR.

1.5. **The Combined Instruction, Contractors’ Flight and Ground Operations, DCMA INST 8210.1.** The Combined Instruction titled, “Contractor’s Flight and Ground Operations,” DCMA INST 8210.1, AFI 10-220, AR 95-20, NAVAIRINST 3710.1 (Series), and COMDTINST M13020, describes requirements for contractors conducting flight and/or ground operations and the GFRs overseeing those operations, whenever the Instruction is found on contract.

1.5.1. **DCMA INST 8210.1 Applicability.** When DCMA INST 8210.1 is on contract, either through the GFRC/AFRC or specific contract wording, its purpose is to provide the GFR the authority to mitigate risks to the aircraft, even when the risks occur before there is an aircraft. For example, on a new production aircraft not yet “in the open” under the GFRC, Foreign Object Damage/Foreign Object Debris (FOD) and tool control requirements exist whenever and wherever FOD or lost tools have the potential to migrate in the aircraft to a time when the aircraft is “in the open.” The requirement to comply with DCMA INST 8210.1 ends when final acceptance and any post acceptance delivery requirements are complete.
1.5.2. **DCMA INST 8210.1 and Liability.** DCMA INST 8210.1 is used to mitigate risk; its application is only tangentially related to liability. The terms and conditions for Government liability are described in the GFRC. Paragraph (b) of the GFRC (separate from the liability sections of the clause) mandates that contractors comply with the requirements of the Combined Instruction. Failing to comply with the Instruction or failing to follow approved Procedures are contractual compliance issues and are not, in and of themselves, related to liability.

1.6. **Liability Clauses.**

1.6.1. **DFARS 252.228-7001, The Ground and Flight Risk Clause (GFRC).** DFARS Subpart 228.370, *Additional Clauses*, mandates the use of the GFRC in contracts for the acquisition, development, production, modification, maintenance, repair, flight, or overhaul of aircraft. See DFARS Subpart 228.370 for exceptions to this requirement. Contractor owned aircraft that are furnished as part of a DoD contract may also be covered under the GFRC if appropriately stated in the contract. A new GFRC and DFARS 228.370 went into effect 8 June, 2010, replacing the September 1996 GFRC and AFRC.

1.6.2. **DFARS 252.228-7002, The Aircraft Flight Risk Clause (AFRC).** Prior to June 8 2010, DFARS Subpart 228.370 mandated the use of the AFRC in cost type contracts for aircraft production, modification, maintenance repair or overhaul, and fixed price contracts for the same activities where the Ground and Flight Risk Clause is not included and contract performance involves flight of a government furnished aircraft. With the publication of the June 2010 GFRC, the AFRC has been eliminated and only applies to contracts with the AFRC in effect before 8 June, 2010. The rest of this document will normally refer to the GFRC only, however, where the GFRC is referenced, the information provided applies to those older contracts with the 1996 AFRC on them. When a contract is discovered dated after 8 June, 2010, with the AFRC, report the deficiency using the Electronic Document Access (EDA) Contract Deficiency Report (CDR) process. Contact the cognizant Administrative Contracting Officer (ACO) or your Office of Legal Counsel for assistance.

1.6.3. **Older Contracts With Both the GFRC and the AFRC.** Prior to 8 June, 2010, DFARS Subpart 228.370 provided these clauses as alternatives. It was unusual for both clauses to be used on the same contract because they establish different limits of contractor liability. A possible exception to this general rule existed where the contract contained both fixed price and flexibly priced contract line item numbers (CLINs). Where the contract does not clearly explain why both clauses are present, DCMA personnel should bring this to the appropriate Administrative Contracting Officer (ACO) immediately for clarification and/or correction.

1.6.4. **Modifying or Omitting the Ground and Flight Risk Clause (GFRC).** The GFRC is a mandatory clause IAW DFARS Subpart 228.370. When reviewing an aviation contract, if the GFRC is not included ensure omission of the clause is IAW one of the four exceptions listed in DFARS Subpart 228.370. Report any omissions of the GFRC that do not meet the DFARS Subpart 228.370 criteria. Additionally, any language that modifies the intent of either risk clause should be noted. Report contract deficiency using the Electronic Document Access (EDA) Contract Deficiency Report (CDR) process IAW DCMA-INST 118, Contract Receipt and Review.
1.6.5. **Third Party Liability.** Third party liability is usually addressed through inclusion of the clause FAR 52.228-7 Insurance – Liability to Third Persons. The GFRC does not create Government exposure to third party liability.

1.6.6. **Non-GFRC Contracts.** Some contracts do not include the GFRC, but do mandate that contractors comply with DCMA INST 8210.1. This requirement may be found in the Statement of Work (SOW), an H clause, or schedule. The DFARS clauses and the requirements of DCMA INST 8210.1 may be modified and applied in part or whole on FAR Part 12 contracts. However, for this to be a valid requirement, tailoring procedures detailed in FAR 12.302 must be followed. DCMA personnel must carefully study these contracts to determine the exact contract requirements. If a commercial contract (awarded under FAR Part 12) does not address liability and risk of loss, report the discrepancy using the Electronic Document Access (EDA) Contract Deficiency Report (CDR) process and address concerns to the Procuring Contracting Officer (PCO). Request clarification of the PCO’s expectations and understanding of “commercial practice” in accordance with FAR Part 12 requirements. All questions related to surveillance of aircraft operations on FAR Part 12 contracts should be addressed to the appropriate contracting officers, counsel, commanders and HQ DCMA-AO. CMO management should discuss these issues with their General Counsel before accepting FAR Subpart 42.302 (a) (56) CAS responsibility on contracts without the GFRC. Current DCMA workload acceptance policy (http://guidebook.dcma.mil/64/instructions.htm) states that DCMA should not normally accept oversight for these type contracts.

1.6.7. **Contracts where the Government does not assume Risk of Loss.** This can happen when DCMA INST 8210.1 is included in a contract without the GFRC such as in a lease agreement or FAR Part 12 contract, or when the contracting officer terminates the Government’s assumption of risk via the GFRC, or for activities that occur before an aircraft is “in the open”. The contractual requirement to comply with DCMA INST 8210.1 is irrespective of Government’s assumption of risk via the GFRC (see also, paragraph 1.5.2). CMO management should discuss these issues with their General Counsel before accepting FAR Subpart 42.302 (a) (56) CAS responsibility on contracts without the GFRC.

1.6.8. **DD-250s and the Termination of Government Liability on Contracts With The GFRC.** Aircraft acceptance (that is, accepting title of new aircraft and authorizing payment for an aircraft via Wide Area Workflow, or signing a DD-250) does not automatically mark the conclusion of a contractor’s obligation to comply with the requirements of DCMA INST 8210.1 on contracts incorporating the GFRC. DCMA personnel should familiarize themselves with the contract requirements to ensure surveillance of aircraft operations occurs at all times that a contractor is responsible for complying with requirements of DCMA INST 8210.1. Signing the DD-250 does not impact the formal transfer of the aircraft from the Government to a contractor (or vice versa). Transferring aircraft to/from the Government and contractors is accomplished differently within the Services (commonly through the use of a Service specific Aircraft Transfer Order (ATO) or a DD Form 1149 Requisition and Invoice/Shipping Document) and does not impact the requirements for contractors to comply with DCMA INST 8210.1 where the GFRC is on contract.

1.7. **Subcontractor Operations.** The US Government only has a direct contractual relationship with the prime contractor. As such, direction to the subcontractor should not normally occur
without the knowledge and approval of the prime. Taking this approach avoids confusion and potential “change claims.” Aviation Program Teams (APTs) should ensure Administration Contracting Officers (ACOs) send all contractor surveys reports to the prime contractors.

1.7.1. **Flow Down of the Liability Coverage of the GFRC.** Refer all questions related to the assumption of liability for subcontractor operations to HQ DCMA-AO and DCMA Office of Counsel. Prime contractors performing work under the GFRC are always under the obligation to meet the requirements of DCMA INST 8210.1. This requirement exists whether the aircraft is located at the prime’s facility or at a subcontractor’s facility. The Government’s assumption of risk via the GFRC does not automatically “flow down” to subcontractors. The Government’s assumption of liability coverage to subcontractor operations occurs only when the contracting officer specifically directs it in the contract (i.e. “flow down the GFRC”). Flow down of the GFRC’s liability coverage is separate from the requirement of the Prime and subcontractor to comply with the requirements of DCMA INST 8210.1. If the contractor or subcontractor claims DCMA INST 8210.1 compliance by a subcontractor is extinguished (because the subcontract is commercial or the subcontractor is fully insured), contact the cognizant Administrative Contracting Officer (ACO) or your Office of Legal Counsel for assistance.

1.7.2. **Aviation Program Team (APT) Delegations With Subcontractors.** DCMA assigns Aviation Program Teams (APTs) to manage prime contractors. However, APTs are frequently located at or near the subcontractor’s facility, not the prime’s. This decentralized execution does not relieve DCMA APTs from working through the prime contractors (and appropriate contracting officers) to resolve discrepancies at subcontractor facilities. As the delegated authority for surveillance of flight operations, DCMA APTs can and will visit/inspect subcontractor facilities on a frequent basis, when such on-site inspection is approved by the sub via the prime or is in a mandatory flow-down clause.

1.8. **Responsibilities.**

1.8.1. **DCMA Director.** The Director, DCMA is ultimately responsible for the Agency’s aircraft operations. As such, the Director will direct and administer the implementation of this Instruction. The Director sets the tone and climate for aviation safety throughout the Agency through a Director’s Safety Policy statement or other strategic communications means (“On Point” memorandums, video messages, etc.).

1.8.2. **Chief Operating Officer (COO), Region Commanders, DCMAS Director, DCMAI Director.** The COO Region Commanders and each Division Director are responsible for safe and effective aircraft operations in their organization. The COO Region Commanders and DCMAS/DCMAI Directors set the tone and climate for aviation safety for all DCMA aviation units and Aviation Program Teams (APTs) in their organization through the COO’s Region Commanders’ and Director’s Safety Policy statement or other strategic communications means.

1.8.3. **CMO Commander.** The CMO commander has the responsibility, authority, and accountability over the day-to-day operations of their aviation program(s). The CMO commanders set the tone and climate for aviation safety for their unit through their Commander’s Safety Policy statement.
1.8.4. **CMO Commander (Tertiary streamline).** Tertiary streamline CMO commanders, who report to other CMO commanders, also have the responsibility, authority, and accountability over the day-to-day operations of their aviation program(s). Additionally, tertiary streamline CMO commanders are responsible for routing all approvals, authorizations, and waiver requests required in this Instruction, through their chain of command to HQ DCMA-AO. Exception: Rated tertiary streamline CMO commanders may approve the LOPs and aircrew position letters for their site.

1.8.5. **HQ DCMA-AO.** The HQ DCMA Executive Director of Aircraft Operations (DCMA-AO) is a rated officer who reports to the DCMA Director. The Executive Director of Aircraft Operations is responsible for:

1.8.5.1. **Managing DCMA Aircraft Operations Guidance.** HQ DCMA-AO will create and enforce all DCMA Aircraft Operations Instructions and policies.

1.8.5.2. **External Agency Coordination.** HQ DCMA-AO will coordinate the Combined Instruction (DCMA INST 8210.1) and the Tri-Service Agreement with the Services for concurrent approval. This office will also serve as the technical expert for DCMA’s coordination involving all applicable FAR and DFARS.

1.8.5.3. **Administering Applicable Training Programs for DCMA and the Services.** HQ DCMA-AO is responsible for the content of the Defense Acquisition University (DAU)/DCMA Government Flight Representative (GFR) course, Government Ground Representative (GGR)/Ground GFR course, Aviation Safety Officer (ASO) course, and the Aircraft Operations Training Seminar (AOTS).

1.8.5.4. **Inspecting DCMA CMOs with Aircraft Operations.** HQ DCMA-AO will manage all facets of DCMA’s Aircraft Operations Inspection (AOI) process and the Supervisory Flight program.

1.8.5.5. **Managing DCMA Aircraft Flight Operations (F/O) Mission and Training Travel Budgets.** Financial Business (FB) and overarching agency policies will provide guidance for budget planning, formulation, requirement submission, fund transfers, and timely execution of funds. F/O Mission Travel Funds provided to HQ DCMA-AO, DCMAS-MHT, DCMAI-AO, and Region AO offices are “Fenced Funds” and shall only be used to fund events/activities across the enterprise that are essential to the accomplishment of flight operations. Budgets, Lines of Accounting (LOAs) and Job Order Numbers (JONs) may be structured and executed to fit the needs of Regions, Organizations, CMOs, and Directorates.

1.8.5.6. **Establishment of Flight Operations Training Travel Funds.** F/O Training Travel Funds provided to HC are to be specifically used to support Aircraft Operations (events and activities) throughout the enterprise. Flight Operation Training Travel Funds provided to HC are “fenced funds” to support training requirements of APT members at CMO sites. Reprogramming of funds at HC is not authorized. FB will provide policy guidance to HC for the utilization of F/O Training Travel Funds. HC using existing internal policies will provide guidance to HQ DCMA-AO, Aircraft Operations Directorate, Region Commands, International Division and Special Programs for budget planning, formulation, requirement submission, and
procedures for the execution of F/O Training Travel Funds. Training for items such as Defense Acquisition University courses and any other training normally funded by DCMA-HC or other organizations are not included in AO F/O Training Travel Funds. Incoming personnel should be funded by their respective Services for required enroute courses such as aircraft qualifications and GFR Course. Refer to the Tri-Service Agreement to determine Service specific funding support, or contact HQ DCMA-AO.

1.8.5.7. **Supply Funds.** These funds are provided in two subcategories for the purpose of mandatory flight-related items such as flight suits and gloves. Mishap response kit items, and other supplies and equipment needed to directly support aircraft operations are also funded through Supply Funds. These funds are allocated in letters from DCMAC-AB for P6 Eastern Region and DCMAC-AC for Central and Western Regions, and are labeled ‘Flight Ops Contract Service’s and Flight Ops Supplies’.

1.8.5.8. **Delivery Funds.** Some CMOs receive funds directly from the program office or the Services to execute other activities. These funds may be written into the contract or provided from other organizations for the purpose of covering aircraft delivery or other costs. The amounts will usually be MIPR’ed to Boston Finance and then added to the HQ DCMA-AO funding lines, but are not part of the HQ DCMA-AO budget.

1.8.5.9. **Managing Aircraft Operations Awards Program.** HQ DCMA-AO will manage all aspects of DCMA’s annual aircraft operations awards program.

1.8.5.10. **Preserving Historical Data/Accomplishing Trend Analysis.** HQ DCMA-AO will establish procedures for recording applicable historical data and accomplishing applicable trend analysis.

1.8.5.11. **Managing DCMA Aircraft Operations’ Safety Program.** HQ DCMA-AO will provide:

1.8.5.12. **Policy.** Ensure DCMA’s aircraft operations related safety policy and guidance reflects current DoD and Service requirements.

1.8.5.13. **Coordination.** Maintain liaison and coordination with the Service safety centers and the other DoD Safety Offices.

1.8.5.14. **Safety Information.** Establish procedures to receive and disseminate safety information (mishap reports, hazard reports, safety trends, etc.).

1.8.5.15. **Safety Training.** Managing Service quotas to Service safety schools and courses.

1.8.5.16. **Mishap Investigation Support.** Coordinate with the Services to determine safety mishap investigation board composition of contractor, DCMA and/or Service personnel. Every attempt will be made to appoint a DCMA member to a Service Safety Board when the mishap involves DCMA aircrew. Coordinate DCMA’s response to all applicable mishap investigations.
1.8.5.17. **DCMA Safety Enterprise Team.** Serve as the liaison between AO, DCMA Safety and Occupational Health (SOH) division (DCMA-HCO) and the Contract Safety Center of Excellence (DCMAN-JS).

1.8.5.18. **HQ DCMA-AO Military Personnel Billets.** HQ DCMA-AO will:

1.8.5.18.1. **Review Rated Officer Requirements** in coordination with the Region/Division Director of Aircraft Operations (DAO) (DCMA(E/C/W)-AO/ DCMAS-MHT/DCMAI-AO (as appropriate)) and DCMA-DCM.

1.8.5.18.2. **Provide Technical Reviews and Make Recommendations to the Region/Division DAO on the Qualifications of Nominated Rated Crewmembers, GFRs, and GGRs.** The Services are responsible for funding any enroute training requirements per the Tri-Service Agreement. HQ DCMA-AOO (Operations) will coordinate with DCMA-DCM and the Services to ensure that PCS orders include enroute training and are timed to meet required class schedules. No commitments should be made by any DCMA personnel to pay for enroute training.

1.8.5.18.3. **Resolve Interim Rated Resource Shortfalls** with the Region/Division DAO, and the Services.

1.8.5.18.4. **Develop and Maintain an Overall Strategy for HQ DCMA-AO billets** to ensure proper allocation of the Agency’s resources to meet customer requirements.

1.8.6. **HQ DCMA-AO Organizational Structure.**

1.8.6.1. **Office of the Executive Director.**

1.8.6.1.1. **Deputy Director.** HQ DCMA Deputy Executive Director of Aircraft Operations (DCMA-AO) is a senior civilian with rated experience and shares fully with the Director the responsibility for directing and managing the assigned staff in accomplishing the missions and functions of the Aircraft Operations office. The Deputy Director also serves as the Operations Division Supervisor.

1.8.6.1.1.1. **Executive Officer.** Acts as the military Deputy Director. Responsible for enforcement of all DCMA Aircraft Operations instructions and policies.

1.8.6.1.1.2. **Safety.** HQ DCMA-AO-TDS.4 functional manager for the aviation safety program. Primary responsibilities include: collecting and disseminating mishap data, publishing the quarterly HQ DCMA-AO Safety newsletter, providing safety reviews of waivers and approvals, providing aviation safety training including the DCMA Aviation Safety Officer (ASO) course, and the Aircraft Operations Training Seminar (AOTS), and implementation of the policies of Chapter 6 of this Instruction.

1.8.6.1.2. **Operations.** HQ AO Operations Division provides two primary functions; Risk Assessment and Military Manpower support. The primary role of Risk Assessment is the planning and execution of the Aircraft Operations Inspection (AOI) program. Other responsibilities include compiling and distributing lessons-learned, trends and Bright Spots
(best practices) in AO’s quarterly safety newsletter. The Military Manpower component of the Operations Division provides aviation functional expertise working in conjunction with DCMA-DCM, DCMA Operations Directorate, Region Commanders DCMAI, DCMAS and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise.

1.8.6.1.2.1. **Military Manpower.** The Manpower Team provides aviation functional expertise working in conjunction with DCMA-DCM (as defined in DCMA Military Personnel Assignments policy), DCMA Operations Directorate, Region Commanders DCMAI, DCMAS and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise.

1.8.6.1.2.1.1. **Rated Military Service Desks.** Rated military officers who provide a service specific cultural understanding to the Operations Manpower team and DCMA-DCM.

1.8.6.1.2.1.2. **Enlisted Military Service Desk.** Senior enlisted maintenance professional who provides a maintenance cultural understanding to the Operations Manpower team and DCMA-DCM.

1.8.6.1.2.2. **Risk Assessment.** Responsible for ensuring continuity is maintained within DCMA Aircraft Operations Risk Assessment Programs. Works with Standardization and Evaluation to establish policy, training requirements, budgets and schedules. Establishes Risk Assessment program that is consistent with mission requirements to assess risk and risk management at DCMA units with aircraft contracts. Publishes and coordinates the fiscal year Risk Assessment schedule. Ensures the approved AOI schedule for the next fiscal year is available on the DCMA-AO website by 1 August of the current fiscal year. Appoints the AOI Team Lead and approves the team composition of each AOI team. Develops inspection criteria and provides guidance as required for AOI conduct.

1.8.6.1.2.3. **Standardization and Evaluation.** Office responsible for ensuring standardization is maintained within DCMA Aircraft Operations. Works with Risk Assessment to establish policy, training requirements, budgets and schedules. Creates the fiscal year Risk Assessment. Develops Memorandums of Agreement (MOAs) with each Service inspection team that may participate in an AOI. Reviews and evaluates final AOI reports for trends and establishes aircraft operations focus areas as required. Responsible for collecting and maintaining AOI data for use in analysis reports, studies, and risk identification. Manages and operates the Risk Assessment 360 site, and performs functional system administrator duties. Periodically audits source data for accuracy, timeliness, and compliance with instructions. Analyzes inspection reports, develops trend analysis and provides cross-flow information to APTs world-wide. Manages AOI inspection team training program and developing AOI execution policy. Ensures AOI products, briefings and checklists are standardized, updated and published on the Operations 360 site and Web page. Ensures AOI team member’s feedback is reviewed and disseminated during quarterly AOI standardization meetings. Responsible for the annual review of the Aircraft Operations Risk Assessment chapter of this Instruction.

1.8.6.1.3. **Policy and Training.**
1.8.6.1.3.1. **Policy.** AO POC for policy guidance concerning this Instruction, DCMA INST 8210.1, the Tri-Service Agreement, and the GFRC. Other primary responsibilities include: reviewing HQ DCMA-AO’s response to all waivers, and oversight of Government Flight Representative (GFR), Government Ground Representative (GGR), and AO-101 AO-250 training course materials.

1.8.6.1.3.2. **Training.** AO POC for all training related requirements, and guidance. Performance Advocate for the Aviation Program Maintenance Operations (APMO) Database. Responsible for instruction and maintenance of the DAU/DCMA ASO, GGR, GFR, and AO-101 AO-250 courses. Publishes a 2 year schedule of all standard courses offered. Provides APMO DART Database training, through the GGR course or Computer Based Training.

1.8.6.1.4. **Safety.** HQ AO collaborates with the HQ TDSA functional manager for the aviation safety program. Primary responsibilities include: collecting and disseminating mishap data, publishing the quarterly HQ DCMA Aviation Safety newsletter, providing safety reviews of waivers and approvals, providing aviation safety training including the DCMA Aviation Safety Officer (ASO) course, coordinating and planning the Aircraft Operations Training Seminar (AOTS), and implementation of the policies of Chapter 6 of this Instruction.

1.8.7. **Operations Region** Level AO Offices.

1.8.7.1. **DCMA Operations Directorate, Region Commander** Director of Aircraft Operations (DCMA (E/C/W)O-AO). These offices are the primary point of contacts for all AO issues in CONUS their Region (excluding Special Programs) including AIMO, and each of the three CONUS geographic Regions. This office includes a military Deputy, Management Analyst/Assistant, three Regional Lead GFRs, and three Regional Lead GGRs. The DCMAO DAO reports directly to the COO and coordinates The Region DAOs report directly to their Region Commanders and coordinate issues with HQ DCMA-AO. A detailed summary of duties is provided in the Agency Concept of Operations (CONOPS).

1.8.7.1.1. **DCMAO-AO Regional Region Support Teams.** Teams are comprised of a Regional Lead GFR and GGR. Within their regions they are responsible for providing tactical level CMOs with assistance on: pre/post awards, SCAs/delegations, corrective action plans, GFR surveys, waivers/approvals, and staff assistance visits as warranted. They maintain awareness of APT personnel status, APT OJT, and conduct CMO workload assessments. Additionally they provide technical support and assistance to Regional and CMO Commanders and augment HQ staff as AOI team members and GFR/GGR Class Instructors.

1.8.7.1.2. **Regional Region GFR/GGR APT Authority.** DCMAO-AO Regional GFRs and GGRs are considered part of all assigned APTs within their region and given the same authority to participate and enforce DCMA policy as official APT members without written appointment to each APT. However, Region GFRs do not have the authority to approve flights, crewmembers or Procedures unless they are delegated that authority per DCMA INST 8210.1.
1.8.7.2. **DCMA International Directorate (DCMAI), Director of Aircraft Operations (DCMAI-AO).** This office is the primary POC for AO issues arising in the International Division. The DCMAI DAO reports to the DCMAI Commander.

1.8.7.3. **DCMA Special Programs Directorate (DCMAS) Director of Aircraft Operations (DCMAS-MHT).** This office is the primary POC for AO issues arising in the Special Programs Directorate. The DCMAS DAO reports to the Executive Director, Special Programs Directorate.

1.8.7.4. **Chief of Flight Operations.** Excluding rated CMO commanders, the Chief of Flight Operations (CFO) is normally the senior rated aviator at the facility where DCMA flight operations are conducted. He/she is the Operations Officer for all military flight operations. The CFO must be designated in writing by the CMO commander. CFOs manage all military operations where DCMA has flight operations responsibilities (resident and TDY aircrews). DCMA units with only one assigned rated officer may appoint this individual as both the GFR and the CFO (GFRs oversee contractor aircraft operations; CFOs oversee military aircraft operations). DCMA units with additional, discrete locations may designate that remote site’s GFR as a CFO for that specific site, separate and distinct from the CFO designated for the CMO’s primary flight operations location. The CFO shall:

1.8.7.4.1. **Unit Aircraft Flight Operations Budgets.** CFOs are responsible for proper planning and execution of their CMO’s flight operations budget.

1.8.7.4.2. **Oversee Training/Evaluation Programs for DCMA’s Assigned Military Personnel.** The CFO shall ensure that DCMA military aircrew training programs are IAW DCMA and Service guidance. Additionally, the CFO shall ensure that all aircrews maintain currency and are proficient in the mission. The CFO supervises and administers DCMA military aircrew upgrade programs.

1.8.7.4.3. **Ensure Service Aircrews are Current/Qualified for Their Assigned Missions.** CFOs must develop and maintain a process that ensures Service crews supporting DCMA flying operations are current and qualified to perform the mission. This responsibility is separate from the DCMA INST 8210.1, chapter 7, paragraph 7.8.9.4, GFR requirement to ensure TDY aircrews are current and qualified. Written confirmation from the unit/squadron commander or delegated authority stating their qualifications is sufficient for this requirement.

1.8.7.4.4. **Ensure Applicable Flights Involving Military Aircrews Are Properly Approved.** The CMO commander or his/her designee must sign the flight authorization for all flights involving DCMA aircrews. If so designated, the CFO may sign these flight authorizations. Otherwise, the CFO will obtain the CMO commander’s signature for these flight authorizations. Note: The commander’s signature is in addition to the requirement that the GFR sign a flight release as required under the GFRC. The GFR’s signature releases the aircraft for flight, affirming that the contractor has accomplished the work using the approved Procedures final requisite step for Government indemnification of the contractor under the GFRC.

1.8.7.4.5. **Manage all External, Flight Related Correspondence.** The CFO shall maintain all local flight operations related Memoranda of Understanding/Agreement between the...
CMO and supported/supporting units. These documents must be signed by the CMO commander.

1.8.7.4.6. **Compile Metrics.** The CFO (or designate) is responsible for compiling aircraft operations metrics/data (as determined by HQ DCMA-AO) and submitting this information to the Region/Division DAO and HQ DCMA-AO. Minimum reporting metrics include flying hours by type aircraft, sorties and deliveries (see paragraph 6.9.5). Due to security requirements, the DCMA **Audit Results Tracker (DART)** database shall not be used for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT Surveillance plans (See paragraph 1.8.9.12.1.1) or from collecting metrics per this paragraph.

1.8.8. **Aviation Program Team (APT).** The Aviation Program Team (APT) is responsible for the Government’s surveillance of contractor aircraft operations whenever DCMA INST 8210.1 is found on contract.

1.8.8.1. **APT Makeup.** The APT consists of the Government Flight Representative (GFR) (and alternates), Government Ground Representative (GGR), Contract Safety Specialist/Contract Safety Manager (CSS/CSM), and the Quality Assurance Representative/Specialist (QAR/QAS). APT makeup may be modified depending on the assignment (or lack thereof) of FAR Subpart 42.302(a) (38), (39), or (56) CAS functions. The GFR leads the APT.

1.8.8.2. **APT Functions.** The APT should work as a team to make critical decisions about the safety and effectiveness of each contractor flight/ground operation. This assures that aircraft are maintained and operated by contractors in accordance with contract requirements. To effectively execute their mission, APT members will establish and maintain communications with all functional areas of the CMO Program Support Team (PST) (where the PST exists). The APT is also responsible for making liability recommendations to the ACO for all incidents involving Property Loss to Government aircraft when the Ground and Flight Risk Clause (GFRC) (DFARS 252.228-7001) is in the contract.

1.8.8.3. **APT Meetings.** APTs shall meet (in person, on-line or via the telephone) at least quarterly to discuss surveillance plan trends, corrective actions, upcoming Surveys and AOI’s, etc. Meeting minutes are not required but some evidence of the meetings, including who attended, shall be maintained for at least 2 years.

1.8.8.4. **Early Contract Administration Services (CAS).** The APT should make every effort to involve itself in the CAS process as soon as practical. Early APT involvement can help identify problems involving GFRC requirements so solutions can be developed early in the process. The APT shall help determine which Service requirements and regulations apply to the contract and then ensure the contractor’s Procedures meet those requirements. Exclusion of the GFRC on an aircraft contract may constitute a deficiency and should be discussed with the ACO. In appropriate circumstances, the ACO may forward these deficiencies to the PCO by using the Electronic Document Access (EDA) Contract Deficiency Report (CDR) process. If a dispute arises as to whether the deficiencies require PCO involvement, DCMA GFRC legal experts should be consulted.
1.8.8.5. **Post Award Orientation Conferences (PAOCs).** Post award orientation aids both the Government and supplier personnel in achieving a clear and mutual understanding of all contractual requirements to include how the GFRC applies. The APT should make every effort to participate in, or conduct a Post Award Orientation Conference (PAOC) with suppliers receiving contracts involving aircraft operations for the first time. Additionally, the APT should consider conducting PAOCs with suppliers experiencing turnover of key management personnel.

1.8.9. **Government Flight Representatives (GFRs).** GFRs are responsible for surveillance of those contractor aircraft flight and ground operations involving Government aircraft and other aircraft whenever DCMA INST 8210.1 is included on a contract, Cooperative Research and Development Agreement (CRADA) or lease agreement.

1.8.9.1. **Initial Qualification.** Prior to assuming GFR duties, the GFR appointee shall meet the following requirements:

1.8.9.2. **Background.** A rated US military officer or Government civilian in an aviation position. Prior to Request for Personnel Action (RPA) for hiring civilian GFRs, CMO or Regional Region/Division Commanders shall coordinate the RPA with DCMA-AOO, and the Region/Division DAO. The term “rated aviation officer” or “rated officer” refers to Army aviators; Air Force pilots, navigators, Electronic Warfare Officers (EWOs), Combat Systems Officers (CSOs) etc.; Naval Aviators and Naval Flight Officers (NFOs).

1.8.9.3. **Classroom training.**

1.8.9.3.1. **Complete the DCMA/DAU GFR Certification Course.** (See DCMA INST 8210.1, paragraph 7.1.) (NOTE: GFRs shall re-attend if they have not attended the course in the past five years. Instructing the course counts as attending.) DCMA-AO may revoke an individual’s authority to perform GFR duties based on gross negligence or inability to perform duties in a satisfactory manner. GFR Certificate of Course Completion which would suspend that individual’s authority to perform GFR duties.

1.8.9.3.2. **Complete the DCMA/DAU ASO Certification Course.**

1.8.9.4. **On-Site Training.** Complete the on-the-job-training (OJT) program (Attachment 5). As part of OJT all GFRs must observe an AOI prior to being inspected by the AOI team, however, new GFRs do not have to observe an AOI prior to performing GFR duties. GFRs returning from deployments of 179 days or more shall re-complete the OJT program (not to include observing an AOI) within 30 days of their return. This requirement does not apply if GFRs performed GFR duties during the deployment. NOTE: When occupying an acquisition coded billet, DAWIA Certification will be achieved within the timeframe of the level required by the position.

1.8.9.5. **Appointing GFRs.** DCMA GFRs receive a signed GFR Letter of Delegation from their CMO commander. DCMA CMO commanders are authorized, via DCMA INST 8210.1, to act as the Approving Authority for DCMA GFRs and GGRs, but have no authority to appoint non DCMA personnel to perform duties as GFRs or GGRs in any capacity. That authority rests with the appropriate Service Approval Authority IAW DCMA INST 8210.1, paragraph 1.5. CMO commanders may also appoint an alternate GFR (and/or GGFR/GGR)
IAW DCMA INST 8210.1. Alternate GFRs have the same responsibilities as primary GFRs and shall meet the identical qualification requirements. DCMA GFRs assigned as non-resident GFR may act as Primary or Alternate GFRs at a maximum of six contractor facilities. However, they may act as Primary GFR at no more than four of the six facilities. “Resident” sites are defined as the duty locations for the GFR/GGFR/GGR (and their alternates), and those sites they can travel to by car, execute surveillance, and return to their duty location in a standard workday. For a site to be “resident,” the GFR/GGFR/GGR should be able to accomplish persistent/routine surveillance at the site, at least one day each week, on average. Sites not meeting the “resident” criteria are considered “non-resident.” CMO commanders must use discretion regarding appropriate workload delegations based upon the number of contractors at each facility, the complexity of the work being accomplished, etc.

1.8.9.6. **GFR Responsibilities.** GFR duties and responsibilities are described in DCMA INST 8210.1, Chapter 7, and this Instruction. These requirements and responsibilities include:

1.8.9.6.1. **Review/Approve Contractor Procedures.** DCMA INST 8210.1 requires contractors to develop specific written Procedures for all flight/ground operations for contracts administered under the GFRC. GFRs should remind contractors that approved written Procedures are required for flight and ground operations under the GFRC. GFRs shall notify the applicable ACO(s) and their commander(s) if contractors begin work without approved Procedures. The APT shall review these Procedures and the GFR will approve them in writing if they meet all applicable requirements. The final decision to approve, conditionally approve, or disapprove the contractor’s Procedures rests with the GFR. If the Procedures are found deficient, the APT shall work with the contractor to resolve the deficiencies. Procedures are acceptable if they comply with DCMA INST 8210.1, cover all contractually required aircraft flight and ground operations processes and are deemed by the APT to be safe and effective.

1.8.9.6.2. **Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs).** Contractors sometime divide their Procedures into flight (FOPs) and ground (GOPs) sections. This is perfectly acceptable and does not violate the requirement for Procedures to be separate and distinct. Usually FOPs include the requirements found in DCMA INST 8210.1, Chapter 4 and GOPs include the requirements found in DCMA INST 8210.1, Chapter 5. When the contractor elects to create FOPs and GOPs, ensure the other requirements of DCMA INST 8210.1 that are not specifically flight or ground operations are also addressed such as safety requirements from Chapter 6.

1.8.9.6.3. **Core Procedures.** Contractors who have operations at multiple locations may opt to create corporate “Core” Procedures that apply to all locations, and supplemented by site or aircraft specific Procedures.

1.8.9.6.3.1. **Approval Authority for Core Procedures.** Core Procedures must be reviewed, agreed upon, and signed by each GFR responsible for those Procedures. The site/aircraft specific annexes to the Core Procedures are signed only by the GFRs responsible for those operations/sites.
1.8.9.6.3.2. Changes. Once signed, each GFR may request the contractor modify their site/aircraft specific annexes but cannot unilaterally direct the contractor to modify the Core Procedures. If a GFR discovers a deficiency with the Core Procedures out of cycle of the review process (semi-annual) he/she shall notify each of the GFRs involved to jointly address the issue.

1.8.9.6.4. Review Process. GFRs normally perform their annual review of their Procedures as part of their preparation for their annual contractor survey. This review cycle is unsuitable for Core Procedures since aligning multiple contractor surveys is impractical. All GFRs associated with a contractor’s Core Procedures will coordinate a review cycle that includes a joint annual review for approval and a semiannual review to resolve out-of-cycle issues.

1.8.9.6.5. Procedures and Subcontractors. It is the responsibility of the prime contractor to develop, submit for approval, and follow flight and ground operations Procedures when they are required by contract. If the prime contractor elects to have a subcontractor draft the Procedures, the prime must sign the Procedures as their own. Where subcontractors perform work on Government aircraft the prime contractor has the additional responsibility of ensuring the subcontractor follows the prime’s Procedures. GFRs shall deal directly with the prime for all issues regarding Procedures, including those involving development and modification of, and compliance with the prime contractor’s Procedures. When GFRs observe subcontractor operations deviating from the prime’s approved Procedures they shall direct all required corrective actions to the prime for resolution.

1.8.9.7. Oversee the Contractor’s Training/Evaluation Program. GFRs shall ensure that contractor crewmembers are properly trained and evaluated prior to operating Government aircraft. DCMA INST 8210.1 provides specific instructions regarding how the training and evaluation programs should be managed.

1.8.9.8. Conduct Contractor Surveys. [Note: See definition and rules for resident and non-resident GGFRs/GGRs in paragraph 1.8.9.5.]

1.8.9.8.1. Resident GFR Reports. IAW DCMA INST 8210.1, Chapter 7, paragraph 7.7, resident GFRs shall perform a minimum of one contractor survey every 12 months. APTs should use numerous sources of information to formulate this assessment including their observations throughout the year, CARs, AOI reports, etc. Survey reports are contractor compliance based. APTs are encouraged to mirror the inspection items evaluated during HQ DCMA-AO’s AOI but shall be limited in scope to the assessment of the contractor operations IAW DCMA INST 8210.1 and the contract. Survey reports shall include the results of the QAR / QAS review of the supplier’s established notification process. (See paragraph 1.8.13.) APTs will also include a Facility Data Sheet (FDS) (a brief listing of important contact and contract information) with the survey report. Upon completing their review, the GFR shall complete the survey report within 10 working days. Once completed, the GFR shall route the report through the ACO. The ACO ensures the findings are within the scope of the contract and forwards the report to the prime contractor, CMO commander, PCO and applicable procuring activity/customer organizations within 5 working days of receiving it. GFRs shall ensure all Corrective Actions (as appropriate) are incorporated into the QA CAR Database following the ACO review. Prime contractors must respond to survey findings that direct corrective actions to
the GFR and ACO within 30 calendar days of receiving the survey report unless a specific case warrants other action. However, the ACO may direct a more immediate response for significant findings. The GFR and ACO will jointly analyze the contractor’s corrective actions for contractual compliance.

1.8.9.8.2. **Non-Resident GFR Contractor Survey Reports.** Non-resident GFRs also assess contractors annually, routing their reports through the ACO per paragraph 1.8.9.8.1. In addition to their annual assessment, GFRs for non-resident sites will conduct semi-annual surveys. These semi-annual surveys need not be as comprehensive as the annual survey. At a minimum, out of cycle surveys should still include an analysis of the current state of the contractor’s aircraft safety program, the status of corrective actions from previous surveys, and a review of any high interest items. Findings and observations may be described in a trip report. Semi-annual survey reports shall be sent to the ACO. The ACO will ensure the findings are within the scope of the contract and forward the report to the contractor, CMO commander, PCO and applicable procuring activity/customer organizations.

1.8.9.8.3. **Contractor Surveys and AOIs.** If an AOI is conducted within 3 months prior to the scheduled annual survey, in lieu of conducting an additional contractor inspection by the APT, GFRs may use the AOI report along with APT observations made throughout the year to create an annual report on contractor compliance. If the AOI falls outside this window GFRs will conduct the annual survey as scheduled IAW DCMA INST 8210.1, Chapter 7, paragraph 7.7. Also see paragraph 1.8.9.8 of this instruction.

1.8.9.8.4. **Additional Reporting Requirements.** GFRs shall send copies of all Annual Survey reports to the Region/Division DAO via the appropriate chain of command.

1.8.9.8.5. **Pre-Award Survey.** An on-site survey shall be performed if aircraft operations will be conducted at facilities without existing DoD aircraft contracts. Any CMO facility survey involving aircraft operations (either FAR Part 15 or Part 12 contracts) shall be coordinated with either the Operations Directorate Region Command Aircraft Operations staff (for CONUS), the International Division Aircraft Operations Staff (OCONUS), or Special Programs Staff as appropriate.

1.8.9.8.6. **Post Award.** The GFR should recommend a full PAOC for contracts that include the GFRC, especially for new suppliers. If the ACO declines, the GFR should conduct a PAOC with the assigned APT to ensure the supplier understands the requirements of the GFRC and the Combined Instruction, DCMA INST 8210.1.

1.8.9.9. **Flight Approvals.** GFR approval is required for all flights under the GFRC. Signing the flight authorization indicates that the contractor has demonstrated compliance with their Procedures and all contractual requirements under the GFRC and is the final requisite step for the Government’s indemnification of the contractor. GFR approval of flights under the GFRC is required regardless of who is on board the flight (contractor, military, or both).

1.8.9.10. **Metrics.** In the absence of a CFO, the GFR is responsible for complying with the requirements of paragraph 1.8.7.4.6 for contractor flying hours, sorties, deliveries, and other metrics such as the less than Class D mishap data (Also see paragraph 6.9.5).
1.8.9.11. **Coordinate on Safety of Flight Items.** GFRs shall coordinate with the QAR/QAS on the Safety of Flight surveillance of Safety of Flight (SOF) Plan to gain an understanding of their SOF program, see paragraph 3.2.

1.8.9.12. **Organize the APT’s Surveillance Plan.** GFRs shall establish an APT surveillance plan for each contractor facility and track monthly audits for trend analysis. GFRs should use all members of the APT as part of this surveillance plan.

1.8.9.12.1. **Surveillance Plans.**

1.8.9.12.1.1. **Development.** The plan should be flexible enough to allow for adjustments on a monthly or quarterly basis while still obtaining credible trend analysis. Specific customer desired outcomes, as documented by MOUs/MOAs/SCAs with the customer, **shall** be addressed in the surveillance plan stating how the APT will support the requirements. All discrepancies should be shared throughout the APT. The APT shall ensure that deficiencies are corrected in a timely manner. The surveillance plan will be signed/approved by the CMO Commander. A sample Excel APT Surveillance Tracking Sheet which mirrors the Aircraft Operations Inspection (AOI) program can be found on the HQ DCMA-AO web page.

1.8.9.12.1.2. **Quality Safety of Flight Program Items.** The APT’s surveillance plan should work in conjunction with any QA plans already in existence. GGRs shall coordinate with the QAR/QAS on the Safety of Flight surveillance of Safety of Flight (SOF) Plan to gain an understanding of their SOF program and to identify potential overlap in surveillance activities.

1.8.9.12.2. **Aviation Program Maintenance Operations (APMO) Database.** All APT members except for the QAR/QAS have the responsibility to **shall** enter and track the surveillance data using the APMO database located in e-tools. Because older surveillance data from previous databases cannot be migrated into the APMO database, maintain the older data as a reference for at least two years to ensure sound trending information in the new data base. As the new data is entered into the APMO database it should slowly surpass the importance of the old surveillance information. During AOI team visits usage and all the surveillance information in the APMO Database shall be verified. DCMA APts are exempt from the requirement to use APMO until the release of APMO v2.0. Due to security requirements, the APMO database shall not be used for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT Surveillance plans (See paragraph 1.8.9.12.1.1).

1.8.9.12.2. **DCMA Audit Results Tracker (DART) Database.** All APT members except for the QAR/QAS shall use the DCMA Audit Results Tracker (DART) to document surveillance results. DART is a SharePoint list that collects, organizes, and displays real-time surveillance data for trend analysis. Data may be sorted, filtered, or tailored to assist with evaluation of contractor performance and serves as formal documentation of audit results. DART resides on the HQ-AO project site and is accessible through each CMO APT Standard page. HQ-AO provides DART training during the AO-250 course and may be accessed from the Training Website. Due to security requirements, the DART database is currently not available for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT Surveillance plans (See paragraph 1.8.9.12.1.1).
1.8.9.13. Property Loss Investigation and Determination. The GFR along with the Property Administrator (PA) shall investigate all Property Loss involving aircraft under the GFRC and provide recommendations to the ACO concerning the applicability of the GFRC’s deductible for each relevant incident. NOTE: Investigations of Property Losses are used to determine liability and deductibles WRT (with respect to) the GFRC and are unrelated to Safety or Judge Advocate General (JAG) investigations. (See the Contract Property Management Instruction for further guidance on Property Loss investigation and determination processes.)

1.8.9.14. The GFRC and GFRs. The GFRC, though it’s a requirement for contractors’ to comply with the Combined Instruction, by default also requires the appointment of a GFR. This process makes the GFRC the central clause related to GFR responsibilities and authority. GFRs must be thoroughly familiar with the clause and its application. Whenever damage to Government aircraft is reported, particularly when the cost of repair exceeds the GFRC’s deductible, the GFR shall discuss the damage incident with the Administration Contracting Officer (ACO) and assist them in making a proper liability/deductible determination. Although each incident should be evaluated on its own merits, GFRs and ACOs should use the following general rules and examples when determining if an incident constitutes “damage” (which is normally covered under the GFRC) and “workmanship” (which is not normally covered):

1.8.9.14.1. Damage. For most situations “damage” verses “workmanship” determinations can be made based on intent. Damage WRT the GFRC is damage that is the result of a task, operation, or action which was not originally planned or intended. For example, a mechanic was pushing a stand next to the aircraft and scratches the inlet coating. The intent of the task was to move the stand, not to scratch the coating; this would be considered damage to the aircraft and a contractor should expect to be indemnified via the GFRC (minus the appropriate deductible). All damage to Government aircraft should be reported by the contractor to the GFR per DFARS 252.228-7005.

1.8.9.14.2. Workmanship. Workmanship errors consist of damage to the aircraft that is the result of a task, operation, or action which was originally planned or intended, but the end result was not within allowable limits. For example, a mechanic was scraping coating off an inlet and removes too much. The intent of the task was to scrape the inlet coating, but too much was removed. This would not be considered aircraft damage WRT the GFRC. With few exceptions the Government does not indemnify contractors for workmanship errors.

1.8.9.15. Administrative Contracting Officers (ACO) Relationship. GFRs should maintain a close working relationship with their ACO(s). ACOs, with their broader CAS responsibilities, are privy to information on programs and future shifts in workload. Coordinate any forecasted program changes that may affect workload/manning requirements with the COO Region/Division DAO and DCMA-AO Operations.

1.8.9.16. Office of Counsel Relationship. GFRs should maintain a working relationship with their CMO Office of Counsel. The Office of Counsel has aviation contract and insurance law experts available via their servicing Office of Counsel. These experts have a vast amount of experience in resolving some of the more complex regulatory and legal issues facing GFRs.
1.8.10. **Government Ground Representative (GGR) and Ground GFR (GGFR).** The GGR is responsible for surveillance of contractor aircraft ground operations under GFRC as described in DCMA INST 8210.1, Chapter 5. [NOTE: Where no flight operations exist, CMO commanders may delegate limited GFR responsibilities (those related to oversight and approval of GOPs) to the GGR. GGRs so appointed are called Ground GFRs (GGFRs). GGFRs are never assigned where a GFR is assigned. GGFRs are not authorized to approve flight Procedures, approve crewmembers or sign flight approvals.] GGRs shall be familiar with the status of all contractor facilities, equipment, group personnel training and certification, technical data, and Procedures involving aircraft ground operations. CMO commanders may also appoint an alternate GGR IAW DCMA INST 8210.1. Alternate GGRs have the same responsibilities as primary GGRs and shall meet the identical qualification requirements. Prior to assuming GGR duties, the GGR appointee shall meet the following requirements (applies to GGFR appointees as well):

1.8.10.1. **Background.** A US military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent. Prior to Request for Personnel Action (RPA) for hiring civilian GGRs, CMO or Regional Commanders shall coordinate the RPA with DCMA-AOO and the Region/Division DAO.

1.8.10.2. **Classroom training.** Completion of the DCMA/DAU GFR or GGR Certification Course. (See DCMA INST 8210.1, paragraph 7.3.) (Note: GGRs shall re-attend if they have not attended the training in the past five years. Instructing the course counts as attending.) DCMA-AO may revoke an individual’s GFR Certificate of Course Completion which would suspend that individual’s authority to perform GFR duties.

1.8.10.3. **On-site training.** Completion of the OJT training program (Attachment 6). As part of OJT, all GGRs/GGFRs must observe an AOI prior to being inspected by the AOI team, however, new GGRs/GGFRs do not have to observe an AOI prior to performing GGRs/GGFRs duties. GGRs returning from deployments of 179 days or more shall re-complete the OJT program (not to include observing an AOI) within 30 days of their return. This requirement does not apply if GGRs performed GGR duties during the deployment.

1.8.10.4. **Completion of the Aircraft Ground Safety Course (AGSC).** The AGSC will be completed within 12 months of assignment. The course is not mandatory for individuals serving a 12 month or less tour. NOTE: When occupying an acquisition coded billet, DAWIA Certification will be achieved within the timeframe of the level required by the position.

1.8.10.5. **Appointment Letter.** GGRs are appointed by assignment to an APT through the APT appointment letter. GGFRs require a separate GGFR Letter of Appointment from the CMO commander. [DCMA CMO commanders are authorized, via DCMA INST 8210.1, to act as the Approving Authority for DCMA GFRs and GGFRs, but have no authority to appoint non DCMA personnel to perform duties as GFRs or GGFRs in any capacity. That authority rests with the appropriate Service Approval Authority IAW DCMA INST 8210.1, paragraph 1.6.] Note: See definition and rules for resident and non-resident GGFRs/GGRs in paragraph 1.8.9.5.

1.8.11. **Aviation Safety Officer (ASO).** All DCMA units with flight operations conducted by DCMA aircrews shall appoint an Aviation Safety Officer (ASO). CMO commanders will
designate the ASO in writing. The ASO is responsible for establishing and overseeing the unit’s flight safety and mishap prevention programs (see Chapter 6).

1.8.12. **Contract Safety Specialist/Manager (CSS/CSM).** As a member of the APT, the CSS/CSM has primary responsibility for the surveillance of contractor aircraft ground, industrial, facilities, and explosives safety, and Aircraft Rescue and Fire Fighting (ARFF) contractual requirements.

1.8.12.1. **Prior to Assuming CSS/CSM Duties as Part of an APT, the CSS/CSM Appointee Shall be Fully Aircraft Certified in Accordance With the DCMA Contract Safety Certification Program.** This includes completion of the DCMA Aircraft Ground Safety Course. Additionally:

1.8.12.1.1. **Classroom Training.** It is highly recommended that CSS/CSMs assigned to APTs complete the DAU/DCMA ASO Course, GFR, or GFR Courses.

1.8.12.1.1.2. **Certification Maintenance.** The DCMA Contract Safety Certification Program requires CSSs/CSMs to receive continuing education/training in order to maintain certifications. CSS/CSMs assigned to an aircraft facility should re-attend the DCMA AGSC at least every 5 years.

1.8.12.2. **CSS/CSM Responsibilities.**

1.8.12.2.1. **Verify ARFF/Hangar Fire Suppression Requirements.** The CSS/CSM will coordinate with the contractor to ensure all hangar fire suppression systems, ARFF assets/programs, and firefighter training standards meet contractual requirements. The CSS/CSM will advise the GFR, ACO, and CMO commander of any deficiencies and make recommendations regarding the validity of the contractor’s mitigation plan.

1.8.12.2.2. **Verify Overall Ground Safety Environment.** The CSS/CSM will ensure that the contractor is conducting operations using facilities, equipment and procedures that do not put Government assets at undue risk.

1.8.12.2.3. **Risk Planning.** CSS/CSMs are normally responsible for numerous facilities. These sites may range from simple industrial-type settings to major ammunition and explosives manufacturing facilities to aircraft production and repair facilities. CSS/CSMs are required to do overarching risk planning for the Contract Safety Group that incorporates all their responsibilities. The CSS/CSM must work closely with the GFR and GGR to incorporate their risk planning into the APT’s contractor surveillance plan.

1.8.13. **Quality Assurance Representative/Quality Assurance Specialist (QAR/QAS).** The QAR / QAS is a core member of the APT. Their primary focus is surveillance of the supplier’s control of their manufacturing, production and associated quality management system processes when the contract assigns Inspection and/or Acceptance at source to DCMA. QA personnel also work closely with DCMA QA Engineering to ensure producibility issues are addressed for corrective action. It is the QAR / QAS’s day-to-day proximity to the product that makes them a uniquely valuable asset for the APT’s oversight of the contractor’s control of their processes. Additional APT QAR / QAS roles are in establishing and executing...
the SOF program IAW DCMA-INST 308, Safety of Flight (SOF) – QA, and supporting
/assisting the APT with the assessment of the contractor’s FOD and Tool Control processes. The
QAR/QAS also supports the GFR during the annual survey and perform a process review of the
supplier’s compliance to their established notification process to prevent SOF inspection hold
points from being bypassed. To the maximum possible, the appointed QAR / QAS appointee
should complete the following basic requirements and add this information to their QAR
Electronic Individual Development Plan (eIDP):

1.8.13.1. **Self-study.** Completion of the DCMA/DAU GFR/GGR Pre-Course Study
Unit, CMA 100.

1.8.13.2. **Classroom training.** Completion of the DCMA GFR/GGR Course, and
either the DCMA Aircraft Ground Safety Course or DCMA Aviation Safety Officer Course.

1.8.14. **Administrative Contracting Officer (ACO).** Although not a formal member of the
APT, the ACO is a key individual in the administration of the contract. The ACO has overall
responsibility for all CAS functions under FAR Subpart 42.3. Regular communication between
the ACO and the APT is critical. ACOs involved with aircraft contracts shall complete the
DCMA/DAU GFR/GGR Pre-Course Study Unit, CMA 100, and are strongly encouraged to
attend the DCMA GFR Training Course or the DCMA-AO Contracting Officers’ Course
(AO4KO). The following areas require ACO involvement when administering contracts
involving aircraft operations:

1.8.14.1. **Contract Receipt and Review (CRR).** While CRR is not unique to contracts
involving aircraft operations, the ACO should be aware of specific areas. The ACO, upon
receiving a contract which includes the GFRC, shall inform the CMO commander of the
requirement to appoint an APT for the contract. The ACO and APT should be knowledgeable of
the requirements in DFARS Subpart 228.370, Additional Clauses, which prescribe the
circumstances when the GFRC should and should not be used. Contracts which fail to properly
contain the GFRC or which contain language that improperly modifies the clauses or the
requirements of DCMA INST 8210.1 must be corrected. DFARS Subpart 228.370 describes the
only normally acceptable modifications that can be made to the GFRC. DCMA INST 8210.1,
Chapter 2, describes the only authorized procedures for modifying the requirements of the
Instruction. A Contract Deficiency Report (formerly DD Form 1716) should be issued via the
Electronic Document Access (EDA) system for any deficiencies noted.

1.8.14.2. **Review Annual/Semi-Annual APT Surveys.** The GFR will submit a survey
report annually (if resident) or semi-annually (if non-resident) to the ACO. The surveys may be
conducted more frequently if needed. The ACO shall review GFR survey reports within 5
working days or a later mutually agreed upon date to ensure that all findings/deficiencies can be
linked to contractual requirements. ACOs should resolve any issues they have with the report
directly with the GFR. If the ACO has determined the report does not contain statements or
findings that could be construed as authorizing a constructive change, they should place their
cover letter over the report and forward it to the contractor for information / action as
appropriate.
1.8.14.3. **Aircraft Damage.** Because of the deductible and equitable adjustment sections of the GFRC any damage to Government aircraft under contract (or other GFE) should be discussed between the ACO, Property Administrator and the GFR. The circumstances of the damage must be closely examined to determine proper application of either the GFRC or the Property Clause. See also paragraph 1.8.9.14 of this instruction.

1.8.14.4. **Withdrawal of Government Acceptance of Liability.** Should the ACO determine that the contract aircraft are in the open and under unreasonable conditions they shall immediately notify the contractor to ensure appropriate actions are taken to resolve the situation. Refer to the GFRC, paragraph (c) for guidance in these situations and for the proper procedures for removing the Government’s assumption of risk under the clause should this become necessary. The contractual requirement to comply with DCMA INST 8210.1 (per the GFRC paragraph (k)(b)) continues even when the Government’s assumption of risk is withdrawn.

1.8.15. **Property Administrator (PA).** The Property Administrator’s (PA) focus is on the contractor’s property management system. PA duties and responsibilities are described in DCMA’s Property Management Instruction. See Property Loss Investigation and Determination, paragraph 1.8.9.13.

1.8.16. **Contractor Field Team (CFT) Office.** DCMA Dayton is the primary contract administration office for CFT task orders (delivery orders) through a prior written agreement with the Services. Task Order place of performance is located on military camps, posts, bases, and stations using Service GFR/GGFRs. Through agreement with DCMA, the Program Office and the Services, FAR Subpart 42.302(a)(56) *Maintain surveillance of flight operations*, is the responsibility of the MAJCOMs/MACOMs for the purpose of appointing Service GFR/GGFRs to CFT task orders. IAW DCMA INST 8210.1 Chapter 7, the Commander, DCMA Dayton has a responsibility to provide Service GFR/GGFRs training via a DCMA-approved training course, ensure appointments in writing to the applicable task order and location as specified in the Performance Work Statement (PWS), and ensure contractor and GFR/GGFR compliance with the applicable sections of DCMA INST 8210.1 to the maximum extent possible. The DCMA CFT Aircraft Operations Group responsibilities include:

1.8.16.1. **DCMA Approved Training Courses.** CFT GFR/GGFRs shall attend either the DAU/DCMA GFR/GGFR or the DAU/DCMA CFT GFR/GGFR formal training course. DAU instructors along with other DCMA qualified instructors will team together to conduct this training. Courses shall use the DAU/DCMA-AO approved curriculum. DCMA CFT AO is responsible for ensuring that Service personnel selected for appointment as GFR/GGFR meet the qualifications IAW DCMA INST 8210.1 Chapter 1.

1.8.16.2. **GFR/GGFR Appointment.** DCMA CFT AO is responsible for ensuring trained Service GFR/GGFRs obtain written appointments to applicable CFT task order(s). This is accomplished through receipt of the GFR/GGFR appointment letter.

1.8.16.3. **Contractor’s Procedures Approval.** DCMA Dayton CFT AO is responsible for providing guidance to GFR/GGFRs in the review/approval of contractor’s Procedures. Validation is accomplished through the receipt of the GFR/GGFRs’ signed Procedures approval
letter. DCMA CFT AO shall review the CFT Core Procedures and advise the CFT GFRs if any deficiencies are discovered.

1.8.16.4. **Annual/Semi-Annual Survey.** DCMA CFT AO is responsible for ensuring Service GFR/GGFRs accomplish surveys IAW DCMA INST 8210.1 Chapter 7. This is accomplished through receipt of the survey report. DCMA CFT AO will assist the Service GFR/GGFR in Survey execution to the maximum extent possible to ensure approved Procedures are adequate, risk is mitigated to the lowest possible level, and both Service and contractor personnel understand their roles and responsibilities.

1.8.16.5. **Subject Matter Expert Guidance.** DCMA CFT AO provides technical expertise for all CFT Service GFR/GGFRs regarding interpretation and implementation of DCMA INST 8210.1.

1.8.16.6. **Post-Award Site Visits.** A major contributor to a Service GFR/GGFR’s success is interaction between DCMA CFT AO and the Service GFR/GGFRs as early in the period of performance as possible; preferably prior to the beginning of performance. DCMA CFT AO will visit new task order sites, as budget and time permit, to discuss DCMA INST 8210.1 compliance with the Service and contractor personnel. Briefings will be given to new CFT Service personnel to help them understand CFT and their role in managing these diverse aviation contracts.

1.8.16.7. **Staff Assistance Visits (SAVs).** SAVs may be conducted at the unit’s request to provide the on-site commander support and assist the GFR/GGFRs perform annual contractor assessments and other responsibilities.

1.8.16.8. **Mishap Notification.** Service GFR/GGFRs report mishaps IAW their normal Service guidance channels.

1.9. **Aircraft Operations Awards Program.** The DCMA Aircraft Operations Awards program is designed to provide recognition for outstanding individuals and units within the Agency. *Reference DCMA-INST 613 and the yearly mid-November Aircraft Operations Annual Awards Tasking Memo (DCMA Memo #16-216 CY 2016 AO Awards)* for more details.

1.9.1. **Awards.** There are two major categories of awards: Individual and Unit Awards. Within the Unit Award category there are three sub-categories: the Outstanding Flight Activity, Outstanding APT, and CMO mishap free flying hour awards. Within the individual category there are eight awards: The outstanding CFO, ASO, GFR, IMA, GGR, Outstanding Enlisted Acceptance/Delivery Crew Member, CSS/CSM, and QAR.

1.9.2. **Criteria.**

1.9.2.1. **Unit Awards.** The unit awards are graded by a board on the following criteria: level of activity, diversity of mission, training programs, mission readiness, accomplishments, customer and contractor interface, significant initiatives to improve contractor quality or cooperation, significant initiatives to improve customer satisfaction and product quality, safety programs, significant actions to correct aviation/ground hazards that improve
safety awareness, new safety programs/initiatives, successful aircraft emergency recovery, mishap record, and finally, mishap reporting.

1.9.2.1.1. **Mishap-Free Awards.** Mishap-free awards are used to recognize CMOs for accumulating mishap-free periods of aircraft operations. For each period defined below, a CMO would be recognized for having no recordable DOD Class A-C aircraft ground, flight, or flight-related mishaps.

1.9.2.1.1.1. **DCMA Aviation Safety Award of Achievement.** 1 Fiscal year with no recordable DOD Class A-C mishaps. Certificate suitable for framing.

1.9.2.1.1.2. **DCMA Aviation Safety Award of Merit.** 2 Fiscal years with no recordable DOD Class A-C mishaps. Engraved plaque or similar award.

1.9.2.1.1.3. **DCMA Aviation Safety Award of Excellence.** 3 Fiscal years with no recordable DOD Class A-C mishaps. Small engraved trophy, etc.

1.9.2.2. **Individual Awards.** Individual awards are graded by a board based on the individual’s support of their CMO’s/AIMO’s mission, readiness, and accomplishments with additional consideration of the individual’s significant self-improvement and community service.

1.9.2.3. **Time Frame.** Submission deadlines will be in accordance with DCMA Instruction: Military Quarterly and Annual Awards Policy, Paragraph 3.5.1. Nominations covering achievements made during the previous calendar year are due to HQ DCMA-AO by the 4th Friday of January each year. Each Region and Staff will set earlier suspense’s to ensure all nominations are vetted and approved before submitting to HQ DCMA-AO. Late submissions will be considered at the discretion of HQ DCMA-AO.

1.9.2.4. **Award Announcement Process.** DCMA-AO will staff the recommended winners for the DCMA Director’s approval. DCMA Director will formally announce the winners and the DCMA AO Executive Director will recognize winners during v-AOTS (virtual AOTS).

1.9.2.5. **Purchasing Awards.** DCMA-HC is the focal point for purchasing AO award plaques to ensure plaques are equivalent with military and civilian awards. DCMA-HC will mail awards to the winner’s CMO commander for presentation.

1.10. **Other AO Training.**

1.10.1. **Aircraft Operations Training Seminar (AOTS) Requirement.** All APT members shall complete safety training through attending the AOTS. AOTS is currently conducted semi-annually using distance learning technologies (DCMA e-Connect, Defense Connect On-Line (DCO), teleconferencing, and/or videoconferencing). When circumstances prevent attendance,
CMO commanders shall submit requests for relief from this requirement for their personnel using the procedures outlined in paragraph 2.3.1 and paragraph 2.3.1.1 for obtaining a waiver to DCMA INST 8210.2; however, an ORM review is not required. Required personnel shall make up the training by reviewing the AOTS briefing slides or other content within 30 days of the event. CMO Commander shall certify required APT member attendance at AOTS and document any required waivers/makeup training. APT members failing to complete the training (by attending AOTS or reviewing the AOTS content (presentation slides, videos, etc.) within 30 days) shall not perform further APT duties until they have done so. APT members returning from deployment shall review the AOTS presentations within 30 days of their return. Additional AOTS guidance can be found in Chapter 6, paragraph 6.4.

1.10.2. On-the-Job-Training (OJT) Program. The appropriate Region/Division DAO shall ensure all newly assigned GFRs and GGRs receive On-The-Job-Training (OJT) prior to assuming their respective roles. OJT shall consist of a thorough review of the trainee’s contract(s) and contractor’s Procedures; interviews discussing roles and missions with the Administrative Contracting Officer (ACO), and CMO commander (interviews may be conducted via telephone); and an opportunity to observe an AOI at an outside unit.

1.10.3. Mentorship. HQ DCMA-AO and the Region/Division DAOs are responsible to mentor their newly assigned GFRs and GGRs along with other APT members as required. Funding for mentor travel resides with the member’s owning organization using Flight Operations Mission Travel Funds.

1.10.3.1. Assignment of OJT Mentors. Each Region/Division DAO shall assign a qualified GFR/GGR as the OJT mentor to conduct training within their own division. Mentors will be selected based on their experience in the job and performance during their unit’s AOI.

1.10.4. AOI OJT Training. Each OJT student will be scheduled to observe an AOI by their respective Region/Division Aircraft Operations staff, in coordination with HQ DCMA-AO Risk Assessment. If possible, match students to AOIs with programs similar to the student’s. Keep in mind that many factors come into play when matching students to AOIs. Students will be notified which AOI they have been scheduled for by the AOI Team Lead NLT 60 days prior to the AOI. Funding for GFR and GGR AOI OJT is the responsibility of their respective Region/Division/organization assigned. Orders will be submitted through DTS. The attached GFR OJT Guide and GGR OJT Guide syllabi describes the program.
CHAPTER 2
COMMAND AND ADMINISTRATION

2.1. **Overview.** This chapter, in conjunction with other governing directives, prescribes requirements for DCMA CMO commanders at DCMA AO sites.

2.2. **Commander Responsibilities.** The CMO commander has the responsibility, authority, and accountability over the day-to-day operations of each aviation program.

2.2.1. **DCMA Positions**

2.2.1.1. **Letters of Delegation (LoD).** The CMO Commander having FAR Subpart 42.302(a)(56) responsibility shall sign Delegation of Authority Letters for GFRs, Ground GFRs, and alternates (as appropriate). (See DCMA INST 8210.1 for an example sample GFR Appointment letter.) The GFR Delegation assigns FAR authority and is separate from APT Assignment. GGRs do not require a Letter of Delegation and are instead included in the Aviation Program Team (APT) Designation Letter.

2.2.1.2. **Appointing Aviation Program Teams.** CMO commanders are responsible for designating Aviation Program Teams (APTs) to oversee contracts containing the Combined Instruction. CMO commanders are responsible for funding all travel expenses for their appointed primary or alternate APT members whenever the APT members are performing their primary duties. Upon change of CMO commander new appointment letters are required. Note: The Contract Safety Group is responsible for funding Contract Safety mission travel.

2.2.1.3. **CMO commanders with DCMA flight operations.** CMO commanders with DCMA flight operations shall appoint a Chief of Flight Operations (CFO) and an Aviation Safety Officer (ASO) to execute the unit’s flight operations and safety programs. Upon change of CMO commander new appointment letters are required.

2.2.1.4. **Aircrew Training Officer.** The CMO commander shall ensure an individual is identified, in writing, to manage the aircrew training program, including maintaining records of aircrew personnel currency and proficiency requirements.

2.2.2. **Rated Designations.** All qualifications/designations will be signed by the CMO commander, IAW Service guidance, except where noted below. If the CMO commander is not a rated officer, then an endorsement of the qualification(s) sought, will be obtained from their Region/Division DAO. Rated CMO commanders can sign for non-rated tertiary streamline CMO commanders. Rated tertiary streamline CMO commanders can sign for their unit.

2.2.2.1. **Aircraft Commander Designations.** CMO commanders shall sign aircraft commander designations unless the designation is for a rated CMO commander. In this case, the designation shall be signed by Region/Division DAO.

2.2.2.2. **Instructor Appointments.** When required by Service guidance, CMO commanders shall appoint all instructors in writing.
2.2.2.3. **Flight Examiners/NATOPS Evaluators.** If manning permits, the CMO commander shall designate a highly qualified instructor in each aircrew position as a flight examiner. Flight examiners shall administer written and flight evaluations to DCMA aircrew members IAW Service Guidance. DCMA Flight Examiners/Evaluators shall not receive their recurring flight evaluations from other evaluators within their CMO. CFOs shall include in their annual budgets, sufficient funds to either bring in a Service Evaluator or an evaluator from another CMO, or to send the in-house evaluator(s) TDY for scheduled recurring evaluations. DCMA evaluators are authorized to administer contractor flight evaluations.

2.2.2.4. **Flight/Mission/NATOPS Qualifications.** All recurring flight certifications will be signed by the military Flight Examiner and the CMO commander unless the certification is for a rated CMO commander. In this case, the certification can be signed by the Fleet Replacement Squadron (FRS) or Evaluation Squadron CO in accordance with Service Guidance or forwarded to Region/Division DAO for final approval and signature.

2.2.3. **Hard Copy Requirement.** All designations, delegations and appointments listed in above shall be in writing and included in the Local Operating Procedures (LOPs).

2.2.4. **Aircraft Operations Position Descriptions.** CMO Commanders, in coordination with the cognizant Region/Division DAO, will evaluate the requirements for personnel required to perform flight operations at their site. Position Descriptions will be forwarded to DCMA-DCM for coordination with HQ DCMA-AO. CMOs and Region/Divisions shall not contact the parent Services directly concerning filling or modifying military billets.

2.2.5. **Aircrew Support.** CMO commanders with DCMA resident flight operations will ensure that all support functions are provided in timely and efficient manner that fosters a safe, effective and efficient flight environment. Examples of these functions include simulator access, flight records management, life-support equipment support and proper access to medical care (i.e. a military flight surgeon).

2.2.5.1. **Flight Time & Training.** Service CAS delegations requesting onsite aircrews to perform check flights must include sufficient flying time under the contract for flight crewmembers to maintain their flying proficiency and currency in the aircraft. When contracts do not include sufficient flying time for assigned military flight crewmembers to maintain aircraft proficiency, and provisions for maintaining proficiency are not made through the procuring activity, only administrative surveillance of contractor aircraft operations/GFR services will be performed. Under these conditions, the CMO commander and procuring activity will arrange for Government acceptance check flights to be performed by TDY military aircrews.

2.2.5.2. **TDY Aircrew Support.** Service units providing TDY aircrews shall ensure the crewmembers are current and qualified to perform the particular mission(s) described in the support request. CMO commanders shall ensure TDY aircrews are properly briefed on mission requirements and that adequate mission planning facilities are available. CMOs shall maintain a file that documents TDY aircrews have received this briefing.
2.2.5.3. **Weekend Flying.** Flying in support of contracts is normally performed during a regularly scheduled workweek. The CMO commander will determine the need to fly on weekends/holidays on a case-by-case basis when an overriding Government need exists.

2.2.5.4. **Aircrew Medicine.** CMO commanders shall ensure flight operations personnel have access to the nearest DoD installation’s flight surgeon/flight medical office to provide required medical services. Use of Federal Aviation Administration (FAA) flight surgeons is not acceptable for annual physicals or for returning crewmembers to flight status or for post mishap medical evaluations.

2.2.5.4.1. **Annual Flight Physical Examination.** All assigned aircrew personnel shall complete a flight physical examination IAW their Service’s aeromedical instructions. The examination and administrative paperwork shall be completed as prescribed by the governing directive of the individual’s Military Service or the DoD component providing the service.

2.2.5.4.2. **Routine Medical Care.** Routine medical problems, medical grounding, return to flying status, and medical waivers will be accomplished according to the individual’s Service procedures.

2.2.5.4.3. **Medical Records Administration.** Copies of the most current annual medical certification for flight, most current medical grounding action, medical waiver approvals, and documentation returning crewmembers to flying status will be maintained in the individual’s local flight training/evaluation folder. Medical waivers will follow Service guidance.

2.2.5.4.4. **Flight Physiology Training.** Flight physiological academic training will be accomplished using the minimum required training from Service flight physiology training guidance. A flight surgeon is not required to conduct this training.

2.2.5.5. **Aircrew Life Support.** CMOs are responsible for programming life support equipment requirements as part of their annual budget request. There are several ways DCMA aircrews obtain actual life support services.

2.2.5.5.1. **Through the contractor’s life support shop, if one exists.** Accepting this support from the contractor is appropriate only if the contract imposes a requirement on the contractor to provide such support, or contractor and DCMA CMO have a mutual agreement for contractor to provide life support to assigned DCMA aircrew.

2.2.5.5.2. **From nearby Active Duty/Reserve/Guard life support shops.** Support responsibilities should be addressed through an MOA between the CMO and the unit providing the service.

2.2.5.5.3. **Through qualified personnel within the CMO.** DCMA does not maintain life support personnel billets. This method is authorized if assigned personnel have the life support skill set and are available to perform life support duties in addition to their normal duties. In this case, the CMO would be responsible for programming training funds needed to maintain the skill set.
2.3. **Documentation.**

2.3.1. **Waivers.** A waiver is a written request for relief from an instruction or requirement. All waiver requests shall describe, using Risk Management (ORM/RM/CRM) methodology\(^1\), the process/requirement to be waived, associated risks, risk controls to be implemented to mitigate those risks and the resultant residual risk. When addressing risk mitigation plans for inclusion in waiver packages consider (among other things and as appropriate to the waiver/approval being sought) areas such as special training/certification requirements, weather minimums, site plans, Service guidance (i.e., how does the Service do this operation?), what are the specific contractual issues, physiological requirements, and emergency procedures. Use the Waiver/Approval Request Forms:

(https://360.dcma.mil/directorate/ph-ao/aop/waiver_templates/forms/allitems.aspx) eTools when submitting a waiver through the chain of command to HQ DCMA-AO for processing. Examples of frequently requested waiver packages are maintained on the AO webpage/SharePoint site. Use the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting all waivers. An example ORM format can be found at the same 360 eTools site. Long-term waivers (those that have the potential to affect aircraft operations in excess of 12 months) should be incorporated into the Local Operating Procedures (LOPs) once approved. There are three types of waivers that require actions from AO personnel; waivers to this Instruction; waivers to Service guidance; contractor waivers. Note: See Attachment 10, Waivers and Approvals Matrix for additional guidance on waiver/approval paragraphs 2.3.1 through 2.3.2.2.

2.3.1.1. **Waivers to DCMA INST 8210.2.** Send all requests from the CMO commander for relief from requirements of this Instruction, with justification, through the appropriate Region/Division DAO to HQ DCMA-AO for approval. Use the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting all waivers.

2.3.1.2. **Waivers to Service Guidance.** Send all requests from the CMO commander for relief from Service requirements, with justification, through the appropriate Region/Division DAO to HQ DCMA-AO. Use the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting all waivers. HQ DCMA-AO shall forward the waiver package with a recommendation for approval or disapproval to the appropriate Service waiver authority.

2.3.1.3. **Contractor Waiver Requests.** Ensure contractor waiver requests state the specific contracts and time period that the waiver will apply to. Waiver requests that affect multiple Services will need to be approved by each Service. Contractor waivers generally fall into three categories; contractor requests for relief from contractual written requirements (AKA contract changes); requests for relief from Service Guidance; and DCMA INST 8210.1 waivers.

---

\(^1\) CMOs may use the Risk Management process from any Service (RM/ORM/CRM).
Note: For Air Force contractor waiver requests, if the AFMC Form 73 or Form 80 are used, the GFR or DAO will be listed as the Action Officer in Section 1. Contractor waiver routing:

2.3.1.3.1. Contractor submits the completed waiver request to the GFR. If DCMA INST 8210.1 requires specific documentation along with the waiver (e.g. program office buy-in, crewmember resume, ARFF Questionnaire, ORM, etc.) ensure all documentation is included and properly filled out.

2.3.1.3.2. GFR reviews the waiver package with applicable members of the APT (i.e. certain waivers like test pilot school (TPS) waivers need only GFR/AGFR review). If the GFR/APT members have any concerns with the waiver address them with the contractor and/or document concerns prior to submitting waiver package to HQ DCMA-AO.

2.3.1.3.3. If ARFF or other Contract Safety issues are involved have the APT CSS compare the contractor’s waiver package with the Contractor ARFF Guide to ensure all issues are addressed. APTs must coordinate such requests with DCMA Contract Safety Group and obtain CS concurrence or non-concurrence prior to submitting the waiver package through the appropriate Region/Division DAO to HQ DCMA-AO.

2.3.1.3.4. Prior to submitting waiver package to HQ DCMA-AO discuss implications of waiver with the ACO, should the waiver be approved. Resolve any and all funding issues the waiver presents. If ARFF or other Contract Safety issues are involved complete the DCMA GFR ARFF Questionnaire and discuss with the ACO. The GFR shall indicate the ACO’s concurrence or non-concurrence (with or without comment) with the contractor waiver request in the justification block of the DCMA Form 1.

2.3.1.3.5. The GFR shall indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.

2.3.1.3.6. The CMO commander (including tertiary streamline CMO commanders) if a rated officer, will electronically sign in the OG/CC block. If the CMO/streamline commander is not a rated officer, forward the Form 73 or 80 to the Region/Division DAO for the OG/CC block.

2.3.1.3.7. GFR officially submits the waiver request to HQ DCMA-AO using the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook. The waiver package includes:

2.3.1.3.7.1. AO Form 1. Include recommendations with justification from the GFR to include any APT member’s non-concurrence. Note any APT members that did not participate in the review and the reason (for waivers not involving flight operations or aircrews). Include applicable contract number(s) contained within the Justification Section.

2.3.1.3.7.2. ORM/risk mitigation plan from contractor;

2.3.1.3.7.3. Contractor’s formal request;
2.3.1.3.7.4. ARFF Questionnaire completed by APT’s CSS if applicable. The information must be provided by the contractor as part of their waiver request, but it is the CSS’s responsibility to complete;

2.3.1.3.7.5. Third party written agreements (MOAs/LOAs) if applicable;

2.3.1.3.7.6. All other justifying and substantiating documentation.

2.3.1.3.8. Submit waiver package to HQ DCMA-AO using the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook.

2.3.1.3.9. HQ DCMA-AO shall route the waiver though the AO HQ and forward to the appropriate Service waiver authorities. Following Service authority decision HQ DCMA-AO will provide the CMO commander and GFR the waiver decision. GFR provides final waiver decisions to contractor, ACO and Program Office.

2.3.1.4. **Contract Changes.** Requests to modify contract requirements should be routed through the ACO to the PCO for action. Requests for contract modifications that relate to aircraft operations should be routed through the CMO commander, through the appropriate Region/Division DAO to HQ DCMA-AO for comment. HQ DCMA-AO will obtain comments from the appropriate Service. Service comments will be routed back to the GFR and ACO. The ACO will then determine if a contract change is appropriate.

2.3.1.5. **Service Guidance & DCMA INST 8210.1 Waivers.** These waiver requests are generated by the contractor. GFRs shall forward the waiver package with recommendations through their CMO commander, through the appropriate Region/Division DAO to HQ DCMA-AO. Use the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting all waivers. HQ DCMA-AO shall forward the request with further recommendations to the waiver authority for DCMA INST 8210.1. If approved, the GFR will notify the ACO, who will determine if any equitable adjustments to the contract are warranted. Permanent waivers are not normally approved. Contractors are expected to continue progress toward meeting the requirements of the contract. All waiver requests should be accompanied by a contractor’s plan to fully meet the requirements of the agreed to contract. Note: For Air Force waiver requests to DCMA INST 8210.1 see additional guidance in paragraph 2.3.1.3 above.

2.3.1.6. **Processed Waivers.** Once a waiver package has been processed through the appropriate Service, the package will be routed back through HQ DCMA-AO, the chain of command, to the CMO. The waivers may be disapproved, approved, or approved with restrictions. For DCMA AO personnel waivers, HQ DCMA-AO may add any level of restrictions to the waiver deemed necessary to ensure risks are appropriately mitigated.

2.3.2. **Approvals.** HQ DCMA-AO approvals are used to provide HQ rated oversight of high interest processes.

2.3.2.1. **HQ DCMA-AO Approval/Coordination Requirements.** HQ DCMA-AO approvals are required for the following: multiple mission/design aircraft qualifications (paragraph 4.11.3); recommended alternative training plans for periods of reduced flight time
availability (paragraph 4.13.4); orientation flights, incentive flights, static displays, flight demonstrations/air shows/flyovers, and “other” flights (paragraph 4.15.4). All approval requests shall describe, using Operational Risk Management (ORM) methodology, the process requiring approval, associated risks, and risk controls to be implemented to mitigate those risks. Use the DCMA-AO Forms 1 or 3 found on DCMA 360 when requesting approvals for multiple mission/design aircraft qualifications (paragraph 4.11.3), and recommended alternative training plans for periods of reduced flight time availability. Use the Orientation/Incentive Flight Request Form found on DCMA 360 for orientation flights, incentive flights, static displays, flight demonstrations/air shows/flyovers, and “other” flights. Use the routing specified in the referenced paragraph, and the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting all approval packages.

2.3.2.2. **CMO Commander Coordination Requirements.** CMO commanders shall coordinate (as time permits) with HQ DCMA-AO on the following: cargo flights; passenger flights; and Rescue/Recovery/Severe Weather Evacuation Flights (paragraph 4.15.4.5).

2.3.3. **Deviations.** A deviation is a short-term or time-limited departure from Government procedure. Deviations may occur when an emergency or extremely unusual circumstance exists and the time element involved clearly does not permit obtaining approval from the applicable agency. If a deviation occurs, it shall be reported to the CMO commander ASAP. The CMO commander will ensure that the Region/Division DAO and HQ DCMA-AO are informed within 24 hours. Deviations and alleged deviations from FAA or host nation flight regulations will also be reported immediately IAW Service guidance. Additionally, voluntary reporting of the flight violation in a Service Aviation Safety Action Program (ASAP) or the NASA Aviation Safety Reporting System is highly recommended.

2.3.4. **Flight Authorizations.** The CMO commander shall ensure flight authorizations are published for all flights under the GFRC. All flights with DCMA personnel on board shall be authorized by the CMO commander or designee (usually the CFO). GFRs approve all flights flown under the GFRC regardless of who is on board.

2.3.5. **Flight Time Documentation.** A record of flight authorizations shall be maintained for 1 year. Individual flight records will be maintained in accordance with applicable Service directives.

2.4. **Issues With New Contracts.** The CMO commander shall establish a procedure to ensure all contracts are reviewed by the applicable APT. If a contract entails new work on aircraft or aircraft components at a location with no assigned APT, it must be brought to the attention of the CMO commander. The CMO commander will establish a means to evaluate contracts to determine the requirements for surveillance of flight and/or ground operations. If it is determined the contract warrants an APT, the CMO commander will form one with existing personnel or consult with the Region/Division DAO and HQ DCMA-AO to obtain additional...
resources. Contracting officers should include APT inputs in aircraft operations contracts pre-award surveys.

2.5. **Supporting Contract Administration (SCA) Delegations.** When a contract is administered in one location but the contractor’s aircraft operations are conducted in another location, for example at another plant or at a subcontractor, a functional delegation shall be issued for the desired CAS oversight regardless of a prime or tertiary streamlined relationship between two Contract Administration Offices (CAOs). FAR 42.302(a) CAS functions can only be delegated to CAOs.

2.5.1. **Internal DCMA SCA Delegations.** These delegations shall be channeled through the originating CMO commander to the CMO commander who is responsible for the other operating location. The delegations shall be commander-to-commander in order to provide positive ownership transfer of the aviation program, and are executed using the **DCMA Delegation eTool**. SCA delegations accepted by a CMO will remain in effect for the duration of the referenced contracts. SCA delegations in effect during CMO Commander turn-over remain in effect, unless revoked by either CMO Commander.

2.5.2. **External (DCMA to Service) SCA Delegations.** The DCMA Delegation eTool may not be accessible to Service CAOs. When this is the case, DCMA to Service CAO delegations must be in writing. Prior to executing an SCA Delegation to a non-DCMA organization check first to ensure the gaining organization is a CAO (see the Federal Directory of Contract Administration Services (CAS) Components). FAR 42.302 CAS requirements can be returned to the PCO when no Service CAO exists. Once the SCA Delegation Letter is approved and signed, the delegating CMO commander shall forward a courtesy copy to HQ DCMA-AO to increase HQ’s situational awareness and enhance resource management.

(NOTES: 1: DCMAS is exempt from the requirement to forward a courtesy copy to HQ DCMA-AO due to security requirements. Note 2: See FAR Subpart 42.2 for general information on SCAs. Note 3: See DCMA INST 8210.1, Chapter 7 and Attachment 7 for additional guidance on how to do written SCA delegations involving those CAS functions related to aircraft flight and ground operations.

2.6. **Local Operating Procedures (LOPs).** The LOPs shall be developed to implement and integrate governing directives and to ensure safe, efficient, and effective mission accomplishment. Service guidance shall be used as the basis upon which local operation processes are written. Where Service guidance and DCMA policy conflict, the more stringent policy shall prevail. Unnecessary repetition of guidance provided in other established directives should be avoided; however, references to those directives are acceptable when they serve to facilitate location of information necessary for local operations. Any procedures that deviate from DCMA or Service guidance require approval IAW the waivers section of this Instruction and shall be specifically identified in a separate section within the LOPs. CMO commanders are responsible for ensuring that the LOPs are developed for any site under their cognizance which involves aircraft operations. The procedures in the approved LOPs are applicable to all aircrews flying under the cognizance of DCMA, including Service aircrews flying pre DD-250’d aircraft. Service aircrews flying post DD-250’d aircraft are bound by their parent Service directives.
2.6.1. **LOP Approval Cycle.** These local operating procedures shall be reviewed and updated on a periodic basis (not to exceed a year).

2.6.2. **Rated CMO Commander LOP Approvals.** Rated CMO commanders will approve their own LOPs and those of their tertiary streamline units. Exception: Rated tertiary streamline CMO commanders may approve their unit’s LOPs.

2.6.3. **Non-Rated CMO Commander LOP Approvals.** Non-rated CMO commanders will endorse their unit’s LOP and forward them to the Region/Division DAO for approval. Non-rated tertiary streamline CMO commanders who report to rated CMO commanders will follow the procedures in paragraph 2.6.2.

2.6.4. **LOP Layout.** Any LOP item listed below can be in a stand-alone binder (such as the Mishap Plan) but the location must be referenced in the LOPs. The LOPs shall be organized, but is not limited to, the following mandatory items (Non-resident GFR LOPs must include asterisked items):

2.6.4.1. **Cover page/purpose*.** Letter signed by the CMO commander stating the purpose of the LOPs is to ensure safe, efficient and effective mission accomplishment; to establish standard operating procedures.

2.6.4.2. **All designations, delegations and appointments listed in paragraph 2.2.1*.**

2.6.4.3. **Instructions/Regulations.** In this section list appropriate regulations that apply.

2.6.4.4. **Operational Risk Management (ORM).** The LOPs should document the philosophy of ORM and how it is used for safe and successful mission accomplishment as well as the preservation of Government assets. (Note: ORM inputs may include inputs from the procuring command test and evaluation (T&E) program staff, i.e., System Safety Risk Assessment (SSRA), Airworthiness Release limitations, etc. Any input that results in an increased ORM risk level will be addressed with the T&E staff prior to flight execution.)

2.6.4.5. **Facility Data Sheet*.** As described in DCMA INST 8210.1, this is a listing of important contact and contract information.

2.6.4.6. **Aircraft Delivery Process*.** The aircraft delivery process must define things such as crew reception/bed down, crew qualifications verification procedures, Safety-of-Flight (SOF) and Technical Directive/Time Compliance Technical Order (TD/TCTO) compliance processes, local orientation information, user feedback following each aircraft delivery, etc.

2.6.4.7. **Mishap Response Plan*.** This plan will describe the CMO’s responsibilities and procedures for the notification and recordkeeping of mishaps associated with DCMA administered contracts. These procedures will be used to notify the applicable Service component (CSSO in Attachment 3), DCMA command level, and Program Team that a reportable mishap has occurred. Additionally the mishap response plan should address immediate actions such as securing the accident scene, preserving evidence and toxicological testing requirements.
2.6.4.8. **Severe Weather Plans.** These plans will be conducted according to AR 115-10 Weather Support for the US Army, OPNAVINST 3140.24E Warnings and Conditions of Readiness Concerning Hazardous or Destructive Weather Phenomena, AFI 10-229 Responding to Severe Weather, or appropriate overseas command directives. CFOs will coordinate the unit’s Severe Weather Evacuation Plan with the contractor’s GFR approved plan from the contractor’s Procedures.

2.6.4.9. **Waivers*.** Waivers are generally not permanent. All waivers shall be located in the LOPs and reviewed at least annually for applicability and upon change of CMO commanders.

2.6.4.10. **Point of contact (POC) List.** This list must be current and document personnel the APT are in contact with most often or in case of emergencies. The POC list can be updated as needed and will not be considered a significant change needing approval. If this information is included in the Facility Data Sheet, no separate POC list is required.

2.6.4.11. **Other Required Elements.** Aircrew Eval Program (paragraph 4.12.2); Multi-Qual Currency (paragraph 4.13.2); Aircrew Training (paragraph 4.14); Fuel Requirements (paragraph 4.15.5.2); WX Requirements (paragraph 4.15.5.5); Briefing Guide (paragraph 4.15.6); Debriefing Requirements (paragraph 4.16).
CHAPTER 3
QUALITY

3.1. **Overview.** This chapter addresses the requirements for the QAR/QAS Safety of Flight (SOF) program, APT Corrective Action Requests (CAR) process, and conducting routine reviews/surveillance of the supplier’s processes and quality trend data.

3.2. **Safety of Flight.** QARs/QASs are responsible for instituting a Safety of Flight program in accordance with DCMA-INST 308, Safety of Flight (SOF) – QA, for contracts associated with aircraft that contain the contract quality clauses granting the Government’s right of access and authority under FAR 52.246-2 through 52.246-8. The SOF plan shall reference any such existing contractor procedures related to impounding the aircraft and GFR procedures related to mishap reporting, and the roles and responsibilities of the QAR/QAS during other than normal duty hours or when GFR or GGR are not present on-site.

3.3. **Corrective Action Requests (CARs).** All members of the APT shall use the same CAR eTools system and process CARs as described in the DCMA-INST 1201, Corrective Action Process. However, per DCMA INST 8210.1, paragraph 7.12.1., when writing a CAR for observed subcontractor actions APTs shall address their CARs to the Prime contractor. APTs may copy the subcontractor on CARs issued to the Prime contractor. All CARs on SOF escapes must be annotated as level II or above. **DCMAS is exempt from using the CAR eTool system due to security constraints but will use a locally developed and approved system that meets the intent of published guidance.**

3.4. **Contractor Oversight.**

3.4.1. **Routine Audits.** The APT must establish and document reasonable monthly inspection audits for trend analysis. Daily surveillance of some contractor processes by all APT members may be required, with focus on areas where known problems exist. For example, high risk areas such as FOD and Tool control, and areas where repeated write-ups exist from an Aircraft Operation Inspection. The QAR/QAS should coordinate with the GGR to determine potential overlaps in the performance of audits/reviews of the certain supplier’s processes, such as: Non Destructive Inspection (NDT), calibration, welding, etc. This will enable a coordinated effort in accomplishing the required audits / reviews.

3.4.2. **SOF and FOD.** SOF Standard Platform and/or Local SOF lists specify FOD characteristics for specific SOF items. QA personnel shall actively engage with GFR and GGR to assist with Foreign Object Damage (FOD) surveillance, and tool control. In accordance with DCMA-INST 308, Safety of Flight (SOF) – QA, QA personnel shall ensure that their roles and responsibilities in support of the surveillance of the FOD and Tool Control processes are included in their SOF Plan.

3.4.3. **Trend Data.** The APT shall review trend data on a monthly or quarterly basis to focus surveillance on problem areas and adjust the surveillance plan accordingly. The APT shall provide the contractor with a copy of the Annual Survey report IAW paragraph 1.8.9.8. **Trend**
analysis of subject areas within the APT’s responsibilities can be used as early indicators of potential problems with the customer’s goals of cost, schedule and quality. Any negative trend or other deficiency identified by the APT shall be communicated to the cognizant Program Integrator and reviewed by the PST for impact.
CHAPTER 4

FLIGHT OPERATIONS

4.1. **Overview.** This chapter, in conjunction with Service directives, addresses the requirements and processes for military flight operations.

4.2. **Flight Procedures.** The procedures in this chapter are applicable to all aircrews flying under the cognizance of DCMA, including transient TDY Service aircrews or detachments who normally fly with DCMA and all flights approved by a DCMA GFR. Because completion of a DD-250 / Wide Area Workflow (WAWF) signals the end of the contract work for each particular aircraft, transient TDY aircrew flying an aircraft that has already been inspected and accepted by the Government, as evidenced by the completion of a DD-250 / WAWF, will fly that aircraft pursuant to the applicable regulations, policies and procedures of the Transient TDY aircrew’s parent Service. Aircrew personnel (either assigned or TDY) performing DCMA flights shall comply with the procedural, training, and evaluation requirements of this Instruction and their parent Service’s directives. When Service guidance and DCMA Directives conflict, comply with the most restrictive. Exceptions to this rule will be approved by the Executive Director, Aircraft Operations (DCMA-AO) and be documented in the [Local Operating Procedures](#) (paragraph 2.6).

4.3. **Service Guidance.** For purposes of this Instruction, Service Guidance is defined as the procuring Service’s regulations, instructions, flight manuals, field manuals, training circulars, and technical publications which are applicable to the specific flight and ground operations conducted by DCMA aircrews. Service Guidance includes:

   4.3.1. **Minimum Army Service Guidance.** AR 70-62, AR 95-1, AR 95-2, AR 95-23, AR 40-501, AR 40-8, AR 600-105, TC 3-04.11, the Commander’s Aircrew Training Program, FM 3-04.240, FM 3-04.300, TC 3-04.93 and applicable technical manuals.

   4.3.2. **Minimum Navy/USMC Service Guidance.** OPNAV Instruction 3710 series and applicable NATOPS manuals.


   4.3.4. **Joint Service Guidance.** For Multi-Service activities the LOPs will delineate, in detail, the appropriate regulatory guidance that applies to their operation.

4.4. **Flight Acceptance Personnel Requirements.** Crew composition for Functional Check Flight/Acceptance Check Flight (FCF/ACF) missions shall consist of only the minimum manning for flights, as defined by the aircraft flight handbook. Additional personnel, as required and authorized by the CFO to accomplish the flight acceptance mission (including FCF/ACF training), may be allowed on airworthy aircraft. Within DCMA, an airworthy aircraft is defined as an aircraft that has completed its initial FCF/ACF with safe and fully functional engine(s), flight controls and landing gear systems. All flight required critical aircraft displays must be
fully operational and units must comply with Service standards for minimum essential equipment lists before determining that an aircraft is airworthy.

4.4.1. **FCF/ACF Qualifications.** Personnel performing FCF/ACF duties shall be current and FCF/ACF qualified in their respective crew position or undergoing FCF/ACF qualification or re-qualification training in accordance with Service Guidance⁴. Foreign Military personnel performing FCF/ACF functions on FMS contracts shall be current/qualified to their respective service requirements. Note: The CFO and/or GFR must coordinate through the Program Office to ensure the required clearances have been obtained for Foreign Military personnel flying within U.S. airspace.

4.4.2. **FCF/ACF Non-Crewmember Technical Expert.** CFOs and GFRs may authorize participation of a Government non-crewmember technical expert on a Government FCF/ACF sortie when special expertise is essential to conduct the mission. Participation by contractor non-crewmembers on FCF/ACF missions will be in accordance with the contract and DCMA INST 8210.1. For Government non-crewmembers, the CFO and GFR shall ensure compliance with the following:

- **Mission personnel.** The technical expert will not displace an essential FCF/ACF crewmember or perform aircrew duties.
- **Equipment.** Appropriate seating and personal and life-support equipment are available to the technical expert.
- **Training.** A detailed briefing and demonstrations (as necessary) are provided to the technical expert regarding his/her mission conduct (both normal and emergency situations).
- **Physiological.** The flight profile does not require special physiological training or present physical demands on the technical expert beyond those of a normal passenger. (If this is not the case, follow Service guidance for all appropriate training and physical requirements.)

4.5. **Flight Planning Facilities.** Unit flight planning areas should include:

- **Workspace.** A flight operations area with space for flight planning and crew briefings.
- **Communication.** Communication equipment to obtain official flight weather briefings, local airfield conditions, Notices to Airman (NOTAMs), Avian Hazard Advisory System (AHAS) information and for filing flight plans.

---

⁴ FCF Training on “Green” aircraft is allowed provided such training is in accordance with Parent Service Guidance.
4.5.3. **Documents.** Flight planning documents required for mission accomplishment (DOD Flight Information Publications (FLIP), Flight Crew Information File (FCIF), local procedures, etc.).

4.5.4. **Forms.** Weight and balance forms (if required), flight logs, performance planning cards/Takeoff and Landing Data (TOLD), wildlife strike forms (USAF 853) and hazard reporting forms (Hazard to Air Traffic Report (HATR), Operational Hazard Report (OHR), etc.).

4.5.5. **Airfield Diagrams.** To include (as required): runways, helipads, and taxiways; locations of base operations, control tower, fire, and crash equipment; hazardous cargo and special handling areas; arming and hot brake areas; arresting system locations and types; navigation checkpoints; visual aids to navigation, compass rose; obstructions to flight operations; and other pertinent airfield information that affects safe aircraft operations.

4.5.6. **Aeronautical Charts.** Aeronautical charts of the local area showing the following information, as applicable:

4.5.6.1. **Boundary of local flying area, FCF/ACF areas and profile routes.**

4.5.6.2. **Restricted or prohibited areas including Unmanned Aerial Systems/Remotely Piloted Aircraft (UAS/RPA) FAA Certificate of Authorization (COA) areas.**

4.5.6.3. **Jettison areas.**

4.5.6.4. **Significant obstructions/obstacles.**

4.5.6.5. **Ejection/egress areas.**

4.5.6.6. **Supersonic corridors (as required).**

4.5.6.7. **Other Pertinent Information.** Birds/wildlife hazard areas, midair collision potential/(Midair Collision Avoidance) (MACA), training routes, navigation runs etc., as required for local conditions.

4.5.6.8. **Detailed briefing material for transient aircrews,** who perform flight duties, including instructions for obtaining the necessary information required for mission planning.

4.6. **Flight Operating Areas.** Each CMO with resident flight operations shall address:

4.6.1. **Air Traffic Control (ATC) coordination.** Identify and coordinate flight operating areas and profiles with local ATC agencies. Approved DoD official call signs, if assigned, may be used to facilitate special ATC handling/flight routing.

4.6.2. **Flight following.** Develop flight plans which use radar and radio contact with the ATC agencies to the maximum extent practical, and provide continuous positive or procedural flight following.
4.6.3. **Emergency Technical Assistance.** Establish communication procedures to provide technical or other mission essential information to airborne aircrew.

4.6.4. **Supersonic Flights.** If applicable, establish and coordinate procedures when supersonic flight is required by the FCF/ACF profile to ensure minimum adverse effects on local communities.

4.6.5. **Jettison and Egress Areas.** Establish and coordinate controlled jettison and/or egress areas, when applicable.

4.6.6. **Noise Abatement Areas.** Establish “fly neighborly” programs or local “no-fly” areas, routes/altitudes to minimize aircraft noise in the local flying area.

4.7. **Aircrew Duty and Rest Limitations.** The following crew duty and rest limitations apply to all DCMA aircrew personnel. For all other situations, refer to applicable Service guidance.

4.7.1. **Crew Duty Period.** The crew duty period begins when an individual reports for work (either flight or administrative duties) and ends when the engines are stopped at the end of a mission or series of missions.

4.7.2. **Basic.** The basic crew duty period will not exceed 12 consecutive hours.

4.7.3. **Single Pilot Aircraft.** Pilots in single-piloted aircraft are limited to a maximum of 6 flying hours in a 12-hour crew duty period for ACF/FCF sorties. For single-piloted aircraft on delivery/ferry missions, the crew duty period will not exceed the basic crew duty period of 12 consecutive hours. When delivery missions are combined with ACF/FCF sorties during the same crew duty period the 6 flying hours in a 12-hour crew duty period applies.

4.7.4. **Crew Rest Period.** The crew rest period is the non-work period immediately preceding the crew duty period. This period will be a minimum of 12 hours with at least 8 hours allowed for uninterrupted sleep. The crew rest period between consecutive crew duty periods begins at the completion of all official duties including any time required to complete post-flight related duties.

4.8. **Flight Publications.** Establish a control system for the timely distribution and posting of required flight handbooks, checklists, technical orders, operator’s manuals, operating procedures, flight management publications, Host Nation documents, DoD Flight Information Publications (FLIP), and changes and supplements, thereto.

4.9. **Flight Crew Information File (FCIF) Program.** Each DCMA flying location shall maintain an FCIF at a central location readily available to aircrew personnel. Units with both contractor and military flight operations may combine their FCIFs and should use the following format.

4.9.1. **FCIF Contents.** The FCIF shall contain:

4.9.1.1. **Section I.** Items of a temporary nature, which affect the local flying operations (e.g., safety-related messages, reports, airfield restrictions, Air Traffic Control (ATC)
matters, minutes of flight safety meetings\textsuperscript{5}). Items in section I will be maintained for a maximum of 90 days or IAW Service Guidance whichever is greater. The current edition of the HQ DCMA-AO quarterly newsletter shall be a mandatory Section I FCIF item.

4.9.1.2. Section II. Items of a permanent nature, which affect the local flying operations (e.g., LOP, waivers in effect, FCF/ACF flight profiles and letters of agreement, operating handbook interim changes, hazard reports). The CFO is responsible for ensuring access to the Service’s system of obtaining changes to operating handbooks and relevant Service guidance.

4.9.1.3. Section III. Publications. A ready-reference library, which includes current DCMA publications, applicable Service publications, flight manuals, and other directives applicable to flight operations. The library shall be readily available with its location noted in section I.

4.9.2. FCIF Procedures. Aircrew personnel shall review the entire FCIF upon assignment and annually thereafter. All aircrews flying under the cognizance of DCMA shall certify they have reviewed any changes to section I of the FCIF prior to flight. When new information has been added, aircrew personnel must certify that it has been reviewed prior to flight. All certifications of review shall be maintained in the immediate vicinity of the FCIF. Establish a positive system to alert aircrew personnel to changes in the FCIF prior to flight. The FCIF shall be used to disseminate changes to aircraft flight handbooks and other aircrew publications. A local method shall be established for controlling/removing postings to the FCIF.

4.9.3. FCIF Section I Distribution. Units with flight operations (government and/or contractor) shall establish and maintain an FCIF distribution list for their unit containing the names of those individuals whom the unit deems should be the initial recipients of any Section I information. Units shall contact the appropriate HQ DCMA-AO CMO Support Desk (Air Force, Army, and/or Navy) to have their unit’s FCIF distribution list added to the appropriate Service-specific DCMA-AO FCIF distribution list. HQ DCMA-AO has established three e-mail distribution lists for the Services to use in transmitting FCIF Section I information to the affected DCMA units with flying operations. These Distribution Lists are as follows:

4.9.3.1. **Air Force:** DCMA-AO FCIF AFMC (AFMC.FCIF@dcma.mil)

4.9.3.2. **Army:** DCMA-AO FCIF AMC (AMC.FCIF@dcma.mil)

4.9.3.3. **Navy:** DCMA-AO FCIF NAVAIR (NAVAIR.FCIF@dcma.mil)

4.9.3.4. **For Section I Information Affecting All DCMA Units With Flying Operations**, the following e-mail distribution list has been created: DCMA-AO FCIF DCMA (DCMA.FCIF@dcma.mil)

\textsuperscript{5} Ensure no privileged information from flight safety meetings is stored in the FCIF
4.10. **Contractor Crew/Non-Crew Approval**

4.10.1. **Contractor Crewmember Approvals to Fly Under the GFRC.** All contractor crewmembers flying under GFRC must be in GFR approved training/qualified status. GFRs shall base their crewmember training/qualification/termination decisions solely on the contractor requirements delineated in DCMA INST 8210.1, the contract, and the current/projected op-tempo of the contractor. When contractor crewmembers have been approved as qualified crewmembers, those approvals remain as long as they maintain their currencies (unless the GFR dictates otherwise in writing).

4.10.2. **Contractor Non-Crewmembers Flying Under the GFRC.**

4.10.2.1. **Authorization.** The contractor’s requesting official issues a list to the GFR semi-annually of each contractor and subcontractor non-crewmember required to fly in Government aircraft. The contractor’s requesting official is responsible for ensuring that each non-crewmember is required and qualified for a specific mission. Contractor personnel cannot be considered as a non-crewmember unless they possess a specific skill that the aircrew does not have which is required to accomplish the mission. GFRs do not “approve” non-crewmembers per se, however, they do control non-crewmember authorizations for flight through the flight approval process.

4.10.2.2. **Flights Involving Non-Crewmembers.** For all flights involving contractor non-crewmembers, the GFR shall ensure the non-crewmember: will not displace an essential FCF/ACF crewmember or perform aircrew duties, has appropriate seating and personal and life-support equipment, receives a detailed briefing and demonstrations (as necessary) regarding mission conduct (both normal and emergency situations). Contractor non-crewmembers are required to meet the physiological training and physical requirements delineated in DCMA INST 8210.1.

4.11. **Crew/Non-Crew Qualification.**

4.11.1. **Initial Qualification Training.** DCMA units are not responsible for establishing or maintaining aircrew initial flight qualification training programs. In those rare cases where formal Service training for the aircraft does not exist, training programs provided by private contractors can be used provided the training program is approved and funded by the owning Service. The military departments are responsible for funding any enroute and initial training requirements per the Tri-Service Agreement.

4.11.2. **Mission Qualification Training.** Newly assigned personnel should arrive with an initial qualification in their assigned aircraft and should have completed a mission qualification check (FCF/ACF/Test as appropriate). If Mission Qualification Training cannot be secured through enroute training, mission qualification may be conducted locally, according to a training syllabus established by the CFO and approved by HQ DCMA-AO. Since local training is not normally included in the AO budget, any such plan must be coordinated with the member’s owning organization’s budget POC before acceptance. Training programs may be tailored to individual qualifications. The flying history of the individual and a recommended syllabus shall be sent to HQ DCMA-AO. Funding mission essential training will be the responsibility of the
member’s owning organization using “F/O Mission Travel” Funds. The syllabus shall include the following:

4.11.2.1. **Ground Training.** Academic training to include lessons in aircraft general, engines, systems, flight characteristics, emergency procedures, egress, performance, preflight, post flight, and all-weather procedures. Such training shall also include written examinations and simulator training, if available.

4.11.2.2. **Flight Training.** Lesson plans should be tailored to basic aircraft and DCMA mission qualifications. All instruction shall be administered by a qualified military, Government civilian, or approved contractor instructor.

4.11.2.3. **Flight Evaluations.** Upon completion of the training program, the individual shall successfully complete an evaluation in the flight regime(s) the individual is qualifying in, if required.

4.11.3. **Military Multiple Aircraft Qualification.** Qualification in more than one mission/design/series of aircraft must be predicated on mission requirements. Requests for authorization for multiple mission/design aircraft qualifications must be submitted by the CMO commander to HQ DCMA-AO for approval. Use the **DCMA-AO WAIVERS AND APPROVALS** distribution list on the global directory in Outlook when submitting requests for multiple aircraft qualifications. The CMO commander must consider all other solutions prior to requesting authorization. Qualification in more than one series of the same aircraft design may be approved by the CMO commander provided the flying qualities of the two series are similar as defined by the aircraft manual. (Example aircraft with similar flying qualities include any series of F-18 (A through D), and any series of F-15 (A through D), but not any combination of F-18C/D and F-18E/F, or earlier series of F-15s and the F-15E. In the F-18C/D and F-18E/F cases, separate flight manuals/NATOPS exist). No aircrew will carry more than one mission/design/series aircraft qualifications without the express approval of HQ DCMA-AO. The CFO shall place the written authorization for all multiple aircraft qualifications in the aircrew personnel’s flight training folder and develop/document a currency/proficiency plan.

4.11.4. **Contractor Multiple Aircraft Qualification.** Governing procedures for contractor multiple aircraft qualifications are delineated in DCMA INST 8210.1, Chapter 4, paragraph 4.5.4.

4.12. **Crew/Non-Crew Evaluation.**

4.12.1. **Evaluation, Training, and Proficiency Flights.** Aircrew personnel should use available time and fuel at the end of scheduled check flight missions after the aircraft is deemed airworthy, or during pickup/delivery missions, to accomplish training and proficiency requirements. Dedicated evaluation, training, or proficiency flights must have the prior approval of the buying activity and CMO commander.

4.12.2. **Aircrew Evaluation Program.** Each flying unit that performs aircrew flight evaluations shall establish and administer an evaluation program in accordance with Service directives to include a no-notice evaluation program. Evaluation requirements for crewmembers
shall be IAW Service directives. Unless otherwise stated in the unit’s approved LOP, DCMA military aircrew will not receive flight evaluations from contractors.


4.13.1. Currency Training. All aircrew personnel shall maintain currency in their respective aircrew position. This training shall follow Service guidance. The CFO shall ensure that recurring training requirements are completed in a timely manner. CFOs may prorate semiannual training requirements for personnel entering a training period late, based on governing Service Guidance.

4.13.2. Currency Requirements for Multiple Aircraft Mission / Design / Series. CFOs shall develop and document a currency and proficiency plan for all crewmembers authorized to fly more than one mission/design/series aircraft (see Multiple Aircraft Qualification (paragraph 4.11.3) and Service guidance) in the activity’s LOPs.

4.13.3. Simulators. When aircraft flight simulators exist for the type of aircraft being flown, crewmembers shall complete emergency procedures simulator training at least every 4 months. The duration of the training sessions shall be commensurate with Service requirements.

4.13.4. Periods of Reduced Flight Time Availability. When crewmembers cannot meet training requirements due to low density production or limited developmental aircraft flight time, the CFO shall develop and submit a recommended alternative training plan for category/design aircraft through the CMO commander and HQ DCMA-AO. An example of such a training plan would be to substitute 50 percent of the Service requirements in a similar aircraft or compatible simulator. Such approvals must be obtained for each applicable semiannual period.

4.13.5. Currency Reporting. CMOs with DCMA aircrew must ensure their aircrews are current and qualified in their respective positions and are projected to be capable of meeting mission requirements. This information is normally tracked locally through the respective Service database (e.g., COOL, SHARP, CAFRS, etc.) or through use of a contractor’s tracking program. Regardless of the method chosen, CMOs shall report the projected currency of all assigned aircrew on a monthly basis via a Memorandum for Record (MFR) signed by the Chief of Flight Operations or CMO commander. These MFRs are a monthly projection stating whether assigned flyers are capable of executing the assigned mission for that month and will be uploaded on the Aircrew Currency Page NLT the first workday of each month (e.g., report projected February 2017 aircrew currencies on 01 February 2017). If changes to aircrew status occur during the month, the CMO is not required to update their monthly projection; however, the Region/Division DAO must be notified of the change in status. Do not embed any HIPAA or PII within the MFR. A Memo for Record template can be found on the Aircrew Currency Page.


4.14.1. Aircrew Training. Commanders and CFOs are responsible for monitoring the progress of aircrew personnel training to ensure timely accomplishment of flight requirements. CFOs shall develop written training programs (included in the unit’s approved LOPs) for local qualification requirements, recurring, requalification, and upgrade training, following the
applicable Service directives. Aircrew shall maintain physiological training qualifications in accordance with Service directives. When no Service directives exist for a particular airframe, the CFO shall solicit assistance in developing a suitable training program from the program office for the airframe.

4.14.2. **Air work.** Simulated instrument flight, practice emergency procedures, aircraft stalls, auto-rotations, aerobatics, slow flight, supersonic flight and touch-and-go landings shall be accomplished according to the aircraft flight handbook/operators manual and directives of the Service possessing the aircraft. Minimum altitudes when conducting air work, unusual attitudes, and instrument approaches, shall be no lower than prescribed in the owning Services directives. Touch-and-go landings can be conducted at night if the aircrew is obtaining or maintaining night currency. All other air work listed above shall be conducted during daylight hours in visual meteorological conditions (VMC).

4.14.3. **Special Flight Rules Area Training.** For all flight operations within the Washington DC Special Flight Rules Area (SFRA) or the New York City Special Flight Rules Area (SFRA), DCMA pilots (MIL/GOVT CIV) must have completed the FAA Safety Team (FAAST) online training course for these areas (ALC-55 for DC and ALC-79 for NYC) prior to operations in these areas. A copy of the training certificate will be maintained in the aircrew training folder.

4.14.4. **Training Records.** Each flight training folder shall be maintained IAW the crewmembers’ Service directives.

4.15. **Flight Plans & Approvals.**

4.15.1. **Scheduling FCF/ACF Activities.** The CFO shall publish written start-no-later-than mission times. The published times will take into consideration mission planning, crew rest, required daylight operations, and local noise abatement procedures (if applicable).

4.15.1.1. **Other Activities.** The CFO may authorize other related activities (e.g., preflight, engine run, taxi test) after the start-no-later-than mission times based on the known needs of the Government.

4.15.1.2. **Preflight Start.** The CFO shall ensure preflight activities begin as soon as practical after release notification from the contractor is received. If the Government is unable to begin or otherwise support preflight activities after notification is received, the contractor shall be notified immediately of the Government’s intentions.

4.15.1.3. **Early Preflight Termination.** If the aircrew determines the aircraft is not prepared for flight during preflight/flight activities the CFO shall be notified immediately. The aircraft will be returned to the contractor and the QAR shall be notified as soon as possible. In addition, the ACO shall be notified, as soon as practical, detailing the incident.

4.15.2. **Flight Authorizations and Approvals.**

4.15.2.1. **DCMA Aircrew Flight Authorizations.** All flights involving DCMA aircrews shall be authorized in writing by the CMO commander or designee. However, non-
rated CMO commanders cannot approve flights. The CMO commander may designate the CFO or another rated individual to perform this function. In addition, a GFR signature on a DCMA Form 644 (or GFR approved equivalent) is also required for all flights under GFRC (see paragraph 4.15.2.3 below).

4.15.2.2. **Required Flight Authorization Information.** The CMO commander (or designee) shall ensure flight authorizations are published for all flights. The flight authorization shall include: the names, grade/rank, and flight function of all personnel; a designation to identify the pilot in command, the (air) mission commander, and/or the formation leader, as applicable; the aircraft type and serial number; the purpose of the flight; the point of departure, destination, and enroute stopover points, as applicable; the date and estimated time of departure; the estimated time enroute (ETE) or estimated time of arrival (ETA); and the signature of the authorizing officer.

4.15.2.3. **Contractor Flight Approvals.** GFR approval is required for all aircraft flying under GFRC, even flights with Government only aircrews. The GFR’s approval is required under GFRC as the final requisite step for contractor indemnification, and ensures the contractor has met the requirements of DCMA INST 8210.1.

4.15.2.3.1. **Test and Evaluation (T&E) Program Flights.** GFRs responsible for T&E programs shall ensure each flight is properly coordinated upon prior to signing the flight approval form. GFRs should maintain open lines of communication between the contractor and the procuring command office responsible for the programs. Any flight event or T&E result that may affect the risk of subsequent flights should be reviewed with the contractor and T&E program staff prior to approving further program flights. The results of this review may be reflected in an ORM input that will be addressed at the appropriate level.

4.15.2.3.2. **Suspension of Flight Operations.** GFRs should consider suspending flight operations whenever any event occurs, or conditions arise which substantially increases the level of risk. GFRs should, however, take special care when suspending flight operations to ensure flight suspensions are accomplished IAW the contract. GFRs shall coordinate their actions with the procuring command, ACO, and CMO commander. If time permits, coordination should be made prior to suspending flight operations. Flight operations should be allowed to resume only after the risk conditions that led to the suspension have been properly mitigated.

4.15.2.3.3. **Flight Approval Process.** GFRs shall confirm that each contractor crewmember on the flight approval letter is current, qualified, and is in approved training/qualification status. GFRs may accept a contractor crewmember’s training/qualification status granted by a different GFR, as long as copies of the crewmember’s records are immediately available for review.

4.15.2.3.3.1. **Requests for Flight Approval.** The flight authorization will include all the information on the DCMA Form 644, Request for Flight Approval, including the contractor’s name and address and completed blocks 1 through 8. Contractors shall identify the pilot in command in block 2. Block 7 shall include the purpose of the flight, the point of departure, destination, and enroute stopover points, as applicable; the estimated time of departure; and the estimated time enroute (ETE) or estimated time of arrival (ETA). The
contractor’s approving official shall complete the form and sign it in block 8 prior to forwarding it to the GFR. Once the GFR reviews the flight profile and crewmember/non-crewmember qualifications and currencies, and is satisfied the flight(s) should be approved, he/she completes block 9 and signs the form. Contractors are bound by the requirements of the contract, their approved Procedures and flight details listed on the DCMA Form 644. Once signed, they cannot deviate from the authorized profile without advance approval (in writing) from the GFR. At the completion of the flight, the contractor should annotate post-flight details in blocks 10 through 12 and sign in block 13. GFRs shall maintain a record of flight authorizations for 1 year.

4.15.2.3.3.2. **Equivalent Forms.** DCMA INST 8210.1, Chapter 4, paragraph 4.8.2.1. allows GFRs to authorize contractors to use a DCMA Form 644 “equivalent” for flight approvals. Equivalent forms must contain the same requisite information found in DCMA Form 644, including the contractor certification statement, “I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations Procedures.”

4.15.2.3.3.3. **Multiple Flight Approvals.** DCMA INST 8210.1, Chapter 7, paragraph 7.4.9.4. allows non-resident GFRs (or resident GFRs under extraordinary circumstances6) to sign “extended” flight approvals (multiple flights/aircraft/flight crews). GFRs should know the profile and objectives for each contractor flight as well as the currency and qualifications of the flight/ground crews involved for the duration of the approval period. GFRs should avoid flight approvals (beyond daily or weekly) unless facing extraordinary circumstances. If resident GFRs are not physically available, the alternate GFR should approve flights in lieu of having the primary GFR sign an extended approval. Extended flight approvals cannot include “special flights” (see paragraph 4.15.4).

4.15.3. **DCMA Mission Profiles.**

4.15.3.1. **Mission Flights.** Check flights and FCF/ACF other sorties required by the contract.

4.15.3.2. **Pickup/Delivery Missions.** These flights should be coordinated with the buying activity. These missions are highly encouraged as a method of obtaining additional flight time, but must not interfere with the normal check flight mission or contract schedule. These flight hours are always funded by the program office or the unit owning the aircraft. (Some fiscal restrictions may apply. Direct further questions to your Legal Counsel).

4.15.3.3. **Evaluation, Training, and Proficiency Flights.** Aircrew personnel should use available time and fuel at the end of scheduled check flight missions after the aircraft is deemed airworthy, or during pickup/delivery missions, to accomplish training and proficiency requirements. TDY costs paid by DCMA for DCMA crews on pickup/delivery missions should

---

6 Extraordinary circumstances exist when neither the GFR nor Alternate GFR will be available to sign individual flight releases. For example, the GFR is on leave and the Alternate GFR will be TDY out of the country.
be applied to AO Aircraft Delivery and Proficiency LOA. Dedicated evaluation, training, or proficiency flights must have the prior approval of the buying activity and CMO commander.

4.15.3.4. **Formation Flying/Target/Towing/Pace/Chase Flights.** The CMO commander shall ensure that appropriate requirements, procedures, and restrictions regarding these flights are developed. These flights are only authorized when in support of contract requirements or when mission essential.

4.15.3.5. **Tactical Events.** Tactical events will not be flown unless these events are specifically required by the contract or Service FCF/ACF checklists. These events include but are not limited to: low altitude flying/training, nap of the earth, contour flying, simulated or actual weapons deliveries, para-drops, rappelling, combat off-loads, buoy drops and unlimited air-to-air maneuvering.

4.15.3.6. **Developmental Test Flights.** Developmental Test Flights are normally flown by the contractor in conjunction with a Research Developmental Test & Evaluation (RDT&E), Upgrade or Evaluation program. Developmental Test Flights are divided into two distinct categories: Engineering Test Flights and Experimental Test Flights.

4.15.3.7. **Engineering Test Flights.** Engineering Test Flights involve low to very low risk testing of subsystems and avionics systems that do not affect the flying qualities, flight controls or flight envelope of the carrying vehicle. These flights do not involve risks above that normally associated with FCF flights and may be approved by the CMO commander. Aircrew designated to fly these missions shall meet the requirements set forward DCMA INST 8210.1, Chapter 4, paragraph 4.3.3.

4.15.3.8. **Crew Transport.** A mission flight performed to transport Government crewmembers/Mission Essential Ground Personnel (MEGP) from point A to point B.

4.15.3.9. **Experimental Test Flights.** Experimental Test Flights are flights conducted to determine or demonstrate critical operating characteristics of an aircraft. These flights often involve greater than normal risk. They include but are not limited to new mission, type/design or series aircraft; high angle of attack, flutter and loads/stores separation; envelope expansion or determination; flights to determine initial performance, flight characteristic and handling qualities; and flights of an aircraft whose flight characteristics may have been altered by configuration changes.

4.15.3.9.1. **DCMA Personnel on Experimental Test Flights.** The Executive Director of Aircraft Operations may approve participation as crewmembers in Experimental Test Flights by DCMA personnel. Request shall be forwarded to HQ DCMA-AO and shall include as a minimum: A detailed description of the testing (approved test plan) and profiles to be performed with Operational Risk Management (ORM) analysis, CMO commander’s endorsement of DCMA’s participation in the testing, and a list of crewmembers with qualifications involved. DCMA aircrews performing aircrew duties on experimental test flights must be qualified IAW their parent Service Guidance.

4.15.3.9.2. **Passenger Flights on Experimental Test Aircraft/Flights** shall not be authorized under any circumstances.
4.15.3.10. **Flights by Supervisory Personnel.** Flights by Supervisory Personnel. If supervisors are not current and qualified in the aircraft, they will not occupy essential crew duty positions during any flight. Prior to flight on ejection seat aircraft, supervisory personnel shall complete training in ejection seat procedures for the type aircraft. High altitude physiological training in accordance with Service Standards is required for flights above 18,000 feet Mean Sea Level (MSL). Appropriate water, land and emergency egress training shall also be accomplished prior to flight. For personnel listed in paragraphs 4.15.10.1., 4.15.10.2., and 4.15.10.3., a Class II FAA physical or Service Flight Physical is required except for UAS flights. They shall also be briefed on mission profile, location and use of equipment, conduct during emergency situations, and prohibited activities. CMOs shall follow all applicable Service guidance for accomplishing flights under this paragraph. Dual piloted aircraft may require a single pilot waiver. To the maximum extent possible rated Aircraft Operations Inspections (AOI) aircrew members shall be afforded the opportunity to conduct a supervisory flight during the AOI process depending on aircraft availability. Supervisory flights may be performed by:

4.15.3.10.1. **GFRs.** Flights by GFRs for the purpose of observing the in-flight performance of contractor personnel may be conducted during any contract flights.

4.15.3.10.2. **GGRs.** GFRs may grant permission for GGRs who are current crewmembers, to fly for the purpose of observing the in-flight performance of contractor personnel performing duties similar to the crewmember positions of the GGR (loadmaster, boom operator, etc.). The GGR must not displace a required crewmember.

4.15.3.10.3. **Other Personnel.** Including, DCMA Director, DCMA Executive Director of Aircraft Operations, DCMA-AO HQ staff officers/DoD civilian personnel, DCMA-AO/DCMAC DAO/DCMAW DAO/DCMAS-MHT/DCMAO-AO staff officers/DoD Civilian personnel, Regional commanders, CMO commanders/directors, and CFOs. Rated Service inspection team members as part of DCMA Air Operations Inspections allowed to perform supervisory flight evaluations include: (Air Force) AFMC/A3, AFMC/A3V, OG/CC, and OG/CD; (Army) AMCOP-CA, DES (ATZQ-ES); (Navy) AIR-09F1 and AIR-5.0F; (US Coast Guard) CG-41, CG-711, CG-931 and ALC. Flights by non-rated DoD/Service supervisory personnel for the purpose of observing the in-flight performance of DCMA and/or contractor aircrews may not be conducted during test/ACF/FCF flights. (Exception: Examiners assigned to AFMC/A3V administering evaluations on behalf of DCMA-AO are authorized to fly on initial FCFs and elevated risk test missions to administer supervisory flight evaluations, even in aircraft for which they are not qualified, but may not occupy a mandatory crew position without approval from DCMA-AO.)

4.15.3.11. **Check Flights/Evaluations.** In conjunction with an AOI, qualified Service evaluators may perform pre-mission, flight and post-flight evaluations. These evaluations may be conducted orally, with written tests or in the aircraft/simulator. Evaluations may include: systems knowledge, boldface, in-flight evaluation and local procedures testing. All flights must be conducted in accordance with GFR approved flight procedures.

4.15.4. **Flight Profiles Requiring Special Approval.** Any flight listed below requires HQ DCMA-AO approval. The CMO commander shall follow the restrictions below when considering non-mission flights. Units shall submit a complete package consisting of an
Operational Risk Management (ORM) evaluation and approvals from the CMO commander, buying activity and owning activity (as appropriate below) for all flights requiring HQ DCMA-AO approval. Use the “DCMA-AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting special flight approval requests.

4.15.4.1. **Cargo Flights.** Flights for the purpose of transporting routine cargo are not authorized. However, in extraordinary circumstances (e.g., to provide critical humanitarian or time-sensitive, and mission-essential support) the CMO commander may approve a special transport flight. If time permits before the flight, coordinate intentions with the buying activity and HQ DCMA-AO. If time does not permit prior coordination, notify these offices as soon as practical.

4.15.4.2. **Orientation Flights.** A flight performed within the local flying area to familiarize selected Government or foreign personnel with the mission and capabilities of the aircraft. Requests for Orientation Flights for DCMA/Government personnel require special attention and will only be submitted after the CMO commander has determined that the flight is in the interest of DCMA or the requesting Service. Requests for Orientation Flights must include a request from the buying activity (i.e. program office) and meet all Service requirements (including Service approval, congressional office coordination, if required, and foreign visitor approvals, if required). CMOs may submit orientation flight requests without providing documentation of congressional office coordination or foreign visitor approvals, however, flight approvals will be contingent upon advance receipt of the applicable documentation. Additionally, Army aircraft may require a single pilot waiver request package. The CFO shall establish profiles and procedures for these flights, with special emphasis on passenger conduct, restrictions and safety. Orientation Flights for contractor personnel are not authorized.

4.15.4.3. **Incentive Flights.** Incentive flights may be flown when the DCMA Director wishes to recognize a DCMA military member for exceptional and sustained merit in the execution of his/her primary duty. Incentive flights will only be flown on mission support sorties where a vacant cockpit seat is available. Under no circumstances shall a sortie be generated for the sole purpose of accomplishing an incentive ride. Under no circumstances shall an incentive ride be accomplished on an FCF/ACF/Test sortie. CMO commanders shall ensure the incentive flight complies with all appropriate Service Guidance (including Service approval if required). Requests for incentive flights should be forwarded to HQ DCMA-AO through the Region/Division DAO.

4.15.4.4. **Passenger Flights.** A flight performed to transport personnel from point A to point B. Routine Passenger Flights are not authorized. The CMO commander may authorize the carrying of DoD authorized passengers with the approval of the owning Service. If time permits before the flight, coordinate intentions with HQ DCMA-AO. If time does not permit prior coordination, notify these offices as soon as practical. Passengers are not authorized on FCF/ACF or test missions. The following restrictions apply for any passenger flight:

4.15.4.4.1. **Aircraft Configuration.** The aircraft must be configured for carrying passengers (appropriate seating and life-support equipment).
4.15.4.4.2. **Aircrew Training.** Aircrew training will not be conducted during missions with passengers on-board.

4.15.4.4.3. **Security.** The passengers shall receive appropriate security checks and shall be properly manifested.

4.15.4.4.4. **Passenger Briefing.** The passengers shall be briefed on mission profile, location and use of equipment, conduct during emergency situations, and prohibited activities.

4.15.4.4.5. **Other Restrictions.** Passengers shall not occupy ejection seats, or seats with access to flight controls/mission equipment.

4.15.4.5. **Rescue/Recovery/Severe Weather Evacuation Flights.** The CMO commander may approve flights which are intended to save lives and protect property. The CMO commander shall notify HQ DCMA-AO and the buying activity of such flights as soon as possible.

4.15.4.6. **Static Display.** CMO commanders shall determine whether static displays are in DCMA’s best interest and are allowed per applicable Service Guidance. They may approve static displays at the contractor’s facility (those not requiring flight), but written approval from the buying activity and HQ DCMA-AO is required for off-station displays. For all static displays, the CFO will establish crew procedures that emphasize safety and professionalism.

4.15.4.7. **Flight Demonstrations/Air Shows/Flyovers.** It is not within DCMA’s mission to perform these events. If there is an overriding requirement to participate, a request package will be developed using DoD/Service Guidance/forms, to include as a minimum: the written request from the originating party, ORM analysis of the event, written buying Service concurrence, and CMO commander’s written recommendation. This request package shall be forwarded through the Region/Division DAO to HQ DCMA-AO. The Region/Division DAO shall add their written recommendation to the package. The GFR will submit the request (including all applicable documentation: AO Form 1, AO ORM, Contractor’s Request, etc.) to HQ DCMA-AO, who will then coordinate the request with the appropriate Service. These requests must be submitted to HQ DCMA-AO no later than two months prior to the event.

4.15.4.8. **“Other” Flights.** Participation by DCMA crewmembers in flight activities within DCMA, other than those specifically allowed by this instruction, is not authorized without approval from HQ DCMA-AO. Requests for exceptions should be submitted by the CMO commander, to HQ DCMA-AO.

4.15.5. **Flight Plans.** DD Form 175 (Military Flight Plan), DD Form 1801 (DoD International Flight Plan), locally approved flight plan or an equivalent FAA form will be used to plan all flights. Standard “canned” stereo flights may be used to meet this requirement. Pilots will file and fly Instrument Flight Rules (IFR) to the maximum extent practical. For those operations which require flight under Visual Flight Rules (VFR), pilots will make maximum use of radar advisory services and any onboard traffic advisory equipment.
4.15.5.1. **Flight Acceptance Profiles.** FCF/ACF profiles will be developed jointly by the CFO, GFR, and contractor (in accordance with the contract) following the guidance specified in the aircraft technical orders and the contract. If contractual FCF/ACF requirements differ from the profiles specified in the aircraft’s technical orders, NATOPS, or maintenance test flight checklist, the CFO/GFR will request clarification, in writing, from the program office. If relief from the technical order requirements is needed, the program office will supply such relief in writing from the approving authority for the technical order.

4.15.5.2. **Fuel Requirements.** All aircraft shall carry sufficient usable fuel plus an appropriate reserve to complete the scheduled flight. The CFO at each flying activity shall establish reserve and minimum landing fuel criteria for each aircraft type based on the Owning Services’ Guidance and local conditions.

4.15.5.3. **Weight and Balance.** The Pilot in Command (PIC) shall certify the aircraft weight and balance IAW Service directives. Pre-computed forms may be used.

4.15.5.4. **Use of Portable Electronic Devices.** Use of portable electronic devices (Electronic Flight Bags, iPads, tablets, notebook computers, smart phones, audio/video recording devices) during flight and ground operations will be IAW applicable Service Guidance and applicable airworthiness/technical releases. This does not preclude approved aircraft instrumentation devices during approved testing.

4.15.5.5. **Weather Requirements.** CFOs shall establish takeoff / landing ceiling (in feet) and visibility minimums (in statute miles) for all flights based on the Service directives for their aircraft and the guidance provided below. These minimums will be delineated in the facility’s LOP. Alternate weather requirements shall be IAW Service directives and will also be delineated in the facility’s LOP.

4.15.5.5.1. **Flights Prior to Demonstrating Airworthiness.** Flights where airworthiness has not previously been demonstrated on new aircraft or following major maintenance, overhaul, or modification work, or involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability have the following weather requirements:

- **4.15.5.5.1.1. Bomber, Cargo, Tanker, Patrol, and Trainer Aircraft:** 1,500 feet and 3 miles.
- **4.15.5.5.1.2. Fighter, Attack, and Reconnaissance Aircraft:** 3,000 feet and 3 miles.
- **4.15.5.5.1.3. Helicopters:** 700 feet and 1 mile. Helicopter hover checks may be performed when visual reference to the ground and obstruction clearance can be maintained. Helicopters operating under VFR may use Service Guidance special VFR minimums unless a higher minimum is required at the airfield.

4.15.5.5.2. **Check Flights.** FCF/ACF flights not involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability have the following weather requirements:
4.15.5.2.1. **Bomber, Cargo, Tanker, Patrol, and Trainer Aircraft:** 1,000 feet and 3 miles.

4.15.5.2.2. **Fighter, Attack, and Reconnaissance Aircraft:** 1,000 feet and 3 miles.

4.15.5.2.3. **Helicopters:** 500 feet and 1 mile. Helicopter FCF/ACF flights may be conducted under Special VFR conditions, but in no case with weather less than above. FCF/ACF hover checks may be performed when weather is less than the above, provided visual reference to the ground and obstruction clearance is maintained.

4.15.5.3. **Minimum Weather for All Other Flights:** With the exception of helicopters operating under Special VFR, in no instance shall a takeoff be attempted if the departure field’s observed weather is lower than 300 feet and 1 mile, or the published minimums for the expected approach to be flown in the event of an immediate landing at that field, whichever is higher. In no instance shall an approach be commenced if the observed weather at the destination airfield is lower than 300 feet and 1 mile, or the minimums for the approach to be flown, whichever is higher. If, after commencing, the weather drops below this minimum, the approach may be continued but under no circumstances shall the aircraft penetrate below minimums for that approach or 300 feet whichever is higher unless the runway environment is in sight and a safe landing can be executed. Helicopter Special VFR operations shall not be conducted with weather less than 500 feet and 1 mile.

4.15.5.6. **Required Daylight Operations.**

4.15.5.6.1. **Check Flights.** All check flights shall commence no earlier than official sunrise and terminate (engine shutdown) prior to official sunset, unless required by check profile or contract.

4.15.5.6.2. **Test and Evaluation Flights.** T&E flights shall be conducted between official sunrise and sunset unless night operations are specifically required by the test/evaluation plan.

4.15.6. **Mission Briefing.** The PIC or (Air) Mission Commander shall thoroughly brief all personnel participating in the flight on the following, as a minimum:

4.15.6.1. **Mission:** start times, profile, duration, route of flight, mission requirements.

4.15.6.2. **Fuel load.**

4.15.6.3. **Weather, Notices to Airmen (NOTAMs), Field Status.**

4.15.6.4. **Crew duties and responsibilities.**

4.15.6.5. **Lost Communication Procedures**, including loss of interphone in tandem seat aircraft.
4.15.6.6. **Emergency and Egress Procedures.** Expand the briefing, as appropriate, to ensure adequate knowledge by those personnel who are not required to periodically demonstrate proficiency. Discuss ditching procedures for over water flights.

4.15.6.7. **Aircraft Records.** Record of significant previous aircraft discrepancies, corrective actions, and their possible impact on the flight.

4.15.6.8. **Crew Medical/Physiological Fitness for Flight** (IMSAFE, etc.).

4.15.6.9. **Other Items As Required by Service/LOPs** (e.g., Flight Risk Assessment/QRM sheets).

4.15.7. **Mission Debriefing.** As a minimum, the PIC shall conduct a post-flight maintenance debriefing with contractor and DCMA QARs. The PIC will review each discrepancy and ensure that it is recorded in the appropriate Service or approved contractor data document.

4.16. **External Flying.** HQ DCMA-AO supports flying external to DCMA on a “non-interference basis” basis where it provides benefit to the individual through achieving required flight gates, enhances crewmember knowledge, better enables the Services to provide highly qualified and motivated personnel, or maintains proficiency and currency for active flying members, and also provides a benefit to the participating Service command.

4.16.1. **CMO Commander Approval.** Participation in External (or outside DCMA) flying requires the consent of the CMO commander and an arrangement with the aviator to ensure that external flying activities do not interfere with the individual’s primary duties.

4.16.2. **Service Approval.** Participation in “External Flying” requires Service approval. This is defined as: For Navy/Marine Corps – either DIFOPS orders for the member or a waiver per OPNAV 3710 to DIFDEN orders. For Air Force – appropriate USAF Aircrew Position Indicator (API) associated with the assigned billet. For Army – appropriate TDA authorization associated with the assigned billet or waiver per AR 570-4.

4.16.3. **MOA Requirement.** A MOA between the supported flight unit and the CMO commander is required to establish training, travel, record keeping, qualification and accountability requirements. While HQ DCMA-AO does not prohibit CMOs from funding travel for external flying, these expenditures should be scrutinized and used only when in the best interest of DCMA (i.e., to help maintain currency/proficiency of active aviators). TDYs for maintaining currency in the DCMA-supported aircraft type should use the ‘AO FLT OPS’ LOA. MOAs shall be kept current for duration of participation. A copy of the MOA shall be included in the aviator’s training jacket. An additional copy shall be forwarded to HQ DCMA-AO through the Region/Division DAO.
CHAPTER 5
GROUND OPERATIONS

5.1. **Overview.** This chapter provides supplemental information relative to contractor’s written ground operating Procedures. At a minimum, ensure that the contractor has developed and follows written Procedures that cover all aircraft ground operations required by contract.

5.2. **Ground Procedures.** Procedures may be divided into Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). Procedures shall be separate and distinct from other procedures. They should be comprehensive, executable and understood by all employees. The APT will ensure they are alerted by the contractor when the contractor is planning on changing internal procedures that are referenced in GFR approved Procedures to ensure the changes are not executed prior to APT review and GFR approval. APTs shall establish a comprehensive surveillance plan tailored to their facility to audit compliance of their contractor’s Procedures. APTs should refer to the applicable Service Guidance, exact contract wording and the following when determining if the GOPs are safe and effective.

5.2.1. **Foreign Object Damage/Debris (FOD) Prevention and Tool Control.** Tool control and hardware accountability require constant vigilance. FOD programs should be well documented and effective. At a minimum, procedures should include FOD Trend Analysis, control of hardware, consumables (including rags/absorbent material) / expendable tools / supplies, and personal items etc., and a clean-as-you-go policy. Contractors may be using contractor supplied tools, personal tools, GFE tools or a combination of the three. Ensure that the contractor has procedures to maintain positive tool control regardless of who owns the tools. Ensure a process exists for establishing tool ownership. Additionally, procedures should account/address consumables/ expendables and positive control of them.

5.2.2. **Aerospace Ground Support Equipment (AGE).** This includes both powered and non-powered AGE in use. Ensure procedures include AGE maintenance/inspection methods and standards (service/commercial technical data) and proper usage/training information. Contractors should have a periodic inspection/maintenance program to ensure serviceability.

5.2.3. **Airfield and Facility Vehicle Operation.** Vehicle operation (to include self-propelled equipment) in proximity of aircraft, aircraft components and support equipment, safe operating speeds, spotter requirements for backing, and vehicle pre-operational/safe-to-operate inspection requirements.

5.2.4. **Aircraft Weapons, Munitions, Cartridge Activated Devices, Lasers, Explosives and Hazardous Materials (HAZMAT).** Ensure procedures include handling, storage and reference applicable service/commercial technical data.

5.2.5. **Aircraft Servicing.** This includes refuel/defuel operations, fuel storage, dispensing equipment, fuel system purging, and fuel system maintenance other than fuel servicing. Ensure the contractor provides properly documented training for ground personnel qualified to service aircraft systems.
5.2.6. **Aircraft Servicing (Other Than Fuel).** This includes hydraulic systems, oil, engine, gearbox, propellers, landing gear struts, accumulators, oxygen (liquid and gaseous), and aircraft tires. Ensure procedures exist for proper storage and handling of oil and lubricants, including contamination prevention procedures.

5.2.7. **Aircraft Ground Handling.** This includes towing, taxiing, marshaling, jacking, mooring and tie down. Ensure proper training of those involved in critical tasks. Individuals performing critical tasks must be certified and attend recurring training as necessary. Ensure contractors have a program in place to track certified personnel and identify individual’s overdue training. Applicable Service Guidance should be used and referenced in the contractor’s Procedures.

5.2.8. **Egress System Maintenance.** This includes ejection, extraction, and explosive operated canopy removal systems. Ensure training is provided to all employees that have access to egress components, seats and explosive canopy systems.

5.2.9. **Engines/APUs/Taxi.** Ensure training, certification and currency procedures are documented, well established and followed. Ensure correct and current publications are used/followed by technicians permitted to operate Auxiliary Power Units (APUs), engines, or taxi aircraft. APT members and AOI auditors should observe these operations to ensure compliance.

5.2.10. **Storage of Gases.** Ensure the proper storage, use, handling and transportation of oxygen, nitrogen, argon and other compressed gases that may be used, e.g. American Compressed Gas Association Pamphlet. Applicable service/commercial guidance should be referenced.

5.2.11. **Hydraulic Fluid Contamination.** Ensure procedures exist for the prevention of hydraulic fluid contamination on the aircraft, removed components, Ground Support Equipment (GSE), and hydraulic test equipment used for operational checks of removed components.

5.2.12. **Oil Analysis Program.** If applicable, ensure a procedure exists to ensure that oil sampling is properly performed and documented. Procedures should include reference to Service/commercial guidance. Ensure proper storage/handling and contamination prevention measures are in place.

5.2.13. **Calibration Procedures.** Ensure procedures are established for timely turn-in of calibrated equipment (tools, gauges, instruments, and test equipment). Ensure the tracking system prevents items from being issued to employees when they are overdue for calibration. Ensure calibrated equipment is properly stored and procedures cover calibration standards and proper usage. Ensure procedures include instructions for “severe out of tolerance.”

5.2.14. **Weight and Balance.** Ensure proper training and certification requirements are being met. Procedures should include applicable Service/commercial guidance.

5.2.15. **Tire and Wheel Servicing.** Ensure procedures reflect actual tire and wheel maintenance being performed by the contractor (i.e. tire tear down and build up vs. remove and
replace (R&R) only) and proper storage/inflation of tires/wheels. Applicable Service/commercial guidance should be referenced in contractor procedures.

5.2.16. **Corrosion Control/Cleaning/Aircraft Paint/Coatings.** Ensure proper use of Personal Protection Equipment (PPE). Ensure applicable Service/commercial guidance is included in procedures.

5.2.17. **Welding.** Welding operations should only be performed in authorized locations. Ensure process is authorized and hot work permit is issued if work is done outside the welding shop.

5.2.18. **Battery Handling and Storage.** Ensure proper separation exists for NICAD, lithium-ion and Lead Acid batteries. Ensure personnel have the appropriate qualifications. Ensure procedures reflect actual battery maintenance being performed (i.e. battery build-up vs. R&R).

5.2.19. **Non-Destructive Inspection (NDI).** Ensure that the personnel certifications and equipment calibration are current. Applicable Service/commercial guidance for NDI should be included in the contractor’s Procedures. DCMA QARs / QASs may be certified on this process during QA development. GFRs should rely on both the GGR and QAR / QAS APT members when reviewing this procedure.

5.2.20. **Prevention of Unauthorized Access or Operation of Government Aircraft.** Ensure the GOPS include a method for early detection and prevention of unauthorized engine run, taxi or flight operations, promote security awareness in supervisors and employees, and identify responsibilities for preventing unauthorized aircraft movement and preventing access to aircraft by unauthorized personnel.

5.2.21. **Support Shops/Other (Avionics, Hydraulics/Pneumatics, Fuels, etc.).** Ensure support shops adhere to the Service Guidance/regulations referenced in the contract and the Ground Operating Procedures (GOPs). Include these shops in your contractor surveillance plan.

5.2.22. **Life Support.** If applicable, ensure proper storage, inspection, and documentation of life support equipment. GGRs should coordinate with the aircrews and other support personnel to ensure that this area is being properly administered by the contractor (see DCMA INST 8210.1, Chapter 4, paragraph 4.4.9.).

5.2.23. **Training and Certification.** Ensure a concise training plan is established to ensure that only qualified contractor personnel are performing tasks that they are qualified/certified to perform on Government aircraft/assets to include documentation of maintainer physicals.

5.2.24. **Technical Publication and Service Guidance.** Ensure GOPs identify the method and the office/title of the individual responsible for receiving, distributing, and maintaining the currency of technical publications.

5.2.25. **Aircraft Records Management.** Ensure GOPs include procedures for aircraft records management, this includes work cards and maintenance records.
5.2.26. **Safe-for-Flight Release.** The process that certifies the aircraft is safe for flight. Review items to include: applicable servicing, inspections, scheduled/unscheduled maintenance, weight and balance, all non-conformances that would preclude flight have been corrected, all deferred non-conformances have been evaluated and documented as “safe for flight” by those certified to make that determination, appointment of release authorities in writing, and process for release.
CHAPTER 6

SAFETY

6.1. **Overview.** CMO commanders of DCMA flying units will establish an aviation safety program for the purpose of mishap prevention and mishap notification. CMO commanders with contractor only aircraft operations will establish mishap notification procedures IAW paragraph 6.9.

6.2. **Safety Culture.** All DCMA personnel are an essential part of establishing and maintaining the appropriate safety culture necessary to conduct safe flight operations. Commanders, supervisors and leaders at all levels are responsible for taking ownership of DCMA’s aviation safety awareness mindset. Safety officers (the Aviation Safety Officer (ASO) or GFR for units with no ASO) administer the program, but leaders at all levels establish the proper aviation safety culture to ensure DCMA operates safely and effectively.

6.3. **Operational Risk Management.** ORM is an analytical process for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation. Depending on the Service, it may also be known as Composite Risk Management (CRM) (*Army*), Operational Risk Management (ORM) (*Navy*), or simply Risk Management (*DoD, DCMA*), but all Services use a similar 5-step process. ORM techniques are described in the GFR/GGR/ASO Certification Courses and by each of the Services’ risk management publications.

6.3.1. **ORM and Teaming.** CMO commanders are responsible for ensuring the use of Operational Risk Management (ORM) in day-to-day activities. Hazard identification and elimination in the hangar, on the flight line, or in the air has the highest priority for each APT member, CFO, Aviation Safety Officer, and flight crew within DCMA. APTs shall team with the contractor when possible and use ORM principles to lower the level of risk at each contractor’s facility.

6.3.2. **Special Requirements for T&E flights.**

6.3.2.1. **ORM.** ORM inputs may be provided by the procuring command T&E program staff. Any input that results in an increased ORM risk level will be addressed with the T&E staff prior to flight execution. If the GFR and the designated T&E staff cannot come to an agreement on the actions to resolve the identified risk issue, the issue will be elevated through the respective organization’s chain of command. The DCMA chain of responsibility will flow from the GFR to CMO Commander, to DCMAA-C/DCMAS-D/DCMAI-AO (as appropriate) and HQ DCMA-AO.

6.4. **Aircraft Operations Training Seminar (AOTS) and Safety Stand-Down.** AOTS is a safety stand down training requirement for all military flight operations personnel, Contract

---

7 Operational Risk Management (ORM) is used to standardize terminology used in this publication.
Safety Specialists and QARs who are members of an APT. AOTS is conducted semi-annually, in the Spring and Fall, using distance learning technologies (Defense Connect On-Line (DCO)/e-Connect, teleconferencing, and/or videoconferencing.) Dates of the AOTS will be coordinated by HQ DCMA-AO NLT 60 days prior and detailed instructions will be published in a DCMA tasking memorandum.

6.4.1. **Required Attendees.** CFOs, GFRs, GGRs, and military flight crewmembers, as well as CSSs/CSMs and QAR / QAS personnel who are members of an APT, shall attend DCMA’s AOTS as part of their required semi-annual training. Registration for AOTS in the DCMA Course Registration e-tool is required. It is the responsibility of the CMO Commander to certify and document required APT member attendance at AOTS and document any required waivers/makeup training. When circumstances prevent attendance, CMO commanders shall submit requests for relief from this requirement for their personnel using the procedures outlined in paragraph 2.3.1 and paragraph 2.3.1.1 for obtaining a waiver to DCMA INST 8210.2; however, an ORM review is not required. Required personnel shall make up the training by reviewing the AOTS briefing slides or other content within 30 days of the event. AO personnel who miss the training due to deployments shall complete the training within 30 days of their return. Defense Acquisition University (DAU) Continuous Learning Points (CLP) can be credited for AOTS attendance.

6.4.2. **CMO Commanders.** All CMO commanders with flight operations, additional QARs/QASs performing aircraft surveillance but not part of an APT, Property Administrators and ACOs are also highly encouraged to attend this semi-annual safety training.

6.5. **Aviation Safety Officer (ASO)/Non-Commissioned Safety Officer (NCSO) Appointments.** All DCMA units with flight operations conducted by DCMA aircrews will appoint an Aviation Safety Officer (ASO). CMO commanders will designate the ASO in writing. CMO commanders are encouraged to designate an Aviation Safety NCO (NCSO) familiar with flight safety programs to assist the ASO. A GGR may also perform this function. At sites without DCMA flight operations no ASO is required, so the GFR will accomplish oversight of the contractor’s mishap prevention programs, and will support the Mid-Air Collision Avoidance programs of any local military installations (see paragraph 6.6.8). ASOs shall attend the DCMA Aviation Safety Officer course. To the maximum extent possible, the ASO should attend a formal Service safety school course. Note: When unit manning dictates, one individual may be appointed as the unit’s GFR, CFO and ASO. Commanders must carefully analyze the workload associated with these three positions before assigning this individual to any other responsibilities.

6.6. **Mishap Prevention Programs.** Constant vigilance and adherence to established safety standards are pillars of an effective mishap prevention program. Units with DCMA aircrew shall have the following minimum required items as part of their safety culture and overall mishap prevention and safety awareness programs. [At units with contractor/TDY military aircrew only, GFRs will accomplish oversight of the contractor’s mishap prevention programs and will support the Mid-Air Collision Avoidance programs of any local military installations (see paragraph 6.6.8)]. ASOs are encouraged to use supplementary guidance and procedures available from each Service safety regulations to help implement these programs.
6.6.1. **Flight Operational Risk Management.** CMOs with DCMA flight operations must have a flight ORM program and may base their program on any of the Services’ programs or techniques. A threshold criteria will be used. Flights assessed at an elevated risk level above the threshold (Green - Low Risk) will be reviewed/approved by a supervisory authority other than the aircraft commander prior to execution of that sortie. Typically this will be the CFO or rated CMO Commander. ORM data for all flights will be tracked and reviewed periodically by the CFO to determine elevated risk triggers. See paragraph 6.3 for more information regarding ORM.

6.6.2. **Safety Meetings.** DCMA INST 8210.1 Chapter 6 describes required contractor safety meetings. The following mandatory DCMA flight and ground safety meetings for units with DCMA flight operations closely mirror those requirements. Units are highly encouraged to consolidate flight and ground safety meetings with the contractor when appropriate. The CMO commander or his/her deputy shall attend the DCMA flight and ground safety meetings on a consistent basis to show command level emphasis in safety. Safety meetings shall be documented to record attendees, date, and summary of subject matter covered. A system for briefing absentees shall be developed and may include a detailed reading file. When fewer than four aircrew personnel are assigned, a reading file of safety-related material satisfies this requirement. Topics for recurring discussion should include flight physiology, weather and environmental problems, summaries of pertinent aircraft malfunctions/emergencies, operational safety hazards, flight-line maintenance practices, etc.

6.6.2.1. **Monthly Flight and Ground Safety Meetings.** These meetings should focus on those personnel directly involved in flight operations and key ground safety personnel. These meetings may be combined into one monthly unit safety meeting if desired. Also see DCMA INST 8210.1, Chapter 6, paragraph 6.1.5.

6.6.2.2. **Quarterly Safety Council Meetings.** These meetings are broader in scope and audience than the monthly flight/ground safety meetings. The intent is to expand the audience beyond the monthly meetings to other pertinent contractor and DCMA personnel. Units may simply expand the audience of the contractor’s mandatory quarterly aviation safety council to fulfill this requirement.

6.6.3. **Safety Literature.** ASOs will obtain and distribute safety literature to all unit crewmembers (Service safety/industry safety magazines, posters, mishap reports from similar aircraft, AO Safety Newsletter, etc.).

6.6.4. **Mishap Reports for Mishap Prevention.** ASOs are responsible for obtaining mishap messages related to their aircraft or mission. ASOs may use similar aircraft mishap reports for educational purposes as part of their mishap prevention program.

6.6.4.1. **Access to Safety Reports.** ASOs or GFRs should obtain access to the Navy’s Web Enabled Safety System (WESS), the Air Force Safety Automate System (AFSAS) or the

---

8 If combined, privileged safety information must not be shared without approved contractor nondisclosure statements.
Army’s Risk Management Information System (RMIS) as appropriate. AFSAS accounts are approved by HQ DCMA-AO safety. Contact Services to obtain an RMIS or WESS account. If unable to obtain a Service mishap report, contact HQ DCMA-AO Safety (AO.Safety@dcma.mil).

6.6.4.2. Privileged Information. (See DODI 6055.07, Enclosure 5). Service safety investigation reports frequently contain privileged information. ASOs should work with their Office of Counsel and HQ DCMA-AO Safety if they have any questions regarding the concept of privileged information. ASOs will ensure CMO personnel do not wrongfully use, forward electronically, permit the use of, gain access to, or allow access to any privileged safety report, portions thereof, or the information therein for other than officially authorized mishap prevention purposes. Privileged information will not be shared with contractor personnel unless the requirements of DODI 6055.07, Enclosure 5, and paragraph 6 have been complied with. (Non-disclosure Agreement requirements). Contractor mishaps investigation reports are not considered privileged, but may contain contractor proprietary information and/or Personally Identifiable Information (PII). Email encryption will be used whenever privileged or contractor proprietary/PII information is included in the email body or attachments.

6.6.5. Foreign Object Damage/Debris (FOD) Elimination Program. Managing FOD is an essential part of conducting safe aircraft operations. Contractors are required to establish safe and effective FOD and Tool Control procedures as part of their overarching Procedures. DCMA ASOs will ensure all onsite DCMA personnel are familiar with their responsibilities to follow the contractors FOD prevention program.

6.6.6. Hazard Identification and Elimination Procedures. The intent of this requirement is to ensure that DCMA personnel have both overt and anonymous ways of bringing safety concerns to the ASO’s attention. DCMA APT members may also be the first to detect a potential hazard in new production aircraft. ASOs will establish a methodical, comprehensive manner of addressing these safety concerns, including the commander on all applicable issues. Formal Service hazard reporting programs (OHR/HATR/HAZREP/Continuous Maintenance Availability (CMAV)), both ground and air, are an important part of this program and ASOs should mirror these programs to the maximum extent possible.


6.6.7.1. BASH Programs. The intent of this program is to prevent avoidable bird/wildlife damage to DoD aircraft. Implementing this program requires analyzing the entire flight operations environment including local migration habits, hangar nesting patterns, etc., and designing a program to address local situations. Units with DCMA flight operations will have procedures in place to keep aircrew members aware of the current bird condition (use standard Service terminology for categorizing these condition levels see AFI 91-202). This requirement can be met by an existing BASH/bird condition reporting system at the host airfield (coordinate with airfield manager). BASH programs at overseas locations depend on host nation support and regulations (See also NATO STANAG 3879). DCMA activities will evaluate those plans to ensure the spirit of this instruction is complied with to the maximum extent possible.

Additionally, the Avian Hazard Advisory System (AHAS) will be used to obtain current and historical bird condition data. ASOs should also consider runway animal intrusion incidences as
an extension of the BASH program. Every reasonable effort must be implemented to keep all
types of wildlife away from the runway environment. Additional guidance on developing an
effective BASH program can be found in the new National Aerospace Standard (NAS) 412.

6.6.7.2. **BASH Reporting.** In the event a bird/wildlife strike occurs during DCMA
flight operations, submit AF IMT 853 and the DCMA mishap notification Form 6 if damage
exceeds Class D threshold criteria. Additionally, process the remains for specimen identification
to the Smithsonian bird identification team IAW instructions in block 26 of the AF IMT 853.
Due to the risk of avian influenza A (H5N1), personnel charged with removing bird strike
remains from aircraft should wear appropriate protective clothing including vinyl or nitrile
gloves that cover part of the arm, safety goggles or glasses, a respirator, and disposable coveralls.
Pre-made bird strike collection kits with forms, PPE and collection bags are highly encouraged.

6.6.8. **Mid-Air Collision Avoidance (MACA) Program.** The intent of this program is to
proactively analyze the local flying environment and take necessary steps to reduce the
likelihood of a mid-air collision. Examples of a MACA program include training with the local
tower/Radar Approach Control (RAPCON) personnel, meeting with the leadership of local
airports/flying clubs, distributing MACA awareness literature to local flying organizations, etc.
ASOs/GFRs shall contact all local military installation safety offices within a 50 mile radius to
determine if they have a MACA program established and provide information on the contractor
and Government flight activities at their facility for inclusion in the local military installation’s
MACA pamphlet. If a MACA plan is not established within 50 miles, the locally developed
MACA plan will be uploaded to the [http://seeandavoid.org](http://seeandavoid.org) website.

6.6.9. **ASO Spot Inspection Program.** ASOs shall conduct recurring spot inspections of
all DCMA flight-related operations to ensure compliance with applicable directives, solid
aviation discipline and all areas in this chapter. Each inspection will be documented and
pertinent findings forwarded to the CMO commander. Examples of items to inspect include
aircrew flight planning, pre-flight briefings, post-flight debriefings, flight line safety, etc. The
ASO spot inspection program should not be confused with contractor surveillance
operations/plans. The ASO spot inspection program audits and ensures DCMA flight operations
are conducted in a safe and effective manner, whereas an APT surveillance plan covers
contractor operations.

6.6.10. **Flight Line Safety Program.** The flight line is a dangerous environment. APT
members shall ensure that all personnel with access to the flight line are in compliance with all
local FOP/GOP flight line safety procedures including flight line driving procedures and FOD
prevention programs.

6.7. **Contract Safety.** As a member of the APT, the CSS/CSM has the lead role on aircraft
ground safety. Aircraft ground safety concerns operations that occur in and around the aircraft,
both in hangars and on the flight line. The CSS/CSM shall monitor the contractor’s safety
program and hold the contractor accountable for following legally mandated and contractually
specified safety standards (e.g. NFPA, NAS, ANSI). While the safety of personnel is always a
priority and a responsibility of any safety professional, the CSS/CSM’s focus is on the protection
of the customer’s assets and the facilities housing the assets. Other agencies/offices such as the
DCMA Occupational Safety and Health (OSH) Division, Occupational Safety and Health
Administration (OSHA), local fire marshal and building inspectors, contractor insurance representatives, and the contractor’s safety department have primary responsibility in their respective areas. Some issues will require the involvement of the primary office of responsibility for proper resolution.

6.7.1. **Standards.** Aircraft contracts should contain safety requirements as the primary source of safety guidance. Safety requirements are drawn from DFARS, Service Guidance, DCMAI 8210.1, the industrial safety community, MIL- Standards, National Aerospace Standards, and frequently, Appendix C on AF contracts and Appendix J on Navy contracts. They provide guidance on such issues as fire protection, scaffolding, hoisting and rigging, fall protection, power tools, machine guarding, and industrial hygiene. Published consensus standards such as the American National Standards Institute (ANSI), the American Conference of Governmental Industrial Hygienists (ACGIH), the National Fire Protection Association (NFPA), and the Compressed Gas Association (CGA) are useful to gain relevant information. The OSHA standards (29 CFR 1910 and 1926) define the minimum expected workplace behaviors. Of note, OSHA standards are designed to provide personnel safety and are not always adequate to address asset safety. Several agencies and offices may have overlapping responsibilities and authority, and assistance should be sought when needed.

6.7.2. **Fire Protection/Aircraft Rescue and Fire Fighting (ARFF).** Local CSSs/CSMs will ensure that contractors comply with all contractual requirements regarding hangar fire suppression and ARFF requirements.

6.7.3. **Fuels Storage/Delivery.** CSS/CSMs will ensure that all contractor fuel operations are IAW contract requirements. Common standards include: Air Transport Association (ATA) 103, MIL-STD 1518 (current version) and NFPA 407. Even when contractors do not own the fuel storage and/or delivery process they are still responsible to ensure standards are met and the CSS/CSM must verify this. If fuel requirements are missing from the contract the CSS/CSM should contact the ACO to correct the contract. The contractor may purchase fuel from a local fixed base operator (FBO). Some fixed based operators (FBOs) are “Into-Plane Fueling” locations under contract with the Defense Logistics Agency Energy. In those cases the CSS/CSM should validate if the contractor is monitoring the FBO for compliance and checking records for verification (see MIL-STD-1548). If fuel is provided by a third party that is not under a DLA Energy contract the CSS/CSM must ensure the contractor maintains oversight of the fuel storage/delivery processes to make certain all quality and safety standards are met.

6.7.4. **Facilities.** Facilities vary widely. Frequently requirements are not clearly identified in the contract. Contracts should be reviewed thoroughly to determine what, if any, specific requirements are included. The commonly accepted industry standard for aircraft hangars is NFPA 409, Standards on Aircraft Hangars. There are numerous other possibilities. NAS 3306, Facility Requirements for Aircraft Operations is widely used on aircraft contracts. In addition, there are local building codes, state specific adoptions of national standards, Service Guidance such as Unified Facilities Criteria (UFC) and other contract specific guidance. CSS/CSMs must review the contract, and coordinate with other agencies such as the local fire marshal, building inspectors and contractor insurance representatives to determine requirements. If the CSS/CSM finds that the contract is missing facility requirements they should coordinate with the GFR and ACO for guidance and resolution.
6.7.5. **HAZMAT.** Contractors must have procedures in place to address acquisition, storage, use and disposal of Hazardous Materials (HAZMAT) that meet local, state, federal, or host nation environmental regulations. DCMA contract safety personnel should review the effectiveness of HAZMAT programs. However, final responsibility for HAZMAT remains with the contractor and the applicable state and federal EPA agencies or host nation equivalents. HAZMAT definition includes explosive materials, flammable/combustible materials, toxic materials, and other products as defined by OSHA or EPA.

6.7.6. **Ammunition and Explosives (A&E).** The CSS/CSM is the APT member that is uniquely trained and certified to deal with A&E issues and is responsible for this area. The CSS/CSM will evaluate and monitor the contractor’s procedures for adequacy and compliance to regulatory guidance. DFARS Subpart 223.370, Safety Precautions for Ammunition and Explosives, requires DFARS 252.223-7002, same title, and DFARS 252.223-7003, Change In Place of Performance-Ammunition and Explosives, to be inserted in all contracts and subcontracts involving A&E. This is relative to aircraft contracts since most military aircraft have some type explosive devices installed (squibs, explosive cartridges, ejection seat rocket motors, etc.). The DFARS require contractor compliance with DoD 4145.26-M, DoD Contractors’ Safety Manual for Ammunition and Explosives and further require that contractors desiring to change the place of A&E work performance shall notify the contracting officer.

6.8. **Mishap Response.** CMO commanders are directly responsible for ensuring their unit is adequately prepared to respond to aircraft mishaps.

6.8.1. **Mishap Response Plans.** Both the contractor and the Government have responsibilities when a mishap occurs. These plans may be managed separately or merged into one cohesive Mishap Response Plan.

6.8.1.1. **Contractor’s Mishap Response Plan.** DCMA INST 8210.1, Chapter 6, paragraph 6.1.13., requires contractors to develop plans and procedures for reacting to overdue aircraft and/or known aircraft mishaps. The contractor’s mishap response plan focuses on rescue response, site security, preservation of evidence (oil samples, records, photographs, etc.) and toxicological testing IAW paragraph 6.8.2. DCMA units will ensure that the Government’s Mishap Response Plan includes steps to verify that the contractors have complied with DCMA INST 8210.1, Chapter 6, paragraph 6.1.13 requirements.

6.8.1.2. **Government’s Mishap Response Plan.** The Government’s mishap response plan should be written so that all unit personnel can execute it. This plan focuses on ensuring that contractors execute their plans, preserving evidence (securing applicable military/government records and accomplishing toxicological testing IAW paragraph 6.8.2), and mishap notification. Additionally, this plan should address public affairs procedures keeping in mind the Tri-Service Agreement designates press releases as a responsibility of the Service. ASOs are encouraged to coordinate and garner support from local military facilities to the maximum extent possible (emergency ordnance disposal (EOD), casualty notification, Command Post coordination, safety message distribution, etc.).

6.8.1.3. **Mishap Response Exercises.** DCMA units will conduct recurring mishap response exercises every six months. These exercises should include contractor personnel to the
maximum extent possible. One of the semi-annual mishap response exercises should be aligned with the contractor’s annual mishap response exercises. Many units make the mistake of assuming they know how to do certain steps in the plan without actually verifying that the procedures in place really work or that the contact information in the plan is current and verified. CMO commanders, ASOs, and GFRs should ensure that every step of their mishap response plan is executable and understood by all personnel. Mishap notification email testing may be accomplished by inserting EXERCISE, EXERCISE, EXERCISE in the mishap notification email subject line

6.8.2. **Toxicological Testing.** CMO Commanders shall ensure that toxicological testing, at least equal to Service requirements, of DCMA personnel involved in aircraft mishaps is promptly accomplished. GFRs shall ensure the contractor, as part of their Mishap Response Plan, conducts toxicological testing of its personnel IAW DCMA INST 8210.1. See the Armed Forces Medical Examiner System/Division of Forensic Toxicology (AFMES) web site for current information on toxicological testing procedures, protocols, specimen requirements, shipping instructions and forms. A legally defensible chain of custody shall be maintained on all toxicological specimens. This can be accomplished by using AFMES Form 1323.

6.8.2.1. **Criteria.** As a minimum, DCMA crewmembers involved in mishaps in which an aircraft is destroyed\(^9\); a fatality occurs; property damage is expected to exceed $500,000; three or more personnel are inpatient hospitalized; or any permanent total or permanent partial disability is sustained; will be tested.\(^{10}\) Contractor personnel will be tested IAW DCMA INST 8210.1 criteria. Testing of government personnel normally takes place at the nearest military medical treatment facility; however, other civilian medical providers may draw, handle and ship samples per the AFMES guide if required.

6.8.2.2. **Testing of Collateral Personnel.** Those DCMA individuals whose actions or inaction, in the CMO commander’s judgment, may have been factors in the mishap sequence shall be tested. Those contractor individuals whose actions or inaction, in the GFR’s judgment, may have been factors in the mishap sequence shall also be tested (provided SOFA permits in foreign countries).

6.8.2.3. **Contractor Personnel Refusing to be Tested.** GFRs should refer to DCMA INST 8210.1 for guidance on addressing these situations.

6.9. **Mishap Notifications.** Informing the chain of command is an important part of responding to a mishap. To avoid confusion up the chain of command, CMO commanders will ensure that units do not report aircraft mishaps up the chain of command from multiple sources (QA, CSS/CSM, ASO, etc.). DCMAS GFRs will make all mishap notification IAW the appropriate Program Security Guide. ASOs/GFRs should ensure that the unit’s Mishap Response Plan clearly conveys the following notification requirements

---

\(^9\) Excludes UAS/RPA Group 1-3 destroyed aircraft

\(^{10}\) Army Regulation 385-10 requires testing of Army crewmembers at Class C threshold ($50,000)
6.9.1. **Notification Criteria.** Notification shall be made using HQ DCMA-AO Form 6 for all Aircraft (Ground, Flight or Flight-Related) mishaps, bird strikes and FOD incidents, when there is damage to DoD/non-DoD property estimated to meet or exceed $20,000 (Class D threshold)(includes cost of component repair/replacement and actual labor hours); or IAW other dollar values included in the contracts that apply; or there is an in-flight major component failure, not attributable to fair wear and tear; or if the incident, in the opinion of the ASO/GFR, constitutes a High Accident Potential (HAP) or aircraft hazard. Additionally, all flight Class E incidents (precautionary landing, engine rollback, physiological event, etc.), and dropped objects, will be reported via email notification to AO-Safety.

6.9.2. **Mishaps Reporting Per DCMA INST 8210.1C.** DCMA INST 8210.1C, paragraph 6.1.10 states that contractors “will notify the GFR of all damage (at or above $2000) to aircraft “in the open”. Under these newly defined rules, any production aircraft not wholly outside the contractors facilities that sustains damage would require no reporting per 8210.1C since pre-DD-250 aircraft are considered to be “contractor mishaps” per DODI 6055.07 and not DoD mishaps, thus pre-DD-250 aircraft not “in the open,” may be considered by the contractor to be not reportable. However, it is still important to track and trend all mishaps. The GFR/ACO may need to invoke the mishap reporting clause DFARS 252.228-7005, to compel the contractor to report mishaps meeting the newly defined criteria. Invoking 252.228-7005 requires the contractor to report all “pertinent facts” concerning mishaps. Mishaps ($20,000 and above) involving pre-DD-250 production aircraft not “in the open” may still be reported using the DCMA Form 6.

6.9.3. **Classification Criteria.** The Services categorize mishaps by the severity of the incident (damage/replacement costs, injuries), the systems involved, and the environment in which the incidents occur. Aircraft mishap classifications include (flight, flight-related, and ground operations). For non-aviation mishaps, refer to the DCMA Safety and Occupational Health reporting guidelines. While the Services base their mishap classification systems on the same instruction, DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Recordkeeping, 11 June 2011 they have modified the DoD criteria slightly to meet the goals of their respective safety programs. ASOs/GFRs are not expected to be mishap classification experts. However, they should develop a working knowledge to assist in the communication process with the Cognizant Service Safety Officers (CSSOs). The criteria for categorizing mishaps can be found in the following instructions:


6.9.3.3. **Air Force:**

6.9.3.3.1. **AFI 91-204,** Safety Investigations and Reports,

6.9.3.3.2. **AFM 91-223,** Aviation Safety Investigations and Reports, and

6.9.3.3.3. **AFM 91-224,** Ground Safety Investigations and Reports.

6.9.4. Notification Sequence. Units should ensure their mishap response checklists contain procedures for accomplishing the following notification requirements (in order).

6.9.4.1. Initial Service Safety Office Notification. ASOs/GFRs should coordinate with their commanders and make reasonable pre-assessments to determine notification requirements. It is always better to overestimate the damage and report an incident that is later down-graded to a lower mishap category than vice-versa. Upon determination by the ASO/GFR that an incident involving DoD aircraft may be reportable IAW paragraph 6.9.1 (above), the ASO/GFR shall immediately contact the Cognizant Service Safety Officer (CSSO) for the aircraft involved (see Attachment 3). CSSOs make the final determination regarding mishap classifications, and therefore whether or not the mishap is, in fact, reportable. The CSSO will also determine whether the Service or the contractor will investigate the mishap. As a primary responsibility, ASOs/GFRs shall ensure they have 24 hour, and alternate, contact information for each CSSO associated with their programs.

6.9.4.2. Initial DCMA Notification. DCMA Mishap notification messages provide important information concerning mishaps to aircraft under contract to acquisition personnel associated with those contracts. DCMA mishap notification messages are used for contract administration, not for mishap prevention or to address legal claims. Upon determination by the CSSO that a mishap is reportable, the ASO/GFR shall:

   6.9.4.2.1. For “Class A” Mishaps With Fatalities or Total Loss of Aircraft. Immediately notify the CMO commander and HQ DCMA-AO Safety via telephone or AO Safety cellphones if after duty hours. If unable to speak to any member of HQ DCMA-AO Safety, leave a message and use the list of HQ DCMA-AO personnel from the DCMA website version of Attachment 2 to achieve positive verbal contact with a member of HQ DCMA-AO. Start at the top of the list with the DCMA-AO Executive Director and work your way down until able to speak to a member of HQ DCMA-AO, who will pass the information to the Director, DCMA. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 6.9) within 4 hours. This paragraph does not apply to the total loss of an aircraft, including UAS/RPA whose total cost is less than $2 million (normally Group 1-3) unless fatalities occurred.

   6.9.4.2.2. For Other “Class A”, “Class B”, “Class C”, and “Class D” Mishaps. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 6.9) within 8 hours.

   6.9.4.2.3. DCMA Aircraft Mishap Notification Message (Attachment 4). Within 4/8 hours of CSSO determination that the incident is a reportable mishap, fill out the DCMA Aircraft Mishap Notification Message found in Attachment 4 and located on the DCMA-AO web page. HQ DCMA-AO Form 6 is a fill-able PDF file with an e-mail submit button. After completing the form, select the “E-mail Submit” button. The form will then prompt the ASO/GFR to digitally sign the form and create an MS Outlook® e-mail with the form attached, addressed to the “DCMA-AO Mishap Notification” distribution list (AO.Mishap@dcma.mil).
The ASO/GFR should edit the subject line and then add the e-mail addresses for the CMO commander, ACO, PCO, CSSO, Program Manager, and APT. Due to the sensitive nature of the information being transmitted, digitally encrypt all DCMA mishap notification messages prior to sending. Do not delay notification due to lack of all the information called for in the mishap message format. Information that is not applicable will be listed as “N/A.” Information that is not available will be listed as “PENDING.” Ensure that the message contains no information that might be considered “Privileged.” For mishap response drills or system tests, edit the notification email subject line with “EXERCISE, EXERCISE, EXERCISE”.

6.9.4.2.4. **Follow-Up Notifications.** ASO/GFRs will send follow-up messages as information that was initially listed as “PENDING” is determined. Additionally, ASOs/GFRs shall submit follow-up mishap notification messages to HQ DCMA-AO Safety (AO.Mishap@dcma.mil) every 30 days until the mishap investigation is officially complete. A completed contractor mishap report with root cause and corrective action or a Service report case number is required to close out a mishap notification. Follow-up messages should update information from the initial message and state the status of the mishap investigation. For contractor investigations, attach a copy of the completed contractor investigation report to the final follow-up message.

6.9.4.2.5. **Reports From Service Safety Investigations.** Service “Safety” investigations create Limited Use reports which include Privileged information. The board president/Service Safety Centers for these investigations are responsible for distributing the safety reports and messages. ASOs/GFRs may use the information in the report for mishap prevention purposes only. Do Not include any Privileged information that may become available from a Service investigation of the mishap, in any follow-up DCMA notifications made per paragraph 6.9.4.2.4, simply provide the Service case number in the notification form.

6.9.4.3. **Additional Reporting Requirements.** Whether or not an incident is reported under this Instruction, the following requires additional reporting:

6.9.4.3.1. **Significant Program Impact or High Public/Media Interest (Bellringer Reports).** The DCMA Bellringer is an automated internal DCMA communication process (eTool application) designed to transfer, in a timely manner, time-sensitive information regarding program or contract management issues likely to make national level news, precipitate congressional hearings, impact major programs, or seriously affect the readiness of a military service, from cognizant CMO to DCMA senior leadership. DCMA does not use Bellringer reports to report mishap information; however, any aircraft incident which could impact delivery, significantly degrades contractor operational capability or has high public/media interest should also be reported as a DCMA Bellringer. CMO commanders will coordinate with HQ DCMA-AO Safety prior to releasing a Bellringer associated with an aircraft mishap. Bellringer reports shall not be used as a substitute for the DCMA Mishap Notification Message.

6.9.4.3.2. **Injury or Fatality of DoD or Non-DoD Personnel.** See requirements under the DCMA Accident Reporting Guidebook.

6.9.4.3.3. **Criminal Activity as Part of a Mishap Sequence.** If arson, sabotage, or other criminal activity is suspected, immediately notify the CMO commander and assigned
DCMA counsel for potential referral to the Defense Criminal Investigative Service (DCIS) or agency investigators for initiation of a criminal investigation in accordance with DCMA Security guidance.

6.9.4.3.4. **Laser Incidents.** Inflight laser incidents will be reported IAW FAA Advisory Circular (AC) 70-2 and the FAA laser incident reporting website at: [http://www.faa.gov/go/laserinfo](http://www.faa.gov/go/laserinfo), and, via email to ao.safety@dcma.mil. If aircraft damage or injuries are sustained, report IAW paragraph 6.9.4.2.2.

6.9.5. **Other Mishap Historical Records.** Unit safety personnel will track all incidents that fall below the DODI 6055.07 Class D cost threshold (currently $20K) for local trend data and historical analysis. The “Less than Class D” information will be maintained locally by the GFR/ASO. At a minimum, the “Less than Class D” data will track cost, schedule impact if any, root cause (human error, material failure, FOD or unknown.), a short description of the incident and action taken to prevent future occurrences. These records shall be maintained for two years and be made available to HQ DCMA-AO Safety upon request. Unit safety personnel should also coordinate with the Property Administrator to ensure that these incidents are processed under the liability limitations of the GFRC, and not under any property clauses.

6.9.6. **Flying Hour Reporting.** Flight hours, number of sorties, and number of deliveries, shall be tracked and forwarded to DCMA-AOS by the 10th of each month IAW the HQ DCMA-AO Chief of Safety current reporting procedures (Excel spreadsheet/SharePoint/AMO DART) as directed.

6.10. **DCMA Involvement in Mishap Boards.**

6.10.1. **Interim Boards.** For USAF Class A/B mishaps, an interim safety investigation board may be formed at the direction of the CSSO. Interim Boards for USN and US Army mishaps are not normally formed, but the CMO/APT and contractor mishap response efforts (securing & preserving the scene, impounding evidence, etc.) normally suffice until a formal USN or US Army Board is appointed and has assumed lead of the investigation.

6.10.2. **Class A/B Boards.** HQ DCMA-AO will coordinate with each Service to ensure that a DCMA member or advisor is present on all Class A/B mishap boards under DCMA’s cognizance (to the maximum extent allowable by the Service guidelines).

6.10.3. **Class C/D Boards.** If the Services assign the responsibility of investigating a Class C/D mishap to the contractor, then the contractor investigates the mishap and provides the GFR with the report for review. Use the applicable Service instructions and format for mishap investigations when conducting these investigations (see paragraphs 6.9.3.1, 6.9.3.2, and 6.9.3.3.1. above) if required by the contract. All Class C safety investigations not accomplished by the Service shall be routed to HQ DCMA-AO for endorsement before sending the results to the Services.

6.10.4. **DCMA Support to Service Boards.** Occasionally, support is requested from DCMA for Service mishap investigations. This could range from interpreting contractor aircraft operations policies (8210.1, DFARS, etc.), to requesting contractor or Government quality
records. All requests to support Service Safety Boards should be referred to HQ DCMA-AO Safety. The AO Chief of Safety will serve as the single point of contact to the requesting Service Safety Board.
BLANK
CHAPTER 7

AIRCRAFT OPERATIONS RISK ASSESSMENT

7.1. **Overview.** Aircraft Operations are inherently risky, therefore mitigation and assessment tools are necessary. HQ DCMA-AO Risk Assessment provides DCMA Leadership additional resources to augment the continuous risk management processes conducted at the CMO. Aircraft Operations Inspections (AOI) are structured, risk-based evaluations of DCMA managed facilities with aircraft operations using highly experienced aviation professionals. AOIs are conducted at DCMA managed facilities where GFR(s)/GGFR(s) are appointed to perform the Contract Administrative Services function, FAR Subpart 42.302(a)(56) Maintain surveillance of flight operations. The goal of an AOI is to look at both Government and contractor operations to determine where the Government’s risk lies and how well that risk is mitigated in order to prevent mishaps. AOI Team Lead in coordination with the Risk Assessment Program Manager may adjust team composition and duration of the AOI based on the scope of operation. AOI Team Leads generate a report to the CMO commander on the risk level at their site and the effectiveness of the APT and the contractor at mitigating that risk. An AOI team will include inspectors from Naval Aviation Maintenance Management Team (NAVAIR/AMMT), Air Force Material Command Standardization and Evaluation (AFMC/A3V), Army Directorate of Evaluation and Standardization (DES), and associated Service/Agency evaluators to the maximum extent possible when applicable.

7.1.1. **AOI Objectives.**

7.1.1.1. To analyze AO processes as part of an overall Operational Risk Management (ORM) program.

7.1.1.2. To appraise the government and contractor’s ability to proactively address risk in order to effectively and safely conduct ground and flight operations.

7.1.1.3. To provide the CMO commander an assessment of how effectively the unit, the APT, and the contractor are teaming to mitigate risk.

7.1.1.4. To provide DCMA leadership an assessment of risk at a DCMA unit with aircraft operations.

7.1.1.5. To improve overall operations by analyzing, trending, and disseminating AOI results and best practices throughout the AO Enterprise in order to mitigate risk and better support the Warfighter.

7.1.2. **AOI Methodology and Risk Assessment Criteria.** The inspection is administered objectively through the use of standardized inspection guides. Furthermore, the AOI team members use their subject matter expertise and experience to provide a risk assessment of each element and sub-element. To determine the appropriate risk level, a Risk Assessment Code (RAC) Matrix as shown in Attachment 7, Risk Assessment Code Matrix is used.
7.1.2.1. **Colors and Risk Ratings.** All evaluated elements, sub-elements, and write-ups receive a COLOR / RISK, additionally the Quality element will include Finding Levels, as applicable. See Attachment 7, COLOR / RISK Ratings.

7.1.2.2. **Accountable Codes and Status Codes.** See Attachment 7, AOI Report Definitions for a complete list.

7.1.2.3. **AOI Elements and Sub-Elements.** See Attachment 7, AOI Elements and Sub-elements for a complete list.

7.1.3. **Out-Of-Cycle (OOC) AOI.**

7.1.3.1. **Overview.** An OOC AOI may be required due to previous site risk assessment or direction. OOC AOIs may evaluate a single Sub-Element, an entire Element, or measure all Elements and comprise a complete AOI, at the discretion of the DCMA-AO Executive Director. Team size will vary with the scope of the OOC AOI and may be as small as one or two individuals.

7.1.3.2. **Triggers.** “Directed” and “Required” are the two types of OOC AOIs. The DCMA Director or DCMA-AO Executive Director may trigger a Directed OOC AOI when conditions warrant. **Region/DCMAS/DCMAI/DCMAO Commanders/Directors, or Regional Commander/Director** may request a Directed OOC AOI. A Required OOC AOI will be accomplished following an AOI if one Element is assessed as Red/High Risk, unless waived by the DCMA Director.

7.1.4. **Post-AOI Correction Action Plan.** The AOI Team Lead’s final report is used as a risk identification tool for CMO commanders and APT members. However, a secondary purpose is to trigger APT corrective action reports to the appropriate level in the chain of command, and in some cases, an OOC AOI. Processes in Chapter 8, Corrective Action Plans and CMO Risk Advisory Boards are used to mitigate elevated risk identified during the AOI.

7.2. **AOI Scheduling.**

7.2.1. **Criteria.** Once an APT is delegated to a new site, an initial AOI will be scheduled within approximately 24 months. Subsequent AOIs shall be conducted at DCMA facilities approximately every 24 months thereafter. Note: The DCMAS-DAO will schedule and conduct all Special Programs AOIs using previously program-briefed personnel to the maximum extent possible.

7.2.2. **Annual Scheduling Cycle.** The Risk Assessment Program Manager will begin coordination of the AOI schedule several months prior to the start of a new fiscal year. Internal coordination shall include the Region/Division DAOs as well as DCMA-TD, DCMA-TDSC, QA, DCMAO-QAA and DCMAO-LSS. External coordination will include NAVAIR/AMMT, AFMC/A3V, DES, and associated Service/Agency evaluators as applicable.

7.2.3. **AO Executive Director Approval.** When coordination of the AOI schedule is complete, the Risk Assessment Program Manager will finalize the schedule and forward it to the Executive Director, Aircraft Operations via the Operations Director for approval and signature.
7.2.4. **Schedule Publishing.** The Risk Assessment Program Manager will publish an AOI schedule in August for the next fiscal year on the DCMA-AOO 360 site, and distribute via email as well as the DCMA Office of Independent Assessment On-Site Review Schedule 360 page and distribute via email using the AOI Schedule Outlook distribution list. The published AOI schedule will act as official notification to DCMA units of an impending AOI. Additionally, the appointed team lead will notify all team members in writing (email is acceptable) 60 days prior to the AOI. The GFR shall notify the contractor at least 30 days in advance of the AOI. AOI team members’ security clearances and authorization to enter the contractor’s facility shall be coordinated prior to the visit.

7.2.4.1. **Schedule Finalization Changes.** After all units have been given the opportunity to provide input to the AOI schedule, and it has been signed by the Executive Director, Aircraft Operations, the schedule is considered final and should only be revised due to mission requirements. After the AOI schedule is final, any unit wishing to change their inspection date based on mission requirements will contact their respective DAO who subsequently coordinates with the AO Risk Assessment Program Manager. When the schedule is changed, DCMA-AO Risk Assessment will notify DCMA-AO, DCMA-TD QA, DCMAI, DCMAS, DCMAO (to include Regional Commanders), DCMAO-LSS, DCMA-TDSC, NAVAIR/AMMT AFMC/A3V, DES, and associated Service/Agency evaluators (as applicable) to identify that there is a change to the schedule. *AO Risk Assessment Program Manager will update the DCMA Office of Independent Assessment On-Site Review Schedule 360 page.*

7.2.5. **Matching Teams to Schedule.** The team for each inspected unit is determined by AO Risk Assessment during formulation of the fiscal year schedule. The posted schedule will list each of the basic team members and any requested changes to the basic team composition should be coordinated through AO Risk Assessment.

7.2.6. **OOC Trigger Date.** OOC AOI Scheduling is based on the “trigger date,” defined as the date of publication of the AOI Final Report, or date of memorandum directing an OOC AOI. An OOC AOI required as the result of one element assessed as Red/High Risk will be scheduled approximately 90-180 days after the trigger date, and the CMO commander will be notified within approximately 30 days. The intent is to allow sufficient time for corrective actions to take effect. A Directed OOC AOI will be scheduled as appropriate based on the conditions that warranted the inspection. HQ DCMA-AO will coordinate the notification timeline and execution dates with the applicable Region/Division DAO.

7.3. **AOI Team.**

7.3.1. **Composition and Responsibilities.**

7.3.1.1. **AOI Team Lead.** Responsible to the Risk Assessment Program Manager and Chief of Standardization and Evaluation for the overall conduct of the AOI visit. Responsible for the AOI visit notifications and ensuring that team members comply with timelines outlined in this policy. Responsible for all aspects of the AOI site project located on the HQ DCMA-AO Operations 360 site. Conducts the initial AOI team meeting, CMO commander in-brief, and CMO commander out-brief. Chairs the daily hot-wash meetings and briefs the CMO commander on the daily status of the inspection. Works closely with the Deputy Team Lead to
monitor AOI progress. In most cases, the AOI Team Lead will perform the duties of Command and Administration Element Lead. If necessary, resolves issues between evaluators and element leads. Makes the final determination on all assessments of risk. Functions as a liaison between the AOI team and the unit under evaluation. Reviews and approves all write-ups and individual recognition. Prepares the out-brief slides and reviews the executive summary and detailed report. Forwards the final version of the executive summary, detailed report, and out-brief slides as described in Attachment 7, Post AOI Documentation and Actions. Briefs DCMA senior leadership on the AOI results (if required). Provides feedback to the Risk Assessment Program Manager and Chief of Standardization and Evaluation for improving the AOI program.

7.3.1.2. Deputy Team Lead. Reports directly to the Team Lead for the duration of the inspection. Assumes any and all duties of the AOI Team Lead in their absence. In most cases, the Deputy Team Lead will perform the duties of Flight Operations Element Lead. Serves as a sounding board with the AOI Team Lead on all inspection issues. Coordinates with Standardization and Evaluation Superintendent for delegated AOI site project tasks. Responsible for coordinating pre-visit logistics (hotel, transportation, security clearances, etc.). Ensures all team members are familiar with directions to local lodging and the unit under evaluation. Works closely with the Element Leads and monitors the timely completion of evaluations and/or checklists. Responsible for preparing the executive summary and detailed report.

7.3.1.3. Element Leads. Reports directly to the Team Lead for the duration of the inspection. Responsible for the team members and evaluations within their respective element. Provides background information on the inspected site to other team members as appropriate prior to arrival. Monitors evaluation progress, and manages workload to ensure completion of element evaluation. Briefs the AOI Team Lead and Deputy Team Lead daily on current status. Reviews evaluation results/inputs to ensure compliance with AOI Policy. Gathers, reviews, and provides documentation required for the out-brief and detailed report. Determines if digital photography is required to properly document an observation and coordinates with the AOI Team Lead for approval. Performs additional duties as required by the AOI Team Lead and Deputy Team Lead. Attends the CMO Commander’s out-brief. Elements are assigned as follows:

7.3.1.3.1. Command and Administration Element Lead.

7.3.1.3.2. Flight Operations Element Lead.

7.3.1.3.3. Ground Operations Element Lead. Two GGRs are required to inspect most operations.

7.3.1.3.4. Quality Element Lead. Two QARs will typically be scheduled for sites with three or more aircraft type model series.

7.3.1.3.5. Safety Element Lead.

7.3.1.4. Team Member. Responsible to the respective Element Lead. Performs evaluations as directed by the team and element leads. Annotates evaluations and documents the results daily. Identifies and provides supporting narratives to justify notable strengths and outstanding performers. Performs additional duties as required by the team and element leads.
7.3.1.5. **Service Inspection Team Member.** Service subject matter experts such as the AMMT, DES, and AFMC/A3V may be assigned as element leads or team members. Service inspection results may also be included in the AOI detailed report.

7.3.1.6. **OJT Observer.** GFR/GGR OJT observers may accompany AOI team members during a visit; however, they are not members of the AOI team.

7.3.2. **AOI Team Member Nomination and Appointment.** Individuals with exceptional technical expertise and experience will be nominated by CMOs, DCMA-TD QA, DCMAO, DCMAI, DCMAS, and DCMAO-LSS Region staffs, and DCMA-TDSC, to HQ DCMA-AO for consideration as an AOI team member upon request. As a general guideline, personnel should have certain prerequisite training accomplished before nomination as outlined in Table 7.1 AOI Training Table.

7.3.3. **AOI Team Member Training.** The Risk Assessment Training and Policy Coordinator will coordinate the scheduling of OJT training with the trainee and the Director of Risk Assessment and monitor the trainee’s progress. AOI OJT checklists located on the DCMA-AOO 360 site are the final training block required for certification as an AOI Team Member. Upon completion of AOI OJT training, team members shall be appointed in writing by the HQ DCMA-AO Chief of Standardization and Evaluation. Lead/Deputy nominees will interview with the HQ DCMA-AO Director of Operations. Chief of Standardization and Evaluation determines AOI team member training requirements and is the waiver authority.
**AOI Training Table 7.1.**

<table>
<thead>
<tr>
<th>Role</th>
<th>ASO Course</th>
<th>GP/PR/GG</th>
<th>AGSC 9.9.1</th>
<th>AOI OJT (3)</th>
<th><strong>AOI: 101</strong></th>
<th>AC Command Certification</th>
<th>NAV/AV Level 2</th>
<th>PQM or RM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>R</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy</td>
<td>R</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight</td>
<td>R</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td></td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>D</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>D</td>
<td>R</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

**R - Required  D - Desired  **Public or Private sector course

**Minimum requirements for nomination:**

- **Lead / Command Admin** – Military O-4, W-4, GS-13, or above (Aerospace Background)
- **Deputy** – Military E-8, GS-13 or above (Aerospace Background)
- **Flight Ops** – Military rated pilot, military aircrew, or Government civilian equivalent
- **Ground** – Military maintenance officer, military maintenance NCO (E-7 or above), or Government civilian equivalent
- **Quality** – Recommended by DCMA-AOO Quality Assurance Specialist
- **Safety** – Recommended by DCMA Contract Safety, Aircraft team lead and/or **DCMA-TDSC**

**7.4. AOI Process.** See Attachment 7, AOI Preparation, Execution, Post Actions, and Product Distribution & Management.
CHAPTER 8

DCMA AVIATION ENTERPRISE CORRECTIVE ACTION PLANS (CAP) and
CMO RISK ADVISORY BOARDS (CRAB)

8.1. **Overview.** Corrective Action Plans and CMO Risk Advisory Boards (CRAB) are used to mitigate elevated risk identified during an AOI. There are Four primary elements associated with this process: (1) development of a Corrective Action Plan (CAP) – by the unit evaluated, (2) a CMO Risk Advisory Board to review CAPs – (a HQs function), (3) a performance indicator for tracking risk across the enterprise, and (4) initiation of Board Chairman triggers.

8.2. **Corrective Action Plan (CAP).**

8.2.1. **Definition.** A CAP is a set of actions taken to mitigate or remove hazards and/or their causes (known as root causes) associated with an AOI write-up. The purpose of the CAP is to provide a structured approach to risk mitigation by determining root causes and evaluating the residual risk remaining after implementation of corrective actions.

8.2.2. **Purpose.** The purpose of entering CAPs into a common database eTOOLS application is to allow senior managers the ability to monitor risk areas and to share mitigation strategies across the Aircraft Operations Enterprise. The advantage of using the DCMA Workspace Portal Aviation Program Maintenance and Operations (APMO) 2.0 eTOOLS application DCMA Audit Results Tracker (DART) is that it allows all designated staff, CMOs, and APT members access to a central application via the internet. Note: DCMAS is exempt from any requirements to use the CAP database due to security constraints, and instead will use the internal SP database that will be managed by the DCMAS DAO. All aspects of the CAP/CRAB process will be duplicated with corresponding SP personnel. APMO DART is currently the only approved application to be used for managing CAPs. All entries, CAP development, subsequent review actions and approval of CAPs conducted by APT members, GFRs, CMO Commanders’ approval, Region GFR/GGRs, Function Reviews (QA/CSS), DAOs, and HQ AO shall be performed in APMO DART.

8.2.3. **CAP Philosophy.** All write-ups with elevated risk documented in a HQ DCMA AOI report shall have a CAP developed and entered into DCMA's Aviation Program Maintenance and Operations (APMO) 2.0 eTOOLS application DART. The philosophy is that each elevated risk identified shall have its own specific mitigation plan.

8.2.3.1. **Elevated Risk** is defined here as an item whose probability of occurrence and severity combine in the Risk Assessment Code Matrix in Attachment 7, Tab 1 to support a Risk Assessment Code (RAC) of Yellow or higher. CAPs reviewed during the CRAB process shall be closed when documented corrective actions have removed the root cause, mitigated risk, subsequent program audits have identified no recurring findings identified in the CAP, and the APT has recommended the CAP be closed at a minimum. In some cases if one of these elements cannot be completed, discussions between the APT, DAO, Board Chairman and CAP/CRAB Program Manager will determine if the CAP warrants closure. In some instances a CAP may
remain open during several CRAB reviews due to a waiver submission/processing, contract review, service or program office reviews, DCMA quality or safety reviews or other factors. During quarterly CRAB reviews, the APT, Region / International / Directorate Division DAOs or others may request additional resources or assistance. Ensure efforts to mitigate risks and strategies developed are continuous and documented in the Corrective Action Block when an “elevated discrepancy write-up or observation” (CAP) remains open for an extended period for any reason. The continuous review and approval process for CAPs at the CRAB ensures that senior leadership is aware of risk issues and may apply resources as necessary to mitigate or accept risk to the Government. An additional benefit of entering CAPs into the APMO eTOOLS application DART is that these plans can be reviewed at all levels to 1) monitor progress and 2) share mitigation strategies across the AO Enterprise.

8.2.3.2. DAOs have requested HQ AO to also create a CAP Record for all (GREEN) AOI discrepancy write-ups and observations to assist them in managing marginal risk. DAOs shall develop internal policies to track and close Green discrepancy write-ups and observations to include monitoring APT progress to mitigate risks, conducting reviews and close CAPs. To ensure the closure of Green discrepancy write-ups and observations the Region/Division, Directorate and International DAO shall prepare a consolidated list of discrepancies and observations to be closed on a monthly basis. On the first of each month forward the list to the HQ AO CAP/CRAB Program Manager to implement closure actions. Green discrepancy write-ups and observations shall not be discussed during the CRAB and any actions conducted by APTs or DAOs are not subject to review by HQ AO.

8.2.4. **Timely Closure of CAPs.** The overarching goal is to ensure that elevated risks where CAPs have been generated are closed within one year from identification. It is incumbent upon the APT to coordinate contractor actions, provide oversight and guidance to ensure root causes are permanently removed, initiate actions to management for resources as required and finally recommend closure of individual CAPs. A combination of an aggressive scoring criteria and triggers employed by the Board Chairman and CRAB Program Manager shall be used. Understandably there are times when actions may take longer, although the risk in many cases is still elevated and grading/triggers must reflect this.

8.2.5. **Corrective Action Plan Process Overview.** A CAP is required anytime an elevated risk to safe and effective aircraft operations has been identified (discrepancy or observation) at a contract facility and documented in a formal AOI report. Once an elevated risk has been identified, a CAP record shall be initiated and entered into the Aviation Program Maintenance and Operations (APMO) 2.0 eTOOLS application DART. Site APT members will update each CAP record for their site following the processes established in Attachment 8, DCMA CMO Risk Advisory Board. APT members shall forward CAPs through their chain of command for GFR and CMO Commander’s approval within 70 calendar days from the date of the final report. HQ AO will monitor the established CMO Commander’s CAP Approval deadline and assign scores during the CRAB based upon the “Scoring Criteria” located in Attachment 8, Figure 7. Region Commanders/Division Directors and the Executive Director AO (or their designated representatives) will review CAPs prior to submission to the CRAB. CAPs left open from the most recent CRAB will remain in an ‘Open’ status until all corrective actions have been completed and the completed plan has been reviewed by the next and subsequent CRABs as required.
8.2.5.1. **Board Chairman Triggers.** In addition to a scoring process, the CRAB Program Manager or Board Chairman will actively engage APTs, CMOs, DAOs, Region Commanders/Division Directors (DIV DIRs) and Senior Agency Leadership to aggressively execute mitigation strategies resulting in closing CAPs through the utilization of timely triggers. Upon the third and subsequent review of a CAP the Board Chairman will actively initiate an initial trigger and subsequent triggers to discuss the CAP directly with the CMO Commander/Senior Leadership. A trigger shall also be initiated by the Board Chairman if a CAP is not initiated due to a Policy Deviation, failure to review a CAP prior to an upcoming CRAB, untimely processing of Waivers within DCMA or services, continuous revisions, or repeat findings.

8.2.5.2. **Policy Deviation.** Failure to ensure a CAP is properly developed IAW this Instruction, changing CAP development due dates, or failure by the APT, Function Representative (Safety or Quality) as applicable, Region Lead, DIV/DAO, Executive Director (EXEC DIR) (or their designated representative) to perform a CAP review is a policy deviation and will be scored in accordance with the “Scoring Criteria” located in Attachment 8, Figure 7. A trigger will be executed when a policy deviation occurs by the Board Chairman and addressed at the appropriate leadership level.

8.2.5.3. **Waivers.** In instances when a waiver is warranted, the CAP will often times remain open longer than anticipated. While a waiver is in process the APT must annotate the CAP in the Corrective Action block identifying the actions being performed by the APT or contractor to provide oversight and any additional measures to mitigate risk. Scoring of a waiver will be IAW the “Scoring Criteria” located in Attachment 8, Figure 7. In addition, a waiver will be a trigger for the Board Chairman to discuss with APT members and Agency leadership as applicable. Once the waiver is submitted, the APT must ensure the CAP is updated in advance of each CRAB to provide leadership additional visibility to escalate the waiver as required. During the CRAB review process a determination will be made by the Board Chairman if forward progress is evident on the waiver. Failure to aggressively process a waiver in a timely manner is considered a Policy Deviation and scored in accordance with the “Scoring Criteria” located in Attachment 8, Figure 7.

8.2.5.4. **APT/Contractor Responsibility for CAP Development/Closure.** APTs must play an active role along with the contractor to ensure the hazard/root cause and corrective action plan developed when implemented will successfully and permanently mitigate or remove the elevated risk. The two entities shall work together to develop a realistic timeline to achieve CAP closure. If problems arise a new Estimated Completion Date (ECD) will be annotated and the revision – (plan #) will be updated. When the CAP is reviewed with a new ECD/plan revision the previous score will be maintained until the next CRAB. A trigger will be executed by the Board Chairman and addressed at the appropriate level for any additional plan revisions, CAP score will continue to decrement on subsequent reviews.

8.2.5.5. **Repeat Findings.** During an AOI the team will indicate and document the previous AOI finding in the write-up as a repeat finding. A properly developed CAP with APT and Contractor awareness/actions should eliminate a repeat discrepancy – permanently. A repeat discrepancy will generate a trigger and the Board Chairman will address the finding with the
8.3. **CMO Risk Advisory Board (CRAB).**

8.3.1. **CRAB Membership.**

8.3.1.1. **Chairman.** The Executive Director of Aircraft Operations or Deputy Director will chair the board and attend the CRAB.

8.3.1.2. **CAP/CRAB Program Manager.** Responsible for (1) scheduling the quarterly CRAB, (2) reviews CAPs to be presented to the board, (3) liaison with Region/Division DAO-International, Directorate, HQ AO Staff, Region and Function Staff members (QA, Safety), and APT Members as required, (4) brief Chairman and AOO Supervisor on CAPs to be presented prior to the CRAB, (5) execute the CRAB and score CAPs, (6) direct closure actions of CAPs in DART, (7) compute Performance Indicator score, and (8) develop and execute CAP/CRAB Policy.

8.3.1.3. **AO Membership.** All members of the HQ DCMA-AO staff are co-members.

8.3.1.4. **Directorate Membership.** The DAOs of the respective Regions/Directorates are responsible for briefing the Corrective Action Plans for their Regions/Directorates to the board. This may be delegated to the CMOs. The Directors may invite anyone to attend the Phone Conference that they feel is necessary to ensure that all CAPs are clearly represented.

8.3.1.5. **Others.** General Counsel will also be invited to attend as observers.

8.3.2. **Key Functional Requirements.**

8.3.2.1. **Frequency.** The CRAB will meet on a quarterly basis. HQ DCMA-AO CAP/CRAB Program Manager shall notify DAOs and site APT members that have open CAPs required for review 30 days in advance of an upcoming CRAB. During the initial review or for a revision of a CAP the focus is to ensure the hazard/root-cause has been properly documented to eliminate the risk identified in the write-up. In addition evaluate the time and phases presented to close the CAP and to ensure action is taken if additional resources are required.

8.3.2.2. **DAO Responsibilities.** DAOs shall contact APT members to ensure their CAPs are current and ready for review for the upcoming CRAB. DAOs shall also ensure APT members and the CMO are notified and in attendance (by phone at a minimum) to discuss CAPs during the CRAB. DAOs shall complete their review of all CAPs to be presented at the CRAB five days prior to the CRAB review date.

8.3.2.3. **Updating of CAPs.** When APT members are notified of an upcoming CRAB – all open CAP records shall be updated. At a minimum, review/update the Hazard/Root Cause, Corrective Action, Expected Completion, Residual RAC, Resources Required, Actual Completion Date, Comments and Change Log. Refer to Attachment 8 to review CAP Record areas to be updated by APT and Staff members prior to the CRAB. Failure to update a CAP will
constitute a trigger to be executed by the Board Chairman and addressed with leadership at the appropriate level. During the CRAB, updates to CAPs after the suspense date has passed for all members and prior to the EXEC DIR review, shall not be entertained.

8.3.2.4. **Presentation.** The CRAB will review CAPs in the APMO-eTools application DART. All information required should be in each CAP record. There is no requirement to build PowerPoint slides on a quarterly basis. The CRAB shall only review discrepancy and observation write-ups with elevated risk (yellow or red). CAPs to be reviewed will be afforded 70 calendar days plus the time required to be reviewed by Staff Personnel and HQ AO as stated in the CRAB notification calendar invite.

8.3.2.5. **Scoring Criteria.** The goal of the CRAB is to measure the timeliness and effectiveness of the risk mitigation efforts employed across the AO Enterprise. Attachment 7, Risk Code Matrix, shows how risks are defined; Attachment 8, Figure 7, Figure 6 shows identifies the scoring criteria to be used for each plan (Normal reviews (first, second and third, Policy Deviation, Failure to update the CAP, Waivers, Revision, Repeat Finding)) and scoring during the initial and each subsequent review. Once all plans are scored, the average will be entered into Metrics Manager. The CRAB formally scores timeliness based on the plan approval timeline, number of revisions, and when the CAP is closed.

8.3.2.6. **Board Execution.** The CAP/CRAB Program Manager is responsible for scheduling the phone conference, complete all preparatory actions outlined in paragraph 8.3.1.2, and for ensuring that the APMO-eTools application DART is on-line and sorted by International, AO Directorate and CMO’s prior to beginning the board as required. The Region Commanders Division Directors (or their delegates) will discuss/brief each CAP in turn, as presented by the Program Manager as required. The Program Manager with the Chairman’s concurrence will score the CAP (IAW Attachment 8) will record the score and direct any follow on actions to the recorder to close or leave the CAP open following the board’s adjournment. All CAPs shall remain open until reviewed by the CRAB. Once closed, the records will remain in the APMO eTools application as historical records but will not be reviewed again. Some CAPs may remain open for more than one CRAB cycle based on timing and/or length of plan.

8.3.2.7. **CAP Closure Criteria.** The CRAB will normally close out a CAP when the following criteria are met: the CAP has adequately addressed and removed the root cause; an actual completion date is entered into the database; a recommendation for closure from the CMO commander or APT exists (refer to Attachment 8 for further guidance). Based upon the information provided to the CRAB including the results of follow-on surveillance/audits (where applicable), the Chairman/Program Manager will determine if the CAP will be closed or not. When a CAP is closed on a subsequent review the previous score will not be decremented.

8.3.2.8. **Recorder.** A recorder will be appointed to document CAP reviews. Recorder will also list CAPs reviewed for the third and subsequent times with remarks to assist the Board Chairman for initiation of trigger actions.

8.4. **Performance Indicator.**
8.4.1. **Purpose.** The final element of the CAP/CRAB Process is a measurement of efficiency to manage and mitigate identified risk across the enterprise.

8.4.2. **Internal DCMA Performance Indicator.** DCMA-AO has established an internal Performance Indicator. Elevated risks which have been identified as adverse to safe and effective Aircraft Operations at contractor facilities will be mitigated to an acceptable level in accordance with an agreed to plan approved by the APT and CMO Commander and reviewed by the Region Commanders/Division Directors and Executive Director AO.

8.4.3. **Metrics.** The metric to be used to measure this performance is a measure of how well the AO Enterprise is managing identified risks. It is not a measurement of the amount of risk present in the enterprise. Risk management is measured by averaging the Corrective Action Plan Score using the approved results from the CMO Risk Advisory Board (CRAB).

8.5. **DCMA AO CRAB – CAP Record Processes for CAP Record Creation, Documentation, Development, Approval and “Scoring Criteria”** see Attachment 8. Snapshots of a CAP Record and “Scoring Criteria” follows the narrative.
Attachments to 8210.2 can be found on the [AO 360 SharePoint Policy page](#).

a. Attachment 1: Definitions
b. Attachment 2: DCMA-AO Point of Contacts
c. Attachment 3: DCMA Safety DOD Accident-Mishap Reporting Guide & CSSO List
d. Attachment 4: DCMA Aircraft Mishap Notification Format
e. Attachment 5: GFR OJT Guide
f. Attachment 6: GGR OJT Guide
g. Attachment 7: AOI Tabs
h. Attachment 8: CRAB Tabs
i. Attachment 9: Acronyms
j. Attachment 10: Waivers and Approvals Matrix
NOTICE: The most current version of this document is available digitally at:
https://360.dcma.mil/directorate/AO/Polytraining/SitePages/Home.aspx

---

NOTICE: The most current version of this document is available digitally at:
https://360.dcma.mil/directorate/AO/Polytraining/SitePages/Home.aspx

---

Definitions (as used in this Instruction)


   A1.1.1. **Aircraft Basic Mission (Class/Type)**. Identifies the primary function and capability of an aerospace vehicle (e.g., Attack, Fighter, Helicopter, Patrol, Transport, Trainer). Aircraft Basic Mission is represented by a letter of the alphabet (e.g., Fighter (F-16); Transport (C-135); Trainer (T-38); Bomber (B-1)).

   A1.1.2. **Aircraft Modified Mission**. Identifies modifications to the Basic Mission of an aircraft. The modified mission identification appears to the left of the Basic Mission symbol (e.g., reconnaissance (RF-4C); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B).

   A1.1.3. **Aircraft Design (Model)**. Identifies major changes within the same Basic Mission. Design numbers appear to the right of the Basic Mission symbol, separated by a dash (e.g., F-18; H-60; C-17).

   A1.1.4. **Aircraft Series**. Identifies the production model of a particular design number representing major modifications significantly altering systems components. Consecutive series symbols appear to the immediate right of the design number (e.g., the F-16A and F-16C, the KC-135A and KC-135R, the AH-64A and AH-64D).

A1.2. **Aircraft Event**. Incidents deemed important enough to trend for mishap prevention despite the fact they do not meet mishap-reporting criteria. If reportable damage or injury occurs, the event shall be reported as a mishap under the appropriate mishap class. This includes all events whether "Intent for Flight" is established or not.

A1.3. **Aircraft Mishap**. An unplanned event or series of events directly involving a DoD aircraft that results in reportable damage to the DoD aircraft and/or reportable damage to any property (DoD or non-DoD), injury (DoD personnel), illness (DoD personnel) or death (DoD/Non-DoD personnel). Aircraft mishaps are categorized as either Flight, Flight-Related or Ground Operations.

   A1.3.1. **Aircraft Flight Mishap**. A mishap where there is intent for flight and damage to DoD aircraft. Explosives, chemical agent, or missile events that cause damage to an aircraft with intent for flight are categorized as flight mishaps to avoid dual reporting. (Mishaps involving factory-new production aircraft until successful completion of the post-production flight are reported as contractor mishaps.)
A1.3.2. **Aircraft Flight-Related Mishap.** A mishap where there is intent for flight and no reportable damage to the aircraft itself, but the mishap involves fatality, reportable injury, or reportable property damage. A missile that is launched from an aircraft, departs without damaging the aircraft, and is subsequently involved in a mishap is reportable as a guided missile mishap.

A1.3.3. **Aircraft Ground Mishap.** A mishap where there is no intent for flight that results in damage to an aircraft or death or injury involving an aircraft. This applies to aircraft both on land and on board ship. Damage to an aircraft when it is being handled as a commodity or cargo is not reportable as an aircraft mishap.

A1.4. **Aircraft Operations Personnel.** This term refers to all DCMA flight personnel, GFRs, GGRs, and all personnel listed in Attachment 2. Other DCMA personnel directly associated with DCMA aircraft operations include applicable CMO commanders and CSSs/CSMs/QASs/QARs/PAs on APTs.

A1.5. **Aviation Personnel** (also known as souls on board).

A1.5.1. **Crewmember.** Any instructor/flight examiner, pilot, copilot, Naval Aviator, Naval Flight Officer (NFO), flight engineer, navigator, weapons system operator, bombardier navigator, radar intercept operator, boom operator, crew chief, loadmaster, defensive/offensive system operator, and other flight manual or applicable document handbook identified crewmember required to perform the flying mission.

A1.5.2. **Non-crewmember.** Personnel, other than crewmembers, designated by the Contractor’s Requesting Official to perform a function while the aircraft is in flight.

A1.5.3. **Supervisory Flight Personnel.** Rated personnel authorized to perform supervisory observations. This includes: DCMA Director, DCMA Executive Director of Aircraft Operations, DCMA-AO HQ staff officers/DoD civilian personnel, DCMAO-AO/DCMAS-MHT/DCMAI-AO staff officers/DoD Civilian personnel, Regional commanders, CMO commanders, CFOs, and Rated Service inspection team members as part of DCMA Air Operations Inspections including: (Air Force) AFMC/A3, AFMC/A3V, OG/CC, and OG/CD; (Army) AMCOP-CA, DES (ATZQ-ES); (Navy) AIR-09F1 and AIR-5.0F; (US Coast Guard) CG-41, CG-711, CG-931 and ALC.

A1.5.4. **Passenger.** Any personnel flying on a DCMA administered contract aircraft not meeting the criteria from A1.5.1, A1.5.2, or A1.5.3

A1.6. **Check Flights.** Flights to determine compliance with contractual requirements or air worthiness, such as Acceptance Check Flights (ACFs) and Functional Check Flights (FCFs), which include:

A1.6.1. Any flight performed to accept, or functionally check new aircraft production.

A1.6.2. Any flight performed to accept, or functionally check accomplishment of depot maintenance, contract maintenance, or modification.

A1.6.3. Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.
A1.7. **Cognizant Official.** That DCMA individual either making the initial report or acting as the DCMA POC for information regarding the mishap. This can be either someone from Aircraft Operations or a Contract Safety Specialist.

A1.8. **Cognizant Service Safety Office (CSSO).** The CSSO is the Service safety office that has primary responsibility for mishap investigation and reporting on a specific aircraft and contract (Example: Tinker AFB Flight Safety is the CSSO for all KC-135 aircraft while those aircraft are Air Force Materiel Command assets under contract for major modification or PDM.).

A1.9. **CMO Risk Advisory Board (CRAB).** A board formed by DCMA-AO to conduct a reviews of all active Corrective Action Plans (CAPs).

A1.10. **Contractors and Subcontractors.** IAW DCMA-INST 219, these terms refer to suppliers and sub-tier suppliers.

A1.11. **Convening Authority.** This is the owning Service commander who appoints the safety investigation board or single investigating officer.

A1.12. **Corrective Action Plan (CAP).** A set of actions taken to identify, mitigate or remove hazards and/or their causes (known as root causes) associated with an identified elevated risk described in a write-up. These write-ups may be formal (AOIs, Annual Surveys, etc.) or informal (based on a monthly spot check, trend analysis, etc.). HQ AO will only track CAPs with elevated risks from AOIs, although, Divisions may use Chapter 8 of DCMA INST 8210.2 to establish a Division level CAP program.

A1.13. **Corrective Action Request (CAR).** A progressive written reporting process used to describe deficiencies that result from noncompliance to contractual requirements.

A1.14. **Department of Defense (DoD) Aircraft.** All weight-carrying devices supported in flight by buoyancy or dynamic action and are owned or leased by the DoD Components. Includes aircraft that are operated and exclusively controlled by a DoD Component. Includes aircraft furnished by the Government on or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD Component, when the Government has assumed ground and flight risk. Includes aircraft under test by a DoD Component. (This includes aircraft furnished by a contractor or another Government Agency when operated by a DoD aircrew in official status and a DD Form 250, "Material Inspection and receiving Report," has been executed to certify that the Department of Defense has accepted the aircraft.) Includes isolated aircraft parts that have been identified for installation on a specific DoD aircraft. May exclude aircraft leased, on bailment, or loaned to contractors, commercial airlines, other Government Agencies, or foreign Governments, when the lessee has assumed risk of loss, based on the wording of the lease/bailment agreement (see Public Law 105-137Aviation Insurance Reauthorization Act of 1997). Excludes civil aircraft owned by civil operators and accomplishing contract air missions for DoD Components.

A1.15. **DFARS Subpart 228.370, Additional Clauses.** Under DFARS Part 228, Bonds, DFARS Subpart 228.370 directs when to use the Ground and Flight Risk Clause or Aircraft Flight Risk Clause on aircraft contracts.

A1.16. **DFARS 252.228-7001, The Ground and Flight Risk Clause (GFRC).** Delineates the terms and conditions upon which the Government assumes the risk of loss for aircraft on fixed priced aircraft contracts (normally).
A1.17. **DFARS 252.228-7002, The Aircraft Flight Risk Clause.** Delineates the terms and conditions upon which the Government assumes the risk of loss for aircraft on cost reimbursement aircraft contracts. Superseded by the June 2010 GFRC.

A1.18. **DoD Mishap.** An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel, caused by DoD activities. DoD Mishaps that do not involve DCMA or contractor operations are not reported using this instruction, however other reporting requirements (OPREPs) may apply.

A1.19. **DoD Personnel.** For the purposes of injury determination/mishap classification, this consists of on- or off-duty active duty (including Reservists on active duty) DoD military personnel, and on-duty DoD civilian personnel, including foreign nationals attached to the DoD.

A1.20. **Facility Data Sheet.** A concise record of important information relating to a specific aviation contractor and work site.

A1.21. **FOR OFFICIAL USE ONLY (FOUO).** Information that has not been given a security classification under the criteria of an Executive Order, but that may be withheld from the public for one or more of the reasons. FOUO is not authorized as a weak form of classification to protect U.S. National security interests. Notification correspondence generated as a result of this instruction shall be designated FOUO.

A1.22. **High Accident Potential (HAP).** Significant aircraft, missile, space, explosives, miscellaneous air operations, or ground occurrences with a high potential for causing injury, occupational illness, or damage if they recur. These events do not have reportable mishap costs.

A1.23. **Injury.** Traumatic bodily harm received while involved with DoD aircraft that results in permanent or partial disability or at least one lost workday (not including the day of the injury). Any injury to DoD personnel sustained as the result of an aircraft incident, even if it does not meet this definition, shall be immediately reported to the DCMA Division DAO.

A1.24. **Intent For Flight.** Intent for flight is considered to exist when aircraft brakes are released or takeoff power is applied for commencing an authorized flight. For catapult-assisted takeoffs, flight begins at first motion of the catapult after the pilot has indicated readiness for launch. Intent for flight continues until either the fixed-wing aircraft taxies clear of the runway or, for helicopters or vertical takeoff and landing aircraft, the aircraft has alighted and the aircraft weight is wholly supported by the landing gear. Intent for flight is a prerequisite for classification of a DoD aircraft mishap as a Flight mishap or Flight-Related mishap.

A1.25. **Mishap Classifications.** Mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. The criteria for classifying mishaps can be found in DoDI 6055.7, *Mishap Investigation, Reporting, and Recordkeeping*. Specific mishap classes are listed below.

A1.25.1. **Class A Mishap.** A mishap resulting in one or more of the following:

A1.25.1.1. Total mishap cost of $2,000,000 or more
A1.25.1.2. A fatality or permanent total disability
A1.25.1.3. Destruction of a DoD aircraft (excluding UAS Groups 1, 2, or 3)
A1.25.2. **Class B Mishap.** A mishap resulting in one or more of the following:

A1.25.2.1. Total mishap cost of $500,000 or more, but less than $2,000,000
A1.25.2.2. A permanent partial disability
A1.25.2.3. Inpatient hospitalization of three or more personnel

A1.25.3. **Class C Mishap.** A mishap resulting in one or more of the following:

A1.25.3.1. Reportable damage costs exceeding $50,000, but less than $500,000
A1.25.3.2. A nonfatal injury or illness resulting in one or more days away from work, not including the day of injury

A1.25.4. **Class D Mishap.** A mishap resulting in total cost of property damage of $20,000 or more, but less than $50,000; or a recordable injury or illness not otherwise classified as a Class A, B, or C mishap.

A1.26. **Positive Tool Control.** Any method of tool control that ensures all tools used in and around the aircraft can be accounted for, and all tools taken on board the aircraft are taken off at the end of the specific task or at the end of the shift whichever occurs first.

A1.27. **Safety Investigation Board (SIB).** A board formed with trained personnel for the purpose of conducting a safety investigation. Safety Investigations are conducted to find causes of mishaps in order to take preventive actions. These boards are called SIBs in the Air Force, Accident Investigation Boards (AIBs) in the Army, and Aviation Mishap Boards (AMBs) in the Navy.

A1.28. **Safety Privilege.** The term the DoD uses to describe privileges recognized by the courts that protect safety information from release. It is an executive privilege afforded a head of an agency to protect information from release that would hamper the efficient operation of an important Government program and perhaps impair the national defense or security. Privileged information includes:

A1.28.1. **Deliberations of Safety Investigators.** Draft and final findings, evaluations, opinions, preliminary discussions, conclusions, mishap causes, recommendations, analyses, and other material that would reveal the deliberations of safety investigators.

A1.28.2. **Safety Investigation Diagrams.** Draft and final diagrams and exhibits if they contain information that depicts the analysis of safety investigators.

A1.28.3. **Privileged Safety Animations.** Animations that incorporate privileged safety information. Uninterpreted animations made exclusively from flight recorder raw data, including military flight operations quality assurance data, are not protected by the safety privilege and are generally releasable. However, prior to release, especially in cases where the product is derived from aggregate data, such animations must be reviewed for sensitive national security content. Animations found to include information that could compromise national security to any degree must be handled appropriately.

A1.28.4. **Staged Photographs and Video.** Photographs, films, and videotapes that are staged, reconstructed, or simulated reenactments of possible or probable scenarios developed by or for the analysis of the safety investigator. However, photographs depicting a measuring device or object contrasted against mishap evidence for the sole purpose of demonstrating the
size or scale of the evidence are not considered privileged safety information and may be released.

A1.28.5. **Life Sciences Materials.** Life sciences material that contains analysis by a safety investigator.

A1.28.6. **Safety Investigator Notes.** Notes taken by safety investigators in the course of their investigation, whether or not they are incorporated, either directly or by reference, in the final safety investigation report.

A1.28.7. **SIB Comments.** Reviews and endorsements of safety investigation reports.

NOTE: Only personnel conducting a Service sponsored Safety Investigation Board (SIB), who have completed a Service Aviation Safety Officer’s/Flight Safety Officer’s course and have been appointed an Investigating Officer (IO) by the CSSO or DCMA-AO can invoke a promise of confidentiality.

A1.29. **Signature.** Formal acknowledgement that the signee concurs with the document or acknowledges the contents of the document. DCMA recognizes either an actual signed or a digitally signed document.

A1.30. **Suppliers/Sub-Tier Suppliers.** IAW DCMA-INST 219, these terms refer to contractors and subcontractors, respectively.

A1.31. **Training.**

A1.31.1. **Initial Qualification Training.** Training necessary to initially certify aircrew personnel as qualified aircrew members in a weapon system.

A1.31.2. **Mission Qualification Training.** Training necessary to certify aircrew personnel as qualified to perform the DCMA FCF/ACF mission in their respective aircrew position.

A1.31.3. **Requalification Training.** Training necessary to requalify previously qualified aircrew personnel in their respective aircrew position or mission duty.

A1.31.4. **Semiannual Training Period.** A 6-month period in which continuation training requirements are performed.

A1.32. **Operational Risk Management (ORM).** An analytical tool for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation.

A1.33. **Rated Officer.** Army aviators, Air Force pilots and navigators, and Navy/Marine Corps pilots and NFOs.

A1.34. **Technical Directive (TD).** A document authorized and issued by the owning Service to provide technical information necessary to properly and systematically inspect or alter the configuration of aircraft, engines, systems or equipment, subsequent to the establishment of each respective baseline configuration. TDs include all types of changes and bulletins.

A1.35. **The Tri-Service Agreement.** The Tri-Service Agreement on Policy and Procedures for Support/Accomplishment of Flight Test and Acceptance, Flight Operations, and Flight Safety, is the basic agreement between the Services and the Defense Contract Management Agency (DCMA) on how DCMA will conduct military flight operations. It directs DCMA to publish a flight management instruction detailing responsibilities and procedures in the areas of aviation.
general provisions, flight operations, flight rules, aircrew requirements, training, aviation safety, and mishap investigation, and standardization.
NOTICE: The most current version of this document is available digitally at:
https://360.dcma.mil/directorate/AO/Policytraining/SitePages/Home.aspx

OPR: HQ DCMA-AO Policy
24 Oct 2017

DCMA-AO Point of Contacts
NOTE: Consult the web for the most current list.

Executive Director
CAPT Ryan Batchelor, 804-279-6322, DSN 687-6322, ryan.batchelor@dcma.mil

Deputy Director
Jim Broadway, 804-279-4459, DSN 687-4459, james.broadway@dcma.mil

Executive Officer
Laray Deveaux, 804-279-4398, DSN 687-4398, laray.deveaux@dcma.mil

Operations (DCMA-AOO)
Jim Broadway, 804-279-4459, DSN 687-4459, james.broadway@dcma.mil
Kevin Verdon, 804-279-4043, DSN 695-4043, kevin.verdon@dcma.mil
Major Joe Purcell, Air Force Desk, 804-279-4386, DSN 695-4386, joseph.purcell@dcma.mil
SMSgt Andrew Kemna, Enlisted Desk, 804-279-3181, DSN 695-3181, andrew.kemna@dcma.mil
Darius Baczewski, 804-279-44142, DSN 695-4142, darius.baczewski@dcma.mil

Policy & Training (DCMA-AOP)
Charles Moore, 804-279-3036, DSN 695-3036, charles.e.moore@dcma.mil
John Heib, 804-279-4338, DSN 695-4338, john.heib@dcma.mil
Mike Fludovich, 804-279-4318, DSN 695-4318, michael.fludovich@dcma.mil
Ron Cunningham, 804-279-4427, DSN 695-4427, ronald.cunningham@dcma.mil
Steve Wyllie, 804-279-4225, DSN 695-4225, steven.wyllie@dcma.mil
Laray Deveaux, 804-279-4398, DSN 687-4398, laray.deveaux@dcma.mil

Safety (DCMA-TDS)
Mike Cumbie, 804-279-4154, DSN 695-4154, robert.cumbie@dcma.mil
Maj Bobby Budde, 804-279-4239, DSN 695-4230, bobby.budde@dcma.mil

**East Region (DCMAE-D)**

Lt Col Jacob Sheddan, DAO, 804-279-5053, DSN 695-5053, jacob.seddann@dcma.mil

**Central Region (DCMAC-D)**

Brian Kulley, DAO, 804-539-3694, brian.kulley@dcma.mil

**West Region (DCMAW-D)**

Lt Col Erich Grade, DAO, 310-900-6564, erich.grade@dcma.mil

**International (DCMAI-HTA)**

Tony Satterfield, DAO, 804-416-9214, anthony.satterfield@dcma.mil

Tony Ennamorato, Lead GGR, 804-416-9017, anthony.ennamorato@dcma.mil

**Special Programs (DCMAS-MHT)**

Lt Col David Mills, DAO, 804-734-0061, david.mills@dcma.mil

John Husak, Deputy DAO, 254-867-2122, john.r.husak@dcma.mil

**DCMAC (AIMO)**

Phil Porter, 904-825-3906, phillip.porter@dcma.mil

Stephen Smith, 904-825-3497, stephen.smith@dcma.mil

Carlos Davis, 904-825-3794, carlos.davis@dcma.mil

**Defense Acquisition University**

John Koeninger, 804-279-4029, DSN 695-4029, john.koeninger@dau.mil
<table>
<thead>
<tr>
<th>Classification</th>
<th>Damage Cost</th>
<th>Injury</th>
<th>How/When to Report</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class A</strong></td>
<td>Total cost of damages to Government and other property is $2M or more, a DoD aircraft is destroyed (excluding UAS Groups 1, 2 or 3). [Group 1: 1-20 lbs., &lt;1200 ft AGL, &lt;100 KIAS Group 2: 21-55 lbs., &lt;3500 ft AGL, &lt;250 KIAS Group 3: &lt;1320 lbs., &lt;18K ft AGL, &lt; 250 KIAS Group 4: &gt;1320 lbs., &lt;18K ft MSL, any speed Group 5: &gt; 1320 lbs., &gt;18K ft MSL, any speed]</td>
<td>Fatality or total permanent disability²</td>
<td><strong>Army Guide</strong>—Immediate Notification via CRC web tool report or by phone with DA Form 7305 DCMA Form 6 AR 385-10 FOR UAS, DA 2397-U Army UAS Accident Form</td>
<td>Army Safety/CRC OPS/Duty Officer 334-255-2660/3410 <a href="mailto:usarmy.rucker.hqda-secarmy.list.safe-operations-offi@mail.mil">usarmy.rucker.hqda-secarmy.list.safe-operations-offi@mail.mil</a> CAI/IAI due in 90 days</td>
</tr>
<tr>
<td><strong>Toxicological Testing Required for Government &amp; Contractor¹</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USAF—AFSAS Preliminary Message³ w/in 24 hours; status @ 10 days; DCMA Notification AFMAN 91-223</td>
<td><strong>CSSO Cheryl Wright</strong>, AFLCMC/SE (937) 255-3395 Cell (937)510-1184 AFMC/SE 937-257-1553 Maj Mark Jones, DO, 937-904-8468, AFMC/SE, 937-257-1553 <a href="mailto:aflcmc.se@wpafb.af.mil">aflcmc.se@wpafb.af.mil</a> workflow inbox AFMC Cmd Post 937-257-6314 after duty hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDA DCMA Notification</td>
<td><strong>MDA CSSO</strong> Mr. William Harwood at (505) 853-4595, <a href="mailto:William.Harwood@Kirtland.af.mil">William.Harwood@Kirtland.af.mil</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Notify the CSSO for all Class A with total loss of aircraft or fatality IMMEDIATELY via PHONE
² DCMA GFRs follow with DCMA Form 6 within 4 hours
³ DCMA GFRs Report all Class A/B/C/D without loss of aircraft via DCMA Form 6 within 8 hours
<table>
<thead>
<tr>
<th>Classification</th>
<th>Damage Cost</th>
<th>Injury</th>
<th>How/When to Report</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxicological Testing Required for Government &amp; Contractor @ $200 or $500K</td>
<td>$500,000 or more but less than $2M</td>
<td>Permanent partial disability. Inpatient hospitalization of 3 or more personnel (does not include observation)</td>
<td><strong>Army</strong>—Same as Class A</td>
<td>See above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Navy</strong>—Same as Class A</td>
<td>See OPNAV 3750.6S, Appendix 3A &amp; 3B flowcharts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>USAF</strong>—Same as Class A</td>
<td>Same as Class A</td>
</tr>
<tr>
<td><strong>Class C</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxicological Testing Required for Army &amp; Contractor @ $200K</td>
<td>$50,000 or more but less than $500,000</td>
<td>Nonfatal injury or illness that results in 1 or more days away from work, not including day of injury.</td>
<td><strong>Army</strong>—Same Class A</td>
<td>Army AAAR Guide DA PAM 385-40  DA Form 2397-AB AGAR Guide Gnd Form DA 285</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Navy</strong> OPNAVINST 3750.6S</td>
<td>WESS Worksheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>USAF</strong>—AFSAS Preliminary Message w/in 24 hours; status @ 10 days; DCMA Notification</td>
<td>Same as Class A. AFMAN 91-223</td>
</tr>
<tr>
<td><strong>Class D</strong></td>
<td>$20,000 or more but less than $50,000</td>
<td>Recordable injury or illness not classified as a Class A, B, or C mishap.</td>
<td><strong>AFI 91-204 10 APR 2014</strong>  <strong>OPNAVINST 3750.6</strong> para 313d; see para 208 for reduced investigation requirements</td>
<td>Army AAAR Guide UAS Guide AGAR Guide DA 285-AB Gnd Form DA Form 2397-AB DA 285-AB Gnd Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>AFI 91-204</strong> and <strong>AFMAN 91-223</strong>  CSSO Cheryl Wright, AFLCMC/SE (937) 255-3395  Cell (937)510-1184  AFMC/SE 937-257-1553 <a href="mailto:aflcmc.se@wpafb.af.mil">aflcmc.se@wpafb.af.mil</a> workflow</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Damage Cost</td>
<td>Injury</td>
<td>How/When to Report</td>
<td>Additional Info</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>--------</td>
<td>--------------------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| **Class E**  
(Army)          | $5000 or more, but less than $20,000 | No injury/first aid only. Intent for flight may or may not exist. | **Army**—DA Form 2397-AB DA 285-AB Gnd Form | **Army AAAR Guide**  
**AGAR Guide Gnd Form**  
Notify AO Safety via email |
| **Class E**  
(USAF)         | AFMAN 91-223, para 1.3.2 has a detailed list of these reportable events. | Physiological event, Propulsion Related Events (engine roll back, precautionary landing, etc.), Flight Control Related Events, Instrument Related Events, Misc. Aircraft Events, (in flight fire, etc.) | **USAF**—AFSAS reporting **DCMA Notification** | Notify the **DCMA AO Safety Office** via email for all USAF Class E events  
**USAF - AFI 91-204** and **AFMAN 91-223**  
**CSSO Cheryl Wright**, AFLCMC/SE (937) 255-3395 Cell (937)510-1184  
AFMC/SE 937-257-1553  
aflcmc.se@wpafb.af.mil workflow |
| **Class F**  
(Army)          | **Unavoidable** Internal/External FOD damage confined to aircraft engines only (not APU) | None | **Army**—DA Form 2397-AB DA 285-AB Gnd Form | **Army AAAR Guide**  
**AGAR Guide Gnd Form** |

Army – Intent for Flight begins when power is applied or brakes released to move the aircraft under its own power, for the purpose of commencing authorized flight with an authorized crew. Intent for flight ends when the aircraft is at a full stop and power is completely reduced.

USAF – Intent for Flight exists when aircraft brakes are released (if set) and/or when takeoff power/collective is applied (whichever occurs first), for commencing an authorized flight. Application of takeoff power begins at the first movement of the throttle towards takeoff power. Hover taxi is considered flight. Intent for flight continues until a fixed wing aircraft safely taxies clear of the runway.

Navy – Intent for Flight exists when the fixed wing aircraft or UAV's brakes are released (not for taxi purposes) or takeoff power is applied to begin an authorized flight. For catapult takeoffs, flight begins at first motion of the catapult after pilot has signaled readiness for launch. For UAV Rocket-Assisted Takeoff (RATO), flight begins at the first sign of RATO bottle ignition. For UAV pneumatic launches, flight begins at first sign of pneumatic launcher motion after the pilot has signaled readiness for launch. Intent for flight exists for skid and wheel configured helicopters, rotary wing UAVs and tilt-rotor aircraft when takeoff power is applied.

DCMA only – [DCMA-TDS Safety Sharepoint site](#):
## DOD AVIATION HAZARD REPORTING

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Purpose</th>
<th>How to Report</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Army</strong></td>
<td>Used to report potential hazards or unsafe conditions in Air Traffic Control, airways and navigational aids, aircraft operations, weather services, near miss, etc.</td>
<td>DA Form 2696</td>
<td>Corrected at lowest possible level. Used to fulfill North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 3750FS Airmiss Reporting and Investigation. Blank copies will be readily available to all aviation personnel. Accident prevention purposes only.</td>
</tr>
<tr>
<td><strong>Operational Hazard Report (OHR)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA PAM 395-90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Navy</strong></td>
<td>Identify and report a hazard before it becomes Navy aviation mishap. Report a hazard and the remedial action taken, so others may take similar action. Document a continuing hazard in order to establish risk severity. Used to report incidents falling below damage/injury thresholds of Class A-D.</td>
<td>Submit via the Web-Enabled Safety System (WESS)</td>
<td>WESS Worksheets. Submit HAZREPs whenever less than mishap reportable damage or injury occurred, a hazard is detected or observed, or whenever an incident occurs that should have been a mishap, but was averted due to luck or quick reaction.</td>
</tr>
<tr>
<td><strong>Hazard Report (HAZREP)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3750.6S Chap 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>USAF</strong></td>
<td>Used for events that do not have reportable mishap costs. Used for any event or condition that affects flight, ground, weapon or space safety. Aircraft hazards are reported as Class E events</td>
<td>AFMAN 91-223, para 1.3.1 (list of reportable events)</td>
<td>Used for safety purposes only.</td>
</tr>
<tr>
<td><strong>HAZREP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFI 91-223</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Type</td>
<td>Purpose</td>
<td>How to Report</td>
<td>Additional Info</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td><strong>USAF Hazardous Air Traffic Report</strong></td>
<td>Report any air traffic or movement area hazardous occurrence that endangers the safety of an aircraft or UAV. The intent of the HATR program is to identify potentially hazardous aviation practices or procedures based on a particular event and to disseminate information that might prevent similar hazardous conditions at other USAF locations or operations.</td>
<td><strong>AF Form 651</strong> Near Mid Air Collision (NMAC) TCAS RA ATC NAVAIDs FLIP Ground events Runway intrusions Commo (communications out)</td>
<td>Not privileged, releasable outside USAF channels except names</td>
</tr>
<tr>
<td><strong>USAF Controlled Movement Area (CMA) Report</strong></td>
<td>Report when an aircraft, vehicle, or pedestrian enters the CMA without specific approval from Air Traffic Control</td>
<td><strong>Report violations on controlled movement areas using AF Form 457</strong></td>
<td>Not privileged, releasable outside AF channels except names</td>
</tr>
<tr>
<td><strong>BASH/Wildlife Strike Report</strong></td>
<td>Used to document and report bird or wildlife strike</td>
<td><strong>AF IMT 853 or, Digital Form</strong></td>
<td><strong>How to collect evidence</strong> YouTube video Collecting Bird Remains Report all DCMA bird strikes on AF IMT 853 to DCMA AO Safety Office Send remains (snarge) to address on form NATO STANAG 3879 NAS 412, Chapter 14</td>
</tr>
<tr>
<td><strong>Dropped Object/TFOA</strong></td>
<td>Report all dropped objects</td>
<td><strong>Report as Hazardous Material Report (HRM) via Joint Deficiency Reporting System</strong> <a href="https://jdrs.mil">https://jdrs.mil</a></td>
<td>5Ws DCMA – Use Form 6 notification if damage exceeds $20K Class D minimum</td>
</tr>
<tr>
<td>Report Type</td>
<td>Purpose</td>
<td>How to Report</td>
<td>Additional Info</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Inflight Laser Event</td>
<td>Report all inflight laser events. The FAA Modernization and Reform Act of 2012, passed into public law on February 14, 2012, established a prohibition against aiming a laser pointer at an aircraft</td>
<td>Notify ATC controlling agency&lt;br&gt;Aircrews flying in uncontrolled airspace should immediately broadcast a general laser illumination caution on the appropriate UNICOM frequency</td>
<td>FAA Advisory Circular 70-2&lt;br&gt;FAA Laser reporting webpage</td>
</tr>
<tr>
<td>Military or Civil Flight Deviation</td>
<td>Alleged or actual flight deviations, report per Service Guidance</td>
<td>DCMA – notify DCMA safety via email</td>
<td>Service ASAP or NASA ASRS (voluntary)&lt;br&gt;USN ASAP USAF ASAP</td>
</tr>
</tbody>
</table>


2. Permanent Total Disability – Nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. (The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap shall be considered as a permanent total disability.) Fatalities and injuries applies to DoD personnel only.

3. See reporting requirements in AFMAN 91-223 and AFI 91-204 AFGM1


5. See DODI 6055.07 6 June 2011, for definitions.

6. Permanent Partial Disability – Injury or occupational illness that does not result in death or permanent total disability, but, in the opinion of competent medical authority, results in permanent impairment through loss of the use of any part of the body with the following exceptions: teeth, fingernails, toe nails, tips of fingers or tips of toes without bone involvement, inguinal hernia, disfigurement, or sprains or strains that do not cause permanent loss of motion.

7. Tox testing required for Army Service Crews on Class C mishaps. See AR 385-10, Paras 3-17(3); 15-10d. At discretion of CDR for USAF and USN crew on Class C.

8. See reporting requirements in AFMAN 91-223 and AFI 91-204 AFGM1

9. AR 385-10 27 NOV 13, para 3-4d: A nonfatal injury or illness results in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries, and cuts from sharps that are contaminated from another person’s blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss; or (3) A work-related tuberculosis case.
A5.0. **GFR On-The-Job Training Guide.**

A5.1. **Process.** Now that you have successfully completed the Government Flight Representative Course, you are almost ready to begin performing GFR duties. You now have the basic tools necessary to do your job, but you still need some hands on experience will help put into practice what you learned in class.

A5.1.1. **Time Frame.** That hands-on experience will be provided by this GFR OJT program, which you must complete prior to being formally designated as a DCMA GFR. Your goal should be to complete your OJT (except for observing an Aircraft Operations Inspection (AOI)) within 30 days of completing the course. As part of your OJT you will attend an AOI before the AOI team visits your facility, but this one phase of your OJT need not be completed prior to your appointment as a GFR.

A5.1.2. **Normal Duties.** The OJT portion of your training will not require you to perform tasks outside the scope of normal GFR duties. In fact, the program is simply a structured method of performing your duties in such a way that it will reinforce the lessons you received during the course.

A5.1.3. **OJT Mentor.** To facilitate your training your Division will be assigning another GFR, as your OJT mentor. This assignment will be coordinated by the Region/Directorate level for your Contract Management Office (CMO) (Operations Directorate (DCMAE/C/W), International (DCMAI) or Special Programs (DCMAS)). Your OJT mentor should be able to answer any questions that may arise during your training, but feel free to call your course instructors at any time. You will find reviewing your GFR Course Participant Guide (GFR PG) an invaluable tool during your OJT.

A5.2. **On-The-Job Training Tasks**

A5.2.1. **Administrative Contracting Officer (ACO) Interview**

A5.2.1.1. Review Modules 1 – 6 of your GFR PG and any notes you saved from the CMA 100 CBT, for background information on the acquisition process, including a description of ACO duties. If you have more than one ACO at your site, you should see the ACO for the contract that will have the greatest impact on your job (e.g., largest contract). However, any ACO will do for this training.

A5.2.1.2. During this interview, discuss exactly what the ACO expects from you and how you two will interface. The ACO can give you some background history on the contract.
and contractor. Use this opportunity to find out as much as possible on these subjects to prepare yourself for the next task. Inquire about subcontractors and your responsibilities towards them. Take this opportunity to tell the ACO your expectations.

A5.2.1.3. The ACO should understand that per DFARS 228.370(b), the Ground and Flight Risk Clause (GFRC) DFARS 252.228-7001, (or Aircraft Flight Risk Clause (AFRC) DFARS 252.228-7002) for contracts signed before June 2010), absent a DFARS waiver, must be included in all DOD contracts involving aircraft work, except for the few exemptions noted in DFARS 228.370.

A5.2.1.4. In addition, it is important to emphasize to the ACO that the GFRC involves two separate issues: protection of national assets as well as a government self-insurance program.

A5.2.1.5. Protection of national assets. The GFRC involves the absolute requirement for contractors and all their subcontractors to comply with the Combined Instruction, DCMA INST 8210.1. This compliance requirement is automatic, unlike the Government’s assumption of risk. It should be noted that with the 2010 version of GFRC, flow-down to sub-contractors is now mandatory. Each Government aircraft is a national asset, the loss of which could potentially lead to years of lost use, possibly even affecting national security, as well as significant replacement costs. It is for this reason that the DoD requires GFR oversight and risk mitigation on all DoD contracts with the GFRC, regardless of whether the Procuring Contracting Officer (PCO) has opted to flow down the Government’s assumption of risk. Remember, always work with the prime contractor; have the prime contractor prove to you that its subcontractor is 8210.1–compliant.

A5.2.1.6. Self-insurance. This is the Government’s assumption of risk while Government aircraft under DoD contracts are kept under reasonable conditions at contractor facilities IAW the GFRC and the Combined Instruction. The concept of self-insurance is a cost saving issue, as are the regulatory roots of the GFRC. The PCO must purposely flow down this assumption of risk to any subcontractors, if coverage is desired.

A5.2.1.7. Finally, ensure your ACO is aware that they must review all APT correspondence involving corrective actions with the contractor for constructive changes to the contract. Annual Survey reports should always be forwarded to the contractor by the ACO, never by the GFR. Normally, this is done within 5 working days after receiving the report from the GFR.

A5.2.2. DCMA Quality Assurance (QA) Interview. During the course your instructor spoke on the role of the quality assurance specialist in the APT. Locate your QAS and review the following with him/her:

A5.2.2.1. Government Source Inspection (GSI) in the contract.
A5.2.2.2. The CAS role of Quality Assurance at your facility.
A5.2.2.3. DCMA QA Instruction and Guidance.
A5.2.2.4. The Safety of Flight (SOF) Plan; SOF characteristics, surveillance and documentation, any central data repository or database used, how data is accessed, stored, and retrieved.
A5.2.2.5. Corrective Action Requests issued, customer complaints.

A5.2.2.6. Contractor quality history and trends.

**A5.2.3. Review the Contract(s) and Statement(s) of Work (SOW).**

A5.2.3.1. Review Module 2 to refresh your memory on what to look for in an aviation contract. Analyze your contract(s) for safety requirements. Review the entire SOW as well; note any Service Guidance that is included therein. The background information from your ACO will help at this point.

A5.2.3.2. At a minimum, most aviation contracts should contain the following clauses:

A5.2.3.2.1. The Ground and Flight Risk Clause (GFRC), DFARS 252-228-7001. Note: Prior to June 2010 the GFRC was normally found on fixed-price and time & materials contracts only. After June 8, 2010 the GFRC and AFRC were merged into one (GFRC) clause.

A5.2.3.2.2. The Aircraft Flight Risk Clause (AFRC) DFARS 252-228-7002. Note: Prior to being merged into the GFRC (8 June, 2010) the AFRC was used for cost-reimbursable type contracts.

A5.2.3.2.3. The Aircraft Accident Reporting and Investigation Clause, DFARS 252.228-7005.

A5.2.3.2.4. Service Guidance. Service Guidance includes the procuring Service’s regulations, instructions, flight manuals, and technical orders which are applicable to the specific flight and ground operations conducted by the contractor, as specified in the contract. Appropriate Service Guidance should be included in the contract and most likely can be found in the SOW or safety appendices.

A5.2.3.3. In addition you may find the following included:

A5.2.3.3.1. National Aerospace Standard (NAS) 412, FOD Prevention & Tool Control

A5.2.3.3.2. National Fire Protection Association (NFPA) 407 - Standard for Aircraft Fuel Servicing

A5.2.3.3.3. NFPA 409 – Standard on Aircraft Hangars

A5.2.3.3.4. NFPA 410 - Standard on Aircraft Maintenance

A5.2.3.3.5. NFPA 30 - Standard on flammable and combustible liquids

A5.2.3.3.6. NFPA 33 - Standard on spray application using flammable or combustible materials

A5.2.3.3.7. NFPA 70 - National Electrical Code

A5.2.3.3.8. A standard for Fuel Storage and Handling. Depending on the contract one or more of the following are examples of Fuel Handling standards: MIL-STD 1518, MIL-STD-1548, ATA-103, NAVAIR 00-80T-109, T.O. 42B-1-1. (This is not an all-inclusive list. The important point is that the contract address fuel storage and handling requirements.)
A5.2.3.3.9. NAS 3306, Facility Requirements for Aircraft Operations—
(Note: Only compliance with Chapter 5, Aircraft Rescue and Fire Fighting (ARFF) Requirements, of NAS 3306 is required as part of the Combined Instruction (in absence of other specific Service Guidance).

A5.2.3.3.10. For USAF aircraft contracts: AFI 11-202, Vol. 1-3 and applicable AFMC supplements; AFI 11-2FT, Vol. 1-3; AFI 11-401 and AFI 11-301 and applicable AFMC supplements.

A5.2.3.3.11. For USN/USMC aircraft contracts: OPNAV Instruction 3710 series and applicable aircraft general NATOPS Flight Manuals.

A5.2.3.3.12. For USA aircraft contracts: AR 70-62, AR 95-1, AR 95-2, AR 40-501, TC 1-210, the Aircrew Training Manual, and applicable technical manuals.

A5.2.3.4. **Facility Data Sheet (FDS).** While conducting your contract review, start updating your FDS. Much of the information required by the FDS can be found in the contract. We cannot overemphasize how important this document will become to you in the event of a mishap or to provide assistance to others in your absence. Keep it as up-to-date as possible. You will find the format for the FDS in the Combined Instruction, Attachment 9. The FDS is also discussed in your GFR PG, Modules 6 & 7. The clause & requirement reference matrix within the FDS format in Combined Instruction is part of what you will be addressing at this time. Above the matrix (located at the bottom of page 1 of Attachment 9), you will see a bunch of x’s. Insert the last four digits of your contract number(s) in place of the x’s to differentiate between the contracts. You need to read each contract you will be overseeing. This may take some time and there’s no time like the present. You cannot proceed to the Procedures section of OJT until after you’ve thoroughly reviewed all your contracts.

A5.2.3.5. After you review the contract(s), discuss them with the other members of your APT. They should have already reviewed the contract(s) themselves. You cannot complete this task until they have completed their respective reviews.

A5.2.4. **Review the Contractor’s Procedures.**

A5.2.4.1. Review Module 3 for background information on this task. Use the Contractor’s Procedures Guidance, DCMA INST 8210.1 Chapter 3, and Attachments 10 & 11, when you review your contractor’s Procedures. Ultimately, your contract(s) will dictate what your contractor should address in their contractor’s Procedures. Procedures should address the items in the Combined Instruction. The bottom line is: if the contractor’s Procedures do not detail exactly how to accomplish a particular task or if they are insufficient to safely accomplish an operation, they are inadequate. These contractor’s Procedures must also describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

A5.2.4.2. After you review the Contractor’s Procedures, discuss them with the other members of your APT. They should have already reviewed the Contractor’s Procedures themselves. As with the contract review, you cannot complete this task until they have.

A5.2.4.3. In coordination with the current/outgoing GFR, use the guidance in your PG, Review Module 3, in correcting any deficiencies you may find. If your contractor is
operating under “Core” Procedures you must coordinate any problems you found with those Procedures with all other GFRs signatory to those Procedures.

A5.2.4.4. Aircraft Delivery Procedures. Pay special attention to the contractor’s procedures for delivering aircraft. Your APT should also have its own aircraft delivery processes included in your unit’s Local Operating Procedures (LOPs). It is critical that the combination of these two processes produces a result whereby TDY aircrews are hosted in a professional manner. It is the APT’s responsibility to ensure TDY aircrews are comprehensively briefed on the complete status and maintenance history of the specific aircraft they have come to pick up, including the status of all the TDs/TCTOs that have come out against that aircraft while at your contractor’s facility. Further guidance on the DCMA Aircraft Delivery Process requirements can be found in DCMA INST 8210.2, Chapter 2.

A5.2.4.5. Procedures Approval. You will have 90 days from when you are formally designated the GFR to approve the contractor’s Procedures. You must review them at least annually thereafter. You should consider recommending your contractor conduct their annual Procedures review just prior to your annual review.

A5.2.5. Review your Contractor’s Mishap Response (or Pre-Mishap) Plan. Some would say this OJT task is really a subset of reviewing the contractor’s Procedures. Be that as it may, its importance demands greater emphasis.

A5.2.5.1. Review the GFR PG, 6, for background information on this task.

A5.2.5.2. Read the contractor’s mishap response plan and compare it to the plans found in any of the Services mishap response plan manuals. Your contractor’s plan should be as detailed as necessary to respond to the mishap, secure the mishap site, preserve evidence and, make notifications. If your contractor’s plan is not a joint plan, which is not a requirement, you’ll need to at least integrate your unit’s plan with the contractors plan. In this case your DCMA Aircraft Operations LOP must include a section detailing the Government’s mishap notification procedures for your site.

A5.2.5.3. Conduct a “desktop” run through with the contractor’s POC responsible for the mishap response plan. If during your OJT, the contractor has a scheduled practice response you could observe, this would be ideal. DO NOT schedule a mishap exercise just to complete this task. Verify the telephone numbers in the plan are correct.

A5.2.5.4. Discuss your contractor’s plan with your APT. Is the contractor capable of implementing the plan? Is the plan workable?

A5.2.5.5. Complete your update of the FDS.

A5.2.5.6. If your CMO has an assigned Aviation Safety Officer (ASO), then coordinate closely with the ASO when working contractor mishap response issues.

A5.2.6. Observe an Aircraft Operations Inspection (AOI). Before your organization receives an AOI you need to observe one at a different facility. The DCMA-AO Standardization Division will schedule you for attending an AOI. NLT 60 days prior to the AOI, the Team Lead will contact you. If you are unable to attend the scheduled AOI discuss your conflict with the Team Lead, who will ensure you are scheduled for a different time. The schedule for upcoming AOIs may be found on the DCMA 360 page at: https://360.dcma.mil/directorate/PH-AO/AOO/SitePages/AOI_Team_Info.aspx. Funding for your attendance at your “training AOI”
is the responsibility of your cognizant Operational Level Office (DCMAE/C/W, DCMAI, DCMAS). Contact DCMAE/C/W-D, DCMAS-MH; DCMAI-HTA (as appropriate) for additional info on AOI travel. You do not have to observe an AOI prior to being appointed as a DCMA GFR.

A5.2.7. Conducting an Annual Survey. Because the timing for your OJT is unlikely to coincide with the cycle for your contractor’s Annual Survey, actually conducting a survey is not an OJT requirement. Understanding the Annual Survey process and the steps involved in conducting a survey are OJT requirements.

A5.2.7.1. Review Module 7 from your GFR PG for background information on conducting contractor Annual Surveys and AOIs.

A5.2.7.2. Using the GFR PG Module 7 as a guide, review available historical data on your contractor (past surveys, the GFR logbook, mishap reports, data from the GGR database (known as DART, etc.).

A5.2.7.3. Walk through the survey process with your APT and current/outgoing GFR.

A5.2.7.4. Tour the facility with your APT and your OJT Mentor. Have them show you what they look for during a survey.

A5.2.7.5. Currently, DCMA-AO conducts recurring inspections at all our resident, and many of our larger non-resident sites. Because the AOI looks at both the Government operations (i.e. you) and the contractor, you can use the product of their inspection to help you meet your requirement to conduct an Annual Survey. DCMA INST 8210.2 describes how to do this, but in a nutshell, take the AOI report along with your APT’s observations made throughout the year, and create a report for your commander and ACO. The format for the report is available digitally at: https://360.dcma.mil/directorate/AO/Policytraining/SitePages/Home.aspx. It is imperative that all observations requiring corrective actions on the contractor’s part be routed through the ACO, to the contractor.

A5.2.7.6. Miscellaneous Survey/AOI Issues. These include information about your facility and local area and to assist visitors. Your APT may have packages already available containing this information. If so, your task will be to verify the currency of the information.

A5.2.7.6.1. Find out from your contractor what security clearance arrangements are required for entrance into the facility by outside visitors. You will need this information for your Survey or your unit’s AOI.

A5.2.7.6.2. Ensure you have current, detailed directions and a map to your facility.

A5.2.7.6.3. Make a list of hotels (and their phone numbers) in the local area for visiting team members. Ensure the hotels on your list fall within the local lodging rate, or are willing to provide that rate for block reservations.

A5.2.7.6.4. Ensure your contractor has a briefing available for visitors describing local safety and security procedures. They will need to provide this brief to your Survey team members or the AOI team.
A5.2.8. **Commander Interview.** Discuss your role as GFR and your commander’s expectations. If you work for a tertiary commander (that is, a detachment commander who reports to a regional CMO commander), you should clarify which commander will be designating you as GFR.

A5.2.9. **Interview with Regional/Directorate Director of Aircraft Operations (DAO).** The DAOs oversee all aircraft operations for their Division. This interview (by phone) is your opportunity to ask any of the remaining billion questions you might have about being a GFR in DCMA.

A5.2.10. **Review the AO budget for your location.** Learn who requests annual budget and who approves travel and supply requests. If you will be the Chief of Flight Operations (CFO) (or his designated budget POC) responsible for your budget plan and execution, contact the cognizant Operations Level AO budget personnel for an interview.

A5.3. **Sequence.** You can complete your tasks in any order or at any time during your OJT. However, you should try to complete task’s A5.2 – A5.2.10 (except for A2.2.7.5. the AOI Process), sequentially. At the completion of the interviews you should be clear on your responsibilities as a GFR in relation to each of these offices. At the completion of the other tasks you should be familiar with your contract(s), contractor’s Procedures, & Mishap Response Plan. You will also be able to conduct a survey and write the survey report.

A5.4. **Feedback.** As someone new to GFRing, your fresh perspective is a valuable commodity! We encourage your input on improving this OJT product or any other GFR process with which you become familiar. We welcome your ideas and recommendations for improvement. Feel free to call us or send us an email with your ideas at any time.

A5.5. **OJT Requirement.** You cannot be formally designated as a GFR until you complete the GFR Course and this GFR OJT package.

A5.6. **Signoff.** Once you have completed each task, have the person you are interviewing (ACO, commander) or your OJT monitor sign off the task on the next page. If you’re conducting a telephone interview have your OJT monitor sign off the task. Once you have completed all the tasks and have been scheduled to observe and AOI, file your completed signoff sheet and make it available for review by the AOI team.

For additional information, or if you have any questions concerning OJT or your role as a GFR call or email your Regional/Directorate DAO.
GFR: _____________________________________________  
OJT Mentor _____________________________________________

<table>
<thead>
<tr>
<th>Task</th>
<th>Date Completed</th>
<th>Interviewer/OJT Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5.2.1. ACO Interview</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.2. QA Interview</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.3. Contract Review</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.4. Procedures Review</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.5. Mishap Response Plan Review</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.6. Observe AOI (No signoff required)</td>
<td>(Dates of AOI)</td>
<td>(Location)</td>
</tr>
<tr>
<td>A5.2.7. Annual Survey</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.8. Commander Interview</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
<tr>
<td>A5.2.9 Region/Directorate DAO Interview</td>
<td>__________________   ______________________</td>
<td></td>
</tr>
</tbody>
</table>

OJT Contact information.
DAU – John Koeninger, 804-279-4029, DSN 695-4029, john.koeninger@dau.mil
DCMA Policy (and GFR Training) – John Heib, 571-216-8976(M), john.heib@dcma.mil
Mike Fludovich, 804-279-4318, DSN 695-4318, michael.fludovich@dcma.mil
GFR Training – John Husak, 254-867-2122, john.r.husak@dcma.mil
Safety – Mike Cumbie, 804-279-4154, DSN 695-4154, robert.cumbie@dcma.mil
East Region (DCMAE-D) – Lt Col Jacob Sheddan, DAO, 804-279-5053, DSN 695-5053, jacob.sheddan@dcma.mil
Central Region (DCMAC-D) – Brian Kulley, DAO, 804-539-3694, brian.kulley@dcma.mil
West Region (DCMAW-D) – Lt Col Erich Grade, DAO, 310-900-6564, erich.grade@dcma.mil
International (DCMAI-HTA) – Tony Satterfield, DAO, 804-416-9214, anthony.satterfield@dcma.mil
Special Programs (DCMAS-MHT) – Lt Col David Mills, DAO, 804-734-0061, david.mills@dcma.mil

Attachment 5 – page 8 of 8
A6.0. GGR On-The-Job Training

A6.1. Process. Now that you have successfully completed the Government Ground Representative Course, you are almost ready to begin performing GGR duties. You now have the basic tools necessary to do your job, but you still need some hands on experience before you can be formally appointed as a DCMA GGR or Ground GFR (GGFR).

A6.1.1. Time Frame. That hands-on experience will be provided by this GGR OJT program, which you must complete prior to being formally designated as a DCMA GGR. Your goal should be to complete your OJT (except for observing an Aircraft Operations Inspection (AOI)) within 30 days of receipt of this letter. As part of your OJT you will attend an AOI before the AOI team visits your facility, but this one phase of your OJT need not be completed prior to your appointment as a GGR.

A6.1.2. Normal Duties. The OJT portion of your training will not require you to perform tasks outside the scope of normal GGR duties. In fact, the program is simply a structured method of performing your duties in such a way that it will reinforce the lessons you received during the course.

A6.1.3. OJT Mentor. To facilitate your training your Region/Directorate will be assigning another GGR, as your OJT mentor. This assignment will be coordinated by the Region/Directorate level for your Contract Management Office (CMO) (Operations Directorate (DCMAE/C/W), International (DCMAI) or Special Programs (DCMAS)).

A6.2. On-The-Job Training Tasks

A6.2.1. Administrative Contracting Officer (ACO) Interview

A6.2.1.1. Review Modules 1 – 3 of your GFR PG and any notes you saved from the CMA 100 CBT, for background information on the acquisition process, including a description of ACO duties. If you have more than one ACO at your site, you should see the ACO for the contract that will have the greatest impact on your job (e.g., largest contract). However, any ACO will do for this training.

A6.2.1.2. During this interview, discuss exactly what the ACO expects from you and how you two will interface. The ACO can give you some background history on the contract.
and contractor. Use this opportunity to find out as much as possible on these subjects to prepare yourself for the next task. Inquire about subcontractors and your responsibilities towards them. Take this opportunity to tell the ACO your expectations.

A6.2.1.3. The ACO should understand that per DFARS 228.370(b), the Ground and Flight Risk Clause (GFRC) DFARS 252.228-7001, (or Aircraft Flight Risk Clause (AFRC) DFARS 252.228-7002) for contracts signed before June 2010, absent a DFARS waiver, must be included in all DOD contracts involving aircraft work, except for the few exemptions noted in DFARS 228.370.

A6.2.1.4. In addition, it is important to emphasize to the ACO that the GFRC involves two separate issues: protection of national assets as well as a government self-insurance program.

A6.2.1.5. Protection of national assets. The GFRC involve the absolute requirement for contractors and all their subcontractors to comply with the Combined Instruction, DCMA INST 8210.1. This compliance requirement is automatic, unlike the Government’s assumption of risk. It should be noted that with the 2010 version of GFRC, flow-down to sub-contractors is now mandatory. Each Government aircraft is a national asset, the loss of which could potentially lead to years of lost use, possibly even affecting national security, as well as significant replacement costs. It is for this reason that the DCMA requires GF/GGR oversight and risk mitigation on all DoD contracts with the GFRC, regardless of whether the Procuring Contracting Officer (PCO) has opted to flow down the Government’s assumption of risk. Remember, always work with the prime contractor; have the prime contractor prove to you that its subcontractor is Combined Instruction compliant.

A6.2.1.6. Self-insurance. This is the Government’s assumption of risk while Government aircraft under DoD contracts are kept under reasonable conditions at contractor facilities IAW the GFRC and the Combined Instruction. The concept of self-insurance is a cost saving issue, as are the regulatory roots of the GFRC. The PCO must purposely flow down this assumption of risk to any subcontractors, if coverage is desired.

A6.2.1.7. Finally, ensure your ACO is aware that they must review all APT correspondence involving corrective actions with the contractor for constructive changes to the contract. Annual Survey reports should always be forwarded to the contractor by the ACO, never by the GFR. Normally, this is done within 5 working days after receiving the report from the GFR.

A6.2.2. DCMA Quality Assurance (QA) Interview. During the course we spoke on the role of the quality assurance specialist in the APT. Locate your QAR and review the following with him/her:

A6.2.2.1. Government Source Inspection (GSI) in the contract.
A6.2.2.2. The CAS role of Quality Assurance at your facility, and the interactions between the GGR and the QA workforce.
A6.2.2.3. DCMA QA Instruction and Guidance.
A6.2.2.4. The Safety of Flight (SOF) Plan; SOF characteristics, surveillance and documentation, any central data repository or database used, how data is accessed, stored, and retrieved.
A6.2.2.5. Corrective Action Requests issued, customer complaints.

A6.2.2.6. Contractor quality history and trends.

A6.2.3. **Review the Contract(s) and Statement(s) of Work (SOW)**

A6.2.3.1. Review Module 2 to refresh your memory on what to look for in an aviation contract. Analyze your contract(s) for safety requirements. Review the entire SOW as well; note any Service Guidance that is included therein. The background information from your ACO will help at this point.

A6.2.3.2. At a minimum, most aviation contracts should contain the following clauses:

A6.2.3.2.1. The Ground and Flight Risk Clause (GFRC), DFARS 252-228-7001. Note: Prior to June 2010 the GFRC was normally found on fixed-price and time & materials contracts only. After June 8, 2010 the GFRC and AFRC were merged into one (GFRC) clause.

A6.2.3.2.2. The Aircraft Flight Risk Clause (AFRC) DFARS 252-228-7002. Note: Prior to being merged into the GFRC (8 June, 2010) the AFRC was used for cost-reimbursable type contracts.

A6.2.3.2.3. The Aircraft Accident Reporting and Investigation Clause, DFARS 252.228-7005.

A6.2.3.2.4. Service Guidance. Service Guidance includes the procuring Service’s regulations, instructions, flight manuals, and technical orders which are applicable to the specific flight and ground operations conducted by the contractor, *as specified in the contract*. Appropriate Service Guidance should be included in the contract and most like can be found in the SOW or safety appendices.

A6.2.3.3. In addition you may find the following included:

A6.2.3.3.1. National Aerospace Standard (NAS) 412, FOD Prevention & Tool Control.

A6.2.3.3.2. National Fire Protection Association (NFPA) 407 - Standard for Aircraft Fuel Servicing.

A6.2.3.3.3. NFPA 409 – Standard on Aircraft Hangars.

A6.2.3.3.4. NFPA 410 - Standard on Aircraft Maintenance.

A6.2.3.3.5. NFPA 30 - Standard on flammable and combustible liquids.

A6.2.3.3.6. NFPA 33 - Standard on spray application using flammable or combustible materials.

A6.2.3.3.7. NFPA 70 - National Electrical Code.

A6.2.3.3.8. A standard for Fuel Storage and Handling. Depending on the contract one or more of the following are examples of Fuel Handling standards: MIL-STD 1518, MIL-STD-1548, ATA-103, NAVAIR 00-80T-109, T.O. 42B-1-1. (This is not an all-inclusive list. The important point is that the contract addresses fuel storage and handling requirements.).

A6.2.3.3.9. NAS 3306, Facility Requirements for Aircraft Operations.
A6.2.3.3.10. For USAF aircraft contracts: AFI 11-202, Vol. 1-3 and applicable AFMC supplements; AFI 11-2FT, Vol. 1-3; AFI 11-401 and AFI 11-301 and applicable AFMC supplements.

A6.2.3.3.11. For USN/USMC aircraft contracts: OPNAV Instruction 3710 series and applicable aircraft general NATOPS Flight Manuals.

A6.2.3.3.12. For USA aircraft contracts: AR 70-62, AR 95-1, AR 95-2, AR 40-501, TC 1-210, the Aircrew Training Manual, and applicable technical manuals.

A6.2.3.4. **Facility Data Sheet (FDS).** While conducting your contract review, start updating your FDS. Much of the information required by the FDS can be found in the contract. We cannot overemphasize how important this document will become to you in the event of a mishap or to provide assistance to others in your absence. Keep it as up-to-date as possible. You will find the format for the FDS in the Combined Instruction, Attachment 9. The FDS is also discussed in your GGR PG, Modules 6 & 7. The clause & requirement reference matrix within the FDS format in Combined Instruction is part of what you will be addressing at this time. Above the matrix (located at the bottom of page 1 of Attachment 9), you will see a bunch of x’s. Insert the last four digits of your contract number(s) in place of the x’s to differentiate between the contracts. You need to read each contract you will be overseeing. This may take some time and there’s no time like the present. You cannot proceed to the Procedures section of OJT until after you’ve thoroughly reviewed all your contracts.

A6.2.3.5. After you review the contract(s), discuss them with the other members of your APT. They should have already reviewed the contract(s) themselves. You cannot complete this task until they have completed their respective reviews.

A6.2.4. **Review the Contractor’s Procedures.**

A6.2.4.1. Review Module 3 for background information on this task. Use the Contractor’s Procedures Guidance, DCMA INST 8210.1 Chapter 3, and Attachments 10 & 11, when you review your contractor’s Procedures. Ultimately, your contract(s) will dictate what your contractor should address in their contractor's Procedures. Procedures should address the items in the Combined Instruction. The bottom line is: if the contractor’s Procedures do not detail exactly how to accomplish a particular task or if they are insufficient to safely accomplish an operation, they are inadequate. These contractor’s Procedures must also describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

A6.2.4.2. After you review the Contractor’s Procedures, discuss them with the other members of your APT. They should have already reviewed the Contractor’s Procedures themselves. As with the contract review, you cannot complete this task until they have.

A6.2.4.3. In coordination with the current/outgoing GGR (and your GFR, if you have one), use the guidance in your PG, Review Module 3, in correcting any deficiencies to the ground operations Procedures (GOPs) you may find. If your contractor is operating under “Core” Procedures you must coordinate any problems you found with those GOPs with all other GGRs overseeing the Core GOPs but at other company facilities.

A6.2.4.4. Aircraft Delivery Procedures. Pay special attention to the contractor’s procedures for delivering aircraft. Your APT should also have its own aircraft delivery processes included in your unit’s Local Operating Procedures (LOPs). It is critical that the
combination of these two processes produces a result whereby TDY aircrews are hosted in a professional manner. It is the APT’s responsibility to ensure TDY aircrews are comprehensively briefed on the complete status and maintenance history of the specific aircraft they have come to pick up, including the status of all the TDs/TCTOs that have come out against that aircraft while at your contractor’s facility. Further guidance on the DCMA Aircraft Delivery Process requirements can be found in DCMA INST 8210.2, Chapter 2.

A6.2.4.5. Procedures approval. GFRs have 90 days from when they are formally designated the GFR to approve the contractor’s Procedures. GGRs are bound by the GFR’s time table. The GFR (and GGR) must review them at least annually thereafter.

A6.2.5. Review your Contractor’s Mishap Response (or Pre-Mishap) Plan. Some would say this OJT task is really a subset of reviewing the contractor’s Procedures. Be that as it may, its importance demands greater emphasis.

A6.2.5.1. Review GGR Module 6 for background information on this task.

A6.2.5.2. Read the contractor’s mishap response plan and compare it to the plans found in any of the Services mishap response plan manuals. Your contractor’s plan should be as detailed as necessary to respond to the mishap, secure the mishap site, preserve evidence and, make notifications. If your contractor’s plan is not a joint plan, which is not a requirement, you’ll need to at least integrate your unit’s plan with the contractors plan. In this case your DCMA Aircraft Operations LOP must include a section detailing the Government’s mishap notification procedures for your site.

A6.2.5.3. Conduct a “desktop” run through with the contractor’s POC responsible for the mishap response plan. If during your OJT, the contractor has a scheduled practice response you could observe, this would be ideal. Do not schedule a mishap exercise just to complete this task. Verify the telephone numbers in the plan are correct.

A6.2.5.4. Discuss your contractor’s plan with your APT. Is the contractor capable of implementing the plan? Is the plan workable?

A6.2.5.5. Complete your update of the FDS.

A6.2.5.6. In coordination with the GFR, use the techniques discussed in your GGR PG Module 2, Lesson B, for addressing concerns and correcting deficiencies.

A6.2.5.7. If your CMO has an assigned Aviation Safety Officer (ASO), then coordinate closely with the ASO when working contractor mishap response issues.

A6.2.6. Observe an Aircraft Operations Inspection (AOI). Before your organization receives an AOI you need to observe one at a different facility. The DCMA-AO Standardization Division will schedule you for attending an AOI. NLT 60 days prior to the AOI, the Team Lead will contact you. If you are unable to attend the scheduled AOI discuss your conflict with the Team Lead, who will ensure you are scheduled for a different time. The schedule for upcoming AOs may be found on the DCMA 360 page at: https://360.dcma.mil/directorate/PH-AO/AOO/SitePages/AOI_Team_Info.aspx. Funding for your attendance at your “training AOI” is the responsibility of your cognizant Operational Level Office (DCMAE/C/W, DCMAI, DCMAS). Contact DCMAE/C/W-D, DCMAS-MH, DCMAI-HTA (as appropriate) for additional info on AOI travel. You do not have to observe an AOI prior to being appointed as a DCMA GGR.
A6.2.7. **Conducting an Annual Survey.** Because the timing for your OJT is unlikely to coincide with the cycle for your contractor’s Annual Survey, actually conducting a survey is not an OJT requirement. Understanding the Annual Survey process and the steps involved in conducting a survey are OJT requirements.

A6.2.7.1. Review GGR PG Module 7, for background information on conducting contractor Annual Surveys and AOIs.

A6.2.7.2. Using GGR PG Module 7 as a guide, review available historical data on your contractor (past surveys, the GFR logbook, mishap reports, data from the GGR database, etc.).

A6.2.7.3. Walk through the survey process with your APT and current/outgoing GGR.

A6.2.7.4. Tour the facility with your APT. Have them show you what they look for during a survey.

A6.2.7.5. Currently, DCMA-AO conducts recurring inspections at all our resident, and many of our larger non-resident sites. Because the AOI looks at both the Government operations (i.e. you) and the contractor, you can use the product of their inspection to help you meet your APT responsibilities WRT conducting an Annual Survey. DCMA INST 8210.2 describes how to do this, but in a nutshell, take the AOI report along with your APT’s observations made throughout the year, and create a report for your commander and ACO. The format for the report can be found at: [http://home.dcma.mil/dcma-ao/files/survey.doc](http://home.dcma.mil/dcma-ao/files/survey.doc). No further “Survey” of the contractor would be required. It is imperative that all observations requiring corrective actions on the contractor’s part be routed through the ACO, to the contractor.

A6.2.7.6. **Miscellaneous Survey/AOI Issues.** These include information about your facility and local area and to assist visitors. Your APT may have packages already available containing this information. If so, your task will be to verify the currency of the information.

A6.2.7.6.1. Find out from your contractor what security clearance arrangements are required for entrance into the facility by outside visitors. You will need this information for your Survey or your unit’s AOI.

A6.2.7.6.2. Ensure you have current, detailed directions and a map to your facility.

A6.2.7.6.3. Make a list of hotels (and their phone numbers) in the local area for visiting team members. Ensure the hotels on your list fall within the local lodging rate, or are willing to provide that rate for block reservations.

A6.2.7.6.4. Ensure your contractor has a briefing available for visitors describing local safety and security procedures. They will need to provide this brief to your Survey team members or the AOI team.

A6.2.8. **Commander Interview.** Discuss your role as GGR and your commander’s expectations.

A6.2.9. **Interview with Regional/Directorate Director of Aircraft Operations (DAO).** The DAOs oversee all aircraft operations for their Division. This interview (by phone) is your
opportunity to ask any of the remaining billion questions you might have about being a GGR in DCMA.

A6.2.10. **Interview with the AO Operations Directorate (DCMA-AOO) Enlisted Advisor.** This office is the primary DCMA-AO entry point for DCMA flying units and APTs on military personnel issues. DCMA-AOO manages all AO personnel. This interview (by phone) is your opportunity to ask any of the remaining billion questions you might have about being a GGR in DCMA.

A6.2.11. **Sequence.** You can complete your tasks in any order or at any time during your OJT. However, you should try to complete task’s 1 – 6, sequentially. At the completion of the interviews you should be clear on your responsibilities as a GGR in relation to each of these offices. At the completion of the other tasks you should be familiar with your contract(s), contractor’s Procedures, & Mishap Response Plan. You will also be able to conduct a survey and write the survey report.

A6.2.12. **Feedback.** As someone new to GGR’ing, your fresh perspective is a valuable commodity. We encourage your input on improving this OJT product or any other GGR process with which you become familiar. We welcome your ideas and recommendations for improvement. Feel free to call us or send us an email with your ideas at any time.

A6.2.13. **OJT Requirement.** You cannot be formally designated as a GGR until you complete the GGR Course and this GGR OJT package (minus observing an AOI).

A6.2.14. **Signoff.** Once you have completed each task, have the person you are interviewing (ACO, commander) or your OJT monitor sign off the task on the next page. If you’re conducting a telephone interview have your OJT monitor sign off the task. Once you have completed all the tasks and have been scheduled to observe and AOI, file your completed signoff sheet and make it available for review by the AOI team.

A6.3. For additional information, or if you have any questions concerning OJT or your role as a GFR call or email your Regional/Directorate DAO.
GGR:  _____________________________________________  
OJT Mentor  _____________________________________________  

<table>
<thead>
<tr>
<th>Task</th>
<th>Date Completed</th>
<th>Interviewer/OJT Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A6.2.1. ACO Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.2. QA Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.3. Contract Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.4. Procedures Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.5. Mishap Response Plan Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.6. Observe AOI (No signoff required)</td>
<td>(Dates of AOI)</td>
<td>(Location)</td>
</tr>
<tr>
<td>A6.2.7. Annual Survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.8. Commander Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.2.9 Region/Directorate DAO Interview A6.2.10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division SEA Interview</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OJT Contact information:
East Region (DCMAE-D) – Lt Col Jacob Sheddan, DAO, 804-279-5053, DSN 695-5053, jacob.sheddan@dcma.mil
Central Region (DCMAC-D) – Brian Kulley, DAO, 804-539-3694, brian.kulley@dcma.mil
West Region (DCMAW-D) – Lt Col Erich Grade, DAO, 310-900-6564, erich.grade@dcma.mil
International (DCMAI-HTA) – Tony Satterfield, DAO, 804-416-9214, anthony.satterfield@dcma.mil
Special Programs (DCMAS-MHT) – Lt Col David Mills, DAO, 804-734-0061, david.mills@dcma.mil
GGR Training – Ron Cunningham, 804-279-4427, ronald.cunningham@dcma.mil
GGR Training – Steve Wyllie, 804-279-4225, DSN 695-4225, steven.wyllie@dcma.mil
Safety – Mike Cumbie, 804-279-4154, DSN 695-4154, robert.cumbie@dcma.mil
DCMA AO Risk Assessment Process

A7.1. AOI Preparation

A7.1.1. 120 Days Prior to AOI Visit (OCONUS AOIs only).

A7.1.1.1. The Deputy Team Lead Will:

A7.1.1.1.1. Contact the unit under evaluation to discuss lodging, as well as any unique uniform, protocol, and transportation requirements. Obtain a unit address and contact information for the DCMA Form 5.

A7.1.1.1.2. Initiate coordination with DCMAI on Country Clearances. Determine the status of team members’ official passports and disseminate renewal or initial issue instructions, as applicable. Distribute DCMA Form 5 to all team members. Require all team members to complete and return the form to the Deputy Lead NLT 55 days prior to AOI. A PDF version of the DCMA Form 5 is located on the main page of the DCMA-AOO 360 site under, AOI Team Info.

A7.1.1.3. Coordinate with DCMA HQ Security and continue coordination with DCMAI for all theater and country clearance requirements. These may include but are not limited to: Survival, Evasion, Resistance and Escape (SERE) CBT, Anti-Terrorism Level 1, Isolated Personal Report (ISOPREP), any additional training as specified by the Foreign Clearance Guide (FCG) and overseas security travel briefing.

A7.1.2. Prior to the 60-day AOI Notification, the DCMA-AO 360 site administrator(s) will ensure a site workspace is established on the DCMA-AOO 360 site.

A7.1.3. 60 Days Prior to AOI Visit.

A7.1.3.1. The AOI Team Lead will:

A7.1.3.1.1. Contact HQ DCMA-AO Risk Assessment Program Manager to ensure that funds are available for the AOI visit.
A7.1.3.1.2. Send an e-mail notification to the CMO commander with responsibility for FAR Subpart 42.302(a)(56), surveillance of flight operations, courtesy copy the Prime CMO if different from former. Courtesy copy the primary GFR (or GGFR, as applicable), AO Operations Director, and AO Risk Assessment Program Manager. Example letter is located on the DCMA-AOO 360 site. A list of pre-deliverables is included in the example letter. The AOI deliverables are also identified in this Attachment, CMO Pre-deliverables.

A7.1.3.1.3. Send an e-mail notification to the AOI team, including AOI team members in training, Service inspection team members, GFRs/GGRs scheduled for OJT, and any other AOI travelers, as applicable. Courtesy copy the AO Operations Director and AO Risk Assessment Program Manager. Example notification letter is located on the DCMA-AOO 360 site. Ensure that the AOI team is aware of the requirement to comply within the timeline.

A7.1.3.1.4. Obtain a copy of the previous AOI report for the unit under evaluation. Ensure all AOI team members have access to a copy of the previous report. AOI reports can be accessed on the DCMA-AOO 360 site. Verify team members can access the 360 AOI Research site.

A7.1.3.1.5. Verify with the DCMA-AO 360 site administrator(s) that the DCMA-AOO 360 site workspace has been established. The AOI Reports and Pre-Deliverables PPT brief under AOI TEAM INFO on the DCMA-AOO 360 site provides guidance for managing AOI reports, briefs, and pre-deliverables in DCMA 360.

A7.1.3.2. The Deputy Team Lead (or other team member designated by AOI Team Lead) will:

A7.1.3.2.1. Coordinate with the DCMA-AO 360 site administrator(s) to subscribe APT members to the DCMA 360 site workspace. Inform the GFR that the workspace is established and available for use. Alternatively, Request the GFR grant the AOI Team Access to the Standardized APT DCMA 360 Page and ensure all AOI pre-deliverables identified in the CMO 60-Day Notification are updated and meta-data tagged properly. Questions regarding access to the APT Standard pages and navigation to pre-deliverables should first be addressed to the CMO site administrator/APT or DCMA HQ AOP if the site administrator/APT cannot resolve.

A7.1.3.2.2. Coordinate travel and lodging in accordance with the Joint Federal Travel Regulation (JFTR), and HQ DCMA-AO travel guidance. Forward lodging reservations and confirmation numbers to all team members.

A7.1.3.2.3. Consider amenities that facilitate the AOI team when coordinating lodging:

A7.1.3.2.3.1. Near the unit under evaluation with easy access. Note: The location of some lodging can lead to unacceptably long commute times to/from the unit.

A7.1.3.2.3.2. Internet access in rooms and a printer available.
A7.1.3.2.3.3. Dining and exercise facility within a proximate distance.

A7.1.3.2.3.4. Rooms available for all team members.

A7.1.3.2.3.5. No-cost meeting room on-site is desirable.

A7.1.3.3. All AOI team members will upon receipt of the AOI Team Lead’s visit notification, make airline reservations and send arrival/departure information to the Deputy Team Lead (or other team member designated by AOI Team Lead).

A7.1.3.3.1. Ensure you can access and navigate the AOI Research site on 360. Contact DCMA-AOP (steve.wyllie@dcma.mil or michael.fludovich@dcma.mil) if you have questions.

A7.1.3.4. The CMO/APT under evaluation shall: Provide the Deputy Team Lead (or other team member designated by AOI Team Lead) with information concerning lodging, directions, and security requirements.

A7.1.3.5. Accomplish a self-assessment of your site (required as a pre-deliverable NLT 14 days prior to inspection). DCMA 360 link to example self-assessment. The template is provided for you convenience. You are welcome to use a locally developed product to provide your assessment.

A7.1.4. 50 Days Prior to AOI Visit.

A7.1.4.1. Deputy Team Lead will file country and theater clearances with DCMA International (if OCONUS AOI). Use the DCMA Form 5 to provide all the required information.

A7.1.5. 45 Days Prior to AOI Visit.

A7.1.5.1. The AOI Team Lead will contact the CMO commander to discuss expectations and concerns.

A7.1.5.1.1. Coordinate with the GFR/CFO to schedule the flight by supervisory personnel. If the aircraft/team member availability falls outside of the AOI, include the Risk Assessment program manager in coordination for any necessary adjustments.

A7.1.6. 30 Days Prior to AOI Visit.

A7.1.6.1. The AOI Deputy will comply with CMO’s instructions regarding security/special access requirements (e.g. coordination with DCMA Security on generating a Joint Personnel Adjudication System (JPAS) visit request). Coordinate with external team members/observers (e.g. AMMT, A3V, DES, Service safety center personnel, etc.). Note: External team members typically work security/site visit requests through their home station security office, as required.
A7.1.6.2. The APT shall notify the contractor in writing that an AOI will be conducted.

A7.1.7. 21 Days Prior to AOI Visit.

A7.1.7.1. The AOI Team Lead will:

A7.1.7.1.1. Ensure the documentation provided by the APT under evaluation is uploaded to the DCMA-AO 360 site workspace. Alternatively, ensure the Standardized APT DCMA 360 Page contains all AOI pre-deliverables identified in the CMO 60-Day Notification, they are updated and meta-data tagged properly and your team has access. Questions regarding access to the APT Standard page and navigation to pre-deliverables should first be addressed to the CMO site administrator/APT or DCMA HQ AOP if the site administrator/APT cannot resolve.

A7.1.7.1.2. Forward the pre-deliverables and a copy of the previous AOI report to all team members without HQ DCMA 360 access (e.g. AFMC/A3V, DES, and NAVAIR/AMMT).

A7.1.7.2. The Deputy Team Lead (or other team member designated by AOI Team Lead) will develop a transportation plan IAW HQ DCMA-AO Travel Guidance that is most advantageous to the Government for lodging, airport pick-up/drop-off, and transportation to/from the unit under evaluation. Forward the transportation plan to all team members, specifying which team members will make rental car reservations.

A7.1.7.3. The APT under evaluation shall:

A7.1.7.3.1. Provide the Deputy Team Lead with the AOI Workcenter Information Request, this Attachment, Workcenter Information Request.

A7.1.7.3.2. Coordinate approval for AOI Team photography to provide objective evidence for risk evaluation with APT.

A7.1.7.3.3. Ensure all pre-deliverable documentation is uploaded to the DCMA-AO 360 site workspace. Alternatively, ensure the AOI Team has access to your APT DCMA 360 Page and the AOI pre-deliverables are updated and meta-data tagged properly. Contact AOI Team Lead to provide justification if this requirement cannot be met within prescribed timeframe.

A7.1.8. 14 Days Prior to AOI.

A7.1.8.1. The AOI Team Lead will:

A7.1.8.1.1. Send out a draft AOI schedule for coordination with team members and the APT of the unit under evaluation. AOI Team Leads are encouraged to use paragraph A7.2, AOI Execution, to developing a draft AOI schedule. The schedule for Day 1 of the AOI should be coordinated with the AOI Team Lead and APT to determine the sequence of events.
The recommended briefing sequence is AOI Team Kick-Off meeting (typically the day prior), CMO commander in-brief, and APT/contractor brief to the AOI team.

A7.1.8.1.2. Verify with the CMO commander or GFR who will be in attendance at the CMO commander in-brief.

A7.1.8.2. All AOI team members will:

A7.1.8.2.1. Review the documentation received from the unit under evaluation and the previous AOI report.

A7.1.8.2.2. Contact their counterpart at the unit under evaluation and discuss the AOI process and any special interest items that may be evaluated.

A7.1.8.2.3. Request any special documentation to be made available during the visit that may be useful (e.g., the Ground Operations Element Lead may request historical FOD data).

A7.1.8.2.4. Discuss the areas where the APT might need assistance, processes/individuals that “stand out” as exceeding standards, and any other areas that the APT feels thinks are important.

A7.1.8.2.5. Request that there be a knowledgeable point of contact assigned to each applicable sub-element during the AOI visit.

A7.1.8.3. CMO will:

A7.1.8.3.1. Provide a copy of the self-assessment of your site as described in Para A.7.1.3.5. DCMA 360 link to example self-assessment. The template is provided for your convenience. You are welcome to use a locally developed product to provide your assessment. The self-assessment must be uploaded to your APT DCMA 360 Page as part of pre-deliverables.

A7.1.9. 7 Days Prior to AOI.

A7.1.9.1. The AOI Team Lead will:

A7.1.9.1.1. Identify and resolve any open issues such as visit scheduling or lack of pre-visit documentation. E-mail the final schedule to the CMO commander, APT, and AOI team.

A7.1.9.1.2. In coordination with the APT determine the preferred format/media resources for the Day 1 briefings (e.g. e-mailed files or approved external drive). Ensure that a backup copy of each briefing is available.

A7.1.9.2. The Deputy Team Lead (or other team member designated by AOI Team Lead) will identify and resolve any open issues with lodging, transportation, or security.

A7.1.9.3. All AOI team members will:
A7.1.9.3.1. Ensure a laptop computer is available for their use during the AOI visit. The AOI team member’s unit is responsible for providing this laptop computer. The unit under evaluation is not responsible for providing any computers to the AOI team.

A7.1.9.3.2. Possess copies (electronic preferred) of the following:

A7.1.9.3.2.1. A current copy of the APT Reference Book Volume I and Volume II and applicable Element AOI Inspection Guide.

A7.1.9.3.2.2. Previous AOI report for the unit under evaluation.

A7.1.9.3.2.3. Current template for their element’s portion of the detailed report.

A7.1.9.3.2.4. Other documentation sent by the AOI Team Lead.

A7.1.9.3.3. Ensure they have all technical administrative items (e.g. external hard drive, disks) needed. The unit under evaluation is not responsible for providing anything other than basic administrative supplies (e.g., printer paper, pens, staplers, etc.).

A7.1.9.3.4. Ensure they have all personal protective gear needed for the AOI visit (e.g. rain gear, steel-toed boots). The unit under evaluation is not responsible for providing anything other than basic protective gear (e.g., protective glasses, foam ear plugs).

A7.1.9.4. The APT of the unit under evaluation shall:

A7.1.9.4.1. Ensure that the security office of the unit under evaluation has the AOI team access list and that procedures for providing access badges/escorts are reviewed with that office.

A7.1.9.4.2. Ensure the room for the CMO commander in-brief/oufbrief has been reserved.

A7.2. AOI Execution.

A7.2.1. Travel Arrival Day. The travel arrival day is normally Sunday, unless the AOI Team Lead determines that the size and scope of the unit under evaluation requires traveling on another day.

A7.2.1.1. The Deputy Team Lead will:

A7.2.1.1.1. Collect hotel room numbers from all team members and disseminate to the AOI Team.

A7.2.1.1.2. Ensure all team members receive the tax exempt form listed on GSA’s website that exempts taxes for the Individually Billed Accounts.

A7.2.1.1.3. Ensure Element Leads have the most current electronic version of their portion of the detailed report.
A7.2.2. **AOI Team Kick-Off Meeting.** The AOI Team Kick-Off Meeting is for AOI team members, OJT personnel, and Observers only.

A7.2.2.1. **The AOI Team Lead will** conduct this meeting prior to the CMO commander in-brief. Use the standardized AOI Team kick-off brief found on the [DCMA-AOO 360 site](https://dcma-aooonline.com), under AOI Documents. The brief includes the following items:

A7.2.2.1.1. **Introduction of team members**

A7.2.2.1.2. **AOI visit schedule**

A7.2.2.1.3. **Inspection philosophy**

A7.2.2.1.4. **Inspection Do’s and Don’ts**

A7.2.2.1.5. **Risk assessment reporting**

A7.2.2.1.6. **Local area items**

A7.2.2.1.7. **Detailed Report procedures**

A7.2.2.1.8. **Detailed Report milestones**

A7.2.2.1.9. **AOI Team Dress Code.** AOI team members will dress in appropriate professional attire. Civilians shall wear business casual. Military personnel shall wear flight suits, utilities or Class B uniform. For OCONUS AOIs, verify proper attire with the AOI site POC. The Team Lead will ensure adherence with the AOI dress code to the appropriate level.

A7.2.2.1.10. **Inspection Conduct.** The inspection generally begins immediately following the in-brief. Throughout the inspection, AOI team members will:

A7.2.2.1.10.1. Ask the following questions about each observed element and sub-element:

A7.2.1.10.2.1.1. Does a program exist and conform to existing guidance?

A7.2.1.10.2.1.2. Is the program adhered to and documented?

A7.2.1.10.2.1.3. What risks/issues are associated with the program and how well are they being mitigated?

A7.2.1.10.2.1.4. Are there any notable strengths and/or outstanding performers?

A7.2.2.1.10.2. Observe how well the APT works together and how well it works with the contractor. Additionally, observe safety, product quality, and property issues, then provide your inputs to the appropriate team member.
A7.2.2.10.3. Take thorough and specific notes. Ensure that the basic questions of “who, what, when, where, and why” are answered.

A7.2.2.10.4. Request APT assistance, if digital photography is needed, to properly capture an observation.

A7.2.2.10.5. Observe all operations that affect (directly or indirectly) their element/sub-element, including back shops and aircraft assembly areas.

A7.2.2.10.6. Complete the appropriate sections of the detailed report daily as elements and sub-elements are evaluated.

A7.2.2.10.7. Throughout the inspection, Element Leads will assign a COLOR / RISK rating to each write-up, sub-element, and element using the Risk Assessment Code Matrix in this Attachment, COLOR / RISK rating.

A7.2.3. **Day 1 of the AOI.**

A7.2.3.1. The AOI Team Lead will:

A7.2.3.1.1. Plan on the AOI team arriving at the unit under evaluation at least 60 minutes prior to the first meeting to allow time for security clearance issues and briefing room set-up.

A7.2.3.1.2. Conduct the CMO commander in-brief. Time, location, and medium is left to the discretion of the Team Lead depending upon CMO commander’s location and availability. At a minimum, the following items should be discussed (a sample briefing template is located on the [DCMA-AOO 360 site](#)):

A7.2.3.1.2.1. Definition of an AOI
A7.2.3.1.2.2. AOI team members
A7.2.3.1.2.3. AOI elements and sub-elements
A7.2.3.1.2.4. Assessment philosophy
A7.2.3.1.2.5. Risk assessment
A7.2.3.1.2.6. AOI team schedule
A7.2.3.1.2.7. Deliverables
A7.2.3.1.2.8. No constructive change

A7.2.3.1.3. Ensure all APT members are unsubscribed from the DCMA-AOO 360 site workspace, as applicable.
A7.2.3.2. **The CMO commander of the unit under evaluation** will determine who will be in attendance at the CMO commander in-brief. Contractor personnel may attend this meeting at the invitation of the CMO commander.

A7.2.3.3. **The CFO/GFR of the unit under evaluation** will ensure a member of the APT meets the AOI team at the visitor’s center/security access point.

A7.2.3.4. **APT / Contractor Brief to the AOI Team.** The APT/contractor should provide the AOI team a 15-30 minute brief on the facility to include safety and security information. This is also an excellent opportunity for the APT/contractor to inform the AOI team of any known risk areas and steps that have been taken to mitigate that risk.

A7.2.3.5. **Facilities Tour.** The APT/contractor should provide an orientation tour, not exceeding 30 minutes, to familiarize the AOI team members with the facility.

A7.2.3.6. **Daily AOI Team Recap.**

A7.2.3.6.1. Only members of the AOI team, OJT Observers, and Service inspection team members will attend this meeting.

A7.2.3.6.2. During the Daily AOI Team Recap, the AOI team members will brief write-ups, sub-elements completed and the next day’s inspection schedule to the AOI Team Lead. Time is critical, so it is important that every team member collect their thoughts and remain concise.

A7.2.3.6.3. The AOI Team Lead should stress that COLOR / RISK ratings will not be discussed in front of the APT and contractor prior to the CMO commander outbrief.

A7.2.3.7. **Daily Hot Wash.** During the Daily Hot Wash, the AOI team members will provide a brief summary to the APT (and the contractor if invited by the CMO Commander) regarding what was observed during the course of the day. This is the best time to verify that the appropriate POC was contacted and interviewed in any area where a potential observation and/or discrepancy may exist. The AOI Team Lead should finish the meeting by reviewing the schedule for the next day and reemphasizing “No Constructive Changes are implied” if the contractor is present.

A7.2.4. **Days 2-3 of the AOI.**

A7.2.4.1. All AOI team members should complete the appropriate sections of the detailed report as elements and sub-elements are evaluated.

A7.2.4.2. Following the Daily Hot Wash, the AOI Team Lead will brief the CMO commander on the status of the inspection and finalize the next day’s schedule.

A7.2.5. **Day 4 of the AOI.**

A7.2.5.1. The AOI Team Lead will:
A7.2.5.1.1. Complete the CMO Commander’s outbrief slides per paragraph A7.3.1, Post AOI Documentation and Actions.

A7.2.5.1.2. Review and refine the Executive Summary. Begin assembling and drafting the remainder of the **AOI Report** (if no Deputy Team Lead).

A7.2.5.1.2.1. Note: The **AOI Report** consists of the following sections combined into one file: Executive Summary, Introduction (includes table of contents), and detailed report sections for all elements and sub-elements evaluated.

A7.2.5.1.3. Conduct a review of the outbrief (“Murder Board”) with all AOI team members.

A7.2.5.1.4. Upload a PDF version of the Executive Summary and PowerPoint version of the Outbrief to the applicable CMO/Site in the DCMA-AOO 360, **AOI/SAV REPORTS**. Note: Use the “save as” function in Word when saving as a PDF to maintain the integrity of hyperlinks embedded in the document. Note: File names shall follow this format: Fiscal Year_Place of Performance_(KTR at PoP)_AOI Product. Examples: FY16_Cecil_Field_(Acme)_Executive_Summary, FY16_Cecil_Field_(Acme)_AOI_Outbrief, etc.

A7.2.5.1.5. Provide the CMO commander an advanced copy of the outbrief and pre-brief the CMO commander on the results of the AOI (typically by phone, late afternoon).

A7.2.5.1.6. NLT end-of-day, forward the DCMA-AOO 360 site link, in AOI/SAV REPORTS, for the Executive Summary and outbrief slides via e-mail to the applicable Regional distribution list as outlined below:

A7.2.5.1.6.1. Email the DCMA-AOO 360 site links for the PDF version of the Executive Summary and PowerPoint version of the outbrief. Paste the content of the Executive Summary into the body of the email and the subject line of the Executive Summary into the subject line of the email. Send to the following:

A7.2.5.1.6.2. Prime CMO commander and streamlined commander, as applicable (Note: CMO commanders must be added to the “To Line” manually, they are not included in the established Regional Outlook distribution lists),

A7.2.5.1.6.3. Add the applicable Regional Outlook distribution list to “To Line:” AOI DCMAE, AOI DCMAC, AOI DCMAW or AOI DCMAI.

A7.2.5.1.6.4. This concludes Executive Summary and Outbrief distribution.

A7.2.5.2. **The Deputy Team Lead** will collect the report detailed Element sections as they are complete. Review and refine the Executive Summary and begin assembling and drafting the remainder of the AOI Report.
A7.2.5.3.  **All AOI team members will:**

A7.2.5.3.1.  Assess level of risk of the discrepancies discovered based on the RAC. Do the write-ups add up to the COLOR / RISK rating? The verbiage of the write-ups must correlate with risk rating.

A7.2.5.3.2.  Coordinate with other element leads to de-conflict write-ups. Assess proper annotation of discrepancies under the appropriate element/sub-element and do not duplicate write-ups.

A7.2.5.3.2.1.  Identify individual outstanding performers and provide a one paragraph justification for each to the AOI Team Lead for consideration. Justification must be based on a tangible/measurable impact on safe and effective operations. Performance and contribution must be above/beyond expectations. Examples include; development of a process, tool, technique, etc., that enhanced mission effectiveness/safety.

A7.2.5.3.3.  Complete and turn in their portion of the AOI Report to the AOI Deputy Team Lead NLT 1000 *(or as specified by the AOI Team lead).*

A7.2.6.  **Day 5 of the AOI - Travel Departure Day.**

A7.2.6.1.  **CMO Commander’s Outbrief.** The AOI Team Lead will conduct a formal outbrief with the CMO commander and other personnel as designated by the CMO commander on the Element risk levels of his unit (contractor, military, and joint) at the conclusion of the AOI. Prior to the CMO commander’s outbrief, ensure that the CMO commander and streamlined commander, as applicable, received the Executive Summary and outbrief slides. Plan on the AOI team arriving at least 1 hour prior to the meeting to allow for briefing room set-up.

A7.2.6.1.1.  Though the CMO commander may choose to invite the contractors to the AOI outbrief, no written or electronic copies of the AOI report or brief will be provided to the contractor. Command Administration and Quality shall be briefed government-only. Briefing government-only discrepancies in Flight, Ground, and Safety when contractors are present is left to the discretion of the AOI Team Lead. Observation write-ups (see this Attachment, Status Codes and Instructions) shall not be included in the AOI outbrief if the contractor will be attending. In this case, the Observations will be briefed separately to the CMO. Note: Outbrief templates to support either a combined USG-KTR outbrief or USG-only brief are provided on the HQ DCMA-AOO 360 site.

A7.2.6.1.2.  At a minimum, the following items should be discussed (a sample briefing template is located on the HQ DCMA-AOO 360 site):

A7.2.6.1.2.1.  AOI team members

A7.2.6.1.2.2.  Assessment philosophy

A7.2.6.1.2.3.  Risk assessment

*Attachment 7 – Page 11 of 26*
A7.2.6.1.3. For units under evaluation that are geographically separated from their CMO commander, the location and medium of the outbrief is determined by the Team Lead following coordination with the CMO commander.

A7.2.6.1.4. The CMO commander of the unit under evaluation will determine who will be in attendance. Contractor personnel may attend this meeting at the invitation of the CMO commander.

A7.2.6.1.5. The AOI Team Lead should conduct this brief in its entirety and should speak for the entire AOI team.

A7.2.6.1.6. Element Leads should be ready to address specific issues.

A7.2.6.1.7. The AOI Team Lead, Deputy Team Lead, and Element Leads are required to attend the CMO commander’s outbrief. The AOI Team Lead may excuse other team members from the outbrief on a case-by-case basis.

A7.2.6.1.8. At applicable locations, HQ DCMA-AO will augment the AOI team with Service inspection teams. The AOI Team Lead shall incorporate their additional expertise to provide a comprehensive final report and outbrief. All AOI corrective action will be addressed in accordance with DCMA INST 8210.2, Chapter 8 and data recorded in the CAP database will be shared with applicable Service inspection teams.

A7.3. Post AOI Actions.

A7.3.1. Post AOI Documentation and Actions. AOI documentation consists of an initial Executive Summary, CMO commander’s Outbrief, final AOI Report (see Para A7.2.5.1.2.1) and DCMA Senior Leadership Brief (when applicable). The AOI Team Lead will provide a report to the CMO commander. The AOI Report is not a substitute for the APT’s annual survey of the contractor. However, AOI findings should be reviewed by the GFR for possible inclusion into the GFR’s annual survey report. Due to the potential proprietary data, AOI Team Leads will ensure all AOI documentation is marked “FOR OFFICIAL USE ONLY – MAY CONTAIN PROPRIETARY DATA – DO NOT RELEASE TO ANY NON-GOVERNMENT PERSON WITHOUT FIRST CONSULTING GENERAL COUNSEL.” The AOI Team Lead shall also brief DCMA senior leadership when two or more Elements are assessed as moderate risk or one or more Elements are assessed as high risk (Red).
A7.3.1.1. **AOI Plus 1 Week.** NLT 3 duty days (6 duty days in the case of back-to-back AOIs for Lead and/or Deputy) following completion of the AOI visit, the AOI Team Lead will:

A7.3.1.1.1. **Save the draft AOI Report in PDF format and upload to the applicable CMO/Site in the DCMA-AOO 360, AOI/SAV REPORTS.** Note: Use the “save as” function in Word when saving as a PDF to maintain the integrity of hyperlinks embedded in the document. Note: File names shall follow this format - Fiscal Year_Place of Performance_(KTR at PoP)_AOI Product. Example: FY16_Cecil_Field_(Acme)_Draft_AOI_Report

A7.3.1.1.2. **Forward the DCMA-AOO 360 link for the draft version of the AOI Report via email to the applicable Regional distribution list as outlined below:** In addition, send the draft AOI Report to AOI team members for review and feedback **using a separate email.** The draft sent separately to team members may be emailed as a Word attachment at the Lead’s discretion to facilitate editing.

A7.3.1.1.2.1. **Email the DCMA-AOO 360 link to the PDF version of draft AOI Report.** In the subject line of the email include the following: “[Place of Performance] Draft AOI Report.” In the body of the email include the following: “The draft AOI report is attached for review. The report will go final on [DATE].” Send to report to the following:

A7.3.1.1.2.2. **Prime CMO commander and Streamlined commander, as applicable.**

A7.3.1.1.2.3. **Add the applicable Regional Outlook distribution list to the “To Line:” AOI DCMAE, AOI DCMAC, AOI DCMAW or AOI DCMAI.**

A7.2.5.1.6.4. This concludes draft AOI Report distribution.

A7.3.1.2. **Five duty days** (10 duty days in the case of back-to-back AOIs for Lead and/or Deputy) following completion of the AOI visit, the AOI Team Lead will:

A7.3.1.2.1. **Adjudicate any recommended changes, finalize, and electronically sign the PDF version of the AOI Report.** Upload the signed AOI Report and PowerPoint version of the outbrief to the applicable CMO/Site in DCMA-AOO 360, AOI/SAV REPORTS. DCMA-AOO will delete all draft versions. Note: File names shall follow this format - Fiscal Year_Place of Performance_(KTR at PoP)_AOI Product. Example: FY16_Cecil_Field_(Acme)_AOI_Report

A7.3.1.2.2. **Forward the DCMA-AOO 360 link for the final version of the AOI Report via e-mail to the CMO commander of the unit evaluated and the applicable Regional distribution list as outlined below:**

A7.3.1.2.2.1. **Email the DCMA-AOO 360 link to the PDF version of the AOI Report.** In the subject line of the email include the following: “[Place of Performance]
Final AOI Report.” In the body of the email include the following: “[Place of Performance] Final AOI Report is attached.” Send to the following:

A7.1.2.2.3.1.1. CMO commander and streamlined commander, as applicable.

A7.1.2.2.3.1.2. Add applicable Regional Outlook distribution list: AOI DCMAE, AOI DCMAC, AOI DCMAW or AOI DCMAI.

A7.1.2.2.3.1.3. This concludes final AOI Report distribution.

A7.3.1.3. When appropriate, after the completion of the AOI, the AOI Team Lead will send a brief after-action e-mail to the Risk Assessment Program Manager and Chief of Standardization and Evaluation outlining concerns and/or suggestions for AOI process improvements that may need to be considered.

A7.3.1.4. After the completion of the AOI visit, the GFR of the unit under evaluation will maintain a copy of the AOI Report for use in completing the annual Contractor Flight and Ground Operations Survey required by DCMA INST 8210.1, Contractor's Flight and Ground Operations. The GFR may use specific contractor information from the AOI Report in completing the survey.

A7.3.1.5. After receiving the final version of the AOI Report and CMO commander outbrief slides, HQ DCMA-AO Operations will determine if any notable strengths can be distributed throughout the DCMA Aircraft Operations community to improve operations. HQ DCMA-AO Operations will disseminate strengths quarterly via the Safety Newsletter and will ensure that proper credit is given to the originators of the program or process.

A7.3.2. DCMA Senior Leadership Briefing. The results of the AOI visit will only be briefed to senior leadership for sites when one or more Elements are assessed as high risk (Red). These results should be briefed to the DCMA senior leadership within approximately 90 days following completion of the report. In addition, regional level aircraft operations staff members shall brief AOI results to regional leadership, ensuring these regional-level briefings occur prior to HQ DCMA-AO briefing the DCMA Director.

A7.3.2.1. At the completion of the AOI visit, the AOI Team Lead or Deputy Team Lead will:

A7.3.2.1.1. Contact the AO Risk Assessment Program Manager to schedule the AOI Senior Leadership Briefing, if required.

A7.3.2.1.2. Support the Risk Assessment Program Manager in developing the brief.

A7.3.2.1.3. Brief DCMA senior leadership on the results of the AOI visit, as required. (no more than two four AOI reports will be briefed to senior leadership during a single meeting).
## A7.4.

### Risk Assessment Code Matrix

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE MATRIX</th>
<th>SEVERITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimal</td>
</tr>
<tr>
<td></td>
<td>I</td>
</tr>
<tr>
<td>Near Certainty</td>
<td>5</td>
</tr>
<tr>
<td>Highly Likely</td>
<td>4</td>
</tr>
<tr>
<td>Likely</td>
<td>3</td>
</tr>
<tr>
<td>Low Likelihood</td>
<td>2</td>
</tr>
<tr>
<td>Not Likely</td>
<td>1</td>
</tr>
</tbody>
</table>

**Risk Matrix Color Codes**. All elements and sub-elements (which are evaluated) receive a COLOR / RISK rating as shown in Figure 2.

The DCMA Aircraft Operations Risk Assessment Code (RAC) matrix is derived from and definitions are derived from the Risk Management Guide for DoD Acquisition, DoDI 6055.07, DoD Joint Risk Management Publication, MIL-STD-882E, and DCMA-INST 219. It is used to indicate the possibility of a risk event occurring and the potential impact to a program if a risk event occurs. AOI team members will assess the severity and probability of risk associated with each identified write-up, sub-element, and element. After determining the severity and probability of a potential risk event, a COLOR / RISK rating will be assigned.

**PROBABILITY** – a subjective estimate based on available data and an evaluator’s experience of the likelihood that a risk event will occur during the planned length of the contract.

1. **NOT LIKELY** – Not impossible, but it can be assumed occurrence will almost never occur in the life of a contract.
2. **LOW LIKELIHOOD** – Occurrence unlikely/remote, but possible in the life of a contract.
3. **LIKELY** – May occur sometime in the life of a contract.
4. **HIGHLY LIKELY** – Occurs several times in the life of a contract.
5. **NEAR CERTAINTY** – Occurs often in the life of a contract.

**SEVERITY** – a qualitative measure *subjective estimate* of the most reasonable credible mishap resulting from personnel error, environmental conditions, design inadequacies, procedural deficiencies, or system, subsystem, or component failure or malfunction. **Associated with mishap classes.**
I. **MINIMAL** – Could result in injury or illness not resulting in a lost work day, loss less than $20K, or minimal environmental damage not violating law or regulation.

II. **MINOR** – The resulting total cost of property damage is $20,000 or more, but less than $50,000; or a recordable injury or illness not otherwise classified as a Class A, B, or C mishap.

III. **MODERATE** – The resulting total cost of property damages to Government and other property is $50,000 or more, but less than $500,000; or a nonfatal injury or illness that results in 1 or more days away from work, not including the day of the injury.

IV. **SIGNIFICANT** – The resulting total cost of damages to Government and other property is $500,000 or more, but less than $2 million. An injury or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized for inpatient care (which, for mishap reporting purposes only, does not include just observation or diagnostic care) as a result of a single mishap.

V. **SEVERE** - The resulting total cost of damages to Government and other property is $2 million or more, a DoD aircraft is destroyed (excluding UAS Groups 1, 2, or 3), or an injury or occupational illness results in a fatality or permanent total disability.
COLOR / RISK Ratings / Accountable Codes / Status Codes

<table>
<thead>
<tr>
<th>GREEN / LOW RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>YELLOW / MODERATE RISK</td>
</tr>
<tr>
<td>RISK MITIGATION IS INADEQUATE</td>
</tr>
<tr>
<td>RED / HIGH RISK</td>
</tr>
<tr>
<td>RISK MITIGATION IS INEFFECTIVE OR NONEXISTENT</td>
</tr>
<tr>
<td>NOT EVALUATED</td>
</tr>
<tr>
<td>THE ELEMENT/SUB-ELEMENT EXISTS AT LOCATION BUT INSPECTORS DID NOT HAVE AN OPPORTUNITY TO INSPECT</td>
</tr>
<tr>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>THE ELEMENT/SUB-ELEMENT DOES NOT EXIST AT LOCATION</td>
</tr>
</tbody>
</table>

RISK ASSESSMENT CODE – a COLOR / RISK rating that indicates the potential impact a risk event would have on the unit being evaluated.

1. **GREEN / LOW RISK** – The likelihood of damage to equipment and/or injury to personnel is low.
2. **YELLOW / MODERATE RISK** – Risk mitigation is inadequate. The likelihood of damage to equipment and/or injury to personnel is moderate.
3. **RED / HIGH RISK** – Risk mitigation is ineffective or nonexistent. The likelihood of damage to equipment and/or injury to personnel is high.
4. **NOT EVALUATED (NE)** – The element/sub-element exists at location but inspectors did not have an opportunity to inspect (e.g. no ground handling or servicing conducted during inspection week).
5. **NOT APPLICABLE (NA)** - The element/sub-element does not exist at location.(e.g. no welding requirements, no battery shop requirements, etc.).

AOI Report Definitions

Accountable Codes – The code that identifies who is responsible for the write-up.

1. **GOVERNMENT (G)**
2. **CONTRACTOR (C)**
3. **GOVERNMENT AND CONTRACTOR (G/C)**
Status Codes and Instructions.

1. **STRENGTH (S)** – A superior program, procedure, or technique that significantly contributes to mitigating risk. Strengths are always assessed as Green.

2. **OBSERVATION (O)** – Discovery by an AOI team of an area or item, attributed to the contractor or Government, that is not contractually required (in the case of the contractor) or explicitly regulated by applicable Instructions (in the case of the Government). However, the area or item exhibits elevated risk (Yellow or Red Risk Rating) or presents an opportunity for improvement (Green Risk Rating). Observations can be assigned a risk rating of Green, Yellow, or Red.

   **Instructions for Observation:** AOI Team members may mention observations during the daily hot wash. However, Observation write-ups shall not be included in the AOI outbrief if the contractor will be attending. In this case, Observations shall be briefed separately to the CMO leadership. Observation write-ups will be included in the detailed AOI report. All Observations must be evaluated for appropriate adjudication by the CMO following the AOI. Adjudication may require coordination with the applicable program office. CMOs shall not communicate to the contractor, either verbally or in writing, a requirement to correct an AOI Observation unless a link to contractual requirements is established. If a link is established, then the CMO would upgrade the Observation to a Discrepancy. Additionally, the CMO will document the actions taken for elevated risk Observations in the Corrective Action Plan (CAP) data base per DCMA INST 8210.2, Chapter 8 and be prepared to discuss their analysis and actions with the CMO Risk Advisory Board (CRAB).

3. **DISCREPANCY (D)** – Discovery by an AOI team of an area or item, attributed to the contractor or Government, that is contractually required (in the case of the contractor) or explicitly regulated by applicable Instructions (in the case of the Government) but is not in compliance. Discrepancies can be assigned a risk rating of Green, Yellow, or Red.

   **Instructions for Discrepancy:** Corrective action for discrepancies is required regardless of risk. The CMO shall adhere to the CAR requirements contained within DCMA-INST 1201 (Corrective Action Process), and DCMA INST 8210.1, Chapter 7, for all identified contractor discrepancies (regardless of identified risk level). Separately, the CMO will also document the actions taken for all Discrepancies (Contractor or Government) in the Corrective Action Plan (CAP) data base per DCMA INST 8210.2, Chapter 8 and be prepared to discuss their analysis and actions with the CMO Risk Advisory Board (CRAB). Closing out CARs does not automatically close out the risk within 8210.2 CAP/CRAB process and vice versa.
FINDING LEVELS AND DEFINITIONS

In an effort to standardize inspection processes, develop a common risk profile and identify systemic issues throughout DCMA, the Aircraft Operations (AO) Directorate is working in conjunction with the Office of Independent Assessment (OIA) to integrate inspection results which will require standardized definitions of inspection write-ups.

The following provides guidance for assigning Finding Levels to AOI write-ups:

- Finding levels are assigned based on DCMA policy Key Controls
- Finding levels are currently assigned to “Gov’t only” Quality discrepancies
- All Gov’t only discrepancies will receive a finding level once Key Controls are established for DCMA INST 8210.2
- Contractor discrepancies and observations are not assigned finding levels
- There is currently no correlation between risk color and finding level
- Level I – Requirement not identified as a Key Control
- Level II – Agency Guidance/Key Control, related to FAR/DFAR/DoD
- Level III – Identical to Level II findings found at three or more CMOs; Assigned post-AOI by Mission Panel/Strategic Assessment Team, once in place
  • Elevated to Lead Component, Office Primary Responsibility (OPR) for action and disposition. CMO(s) identify corrective action they are putting in place at Level II while agency assesses a possible enterprise solution

Levels are for information only, no additional action required on the part of the CMO. The CMO shall still resolve AOI write-ups through the standard INST 8210.2, Chapter 8 CAP/CRAB process. DCMA HQ-AO/OIA will integrate our CAP/CRAB data with the OIA/MRT CAP database.

No other changes to AO AOI products and processes & CAP/CRAB process IAW DCMA 8210.2, Chap 8, until further notice
AOI Elements and Sub-elements

Listed below are the four elements and 35 sub-elements that are evaluated (as applicable) at each inspected site:

1. **Command and Administration**
   1. Documentation
   2. APT Responsibilities
   3. Contract Issues
   4. Teaming
   5. CMO Commander Responsibilities
   6. Site Operations

2. **Flight Operations**
   1. Flight Procedures
   2. Flight Crew Information File (FCIF) Program
   3. Crew/Non-Crew Flight Records*
   4. Flight Plans and Approval
   5. Flight by Supervisory Personnel

3. **Ground Operations**
   1. Ground Procedures
   2. Tool Control
   3. Foreign Object Damage/Debris (FOD) Program
   4. Aircraft Ground Handling
   5. Aircraft Servicing
   6. Training and Certification
   7. Ground Support Equipment (GSE)
   8. Engines and Auxiliary Power Unit (APU)
   9. Site-Specific Hazardous Operations
   10. Support Shops**
   11. Hydraulic Fluid Contamination
   12. Weight and Balance
   13. Calibration Procedures
   14. Aircraft Security
   15. Oil Analysis/Handling
   16. Technical Publications and Aircraft Records

4. **Quality**
   17. SOF Policy
   18. SOF Roles and Responsibilities
   19. SOF Surveillance Planning
   20. SOF Program Plan
   21. Surveillance Activities
   22. Corrective Action Process
   23. SOF Documentation and Data Analysis
   24. Support at the Sub-Tier
25. Competencies and Certifications

4. Safety

1. Flight Safety (Inspected by Flight Ops)
2. Ground Safety
3. Aircraft Rescue and Fire Fighting (ARFF)
4. Mishap Plan
5. Severe Weather Plan
6. Fuels Storage/Delivery/Maintenance
7. Facilities
8. HAZMAT and Explosives


** - Support Shops contains Life Support, Egress Maintenance, Wheel and Tire, Corrosion Control/Cleaning/Aircraft Paint, Battery Handling, Non-Destructive Inspection (NDI), as applicable.
CMO Pre-Deliverables

1. **50 Days Prior:**

Identify the APT Point of Contact(s) for this inspection and members required to access and upload pre-deliverables into DCMA 360.

2. **45 Days Prior:**

Provide scheduling point of contact to facilitate a flight by supervisory personnel.

3. **30 Days Prior:**

The APT will notify the contractor in writing that an AOI will be conducted.

4. **21 Days Prior:**

The following mandatory pre-deliverables are required to be uploaded into the DCMA HQ AO, Operations 360 (Site “Document Library”). [Team Lead Inserts 360 Site “WORKSPACE” Link Here] (Alternatively, grant the AOI Team Access to your APT DCMA 360 Page and ensure the following files are updated and metadata tagged properly.)

   a. Latest Annual Contractor Survey including a current Facility Data Sheet and a list of the following contractual requirements, as applicable to Aircraft Operations (only a list, not the actual documents for 1–4):
      
      1. Service Technical Orders, Manuals, Publications, Instructions, Regulations, etc.
      2. Industrial/Industry Standards (e.g., NAS, NFPA, NIST, etc.)
      3. Clauses
      4. Special Contract Requirements

   b. Flight, Ground, and Local Operating Procedures, to include any linked or associated Contractor documents.

   c. Summary Report of Corrective Action Requests (CAR) for the past 24 months. Do not load the actual CARs.

   d. Summary of mishaps/incidents at site for the past 24 months (regardless of monetary value or classification).

   e. A one-paragraph statement (Microsoft Word document) explaining the scope of operations at the facility which will be inspected. The paragraph should include but is not limited to the following information: Prime/sub-tier flow down (both CMO and contractor, as applicable), type aircraft, type work, number of aircraft produced or modified yearly, hours flow yearly, size of facility, number of hangars, number of government & contractor employees, approximate number of tools boxes, number of DCMA quality assurance personnel employed, number of approved SOF plans for the applicable programs/platforms regardless of whether GFRC is on contract, type of hangar fire suppression, type ARFF coverage and who is providing the coverage, number of HAZMAT lockers, number of paint lockers, number and type of ammunition storage and
f. Copy of contractor 30-day inspection notice.

g. Safety of Flight Plans for all programs (regardless of whether GFRC is on contract) under the cognizance of the CMO site for which the AOI is being performed. (SOF plans shall consist of all information required in paragraph 3.5 of the DCMA SOF Instruction).

h. Copy of Statement of Work (SOW) or Performance Work Statement (PWS), whichever is applicable, for all programs covered by the GFRC.

i. All Memorandums of Agreement (MOA).

j. List of QA incoming and outgoing Letters of Delegation (LOD) pertaining to SOF. For applicable DCMA International sites, include copies of Host Nation delegations.

k. Copy of a self-assessment of your site. (Due NLT 14 days prior to inspection). DCMA 360 link to example self-assessment. The template is provided for your convenience. You are welcome to use a locally developed product to provide your assessment.

l. Mishap Plan(s) — to exclude any proprietary or personally identifiable information not otherwise easily obtained through DCMA channels such as the website or Outlook address book (i.e., home phone numbers, home addresses).

m. APT Surveillance Plan.

5. Prior to arrival:

a. Acquire the necessary approvals for the AOI team to gain unescorted access to facilities. In situations where contractor cannot provide unescorted access (e.g., programs requiring YW clearance), an appropriate number of escorts need to be made available for the AOI team.

b. Review Chapter 7 of DCMA Instruction 8210.2, Aircraft Operations, 8210.2 Attachment 8, and applicable Element Inspection Guides to be familiar with the inspection process. DCMA INST 8210.2 and Inspection Guides can be found on the DCMA-AO DCMA HQ AO, Operations 360 site.

6. The following must be available upon team’s arrival:

a. Copies of site contracts to include SOW or PWS.

b. Copies of Flight, Ground, and Local Operating Procedures to include any linked or associated Contractor documents. Hard copies are preferred.

c. Copies of all waivers.

d. The following Quality Documents:

   1. Twelve month run of Product Quality Deficiency Reports (PQDR).

   2. Twelve month run of Corrective Action Requests (CAR).
3. Twelve month run of Product Examination documentation.
4. Twelve month run of Data Analysis
5. All incoming Letters of Delegation (LOD).
6. Incoming and outgoing LODs pertaining to Safety of Flight (SOF).
7. All Quality Assurance Letters of Instruction (QALI).
8. Local Procedures pertaining to SOF.
9. Evidence of Aircraft technical skill set competency for all assigned QAS'.
10. Records of QAS OJT / Proficiency Assessments for all assigned QAS'.
11. Records of confined space entry training for designated QAS' and fall protection training for all assigned QAS' (as applicable).
12. Latest QA self-assessment
AOI Workcenter Information Request

Download and complete this checklist, then forward (electronically preferred) to the AOI Deputy Team Lead no later than 30 days prior to the AOI visit.

The following items are requested, not required. Please let the AOI team know what items will be available. This checklist is available on the DCMA-AO website (or you can simply print this page).

<table>
<thead>
<tr>
<th>Name of Unit Under Evaluation</th>
<th>Item Request</th>
<th>Will Be Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td>Workcenter facility</td>
<td>Office with work space for AOI Team Lead and Deputy Team Lead to conduct private meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room with work space for approximately 15 individuals to work and draft report.</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Reasonably close to the facility and in sufficient quantity for entire team.</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Ability to access commercial numbers.</td>
<td></td>
</tr>
<tr>
<td>Internet Connection</td>
<td>Wi-Fi is preferred, however at least 1 dedicated DCMA LAN connection is requested, and router if available. (a dedicated computer is not required).</td>
<td></td>
</tr>
<tr>
<td>Briefing Room</td>
<td>Access to a briefing room for daily wrap-up meeting (this can be the Workcenter if it is large enough to hold the AOI team and APT).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access to a briefing room for CMO commander in/outbrief. It should have a PowerPoint-capable computer and media display.</td>
<td></td>
</tr>
</tbody>
</table>
CAP Record Processes for
CAP Record Creation, Documentation, Development, Approval & Scoring Criteria

A8.0. CAP Database.

A8.1. Location. A CAP Record entered by HQ AO is accessible via the Aviation Program Maintenance and Operations (APMO) 2.0 eTools application.

A8.2. Creating a New CAP Record/Documentation & Development. HQ AO initiates a CAP Record for all elevated risk discrepancy write-ups and observations from an AOI report by clicking on the “CAP” tab in APMO and then clicking on (+ Add CAP). The information entered in the CAP record by HQ DCMA-AO is identified with an (*) preceding the field name below. Information identified with a double (**) will also be entered by HQ AO, although this information must be provided by the APT and verified by the AOI Team Lead prior to departing the inspection site. Data to be collected is accessible via the following link: https://360.dcma.mil/directorate/AO/Operations/Shared%20Documents/APMO_2.0_CAP_Required_data.xlsx. APT members (GFR/GGR primarily) shall complete record fields that are not populated by HQ AO as identified by one or two asterisks. The following narrative is a step by step checklist that describes each field within the CAP Record. Items not identified with an asterisk require APT or Staff Personnel entries.

A8.2.1. (*)Tracking Number. Enter the tracking number in the following format: Office Code then hyphen followed by three digits (DCMAX-XXXX-XXXX). Example: (DCMAO-AMTO-1001).

A8.2.2. (*)Identification Source. Enter AOI.

A8.2.3. (**)CMO POC E-mail. Generally populated with GFR’s email address.

A8.2.4. (**)CMO POC Name. Facility GFR.

A8.2.5. (*)Contractor Name. Currently disabled. Note: Currently a required field when HQ AO enters a CAP Record. Currently in work to remove requirement. HQ AO will have to temporarily populate at this time.
A8.2.6. **Directorate POC.** Directorate or appointed individual responsible for follow up. Enter the DAO or Deputy DAO’s name.

A8.2.7. (*)**Site Location.** City and State for the contractor facility with the elevated risk. Example: Oklahoma City, OK.

A8.2.8. (*)**Discovery Date.** The date the write-up/elevated risk was identified. For AOIs, this will be the date of the out-brief.

A8.2.9. (*)**CRAB CAP Score.** The timeliness of action score, from 1 to 10, as determined and entered by the most recent quarterly CRAB. After the first and subsequent CRAB boards HQ AO will populate this field. CRAB Scoring Criteria is Figure 7 of this Attachment.

A8.2.10. (*)**Element.** All write-ups/elevated risks discovered during an AOI should be characterized by the Element and Sub-Element Structure outlined in the AOI process. Choose the Element from the Drop-Down Menu.

A8.2.11. (*)**Sub-Element.** All write-ups/elevated risks discovered during an AOI, should be characterized by the Element and Sub-Element Structure outlined in the AOI process. Choose the Sub-Element from the Drop-Down Menu.

A8.2.12. (*)**Write-Up Number.** This is the specific number associated with the AOI Report.

A8.2.13. (*)**Initial RAC.** This is the Risk Assessment Code (RAC) code as shown in the AOI final report. The Risk Assessment Code Matrix in Attachment 7, defines how the RAC codes are assigned based on Probability of Occurrence and the Severity of the Consequence.

A8.2.14. (*)**Status.** Choose ‘OPEN’ from drop-down menu when creating the record. The status will be changed to ‘CLOSED’ by the CRAB following final review. Write-ups and elevated risk as discussed in Chapter 8, paragraph 8.3.2.6 SHALL ONLY be closed after the CRAB review under the direction of the Board Chairman.

A8.2.15. (**)****CMO Information:**

A8.2.15.1. (**)**Select Region/CMO. Use the Agency drop down menu to select. DCMA (Central, Eastern, International, Western) Region. Special Programs not used.

A8.2.15.2. (**)**Select CMO site. Select site from Drop Down list.

A8.2.16. (**)****Contractor Information:**

A8.2.16.1. (**)**Contractor Cage. Fill in contractor cage code.

A8.2.16.2. (**)**Provided the proper Cage code is entered, the contractor’s name, address, City/State should automatically populate.

A8.2.17. (**)****Place of Performance (POP):**
A8.2.17.1. (**)*POP is the same as Contractor CAGE:* select Yes or No.

A8.2.17.2. (**)*If No is selected the following question will become visible:* POP has Cage/Facility/DUNS – answer Yes or No.

A8.2.17.3. (**)*If Yes – fill in the appropriate block:* POP Cage, Facility Cage, DUNS

A8.2.17.4. (**)*If No – fill in each block:* POP name, address, City/State, Postal Code, Province is applicable and Country.

A8.2.18. (**)*Contract Number:* When contract number is populated ensure the address is validated against the Contractor Cage Code.

A8.2.19. (**)*Non Mocas Number:* Fill in if applicable.

A8.2.20. (**)*Program:* Fill in information provided/as applicable.

A8.2.21. (**)*Contract Representative:* Fill in name as provided.

A8.2.22. (**)*Contract Representative E-Mail:* Fill in as provided.

A8.2.23. (*)*Write-Up:* Verbiage copied and pasted from the AOI report that defines the elevated risk to safe and effective aircraft operations. Supplemental information may be added by clicking the (+ add attachment) icon if desired.

*Note:* The following entries are generally populated by APT and Staff personnel. Additionally all of the areas below should be thoroughly reviewed and updated prior to a CRAB.

A8.2.24. **APT Recommendation to CRAB.** As a CAP is prepared for an upcoming CRAB by the APT, select one of the two drop downs provided to indicate your recommendation for resolution at the next CRAB. You may (1) recommend the CAP remain open, or (2) recommend closure.

A8.2.24.1. Place amplifying remarks supporting closure action in the corrective action (Para A8.2.26.2) or comment section (Para A8.2.26.9) for example, by inserting the following statement, “XXX audits have been performed with no recurring deficiencies identified” or any other pertinent information.”

A8.2.24.2. If multiple phases are populated to correct a discrepancy, only recommend CAP closure in the final phase when all actions are completed.

*Note:* In addition, refer back to Chapter 8, paragraph 8.3.2.7 for additional guidance on closure criteria.

A8.2.25. **Revision Plan/#.* When creating a new CAP record the APMO eTOOLS application will populate and update this field.
Note: Subsequent revisions after the first revision will initiate a Board Chairman trigger as discussed in Chapter 8, paragraph 8.2.5.1. Also note the changes in the Change Log field, see paragraph A8.2.26.10.

A8.2.26. **CAP Phased Strategy.** There are five rows of data or phases available to establish a plan to mitigate risk for each CAP. Although some strategies may require the utilization of all five phases you may only use one phase depending upon the strategy adopted to mitigate risk. Using a multiple phased strategy you may have two or more phases with the same hazard / root cause but different actions and completion dates. Finally, it may be useful to describe a plan in separate phases to reflect different actions that are involved. If you find a need to list more than five hazards or corrective action steps and cannot consolidate or clarify with remarks, please contact HQ DCMA-AO CRAB Database Program Manager for guidance and/or change to the Database Structure. Each phase or set of data rows requires that all the following data fields listed below are populated. Note: Do not delete prior entries – update the CAP and use an additional data entry row in sequential order as required.

Note (1): Do not delete prior entries – update the CAP and use an additional data entry row in sequential order as required.

Note (2): To add a new phase at the bottom of the CAP Record click on “Add Corrective Action.”

A8.2.26.1. **Hazard / Root Cause.** Document in this block the Hazard/Root Cause of the discrepancy.

A8.2.26.2. **Corrective Action.** The action that is to be taken to identify, mitigate or remove the hazard / root cause. If multiple definable actions are to be taken for a given hazard, repeat the hazard / root cause in the next phase along with the next corrective action.

A8.2.26.3. **Expected Completion.** Date the corrective action is expected to be completed (or established if a process change).

A8.2.26.4. **Actual Completion.** The date on which the corrective action was actually completed or the process change was effective and verified.

A8.2.26.5. **Agent Responsible.** This is the entity that is responsible for completing the corrective action. From the AOI Detailed Report, each finding will be identified as Contractor Only, Government Only, or Contractor and Government. It is up to the APT, when drafting the Corrective Action Plan, to determine which level of the Government is the action agent which may be the (APT, CMO, Division/Directorate, or HQ).

Note: More than one agent may be checked.

A8.2.26.6. **Residual RAC.** This is the Risk Assessment Code that the APT feels will be reached based on the Risk Assessment Code Matrix in Attachment 7, if the stated corrective actions are completed. This should be a code of ‘Green’ for the last hazard / root cause line listed in the plan. Not all actions will necessarily be a code of ‘Green’. For example, if the initial RAC is a ‘Red’ and you have identified a two-step mitigation plan, you may have a
residual RAC of ‘Yellow’ after the first action is complete and a residual RAC of ‘Green’ after
the second step (or long term solution) is completed. On a rare exception, you may only be able
to mitigate the risk to an elevated rating, i.e. from a Yellow to a Green. In this case, you now
have accepted an elevated risk and must fully justify this acceptance in the comments section and
be able to articulate that justification to the CRAB. Selections in APMO are (Green, Yellow or
Red).

A8.2.26.7. Resources Required. Select Yes or No. (A complete paragraph deleted
here, by the Yes/No Response)

A8.2.26.8. Resource Requirements. This field is for the APT and/or CMO
Commander to request additional resources or help from higher authority to complete the
corrective action that may require additional support from the Division/Directorate, Service
Customer or HQ AO.

A8.2.26.9. Comments. This element is available for administrative remarks of any
nature. This can also be used for progress updates for ongoing actions. For example, you could
provide information here on the status of a waiver or where it is currently located during the
waiver process and what you are doing to mitigate risk, etc. Comments keep the chain of
command informed of ongoing risk mitigation efforts. A comment shall be required if the final
action is accepting an elevated risk. The justification for this acceptance must be explained in
the comment section.

A8.2.26.10. Change Log. Due to the nature of the database APMO application, a
complete audit trail cannot be automatically generated. Therefore, in order to identify those
hazards / root causes and/or corrective actions that were changed when a revision to the plan
occurs, a summary of the revision (what changed) shall be entered here so those in the approval
chain understand the changes. Also, when the approving official approves the new plan, he/she
should note in the change log when the original approval was made. For example, the corrective
action plan was to hire a new FOD manager. The expected completion date was 01 May 07.
The plan was approved and reviewed all the way up through the Exec Dir with his review date of
23 Mar 07. Now the hiring was delayed due to a company strike and a subsequent new union
contract. The new expected completion for this hiring is now by 30 Jun 07. The plan is revised
on 16 Apr 07. So now, the change log should contain a statement from the person doing the
revision that states that the original expected completion date was changed from the original date
of 01 May 07. Each approver and reviewer should then approve the new CAP revision by
changing their approval date in that field and add a line to the change log that states ‘Exec Dir
AO original plan reviewed 23 Mar 07’. When briefed at the CRAB, this will enable everyone to
fully understand the history of the risk mitigation efforts in the CAP.

A8.2.26.11. Saving the CAP Record. The CAP Data input form contains a ‘save’
button. When you are done creating or editing the document click on save.

A8.2.26.12. Save and Add New Cap Record. Primarily used by HQ AO when
entering multiple CAPS.
A8.2.26.13. **Cancel.** Navigates away from the CAP Record and returns to the Corrective Action Plan Workload screen.

A8.2.27. **Approval process for a developed CAP.**

NOTE: Each approval member or reviewer shall enter a date and email as the CAP is routed through the approval process. Each member identified below is required to annotate their respective block.

A8.2.27.1. **GFR Approved.** This is the date, chosen from Drop-Down Menu, that the GFR for the site approves the plan or revision, for the APT.

A8.2.27.2. **CMO CDR Approved.** This is the date, chosen from Drop-Down Menu, that the CMO Commander approves the plan (or revision) – within 70 days.

A8.2.27.3. **Function Review (QA/CSS).** This is the date, chosen from the Drop-Down Menu, that the Quality or Contract Safety Specialist approves the plan (or revision) if CAP is applicable to either department for review. In addition in the “Comments” block endorse or disapprove of the APT recommendation to leave open or close to include any additional guidance as applicable.

A8.2.27.4. **Region Lead GFR Review.** This is the date, chosen from the Drop-Down Menu, that the Region Lead GFR reviews the plan (or revision).

A8.2.27.5. **DIR/DAO Reviewed.** This is the date, chosen from Drop-Down Menu, that the Division Director (or designated representative) reviews the plan

A8.2.27.6. **Exec Dir AO Reviewed.** This is the date, chosen from Drop-Down Menu, that the HQ Executive Director AO (or designated representative) reviews the plan (or revision).

A8.3. **CAP Search Function/DATA MINING.** You may select to search for one CAP or a multiple number of CAPs depending upon how you set up your search parameters. Enter the APMO CAP Database; on the ribbon click on “CAP” and then “Search” and then establish your parameters for example:

A8.3.1. **Tracking number.** To search for one specific CAP for instance enter

A8.3.2. **CMO Site.** You may desire to pull up all CAPs from a particular site using the associated drop down function.

A8.3.3. **Site Location.** Enter a specific site location to retrieve CAPs.

A8.3.4. **CRAB Score.** Entering a score value will retrieve only the ones currently graded at the provided score.

A8.3.5. **Initial RAC.** You may choose Green, Yellow or Red to retrieve all CAPs at a specific risk level.
A8.3.6. **Status.** Call up Open or Closed CAPs.

A8.3.7. **Discovery Date Range.** If you are targeting a specific calendar period enter the dates in the ‘from/to’ blocks.

A8.3.8. **Cancel.** Cancels function and returns to the APMO 2.0 Welcome Screen.

A8.3.9. **Reset.** Removes the search data parameters you have entered.

A8.3.10. **Search.** Once you have entered your search parameters – clicking on this button will retrieve the data from the application.

**NOTE:** You may manipulate the fields to your choosing. For instance if you desire to look at “open CAPs with elevated risks - Yellow at San Antonio – select that site, open and Yellow.

A8.4. **Editing.** Once a CAP is created, it may be edited by opening the record from the record listing and clicking on the ‘Edit’ button. Each field may be edited IAW the preceding checklist. The ‘Save’ button must be used to save all changes and be sure to annotate the change log if editing anything other than initial approval.

A8.5. **Deleting.** A CAP shall only be deleted by the HQ AO CAP/CRAB Program Manager or designated administrator. This action shall only be done if duplicate records are created or a record is created in error. In either case, the HQ AO CAP/CRAB Program Manager will confirm the deletion requirement with the CMO POC prior to deletion.

A8.6. **Closing CAPs.** CAPs defined in Chapter 8 to be presented to the CRAB for review shall only be closed after a CRAB review and IAW Chapter 8, paragraph 8.3.2.6. CMO commanders, DAOs, GFRs or other APT members shall not close any AOI CAP discrepancy write-up or observation with elevated risk.

A8.7. **PPT Screenshots.** Figures 1 – 5 depict a CAP Record from APMO, Figure 6 is a CAP Record Search Screen and Figure 7 is the Scoring Criteria Chart.
Figure 3: CAP Record Entry Screen – Part 2

- **Pop of Performance (POP)**
  - **KTR Information provided by APT filled in by HQ AO**
  - Contract Number:
  - Non MOCAS Contract:
  - Program:
  - Contract Representative:
  - Contract Representative E-mail:

Write-up:
- **HQ AO fills in from AOI Report**

No Attachments.

APR Recommendation to CRAB:
- Select One...

Figure 4: CAP Record Entry Screen – Part 3

- **Revision Plan:**
  - New
- **Hazard/Root Cause:**
  - Please limit your entry to 4,000 characters or less. 0 characters entered.
- **Corrective Action:**
  - Please limit your entry to 4,000 characters or less. 0 characters entered.
- **Expected Completion:**
  - Select One...
- **Actual Completion:**
  - Select One...
- **Agent Responsible:**
  - Select One...
- **Residual RAC:**
  - Select One...
- Resources Required:
  - Select One...

All areas on this screen to be filled in by APT
Figure 5: CAP Record Entry Screen – Part 4

All areas on this screen to filled in by APT and Leadership

Figure 6: CAP Search Screen

To enter the CAP Search Functions
(1) Enter APMO 2.0 eTools Applications
(2) Click on “CAP” via ribbon
(3) Click on “Search”
(4) Enter Parameter Data
### Corrective Action Plan Scoring Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST REVIEW: APT/CMO Actions: CAP developed IAV 8210.2 Chapter 8 to include Hazard/Root Cause Analysis. CAP developed by APT and Approved by CMO within 70 days – Score 10. Exceed 70 days to approve/develop – but is ready for first CRAB - Score 9. CAP may be closed if documentation supports closure criteria established in Chapter 8 and Attachment 9.</td>
<td>10 / 9</td>
</tr>
<tr>
<td>SECOND REVIEW: CAP may be closed with proper documentation: hazard/roots cause removed, APT recommendation, documented audits with no lingering deficiencies. CAP may remain OPEN (0f) – CAP still in work, progress documented and validated during CAP review – Score remains unchanged 10 or 9.</td>
<td>10 / 9</td>
</tr>
</tbody>
</table>
| THIRD AND SUBSEQUENT REVIEWS: CAP may be closed missing established criteria identified above. If CAP remains open – Board Chairman Trigger initiated after third review to include additional CAP progress analysis – Subsequent board reviews will result in the CAP Score decrementing by 2 points. Score/Review #: Third 5/8, Fourth 7/4, Fifth 5/4, Sixth 3/2, 7th and future 1. | 9 / 8  
| POLICY DEVIATION – Failure to develop CAP IAV 8210.2, change CAP development due dates (policy deviation), or no reviews performed by DAO DIR, Safety or QA – Initial Score 2. If corrected by next CAP (Score 3) then decrement by 2 on subsequent reviews – Para 5.2.5.2 Board Chairman executed a trigger. | 2/8/6/4 /2 |
| FAILURE TO UPDATE CAP – Board Chairman Initiates Trigger – Drop previous score by 2 points during current and future boards as applicable. | -2 |
| WAIVER – Annotate on CAP waiver initiated – document ongoing activities by APT/KTR to mitigate risk. One time suspension of score decrement – future CRABs decrement by 1 – Trigger initiation | -0 / -1 |
| REVISION – Initial, first and subsequent revisions continue scoring CAP by number of reviews conducted (1, 2, 3, etc.) Second revision of Estimated Completion Date (ECD) initiates Board Chairman Trigger. | 3,2,1 |
| REPEAT FINDING – Automatic 3 – Board Chairman Initiates Trigger. Decrease by 1 on subsequent reviews. |  |
Glossary of Acronyms (as used in this Instruction)

ACO  Administrative Contracting Officer
ACF  Acceptance Check Flight
ACGIH  American Conference of Industrial Hygienists
AFSAS  Air Force Safety Automate System
AFFF  Aqueous Film-Forming Foam
AFMC/A3V  Air Force Material Command, Standardization and Evaluation
AFMES  Armed Forces Medical Examiner System
AFRC  Aircraft Flight Risk Clause
AGE  Aerospace Ground Support Equipment
AHAS  Avian Hazard Advisory System
AIMO  Aircraft Integrated Maintenance Operations
AMM  Aviation Maintenance Manager
AMMT  Aviation Maintenance Management Team (U.S. Navy)
ANSI  American National Standards Institute
AO  Aircraft Operations
AOI  Aircraft Operations Inspection
AOTS  Aircraft Operations Training Seminar
API  Aircrew Position Indicator
APMO  Aviation Program Maintenance Operations (Database)
APT  Aviation Program Team
APU  Auxiliary Power Unit
AR  Army Regulation
ARFF  Aircraft Rescue and Fire Fighting
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Aviation Safety Action Program</td>
</tr>
<tr>
<td>ASO</td>
<td>Aviation Safety Officer</td>
</tr>
<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
</tr>
<tr>
<td>ATO</td>
<td>Aircraft Transfer Order</td>
</tr>
<tr>
<td>BASH</td>
<td>Bird/Wildlife Aircraft Strike Hazard</td>
</tr>
<tr>
<td>CAD</td>
<td>Cartridge Activated Device</td>
</tr>
<tr>
<td>CAO</td>
<td>Contract administration Office</td>
</tr>
<tr>
<td>CAP</td>
<td>Corrective Action Plan</td>
</tr>
<tr>
<td>CAR</td>
<td>Corrective Action Request</td>
</tr>
<tr>
<td>CAS</td>
<td>Contract Administration Services</td>
</tr>
<tr>
<td>CDR</td>
<td>Contract Deficiency Report</td>
</tr>
<tr>
<td>CFT</td>
<td>Contractor Field Team</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief of Flight Operations</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CGQ</td>
<td>Compressed Gas Association</td>
</tr>
<tr>
<td>CLIN</td>
<td>Contract Line Item Number</td>
</tr>
<tr>
<td>CMAV</td>
<td>Continuous Maintenance Availability</td>
</tr>
<tr>
<td>CMO</td>
<td>Contract Management Office</td>
</tr>
<tr>
<td>COA</td>
<td>Certificate of Authorization</td>
</tr>
<tr>
<td>COO</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>CONOPS</td>
<td>Concept of Operations</td>
</tr>
<tr>
<td>CRAB</td>
<td>CMO Risk Advisory Board</td>
</tr>
<tr>
<td>CRADA</td>
<td>Cooperative Research and Development Agreement</td>
</tr>
<tr>
<td>CRM</td>
<td>Composite Risk Management</td>
</tr>
<tr>
<td>CSI</td>
<td>Critical Safety Item</td>
</tr>
<tr>
<td>CSM</td>
<td>Contract Safety Manager</td>
</tr>
<tr>
<td>CSO</td>
<td>Combat Systems Officer</td>
</tr>
<tr>
<td>CSS</td>
<td>Contract Safety Specialist</td>
</tr>
<tr>
<td>CSSO</td>
<td>Cognizant Service Safety Official</td>
</tr>
<tr>
<td>DAU</td>
<td>Defense Acquisition University</td>
</tr>
<tr>
<td>DAWIA</td>
<td>Defense Acquisition Workforce Improvement Act</td>
</tr>
<tr>
<td>DCIS</td>
<td>Defense Criminal Investigative Service</td>
</tr>
<tr>
<td>DCMA</td>
<td>Defense Contract Management Agency</td>
</tr>
</tbody>
</table>
DCMAA  DCMA Aeronautical Division
DCMAI  DCMA International Division
DCMAS  DCMA Special Programs Division

**DCS**  *Direct Commercial Sales*

DCMA-AO  DCMA Aircraft Operations Directorate

**DD 250**  *Material Inspection and Receiving Report*

**DD 1149**  *Requisition and Invoice/Shipping Document*

**DD 1716**  *Contract Deficiency Report*

DES  Directorate of Evaluation and Standardization (U.S. Army)

DFARS  Defense Federal Acquisition Regulation Supplement

DIFDEN  Duty in a Flying Status Not Involving Flying

DIFOPS  Duty Involving Flying-Operation

DLAI  Defense Logistics Agency Instruction

DLAM  Defense Logistics Agency Manual

DNIF  Duty Not Involving Flying

DoD  Department of Defense

DoDD  Department of Defense Directive

DoDI  Department of Defense Instruction

DoDM  Department of Defense Manual

DSS  Defense Security Service

DTS  Defense Travel System

**EDA**  *Electronic Document Access*

EPA  Environmental Protection Agency

ETA  Estimated Time of Arrival

ETE  Estimated Time Enroute

**ETD**  *Estimated Time of Departure*

EWO  Electronic Warfare Officer

FAA  Federal Aviation Administration

FAR  Federal Acquisition Regulation

**FAAST**  *FAA Safety Team*

FAST  Flexible Acquisition and Sustainment Tool

FBO  Fixed Base Operator

FCF  Functional Check Flight

*Attachment 9 – Page 3 of 8*
FCIF  Flight Crew Information File
FDS  *Facility Data Sheet*
FLIP  Flight Information Publication
FMS  *Foreign Military Sales*
FO  *Foreign Objects*
FOD  Foreign Object Damage/Debris
FOP  Flight Operations Procedures
FOUO  For Official Use Only
FRS  Fleet Replacement Squadron
GFE  Government Furnished Equipment
GFP  Government Furnished Property
GFR  Government Flight Representative
GFRC  Ground and Flight Risk Clause
GGFR  Ground Government Flight Representative
GGRs  Government Ground Representative
GOPs  Ground Operations Procedures
GSE  Ground Support Equipment
GSE  *Government-Supplied Equipment*
HAP  High Accident Potential
HATR  *Hazard to Air Traffic Report*
HAZMAT  Hazardous Materials
HQ  Headquarters
IAW  In Accordance With
IFR  Instrument Flight Rules
IMA  Individual Mobility Augmentee
IMC  Instrument Meteorological Conditions
JAG  *Judge Advocate General*
JON  *Job Order Number*
LOA  Letter of Agreement
LoA  Letter of Appointment
LOA  *Line of Accounting*
LoD  Letter of Delegation
LOP  Local Operating Procedures
LTDD  Loss, Theft, Damaged, Destroyed
MACA  Mid-Air Collision Avoidance
MACOM  Major Command (Army)
MAJCOM  Major Command
MEGP  Mission Essential Ground Personnel
MIPR  Military Interdepartmental Purchase Request
MOA  Memorandum of Agreement
MOU  Memorandum of Understanding
NAFPI  National Aerospace FOD Prevention, Inc.
NAS  National Aerospace Standard
NATOPS  Naval Air Training and Operating Procedures Standardization
NCO  Non-Commissioned Officer
NCSO  Non-Commissioned Safety Officer
NDI  Non Destructive Inspections
NDT  Non Destructive Testing
NFO  Naval Flight Officer
NFPA  National Fire Protection Association
NICAD  Nickel Cadmium
NLT  No Later Than
NOTAM  Notice to Airmen
OHR  Operational Hazard Report
OJT  On-the-Job-Training
OOC  Out-of-Cycle
OPR  Office of Primary Responsibility
OPREP  Operational Reporting
ORM  Operational Risk Management
OSHA  Occupational Safety and Health Administration
PA  Product Assurance
PA  Property Administrator
PAO  Public Aircraft Operations
PAOC  Post Award Orientation Conference
PCO  Procuring Contracting Officer
PDA  Personal Digital Assistant
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIC</td>
<td>Pilot in Command</td>
</tr>
<tr>
<td>PLAS</td>
<td>Performance Labor Accounting System</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>POV</td>
<td>Privately Operated Vehicle</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protection Equipment</td>
</tr>
<tr>
<td>PQDR</td>
<td>Product Quality Deficiency Report</td>
</tr>
<tr>
<td>PST</td>
<td>Program Support Team</td>
</tr>
<tr>
<td>PWS</td>
<td>Performance Work Statement</td>
</tr>
<tr>
<td>QA</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>QALI</td>
<td>Quality Assurance Letter of Instruction</td>
</tr>
<tr>
<td>QAR</td>
<td>Quality Assurance Representative</td>
</tr>
<tr>
<td>QAS</td>
<td>Quality Assurance Specialist</td>
</tr>
<tr>
<td>R2</td>
<td>Rapid Response (Contract)</td>
</tr>
<tr>
<td>RAC</td>
<td>Risk Assessment Code</td>
</tr>
<tr>
<td>RAPCON</td>
<td>Radar Approach Control</td>
</tr>
<tr>
<td>RDT&amp;E</td>
<td>Research Developmental Test &amp; Evaluation</td>
</tr>
<tr>
<td>RM</td>
<td>Risk Management</td>
</tr>
<tr>
<td>RMIS</td>
<td>Risk Management Information System</td>
</tr>
<tr>
<td>ROA</td>
<td>Remotely Operated Aircraft (AKA UAV)</td>
</tr>
<tr>
<td>RPA</td>
<td>Remotely Piloted Aircraft (AKA UAV)</td>
</tr>
<tr>
<td>RPA</td>
<td>Request for Personnel Action</td>
</tr>
<tr>
<td>R&amp;R</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>SAV</td>
<td>Staff Assistance Visit</td>
</tr>
<tr>
<td>SCA</td>
<td>Secondary Contract Administration</td>
</tr>
<tr>
<td>SFRA</td>
<td>Special Flight Rules Area</td>
</tr>
<tr>
<td>SLT</td>
<td>Senior Leadership Team</td>
</tr>
<tr>
<td>SOF</td>
<td>Safety of Flight</td>
</tr>
<tr>
<td>SOH</td>
<td>Safety and Occupational Health</td>
</tr>
<tr>
<td>SOW</td>
<td>Statement of Work</td>
</tr>
<tr>
<td>SPO</td>
<td>System Program Office</td>
</tr>
<tr>
<td>TCTO</td>
<td>Time Compliance Technical Order</td>
</tr>
<tr>
<td>TD</td>
<td>Technical Directive</td>
</tr>
<tr>
<td>TDA</td>
<td>Table of Distribution and Allowances</td>
</tr>
</tbody>
</table>
TDY/TAD   Temporary Duty
T&E    Test and Evaluation
TLV   Threshold Limit Values
TOLD Takeoff and Landing Data
T.O.  Technical Order
TPS  Test Pilot School
UAS Remotely Piloted Aircraft System (AKA UAV)
UAV Unmanned Aerospace Vehicles (AKA ROA, RPA, and UAS)
vAOTS Virtual Aircraft Operations Training Seminar
VFR Visual Flight Rules
VMC Visual Meteorological Conditions
WESS Web Enabled Safety System
WX Weather
The Approval processes in DCMA INST’s 8210.1 and 8210.2 are used to ensure proper coordination is accomplished for high interest events. The following matrix provides guidance for those events that require either special coordination/approval or include special rules to accomplish correctly.

The matrix is intended to describe the normal steps that must be accomplished to obtain the proper approval for the areas listed in the first column, however, anyone in the coordination or approval chain may require additional information. Failure to provide the listed information or additional requested information may result in disapproval.

Submit all complete Approval packages to DCMA-AO WAIVERS AND APPROVALS in Outlook where AO is listed in the Coordination Required column.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Regulation/Instruction</th>
<th>Include in Package</th>
<th>Other Requirements</th>
<th>Coordination Required</th>
<th>Approval Authority</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCMA Multiple Mission/ Design aircraft Qualification</td>
<td>8210.2</td>
<td>AO Form 2 (NOV 16); AFMC Form 80 (USAF only)</td>
<td>Each Service can approve for their Service only</td>
<td>AO</td>
<td>Waiver Authority for 8210.1</td>
<td>Normally 1 year</td>
</tr>
<tr>
<td>DCMA Multiple Aircraft Series</td>
<td>8210.2</td>
<td>None</td>
<td>Aircraft must be similar as defined by the aircraft manual</td>
<td>AO if for more than 2 Series</td>
<td>Rated CMO Commander or Streamline CMO commanders</td>
<td>At change of command</td>
</tr>
<tr>
<td>Contractor Multiple Mission/ Design aircraft Qualification</td>
<td>8210.1</td>
<td>Letter from contractor; AO Form 2 (NOV 16); AFMC Form 80 (USAF only); DD 1821 Résumé (1st time application only)</td>
<td>Each Service can approve for their Service only</td>
<td>AO</td>
<td>Waiver Authority for 8210.1</td>
<td>Normally 1 year</td>
</tr>
<tr>
<td>Contractor Multiple Aircraft Series</td>
<td>8210.1</td>
<td>N/A for two series of same model aircraft.</td>
<td>Aircraft must be similar as defined by the aircraft manual</td>
<td>None</td>
<td>GFR for two series of same model. Refer to Multiple Mission/ Design for approval of more than two series.</td>
<td>As long as crewmember maintains qualification and currency</td>
</tr>
<tr>
<td>UAS Operators lacking private pilot certificate</td>
<td>8210.1</td>
<td>AO Form 1; RM; AFMC Form 73 (if AFMC contract); COA; KTR Request; Medical Certificate</td>
<td>As requested from the applicable service</td>
<td>AO</td>
<td>Service Waiver Authority</td>
<td>Normally 1 Year</td>
</tr>
</tbody>
</table>
## Aircraft Operations – DCMA INST 8210.2
### Attachment 10 DCMA AO Approvals & Waivers Matrix

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Regulation/Instruction</th>
<th>Include in Package</th>
<th>Other Requirements</th>
<th>Coordination Required</th>
<th>Approval Authority</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Training Plans</td>
<td>8210.1; 8210.2</td>
<td>AO Form 3A; Alternate Plan; Risk Mitigation</td>
<td>CFO will establish crew procedures that emphasize safety and professionalism. Visitors prohibited in cockpit.</td>
<td>AO</td>
<td>Waiver Authority for 8210.1</td>
<td>Per Approval Letter</td>
</tr>
<tr>
<td>Static Displays (on site)</td>
<td>8210.2</td>
<td>None</td>
<td>Statement from Contracting Officer that Government does not incur additional costs</td>
<td>None</td>
<td>CMO Commander</td>
<td>None</td>
</tr>
<tr>
<td>Static Displays (off site)</td>
<td>8210.2</td>
<td>AO Form 3A; RM, Site map highlighting obstacles; ARFF plan; DD From 2535</td>
<td>Follow DoD/Service Guidance; Package Submitted through DCMA-AO 2 months in advance.</td>
<td>AO; DCMA-D (Info)</td>
<td>Buying Activity</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Flight Demonstrations, Air Shows, Flyovers</td>
<td>8210.2</td>
<td>DD From 2535; written request from originating party; written recommendation from program office; RM; AO Form 3A; contractor’s request (if applicable)</td>
<td>Program office; AO CMO Commander; DAO; DCMA-D (Info)</td>
<td>Service Waiver Authorities to 8210.1</td>
<td>Per Approval</td>
<td></td>
</tr>
<tr>
<td>Cargo Flights</td>
<td>8210.2</td>
<td>RM</td>
<td>Not on FCF/ACF or test missions; No aircrew training; Aircraft must be configured for passengers. If authorized to perform routine passenger flights, update Regional/Division DAO and DCMA-AO with passenger &amp; flight details prior to each flight.</td>
<td>Program office; AO CMO Commander</td>
<td>Per program office</td>
<td></td>
</tr>
<tr>
<td>Passenger Flights Point A to Point B (DoD Personnel)</td>
<td>8210.2</td>
<td>AO Form 3A</td>
<td>AO; Program office; DCMA-D (if time permits)</td>
<td>CMO Commander</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Rescue, Recovery, Severe Weather Evacuation</td>
<td>8210.1; 8210.2</td>
<td>RM</td>
<td>GFR approved FOPs that include these events required for contractor participation.</td>
<td>AO; Program office CMO Commander</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
## Aircraft Operations – DCMA INST 8210.2
### Attachment 10 DCMA AO Approvals & Waivers Matrix

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Regulation/Instruction</th>
<th>Include in Package</th>
<th>Other Requirements</th>
<th>Coordination Required</th>
<th>Approval Authority</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Flights (DoD personnel)</td>
<td>8210.2</td>
<td>Request from PM; AO Form 3A; RM</td>
<td>Applicable Service Guidance; single pilot waiver (if applicable). The CFO shall establish profiles and procedures for these flights, with special emphasis on passenger conduct, restrictions and safety. Passenger brief; egress training. No aircrew training. Point A to Point A only.</td>
<td>DCMA-D (Info)</td>
<td>DCMA-AO</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Orientation Flights (Contractor Personnel)</td>
<td>8210.1</td>
<td>Request from Contractor; Request from PM; AO Form 3A; RM; and Statement from Contracting Officer that flights are w/in scope of contract. May require Lease Agreement.</td>
<td>Applicable Service Guidance; single pilot waiver (if applicable). The contractor shall write FOPs for these flights, with special emphasis on passenger conduct, restrictions and safety. Passenger brief; egress training. No aircrew training. Point A to Point A only.</td>
<td>AO; DCMA Legal Counsel (Liability determination)</td>
<td>Service Waiver Authorities to 8210.1</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Orientation Flights (Other)</td>
<td>8210.1; 8210.2; DoD Directive 5230.20; DCMA-INST 521</td>
<td>Request from PM; AO Form 3A; RM; Statement from Contracting Officer that flights are w/in scope of contract. Foreign nationals requesting to visit a DoD activity shall submit a request for visit through the responsible embassy using the DoD Foreign Visit System (FVS).</td>
<td>Applicable Service Guidance, single pilot waiver (if applicable). FOPs/LOPs must address passenger conduct, restrictions and safety. Passenger brief; egress training. No aircrew training. Point A to Point A only.</td>
<td>AO; Congressional Affairs (DCMA-DSA) (if applicable); State Department (foreign nationals); DCMA Legal Counsel (Liability determination); DCMA-D (Info)</td>
<td>Service Waiver Authorities to 8210.1</td>
<td>Per Approval</td>
</tr>
</tbody>
</table>
## Attachment 10 DCMA AO Approvals & Waivers Matrix

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Regulation/Instruction</th>
<th>Include in Package</th>
<th>Other Requirements</th>
<th>Coordination Required</th>
<th>Approval Authority</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incentive Flights For DCMA Personnel</td>
<td>8210.2</td>
<td>Request from CMO; AO Form 3A; RM.</td>
<td>Mission Support flights only. Applicable Service Guidance, single pilot waiver (if applicable). The CFO shall establish profiles and procedures for these flights, with special emphasis on passenger conduct, restrictions and safety. Passenger brief; egress training. No aircrew training.</td>
<td>AO</td>
<td>DCMA-D</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Other Non-Mission Flights not listed</td>
<td>8210.2</td>
<td>Request from CMO; AO Form 3A; RM.</td>
<td>Service Guidance</td>
<td>DAO, DCMA-D (Info)</td>
<td>DCMA-AO</td>
<td>Per Approval</td>
</tr>
<tr>
<td>LOPs</td>
<td>8210.2</td>
<td>Cover page; RM; Facility Data Sheet; Aircraft Acceptance and Delivery Process; Mishap Response Plan; Severe Weather; Waivers; Aircrew Eval Program; Multi-Qual Currency; Aircrew Training; Fuel Requirements; WX Requirements; Briefing Guide; Post Flight Debriefing Requirements. For sites without DCMA aircrews LOPs need only include Cover Page; Facility Data Sheet; Acceptance and Delivery Process; Mishap Response Plan; Severe Weather Plans; and Waivers.</td>
<td>DAO</td>
<td>Rated CMO Commander or Streamline CMO commanders, or DAO</td>
<td>1 Year</td>
<td></td>
</tr>
<tr>
<td>Flights (Contractors)</td>
<td>8210.1</td>
<td>644</td>
<td>RM; Approved Procedures</td>
<td>Contractor and GFR</td>
<td>GFR</td>
<td>1 Month Max</td>
</tr>
<tr>
<td>Flights (Mixed Aircrew)</td>
<td>8210.1; 8210.2</td>
<td>644</td>
<td>RM; Approved Procedures; Identical Checklists; Designation of PIC.</td>
<td>Contractor; GFR; CMO</td>
<td>GFR &amp; rated CMO commander/ director or rated designee</td>
<td>1 Month Max</td>
</tr>
</tbody>
</table>
## Aircraft Operations – DCMA INST 8210.2
### Attachment 10 DCMA AO Approvals & Waivers Matrix

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Regulation/Instruction</th>
<th>Include in Package</th>
<th>Other Requirements</th>
<th>Coordination Required</th>
<th>Approval Authority</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Flights</td>
<td>8210.1; 8210.2</td>
<td>644</td>
<td>Altitude chamber training is required for flights above 18,000 feet Mean Sea Level (MSL). Appropriate water, land and emergency egress training shall also be accomplished prior to flight. Training in ejection seat procedures for the type aircraft. Class II FAA physical or Service Flight Physical is required except for UAS flights.</td>
<td>If not qualified in aircraft, single seat waiver may be required, also will not occupy essential crew duty positions during any flight</td>
<td>GFR &amp; rated CMO commander/director or rated designee</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Aircraft Pickup or Delivery</td>
<td>8210.1; 8210.2</td>
<td>644</td>
<td>Associated aircrew TDY costs are normally funded by the program office / unit owning the aircraft</td>
<td>Program office; CMO; Owning unit</td>
<td>GFR (if contract flight) &amp; rated CMO commander/director or rated designee</td>
<td>Per 644</td>
</tr>
<tr>
<td>Formation, Target, Towing, Pace, and Chase Flights</td>
<td>8210.1; 8210.2</td>
<td>644</td>
<td>RM</td>
<td>Only authorized when in support of contract requirements or when mission essential</td>
<td>GFR</td>
<td>Per 644</td>
</tr>
<tr>
<td>DCMA Personnel on Experimental Test Flights</td>
<td>8210.1; 8210.2</td>
<td>Test Plan; RM; CMO Commander Request; crew list with qualifications.</td>
<td>Experimental Test qualified crewmembers only; Must follow Service Guidance</td>
<td>CMO Internal</td>
<td>GFR; DCMA-AO</td>
<td>Per 644</td>
</tr>
<tr>
<td>Passengers on Experimental Test Flights</td>
<td>8210.1; 8210.2</td>
<td>N/A</td>
<td>Not allowed under any circumstances</td>
<td>None</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dedicated evaluation, training, or proficiency flights</td>
<td>8210.1; 8210.2</td>
<td>644</td>
<td>None</td>
<td>Program office</td>
<td>GFR; rated CMO commander/director or rated designee if DCMA personnel on board.</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Test and Evaluation (T&amp;E) Program Flights</td>
<td>8210.1; 8210.2</td>
<td>644; Test Plan</td>
<td>Test plan must be approved by T&amp;E program staff</td>
<td>Contractor; CMO; Program Office</td>
<td>GFR</td>
<td>Per Approval</td>
</tr>
<tr>
<td>Waivers</td>
<td>Regulation / Instruction</td>
<td>Include in Package</td>
<td>Other Requirements</td>
<td>Coordination Required</td>
<td>Approval Authority</td>
<td>Expires</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------</td>
<td>----------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>DCMA INST 8210.1</td>
<td>8210.1</td>
<td>KTR Request Letter; AO Form 1 (NOV 16); RM</td>
<td>As requested from the applicable Service</td>
<td>ACO; GFR; CMO Commander; Division DAO; AO</td>
<td>Service Waiver Authority</td>
<td>Per approval. Normally 1 year.</td>
</tr>
<tr>
<td>Contract Changes</td>
<td>FAR; DFARS</td>
<td>EDA system</td>
<td>As requested from contracting officers</td>
<td>ACO/PCO; GFR/APT; CMO Commander; Division DAO; DCMA Legal Counsel (as needed); AO,</td>
<td>Service Waiver Authority</td>
<td>Per Contract Modification</td>
</tr>
<tr>
<td>Service Guidance</td>
<td>Applicable Service Guidance</td>
<td>KTR Request Letter; AO Form 1 (NOV 16); RM</td>
<td>As requested from the applicable Service</td>
<td>ACO; GFR; CMO Commander; Division DAO; DCMA Legal Counsel (as needed); AO,</td>
<td>Service Waiver Authority</td>
<td>Per approval. Normally 1 year.</td>
</tr>
<tr>
<td>General DCMA INST 8210.2 Waivers</td>
<td>8210.2</td>
<td>AO Form 1 (NOV 16); RM</td>
<td>As requested from reviewers and AO</td>
<td>CMO Commander; Division DAO</td>
<td>AO</td>
<td>Per approval. Normally 1 year.</td>
</tr>
<tr>
<td>Aircraft Operations Training Seminar (AOTS)</td>
<td>8210.2</td>
<td>AO Form 1 (NOV 16); RM</td>
<td>None</td>
<td>CMO Commander, Division DAO</td>
<td>AO</td>
<td>Per approval. Normally 1 year.</td>
</tr>
<tr>
<td>Night Hours (Navy)</td>
<td>OPNAV 3710.7</td>
<td>AO Form 1 (NOV 16); RM</td>
<td>None</td>
<td>Rated CMO Commander; AO</td>
<td>NAVAIR</td>
<td>1 Year</td>
</tr>
<tr>
<td>Night Hours (Air Force, Army)</td>
<td>AFI 10-220; AR 95-1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Annual Flight Hours</td>
<td>OPNAV 3710.7; AFI 10-220; AR 95-1</td>
<td>AO Form 1 (NOV 16); RM; Waiver Request on Command Letterhead</td>
<td>None</td>
<td>Rated CMO Commander; AO</td>
<td>Service Waiver Authorities</td>
<td>1 Year</td>
</tr>
<tr>
<td>Waivers</td>
<td>Regulation / Instruction</td>
<td>Include in Package</td>
<td>Other Requirements</td>
<td>Coordination Required</td>
<td>Approval Authority</td>
<td>Expires</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>-----------------------</td>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Aircraft Rescue and Fire Fighting (ARFF)</td>
<td>8210.1; NAS 3306 Rev 1 or 2</td>
<td>KTR Request Letter; <a href="#">AO Form 1</a>; RM; CSS Letter; MOA (if applicable); ARFF Questionnaire (if applicable); Form 73 (if AFMC contract)</td>
<td>Statement from Contracting Officer that Government does not incur additional costs or consideration is sought; As requested from the applicable Service</td>
<td></td>
<td>ACO; DCMA Contract Safety; GFR; Division DAO; AO</td>
<td>Service Waiver Authority</td>
</tr>
<tr>
<td>Alternate Aircraft Rescue and Fire Fighting (ARFF)</td>
<td>8210.1; NAS 3306 Rev 3</td>
<td>KTR Request Letter; <a href="#">AO Form 3B</a>; RM; CSS Letter; MOA (if applicable); ARFF Questionnaire (if applicable); Form 73 (if AFMC contract)</td>
<td>Statement from Contracting Officer that Government does not incur additional costs or consideration is sought; As requested from the applicable Service</td>
<td></td>
<td>ACO; DCMA Contract Safety; GFR; Division DAO; AO</td>
<td>Service Waiver Authority</td>
</tr>
<tr>
<td>Hangar Fire Suppression</td>
<td>8210.1C; NAS 3306 Rev 2</td>
<td>KTR Request Letter; AO Form 1; RM; CSS Letter; MOA (if applicable); ARFF Questionnaire (if applicable); Form 73 (if AFMC contract)</td>
<td>Statement from Contracting Officer that Government does not incur additional costs or consideration is sought; As requested from the applicable Service</td>
<td></td>
<td>ACO; DCMA Contract Safety; GFR; Division DAO; AO</td>
<td>Service Waiver Authority</td>
</tr>
<tr>
<td>Alternate Hangar Fire Suppression</td>
<td>8210.1C; NAS 3306 Rev 3</td>
<td>KTR Request Letter; AO Form 3B; RM; CSS Letter; MOA (if applicable); ARFF Questionnaire (if applicable); Form 73 (if AFMC contract)</td>
<td>Statement from Contracting Officer that Government does not incur additional costs or consideration is sought; As requested from the applicable Service</td>
<td></td>
<td>ACO; DCMA Contract Safety; GFR; Division DAO; AO</td>
<td>Service Waiver Authority</td>
</tr>
</tbody>
</table>
TRI-SERVICE AGREEMENT FOR SUPPORT AND ACCOMPLISHMENT OF FLIGHT TEST AND ACCEPTANCE, FLIGHT OPERATIONS AND FLIGHT SAFETY

The following policy statements and procedures for the support and accomplishment of flight test and acceptance, aircraft flight and ground operations, and flight safety are herein agreed to by the Defense Contract Management Agency (DCMA) and Departments of the Army, Navy, and Air Force.

a. Per DFARS 242.202, DCMA is assigned DoD contract administration responsibilities at contractor plants/facilities. In this capacity, the Agency manages the flight test and acceptance of Government aircraft; approves contractor flight crews, contractor flights, and the contractor’s flight and ground operating Procedures; and ensures the contractor maintains an aircraft flight and ground operations and flight safety program as prescribed by the contract and the Combined Instruction entitled, “Contractor’s Flight and Ground Operations,” (DCMA INST 8210.1, AFI 10-220, AR 95-20, NAVAIRINST 3710.1 (Series), and COMDTINST M13020.3).

b. Assignment of Service personnel to DCMA Aircraft Operations positions. Personnel from the Military Departments will be assigned to DCMA activities to perform the responsibilities in paragraph a. above. Assignment of personnel will be based on the specific mission requirements of each DCMA activity and will be held to the minimum required to perform the mission in accordance with the crewmembers’ parent Service directives. Permanent Change of Station (PCS) assignments for specific periods of time will be funded by the Military Departments in accordance with DoD policies. Prior to requesting additional positions, DCMA will coordinate new billet requirements with the appropriate program office.

1. Flight personnel. DCMA will assess the new workload and determine if the new work can be adequately supported by existing personnel. In the event resident aircrews are unavailable, the procuring Service will provide aircrews on a temporary basis to support the flight mission (with consideration given to the Service’s operational mission requirements). If DCMA crews are available, temporary duty (TDY) expenses will be funded by DCMA.
2. Government Flight Representatives (GFRs), Ground GFRs (GGFRs) and Government Ground Representatives (GGRs). GFRs, GGFRs, and GGRs are the primary personnel responsible for mitigating the risk borne by the Government via the Ground and Flight Risk Clause, without which contractor flight operations cannot proceed. Non-resident GFRs/GGFRs/GGRs may be assigned to a maximum of six contractor facilities of which he/she may be Primary GFR at no more than four. However, the size and scope of individual contract workload may require commanders to limit personnel to support a single facility.

c. To assist DCMA in efficiently accomplishing the Agency's mission, the Military Departments will instruct their procuring offices to provide the earliest possible notification to DCMA-AO (DCMA-AONewAviationContracts@dcma.mil) of the placement or potential placement of aircraft contracts that involve flight test and acceptance responsibilities.

d. The Military Departments will ensure that properly qualified Contract Management Office (CMO) commanders, aircrews, GFRs, and GGRs are provided to DCMA in a timely manner to fulfill the Agency’s mission. DCMA will determine the training requirements for each position. Funding/funding guidance to meet these training requirements will be provided by:

1. Army: Army Human Resource Command (AHRC). AHRC will ensure appropriately qualified personnel are selected to support DCMA training class requirements in accordance with Army Manning Guidance and a valid requisition. Officer requirements will be processed through Officer Personnel Management Directorate (AHRC-ORD) and Enlisted requirements through Enlisted Personnel Management Directorate (AHRC-EPD). AHRC Officer and Enlisted Personnel Management Directorates will coordinate with DCMA to obtain the funding line of accounting to be used to fund the temporary duty and per-diem associated with the required training classes prior to the publication of the orders.

2a. USMC: Training and Education Command (TECOM), Marine Corps Combat Development Center (MCCDC), Financial Management (FM) Branch. Once TECOM FM approves funding for the training, MMOA/MMEA (Officer Assignments/Enlisted Assignments) will issue the orders.

3. Air Force: Subject to the availability of funds, the Office of the Deputy Assistant Secretary (Acquisition Integration) Assistant Secretary (Acquisition) (SAF/AQX) for TDY and per-diem costs associated with DCMA training classes; AFPC will provide guidance for other training costs associated with ensuring appropriately qualified personnel are sent to the DCMA training classes.

e. DCMA will exercise reasonable management flexibility in use of assigned personnel to meet mission responsibilities. When the flight test and acceptance workload or special requirements temporarily exceed the capability at a plant/facility, DCMA will draw upon the Agency’s total capability to provide interim support to meet the requirements. DCMA will request personnel from the Military Department, coordinated with the applicable program office, to augment DCMA when critical skills are required, short-term peak workloads are anticipated, or long-term requirements do not justify permanent party aircrews. When DCMA determines the number of assigned personnel exceeds requirements, personnel will be returned without delay to the Military Department.

f. DCMA will manage military aircraft and other assets associated with its flight activities to ensure their use is consistent with legitimate flight test and acceptance requirements, aircrew training and proficiency, or special Service requirements.

g. DCMA will exercise flight management control of assigned military aircrews and monitor their use. DCMA will publish a flight management instruction detailing responsibilities and procedures in the areas of aviation general provisions, aircraft operations, flight rules, aircrew requirements, training, aviation safety, and standardization. DCMA will coordinate with the Military Departments to provide Service evaluator crews to complete flight standardization and evaluation requirements. DCMA will provide all necessary travel related expenses. DCMA is responsible for assigned
aircrew proficiency, currency in the mission aircraft and annual flying minimums (as required). In the event that aircrew assigned to DCMA are unable to meet Service standards for currency and proficiency due to lapses in production rate or other causes, DCMA will seek access through the procuring Service to facilities and aircraft to regain qualifications and flight time to meet the service.

h. The applicable DCMA field activity will be responsible for preparing agreements with the nearest appropriate military flight operations facility for providing and maintaining flight records, personal flight equipment, and physical examinations for all aircrew personnel.

i. The owning Service is responsible for funding all aircraft deliveries, unless otherwise dictated by the applicable contract. DCMA aircrews may perform delivery missions upon request from the owning Service and subject to aircrew availability; however, the owning Service is still responsible for all funding, to include the associated aircrew TDY costs.

j. The Military Departments will retain controlling custodian responsibilities for all aircraft under DCMA administered contracts.

k. The Military Departments will retain mishap accountability, investigation, and reporting responsibility for aircraft mishaps associated with contracts administered by DCMA. The applicable DCMA activity will ensure the appropriate Military Department’s aircraft custodian is notified of flight, flight-related, and aircraft ground mishaps by the most expedient means of communication. Notifications by DCMA will comply with the requirements of DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, and the provisions of Federal Acquisition Regulation 42.301. DCMA activities will use contractor over and above rates and actual costs of material when reporting mishap costs to the program offices. The appropriate Military Department will be responsible for news releases pertaining to aircraft mishaps. DCMA will provide technical support to Service mishap investigation teams in the interpretation of contract requirements, as requested, when mishaps are associated with contractor operations under DCMA cognizance.
I. This Agreement is intended to document the mutual understanding, intent, and agreement of the Military Services and DCMA, but does not itself obligate the expenditure of any funds.

m. This Agreement will be reviewed at least every three years by the Military Services and DCMA.

Darlene J. Costello  
Principal Deputy, Assistant Secretary of the Air Force (Acquisition)

Katharina G. McFarland  
Acting Assistant Secretary of the Army (Acquisition, Logistics and Technology)

Sean J. Stackley  
Assistant Secretary of the Navy (Research, Development, and Acquisition)

Wendy M. Masiello, Lt Gen, USAF  
Director, DCMA
I. This Agreement is intended to document the mutual understanding, intent, and agreement of the Military Services and DCMA, but does not itself obligate the expenditure of any funds.

   m. This Agreement will be reviewed at least every three years by the Military Services and DCMA.

Katrina McFarland, Acting Assistant
Secretary of the Army (Acquisition, Logistics & Technology)  
Darlene J. Costello
Principal Deputy, Assistant Secretary of the Air Force (Acquisition)

Sean J. Stackley
Assistant Secretary of the Navy (Research, Development, and Acquisition)  
Wendy M. Masiello, Lt Gen, USAF
Director, DCMA
I. This Agreement is intended to document the mutual understanding, intent, and agreement of the Military Services and DCMA, but does not itself obligate the expenditure of any funds.

m. This Agreement will be reviewed at least every three years by the Military Services and DCMA.

Katrina McFarland, Acting Assistant Secretary of the Army (Acquisition, Logistics & Technology)

Darlene J. Costello
Performing the Duties of Principal Deputy Office of the Assistant Secretary of the Air Force (Acquisition & Logistics)

Sean J. Stackley
Assistant Secretary of the Navy (Research, Development, and Acquisition)

Wendy M. Masiello, Lt Gen, USAF
Director, DCMA
I. This Agreement is intended to document the mutual understanding, intent, and agreement of the Military Services and DCMA, but does not itself obligate the expenditure of any funds.

m. This Agreement will be reviewed at least every three years by the Military Services and DCMA.

Katrina McFarland, Acting Assistant Secretary of the Army (Acquisition, Logistics & Technology)

Darlene J. Costello
Performing the Duties of Principal Deputy Office of the Assistant Secretary of the Air Force (Acquisition & Logistics)

Sean J. Stackley
Assistant Secretary of the Navy (Research, Development, and Acquisition)

Wendy M. Masiello, Lt Gen, USAF
Director, DCMA
CONTRACTOR’S FLIGHT AND GROUND OPERATIONS


2. PURPOSE. This Instruction:

   2.2. Establishes requirements for all ground and flight operations involving all contracted work performed on aircraft where the Government has assumed some of the risk of loss for aircraft, as well as procedures to be followed by Government Flight Representatives (GFRs). Enclosure 4 establishes policy and procedures to be followed by GFRs and does not establish any additional contractor requirements. Service contracting activities shall include this Instruction and applicable supplements in all contracts involving Government aircraft for which the Government is assuming some of the risk of loss or damage. This Instruction describes the content of the contractor’s aircraft ground and flight operations procedures (hereafter identified as Procedures) and approval for these Procedures. It provides for the delegation of authority for such approvals, regardless of Service affiliation.

3. APPLICABILITY AND SCOPE. This instruction applies to contractors and their personnel whose duties pertain to the operation, or maintenance of any aircraft for which the Government is assuming some of the risk of loss or damage, and to all Army, Navy/Marine, Air Force, and DCMA GFRs. This instruction has been coordinated with and concurred by the Military Services (hereafter referred to as the Services). References in this instruction to FAA certifications or requirements may be substituted with applicable host nation equivalent certifications or procedures. Recommendations for new policies or procedures should be submitted through channels to HQ DCMA, ATTN: DCMA-AO (the Office of Primary Interest (OPI) for this joint military regulation/instruction) for review.
Changes shall be coordinated with all Services and DCMA prior to incorporation into this Instruction. For specific guidance from each DoD Component, contact the following:

HQ DCMA: DCMA-AO, 6350 Walker Lane, Suite 300 Alexandria, VA 22310 (703) 428-1313

Army: Commander, U. S. Army Materiel Command
ATTN: AMCOPS-CA, 5001 Eisenhower Avenue Alexandria, VA 22333-0001 (703) 617-9891

Navy: NAVAIRSYSCOM (AIR-5.0F) 22541 Millstone Road, Unit 10 Patuxent River, MD 20670 (301) 757-2246

Air Force: HQ AFMC/DOO, 4375 Chidlaw Road Room S143 Wright Patterson AFB, OH 45433-5006 (937) 656-0073

4. DEFINITIONS

4.1. Aircraft. When, by contract, the Government is assuming some of the risk of loss or damage, the term aircraft means:

4.1.1. Aircraft (including Unmanned Aerial Vehicles (UAVs)) to be delivered to the Government under contract (either before or after Government acceptance), including complete aircraft and aircraft in the process of being manufactured, disassembled, or reassembled; provided that an engine, portion of a wing, or a wing is attached to a fuselage of the aircraft; or,

4.1.2. Aircraft (including UAVs), whether in a state of disassembly or reassembly, furnished by the Government to the contractor under contract, including all property installed, in the process of installation, or temporarily removed.

4.1.3. Aircraft Identification Conventions.

4.1.3.1. Aircraft Basic Mission (Class/Type). Identifies the primary function and capability of an aerospace vehicle (e.g., Attack, Fighter, Helicopter, Patrol, Transport, Trainer). Aircraft Basic Mission is represented by a letter of the alphabet (e.g., Fighter (F-16); Transport (C-135); Trainer (T-38); Bomber (B-1)).

4.1.3.2. Modified Mission. Identifies modifications to the Basic Mission of an aircraft. The modified mission identification appears to the left of the Basic Mission symbol (e.g., reconnaissance (RF-4C); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B).

4.1.3.3. Aircraft Design (Model). Identifies major changes within the same Basic Mission. Design numbers appear to the right of the Basic Mission symbol, separated by a dash (e.g. F-18; H-60; C-17).

4.1.3.4. Aircraft Series. Identifies the production model of a particular design number representing major modifications significantly altering systems components.
Consecutive series symbols appear to the immediate right of the design number (e.g., the F-16A and F-16C, the KC-135A and KC-135R, the AH-64A and AH-64D).

4.2. Aircraft Operations. Includes all aircraft flight and ground operations for which the Government assumes at least some of the risk of loss or damage under the DoD Federal Acquisition Regulation Supplement (DFARS), Part 252.228-7001/7002, Ground and Flight Risk/ Aircraft Flight Risk.

4.3. Approving Authority. The commander or designee of one of the following organizations having the administrative responsibility for a particular contractor facility in accordance with the Federal Directory of Contract Administration Services (CAS) Components.

4.3.1. Commander, Procuring Activity MACOM (HCA’s).

4.3.2. Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).

4.3.3. Air Force Heads of Contracting Activities (HCA).

4.3.4. Commander, Defense Contract Management Agency Contract Management Office (CMO) or District Commanders (May not be delegated).


4.6. Aviation Safety Official (ASO). The individual assigned primary responsibility for developing and administering the contractor’s aviation safety program. This individual should be a qualified crewmember who has related aviation safety administration experience.

4.7. Bailed Aircraft. Any Government-owned aircraft provided to a contractor under a Bailment Agreement for use in conjunction with a specific contractual requirement. Aircraft are usually bailed to a contractor to perform Government contract work. Aircraft are usually leased to a contractor for the contractor’s use. Bailment agreements are legal contracts between the Government Program Office and the contractor.

4.8. CASC (Contract Administration Services Component) Chief, Flight Operations (CFO). This individual is appointed by the approving authority and supervises all assigned GFRs within the CASC. Each District in the Defense Contract Management Agency (DCMA) performing CAS should appoint a CFO to supervise flight and ground operations.

4.9. Check Flights. Flights to determine compliance with contractual requirements, such as Acceptance Check Flights (ACFs) and Functional Check Flights (FCFs), which include:

4.9.1. Any flight performed to accept or functionally check new aircraft production.

4.9.2. Any flight performed to accept or functionally check accomplishment of depot
maintenance, contract maintenance, or modification.

4.9.3. Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.


4.9.4.1. Any flight performed to accept or check accomplishment of depot maintenance, contract maintenance, or modification.

4.9.4.2. Flights performed to determine whether aircraft and its various components are functioning according to predetermined specifications while subjected to the flight environment.

4.10. Crewmember. Any instructor/flight examiner, pilot (including UAV), copilot, flight engineer, navigator, weapons system operator, bombardier navigator, radar intercept operator, boom operator, crew chief, loadmaster, defensive/offensive system operator, and other flight manual or applicable document handbook identified crewmember when assigned to their respective crew positions to conduct any flight under the contract.

4.11. Component. The Service Component that is the approving authority as defined above.

4.12. Contract Administration Services (CAS). Those actions accomplished in or near a contractor’s facility for the benefit of the Government which are necessary to the performance of a contract. Contract administration services include (among others): quality assurance (QA), safety, and flight operations. Federal Acquisition Regulation (FAR) 42.302, Contract Administration Functions, lists these functions.


4.14. Contract Management Office (CMO). The office which performs assigned functions related to the administration of contracts and preaward functions. The focal point is the Administrative Contracting Officer (ACO).

4.15. Contractor. Any individual, corporation, or other entity whose personnel may operate aircraft; or perform aircraft maintenance, modification or production; for which the Government assumes at least some contractual liability for loss or damage to the aircraft.


4.16.1. Subsystem development flights (e.g., autopilot, fire control, bombing/ navigation systems).

4.16.2. Component development and reliability flights not included under paragraph
4.16.3. (below).

4.16.3. Flights where the aircraft serves as the vehicle carrying the item to be checked (e.g., electronic countermeasure stores, a radar system, a missile).

4.17. Experimental Test Flights. Flights that are conducted to determine or demonstrate critical operating characteristics of an aircraft. These flights often involve greater than normal risk. These include, but are not limited to:

4.17.1. Initial flights of a new mission, type/design or series aircraft, high angle of attack tests, flutter and loads tests, and critical stores separation tests.

4.17.2. Flights to determine or expand flight or propulsion system envelopes.

4.17.3. Flights to initially determine the performance, flight characteristics, and handling qualities.

4.17.4. Flights of experimental and research aircraft.

4.17.5. Flights of an aircraft whose flight characteristics may have been altered by configuration changes.

4.17.6. Initial flights of the first production aircraft of a new mission, type/design, or series.

4.17.7. Initial flights of the first of those aircraft which have undergone “major modification” as determined by the Program Manager.

4.17.8. Component development flights where failure of the test component would make the flight hazardous in nature and/or involve greater than normal risk as determined by the Program Manager, with advice from the contractor and GFR.

4.18. FAR and DoD FAR Supplement (DFARS) References. This manual is issued under the joint authorities of the Administrator of General Services, and the Secretary of Defense, under the broad policy guidelines of the Administrator for Federal Procurement Policy. It establishes uniform policy and procedures relating to the procurement of supplies and services. The DFARS, issued by the Office of Deputy Assistant Secretary of Defense (Procurement), provides DoD implementation guidance and policies and procedures unique to DoD. The FAR and DFARS are composed of policy guidance for contracting officers and clauses for use in contracts. Policy guidance includes instructions to contracting officers on Government policy and when to use the contract clauses contained in Part 52 of the FAR and Part 252 of the DFARS. Contract clauses set forth agreements between the Government and the contractor. Some of the pertinent clauses that relate to aircraft contracts follow:

4.18.1. DFARS Part 228, Bonds and Insurance, Subpart 228.370, Additional clauses.

4.18.2. DFARS 252.228-7001, Ground and Flight Risk.

4.18.3. DFARS 252.228-7002, Aircraft Flight Risk.
4.18.4. **DFARS 252.228-7005**, Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles.

4.18.5. **FAR Subpart 42.202**, Assignment of Contract Administration.

4.18.6. **FAR Subpart 42.302**, Contract Administration Functions.

4.19. Flight Operations (FO). Those aircraft operations where flight exists for aircraft which the Government assumes at least some of the risk of loss or damage under the DoD Federal Acquisition Regulation Supplement (DFARS), 252.228-7001/7002, Ground and Flight Risk/Aircraft Flight Risk Clauses (G&FRC/AFRC). This instruction uses the term "flight" as defined in the G&FRC/AFRC. Helicopter hover/ground taxi is also considered a flight operations activity.

4.20. **Foreign Object Damage (FOD)**. Any damage attributed to a foreign object that may be expressed in physical or economic terms, which may or may not degrade the product's required safety and/or performance characteristics. Also Foreign Object Debris (see above). FOD prevention programs are also known as Foreign Object Elimination (FOE) programs.

4.21. Government Flight Representative (GFR). GFRs (as defined below) are (See Enclosure 4, paragraph 2., for the GFR selection and assignment process.)

4.21.1. GFR (Aircraft Flight and Ground Operations). A rated U.S. Military officer, or Government civilian in an aviation position, to whom the Approving Authority has delegated responsibility for approval of contractor flights, Procedures, crewmembers/personnel, and ensuring contractor compliance with applicable provisions of this Instruction (see Enclosure 4, Attachment 1 for sample delegation letter).

4.21.2. Alternate GFR. A rated U.S. Military officer, or Government civilian in an aviation position, to whom the Approving Authority has delegated responsibility to act in the absence of the primary GFR (as defined in paragraph 4.21.1. above) for approval of contractor flights, and ensuring contractor compliance with applicable provisions of this Instruction (see Enclosure 4, Attachment 1 for sample delegation letter).

4.21.3. Ground GFR. A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent, to whom the Approving Authority has delegated responsibility for approval of Procedures related to aircraft ground operations, and ensuring contractor compliance with applicable provisions of this Instruction (see Enclosure 4, Attachment 1 for sample delegation letter). Ground GFRs (as defined by this paragraph) are not authorized to act as a GFR (Aircraft Flight and Ground Operations (paragraph 4.21.1.)) or an alternate GFR (paragraph 4.21.2.), approve contractor crewmembers, non-crewmembers, flights, flight related portions of the Procedures, any function/procedure described in this Instruction's Enclosure 2 (Flight Operations), or Enclosure 3, paragraph 6.2 (engine run qualifiers/certifiers). The Approving Authority may appoint an alternate Ground GFR.

4.22. Government-Furnished Equipment (GFE)/Property (GFP). Any Government-owned aircraft part, or Ground Support Equipment (GSE) provided to a contractor for
use in conjunction with a specific contractual requirement.

4.23. Ground Operations. Those aircraft operations, which are not flight operations, for which the Government assumes any risk of loss or damage under the Ground and Flight Risk Clause or Aircraft Flight Risk Clause of the contract. Specific operations include, but are not limited to, aircraft maintenance, towing, subsystem warm-up/checkout, taxiing, engine run, or other operation of installed engines, and/or propeller(s) or rotor(s), as appropriate; preflight/postflight and operation of associated aerospace ground support equipment to include Aircraft Rescue and Firefighting (ARFF) operations and operation of any Ground Test Vehicle (GTV).

4.24. Ground Personnel. Personnel designated by the contractor to perform ground operations in support of flight operations, to include aircraft rescue and fire fighting.

4.25. Hardware Control. A method for control of loose hardware such as nuts, bolts, cotter pins, rivet heads, etc. used to prevent FOD.

4.26. Leased Aircraft. Any Government-owned aircraft provided to a contractor under a Lease Agreement for use in conjunction with a specific contractor need. Aircraft are usually leased to a contractor for the contractor’s use. Aircraft are usually bailed to a contractor to perform Government contract work. DoD Directive 7230.8, Leases and Demonstrations of DoD Equipment, further clarifies leased aircraft procedures and requirements. Lease agreements are legal contracts between the Government Program Office and the contractor.

4.27. May. Denotes the permissive. However, the words “no person may...” mean that no person is required, authorized, or permitted to do the act described.

4.28. Mixed Crews. Crewmembers and/or noncrewmembers composed of both Government and contractor personnel.

4.29. Non-crewmember. Personnel, other than crewmembers, designated by the Contractor’s Requesting Official (CRO) to perform a function while the aircraft is in flight.

4.30. Orientation Flight. A flight (usually performed within the local flying area) to familiarize selected personnel with the mission of the aircraft.

4.31. Procedures. Separate and distinct written instructions developed by the contractor and approved by the GFR, which delineate the processes contractor personnel shall follow while conducting operations affecting Government aircraft or other aircraft for which the Government assumes at least some of the risk of loss. Procedures may be divided into two parts: Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). The terms Procedures and Contractor’s Procedures are synonymous.

4.32. Production Aircraft. Any aircraft being manufactured for use in the operational inventory, including aircraft produced for a Defense Security Assistance Program (also called Foreign Military Sales (FMS)) or undergoing contractor maintenance or modification.
4.32.1. Pre-accepted Aircraft. Any aircraft for which the DD Form 250, Material Inspection and Receiving Report, for a specific contract has not been executed by the Government but for which the Government has assumed some of the risk of loss, destruction, or damage.

4.32.2. Accepted Aircraft. Any aircraft for which the DD Form 250 for a specific contract has been fully executed for the Government.

4.33. Requesting Official. Also known as the Contractor’s Requesting Official (CRO), the member of the contractor’s first level of management (president, vice president) or appointed designee authorized to sign a “Request for Approval for Qualification Training” or “Request for Approval of Contractor Crewmember” for approval by the GFR.

4.34. Service Guidance. Includes the procuring Service’s regulations, instructions, flight manuals, and technical orders which are applicable to the specific flight and ground operations conducted by the contractor, as specified in the contract. Service Guidance shall be used as the basis on which Procedures are written. In the development of Procedures, the contractor, GFR, and Program Office should work together closely to ensure that the correct, applicable Service Guidance is used.

4.35. Shall. Denotes the imperative.

4.36. Should. Indicates a desired, though not required, outcome.

4.37. Sortie. For record and reporting purposes of this Instruction, a sortie is defined as a flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and,

4.37.1. The engines are stopped, or

4.37.2. Aircraft has been on the surface for 5 minutes, whichever comes first between 4.37.1 and 4.37.2, or;

4.37.3. Change is made in the pilot in command.

4.38. Support Flights. These include but are not limited to:

4.38.1. Photographic.

4.38.2. Chase.

4.38.3. Rescue and recovery.

4.38.4. Target or target towing.

4.38.5. Aircraft delivery.

4.38.6. Orientation.
4.38.7. Demonstration flights.

4.38.8. Severe weather evacuation flights.

4.38.9. Cargo and/or personnel transport flights. This includes flights of an emergency nature.

4.38.10. Aircrew evaluation, training, and currency.

4.38.11. Product or mission support flights (including deployments) as directed by the Services.

4.39. System Program Office (SPO)/Program Office. The office which awards or executes a contract for supplies or services and performs post award functions when these are not assigned to a contract administration office.

4.40. Tool Control. A method for ensuring accountability of all contractor and or personal tools at the start and finish of each maintenance task. Examples of procedures are: use of shadow boards, canvas layouts with pockets, tool counters, or composite tool kits. The method selected shall be effective in timely identification of lost or missing items.

4.41. Test Aircraft. Any aircraft used for research, development or test and evaluation purposes.

4.42. Unmanned Aerial Vehicle (UAV). Any aircraft that is operated without the pilot onboard. UAVs are also known as Remotely Operated Aircraft (ROA).

4.43. Waivers. A waiver is written relief from a specific requirement of this Instruction or other Service guidance. When issued, waivers shall be valid no more than the length of the applicable contract and shall be attached to the Procedures. All waivers shall be reviewed at least annually by the GFR to validate the need still exists.

5. PROCEDURES

5.1. Contractor’s written Procedures. Contractors shall develop specific written Procedures for all flight and ground operations where the Government, by contract, assumes any risk of loss.

5.1.1. General Guidance. Should a conflict occur between sources of guidance, the following hierarchy shall be used in descending order: the contract, this Instruction, the Procedures. Procedures shall include all items from this Instruction, Enclosure 2 (Flight Operations), and Enclosure 3 (Ground Operations), item by item, as applicable. Contractors with separate functional organizations responsible for Flight and Ground Operations, may divide their Procedures into two parts; Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). If the Procedures are divided, the following applies:

5.1.1.1. Combined, the FOPs and GOPs shall address all requirements of this Instruction.
5.1.1.2. Contractor functional organizations are responsible for compliance with this Instruction and the Procedures as a whole.

5.1.2. Responsibilities. The contractor is responsible for writing, implementing and enforcing their Procedures, and for identifying and correcting deficiencies.

5.1.3. Preparation. The contractor shall prepare and maintain specific written Procedures, separate and distinct from industrial or quality procedures that describe aircraft flight and ground operations at all operating facilities. If the contractor references existing company procedures, operating instructions, etc., in these Procedures, the referenced document(s) shall be made readily available for review and become part of the GFR approval process. The Procedures shall:

5.1.3.1. Provide specific guidance describing activities and requirements of this Instruction and contractual provisions pertaining to safety, and flight and ground operations applicable to all aircraft for each specific contractor operation and location.

5.1.3.2. Describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

5.1.3.3. Adequately explain all aspects of a given operation. (e.g., identify the office/title of individual responsible, steps taken to accomplish activities, verification procedures, training requirements, and records/documentation required).

5.1.4. Use of Service Guidance. Contractors shall base their Procedures on Procuring Service guidance as specified in the contract for conducting all aircraft flight and ground operations. The Procedures should reference specific Service documents as specified by the applicable contract(s). If Service guidance is not available for a unique aircraft, test program, or flight/ground operation, then the contractor shall recommend procedures similar to Service guidance for a like aircraft and/or operation for GFR approval.

5.1.4.1. At locations with multiple Service contracts, the GFR and contractor may elect to specify general guidance from a single source for basic flight rules, evaluations etc. The contractor is encouraged to develop a common set of Procedures. This may require the contractor to request common process block changes or waivers.

5.1.4.2. The GFR, in concert with contractor management personnel, should ensure that existing Procedures are modified, if required, when pertinent Service guidance changes. This may require a contract change.

5.1.4.3. The contractor retains responsibility for all contract requirements subcontracted or delegated to other sources. The Government’s acceptance of risk of loss of an aircraft in a subcontractor’s facility depends upon the terms and conditions of the contract. When the Government accepts the risk of loss of an aircraft in a subcontractor’s facility, the prime contractor has the responsibility for ensuring that the subcontractor has procedures in place to implement the requirements of this Instruction. NOTE: The Ground and Flight Risk Clause (DFARS 252.228-7001) and the Aircraft Flight Risk Clause (DFARS 252.228-7002) do not automatically flow down to
subcontractors unless specifically stated in the contract.

5.1.5. Format. Procedures should be formatted in the same manner as this Instruction or shall include a cross reference index. All paragraphs (excluding those in Enclosure 4) shall be addressed in sufficient detail to ensure compliance with this Instruction, as applicable.

5.1.6. Approval. The contractor shall:

5.1.6.1. Forward the completed Procedures for each location to the cognizant GFR for approval.

5.1.6.2. Identify a single point of contact to the GFR who has cognizance over the functional organizations involved and who can coordinate approval issues.

5.1.6.3. Not begin flight or ground operations until the Procedures have been approved in writing by the GFR.

5.1.6.4. Maintain current copies of the approved Procedures at each operating location.

5.1.7. Changes. All proposed changes shall be submitted to the GFR in writing. Approved changes shall be incorporated into all copies of the Procedures.

5.1.8. Review requirements. Contractor’s shall conduct a review of their Procedures at least every 12 months. At the completion of the review, recommended changes shall be forwarded to the GFR for approval. The GFR’s annual approval shall be attached to the Procedures. A signature page in the front of the Procedures may serve as the GFR’s approval/annual review letter.

5.1.9. Deficiencies. The GFR shall notify the contractor if he/she finds deficiencies or inadequacies in the Procedures. Failure to correct the deficiency within the specified time identified in the GFR’s notification, is grounds for withdrawal of the approval of the Procedures, contractor flight operations, and/or crewmembers. Flight or ground operations conducted after such withdrawal are deemed operations without the approvals required by applicable clauses of the contract.

5.1.10. Noncompliance. Should the GFR discover noncompliance with approved Procedures, or discover use of unsafe practices, the GFR shall notify the contractor and ACO. Oral notification by the GFR shall be followed by a formal written statement fully outlining the deficiencies. Failure to comply with approved Procedures or continuation of a dangerous practice is unacceptable and therefore an unreasonable condition within the meaning of the clauses of the contract. These deficiencies may be considered grounds for withdrawal of the Government’s assumption of risk for loss or damage to Government aircraft. Withdrawal of the Government’s risk shall be accomplished in accordance with the applicable contract wording. The Government reserves the right to take such other action as may be necessary to preserve the safety and security of the aircraft.

5.1.11. Questions of Interpretation. A difference of interpretation concerning the
Procedures between the GFR, contractor, and/or ACO, should be raised progressively to the following authorities for resolution: For DCMA activities, additional guidance can be received from the District and HQ Directors of Aircraft Operations. For Service activities, contract waiver authority for this regulation.

5.2. Waiver Procedures.

5.2.1. The contractor should request a waiver when specific requirements of this Instruction, or applicable Service guidance, add cost or complexity to contract accomplishment without increasing safety or reducing Government’s risk, or when alternate procedures or requirements can be substituted which provide equivalent levels of safety, proficiency and/or risk mitigation.

5.2.2. Waiver requests should detail justifications for the waiver and procedures for mitigating the risk to Government aircraft affected by the waiver. Send all waiver requests to the GFR. The GFR shall forward waiver requests with recommendations to the District Director of Aircraft Operations, if applicable, before processing them through the ACO. The ACO shall send the waiver requests to the Waiver Authority and PCO for coordination and approval. Waivers must be in writing. Waiver requests should be processed in a timely manner to ensure minimal disruption of flight operations. If granted, the specifics of the deviation shall be included in the Procedures. Waiver authority:


5.2.2.2. Air Force - Headquarters Air Force Materiel Command, Director of Operations, 4375 Chidlaw Road, Room S143, Wright Patterson AFB, OH 45433-5714.

5.2.2.3. Navy - Commander, Naval Air Systems Command, AIR-09F, 22541 Millstone Rd. Unit 10, Patuxent River, MD 20670.

5.2.3. The use of Service guidance ensures that contractor flight and ground operations risk levels parallel the risk accepted by the Services. However, since “contractor operations” may not have been considered when Service guidance was developed, minor reasonable deviations may be required and allowed if the risk level would clearly not be affected. The method for seeking deviations from Service guidance is the same as for obtaining a waiver to this Instruction. If granted, the specifics of the deviation shall be included in the Procedures.

5.3. Aviation Safety Program.

5.3.1. Mishap Prevention Program. The contractor shall establish a written mishap prevention program for their flight and/or ground operations which includes the following applicable elements:

5.3.1.1. Designate an Aviation Safety Official and identify specific duties and responsibilities.
5.3.1.2. Establish a contractor aviation safety council (AKA consolidated safety council) to promote a program of accident prevention in flight, ground, industrial, and explosive activities as they apply to flight and ground operations. The aviation safety council shall accept action items, provide safety expertise, implement changes as required, and operate as a focal point for safety within the company. The council shall address company mishaps for trend analysis and recommendations. Airfield hazards to include obstructions, ATC facilities and procedures, Hazardous Air Traffic Reports (HATRs), and BASH, will also be addressed. Members of the council individually shall provide a method to interface with their respective company organization/department. These meetings should be held on a regular basis (at least quarterly). Document and distribute minutes of the meetings to appropriate offices and the GFR. The aviation safety council members individually shall provide a method to interface with their respective company organization/department. These meetings should be held on a regular basis (at least quarterly). Document and distribute minutes of the meetings to appropriate offices and the GFR. The aviation safety council members should include (but are not limited to):

5.3.1.2.1. Safety Manager (Chair)

5.3.1.2.2. Director of Flight Operations/Chief Pilot

5.3.1.2.3. Quality Assurance

5.3.1.2.4. Aviation Safety Official

5.3.1.2.5. Department Heads

5.3.1.2.6. FOD Manager

5.3.1.2.7. Chief of Aircraft Rescue and Fire Fighting

5.3.1.2.8. Environmental/Hazardous Materials Manager

5.3.1.2.9. Aviation Maintenance Manager (contractor)

5.3.1.2.10. GFRs

5.3.1.2.11. Aviation Maintenance Manager (Government)

5.3.1.2.12. Safety Specialist (Government)

5.3.1.2.13. Airfield Manager

5.3.1.2.14. ATC liaison

5.3.1.3. Conduct regular safety audits or assessments (at least semiannually) which incorporate all aspects of the contractor’s flight and ground operations to include flight, ground, maintenance, industrial, and explosive activities. Forward copies of the report, findings and corrective actions to appropriate offices and the GFR. The following references may be used as guidelines:
5.3.1.3.1. Army - the U. S. Army Safety Center (USASC) *Guide to Aviation Resource Management for Aircraft Mishap Prevention*;

5.3.1.3.2. Navy - the Naval Safety Center (NAVSAFCEN) 3750 P1 *Safety Review Checklist*;

5.3.1.3.3. Air Force - AFI 91-202, the *US Air Force Mishap Prevention Program*, including Major Command (MAJCOM) supplements.

5.3.1.4. Make safety publications readily available to all aircrew members.

5.3.1.5. Conduct monthly safety meetings encompassing all functional areas. The intent of these meetings is to provide a forum for sharing contractor and government information on safety items or issues. Maintain attendance records, a summary of subject matter presented at meetings, and a method to brief absentees on the subject matter. In cases where the number of contractor flight personnel (i.e. four or less) makes a monthly meeting less effective, with GFR approval, a safety folder, updated monthly, meets this requirement. The contractor shall forward minutes of meetings to the GFR and maintain on file for a minimum of one year.

5.3.1.6. Establish hazard identification and elimination procedures. As a minimum, the system/methodology should allow any contractor personnel to identify a potential hazard; provide an avenue to communicate this concern to the contractor’s safety department for validation and corrective action; and document resolution of the identified hazard.

5.3.1.7. Establish mishap reporting procedures. The contractor must notify the GFR and program office of any damage to Government aircraft in a timely manner. The contractor shall provide a detailed narrative of the mishap, to include findings, causes, and recommendations/corrective actions. When requested by the Service (via contractual wording), the mishap investigation report should be submitted in the format set forth by the Service Safety Program.

5.3.1.8. Establish procedures for the handling of “privileged” data. In the performance of the contract the contractor may request and receive from the Service’s safety center, access to “privileged” information as defined in DoDI 6055.7, *Accident Investigation, Reporting, and Record Keeping*, and the Services’ safety regulations. If mishap related privileged data is to be requested and obtained, handling procedures for the privileged data must be in place. Handling procedures must address the following safeguards:

5.3.1.8.1. Limitations of company internal distribution to the minimum number of directly concerned safety or operator personnel.

5.3.1.8.2. No release of privileged data to third parties.

5.3.1.8.3. Training to ensure employee awareness of the sensitivity of privileged information and its restrictions for purposes of exclusive Government benefit only.

5.3.2. Premishap Plan. The contractor shall develop a premishap plan which
establishes the policies, responsibilities, and actions to be initiated should any aircraft in the custody of the contractor become overdue, or involved in an mishap. The contractor shall exercise the pre-mishap plan on an annual basis. As a minimum, this plan shall include the following:

5.3.2.1. Immediate action checklist to ensure command, control and coordination of the rescue/recovery effort.

5.3.2.2. A notification plan which includes a current roster of contractor and Government personnel (including duty and non-duty phone numbers) to be notified in the event of an aircraft mishap.

5.3.2.3. Procedures for contractor and subcontractor cooperation and participation in mishap investigations conducted by the Government.

5.3.2.4. Provisions for search and rescue procedures.

5.3.2.5. Procedures for site security and public affairs.

5.3.2.6. Procedures for the preservation of evidence to include:

5.3.2.6.1. Training records.

5.3.2.6.2. Aircraft log books, maintenance and servicing records.

5.3.2.6.3. Impounding all of the mishap aircraft’s fluid servicing equipment and contents.

5.3.2.6.4. Collection and impoundment of fluid samples from the mishap aircraft.

5.3.3. Medical Procedures. Establish procedures for medical examination of crewmembers, non-crewmembers, passengers, and ground personnel involved in an aircraft mishap.

5.3.3.1. An FAA approved or military flight surgeon medical examination is required for those involved in a physiological incident or when the mishap causes injury to the crewmembers/personnel or causes substantial reportable damage to the aircraft.

5.3.3.2. Crewmembers and non-crewmembers involved in mishaps in which there is a loss of life, an aircraft is destroyed, property damage is expected to exceed $200,000; three or more personnel are inpatient hospitalized; or any permanent total or partial disability is sustained shall receive toxicological testing.

5.3.3.3. A comprehensive Flying Duty Medical Examination (FDME) is required during a post-mishap investigation for all Army contracts. In all events, the Army requires the examination by military flight surgeons. If a military flight surgeon is not available, Army aeromedical personnel may approve the examination to be performed by a Department of the Army Civilian or Department of the Army Contract Civilian physician.

5.3.3.4. Those individuals whose actions or inactions, in the GFR’s or contractor’s judgment, may have been factors in the mishap sequence shall receive toxicological
testing equal to or better than procuring Service guidance.

5.3.4. Aircraft Rescue and Fire Fighting (ARFF) Procedures.

5.3.4.1. Basic ARFF requirement. Contractors shall have sufficient ARFF capability to approach a burning contract aircraft in a reasonable time period to suppress the fire long enough to rescue any incapacitated crewmembers and non-crewmembers.

5.3.4.2. Basic ARFF requirement for UAV operations. UAV Contractors shall have sufficient ARFF capability to approach a burning contract aircraft in a reasonable time period to sufficiently combat the fire and minimize further damage to the aircraft and equipment.

5.3.4.3. Use of outside agencies for ARFF. Contractors may establish agreements with local civil fire departments and ambulance services. Training of personnel from these units may be required. If ARFF is provided by a third party, a written agreement must be in place that includes all necessary procedures, training, exercises, response time requirements and inspections.

5.3.4.4. Specific minimum ARFF requirements. In the absence of any Service contractual requirements, (AFMCI 91-101, NAVAIR 00-80R-14, AR 420-90) the contractor’s ARFF program shall be aligned with the minimum standard industry practices delineated in NAS 3306 Facility Requirements for Aircraft Operations.

5.3.4.5. ARFF Chief Responsibilities.

5.3.4.5.1. Conduct and document regular monthly communication checks with the appropriate local agencies (local police, fire department, ambulance authorities, and the State Police) to assure that the emergency communication links are current and in working order.

5.3.4.5.2. Act as focal point for Fire Protection and Prevention, and ARFF at the contractor’s facility.

5.3.4.5.3. Ensure ARFF vehicles are maintained and checked on a daily basis.

5.3.4.6. ARFF Vehicles. Shall be sufficient in number, design, and capacity to effectively conduct aircrew rescue operations commensurate with the type aircraft at the facility and level of flight and ground operations. Should conflicts arise concerning ARFF vehicle design/capacity/manning, the procuring Service’s safety office shall determine if the contractor’s ARFF capability meets the intent of this Instruction.

6. RESPONSIBILITIES

6.1. GFRs are responsible for ensuring contractors establish written Procedures IAW this Instruction, for all aircraft operations for which the Government, by contract, has assumed some or all of the risk of loss. GFRs are bound by this Instruction for all contractor aircrew and flight approvals IAW the Ground and Flight Risk Clause (G&FRC), DFARS 252.228-7001, and/or the Aircraft Flight Risk Clause (AFRC),
DFARS 252.228-7002. Further GFR responsibilities are described in Enclosure 4.

6.2. Contractors are responsible for establishing and enforcing safe and effective written Procedures IAW this Instruction, for any and all aircraft ground and flight operations for which the Government, by contract, has assumed some or all of the risk of loss. Contractor operations/flights not falling under the G&FRC or AFRC, do not require GFR approval. Contractor aircrew personnel who have not been approved by the GFR for their contract, are not authorized to fly under the G&FRC or AFRC. Contractors shall ensure all flights under the G&FRC or AFRC are approved, in advance, and in writing, by the GFR. Enclosure 4 of this instruction does not contain contractor requirements.

6.3. Commanders having the administrative responsibility for any contract containing the G&FRC or AFRC shall appoint a trained GFR to administer the responsibilities of this Instruction.

7. EFFECTIVE DATE. This publication is effective immediately.

8. INFORMATION REQUIREMENTS. The following forms are referenced and/or required in this instruction.

8.1. DD Form 250, *Material Inspection and Receiving Report*

8.2. DCMA Form 8.4-1, *Request for Flight Approval*

8.3. DD Form 1716, *Contract Data Package Recommendation/Deficiency Report*

8.4. DD Form 1821, *Contractor Crewmember Record*

8.5. DD Form 2627, *Request for Government Approval For Aircrew Qualifications and Training*

8.6. DD Form 2628, *Request for Approval of Contractor Crewmember*


Edward M. Harrington  
Brigadier General, USA  
DCMA Director

4 Enclosures

1. Glossary of Acronyms

2. Flight Operations
   
   ATT 1  DCMA Form 8.4-1, *Request for Flight Approval*  
   ATT 2  DD Form 2627, *Request for Government Approval For Aircrew Qualifications and Training*  
   ATT 3  DD Form 1821, *Contractor Crewmember Record*  
   ATT 4  DD Form 2628, *Request for Approval of Contractor Flight Crewmember*
3. Ground Operations

4. Government Flight Representative Procedures
   ATT 1 Sample GFR Delegation of Authority Letter
   ATT 2 Sample Supporting Contract Administration (SCA) Request Format
   ATT 3 Sample Survey Report
   ATT 4 Sample Facility Data Sheet

JOHN P. JUMPER
General, United States Air Force
Chief of Staff

JOSEPH W. DYER
Vice Admiral, United States Navy
Commander, Naval Aviation Systems Command

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the Secretary of the Army

COORDINATION: DCMA-HR, DCMA (DCMA-AO), Army (DALO-AMV, AMCOPS-CA, AMCSF-A), Navy (AIR-09), Air Force (HQ AFMC/DOO, AFMC/SE)
## Glossary of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBT</td>
<td>Air Combat Training</td>
</tr>
<tr>
<td>ACO</td>
<td>Administrative Contracting Officer</td>
</tr>
<tr>
<td>ACF</td>
<td>Acceptance Check Flight</td>
</tr>
<tr>
<td>ACT</td>
<td>Aircrew Coordination Training</td>
</tr>
<tr>
<td>AFJI</td>
<td>Air Force Joint Instruction</td>
</tr>
<tr>
<td>AFMC</td>
<td>Air Force Materiel Command</td>
</tr>
<tr>
<td>AFMCI</td>
<td>Air Force Materiel Command Instruction</td>
</tr>
<tr>
<td>AFRC</td>
<td>Aircraft Flight Risk Clause</td>
</tr>
<tr>
<td>AGE</td>
<td>Aerospace Ground Equipment</td>
</tr>
<tr>
<td>AMC</td>
<td>U.S. Army Materiel Command</td>
</tr>
<tr>
<td>AMM</td>
<td>Aviation Maintenance Manager</td>
</tr>
<tr>
<td>APT</td>
<td>Aviation Program Team</td>
</tr>
<tr>
<td>APU</td>
<td>Auxiliary Power Unit</td>
</tr>
<tr>
<td>AR</td>
<td>Army Regulation</td>
</tr>
<tr>
<td>ARFF</td>
<td>Aircraft Rescue and Fire Fighting</td>
</tr>
<tr>
<td>ASO</td>
<td>Aviation Safety Officer/Official</td>
</tr>
<tr>
<td>ATM</td>
<td>Air Traffic Control</td>
</tr>
<tr>
<td>ATM</td>
<td>Aircrew Training Manual</td>
</tr>
<tr>
<td>ATP</td>
<td>Aircrew Training Program (Army)</td>
</tr>
<tr>
<td>AUAV</td>
<td>Autonomous Unmanned Aerial Vehicle</td>
</tr>
<tr>
<td>AVCS</td>
<td>Air Vehicle Control Station</td>
</tr>
<tr>
<td>BASH</td>
<td>Bird-Aircraft Strike Hazard</td>
</tr>
<tr>
<td>BFM</td>
<td>Basic Fighter Maneuvers</td>
</tr>
<tr>
<td>CAS</td>
<td>Contract Administration Services</td>
</tr>
</tbody>
</table>
CASC       Contract Administration Services Component  
CFO        Chief, Flight Operations  
CFT        Contractor Field Team  
CMDR       Commander  
CMO        Contract Management Office  
COMNAVAIRSYSCOM Commander, Naval Air Systems Command  
CRM        Crew/Cockpit Resource Management  
CRO        Contractor’s Requesting Official  
CSS        Contractor Safety Specialist  
CSSO       Cognizant Service Safety Office  
DES        Directorate for Evaluation and Standardization (Army)  
DFARS      DoD Federal Acquisition Regulation Supplement  
DCMA       Defense Contract Management Agency  
DCMA INST  Defense Contract Management Agency Instruction  
DLAI       Defense Logistics Agency Instruction  
DoD        Department of Defense  
DOT        Department of Transportation  
FAA        Federal Aviation Administration  
FAR        Federal Acquisition Regulation  
FCC        Federal Communications Commission  
FCF        Functional Check Flight  
FCIF       Flight Crew Information File  
FE         Flight Examiner  
FMS        Foreign Military Sales (Also known as the Defense Security Assistance Program)  
FO         Flight Operations  
FOD        Foreign Object Debris or Damage
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOP(s)</td>
<td>Flight Operations Procedure(s)</td>
</tr>
<tr>
<td>GFE</td>
<td>Government-Furnished Equipment</td>
</tr>
<tr>
<td>GFP</td>
<td>Government-Furnished Property</td>
</tr>
<tr>
<td>G&amp;FRC (also GFRC)</td>
<td>Ground and Flight Risk Clause</td>
</tr>
<tr>
<td>GFR</td>
<td>Government Flight Representative</td>
</tr>
<tr>
<td>GOP(s)</td>
<td>Ground Operations Procedure(s)</td>
</tr>
<tr>
<td>GSE</td>
<td>Ground Support Equipment</td>
</tr>
<tr>
<td>GTV</td>
<td>Ground Test Vehicle</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Hazardous Material</td>
</tr>
<tr>
<td>HCA</td>
<td>Heads of Contracting Activities</td>
</tr>
<tr>
<td>HQDA</td>
<td>Headquarters, Department of the Army</td>
</tr>
<tr>
<td>IE</td>
<td>Instrument Flight Examiner (Army)</td>
</tr>
<tr>
<td>IFR</td>
<td>Instrument Flight Rules</td>
</tr>
<tr>
<td>IG</td>
<td>Inspector General</td>
</tr>
<tr>
<td>IMC</td>
<td>Instrument Meteorological Conditions</td>
</tr>
<tr>
<td>IP</td>
<td>Instructor Pilot</td>
</tr>
<tr>
<td>LEL</td>
<td>Lower Explosive Level</td>
</tr>
<tr>
<td>LOX</td>
<td>Liquid Oxygen</td>
</tr>
<tr>
<td>MACOM</td>
<td>Major Army Command</td>
</tr>
<tr>
<td>MAJCOM</td>
<td>Major Command (Air Force)</td>
</tr>
<tr>
<td>MDR</td>
<td>Maintenance Deficiency Report</td>
</tr>
<tr>
<td>ME</td>
<td>Maintenance Evaluator (Army)</td>
</tr>
<tr>
<td>MIL-STD</td>
<td>Military Standard</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>MSL</td>
<td>Mean Sea Level</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>MTP</td>
<td>Maintenance Test Pilot (Army)</td>
</tr>
<tr>
<td>NAVSAFECEN</td>
<td>Naval Safety Center</td>
</tr>
<tr>
<td>NAS</td>
<td>National Aerospace Standard</td>
</tr>
<tr>
<td>NASA</td>
<td>National Aeronautics and Space Administration</td>
</tr>
<tr>
<td>NDI</td>
<td>Non Destructive Inspection</td>
</tr>
<tr>
<td>NOTAM</td>
<td>Notice to Airmen</td>
</tr>
<tr>
<td>OPI</td>
<td>Office of Primary Interest</td>
</tr>
<tr>
<td>PAS</td>
<td>Preaward Survey</td>
</tr>
<tr>
<td>PCO</td>
<td>Procuring Contracting Officer</td>
</tr>
<tr>
<td>PI</td>
<td>Program Integrator</td>
</tr>
<tr>
<td>PM</td>
<td>Program Manager</td>
</tr>
<tr>
<td>QA</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>QAR</td>
<td>Quality Assurance Representative</td>
</tr>
<tr>
<td>ROA</td>
<td>Remotely Operated Aircraft</td>
</tr>
<tr>
<td>SCA</td>
<td>Supporting Contract Administration</td>
</tr>
<tr>
<td>SP</td>
<td>Standardization Instructor Pilot (Army)</td>
</tr>
<tr>
<td>SPO</td>
<td>System Program Office</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TECH REP</td>
<td>Technical Representative</td>
</tr>
<tr>
<td>TDY</td>
<td>Temporary Duty</td>
</tr>
<tr>
<td>TPS</td>
<td>Test Pilot School</td>
</tr>
<tr>
<td>UAV</td>
<td>Unmanned Aerial Vehicle</td>
</tr>
<tr>
<td>USAAVNC</td>
<td>U.S. Army Aviation Center</td>
</tr>
<tr>
<td>USASC</td>
<td>U.S. Army Safety Center</td>
</tr>
<tr>
<td>VFR</td>
<td>Visual Flight Rules</td>
</tr>
<tr>
<td>VMC</td>
<td>Visual Meteorological Conditions</td>
</tr>
</tbody>
</table>
Flight Operations

1. Management. This area shall describe:

1.1. Contractor flight planning area. The contractor shall establish and maintain a flight planning area and provide access to current and sufficient information, including NOTAMs, weather forecasts and advisories, allowing crewmembers to properly plan and participate in flights.

1.2. Mission profiles. Aircrew members shall prepare specific mission profiles for each flight, and shall forward the profile with the “request for flight approval” to the GFR. These profiles shall detail all planned flight checks and events, to include proficiency training and the specific geographical areas or point-to-point routes to be used. Mission procedures shall make the maximum possible use of ground radar monitoring/advisories, radio communications (status reports at established intervals) or chase aircraft to monitor aircraft position and status.

1.3. Contractor Flight Approval. The GFR approves all contractor flights under the G&FRC or AFRC. The Government does not assume any risk of loss under the G&FRC or AFRC for any flight which has not received prior written approval by the GFR. Procedures shall delineate processes that ensure flight schedules are developed, and approvals submitted, with sufficient lead time to preclude interruption to either Government or contractor operations.

1.4. Approved Flights. Flights approved by the GFR must be:

1.4.1. Conducted by current and qualified contractor crewmembers and non-crewmembers, in an approved flight area, route, and specified profile.

1.4.2. Performed according to approved mission profile or test plan, and within applicable safety and engineering limitations. Experimental and engineering test flights require a specific test plan.

1.4.3. In accordance with all approved Procedures.

1.4.4. Conducted with at least the minimum required and authorized crew for aircraft type, design, series, and test plan/profile.

1.5. Flight Supervision. Procedures shall:

1.5.1. Allow for timely communication between the contractor flight operations facility and the crewmembers in flight while flying in the local area (e.g. contractor radio, phone patch through tower, etc.).

1.5.2. As a minimum, identify the check flight area, supersonic corridor, stereo route profiles and any required/desired Federal Aviation Administration (FAA) coordination.

1.5.3. Identify aircraft maintenance release procedures.
1.5.4. Include record keeping requirements for supersonic flights, if applicable to the type aircraft at the contractor's location; this is commonly referred to as the "supersonic-flight log."

1.6. Documentation of Certificates, Licenses, and Permits. Procedures shall identify the office/title of the individual(s) responsible for ensuring the currency of these documents. A method shall be established to inform the GFR when these documents are renewed or expire or are withdrawn or canceled. Contractors should not submit and GFRs shall not approve crewmembers with non-current certificates, licenses, or permits.

1.7. Mixed Crew Flights. Procedures must address designation of pilot in command and crew positions for dual piloted and/or multi place aircraft and flight lead for formation flights. The contractor shall submit DCMA Form 8.4-1 (Enclosure 2, Attachment 1), or GFR approved equivalent form, which lists by name and position, all authorized contractor and Government personnel that shall participate in the flight. Mixed crews performing crewmember or maintenance tasks shall use identical checklists.

1.8. Minimum Crew Requirements. Minimum crew requirements for the various types of flight activities shall be addressed by the contractor.

1.9. Aircrew Duty and Rest Limitations. The crew rest period is the non work period immediately preceding the crew duty period. This period shall be a minimum of 12 hours with at least 8 uninterrupted hours allowed for sleep. The following crew duty period restrictions apply to all contractor crewmembers/non-crewmembers:

1.9.1. The crew duty period begins when an individual reports for work (either flight or administrative duties) and ends when the engines are stopped at the end of a mission or series of missions.

1.9.2. The basic crew duty period shall not exceed 12 consecutive hours. The GFR is authorized to grant extensions to the basic crew duty period of not more than two hours on a case-by-case basis.

1.9.3. When flying support flights in dual-piloted aircraft with an operative autopilot installed and used, the maximum crew duty period may be 16 consecutive hours.

1.9.4. Pilots in single-piloted helicopters are limited to a maximum of 6 flying hours in a 12-hour crew duty period.

1.9.5. Use of augmented crews per procuring Service guidance is allowed.

1.9.6. Procedures shall address chronic fatigue issues.

1.10. Other Aircrew Restrictions. The contractor shall establish flight restrictions per Service and/or FAA guidance for contractor flight personnel recovering from the effects of alcohol consumption, medications, diving, etc.

1.11. Publications. This area shall include:

1.11.1. Flight Crew Information File (FCIF). Each flight operations facility shall maintain
an FCIF at a location readily available to crewmembers. Procedures shall require crewmembers to read and certify knowledge of the contents of the FCIF initially and whenever there are changes. The FCIF should contain information which affects the safety of aircraft operations and information of a transitory nature that concerns flight operations. When collocated with a Government flight operations activity, the contractor may use the Government FCIF, provided both organizations concur and standardized procedures for use are established. Approved revisions to the Procedures shall be included in this file until republished.

1.11.2. The requirement that only current, up-to-date publications be used. Procedures shall identify the method and the office/title of the individual responsible for receiving, distributing, and maintaining the currency of technical manuals and checklists. Contractor personnel shall use Government technical manuals and checklists in all flight operations where applicable technical data has been published. The contractor shall obtain military technical manuals, changes, and supplements through Government channels. Where only commercial manuals are available, the contractor is responsible for obtaining them and ensuring that changes and supplements are promptly posted in the basic technical publications. For Federal Aviation Administration (FAA) certified aircraft, the contractor shall maintain all applicable Airworthiness Directives and Service Bulletins for review. Locally devised checklists may be used only when such deviation is authorized by the appropriate Procuring Service.

2. Crewmember/Non-Crewmember Approval.

2.1. Requesting Officials (or Contractor’s Requesting Official (CRO)). Procedures shall identify the office/title of individual(s) authorized to request crewmember approval and qualification training and the process for requesting approval. Only contractor designated requesting officials shall submit requests to the GFR for crewmember approval or for qualification training. The contractor shall identify (in writing) these officials to the GFR, and shall revise the list, as necessary, to ensure currency.

2.2. Government Approval for Qualification or Upgrade Training. The contractor’s requesting official forwards two copies of DD Form 2627, Request for Government Approval for Aircrew Qualification and Training (Enclosure 2, Attachment 2), a résumé, and DD Form 1821 (Enclosure 2, Attachment 3), Contractor Crewmember Record, for approval of training to the GFR. Include a copy of contractor crewmember’s proposed qualification training plan/program per paragraph 3. The GFR approves/disapproves the DD Form 2627, files the original and returns the duplicate to the contractor. The contractor shall ensure that crewmembers do not fly or initiate qualification training before receipt of Government approval. Following approval, training must be initiated and completed without delay. Formal training courses offered by the Services may be requested by the contractor and may require reimbursement according to the given contractual agreement.

2.3. Government Approval for Crewmember Status. The contractor and the GFR shall ensure that only the required quantity of crewmembers are authorized and that programs include sufficient flying time for currency in accordance with this Instruction.
The GFR shall not approve any crewmember until the Procedures have been approved. On completion of qualification training, the contractor’s requesting official forwards two copies of DD Forms 2628, Request for Approval of Contractor Crewmember (Enclosure 2, Attachment 4), and DD Form 1821, Contractor Crewmember Record, to the GFR. The GFR indicates action taken and returns a signed copy to the contractor within ten workdays. Contractor crewmembers shall not perform in their aircrew specialties until receipt of Government approval.

2.4. Contractor Approval for non-crewmember Status. The contractor’s requesting official must issue a list semi-annually of each contractor and subcontractor non-crewmember required to fly in Government aircraft, to the GFR. The contractor’s requesting official ensures that each non-crewmember is required and qualified for a specific mission.

2.5. Termination of Approvals.

2.5.1. Approvals of crewmembers are automatically canceled upon termination of employment, physical disqualification, or suspension/revocation of FAA rating. The contractor shall have procedures for identifying and addressing human factors issues such as substance abuse, personal and family problems, etc., which would preclude flight duties. The contractor shall notify the GFR of crewmember status changes by the most expeditious means and then immediately follow up in writing.

2.5.2. After completion of an appropriate investigation, the GFR shall withdraw the approvals of crewmembers who have:

2.5.2.1. Failed to meet the general requirements of basic airmanship or who fail to exercise sound judgment in the conduct of test or other flights.

2.5.2.2. Exhibited evidence of personal instability or similar undesirable tendencies or have conducted themselves contrary to the Government’s interests in promoting safety.

2.5.2.3. The GFR shall promptly notify the contractor and ACO when an approval is withdrawn. A written statement by the GFR to the contractor must set forth, in detail, the reasons for the action taken.

3. Crewmember Qualification Requirements. This area shall describe:

3.1. General Qualifications. Minimum qualifications for approval of contractor crewmember, for test and other flight categories, are listed below. Factors such as total experience, currency of experience, experience in similar aircraft, type of flying experience, and other related factors shall be evaluated by the GFR before approving a contractor crewmember. All pilots (except those described in paragraph 3.6. below) shall have an FAA Commercial Pilot or Airline Transport Pilot rating and the appropriate category endorsements. Flight engineers shall have an FAA Flight Engineer Certificate and appropriate category endorsement. Contractors may use Service forms/directives to record individual crewmember records when performing ground and flight operations as approved by the GFR. For non-crewmember requirements see paragraphs 2.4. and 6.1. of this Enclosure. The qualification requirements for UAV pilots/operators are found
in paragraph 3.6. The qualification requirements listed in paragraphs 3.2. and 3.3. (below) do not apply to UAV operations.

3.2. Experimental Test Flights and Associated Experimental Ground Operations.

3.2.1. Pilot. Not less than 1,500 hours first-pilot time, to include 100 hours as first-pilot during engineering and/or acceptance flights listed under the functional flight category. Graduation from a military test pilot school (TPS) is required.

3.2.2. TPS Waiver. When the contractor pilot is not a graduate of a military TPS, the education and experience requirements listed below must be met as a basis of consideration for TPS waiver.

3.2.2.1. Pilots must have at least 2,000 hours first-pilot time in comparable aircraft (e.g., helicopter, fighter/attack, cargo, or other). Additionally, 200 hours of first-pilot time during engineering flight test and 10 hours during experimental flight test are required.

3.2.2.2. Education and experience requirements are as follows:

3.2.2.2.1. An undergraduate or higher degree in an aerospace related engineering or aerospace related scientific discipline plus 1 year of applicable engineering test flight experience, or,

3.2.2.2.2. An undergraduate or higher degree in any other engineering or scientific discipline plus 2 years of applicable engineering test flight experience, or,

3.2.2.2.3. Any non-engineering undergraduate or higher degree plus 3 years of applicable engineering test flight experience, or,

3.2.2.2.4. No degree, 4 years of applicable engineering test flight experience.

3.2.3. Flight Engineer. Not less than 1000 flight engineer time to include 500 hours of engineering or experimental flight test in comparable aircraft.

3.2.4. Other crewmembers. All other crewmembers must have 1000 hours in the position they are qualifying in, of which 300 hours must be in the same aircraft category.

3.3. Engineering Test, Check Flights, and all other flights.

3.3.1. Pilot. The pilot must be qualified in mission, type, design, and if appropriate, series of aircraft. The pilot must have not less than 1,000 hours first-pilot time. In addition,

3.3.1.1. For fighter, attack, and trainer aircraft, the first pilot time must include 100 hours in the same aircraft type and design.

3.3.1.2. The first-pilot time for other aircraft must include 300 hours in similar aircraft type.

3.3.2. Copilot. The copilot must have not less than 500 hours first-pilot time and be
3.3.3. Flight Engineer. Not less than 500 hours of flight engineer time of which 100 hours must be in the same aircraft category and shall be qualified in the mission, type, design and series of aircraft.

3.3.4. Flight Mechanics/Crew chiefs. Contractor crewmembers must have a minimum of 150 hours experience in the aircraft they are applying for, have previously qualified and served in such capacity during military service or have been trained to the requirements of the applicable Service Guidance modified to the contract requirements.

3.3.5. Other crewmembers. All other crewmembers must have 500 hours in the position they are qualifying in, of which 100 hours must be in the same aircraft category.

3.3.6. Maintenance Test Pilot (MTP) (Army).

3.3.6.1. Standard Army Aircraft. Contractor pilots who perform Maintenance Test Flights (MTFs) on Army Standard Aircraft, which have undergone maintenance, modification, or overhaul, or on new production aircraft, where a follow-up/acceptance MTF is not performed by the Government, shall be a graduate of the Army Maintenance Test Pilot Course or complete an equivalency evaluation conducted by the Directorate of Evaluation and Standardization (DES), U.S. Army Aviation Center, Ft. Rucker, AL 36362-5000. All requests for equivalency evaluations shall be forwarded through the GFR to the procuring MACOM. The MACOM will coordinate all equivalency evaluations with DES.

3.3.6.2. Nonstandard Army Aircraft. Contractor pilots performing MTF or Functional Check Flights (FCFs) shall be qualified per procuring MACOM Aircrew Training Program for the specific aircraft. Request for nonstandard aircraft qualification shall be submitted through the GFR to the procuring MACOM.


3.4.1. Flight Instructors may be designated by the contractor to provide instruction to contractor crewmembers. Only highly qualified, proficient, and experienced personnel may be selected and trained as instructor crewmembers. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on DD form 2628.

3.4.2. Flight Examiners may be designated by the contractor to administer recurring flight evaluations when authorized by the GFR. Only highly qualified instructor personnel may be selected and trained as Flight Examiners. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on DD form 2628.

3.4.3. Instrument Flight Examiners (IE), Standardization Instructor Pilots (SP), Instructor Pilots (IP), and Maintenance Evaluators (ME) designations apply only to contractor pilots (Army) contracted for the sole purpose of conducting aircraft qualification training and administration of the Aircrew Training Program (ATP). Contractor pilots in these
designated positions shall meet all Army initial aircraft qualifications and recurrent training requirements per AR 95-1 and the applicable aircraft Aircrew Training Manual.

3.5. Medical Qualification Requirements.

3.5.1. Crewmembers need a current annual military or FAA class II flight physical. (Exception: crew chiefs and loadmasters will meet the medical requirements of paragraph 3.5.2. below.) Army contract crewmembers need a current Army Class II flight physical administered per AR 40-501. UAV pilots need (as a minimum) a current annual military or FAA Class III flight physical. Army UAV pilots (operators) need a current annual Army Class III flight physical administered per AR 40-501. [For ARMY CONTRACTS ONLY DASG-HS-AS has modified the requirements of AR 40-501 with respect to Civilian Contract Aircrew Members. See attached AMCOPS-CA letter dated 29 May 2003 and attached DASG-HS-AS letter dated 16 May 2003]

3.5.2. Non-crewmembers need a current annual military or FAA class III flight physical. All Army contract non-crewmembers need a current Army Class III flight physical administered per AR 40-501. [For ARMY CONTRACTS ONLY DASG-HS-AS has modified the requirements of AR 40-501 with respect to Civilian Contract Aircrew Members. See attached AMCOPS-CA letter dated 29 May 2003 and attached DASG-HS-AS letter dated 16 May 2003]

3.6. UAV Pilot Qualifications. All UAV pilots must be approved in writing by the GFR prior to operating any aircraft under the G&FRC/AFRC, and shall be sufficiently qualified to make certain he/she can operate the UAV in a safe and effective manner. No one shall serve as pilot/pilot-in-command for two or more UAVs simultaneously.

3.6.1. UAV pilots operating exclusively in Restricted or Warning airspace, as designated in DoD Flight Information Publications and DOT/FAA aeronautical charts, shall hold ratings and qualifications consistent with specific contractual wording, or Service requirements for UAVs/ROAs. If Service/contractual guidance does not exist, then the GFR shall approve/disapprove UAV pilots/operators based upon the requirements of paragraph 3.6.2. below.

3.6.2. UAVs operating outside of Restricted or Warning airspace shall do so only under an FAA MOU/MOA or similar document. UAV pilots operating UAVs outside of Restricted or Warning airspace shall: hold at least a private pilot's certification; an instrument rating; pass an annual instrument review; and have a total of 300 flight hours as pilot-in-command or Mission Commander (UAVs or aircraft) - 100 of which must be in a manned aircraft; hold a current FAA UAV pilot certification (when such a certification exists); and comply with Service Guidance concerning pilot qualifications/currencies if more restrictive than either of the above requirements.

4. General Procedures. The following minimum areas shall be addressed:

4.1. Airfield Operations.

4.1.1. The Procedures shall address local airfield operations. If the contractor flight activity is physically located at an operational civil or military airfield, the contractor shall
comply with local directives and execute any agreements with the airfield authority required to ensure full compliance with the contract and this Instruction.

4.1.2. **Procedures** shall address qualification and certification requirements for radio operators or tower controllers in accordance with FAA/FCC regulations when these services are provided by the contractor.

4.2. **Weather Requirements.** Contractors shall use Service guidance for ceiling/visibility minimums and alternate weather requirements. FCF/ACF flights shall be accomplished during day visual meteorological conditions. In no instance shall the takeoff/landing minimums be less than the following:

4.2.1. All initial FCF/ACFs and subsequent FCF/ACFs involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability:

4.2.1.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,500 feet and 3 miles.

4.2.1.2. Fighter, attack, and reconnaissance aircraft: 3,000 feet and 3 miles.

4.2.1.3. Helicopters: 700 feet and 1 mile.

4.2.1.4. UAVs: As written in the contract. If not specified in the contract, Service minimums for aircraft model. If Service guidance does not exist, then the contractor shall establish minimums commensurate with safe operation of the aircraft in concurrence with the Program Office.

4.2.2. Subsequent FCF/ACF flights not falling under 4.2.1.:

4.2.2.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,000 feet and 3 miles.

4.2.2.2. Fighter, attack, and reconnaissance aircraft: 1,000 feet and 3 miles.

4.2.2.3. Helicopters: 500 feet and 1 mile. Helicopter FCF/ACF flights may be conducted under Special VFR conditions, but in no case with weather less than above. FCF/ACF hover checks may be performed when weather is less than the above, provided visual reference to the ground and obstruction clearance is maintained.

4.2.3. All other flights: In no instance shall a take off be attempted if the departure field’s observed weather is lower than 300 feet and 1 mile, or the minimums for the expected approach to be flown in the event of an immediate landing at that field, whichever is higher. In no instance shall an approach be commenced if the observed weather at the destination airfield is lower than 300 feet and 1 mile, or the minimums for the approach to be flown, whichever is higher. If, after commencing, the weather drops below this minimum, the approach may be continued but under no circumstances shall the aircraft penetrate below minimums for that approach or 300 feet whichever is higher.

4.3. **Required daylight operations.**

4.3.1. All check flights shall commence no earlier than official sunrise and terminate no later than 30 minutes prior to official sunset.
4.3.2. Experimental/Engineering flights shall be conducted between official sunrise and sunset unless night operations are specifically required by the test plan/mission.

4.4. Flight operating limits. Service guidance shall be used for all operating limits. In the absence of Service guidance, maneuvering parameters such as minimum altitudes and operating limits similar to Service requirements for like aircraft missions and events shall be included in the Procedures.

4.5. Filing of flight plans. Local procedures for filing of flight plans shall be addressed. Flight plans shall be filled out and filed in accordance with FAA/host nation regulations.


4.7. Live fire, laser, and gunnery operations. If conducted, the Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures.


4.9. Life Support Equipment. Provide procedures to identify the process and the office/title of the responsible individual(s) and methods to issue, care, inspect, clean, and store equipment.

4.10. Experimental and Engineering Operations. This area shall address the contractor’s specific procedures for experimental tests, engineering tests, and associated ground operations of Government aircraft as separate sections within the Procedures.

4.11. Emergency Operating Procedures. Provide detailed procedures addressing the appropriate minimum items below:

4.11.1. Radio failure.

4.11.2. Landing gear malfunctions.

4.11.3. In-flight fire.

4.11.4. Barrier and arresting gear engagement.

4.11.5. Controlled bailout/ejection.

4.11.6. Jettisoning (fuel, armament, cargo).

4.11.7. Minimum and emergency fuel procedures.

4.11.8. Emergency aircraft evacuation.

4.11.9. Emergency aircraft extraction (hanger/flightline fire).
4.11.10. Hot brakes.

4.11.11. Hazardous material.

4.11.12. Any other aircraft specific emergency procedures (e.g. autorotation).

4.12. Passenger Transportation Procedures. This area includes procedures for submitting contractor personnel or other passenger transportation requests, including orientation flights, on Government aircraft through the GFR to the appropriate Military Command for approval. Passengers are restricted from the following types of flights: experimental test flights; initial acceptance, functional check flights, maintenance test, or production check flights.

4.13. Aircrew and Flight Briefings. Mission/aircraft specific Service briefing guides shall be used for conducting these briefings. In the absence of such briefing guides, the contractor shall develop briefing guides similar to what the Service uses for like aircraft and missions.

4.14. Determining Weight and Balance. Procedures shall indicate the office/title of the individual(s) responsible for determining aircraft weight and balance or for providing the information required to compute it.

5. Crewmember Training Requirements.

5.1. Initial Qualification Training. For qualification in mission/type/design and series of aircraft, GFR approval depends on crewmember experience and proficiency equal to the type of flying contemplated or conducted. Initial qualification training shall be per Service guidance in the specific mission, type, design, and if appropriate, series aircraft. Differences in series aircraft and any special equipment or systems should also be addressed during initial training. If provided, the contractor’s in-house training program shall be equivalent to the Services’. When aircraft flight simulators exist for the type aircraft being flown, crewmembers shall complete emergency procedures simulator training. The duration of the training session shall be commensurate with Service requirements. When no simulator exists, emergency procedures training shall be accomplished in an actual or mockup cockpit by an instructor. A comprehensive written examination on the applicable mission, type, design, and if appropriate, series of aircraft must be completed. Knowledge of all the aircraft systems, including normal and emergency procedures, must be demonstrated to an instructor pilot. In the absence of a Service defined program or when limited by the contract, the contractor shall recommend an initial qualification program which is similar to programs the Services use for like aircraft to the GFR for approval.

5.2. Crewmember Currency Requirements.

5.2.1. General Requirements. Currency applies to minimum hour/sortie/event requirements necessary to maintain qualification in a particular type/design aircraft. Contractor crewmembers shall maintain all applicable currencies required by the procuring Service for each flight operation/event (in which qualification is maintained), in the designated aircraft and crew position. If this guidance doesn’t exist, the contractor
shall develop and submit a recommended currency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval. Contractor training procedures shall be sufficient to ensure that the aircrew are proficient for the mission to be flown before assigning that crewmember to the flight schedule. The Procedures shall:

5.2.1.1. Describe the methods used to ensure that aircrews maintain required currencies, and don't perform tasks for which they are not current and qualified.

5.2.1.2. Identify the office/title of the individual responsible for overseeing 5.2.1.1. (above).

5.2.1.3. Publish a table of the specific Service guidance used for currency, and recurrency requirements.

5.2.2. Proration. A crewmember performing on a contract for less than a semiannual training period shall accomplish a prorated share of the minimum requirements based on the percentage of the remaining training period. Accomplishment of these currency requirements should be distributed evenly throughout the calendar period to enhance aircrew proficiency.

5.2.3. Contractor pilots (Army) contracted to conduct initial aircraft qualification, initial Maintenance Test Pilot qualification or administration of the Army Aircrew Training Program shall be qualified and maintain currency per AR 95-1 and the applicable Aircrew Training Manual (ATM). Such designated pilot positions include; IP, SP, IE, and ME.

5.3. Multiple Aircraft Qualifications. Contractor crewmembers maintaining multiple aircraft qualifications shall accomplish a minimum of 50 percent of the Service currency requirements in each aircraft. Contractor crewmembers who are qualified in other than Government aircraft shall have their records so noted, but approval for such additional qualification shall not be the responsibility of the GFR. Generally, the operation of civil aircraft does not contribute to currency and proficiency requirements for the operation of Government aircraft unless the civil and Government aircraft are similar in handling qualities and have basically the same engineering systems (fuel, electrical, hydraulic, etc.), as determined by the GFR.

5.3.1. GFRs may authorize contractor crewmembers to maintain qualification in two different series of the same aircraft design (model). [AMCOPS-CA provides clarification of this paragraph for ARMY CONTRACTS ONLY. See attached letter dated 26 February 2003]

5.3.2. Authority to approve multiple qualifications in two or more different design (model) aircraft, three or more series of the same aircraft design (model), or any other combination of mission/design/series, rests with the Service waiver authority for this Instruction. [AMCOPS-CA provides clarification of this paragraph for ARMY CONTRACTS ONLY. See attached letter dated 26 February 2003]

5.4. Night and IMC. There is no requirement for contractor pilots and copilots to fulfill
night or instrument requirements, except in those cases where night or instrument flying by contractor personnel is required by contract. Pilots maintaining night flying currency must also maintain instrument currency except in aircraft not certified for instrument flight. Training and currency requirements for night currency and other events shall be accomplished in the contractor’s flying program under the provisions of the contract.

5.5. Special Flight Events. The contractor shall ensure that crewmembers are properly trained in flight operations which require special maneuvers or qualifications; e.g., formation, air refueling, BFM, ACBT, low level, night vision devices, weapons delivery etc. Currency requirements for these operationally oriented flight events shall be Per Service guidance.

5.6. Periods of Reduced Flight Time Availability. When contractor crewmembers cannot meet training requirements because of low density production or developmental aircraft, the contractor shall develop and submit a recommended alternative training plan for category/design aircraft through the GFR and ACO to the appropriate waiver authority. An example of such a training plan would be to substitute 50 percent of the Service requirements in a similar aircraft or compatible simulator. Such approvals must be obtained for each applicable semiannual period.

5.7. Recurrency/Requalification. When crewmembers fail to maintain basic aircraft qualification currency they shall not be permitted to fly as crewmembers on Government aircraft except for appropriate recurrency/requalification training. The contractor shall develop and submit a recommended recurrency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval.

6. Crewmember Ground Training Requirements. The contractor shall develop a ground training program which includes (as a minimum) the requirements of this section. The Procedures must assure that aircrews do not fly if training requirements have not been meet.

6.1. Crewmember and non-crewmember requirements (Paragraph 6.1. and its subparagraphs do not apply to UAV operators).

6.1.1. Altitude Chamber training. Altitude chamber training is required for flight above 18,000 MSL. Refresher training shall be accomplished per Service directives. A current military flight physical or FAA medical certificate, as appropriate, must be presented prior to the altitude chamber training. This training may be waived by the GFR for non-crewmembers required to perform in-flight duties on a one-time flight.

6.1.2. Physiological training. All crewmembers and non-crewmembers shall receive the appropriate crewmember physiological training (exclusive of altitude chamber). Physiological training for pilots and copilots shall include vertigo simulator and/or other disorientation training to the maximum extent possible. Refresher training shall be accomplished per Service directives. This training may be waived by the GFR for non-crewmembers required to perform a one-time function.

6.1.3. Aircraft Egress/Evacuation Training. This training shall cover a review of aircraft
emergency equipment and escape procedures. Training shall be tailored to the type(s) of aircraft and crew position in which the individual maintains qualification. The contractor shall ensure that all crewmembers and non-crewmembers receive annual egress training. As appropriate, egress/evacuation training shall address a minimum of the following:

6.1.3.1. Egress methods (ground and flight).

6.1.3.2. Ejection seat normal and emergency procedures to include automatic modes.

6.1.3.3. Seat kit modes of operation and deployment.

6.1.3.4. Post ejection checklist items.

6.1.3.5. Parachute operation to include malfunctions and landing techniques.

6.1.3.6. Fire extinguisher training/refresher.

6.1.3.7. Use of smoke masks.

6.1.4. Life Support equipment training. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.

6.1.5. Water Survival Training. Currency is required prior to operating any Government aircraft over open water beyond the gliding distance to land. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service. Training shall be given by a qualified life support/survival equipment instructor or by attending a military water survival refresher course. Water survival training shall be tailored to the type(s) of aircraft and crew position(s) for which the individual maintains qualification. This training may be waived by the GFR for non-crewmembers required to perform a one-time function.

6.1.6. Land Survival Training. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.

6.2. Additional Crewmember requirements. The frequency and content of training shall be tailored to meet minimum requirements of the procuring Service.

6.2.1. Academic Training. Aircrew members shall complete academic refresher training to include self-instruction. As a minimum, this training shall address the following topics (as appropriate): FCF/ACF procedures; aircraft normal and emergency systems/operations; Tech Manual notes, warnings and cautions; flight test areas and procedures; local airfield and ATC procedures; review of the Procedures and Service guidance used. This training may be conducted during monthly flying safety meetings.

6.2.2. Emergency Procedures Training. This training may include the use of simulators belonging to either the contractor or the Government. A qualified simulator instructor or IP is required to supervise this training. If a compatible simulator does not exist, an IP may provide this training in a crew station mockup or cockpit.
6.2.3. Crew/Cockpit Resource Management Training (CRM)/Aircrew Coordination Training (ACT). The contractor shall ensure that all crewmembers receive the CRM/ACT required by Service directives.

6.2.4. Initial Centrifuge Training (Air Force). All crewmembers who fly fighter “type” aircraft must receive G-centrifuge training in accordance with Service instructions.

7. Crewmember Evaluations.

7.1. Evaluations. Approved contractor crewmembers must be evaluated on their ability to perform assigned duties and designated flight tasks, including operating all the aircraft systems related to their crew position. They must perform assigned aircrew functions safely and effectively. The flight and ground evaluations shall be accomplished in accordance with Service criteria for standardization/evaluation of aircrew members. All evaluations conducted by the Government shall be coordinated with and approved by the GFR. If a pilot exceeds the currency period for the instrument check, he/she shall not fly IFR unsupervised by an IP until the evaluation is satisfactorily completed. Evaluations may be conducted as an integral part of the regularly scheduled flights. The Procedures shall:

7.1.1. Describe the methods used to ensure that aircrew evaluations do not lapse.

7.1.2. Identify office/title of individual(s) responsible for monitoring expiration of flight evaluations, performing flight evaluations, and maintaining examinations.

7.1.3. Reference applicable specific Service guidance used for the evaluation program.

7.2. No-Notice Evaluations. Contractor crewmembers are subject to no-notice flight evaluations. No-notice evaluations may be administered by a Government instructor/evaluator with coordination and approval of the GFR.

7.3. Flight Evaluators. Flight evaluations shall be administered to the contractor crewmember either by an approved contractor flight evaluator/instructor or by a qualified Government evaluator/instructor, at the direction of the GFR.

7.4. Contractor pilots designated as IE, SP, IP, or ME for the administration of the Army ATP shall be evaluated annually, by the Directorate of Evaluation and Standardization (DES), USAAVNC, Ft Rucker, AL, or a designated representative.

8. Forms and Records.

8.1. The Procedures shall identify the office/title of individual(s) responsible for monitoring and reviewing all crew/non-crewmembers records.

8.2. Requests For Flight Approval. All flights or portions thereof, where the Government assumes some or all of the risk of loss under the G&FRC or AFRC, require advance GFR written approval.

8.2.1. Procedures shall outline requirements for completion and submission of DCMA Form 8.4-1 “Request For Flight Approval”, or GFR approved equivalent form. GFR
approved alternate forms shall contain the same required information depicted on the DCMA Form 8.4-1.

8.2.2. Time Period. Multiple or extended time period flight approvals may only be issued for operations where: a non-resident GFR maintains the delegation, or under extraordinary circumstances where the GFR may not physically be available for an extended period of time. In this latter case, it shall only be for the minimum time period consistent with mission requirements. In no case shall flight approvals be issued for more than one month.

8.2.3. The Government’s assumption of risk of loss under the G&FRC or AFRC does not extend to flights not previously approved in writing by the GFR, or to flights which the corresponding flight approvals have been altered following the GFR’s signature and without the GFR’s knowledge.

8.2.4. The names of ALL crewmembers, non-crewmembers, and passengers (Government or contractor) flying on aircraft in accordance with this Instruction, must be depicted on the Flight Approval Request.

8.2.5. Flight Approval Requests are required for mixed crew flights, and flights where contractor personnel only perform non-crewmember duties. In these situations, GFR approval is required for the contractor’s participation on the flight (under G&FRC/AFRC), and not for the Government crewmembers’/non-crewmembers’ participation on the flight.

8.2.6. The flight approval request must be completed through block 9a for approval. Specifically, the following items must be completed in detail:

8.2.6.1. Blocks 2 & 3 - A by-name listing of all crewmember and non-crewmember personnel, by position, authorized to participate in the flight.

8.2.6.2. Block 7 - Type of flight, profile, governing directives, test plan, flight release, etc. Include flight area, route of flight, stops, and destination.

8.2.6.3. Block 8 - Signature and contact information of contractor’s requesting official who certifies that the flight is in accordance with the flight program authorized by the contract and shall be conducted in accordance with the approved flight operations procedures.

8.2.6.4. Additionally, the information required in blocks 10-13 shall be forwarded to the GFR upon completion of the flight, including number of sorties/flights, hours flown and significant remarks, for example: if flight was postponed, curtailed, adversely affected, etc.

8.3. Contractor Crewmember Record. Use DD Form 1821 or Service forms and directives, to record individual crewmember training, qualifications, flight time and approval to operate Government aircraft.

8.4. Training Folder. Maintain a training folder on each crew/non-crewmember in
training status. This folder serves as a management tool to record training progress and assist in the orderly progression of training. The folder shall contain:

8.4.1. A “Training Recap Table” listing all training required by the upgrade program. This table should fully identify prerequisite events and should allow the instructor to document the date an event was completed.

8.4.2. A record of the grade and date of the current aircraft and aircrew examinations.

8.4.3. Hours, types, and dates of ground schools completed.

8.4.4. Each training and checkout flight numbered with a résumé as to the areas covered, including how the trainee performed during that training period.

8.5. Records (Crewmember). Maintain a record folder for each crewmember after the completion of training and qualification. Include in the record folder:

8.5.1. A completed training folder as required in paragraph 8.4., above, for at least 1 year.

8.5.2. Copies of GFR crewmember approvals. Include documented records of any completed special training which is needed to perform all maneuvers required to conduct the test, functional/acceptance check flights, and mission profile; e.g., formation, refueling, instrument, night, low level, etc.

8.5.3. Certification of current military flight physical or FAA medical certificate.

8.5.4. Certification of physiological training, altitude chamber, and centrifuge training, when required.

8.5.5. Certification of Life Support, egress and survival training.

8.5.6. A copy of all applicable FAA certificates and records of other qualifications.

8.5.7. Certification of recurring flight evaluations and prerequisite written and oral examinations. A copy of all flight evaluations shall be maintained per Service directives.

8.5.8. Certification of CRM training.

8.6. Records (non-crewmember). Maintain a records folder for each non-crewmember that shall include as a minimum:

8.6.1. A completed copy of non-crewmember's authorization to fly.

8.6.2. Military or FAA medical certification.

8.6.3. Certification of training and qualification.

8.6.4. Certification of physiological training and altitude chamber, when required.

8.6.5. Certification of applicable Life Support, egress and survival training.
8.7. Flight Time Records. Maintain a record of each crewmember’s flights to include:

8.7.1. Date and time.

8.7.2. Type mission.

8.7.3. Aircraft type/design/series.

8.7.4. Instrument time (actual, simulated).

8.7.5. Night hours.

8.7.6. First pilot, co-pilot, instructor pilot, etc. hours.

8.8. Access to Records. Crewmember/non-crewmember training folders, flight time records, and record folders shall be available to the GFR and other appropriate Government personnel at the request of the GFR.
**REQUEST FOR FLIGHT APPROVAL**

**REQUEST DATE** ___________________

**TO:** (DCMA Activity Approving Flight)  
**FROM:** (Name and Address of Contractor)

1. **PRIME CONTRACT NUMBER** or **BAILMENT NUMBER** (Under Which Aircraft Assigned)

2. **FLIGHT CREW PERSONNEL**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME and TITLE of PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **NON-CREW PERSONNEL**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME and TITLE of PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **AIRCRAFT MISSION**, **DESIGN**, **SERIES**

5. **DATE(S) OF FLIGHT(S)**

6. **AIRCRAFT SERIAL NUMBER(S)**

7. **FLIGHT DETAILS** (Statement concerning flight objectives)

8. **SIGNATURE OF CONTRACTOR REPRESENTATIVE**  - I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations procedures.

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle Initial)</th>
<th>PHONE NUMBER / E-MAIL</th>
<th>SIGNATURE</th>
<th>DATE / TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **SIGNATURE OF GOVERNMENT FLIGHT REPRESENTATIVE** (MUST BE SIGNED TO BE APPROVED)

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle Initial)</th>
<th>PHONE NUMBER / E-MAIL</th>
<th>SIGNATURE</th>
<th>DATE / TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POST FLIGHT DETAILS**

10. **NUMBER OF FLIGHTS**

11. **HOURS FLOWN**

12. **REMARKS** (Enter brief statements as to flight results, trouble encountered during flight, and weather, or other conditions which prevented completion of flight.)

13. **SIGNATURE OF CONTRACTOR REPRESENTATIVE**

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle Initial)</th>
<th>PHONE NUMBER / E-MAIL</th>
<th>SIGNATURE</th>
<th>DATE / TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**REQUEST FOR GOVERNMENT APPROVAL FOR AIRCREW QUALIFICATIONS AND TRAINING**

<table>
<thead>
<tr>
<th><strong>PRIVACY ACT STATEMENT</strong></th>
<th></th>
</tr>
</thead>
</table>

**AUTHORITY:** 10 USC 136, 10 USC 2302; DLA 8210.1; EO 9397.

**PRINCIPLE PURPOSE(S):** Used to monitor and manage individual contract flight and ground personnel records.

**ROUTINE USE(S):** Records from this system may be disclosed to the Federal Aviation Administration (FAA) or any of the blanket routine uses published by the Department of Defense (DoD) or the DoD Component maintaining the records.

**DISCLOSURE:** Voluntary; however, failure to provide the information could result in disapproval to participate in the program.

1. **FROM (Name and Address of Contractor's Requesting Official)**
2. **TO (Name and Address of Government Flight Representative)**
3. **CREWMEMBER NAME (Last, First, Middle Initial)**
4. **SSN**
5. **DATE OF BIRTH (YYYYMMDD)**
6. **AIRCRAFT**
7. **CREW POSITION**
8. **SECURITY CLEARANCE**
9. **FAA RATING**
10. **EDUCATIONAL BACKGROUND**
    a. **HIGH SCHOOL (1) NAME**
    b. **COLLEGE(S) OR UNIVERSITY(IES) (1) NAME**
    c. **FLIGHT SCHOOL (1) NAME**
    d. **TEST PILOT SCHOOL (1) NAME**
11. **H ave YOU EVER SERVED IN ANY BRANCH OF THE U.S. MILITARY SERVICE?** (X one) YES (Complete a. – f.) NO
    a. **BRANCH OF SERVICE**
    b. **SERVICE DATES (YYYYMMDD)**
    c. **LAST LOCATION**
    d. **HIGHEST RANK**
    e. **AERONAUTICAL RATING**
    f. **ARE YOU NOW A MEMBER OF THE RESERVES OR NATIONAL GUARD?** (X one)
12. **PROVIDE A RESUME OF EXPERIENCE IN THE FLIGHT TEST FIELD.** (Include both engineering and aircrew experience by project, type of aircraft, and hours flown.)
13. **FLIGHT CREWMEMBER CERTIFICATION.** I certify that I have read and understand all of the contractor’s procedures and directives pertinent to the accomplishment of my assigned duty.
    a. **TYPED NAME (Last, First, Middle Initial)**
    b. **SIGNATURE**
    c. **DATE SIGNED**
14. **CONTRACTOR'S REQUESTING OFFICIAL (CRO)**
    I have verified the records of the crewmember above and request the he/she be approved for qualification training as a (crew position) (inapplicable) experimental/ engineering/acceptance/production/functional/support flights in ______________ type aircraft.
    a. **TYPED NAME (Last, First, Middle Initial)**
    b. **SIGNATURE**
    c. **DATE SIGNED**
15. **GOVERNMENT FLIGHT REPRESENTATIVE (GFR)**
    **APPROVED**
    a. **TYPED NAME (Last, First, Middle Initial)**
    b. **SIGNATURE**
    c. **DATE SIGNED**
    **DISAPPROVED**

**DD FORM 2627, FEB 2001**

**PREVIOUS EDITION IS OBSOLETE**
### CONTRACTOR CREWMEMBER RECORD

**PRIVACY ACT STATEMENT**

**AUTHORITY:**
10 USC 8012.44 USC 3101, and EO 9397, November 1943 (SSN)

**PURPOSE AND USE:** Used to record individual contractor flight crew personnel records and approval to operate Government aircraft. Serves as a record of approval of private contractor personnel who will operate Government Aircraft.

**DISCLOSURE:** Voluntary; however, failure to complete will prevent approval of contractor flight crew members from operating Government aircraft.

<table>
<thead>
<tr>
<th>NAME OF CREWMEMBER (First, last, middle initial)</th>
<th>CONTRACTOR REPRESENTATIVE (Name and Address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDENTIFY CREW POSITION</td>
<td></td>
</tr>
<tr>
<td>TEST</td>
<td>SUPPORT</td>
</tr>
<tr>
<td>FUNCTIONAL</td>
<td>OTHER (Specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSION, DESIGN AND SERIES AIRCRAFT OR OTHER REQUIREMENT FOR THIS QUALIFICATION</th>
<th>BASE OR LOCATION WHERE QUALIFICATION ACCOMPLISHED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIAL QUALIFICATION</th>
<th>REQUALIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SECTION I FLIGHT EXPERIENCE (Time to nearest hour)

<table>
<thead>
<tr>
<th>JET HRS.</th>
<th>TURBO PROP HRS.</th>
<th>RECIPROCATING HRS.</th>
<th>ROTARY HRS.</th>
<th>TOTAL FLYING TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSION DESIGN AND SERIES AIRCRAFT</th>
<th>PERIOD OF TIME</th>
<th>IP</th>
<th>1ST PILOT</th>
<th>COPILOT</th>
<th>AIRCRAFT COMMANDER</th>
<th>OTHER CREW MEMBER (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST 12 MOS</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>WX</td>
<td>HOOD</td>
<td>NIGHT</td>
</tr>
<tr>
<td>LAST 4 YRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST 12 MOS</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>WX</td>
<td>HOOD</td>
<td>NIGHT</td>
</tr>
<tr>
<td>LAST 4 YRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST 12 MOS</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>WX</td>
<td>HOOD</td>
<td>NIGHT</td>
</tr>
<tr>
<td>LAST 4 YRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST 12 MOS</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>WX</td>
<td>HOOD</td>
<td>NIGHT</td>
</tr>
<tr>
<td>LAST 4 YRS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DD Form 1821, Aug 96 (EG)  
Previous editions are obsolete  
Page 1 of 3 pages
### SECTION II FLIGHT CHECK  *(Instructor fill in remarks where applicable)*

<table>
<thead>
<tr>
<th>1. PREFLIGHT INSPECTION AND FORMS</th>
<th>7. IN-FLIGHT EMERGENCY PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. EMERGENCY ESCAPE PROCEDURES</td>
<td>8. PRELANDING CHECK, TRAFFIC PATTERN AND LANDINGS</td>
</tr>
<tr>
<td>3. PRESTART COCKPIT PROCEDURES &amp; ENGINE START</td>
<td>9. POSTFLIGHT INSPECTION</td>
</tr>
<tr>
<td>4. COMMUNICATIONS AND TAXI PROCEDURES</td>
<td>10. ACCOMPLISHMENT OF FORMS AND AIRCRAFT SECURITY</td>
</tr>
<tr>
<td>5. PRETAKEOFF COCKPIT CHECK AND ENGINE RUNUP</td>
<td>11. INSTRUMENT PROFICIENCY CHECK</td>
</tr>
<tr>
<td>6. TAKEOFF AND FLIGHT PROCEDURES</td>
<td>12. OTHER <em>(Specify)</em></td>
</tr>
</tbody>
</table>

### SECTION III ADDITIONAL REQUIREMENTS  *(fill in where applicable)*

<table>
<thead>
<tr>
<th>CHECKED BY</th>
<th>GRADE</th>
<th>DATE AND PLACE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. PHYSICAL EXAMINATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. PHYSIOLOGICAL/ALTITUDE INDOCTRINATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. PRESSURE SUIT TRAINING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. PERFORMANCE DATA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. GROUND SCHOOL <em>(By Subject)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIRCRAFT GENERAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIRCRAFT PREFLIGHT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINE SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OXYGEN SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIR CONDITIONING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESURIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUEL SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUMENT SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HYDRAULIC POWER SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTILITY SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLIGHT CONTROL SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO PILOT SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROTARY SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. COMMUNICATIONS AND NAVIGATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. AIRCRAFT EMERGENCY PROCEDURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. OTHER REQUIREMENTS AS STATED IN APPROVED CONTRACTOR OPERATING PROCEDURES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21. Have you ever had an accident *(as defined by FAR or military procedures)* or physiological reaction *(e.g. hypoxia, decompression sickness, hyperventilation, spatial disorientation)* as a pilot, or other crewmember? ______________

If yes, explain.

22. Have you ever been charged with a flying violation? If so, state the circumstances.

23. Remarks. *(For additional space use blank sheet.)*
CERTIFICATION OF QUALIFICATION

This is to certify that ____________________________________________

(Name and Crew Position)

Has satisfactorily completed the training or special qualification indicated hereon:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>TRAINING OR SPECIAL QUALIFICATIONS</th>
<th>DATE COMPLETED</th>
<th>CERTIFYING OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GROUND PHASE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRITTEN EXAMINATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EMERGENCY PROCEDURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EGRESS TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYSIOLOGICAL TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLIGHT PHASE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROFICIENCY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>INSTRUMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUND PHASE</th>
<th>WRITTEN EXAMINATION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EMERGENCY PROCEDURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EGRESS TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYSIOLOGICAL TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLIGHT PHASE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROFICIENCY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>INSTRUMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1Formation, Refueling, Night or special maneuver requirements.

SECTION IV - CERTIFICATIONS

I certify that I have read and understand all pertinent technical orders, handbooks, contractor's operating Procedures, and pilot's operating instructions pertaining to the above aircraft.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF</th>
</tr>
</thead>
</table>

The above crewmember has/has not demonstrated proficiency in, and has/has not a satisfactory knowledge of mission/design/series aircraft and has/has not completed the flight requirements for the type of flight check indicated above, and is/is not fully qualified in this type aircraft.

This checkout consisted of _______ hours dual, _______ hours solo, _______ landings from right (or rear) seat, and _______ landings from left (or front) seat.

<table>
<thead>
<tr>
<th>DATE</th>
<th>BASE OR HOME STATION OF INSTRUCTOR</th>
<th>TYPED OR PRINTED NAME OF INSTRUCTOR</th>
<th>SIGNATURE OF INSTRUCTOR</th>
</tr>
</thead>
</table>

DD Form 1821, Aug 96


3 of 3 pages
# REQUEST FOR APPROVAL OF CONTRACTOR CREWMEMBER

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0347), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

<table>
<thead>
<tr>
<th>1. FROM (Name and Address of Contractor’s Requesting Official)</th>
<th>2. TO (Name and Address of Government Flight Representative)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. CONTRACTOR’S REQUESTING OFFICIAL (CRO).</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have verified the records of (Crewmember’s name) ___________________________ and request that he/she be approved as a (crew position) ___________________________ for (Strike out all inapplicable) experimental/engineering/acceptance/production/functional/support flights in ___________________________ type aircraft.</td>
</tr>
<tr>
<td>a. TYPED NAME (Last, First, Middle Initial)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that the crewmember above has satisfactorily flown a proficiency flight check on (Date) ___________________________.</td>
</tr>
<tr>
<td>a. TYPED NAME (Last, First, Middle Initial)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. TYPED NAME (Last, First, Middle Initial)</td>
</tr>
</tbody>
</table>

DD FORM 2628, FEB 2001

PREVIOUS EDITION IS OBSOLETE
Ground Operations

1. Management. This section applies to contractor personnel who perform ground operations on aircraft and those personnel who operate and maintain ground support equipment used in support of aircraft. Contractors perform many ground operations related to aircraft not specifically mentioned in this Instruction, however, all hazardous ground operations performed in, on, and around aircraft must be addressed in the Procedures.

2. Ground Personnel Qualification Requirements. Personnel authorized to perform aircraft ground operations require the following:

2.1. Contractor medical (physical) requirements. All personnel performing ground operations shall receive a physical examination from a licensed physician within one year of contract award or individual hiring, and subsequently on a specific periodic basis (not to exceed 5 years) determined by job requirements sufficient in depth to ensure the person is capable of performing the specific operations for which they are certified.

2.2. Completion of the training, currency and evaluations defined in this Instruction.

3. General Procedures.

3.1. The contractor shall develop and use written Ground Operations Procedures (GOPs) (the aircraft ground operations portion of the Procedures) to ensure that only trained, qualified, and or certified personnel perform all aircraft ground operations. Include procedures for housekeeping, flightline vehicle operation, and selecting, training, testing and certification, of personnel in all normal and emergency operations (e.g. fire, explosions, severe weather, etc.).

3.2. As a minimum, develop GOPs to address the following specific ground operations (if performed).

3.2.1. The contractor shall develop a Foreign Object Damage Prevention Program and procedures, which are planned, integrated, and developed in conjunction with Safety, Test, Quality, Maintenance, and Manufacturing offices. The program shall identify program goals and individuals/offices responsible for achieving them. It should address operations such as sweeping of runways, taxiways, and run-up areas; and the process for prevention of FOD during engine test cell activities, flight line maintenance, launch, and recovery. It should stipulate the method of hardware and Tool Control and accountability, and include a requirement to report and investigate FOD incidents. Include a process to identify types of FOD and problem areas, develop and utilize trend data and provide corrective action to prevent recurrence. The contractor shall review the FOD Prevention Program at least semiannually to assure adequacy and compliance. A good source of guidance for developing safe and effective FOD and Tool Control procedures is National Aerospace Standard (NAS) 412, which describes recommended FOD and Tool Control industry standards. Specific FOD/Tool Control procedures shall address:
3.2.1.1. Control of hardware, expendable tools and supplies used in, on, and around the aircraft.

3.2.1.2. Control debris created during maintenance/manufacturing operations (AKA clean as you go).

3.2.1.3. Control of personal items.

3.2.1.4. Positive control of all tools taken onboard or used around the aircraft.

3.2.1.5. Methods for establishing tool ownership.

3.2.1.6. Lost tool procedures.

3.2.1.7. Training.

3.2.2. Powered and non powered aerospace ground equipment (AGE) operations (e.g., powered: external Auxiliary Power Units (APUs), hydraulic test stands, etc.; non powered: nitrogen/oxygen servicing carts, lifting devices, aircraft workstands, tow bars, etc.). Procedures shall include AGE maintenance/inspection methods and standards (Service/commercial technical data should be referenced).

3.2.3. Aircraft weapons, munitions, cartridge activated devices, laser, explosives, and hazardous materials (HAZMAT).

3.2.4. Aircraft refuel/defuel operations, fuel storage, dispensing equipment (truck/pit), fuel system purging, fuel system maintenance (including confined space procedures), aircraft hangaring procedures/rules for full, partially full, or empty fuel tanks, and lower explosive level (LEL) procedures.

3.2.5. Aircraft towing procedures including: identification of towing supervisor, pre-briefing, tow crew complement, towing speeds, obstacles, towing in congested areas, signaling, tow vehicle operation, tow bar installation and removal.

3.2.6. Aircraft marshaling including aircraft taxi clearance distances.

3.2.7. Aircraft jacking to include identification of jacking supervisor, required personnel, and any other aircraft specific requirements.

3.2.8. Egress system maintenance of ejection, extraction and explosively operated canopy removal systems.

3.2.9. Aircraft engine and aircraft APU operation.

3.2.10. Aircraft taxiing by ground personnel (if permitted).

3.2.11. Aircraft servicing (other than fuel) including: hydraulic, engine, gearbox, propellers, landing gear struts, accumulators, oxygen (liquid and gaseous), and aircraft tires.

3.2.12. Storage of oil and lubricants and hazardous materials.
3.2.13. Storage and transportation of oxygen, nitrogen and other compressed gases.

3.2.14. Hydraulic fluid contamination surveillance program for both aircraft and AGE. This shall include hydraulic test equipment used for operational checks of removed components.

3.2.15. Mooring and tie down procedures.

3.2.16. Oil analysis program (if applicable).

3.2.17. Calibration procedures addressing:

3.2.17.1. Tools.

3.2.17.2. Gauges.

3.2.17.3. Instruments.

3.2.17.4. Test equipment.

3.2.18. Weight and balance.

3.2.19. Tire and wheel maintenance.

3.2.20. Aircraft cleaning, corrosion prevention/control, paint removal, and painting.

3.2.21. Welding.

3.2.22. Battery handling, recharging, and storage.

3.2.23. Non destructive inspection (NDI).

3.2.24. Prevention of Unauthorized Access or Operation of Government Aircraft. The Procedures shall include a method for early detection and prevention of unauthorized engine run, taxi or flight operations, promote security awareness in flight-line supervisors and employees, and identify responsibilities for preventing unauthorized aircraft movement and preventing access to aircraft by unauthorized personnel.

3.2.25. Severe weather plan. The Procedures shall:

3.2.25.1. Define conditions which constitute severe weather.

3.2.25.2. Address provisions for obtaining forecasts and disseminating weather information to affected personnel and flight crews.

3.2.25.3. Detail specific responsibilities for hangaring or evacuation of aircraft as appropriate.

3.2.25.4. Include an off duty hours notification process in the event that a recall of personnel is required to hanger, tie down or evacuate aircraft.
3.2.25.5. When prudent, negotiate formal agreements with appropriate military or civil installations. Annual review and verification of these agreements shall be accomplished.

3.2.25.6. Include criteria and procedures for termination of operations such as fueling and liquid oxygen (LOX) servicing.


4.1. The contractor shall provide each employee, including subcontractors, comprehensive initial indoctrination training and recurring continuation training sufficient to enable him/her to perform authorized ground operations in a safe and effective manner. Initial and continuation training shall include written and practical exams as applicable.

4.2. Personnel authorized to operate aircraft systems (pneumatics, hydraulics, electrical, etc.) shall receive training and be certified in each system they shall operate.

4.3. Ejection or extraction systems. Personnel authorized access to cockpits equipped with ejection or extraction systems and/or explosive operating canopy removal systems shall complete a general familiarization course annually on cockpit safety and the hazards of these installed systems.

4.4. Engine Operations. Pilot checklists usually differ from ground maintenance engine run checklists and procedures. Therefore, if a pilot is to accomplish a ground maintenance engine run, the contractor shall ensure that the correct checklist and procedures are used. Helicopter ground engine operations shall only be performed by helicopter pilots current and qualified in the type helicopter. The restriction does not apply to helicopter APU operation. Ground personnel who operate aircraft engines, APUs, or taxi aircraft shall be evaluated semiannually and shall annually:

4.4.1. Receive practical instructions in:

4.4.1.1. Engine/APU start, normal and emergency operations to include all operations limits.

4.4.1.2. Aircraft radio operations to include requesting assistance in emergencies.

4.4.1.3. Normal and emergency aircraft brake and steering systems.

4.4.1.4. Any other applicable emergency procedures for the given aircraft.

4.4.2. Receive ground egress/evacuation training as appropriate.

4.4.3. Pass a written examination, to include applicable bold face/critical action procedures.

5. Ground Personnel Certification, Re-certification and Currency Requirements.

5.1. Certification. Documentation in the employee’s training record of successful
completion of required initial or recurring continuation training and testing for a specific GOP is the process by which the employee is considered certified.

5.2. Re-certification. If an employee's certification expires, (failure to maintain the recurring training requirements) completion of a re-certification course with a qualified instructor shall be completed. If an employee remains uncertified for a six (6) month period, the employee must complete initial certification training.

5.3. Engine run currency. To be current, operators must perform an engine run at least every 45 days for the engine/type aircraft for which they are certified. Operators may maintain qualifications in several engines, aircraft types or platforms (i.e. test cell vs. cockpit). If the operator has the basic 45 day currency but has not operated from the same platform, engine, or aircraft within the last 45 days, then prior to conducting the engine run the operator shall:

5.3.1. Review the engine controls unique to the platform or aircraft, as applicable.

5.3.2. Review the normal operating limits and emergency shut down procedures.

5.3.3. Document this review in the currency record.


6.1. Ground personnel certified to operate aircraft engines, APUs or taxi aircraft shall semi-annually be evaluated by an examiner (certifying personnel). These personnel shall demonstrate proficiency, including knowledge of Tech Manual warnings, cautions and notes, and emergency procedures to the examiner.

6.2. Personnel authorized to qualify/certify engine run operators must be approved in writing by the GFR. They shall be current and qualified in the operation and shall receive their annual exam from a Government or contractor engine run qualifier/certifier approved by the GFR. The GFR may restrict qualifier/certifier status and or require use of military qualifiers/certifiers.

7. Records.

7.1. The contractor shall maintain a training/certification record for each employee authorized to perform GOPs. These records shall document the following:

7.1.1. Initial, recurring continuation, and re-certification training.

7.1.2. Recurring written examination results.

7.1.3. Certification status for each GOP the employee is certified to perform.

7.1.4. Certification of medical examination type and currency as required.

7.1.5. Certification of engine run 45 day currency and reviews for the appropriate personnel.
7.1.6. Taxi qualifications, if applicable.

7.1.7. Certification of evaluations required in section 6., above.

7.1.8. Other certifications as appropriate.

7.2. The contractor shall make these records available to the GFR and other appropriate Government personnel at the request of the GFR.
Government Flight Representative Procedures

1. GFR Designation. The Approving Authority designates a GFR for contractor operation locations where the Government has assumed some of the risk of loss for aircraft. Prior to performing GFR duties, the GFR appointee shall complete the DCMA administered GFR Certification Course. The Approving Authority should also designate an alternate GFR (paragraph 4.21.2.). The contractor shall be provided, and should maintain, an informational copy of applicable GFR letters of appointment. Enclosure 4, Attachment 1, shows an example format for a GFR Delegation of Authority letter.

2. GFR Selection and Assignment.

2.1. Units with contractor flight operations. To administer contracts which include both flight and ground operations, the approving authority shall select an individual in accordance with this Instruction, paragraph 4.21.1./4.21.2. In those cases where the commander elects to appoint both a flight operations GFR (IAW 4.21.1./4.21.2.) and a ground operations GFR (IAW 4.21.3.), the flight operations GFR shall act as primary GFR responsible for approval of both FOPs and GOPs, crewmembers, and flights. The Ground GFR shall be responsible for reviewing the GOPs and overseeing their implementation, but not their actual approval. This eliminates the need for the contractor to seek approval of their entire set of Procedures from more than one GFR.

2.2. Units with contractor aircraft ground operations only. To administer contracts which include contractor aircraft ground operations only, the approving authority may select an individual in accordance with this Instruction, paragraph 4.21.

<table>
<thead>
<tr>
<th>The Aircraft are located</th>
<th>Service performs aircraft acceptance mission with resident aircrew(s)</th>
<th>The GFR position/billet provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Post, Base, Camp</td>
<td>N/A</td>
<td>The owning Service</td>
</tr>
<tr>
<td>Off Post, Base, Camp</td>
<td>Yes</td>
<td>The owning Service</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>DCMA</td>
</tr>
</tbody>
</table>

2.3. Contractor Field Team (CFT), Contractor Logistics Support (CLS) Operations. Locations where operational control and CAS oversight are split between the local unit and an outside agency shall require special attention from the approving authority and GFR. In these situations, the GFR shall be selected from within the organization maintaining operational control of the aircraft even though the ACO may be assigned to the outside agency.
3. GFR General Responsibilities.

3.1. Procedures. The GFR is responsible for surveillance of those contractor aircraft flight and ground operations involving Government aircraft and other aircraft for which the Government assumes at least some of the risk of loss or damage. All flights and Procedures for ground operations of installed engines and/or propeller(s), engaging of rotors, taxi, and towing of Government aircraft conducted by the contractor are subject to final approval by the GFR. The contractor shall not conduct any operation without approved procedures. Procedures shall be reviewed by the GFR at least every 12 months and within 90 days of a change of the primary GFR. The contractor shall be notified in writing when the review is complete. Deficiencies shall be reported to the contractor and ACO. The GFR shall maintain a record of approval of the Procedures. When the contractor is not acting in accordance with Procedures, the contract, test plans, this Instruction, other applicable directives, or if safety is jeopardized, the GFR may withdraw approval of the flights, crewmembers, and/or Procedures. If the contractor fails to take prompt corrective action on noncompliance, the GFR may recommend revocation of the G&FRC/AFRC to the ACO.

3.2. Contract Administration. Contract administration is performed to assure mission effectiveness, flight safety, and contractor compliance with FAR and DFARS clauses and other specific clauses which are cited in the contract. General procedures regarding contract administration for GFRs are contained in this Instruction. In order to effectively perform their delegated duties and determine the scope of their responsibility, the GFR must achieve a thorough working knowledge of this Instruction and the regulations, manuals, technical orders, and documents referenced in the contract. They must also become thoroughly familiar with the requirements of the contract including annexes and appendices. The GFR, in the role as functional expert, must evaluate contracts and changes to contracts and participate in preaward surveys to ensure that contracts contain appropriate vehicles for adequately performing contractor surveillance, and contain referenced standards which protect Government resources while in the custody of the contractor. In the performance of this and other GFR responsibilities, the GFR shall maintain a record of noteworthy observations, discrepancies, recommendations, and contractor corrective actions.

3.3. Aircraft Risk Clauses/Deficiencies. Some contracts still reference old versions of the Ground and Flight Risk Clause/Aircraft Flight Risk Clause (G&FRC/AFRC) which do not call out this Instruction or have the Instruction intentionally deleted. These situations shall require special attention from the GFR. GFRs should work with ACOs and PCOs to ensure that contracts contain the current version of the Risk clauses and this Instruction. If these efforts are unsuccessful, the GFR shall inform the Procuring Services waiver approval authority of the contract and issues involved. In addition to the Risk Clauses, the GFR must be alert during the contract review to detect deficient procedures/omissions which could affect the safety, both ground and flight, of the aircraft. Examples include: fire protection, special flight test programs, waivers, foreign object damage (FOD) programs, towing procedures, unique aerodrome requirements, tool control programs, engine run procedures, etc.).
3.4. TDY Support. The GFR shall ensure that TDY military aircrews are briefed on facility aerodrome procedures and applicable Procedures and local flight rules. The GFR should also ensure that TDY crews have access to contractor flight planning and briefing facilities. See 3.7., below, for more information on TDY crew flight approval.

3.5. Experimental Flight Operations. The GFR may need to discuss the flight program and flight profiles with contractor flight operations personnel or a procurement office flight program test officer to clarify the need for flight for certain experimental programs. Such experimental test profiles require a Government approved test plan. Other sources of information, education, and advice on these and other flight test profiles include the flight safety personnel at the U.S. Army Materiel Command (AMCSF-A), Naval Air Systems Command (AIR-9.0F), and Air Force Materiel Command (AFMC/DOO).

3.6. Teaming. In DCMA the GFR along with the Aviation Maintenance Manager (or Ground GFR) and the Contract Safety Specialist make up the Aviation Program Team (APT). The GFR heads the APT. Its purpose is to ensure all aspects of aircraft safety (flight, ground, & industrial) are adequately addressed. In performing their duties, the APT should maintain a close liaison with the other CAS and contractor organization functional offices, particularly the QA, Property, and safety activities. If surveillance of a contract reveals problem areas outside the scope of flight operations, ground operations or industrial safety, the GFR should advise the responsible CAS personnel or ACO, as appropriate. Conversely, GFRs should not hesitate to seek advice on matters of safety (ground/explosive) or QA from functional specialists. As team leader, the GFR should coordinate survey findings and observations regarding procedures, and conditions with the QAR, maintenance personnel, and the rest of the APT. Such findings can then be presented to the contractor and ACO through the GFR.

3.7. Flight Approval. All contractor flights for which the Government is assuming any risk of loss or damage shall be approved by the GFR. This includes ALL flights on pre-DD-250 aircraft under G&FRC/AFRC. Normally, flight approvals are requested through the use of DCMA Form 8.4-1. GFRs may authorize use of a flight approval request form other than the DCMA Form 8.4-1. When joint contractor/Government crews fly aircraft under the G&FRC/AFRC, prior to signing the flight approval the GFR shall approve contractor personnel and verify Government personnel are properly qualified, current, authorized, and required to participate. Valid aircrew travel orders stating in essence, “The purpose of the travel is to perform the specific flight operations activity listed on the DCMA Form 8.4-1 (e.g. FCF, ACF, Test Flight, etc.),” is considered sufficient validation for the purposes of this paragraph. A letter from the home unit commander, though not required in and by itself, is also considered sufficient validation. Government acceptance flights flown by TDY military crewmembers shall be performed according to the guidelines and procedures of the CASC component responsible for contract administration. Managing the Government's assumption of risk under the G&FRC or AFRC is an enormous responsibility with serious monetary consequences. These responsibilities cannot be performed in a casual or capricious manner. GFRs shall make every effort to avoid broadening the Government's assumption of risk to operations that lie outside the scope or intention of the contract. Such operations require prior written
approval from the program office responsible for the aircraft.

3.8. Other Responsibilities. The GFR shall:

3.8.1. Review special interest items (i.e. Quality Deficiency Reports, Corrective Action Requests (CARs), Air Traffic Control (ATC) facilities, maintenance facilities) to identify conditions or trends which have potential impact on flight operations or safety.

3.8.2. Participate with Government QA personnel in the review of safety-of-flight related customer complaints (Maintenance Deficiency Report (MDR), etc.). This review shall be of sufficient depth to ensure that both contractor and Government surveillance corrective actions (revisions of procedures, work cards, etc.) resulting from the analysis of these reports are adequate to prevent recurrence of the deficiency.

3.8.3. Perform surveillance of the contractor’s mishap investigation effort when an aircraft/aircraft ground mishap occurs, with the assistance of the Contract Safety Manager or a CAS flight safety officer, as required.

3.8.4. Review the Contractor’s FOD Prevention Program. Approval authority for the contractor’s FOD Prevention Program is assigned to the GFR, however, the GFR should obtain recommendations from the entire APT, Quality Assurance Representatives (QARs), and maintenance personnel to adequately assess the entire FOD program prior to approving it.

3.8.5. Maintain records of contractor flight/ground operations. This file shall include, as a minimum:


3.8.5.2. Approval of contractor flights and mission profiles (retain 1 year).

3.8.5.3. Current listings of contractor crewmembers.

3.8.5.4. Flight operations/safety evaluation reports, follow up results, and contractor related correspondence (retain 3 years).

3.8.6. For no-notice evaluations, the GFR should notify the Chief Pilot prior to brief time.

3.8.7. The contractor and the GFR shall ensure that the appropriate number of crewmembers are authorized and that programs include sufficient flying time for currency in accordance with this Instruction. The GFR shall not approve any crewmember until the Procedures have been approved.

4. CAS Safety Responsibilities.

4.1. Delegating Administration Responsibility/Authority. Assignment of a contract to a CAS component listed in the Federal Directory of Contract Administration Services (CAS) Components, for administration automatically carries with it the authority to perform all of the normal functions listed in FAR 42.302(a) to the extent that those
functions apply to the contract, including surveillance of flight and ground operations and safety requirements. The procuring activity may elect to withhold the assignment of specific CAS functions, or via FAR 42.202, assign additional functions. In these cases, the procuring activity notifies the CMO of the functions withheld or added.

4.2. Supporting Contract Administration (SCA). When a CAS component requires support from another CAS component in administering a portion of the contract, the CAS component commander having cognizance over the contract must request SCA services FAR 42.202(e), through the ACO, from a suitable CAS organization. This is done when, for example, contract work is performed at geographically separated locations. The applicable services to be performed shall be stated in the request. Copies of necessary contractual documents are provided from the requesting CAS component. When the SCA delegation includes flight and ground operations, the GFRs from the two CAS components should keep each other informed of important activity concerning the contractor. An example SCA delegation format is found in Enclosure 4, Attachment 2.

4.3. Preaward Survey (PAS). The PAS is an evaluation of a prospective contractor’s ability to perform under the specified terms of a contract proposal. It differs in scope from a regular survey in that the determination is whether the contractor “can” comply with the safety requirements of the contract, not “is” the contractor in compliance. The Preaward monitor will provide the GFR with the solicitation, date, time, and location of the survey as well as the reporting requirements. Written reports should include a clear statement that the contractor is/is not capable of performing work in compliance with contract flight operations and safety requirements. Also include a specific recommendation for award or no award. When an existing contractor is bidding on a new contract and their capabilities are already known, the Preaward monitor may request a desk audit in lieu of a survey. GFRs should still recommend award/no award.

5. Contractor Flight And Ground Operations Surveys/Assessments. The flight and ground operations/flight safety survey is an onsite evaluation of the effectiveness of the contractor flight and ground operations programs and Procedures for protecting Government resources while under the cognizance of the CASC at contractor facilities. Observations determine the adequacy of written Procedures, compliance with those procedures, and their effectiveness in protecting Government resources. The intent of the survey is to indicate what management attention is necessary to prevent occurrence/recurrences of injury to personnel or damage to Government assets.

5.1. The GFR shall conduct surveys of each designated contractor’s flight and ground operations. The survey is conducted to:

5.1.1. Verify contractor conformance with contractual flight and ground operations and flight safety requirements.

5.1.2. Verify the qualification of contractor crewmembers and ground/flight personnel. When circumstances (e.g., aircraft type, flying schedule, etc.) permit, an in-flight evaluation of contractor crewmembers should be accomplished. Flight examiners who are current, qualified, and designated in writing by their flying unit to perform flight
evaluations may perform flight evaluations. As an alternative, the GFR may perform an in-flight supervisory flight evaluation of the performance of contractor flight crew members. Flight evaluation findings shall be debriefed to the GFR prior to the formal out brief. A formal flight evaluation report shall be entered into the tested individual’s flight records.

5.2. Survey Guidance. The following guidelines will help ensure a thorough survey:

5.2.1. Procuring activities’ flight safety, Stan Eval, or aircraft maintenance representatives are always invited and encouraged to visit contractor sites in conjunction with GFR surveys.

5.2.2. Frequency of Surveys. The frequency of the surveys must be based upon the degree of risk and magnitude of potential Government loss associated with the types of aircraft flight and ground operations. In addition, the individual contractor’s safety history, current level of performance, and complexity of operations must also be considered. The designated GFR is the most knowledgeable judge of these factors and therefore is charged with the responsibility of determining the frequency of the surveys.

5.2.2.1. Resident GFRs shall perform a minimum of one survey every 12 months in addition to their daily surveillance of the contractor.

5.2.2.2. Nonresident GFRs shall determine the survey frequencies after initial fact finding visits to the contractor’s facility. The minimum frequency shall be one survey every 6 months.

5.2.3. Preparation for Flight and Ground Operations Survey. FRS should review the following items before beginning the survey:

5.2.3.1. Procedures for currency and validity.

5.2.3.2. Historical data, including past surveys (e.g., preaward, postaward), Inspector General (IG) reports, and mishap reports. Make a list of follow up items. Note the nature of any problems, the proposed corrective action and responsible office and the anticipated “get well” date. Attempt to locate trends and root causes which may be contributing to the symptoms. Don’t overlook findings from other locations which may have application.

5.2.3.3. Instructions, manuals and regulations. Review waivers to procedures and requirements and review the need for their continued use. The GFR shall review required “Service Guidance” included in the Procedures for currency and appropriateness.

5.2.3.4. The contract, including enclosures and appendices. Verify the inclusion of the appropriate FAR and DFARS clauses and status of any DD Form 1716, Contract Data Package Recommendation/Deficiency Report, related to flight operations. Determine if flight and ground operations or flight safety requirements peculiar to the facility are addressed by contract.
5.2.4. Notification. Notify the contractor in writing at least 30 days prior and request that the contractor provide a safety manager to accompany the Government team during the survey. GRS may wish to include a copy of the survey process to the contractor. Send a copy of notification letter to the CMO commander. (NOTE: When mishap reports, deficiency reports, etc., demonstrate the need for additional evaluations of the contractor's operations, unannounced surveys may be performed.)

5.2.5. Team Composition. Prior to the survey, the GFR forms a team including applicable aircraft operations, quality, safety and other appropriate technical personnel to effectively evaluate contractor performance. Letters of invitations to participate shall be sent to the procuring Service safety and operations offices as appropriate.

5.2.6. Conducting the Survey. To ensure the Government team is integrated and areas of responsibility are established a Government-only meeting should be conducted prior to the in brief and out brief with the contractor.

5.2.6.1. Conduct a formal in brief. A formal in brief with the contractor and Government team provides the setting for the conduct of the survey.

5.2.6.2. Visit, review, interview, and observe, as necessary. Compare the observations with contract requirements and written Procedures. Make notes of outstanding/exemplary processes and discrepancies for use in the formal report. Cite a specific contract reference for each discrepancy.

5.2.6.3. Minor observations or deficiencies may be discussed directly during the progress of the survey or retained as notes for final out briefing. If sufficient confidence is established with contractor's supervisory personnel, these items need not appear in the final report. Caution should be exercised to avoid any constructive change allegation. If doubt exists, items should be included in the written report for review by the ACO and formally forwarded to the contractor. Upon discovering a deficiency which is an obvious serious hazard (e.g., smoking while performing fueling operations), immediately notify appropriate contractor supervisory personnel so they can direct immediate hazard correction.

5.2.7. Exit Briefing. Conduct a Government only out-brief to coordinate findings and prepare for the contractor out-briefing. Conduct a final out-brief with the contractor with those who attended the in-briefing.

5.2.8. Reports. Prepare and distribute a written report as follows:

5.2.8.1. Prepare the survey report using the format at Enclosure 4, Attachment 3, or any appropriate substitute format. Describe the program elements and sub-elements which were observed during the survey. Observations requiring written corrective action and those related to critical safety of flight items should include documentation of facts, reference(s) to the written requirement (i.e., the contract, the Procedures, and applicable Tech Orders), and sufficient discussion to convey why the discrepancy must be corrected. Coordinate the final report with the survey team participants.
5.2.8.2. Attach a facility and flight and ground operations/flight safety program data sheet to the report. This data sheet is a concise summary of the contractor facility and its level of activity. Enclosure 4, Attachment 4, contains an example format. It should include the following items of information:

5.2.8.2.1. Contractor name and address.

5.2.8.2.2. Primary Government and contractor personnel and phone numbers.

5.2.8.2.3. Number of Government and contractor crewmembers assigned.

5.2.8.2.4. Current contract number(s) that contain the Ground and Flight Risk/Flight Risk Clause.

5.2.8.2.5. Contract flight and ground operations clause/requirement reference(s) and safety clause/requirement reference(s).

5.2.8.2.6. Type/Design/Series of aircraft.

5.2.8.2.7. Procuring Service, PCO, ACO.

5.2.8.2.8. Quantity of aircraft scheduled by year.

5.2.8.2.9. Current issues.

5.2.8.3. To ensure proper interpretation of contractual requirements, written reports involving contractor operations must be addressed to the ACO for endorsement and prompt forwarding to the contractor. The GFR shall not send the report directly to the contractor. Information copies should be forwarded to the buying Service Aviation Safety Office by the GFR.

5.2.8.4. The survey report distribution schedule for contractor operations is as follows:

5.2.8.4.1. The GFR provides a report to the CASC Commander and ACO within 10 working days after completion of the survey.

5.2.8.4.2. The ACO makes comments and endorses the report to the contractor within 5 working days.

5.2.8.4.3. The contractor replies to survey observations within 30 days, unless a specific case warrants other action.

5.2.8.5. Follow up. Establish a follow up system to monitor the contractor’s corrective actions. Provide status report as necessary to the ACO and the CASC commander. When conditions warrant, a follow up survey shall be performed, as determined by the GFR.
GFR Delegation of Authority Letter Sample Format

[LETTERHEAD]

[Date]

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: [Position Title] (See "DEFINITIONS" paragraph 4.3, for appropriate Approving Authority)

Pursuant to DCMA INST 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Contractor's Flight and Ground Operations, [name/rank] is hereby designated [Alternate or Ground, if appropriate] Government Flight Representative (GFR) for [name/location of contractor]. This authority is granted to [name/rank] as an individual, and is not to be redelegated. It is effective only so long as [name/rank] remains in his/her present assignment, unless sooner terminated.

(Use this paragraph for assigning qualified flight and ground operations GFRs under this Instruction, paragraph 4.21.1./4.21.2.) [Name/rank] is delegated full authority to approve contractor crewmembers, flights, and the Procedures for aircraft flight and ground operations under his/her jurisdiction for which the Government, by contract, assumes some, or all, of the risk of loss under DFARS 252.228-7001, the Ground and Flight Risk Clause [or DFARS 252.228-7002, the Aircraft Flight Risk Clause, as appropriate].

or,

(Use this paragraph for assigning qualified Ground GFRs under this Instruction, paragraph 4.21.3.) [Name/rank] [is delegated authority to approve contractor aircraft ground operations Procedures under his/her jurisdiction], or [is responsible for assisting the GFR in reviewing and overseeing the ground operations Procedures] for which the Government, by contract, assumes some, or all, of the risk of loss under DFARS 252.228-7001, the Ground and Flight Risk Clause [or DFARS 252.228-7002, the Aircraft Flight Risk Clause, as appropriate].

Direct any questions concerning this letter to this office, DSN 123-4567, (888) 123-4567.

[Approving Authority]
Enclosure 4- Attachment 2

Sample Supporting Contract Administration Delegation Format

[LETTERHEAD]

[Date]

MEMORANDUM FOR [Supporting CASC Commander]

FROM: [Supported CASC Commander]

SUBJECT: Supporting Contract Administration (SCA) Request

Request that your command provide supporting contract administration of contractor flight/ground operations under [designate contract number/or program]. Please appoint one or two members of your command as Primary/Alternate Government Flight Representative(s) (GFR(s)), to monitor contractor flight and/or ground operations. We ask that acceptance of this SCA request be in writing and include your GFR's name(s). The personnel selected should attend the DCMA administered GFR Training Course prior to assuming GFR contract administration duties.

The newly appointed GFR(s) shall ensure contractor compliance for all contractual flight and ground operations, and safety requirements. The GFR(s) shall also ensure the contractor complies with the requirements of DCMA INST 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, “Contractor’s Flight and Ground Operations.”

[Supported CASC Commander’s Signature Block]
Sample Survey Report Format

I. EXECUTIVE SUMMARY

A. INTRODUCTION/TEAM MEMBERS

The Flight Operations assessment of [contractor] was accomplished [date]. This assessment fulfills the requirements of DCMA INST 8210.1/NAVAIRINST 3710.1E/AR 95-20/AFI 10-220 for conducting an Annual Flight Operations Survey of contractor operations where the Government, by contract, assumes some or all of the risk of loss. The following team members conducted the assessment:

[List team members, duty titles, and office symbols]

[To the maximum extent possible teams should include customers (from program office) and contractor representatives.]

B. PURPOSE

The purpose of the Flight Operations survey/assessment is to thoroughly analyze those contractor ground and flight operations conducted with Government aircraft. The assessment process provides an open forum with the contractor, the program office(s) and the GFR jointly analyzing those operations to determine what steps can be taken to improve overall operations. In conjunction with the assessment, the team examined the Procedures, contractual requirements, and ground & aircrew qualifications. The analysis contained in this report provides a tool to manage and lower risk. The goal is to improve the safety and security for all personnel involved and to better protect and conserve Government resources.

This report includes the Executive Summary narrating the teams' observations, and a Facility Data Sheet.

The information herein is to be considered “For Official Use Only” and is not to be distributed outside [the contractor's], owning program offices, or CAS channels.

C. DISCUSSION [Include an overall assessment of the contractor's current flight operations program (procedures and operations) in relation to the requirements of the contract, which will be substantiated and specifically documented in subsequent sections of the report. Address sub-elements of each program in sufficient detail to confirm adequate review by the GFR and provide an adequate overview of the contractor's performance. Include appropriate comments. Site
references from the contract for all observation requiring corrective actions.]

1. Safety Program.

2. Ground Operations.
   a. Ground procedures.
   b. Foreign Object Damage Control Program.
   c. Training and Certification.
   d. Engine Run Procedures.
   e. Corrective Action Requests (CARs).

3. Facility and Property Protection.
   a. ARFF.
   b. Facilities and Property.

   a. Flight Operation Procedures.
   c. Flight Crews.
   d. Flight Hours and Sorties.
   e. Flight Plans and Approval.
   f. Deployed Operations.

5. Miscellaneous.
   b. Host Nation.

D. OBSERVATIONS [Included here are special deficiencies previously noted which warrant management involvement and follow-up action. The GFR may provide recommended courses of action and shall indicate the specific regulation or contractual requirement not complied with, if applicable. If documentation of corrective action is necessary, include specific instructions on a cover letter s to whom and when corrective action reports are required.]

II. OTHER DOCUMENTATION (e.g. Worksheets, Facility Data Sheets, etc., Attached)

[GFR’s signature block]
Enclosure 4 - Attachment 4

Example Facility Data Sheet
(also, Flight and Ground Operations/Flight Safety Program Data Sheet)
[Contractor’s name and address]

<table>
<thead>
<tr>
<th>Government Personnel</th>
<th>Office</th>
<th>Commercial #</th>
<th>DSN</th>
<th>FAX/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMDR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GFR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/GFR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASO/FSO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Personnel</th>
<th>Position</th>
<th>Commercial#</th>
<th>Beeper</th>
<th>FAX / Email</th>
</tr>
</thead>
</table>

Contractor Crewmembers
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:

Government Crewmembers
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:
- Aircraft: Pilot: Nav: FE: CC: Boom: Other:

Clause & Requirement Reference Matrix

Contract Number: xxxx xxxx xxxx xxxx

Ground and Flight Risk, DFARS 252.228-7001
Aircraft Flight Risk, DFARS 252.228-7002
Accident Reporting, DFARS 252.228-7005
Contractor Flight Ops, [DCMA INST 8210.1]
Tool/FOD Control [NAS 412/Mil-Std 980]
Aircraft Rescue and Fire Fighting [NAS 3306,
AFMCI 91-101, NAVAIRINST 00-80R-14,
AR 420-90]

Program Support Team

Contract Number: Aircraft Type:

Program Support Team

Contract Number: Aircraft Type:

Program Support Team

End of Tri-Service Instruction titled, Contractor’s Flight And Ground Operations
MEMORANDUM FOR DEFENSE CONTRACT MANAGEMENT AGENCY-DAYTON, CHIEF of FLIGHT OPERATIONS, MAJOR HENDERSHOT, 1940 ALLBROOK DRIVE, SUITE 3, WRIGHT-PATTERSON AFB, OH 45433-5309

SUBJECT: Clarification of AR 95-20, Contractor’s Ground and Flight Operations, 13 November 2002, Enclosure 2, Paragraphs 5.3.1. and 5.3.2. (ARMY CONTRACTS ONLY)

1. The following clarification/modification to the cited references apply ONLY to ARMY Contracts:

   5.3.1. GFRs may authorize contractor crewmembers to maintain qualification / currency in two series aircraft.
   
   GFRs may approve contractor crewmembers to maintain qualification / currency in two different aircraft.

   5.3.2. Authority to approve multiple qualifications/currency in more than two aircraft rests with the Service waiver authority for this Instruction.

2. Additional assistance may be realized from Paragraph 4-19, AR 95-1, Flight Regulations, 1 September 1997, Chapter 4, Paragraph 4-19, shown below:

   4-19. Similar aircraft
   Series aircraft with similar operating and handing characteristics are grouped below. Currency in any one series aircraft will satisfy the requirement for all aircraft within the series or group. Separate currency is required for all other aircraft.

   a. UH-1, H, V; EH-1H; EH-1X
   b. AH-1S, E, P, F, TH-1S.
   c. C-12, C, D, F, J, L, R.
   d. RC-12D, G, H.
   e. RC-7B
   f. RC-12K, N, P, Q.
   g. OH-58A, C; TH-67.
   h. OH-58D, OH-58D(I).
NOTE: Aircraft listed horizontally satisfy series identification. Vertical depiction equates to Different Aircraft for the purpose of AR 95-20.

NOTE: As various aircraft are added to the inventory or nonstandard aircraft are identified further clarification will be made by contacting POC below.

3. Point of contact for this action is the undersigned,

DSN 767-9891, Com (703) 617-9891.

/s/

JOHN A. SAVELLI

Command Aviation Officer
REPLY TO ATTENTION OF

AMCOPS-CA (95-20) 29 May 2003

MEMORANDUM FOR DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY, AIRCRAFT OPERATIONS, 6350 WALKER LANE, SUITE 300, ALEXANDRIA, VA 22310

SUBJECT: Certification Requirements for Army Civilian Contract Aircrew Members

1. Reference DASG-HS-AS memo 16 May 03, SAB, (Encl).

2. The Office of the Army Surgeon General memo referenced in paragraph 1 has impact on the Medical Qualifications Requirements, AR 95-20 (Tri-Service/DCMA Instruction), Enclosure 2, Paragraphs 3.5, 3.5.1 and 3.5.2. These changes are effective immediately and the Instruction should be amended appropriately.

3. The text of enclosed memo must be applied without modification. Any inquiries relative to application of the medical requirements should be directed to this office.

4. Point of contact for this action is the undersigned, DSN 767-9891/9892/6823 or Com (703) 617-9891/9892/6823. Email is JSavelli@HQAMC.Army.Mil.

FOR THE COMMANDER:

[Signature]

ENCL as

JOHN A. SAVELLI
Chief, Aviation Division
MEMORANDUM FOR COMMANDER, U.S. ARMY AEROMEDICAL CENTER, FT. RUCKER, AL, 36362-5333

SUBJECT: Certification Requirements for Army Civilian Contract Aircrew Members

1. The purpose of this memorandum is to clarify paragraph 4-2 and 4-31(a)(3), Army Regulation (AR) 40-501, Standards of Medical Fitness, regarding certification of Army contract civilian aircrew members.

2. AR 40-501 requires that Army civilian contract pilots meet Army Class 2 medical standards and medical exam requirements for flying duties. It also requires that Army contract non-rated aircrew members meet Class 3 medical standards and medical exam requirements. The resultant Army certification is recorded on DA Form 4186, Medical Recommendation for Flying Duty.

3. Effective immediately, and pending a published change to AR 40-501, the following exception to policy is authorized:

   a. Contractor pilots who fly Army aircraft to conduct Acceptance, Maintenance, Experimental, Developmental or Functional Test Flights, or conduct Factory Qualification Training for new, mission, design, or series aircraft shall have the option of maintaining either a current Federal Aviation Administration (FAA) Class 2 Medical Certificate or an Army Class 2 certification on DA Form 4186.

   b. Army civilian contractor crewmembers (non-rated) performing functions as Flight Mechanics/Engineers or serving as Technical Observers on Acceptance, Maintenance or Functional Test Flights, Experimental or Developmental Test Flights shall have the option of maintaining either a FAA Class 3 Medical Certificate or Army Class 3 certification on DA Form 4186.

4. This exception does not apply to contractor pilots hired to administer Army Aircrew Training Programs or to conduct flight training, (except Factory qualification), or who are hired to fly Army missions not related to aircraft flight testing. They will continue to maintain an Army Class 2 certification.

5. Pilots who perform duties as described in paragraph 3a above and also perform duties described in paragraph 4 will maintain an Army Class 2 certification.
DASG-HS-AS  
SUBJECT: Certification Requirements for Army Civilian Contract Aircrew Members

6. My points of contact for this action are COL James McGhee, DSN 558-6917 and Ms. Tina Wortzel, DSN 761-0020.

FOR THE SURGEON GENERAL:

JAMES K. GILMAN
COL, MC
Acting Assistant Surgeon General
For Force Projection

CF:
PEO, AVN
CDR, AMC
Table of Contents

- DCMA INST 8210.2(C3), DCMA Aircraft Operations, (27 January 2017)
  Attachments...
  1. Definitions
  2. DCMA-AO Point of Contacts
  3. DCMA Safety_DOD Accident-Mishap Reporting Guide & CSSO List
     Cognizant Service Safety Official (CSSO) List
  4. DCMA Aircraft Mishap Notification Format (See:
      https://360.dcma.mil/directorate/PH-AO/AOP/Shared%20Documents1/DCMA_8210.2_Aircraft_Operations_Attachment_4_DCMA-AO_Form_6_Mishap_Notification.pdf)
  5. GFR OJT Guide
  6. GGR OJT Guide
  7. AOI Process
  8. CRAB Tabs
  9. Acronyms
  10. Waivers and Approvals


- DCMA INST 8210.1A, AFI 10-220, AR 95-20, NAVAIRINST 3710.1E, Contractor's Flight and Ground Operations, 13 November 2002