



DEFENSE CONTRACT MANAGEMENT AGENCY

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April 17, 2025

MEMORANDUM FOR RECORD

SUBJECT: Clarification of Government Flight Representative, Ground Government Flight Representative, and Government Ground Representative Recertification

Reference: DCMA-INST 8210-1D, Contractors Flight and Ground Operations, February 6, 2023

This memorandum is for Component Heads with Aircraft Operations involving appointments of Government Flight Representatives (GFRs), Ground GFRs (G-GFRs), and Government Ground Representatives (GGRs). The purpose is to introduce the new approach for completing the required recertification training and to clarify when the current certification will expire.

Reference paragraph 10.4 requires GFRs, G-GFRs, and GGRs to attend the certification course every five years. The expiration date has been exactly five years from the graduation date of the individual's previous certification course (CMA 2410, or CMA-241). Beginning in the fourth quarter of FY25, DCMA will introduce a new 5-year recertification course; taught exclusively online by DCMA-AO instructors on a quarterly basis. This new course will reduce the time commitment for the students (1.5 days vice the current 5 days) by ensuring only pertinent information is passed, and not a complete repetition of the entire basic certification course.

To accommodate the needs of the community and add flexibility for the new course enrollments, the following process for determining certification expirations will apply to Reference paragraph 10.4 beginning July 1, 2025. The expiration date will be five years from the last day of the quarter the training was originally completed. As an example, if the individual completed their certification training on July 15, 2020, their 5-year recertification would be due no later than September 30, 2025. Using this approach will allow a six-month window to complete the new training; either the quarter prior to or the quarter in which their recertification is due. Beginning July 1, 2025, expiration dates related to 5-year GFR/G-GFR/GGR recertifications for each quarter will be as follows:

Quarterly Expiration Dates

1st QTR – December 31st

2nd QTR – March 31st

3rd QTR – June 30th

4th QTR – September 30th

Certification expirations that occur prior to July 1, 2025, will continue to follow the previous guidance, and students will need to register for CMA 2410 prior to their current expiration date.

The above guidance was approved by the Army, Navy, Air Force, and Coast Guard Service

Waiver Authorities for the referenced instruction. The DCMA-AO POCs for this policy clarification are Mr. Steve Wyllie, 804-625-9166, steven.w.wyllie.civ@mail.mil, and Mr. Michael Fludovich, 703-819-0647, michael.a.fludovich2.civ@mail.mil.

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