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| Defense Contract Management Agency |
| Aircraft Operations Guide to Flight Operations |
| Version 20.3 |
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| |  | | --- | | **DCMA HQ-AO** | | **7/1/2020** | |
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**INTRODUCTION:**

1. General Guidance: This guide is not a replacement for applicable instructions. It is established to support surveillance and inspection efforts. Always refer to the applicable contract, DCMA-INST 8210.1, Service guidance (as defined by 8210.1), Procedures, and DCMA Manual 8210-2 for specific requirements and to verify references.
2. To assure standardization in identifying and documenting AOI findings, the following “expectations” are provided.
3. Auditors are expected to first determine whether or not the CMO and/or contractor are complying with the requirements referenced in the process description column. Auditors are then expected to assess the risk to operations. If non-compliance is noted and the CMO or contractor has:

* Not implemented an alternate process to mitigate that risk, or the alternate process implemented is not effective in mitigating that risk, then the finding shall be reported as an elevated risk and assigned a Yellow or Red risk rating.
* If the CMO or contractor has implemented an effective alternate process that mitigates the risk, the finding shall be identified as a discrepancy with a Green risk rating assigned.

1. If the CMO or contractor has implemented an effective alternate process, the Auditor shall then determine if a waiver is required and has been submitted in accordance with DCMA Manual 8210-2, Paragraph 3.3 or the applicable version of DCMA-INST 8210.1, Chapter 2. That determination shall be documented within the noncompliance write-up.

C. The following provides guidance on assessing Strengths, Observations, and Discrepancies:

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 out-brief 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. 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.

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.

1. Flight Ops Guide updated to reflect 8210.1C, Change 1 dated Apr 5 2017 (all changes identified by green font). The changes are only applicable to contracts signed on or after Apr 5 2017. Changes to Chapter 4 (Flight Operations) were minor in nature. Paragraph references in this guide did not change between 8210.1C and C\_Change 1.
2. The following are special interest areas identified by Executive Director AO. Consider these during your assessment of operations and interviews with members of the CMO/APT, as they apply to your functional area. Provide feedback to the AOI Lead during the daily team recap (team only meeting).  As needed use the “APT Responsibilities” section provided in each Element report section to record Observations or provide comments.

* Talk to APT about maintaining vigilance and targeting high-risk areas in their surveillance plans -- ***(All AOI team members discuss with your counterparts)***
* Ensure outside pressure is not influencing safe flight & ground operations -- ***(All AOI team members discuss with your counterparts to determine whether this is an issue)***
* Are CMO Commanders attending quarterly consolidated safety council meetings -- ***(AOI Lead; already included as part of the Command Admin AOI Guide under CF (Site Operations) 6(b) [-2 requirement])***
* Discuss with CMO Commanders and CFO the importance of identifying high-risk aviators and if/when these individuals should be removed from the flight schedule” -- ***(AOI Lead discuss with CMO Commander and CFO)***

1. In accordance with DoD Instruction 6055.01, "DoD Safety and Occupational Health (SOH) Program," and the DCMA SOH Instruction, commanders are responsible for eliminating accidents, deaths, and occupational illnesses by applying risk management strategies with the ultimate goal of zero accidents, zero occupational illnesses, and total compliance with DoD SOH standards and policies. Qualified DCMA SOH personnel are required to evaluate program effectiveness in meeting Agency goals and objectives. However, personnel safety is everyone's responsibility, and AOI evaluators are no exception. If an AOI evaluator identifies a personnel safety hazard during the course of their evaluation, they must notify the AOI Lead, who in turn will communicate the concern with the CMO commander and SOH to determine whether online Hazard Reporting is warranted. If yes, select this link to DCMA SOH: [File Online Hazard Report](https://360.intranet.dcma.mil/Directorate/PH-TD/TDS/TDSO/_layouts/15/start.aspx#/SitePages/Home.aspx). Any SOH findings by the AOI team will generally not affect AOI assessments since the principal focus of the AOI is aircraft mishap prevention/asset protection and minimizing risk of financial loss to the Government in support of FAR Subpart 42.302 (a) (56) Maintain surveillance of flight operations.

G. See page 18 for summary of changes.

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| **FA – FLIGHT PROCEDURES** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Flight Planning** |  |  |  |  |
| (a) | -Is there an allocated workspace for flight planning | 4.1.2 | 4.1.1 | 4.4 |  |
| (b) | - Communication equipment to obtain official flight weather briefings, local airfield conditions, NOTAMs, AHAS information and for filing flight plans |  |  | 4.4.1 |  |
| (c) | - Does area contain access to FLIP/FCIF/local procedures |  |  | 4.4.2, 4.8 |  |
| (d) | - Does it contain applicable forms and aeronautical charts (TOLD, USAF 853, HATR, RM, OHR, MACA info ect.) (Local area planning charts/trainng routes) |  |  | 4.4.3, 4.4.5 |  |
| (e) | - Does area contain an airfield diagram |  |  | 4.4.4 |  |
| (f) | - How are fuel requirements/weight and balance determined | 4.4.11.7, 4.4.14 | 4.4.11.7, 4.4.14 | 4.4.3, 4.13.4, 4.13.5 |  |
| (g) | - Has the CFO published a Flight Scheduling Sequence Of Events (SOE) timeline? |  |  | 4.13.1 |  |
|  | -- Are they published with “start no later than times” |  |  | 4.13.1 |  |
|  | -- Do the SOEs begin after release notification from the contractor |  |  | 4.13.1.2 |  |
| 2 | **Service Guidance** |  |  |  |  |
| (a) | - Determine applicable service guidance and directives (any active/pending waivers) | 1.50, 2.2, 3.5, 4.1.1 | 1.40 | 4.2 (4.8.1.2) |  |
| (b) | - Only current, up-to-date pubs shall be used (EFBs IAW Service Guidance) | 4.1.15.2 |  | 4.7, 4.13.6 |  |
| (c) | - Procedures ID method used for receiving, distro, and maintaining current flight manuals and checklists (how to maintain EFB software, apps, FLIP, etc…) | 4.1.15.2 |  | 4.7 | (ref: AR 95-1, FAA AC 120–76D, AFMC 11-202V3, MWS AWR, CNAF M‐3710.7, etc) |
| (d) | - Is the contractor obtaining flight manuals, changes and supps through Govt channels | 4.1.15.2 |  |  |  |
| 3 | **Flight Operating Area (OA) & Flight Profiles** |  |  |  |  |
| (a) | - Where is OA in relation to site & ground radar monitoring | 4.1.3 | 4.1.2 | 4.5.1, 4.5.2 |  |
| (b) | - What is level of radio coverage of OA/Do developed plans incorporate coordination with ATC/flight following | 4.1.9.1 |  | 4.5.1, 4.5.2, 4.5.3 |  |
| (c) | - Establish communication procedures to provide emergency technical or other mission essential information to airborne aircrew. |  |  | 4.5.3, 4.5.4, 4.5.5 |  |
| (d) | -If UA ops, outside Special Use Airspace, FAA waiver req’d | 4.1.4 |  |  |  |
| (e) | - Are flight operating limits defined by Service Guidance | 4.4.4 |  | 4.12.2, 4.15 |  |
| 4 | **Airfield Operations** |  |  |  |  |
| (a) | - How integrated are Procedures with airfield operations | 4.4.1.1 | 4.4.1.1 |  |  |
| (b) | - Do Procedures address radio/tower operators qual/cert | 4.4.1.2 | 4.4.1.2 |  |  |
| (c) | - What are the emergency procedures | 4.4.11 | 4.4.11 | 4.5.4 |  |
| (d) | - Where are emergencies actions addressed on the airfield or the proximate area (hot  brakes, bailout, jettison, etc) |  |  | 4.4.4, 4.4.5, 4.5.6 |  |
| (e) | - Are noise abatement procedures req’d/are they incorporated into local flight profiles |  |  | 4.5.7 |  |
| **FA – FLIGHT PROCEDURES (CONT)** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 5 | **Aircrew Briefings and Crew Composition/Duty Limitations** |  |  | 4.3, 4.3.1, 4.3.2, 4.6 |  |
| (a) | - Are briefings conducted as defined and according to Service Guidance | 4.4.12, 4.4.13 | 4.4.13 | 4.4.6, 4.13.9 |  |
| (b) | - Are preflight briefing checklists/guides utilized | 4.4.12, 4.4.13 |  |  |  |
|  | -- Do preflight briefings address Chronic Fatigue |  |  | 4.6.5 |  |
| (c) | - Are post-flight briefings conducted by PIC |  |  | 4.13.10 |  |
| (d) | - Are mixed crews utilized | 4.1.11 | 4.1.8 | 4.3, 4.3.1 |  |
| (e) | - What are the minimum crew requirements | 4.1.12 | 4.1.9 | 4.3, 4.3.1 |  |
| (f) | - Are crewmembers, including non-crewmemeber tech experts, approved by CFO/GFR |  |  | 4.3.1, 4.3.2 |  |
| (g) | - What are duty and rest limitations | 4.1.13 | 4.1.10 | 4.6 |  |
| 6 | **Weather Requirements** |  |  |  |  |
| (a) | - Is Service Guidance used for weather requirements | 4.4.2 | 4.4.2 | 4.13.7 |  |
| (b) | - What flights are required during daylight operations | 4.4.3 | 4.4.3 | 4.13.8 |  |
| 7 | **FCF/ACF Flight Requirements** | 4.4.2 | 4.4.2 | 4.3 |  |
|  | **-** Are FCF/ACF flights flown as required | 4.6.2.1 |  | 4.13.3 |  |
| 8 | **Hazardous Operations** |  |  |  |  |
| (a) | - How is arming/dearming addressed | 4.4.6 | 4.4.6 | 4.15.5 |  |
| (b) | - Where/when are live fire, laser, gunnery operations | 4.4.7 | 4.4.7 | 4.15.5 |  |
| (c) | - How often and where are NVG/low light operations | 4.4.8 | 4.4.8 | 4.12.2, 4.15.5 |  |
| (d) | - Are supersonic flights logged as required | 4.1.9.4 |  | 4.5.5 |  |

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| **FB – FLIGHT CREW INFORMATION FILE (FCIF) PROGRAM** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **FCIF Contents** |  |  | 4.8 |  |
| (a) | - Does the program contain required sections | 4.1.15.1 | 4.1.12.1 | 4.8.1 |  |
| (b) | - Is the current AO quarterly newsletter including in Section I |  |  | 4.8.1.1 |  |
| 2 | **FCIF Procedures** |  |  |  |  |
| (a) | - Does the program exist | 4.1.15.1 | 4.1.12.1 | 4.8 |  |
| (b) | - How well integrated is the process with the contractor and/or DCMA aircrew or TDY  aircrew |  |  | 4.8 |  |
| (c) | - Are the FCIFs tailored to the specific site |  |  | 4.8.1 |  |
| (d) | - How are FCIFs reviewed, annotated, and updated |  |  | 4.8.2 |  |
| (e) | - How are FCIFs distributed and what is process for addition into respective FCIF distro  lists |  |  | 4.8.3 |  |

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| **FC – CREW/NON-CREW FLIGHT RECORDS** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Crewmember/Non-crew member Approval** |  |  | 4.9, 4.12, 4.14 |  |
| (a) | - Who has been authorized to request crew approval and qualification training | 4.2.1 | 4.2.1 | 4.9.2, 4.9.3, 4.14.1, 4.15.3 |  |
| (b) | - Is there sufficient flying time to meet currency rqmts for requested crewmembers | 4.2.2 | 4.2.3 | 4.11.1, 4.11.3, 4.11.5 |  |
| (c) | - Where are individual DD Forms 2627, 2628, 1821 located | 4.8, 4.8.4 | 4.8, 4.8.5 | 4.12.4 |  |
|  | -- Do these forms match flying position assigned/approved to |  |  |  |  |
| (d) | - Is semi-annual submission of non-crewmember list submitted to GFR | 4.2.6 |  |  |  |
| (e) | - How long are records kept after individual termination from flying status | 4.8.4, 4.8.5 |  | 4.12.4 |  |
| (f) | - What are procedures for removing crewmember status | 4.2.7 |  | 3.2.1 |  |
| 2 | **Crew/Non-crew Qualification** | 4.3 | 4.3 | 3.2.1, 4.9 |  |
|  | - Links to: Service Aircrew Flt Jacket Training | [USAF: Flight Evaluation Folder (FEF) and Individual Training Summary (ITS) Training](https://360.intranet.dcma.mil/Directorate/PH-AO/AOO/_layouts/15/DocIdRedir.aspx?ID=2KECKVHAYFHS-1559467264-315)  [USN: NATOPS Flight Jacket Training](https://360.intranet.dcma.mil/Directorate/PH-AO/AOO/_layouts/15/DocIdRedir.aspx?ID=2KECKVHAYFHS-1559467264-313)  USA: Individual Aircrew Training Folder (IATF) Training (Coming Soon) | | | |
| (a) | - Have all minimum qualifications been met | 4.3.1 | 4.3.1 | 4.9.1, 4.9.2, 4.9.2.3 |  |
| (b) | - If test pilot, required hours, TPS grad (or waiver) | 4.3.2 | 4.3.2 | 4.15.6.2 |  |
| (c) | - How are instructor/evaluator quals handled | 4.3.4 | 4.3.4 | 4.10.2 |  |
| (d) | - Are medical rqmts met (Class II or III, as applicable) | 4.3.5, 4.8.4.3, 4.8.5.2 | 4.3.5, 4.8.6.2, 4.8.6.4 |  |  |
| (e) | - What UAV quals exist at site | 4.3.6 |  |  |  |
| (f) | - Are multiple qualifications req’d at site |  |  | 4.9.3 |  |
|  | -- Are 50% training requirement in each aircraft | 4.5.4 | 4.5.4 | 4.11.3 |  |
|  | -- If cross Service, are all Service approvals current (waivers) |  |  |  |  |
| 3 | **Crew/Non-crew Evaluations** |  |  | 4.10 |  |
| (a) | **-** How are evaluations administered and their frequency (% of no-notices) | 4.7.1, 4.7.2, 4.7.3 | 4.7.1 | 4.9.2.3, 4.10.2 |  |
| (b) | - How are evaluations documented | 4.8.4.7 | 4.8.5.7 |  |  |
| (c) | - Who is administering evaluations | 4.7.3, 4.7.4 | 4.7.3, 4.7.4 | 4.10.2 | DCMA military aircrew will not receive flight evaluations from contractors unless such evaluations are approved in advance by the Service Waiver Authorities. |
| 4 | **Crew/Non-crew Currency** |  |  | 4.11 |  |
| (a) | - Are currency rqmts met according to service guidance | 4.5.2.1.3 | 4.5.2.1.3 | 3.2.4, 4.11.1 |  |
| (b) | - For multiple quals, are they obtaining requirements | 4.5.4 | 4.5.4 | 4.11.4 |  |
| (c) | - How are simulators incorporated in training/currency | 4.5.2.1.3 | 4.5.2.1.3 | 3.2.3, 4.11.5 |  |
| (d) | - Frequency/impact of Reduced Flight Time Availability | 4.5.7 | 4.5.7 | 4.11.6 |  |
| **FC – CREW/NON-CREW FLIGHT RECORDS (CONT)** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| (e) | - Is there a night currency requirement | 4.5.5 | 4.5.5 | 4.12.2 |  |
| (f) | - How is proration utilized | 4.5.2.1.4 | 4.5.2.1.4 |  |  |
| (g) | Is projected aircrew currency reported via a MFR signed by the CFO or CMO/CC, and uploaded on the Aircrew Currency Page NLT the 5th day of each month |  |  | 2.10.1.3, 4.11.3 |  |
| 5 | **Crew/Non-crew Training** |  |  | 4.12 |  |
| (a) | - Where are records folders maintained | 4.5, 4.6, 4.8.7 | 4.6.1 | 4.12.4 |  |
|  | -- Does records folder contain required items | 4.8.4 |  |  |  |
| (b) | - If aircrew member is in training status, where are training folders maintained | 4.8.3 | 4.6.2 | 4.12.1 |  |
|  | -- Does training folder contain required items | 4.8.3 |  |  |  |
| (c) | - Is physiological training meet Service Guidance (4 vs 5 yrs) | 4.6.1.1, 4.8.4.4, 4.8.5.4 | 4.8 | 3.2.9.4, 4.9.2.1 |  |
| (d) | - How is aircraft egress/evacuation training accomplished | 4.6.1.2, 4.8.4.5, 4.8.5.5 |  | 4.9.2.1 |  |
| (e) | - Was Water Survival/Land Survival conducted IAW Service Guidance | 4.6.1.4 | 4.6.1.4 |  |  |
| (f) | - How/when is CRM/ACT-E training accomplished | 4.6.2.3, 4.8.4.8 | 4.6.2.3, 4.8.5.8 |  |  |
| (g) | - How is air work accomplished |  |  | 4.9.2.2, 4.12.2 |  |
| (h) | - Is the centrifuge required training | 4.6.2.4, 4.8.4.4 | 4.6.2.4, 4.8.5.4 | 4.9.2.1 |  |
| (i) | - How/when is life support training accomplished | 4.6.1.3 | 4.6.1.3, 4.8.5.5, 4.8.6.5 | 3.2.10, 4.9.2.1 |  |
| (j) | - How are emergency procedures trained | 4.6.2.7 | 4.6.2.2 | 4.12.2 |  |
| (k) | - Is the training officer managing the training program to include maintaining flight records, tracking currency and proficiency requirements |  |  |  |  |

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| **FD – FLIGHT PLANS AND APPROVAL** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Flight Plans** |  |  |  |  |
|  | - How and where are flight plans filed | 4.4.5 | 4.4.5 | 4.13.2 |  |
| 2 | **DCMA Flight Authorizations** |  | 4.1.3 | 4.14.1 |  |
| (a) | **-** Have flights been authorized as designated | 4.8.1 | 4.2 | 3.2.6, 4.14.1, 4.14.3 |  |
| (b) | - Is there an account of signed DCMA Form 644 | 7.12.7 |  | 4.14.1, 4.14.2, 4.14.3.3.1 |  |
| (c) | - Describe flight approval process at this facility | 4.1.5 | 4.1.3 | 4.14.3.3 |  |
| (d) | - Are 644 used for all flights: military and contractor | 4.8.1.1 | 4.8.2.1 | 4.14.1, 4.14.3 |  |
| (e) | -- (If using GFR approved equivalent) Does it contain all required elements | 7.8.9.2 |  | 4.14.2, 4.14.3.3.1 |  |
| (f) | - How does GFR sign flight approvals | 4.1.5, 4.1.7, 4.1.7.4, 4.8.1.4 | 4.1.5, 4.1.6, 4.8.2.4 | 4.14.3.3.1 |  |
| (g) | - Does GFR approve each flight and respective crew |  |  | 4.14.3.3.2 |  |
| 3 | **Contractor Flight Approval** |  |  | 4.14.3 |  |
|  | - Are aircraft operating under GFRC | 4.1.5, 7.8.9 | 4.1.3 | 4.14.3 |  |
| 4 | **Multiple Contractor/Contract Flights** |  |  | 4.14.3.3.2 |  |
| (a) | - How often does this occur |  |  |  |  |
| (b) | - Are Procedures designated in advance | 4.1.6 | 4.1.4 |  |  |
| 5 | **Approved Flights** |  |  |  |  |
|  | - Are flights conducted where and as planned | 4.1.7, 7.8.9.1 | 4.1.5, 7.4.9.1 | 4.15 |  |
| 6 | **Flight Authorizations Procedures** |  |  |  |  |
|  | - Are flight authorizations published complete with requirements | 7.8.9 |  | 3.2.6 |  |

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| **FE – FLIGHT BY SUPERVISORY PERSONNEL** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Flights by Supervisory Personnel** | 7.12.2 |  | 4.15.8 | Includes assessment of the LOP aircrew evaluation program. If a flight is not conducted but a program review can be accomplished, assess and document the program's capacity to support safe and effective ops. Ensure AOI report process comments clearly describe what was assessed. REF: 8210-2 Glossary |

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| **SA – FLIGHT SAFETY** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Aircraft Operations Training Seminar (AOTS)** |  |  |  |  |
| (a) | - Has APT participated as annually required |  |  | 6.5.1 |  |
|  | -- If not, is there a waiver for absence from training |  |  |  |  |
| (b) | - Documentation of accomplishment/makeup within 30 days of return |  |  | 6.5.1 |  |
| 2 | **Aviation Safety Official (ASO)** |  |  | 2.10.5, 3.2, 6.2, 6.6, 6.13 |  |
| (a) | **-** Is an ASO and their duties/responsibilities designated in writing | 6.1.1 | 6.1.1 | 6.6 |  |
| 3 | **Aviation Safety Official (ASO)/Non-Commissioned Safety Official (NCSO)** |  |  |  |  |
| (a) | **-** Is the ASO designated as required/is there a NCSO designated |  |  | 2.10.5, 6.6 |  |
| (b) | - Has the ASO attended the ASO course/documentation |  |  | 6.6 |  |
| (c) | - Is the ASO a service-trained safety officer |  |  | 6.6 |  |
| 4 | **Mishap Prevention Program** |  |  | 6.1, 6.3 |  |
| (a) | - Has the contractor established a written mishap prevention program that includes all required elements | 6.1 | 6.1 |  |  |
| (b) | - Does the DCMA Mishap Prevention Program address all required elements |  |  | 6.3 |  |
| 5 | **Risk Management** |  |  |  |  |
| (a) | **-** What risk management strategy (service RM?) is being used & has threshold criteria been designated | 6.1.2 |  | 6.4 |  |
| (b) | **-** Is the CMO Predictive Analytics (PoP) Questionnaire updated every 6 months |  |  | 6.4.1.3 |  |
| (c) | - Are “elevated risk” flights approved by CFO/rated CMO commander |  |  | 4.15.6.1, 4.15.6.2.1, 6.4 |  |
| 6 | **Safety Meetings** |  |  | 6.7.1 |  |
| (a) | - Are safety meeting (contractor & gov’t) held monthly | 6.1.5, 6.6 | 6.1.5 |  |  |
| (b) | - Who is attending | 6.1.5 | 6.1.5 |  |  |
| (c) | - How are meetings documented (date, attendees, minutes), forwarded to the GFR and maintained (min 1 year) | 6.1.5, 6.6 | 6.1.5 |  |  |
| (d) | - What is the process for those that may have missed meeting |  |  |  |  |
| (e) | - If fewer than four personnel, is read file/safety folder utilized (is process GFR approved) | 6.1.5, 6.6 | 6.1.5 |  |  |
| 7 | **Quarterly Safety Council Meeting** |  |  | 6.7.2 |  |
| (a) | - Are meetings held and documented like meetings above | 6.5 |  |  |  |
| (b) | - Does the council meet at least quarterly | 6.1.4, 6.5 | 6.1.2 |  |  |
| (c) | - Does the council addresses mishaps for trend analysis | 6.1.4.2, 6.5.2 | 6.1.2 |  |  |
| **SA – FLIGHT SAFETY (CONT)** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| (d) | - Are all required topics addressed | 6.1.4, 6.5.x |  |  |  |
| (e) | - Are minutes kept and provided to GFR | 6.5 |  |  |  |
| (f) | - Is participation consistent and with appropriate personnel | 6.1.4.4, 6.5.4 |  |  |  |
| 8 | **Safety Literature** |  |  | 6.8 |  |
| (a) | - Does DCMA ASO subscribe to safety literature |  |  | 6.8.2 |  |
| (b) | - How does ASO distribute/disseminate/post literature to aircrew | 6.1.9, 6.10 | 6.1.4 | 6.8.1, 6.8.2 |  |
| 9 | **Mishap Reports for Mishap Prevention** | 6.1.11, 6.12 | 6.1.7 | 6.8.1 |  |
| (a) | - How does ASO obtain mishap reports |  |  |  |  |
| 10 | **Privileged Information / Data** |  | 6.1.8 | 6.9 |  |
| (a) | - Does ASO have process for safeguarding privileged info |  |  |  |  |
| (b) | - Do Procedures: Address limitations of company internal distro; Direct no release of privileged data to third parties; Establish a training program for employees | 6.1.12.x, 6.13.x |  |  |  |
| 11 | **Foreign Object Debris/Damage (FOD)** |  |  | 6.10 |  |
| (a) | **-** Is ASO knowledgeable of contractor’s FOD program | 6.1.4.4.6, 7.8.6.1 |  |  |  |
| (b) | - How does ASO promote contractor’s FOD program |  |  |  |  |
| (c) | - Does ASO/GFR ensure APT operates IAW contractor’s FOD pgm | 5.3.3.12 |  |  |  |
| 12 | **Hazard Identification & Elimination Program** | 6.1.3, 6.1, 6.4 | 6.1.6 |  |  |
| (a) | - Is there a process for hazard reporting (OHR, HATR, HAP, ASAP) | 6.1.4.3, 6.1.7/8 |  |  |  |
| (b) | - How are events documented and used for mitigation |  |  |  |  |
| 13 | **Bird-Aircraft Strike Hazard (BASH)** | 6.1.7, 6.1, 6.8 | 6.1.2 | 6.11 |  |
| (a) | - Process for obtaining current bird condition (measurement tools/training) | 6.1.7 |  | 6.11.2 |  |
| (b) | - Is Avian Hazard Advisory System (AHAS) used? |  |  | 6.11.2 |  |
| (c) | - Is process documented | 6.1.7 |  |  |  |
|  | -- Does it include wildlife incursion | 6.1.7 |  |  |  |
|  | -- Proximity to USAF base and relationship with their Bird Watch Condition (BWC) program |  |  |  |  |
| (d) | - If BWC moderate or severe, what are procedures |  |  |  |  |

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| **SA – FLIGHT SAFETY (CONT)** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 14 | **Mid-Air Collision Avoidance (MACA)** | 6.9 |  | 6.12 |  |
| (a) | - Is plan documented | 6.1.8 |  |  |  |
| (b) | - Include airfield info dissemination/FBO & ATC visits, etc. |  |  |  |  |
| (c) | - If within 50 miles of USAF base, incorporated in their pgm |  |  |  |  |
|  | -- If so, what communication has occurred between base |  |  |  |  |
|  | -- If not, does program utilize see and avoid.org |  |  |  |  |
| 15 | **Semiannual Safety Audits / Assessments** | 6.1.6, 6.7 | 6.1.3 |  |  |
| (a) | - Are comprehensive assessments performed semiannually |  |  |  |  |
| (b) | - Are all aspects of flight, ground, maintenance, industrial and explosive activities incorporated |  |  |  |  |
| (c) | - Is GFR provided report with findings and corrective actions |  |  |  |  |
| 16 | **Spot Inspections** |  |  | 6.13 |  |
|  | - How is spot inspection program documented |  |  |  |  |
| 17 | **Flight Line Safety Program** |  |  | 6.14 |  |
|  | - Are local flight line safety programs adhered to |  |  |  |  |

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| **SD – MISHAP RESPONSE / NOTIFICATION** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **Mishap Notification** |  |  | 6.16.2, 6.18 |  |
| (a) | - If a mishap occurs, who does the GFR/ASO contact | 6.1.13.2, 6.12, 6.14 | 6.1.9.2 | 6.18.4 |  |
|  | -- (CSSO, ACO, PCO, CMO/CC, etc.) |  |  |  |  |
| (b) | - Does the plan (and all copies) contain current information | 6.1.13.2, 6.14 |  |  |  |
| 2 | **Damage/Mishap Reporting Procedures** |  |  | 6.18.4 |  |
| (a) | - Is GFR & PO notified of any damage to Government aircraft | 6.1.11, 6.11 | 6.1.7 |  |  |
| (b) | - Has damage been reported within 7 days | 6.1.11, 6.11 |  |  |  |
| (c) | - Are detailed narratives of mishaps provided | 6.1.11, 6.12 | 6.1.7 |  |  |
| (d) | - Are findings, causes, recommendations and corrective actions provided when appropriate | 6.1.11, 6.12 | 6.1.7 |  |  |
| 3 | **Mishap Response Plan (Government)** | 7.12, 7.13 |  | 6.16 |  |
| (a) | - Does Govt have a response plan |  |  | 6.16.2 |  |
| (b) | - Does plan ensure contractors execute their plans |  |  | 6.16.1 |  |
| (c) | - Does plan ensure preservation of evidence |  |  | 6.16.1, 6.16.2 |  |
| (d) | - Does plan ensure accomplishment of toxicological testing |  |  | 6.17 |  |
| (e) | - Does plan ensure appropriate notifications |  |  | 6.18, 6.18.1, 6.18.4 |  |
| (f) | - Does plan address public affairs procedures |  |  | 6.16.2 |  |
| (g) | - Does APT exercise Govt Mishap Plan every 6 months |  |  | 6.16.4 |  |
| 4 | **Mishap Response Plan (Contractor)** |  |  | 6.16 |  |
| (a) | - Does contractor have a relevant response plan | 6.1.13, 6.14 | 6.1.9 | 6.16.1 |  |
| (b) | - Does the plan: |  |  |  |  |
|  | -- Establish policies, responsibilities and actions to take in event of a mishap | 6.1.13, 6.14 | 6.1.9.4, 6.1.9.5 | 6.18.x |  |
|  | -- Contain immediate action checklist | 6.1.13.1, 6.14.1 | 6.1.9.6 | 6.18.4 |  |
|  | -- Contain a notification plan with a current roster of contractor and Government personnel to include non-duty contact info | 6.1.13.2, 6.14.2 | 6.1.9.2 | 6.18.4.1 |  |
|  | -- Procedures for contractor and subcontractor cooperation in mishap investigations | 6.1.13.3, 6.14.4 | 6.1.9.3 | 6.19 |  |
|  | -- Clearly define differences between Government Legal and Safety investigations | 6.1.13.3, 6.14.4 | 6.1.9.3 | 6.18.4.5, 6.19.4 |  |
|  | -- Provisions for search and rescue | 6.1.13.4, 6.14.5 | 6.1.9.4 | 4.16.4, 6.16.1 |  |
|  | -- Procedures for site security and public affairs | 6.1.13.5, 6.14.6 | 6.1.9.5 | 6.16.1 |  |
| **SD – MISHAP RESPONSE / NOTIFICATION (CONT)** | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
|  | -- Procedures for preservation of evidence to include | 6.1.13.6, 6.14.7 | 6.1.9.6 | 6.16.1 |  |
|  | --- Training records | 6.1.13.6.1, 6.14.7.1 | 6.1.9.6.1 |  |  |
|  | --- Aircraft log books, maintenance and servicing records | 6.1.13.6.2, 6.14.7.2 | 6.1.9.6.2 |  |  |
|  | --- Impoundment of all mishap related servicing equipment | 6.1.13.6.3, 6.14.7.3 | 6.1.9.6.3 | 6.16.3 |  |
|  | --- Collection and impoundment of fluid samples from mishap aircraft and servicing equipment | 6.1.13.6.4, 6.14.7.4 | 6.1.9.6.4 |  |  |
| (c) | - Does contractor exercise the full mishap response plan at least annually | 6.1.13, 6.14 | 6.1.9 | 6.16.4 |  |
|  | -- Are exercises documented |  |  |  |  |
|  | -- Are locations and scenarios changed to account for coverage of the entire facility |  |  |  |  |
|  | \* If possible/necessary, conduct a Mishap Response Exercise. Ensure coordination with the Safety Element and appropriate contractor personnel to include the ARFF response. Extreme caution shall be taken when performing exercises.\* |  |  |  |  |
| 5 | **Toxicological Testing** |  |  | 6.17 |  |
| (a) | - Are Procedures for toxicological testing in place | 6.1.13.7.1, 6.14.8.1 | 6.1.9.7.1 |  |  |
| (b) | - Are thresholds for toxicological testing outlined in plan | 6.1.13.7.1, 6.14.8.1 | 6.1.9.7.1.1 |  |  |
| (c) | - Are crewmembers and any other individuals identified by GFR as involved required to be tested | 6.1.13.7.1.1, 6.14.8.1.1 | 6.1.9.7.1.1 |  |  |
| (d) | - Does testing meet or exceed procuring Service requirements | 6.1.13.7.1, 6.14.8.1 | 6.1.9.7.1.1 |  |  |
|  | -- How and by whom is testing administered |  |  |  |  |
| (e) | - Are requirements flowed down to subcontractors | 6.1.13.7.1.1, 6.14.8.1.1 |  |  |  |
| (f) | - Are personnel that refuse timely toxicological testing following a mishap appropriately dealt with | 6.1.13.7.1.2, 6.14.8.1.2 | 6.1.9.7.1.2 |  |  |
| 6 | **Medical Procedures** |  |  | 6.17.1, 6.18.4.6.2 |  |
| (a) | - Do procedures require a medical examination of all personnel involved in a mishap | 6.1.13.7.2, 6.14.8.2 | 6.1.9.7.2 |  |  |
| (b) | - Are personnel involved in a physiological incident required to be examined by a military flight surgeon or an FAA approved medical examiner | 6.1.13.7.3, 6.14.8.3 | 6.1.9.7.3 |  |  |
| (c) | - For Army contracts, is a FDME performed by a military flight surgeon | 6.1.13.7.4, 6.14.8.4 | 6.1.9.7.4 |  |  |
| 7 | **Historical Records** | 7.11.7.5.2, 7.12.7.5.2. |  | 6.18.5 |  |
| (a) | - When is the Flight Data Spreadsheet due |  |  |  |  |
| (b) | - What documentation is accomplished on less than Class D mishaps |  |  |  |  |
|  | -- How is it used |  |  |  |  |

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| CB – APT RESPONSIBILITIES - GFR (Results to be given to Team Lead) | | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **GFR/APT** |  |  |  |  |
| (a) | - Has the GFR completed CMA-241, AO-401A within the last five years | 7.3 |  | 2.10.3.2 |  |
| (b) | - Was the GFR appointed to any other duties within the APT (CFO, ASO) by the CMO commander (copy of the letter). |  |  | 2.10.3.4, 3.1.2, 6.6 |  |
| (c) | - OJT complied with and documented |  |  | 2.10.2.8, 7.3.6, 7.3.8 |  |
| (d) | - Are DCMA Aircrew Safety Meetings conducted with Contractor Fight personnel |  |  | 2.10.2.3, 6.7.1 |  |
| (e) | - Does the GFR have an understanding of the GFRC and have a working relationship with the ACO and CMO Office of Council |  |  | 2.10.3.9 thru 2.10.3.12 |  |
| (f) | - Has the GFR attended AOTS |  |  | 6.5 thru 6.5.2 |  |
| 2 | **APT Surveillance** |  |  |  | *APT Surveillance Plan Guide* ***(SPG)*** *is used as an additional reference (supplements 8210-2)* |
| (a) | - Surveillance plans established, approved annually, and executed as planned |  |  | 2.10.2, 2.10.3.5.3.x, 2.10.3.8  SPG 2.1 and 6.3.1 thru 6.3.4.5 | If surveillance events were not executed as planned, a decision MUST be made to either defer the surveillance into the next period (make up the event) or cancel the event based on other results. |
| (b) | - Does the Surveillance plan define Thresholds and Triggers |  |  | SPG 4.1.7 |  |
| (c) | - Were all ground and flight operations performed by the contractor captured within the surveillance plan/does the surveillance plan take the following into account: |  |  | 2.10.2 thru 2.10.2.7, 2.10.3.8  SPG 4.1 thru 4.1.8, 6.3 thru 6.3.4.5 |  |
|  | -- All contract requirements (ground/flight procedures, SOW, PWS, etc) |  |  |  |  |
|  | -- Scope of operations (footprint, employees, equipment, Ops Tempo) |  |  |  |  |
|  | -- Resident vs. non-resident (realistic surveillance expectations) |  |  |  |  |
|  | -- Historical performance (do the DART results correlate with the surveillance expectations) |  |  |  |  |
|  | -- Risk assessment (Does the plan match the associated risks/How does the GFR assess risk for surveillance adjustment) |  |  |  |  |
| (d) | - Is surveillance data collected, analyzed for trends, and documented (APT Meetings) |  |  | 2.10.2.3  SPG 6.3 thru 6.3.4.5 | Once the analysis and determinations are complete, the APT MUST document the results. (i.e. APT Surveillance Schedule Data Analysis Log) |
| (e) | - (Should) Are there triggers and thresholds established to help determine effectiveness of contractor procedures (i.e. positive or negative spikes in data) |  |  | SPG 4.1.7 |  |
| (f) | - Is the APT utilizing DART and familiar with the use of the CAR system of Record and using them effectively as a means of documenting routine/follow-up surveillance as described in the DCMA-INST 1201 and in accordance with DCMA MAN 2303-04 |  |  | 2.10.2.6, 2.10.2.7  SPG 6.1.2 | 8210.1C references address CARs |
| (g) | - Are surveillance results entered into DART for both contractual compliant and non-compliant performance AND are contractor deficiencies corrected in a timely manner |  |  | SPG 6.1.2 |  |
| (h) | - Was the Corrective Action Request process used (appropriately issued), particularly where systemic issues exist Note: Non-Resident sites often leverage the survey process in lieu of the CAR process |  |  | SPG 6.2 thru 6.2.11.4 |  |

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| CD – TEAMING | | | | | | |
|  | **Process Description** | **8210.1C\_Ch1** | **8210.1B** | **8210-2** | **Notes** |
| 1 | **GFR/APT** |  |  |  |  |
| (a) | - Are all team members informed and working as a unified team to ensure  comprehensive contractor oversight | 1.10, 7.8.6. |  | 2.10.2.2 |  |
| (b) | - Does APT include required members | 1.8, 1.10 |  | 2.10.2.1 | The APT consists of the GFR (and alternates), GGR, CSM, and the QAS |
| (c) | - Does APT communication with CMO Program Support Team (PST) (where the PST exists) |  |  | 2.10.2.2 | See DCMA INST 3101 Program Support for information related to overall PST responsibilities |
| (d) | - Does the APT meet at least quarterlyand is evidence of meeting maintained for 2 years |  |  | 2.10.2.3 | Meeting minutes are not required but evidence of the meetings, including who attended, must be maintained (e.g. calendar invites, roster, etc.) |
| (e) | - Does effective communication exist between APT & CMO commander |  |  |  |  |
| (f) | - Does teaming exist with contractor and sub-contractors | 3.6 |  |  |  |
| (g) | - Does GFR/APT maintain a working relationship with ACO, Counsel & Property Administrator |  |  | 2.10.3.10 thru 2.10.3.12 | Interview all, if able, to determine nature of relationship/communication |
| 2 | **APT/ PA/ACO** |  |  |  |  |
| (a) | - Does the GFR along with the Property Administrator 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 | 7.13.5 |  | 2.10.3.10. |  |
| (b) | - Does the GFR communicate with the ACO when there is damage to the aircraft to assist them in making a proper liability/deductible determination |  |  | 2.10.3.9 thru 2.10.3.10 |  |
| 3 | **GFR Special Interest Items** |  |  | 3.4.2 |  |
|  | - Are GFR Special Interest Items coordinated within APT (QDR, MDR, CAR) | 7.13.3, 7.13.4 |  | 2.10.3.5.3.2 |  |

**SUMMARY OF CHANGES**

1. Version 20.3. Updated publication references for Latest 8210-2 (Change 1, 29 May 2020) and SPG (8 Jun 2020).
2. Version 20.2. Updated format, publication references, and inspection item clarification.
3. Version 20.1. Updated publication references.
4. Version 20.0. Added Section CB – APT responsibilities – GFR. References and requirements updated to reflect 8210-2 (signed 5 Nov 18) and the APT Surveillance Planning Guide (signed 5 Jul 19).
5. Version 19.1. References and requirements updated to reflect 8210-2 (signed 5 Nov 18).
6. Version 19.0. Added Section F to Guide introduction; AOI procedures to be followed for identified Safety and Occupational Health (SOH) related findings affecting Gov’t employees. Also added FC (g) under crew/non-crew flight records: DCMA INST 8210.2 monthly currency reporting requirement.
7. Version 18.2. Add Section E to Guide introduction section: “Executive Director AO in the 2018 Executive Direction and Current Spotlights for Aircraft Operations.”
8. Version 18.1: Added requirement to FE (Flight by Supervisory Personnel) that includes assessment of the LOP aircrew evaluation program. If a flight is not conducted but a program review can be accomplished, assess and document the program's capacity to support safe and effective ops. Ensure process comments clearing describe what was assessed. Changes in red font.
9. Section FA 2 (a-c) - SERVICE GUIDANCE - Aligned some of the "shall's" from the .1C concerning using up to date publications, flight manuals and checklists and how those pubs are managed and distributed.
10. Flight Ops Guide updated to reflect 8210.1C, Change 1 dated Apr 5 2017 (all changes identified by red font). The changes are only applicable to contracts signed on or after Apr 5 2017.
11. Added reference 4.1.7.4 to Flight Approvals Section
12. Added “EFBs IAW with Service Guidance under FA-2B
13. Most recent changes identified in red font