

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

AIR FORCE INSTRUCTION 10-220



**AIR FORCE MATERIEL COMMAND
Supplement**

22 JUNE 2023

Operations

**CONTRACTOR'S FLIGHT AND
GROUND OPERATIONS**

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(Col Matthew T. Phillips)

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This supplement implements and extends guidance of AFI 10-220, *Contractor's Flight And Ground Operations*, (DCMA INST 8210-1D). It applies to all USAF flying activities with primary aircrew assigned or attached for flying and/or organizations with contracts that include DCMA INST 8210-1D. This publication does not apply to Air National Guard, Air Force Reserve, or United States Space Force units. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to HQ AFMC/A3V. Submit written requests for clarification to this supplement to HQ AFMC/A3V for coordination/approval. Submit requests for waivers in accordance with DCMA Inst 8210-1D, Section 2. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Applicability and Scope. DCMA INST 8210-1D applies to all Government Flight Representatives (GFRs). Accordingly, AFMC/A3, the Service waiver authority approves any USAF Service GFR as well as DCMA GFRs that are acting in support of USAF contractor oversight to apply the guidance in this supplement to their appointed operations. These GFRs apply the guidance

contained in this supplement without the need for further approval or coordination. Refer any questions in reference to this supplement to HQ AFMC/A3V.

GFR RESPONSIBILITIES. All GFRs are bound by the guidance found in the latest version of DCMA Inst 8210-1. **Note:** Contractors are required to perform in accordance with the version of DCMA Inst 8210.1 that is on contract, which may not be the most current version.

SUMMARY OF CHANGES

This revision updates USAF guidance for compliance with DCMA INST 8210-1D. New content has been added to the parent instruction. This supplement must be reviewed in its entirety.

2.3.3. (AFMC) For waivers to this Instruction, the CMO/CC, if a rated officer, will electronically sign the AFMC Form 73, *AFMC Waiver and Approval Request*, Section I, in the Group Commander block. If the CMO/CC is not a rated officer, forward the waiver request to DCMA-AO for signature. DCMA-AO signature authority may be delegated within DCMA to rated individuals. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.4.4. (AFMC) For Service Guidance waivers, the CMO/CC, if a rated officer, will electronically sign the AFMC Form 73, Section I, in the Group Commander block. If the CMO/CC is not a rated officer, forward the waiver request to DCMA-AO for signature. DCMA-AO signature authority may be delegated within DCMA to rated individuals. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.10.3. (AFMC) Service guidance waivers and waivers to this instruction will be forwarded to AFMC/A3V for coordination. AFMC/A3 delegates waiver approval authority to AFMC/A3V where applicable and in alignment with Service and MAJCOM guidance. Once the need for the waiver has been re-validated, send a renewal request to AFMC/A3V for coordination/approval. Within Service Guidance, when the waiver authority has been delegated to OG/CC or WG/CC, the following is a commensurate level of approval within DCMA chains of command. Service Guidance waiver requests may be approved by the CMO/CC (if the governing publication waiver authority is listed as OG/CC) if the CMO/CC is a rated officer. If not, forward waiver requests as stated in [paragraph 2.4.4](#) Service Guidance waiver requests may be approved by DCMA-AO (if the governing publication waiver authority is listed as WG/CC) if the DCMA-AO is a rated officer. If not, forward waiver requests as stated in [paragraph 2.4.4](#) The GFR may approve any Service Guidance waivers that are at the unit commander level unless stated otherwise in DCMA INST 8210-1D or this supplement.

3.3. (AFMC) Questions of Interpretation. Contact AFMC/A3V for additional guidance when needed.

4.11.12. (AFMC) Brief crewmembers from a guide that includes: call sign, fuel load, takeoff times, primary and alternate missions, crewmember coordination requirements, routes, ranges or restricted areas, communications procedures, recovery and landing procedures, weather conditions (to include weather watches, warnings, and advisories), training requirements, communications procedures, crew/cockpit resource management principles applicable to the sortie, specific mission/series aircraft differences (if required), and mission security. The guide shall include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for

over water flights. Reference requirements AFMAN 11-2FT, Volume. 3, *Flight Test Operations Procedures*, **Chapter 2**.

4.12.2.1.2. (AFMC) The approval authority for End-Of-Half deficiencies is the OG/CC for contractor aircrew embedded to USAF flying organizations.

4.12.6. (AFMC) The approval authority for training plans for reduced flight time availability is the OG/CC for contractor aircrew embedded in AFMC flying organizations. For all other contractor aircrew, training plans may be approved by the CMO/CC if the CMO/CC is a rated officer. If not, training plans may be approved by DCMA-AO if the DCMA-AO is a rated officer. If not, forward training plans to AFMC/A3V for approval.

4.14.2.1. (Added-AFMC) Documentation. Contractor primary crewmembers and non-crewmembers (when required) embedded in a military unit shall have their flight evaluations documented on an AF Form 8, *Certificate of Aircrew Qualification*. The final reviewer shall be IAW AFMAN 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, and applicable Supplements. The GFR shall sign the Additional Reviews on the AF Form 8 signifying concurrence with the flight evaluation.

6.4.4. (AFMC) With prior coordination and approval, as set forth in the contract, contractors embedded in a USAF flying unit may use existing on-base facilities and/or agencies of the collocated unit to fulfill the requirements of the mishap response plan.

10.16. (AFMC) Contractor Flight and Ground Operations Surveys. Units with joint and embedded contractor/Government operations. The GFR and the local Stan/Eval shall jointly evaluate the unit. Assessment checklists are available on-line; however locally developed checklists may be used for surveys, providing a realistic evaluation of the unit's operations based on contractual requirements. AFMC/A3V will provide unit oversight IAW AFMAN 11-202, Volume 2, AFMC Sup, *Aircrew Standardization/Evaluation Program*. See paragraph 2.4/2.5 for details of the AFMC Performance Evaluation Program.

10.16.6.5. (AFMC) Service GFRs shall forward a copy of the annual survey to AFMC/A3V for informational purposes.

10.16.6.5.2. (AFMC) All Service GFRs assigned to Air Force contracts shall submit upon appointment and annually, in January, a Facility Data Sheet to HQ AFMC/A3V.

SCOTT A. CAIN, Brigadier General, USAF
Director of Air, Space and Information Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN 11-2FTV1, *Flight Test Aircrew Training*, 26 February 2019

AFMAN 11-2FTV 2, *Flight Test Aircrew Evaluation Criteria*, 21 March 2019

AFMAN 11-2FTV 3, *Flight Test Operations Procedures*, 29 December 2020

AFMAN 11-502, *Small Unmanned Aircraft Systems*, 29 July 2019

AFMAN 11-202V2, *Aircrew Standardization/Evaluation Program*, 30 August 2021

AFMAN 11-202V2_AFMCSUP, *Aircrew Standardization/Evaluation Program*, 25 March 2022

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 11-401_AFMCSUP, *Aviation Management*, 30 March 2023

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AFMC Form 73, *AFMC Waiver and Approval Request*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

GFR—Government Flight Representative

Office Symbols

HQ AFMC/A3V—Air Force Materiel Command/ Standardization Evaluation