

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



**AIR FORCE INSTRUCTION 10-220  
AIR FORCE MATERIEL COMMAND  
Supplement  
6 SEPTEMBER 2017**

**Operations**

**CONTRACTOR'S FLIGHT  
AND GROUND OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: HQ AFMC/A3V

Certified by: HQ AFMC/A3V  
(Col Monte R. Cannon)

Supersedes: AFI10-220\_IP\_AFMCSUP,  
13 August 2015

Pages: 7

---

**AFI 10-220\_IP Change 1, Dated 5 Apr 2017 is supplemented as follows:** This supplement implements and extends guidance of AFI 10-220\_IP (DCMA Instruction 8210.1C Change 1). This supplement describes AFMCs procedures for use in conjunction with the basic AFI. It applies to all AFMC flying activities with primary aircrew assigned or attached for flying and/or organizations with contracts that include DCMA Inst 8210.1. This supplement does not apply to the Air National Guard or the US Air Force Reserve units and members except those under AFMC OPCON. 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 Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF 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 **Chapter 2**. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Instruction 8210.1 applies to all GFRs. Accordingly, AFMC/A3, the Service waiver authority approves any USAF Service Government Flight Representatives (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 8210.1C Change 1. New content has been added to the parent instruction. This supplement must be reviewed in its entirety.

1.4.1.2. **(AFMC)** Contact AFMC AFLCMC/EZSA for a PAO determination.

1.7. **(AFMC)** Contact AFMC AFLCMC/EZSA for Airworthiness requirements following a PAO determination.

1.8.3. **(AFMC)** The Head of Contracting Activity for the USAF is SAF/AQC. See [Chapter 7](#) for GFR appointment guidance.

1.49.1. **(Added)** **(AFMC)** For a contractor non-crewmembers whose particular expertise is required inflight to provide assistance with, or observation of, test techniques, data collection, systems operation, support resource or crew procedures apply Maintenance/Engineering Support Personnel (MESP), guidance in AFI 11-401\_AFMCSUP. For contracts that include DCMA Inst 8210.1 guidance therein for non-crewmembers takes precedence over AFI 11-401\_AFMCSUP guidance for MESP.

1.58.1. **(AFMC)** AFMC/A3V is the OPR for the set of Flight Test (FT) instructions containing attachments for each weapon system. These instructions are numbered AFI 11-2FT Volume 1, 2, and 3, and AFI 11-5FT Volume 1, 2, and 3. They contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. Use these instructions in lieu of AFI 11-2/5 MDS-Specific Volumes for flying operations.

2.1.3. **(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. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.2.4. **(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. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.6.2. (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. Waivers to AFI 10-220\_IP or Service Guidance will be issued with no more than a two year expiration date. 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 2.2.4. 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 2.2.4

3.16. (AFMC) Contact AFMC/A3V for additional guidance when needed.

4.1.2. (AFMC) The flight planning area should provide a briefing room that provides privacy for the aircrew, enabling thorough briefing and discussion of the mission IAW AFI 11-2FT Volume 3 [Chapter 2](#).

4.1.10. (AFMC) The GFR with flight authorization authority will have access to all applicable Certificates, Licenses, and Permits.

4.2.4.1. (Added) (AFMC) Formal training courses provided by the Government may be used to qualify or upgrade contractor employees when it is in the best interest of the Government. Contact AFMC/A3V for all formal training requirements.

4.3.3.4. (AFMC) Flight engineers will meet the minimum requirements of Other Crewmembers. This includes CV-22 / Rotary wing and Special Mission Aviator crew positions.

4.3.5.5. (AFMC) Non-crewmembers who fly ejection seat aircraft must also meet AF anthropometric standards IAW AFI 48-123, Table 6.1. Non-crewmembers in MESP status must comply with FAA Third Class or higher requirements renewed on an annual basis.

4.3.6. (AFMC) Unmanned Aircraft System (UAS) pilot qualification requirements are defined in the applicable attachments to AFI 11-2FT Volume 1, *Aircrew Training*. Small UAS (SUAS) pilot qualification requirements are defined in the applicable attachments to AFI 11-5FT Volume 1, *Small Unmanned Aircraft Systems (SUAS) Flight Test Training*.

4.4.12. (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 (CRM) principles applicable to the sortie, specific mission/series aircraft differences (if required), and mission security. The guide will include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for over water flights. Reference requirements AFI 11-2FT, Volume. 3, *Flight Test Operations Procedures*, ([Chapter 2](#)).

4.5.1. (AFMC) GFRs may approve local requalification training for individuals that are unqualified less than 24 months. All other requalification approvals will be coordinated with AFMC/A3V. Coordinate all Initial Qualification training with AFMC/A3V.

4.5.3.2.1. **(Added)** AFMC) The contractor may use the AFMC Form 80, *Multiple Qualification Request and Authorization*, to submit request for multiple qualification to the GFR. Reference paragraph 7.8.7.3 for routing guidance.

4.5.3.2.2. **(Added)** AFMC) Annually the contractor will re-validate the need for multiple qualifications with the GFR. Submit validated requests to the CMO/CC (if rated) for endorsement. If the CMO/CC is not a rated officer, forward the validated request to DCMA-AO for endorsement. Document the review / validation on the AFMC Form 80. Send a copy of the documented AFMC Form 80 to AFMC/A3V.

4.5.6. **(AFMC)** The approval authority for training plans for reduced flight time availability is the OG/CC for contractor aircrew attached to 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.

4.5.7. **(AFMC)** The approval authority for End-Of-Half deficiencies is the OG/CC for contractor aircrew attached to AFMC flying organizations. For all other contractor aircrew, recurrency plans may be approved by the CMO/CC if the CMO/CC is a rated officer. If not, recurrency 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.

4.6.1. **(AFMC)** When justified, Non-crewmembers may fly in MESP status. Non-crewmembers in MESP status will not fly more than 12 mission days during any consecutive 12-month period.

4.6.1.1. **(AFMC)** Non-crewmembers flying in MESP status shall reference physiological training requirements; AFI 48-123, AFMCSUP, *Medical Examinations and Standards*, and AFI 11-2FT Volume 1, *Flight Test Aircrew Training*.

4.6.1.2. **(AFMC)** Non-crewmembers flying in MESP status shall reference AFI 11-2FT Volume 1, *Flight Test Aircrew Training*, for egress training requirements.

4.7.3.1. **(Added)** AFMC) Documentation. Contractor primary crewmembers and non-crewmembers assigned to a military unit shall have their flight evaluations documented on an AF Form 8/8A. The final reviewer shall be IAW AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, and applicable Supplements. The GFR shall sign the back of the AF Form 8/8A signifying concurrence with the flight evaluation.

4.8.4. **(AFMC)** Documentation will include Date of instruction, Training completion date, Instructor, and Method of instruction (i.e. lecture, computer based, demonstration, flight etc.)

4.8.5. **(AFMC)** Documentation will include Date of instruction, Training completion date, Instructor, and Method of instruction (i.e. lecture, computer based, demonstration, flight etc.)

6.14. **(AFMC)** With prior coordination and approval, as set forth in the contract, contractors attached to 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.

7.4. **(AFMC)** The HCA has delegated the responsibility to appoint GFRs to the MAJCOM or DRU Senior Contracting Official (SCO) (i.e. AFMC/PK or AFRC/PK). Within AFMC, this responsibility is further delegated to the Senior Center Contracting Official (SCCO). The Air

Force Installation Contracting Agency (AFICA) is aligned with the Air Force Installation and Mission Support Center (AFIMSC).

7.4.1. **(Added)** AFMC) Send copy of Government Flight Representative (GFR) designation letter (primary and alternate) to HQ AFMC/A3V and HQ AFMC/SE.

7.8.7. **(AFMC)** The GFR delegated with flight approval authority shall maintain copies of the most recent DD Form 2627 (if the contractor is in training status), DD Form 2628 and DD Form 1821 (or applicable substitutions).

7.8.8. **(AFMC)** GFR's will annotate non-crewmember flying in MESP status records concerning any restrictions related to physiological training and exemptions IAW AFI 48-123 AFMCSUP, *Medical Examinations and Standards*.

7.8.10. **(Added)** AFMC) All Service GFRs assigned to Air Force contracts will submit upon appointment and annually, in January, a GFR Data Sheet to HQ AFMC/A3V and HQ AFMC/SE. Use the format at Attachment 20.

7.12. **(AFMC)** Units with joint and imbedded 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 AFI 11-202, Volume 2, AFMC Sup, *Aircrew Standardization/Evaluation Program*. See paragraph 2.5 for details of the AFMC Performance Evaluation (PE) Program.

7.12.1. Service GFRs will forward a copy of the annual survey to AFMC/A3V for informational purposes.

CHRISTOPHER P. AZZANO,  
Brigadier General, USAF  
Director of Air, Space and Information Operations

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

AFMAN33-363, *Management of Records*, 1 March 2008

AFI 11-2FT, Vol 1, *Flight Test Aircrew Training*, 28 February 2017

AFI 11-2FT, Vol 2, *Flight Test Aircrew Evaluation Criteria* 12 Mar 2007 (IC3 30 March 2015)

AFI 11-2FT, Vol 3, *Flight Test Operations Procedures*, 1 March 2017

AFI 11-5FT, Vol 1, *Small Unmanned Aircraft Systems (SUAS) Flight Test Training*, 27 August 2015

AFI 11-5FT, Vol 2, *Small Unmanned Aircraft Systems (SUAS) Flight Test Evaluation Criteria*, 27 August 2015

AFI 11-5FT, Vol 3, *Small Unmanned Aircraft Systems (SUAS) Flight Test Operations Procedures*, 27 August 2015

AFI 11-202, Vol 2 AFMCSUP, *Aircrew Standardization/Evaluation Program*, 13 September 2010 (IC1 18 October 2012) Supplement 22 July 2014 (IC1 15 November 2016)

AFI 11-401\_AFMCSUP, *Aviation Management*, 10 December 2017 Supplement 4 February 2014 (IC1 18 April 2017)

AFI 48-123\_AFMCSUP; *Medical Examinations and Standards*, 5 November 2013 Supplement 23 October 2014

***Prescribed Forms***

There are no prescribed forms by this Supplement

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

**Attachment 20 (Added-AFMC)****GFR DATA SHEET****Figure A20.1. GFR Data Sheet (Example).**

Contract No. _____
Program Name/Description: _____
Number/Type of A/C: _____
Principal Location(s): _____
Version of GFRC on Contract: _____
Date of GFR Approved Flight Operations Contractor Procedures: _____
Date of GFR Approved Ground Operations Contractor Procedures: _____
Contractor Flying Personnel Yes No Number of _____
Gov't Flying Personnel Yes No Number of _____
GFR Approving Authority and Office Symbol _____
Dates GFR attended the DCMA GFR training course: _____
Dates Alt GFR attended the DCMA GFR training course: _____
Total Number and Estimated Value of Work on Contract(s) \$ _____
Ops Tempo: High Medium Low
Type(s) Work Being Performed:
A/C Mod A/C MXD DT&E ACF/FCF Production Training Support Other
Other important Information: (current issues, safety program, any major efforts the contractor is performing for the government which were not captured above, etc.):
Provide a copy of the following:
Facility data Sheet(s)
GFR Delegation of Authority Letter
Alternate GFR Delegation of Authority Letter