DCMA INST 8210.1C
AFI 10-220_IP
AR 95-20
NAVAIRINST 3710.1G
COMDTINST M13020.3A

DCMA-AO

21 August 2013

CONTRACTOR'S FLIGHT AND GROUND OPERATIONS

PURPOSE. This Instruction supersedes DCMA INST 8210.1/AFI 10-220_IP/ AR 95-20/NAVAIRINST 3710.1F, COMDTINST M13020.3, 1 March, 2007, and all previous versions. It establishes requirements for flight and ground operations involving all contracted work performed on aircraft where this Instruction is incorporated as a contract requirement, as well as procedures to be followed by Government Flight Representatives (GFRs). Chapter 7 establishes policy and procedures to be followed by GFRs and does not establish any additional contractor requirements. This Instruction describes the content of the contractor's aircraft flight and ground 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.

APPLICABILITY AND SCOPE. This Instruction applies to contractor personnel whose duties include the operation, production, modification, or maintenance of any aircraft under any contract which incorporates by reference or includes this Instruction, and to all GFRs appointed pursuant to those contracts. 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 combined military Regulation/Instruction) for review.

PRIVACY ACT. The Privacy Act of 1974 affects this Instruction. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a.

CHANGES. 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:

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COAST GUARD:	COMMANDING OFFICER AVIATION LOGISTICS CENTER US COAST GUARD 1664 WEEKSVILLE RD BLDG 63 ELIZABETH CITY NC 27909-6725	(252) 335-6191

GFR RESPONSIBILITIES. GFRs perform the contract administration services (CAS) function – FAR SubPart 42.302(a)(56) *maintain surveillance of flight operations*. GFRs are responsible for ensuring contractors establish and follow written Procedures IAW this Instruction. GFRs are bound by this Instruction for all contractor aircrew and flight approvals whenever this Instruction appears on contract. Further GFR responsibilities are described in Chapter 7.

COMMANDER RESPONSIBILITIES. Commanders having the administrative responsibility for any contract or other legal agreement (e.g., Cooperative Research and Development Agreements (CRADAs), special Other Transactions Authority (OTA), or Grants) containing this Instruction shall ensure a trained GFR is appointed to perform the FAR SubPart 42.302(a)(56) CAS responsibilities.

CONTRACTOR RESPONSIBILITIES. Contractors are responsible for establishing and enforcing safe and effective written Procedures IAW this Instruction. Prime contractors shall ensure their subcontractors comply with the provisions of this Instruction.

INFORMATION REQUIREMENTS. The following forms are referenced and/or required in this instruction.

DD Form 250, *Material Inspection and Receiving Report*

DCMA Form 644, *Request for Flight Approval*

DD Form 1716, *Contract Data Package Recommendation/Deficiency Report*

DD Form 1821, *Contractor Crewmember Record*

DD Form 2627, *Request for Government Approval For Aircrew Qualifications and Training*

DD Form 2628, *Request for Approval of Contractor Crewmember*

Attachments

ATT 1 Glossary of *Acronyms*
ATT 2 DCMA Form 644, *Request for Flight Approval*
ATT 3 DD Form 2627, *Request for Government Approval For Aircrew Qualifications and Training*
ATT 4 DD Form 1821, *Contractor Crewmember Record*
ATT 5 DD Form 2628, *Request for Approval of Contractor Flight Crewmember*
ATT 6 *GFR/GGFR Appointment Letter Sample Format*
ATT 6.1 *Applications for GFR/GGFR Appointments*
ATT 7 *Sample Supporting Contract Administration Delegation Format*
ATT 7.1 *Sample GFR/GGFR Cross Organizational LOA*
ATT 8 *Sample Survey Report Format*
ATT 9 *Sample Facility Data Sheet Format*
ATT 10 *Required Procedures Outline*
ATT 11 *Procedures Review Checklist*
ATT 12 *Ground Operations Training Matrix*
ATT 13 *Corrective Action Requests*
ATT 14 *Certificate of Compliance*
ATT 15 *Index*

BY ORDER OF THE DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY, COMMANDANT, US COAST GUARD, AND THE SECRETARIES OF THE ARMY, THE AIR FORCE, AND THE NAVY

/s/ 5 June 2012

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Chapter 1

DEFINITIONS

1. Definitions as they apply to this Instruction.

1.1. Aircraft. For the purposes of this Instruction, unless otherwise provided in the contract, means:

1.1.1. Aircraft 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;

1.1.2. Aircraft, whether in a state of disassembly or reassembly, furnished by the Government to the Contractor under contract, including all Government property installed, in the process of installation, or temporarily removed; provided that the aircraft and property are not covered by a separate bailment agreement;

1.1.3. Aircraft furnished by the Contractor under contract (either before or after Government acceptance); or

1.1.4. Conventional winged aircraft, as well as helicopters, vertical take-off or landing aircraft, lighter-than air airships, unmanned aerial vehicles, or other nonconventional aircraft specified in contract.

1.2. Aircraft Acceptance.

1.2.1. Pre-Accepted Aircraft. Any aircraft for which the final DD Form 250, *Material Inspection and Receiving Report*, for a specific contract has not been executed by the Government.

1.2.2. Accepted Aircraft. Any aircraft for which the final DD Form 250, *Material Inspection and Receiving Report,* for a specific contract has been fully executed for the Government, after all required contractor actions have been completed, including satisfactory completion of final ground and/or flight acceptance testing.

1.3. Aircraft Identification Conventions.

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)).

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., UAS/SUAS (MQ-1B); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B).

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-16; H-60; C-17).

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).

1.4. Aircraft Operations. Operations as described in FAR SubPart 42.302(a)(56), includes flight and ground aircraft operations.

1.5. Aircraft Rescue and Fire Fighting (ARFF). The firefighting action taken to prevent, control, or extinguish fire involving, or adjacent to, an aircraft. The purpose of ARFF is to suppress the fire long enough to rescue any incapacitated crewmembers and non-crewmembers, maintain maximum escape routes for ambulatory aircraft occupants, protect firefighting personnel, and minimize the damage to the aircraft.

1.6. Approving Authority. The commander or designee of one of the following organizations having the administrative responsibility for a particular contract. (Note: GFRs receive their appointment letters from their Approving Authority. See Chapter 7, Paragraph 7.4, and Attachment 6.1, *Applications for GFR/GGR Appointments*, for additional guidance.)

1.6.1. Army – Heads of Contracting Activity (HCAs) or Principal Assistant Responsible for Contracting (PARC). The authority may be delegated within the contracting activity no lower than the Procuring Contracting Officer (PCO). No delegations are authorized external to the contracting activity.

1.6.2. Navy - Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Delegated to other Controlling Custodian Commanders who administer FAR Subpart 42.302 responsibilities for organizational level support and training contracts.

1.6.3. Air Force - Heads of Contracting Activities (HCA).

1.6.4. US Coast Guard – Commanding Officer, USCG ALC.

1.6.5. DCMA - Director, DCMA; Operations Directorate, Chief Operating Officer (COO); Director, DCMA International (DCMAI); Director, DCMA Special Programs (DCMAS); DCMA Region Commanders/Directors; Commanders, Defense Contract Management Agency Contract Management Offices (CMOs); (May not be redelegated).

1.6.6. Non DoD/Other - Commander of the Procuring Activity

1.7. Army Nonstandard Aircraft. Any aircraft owned but not procured by the Army.

1.8. Aviation Program Team (APT). The Aviation Program Team (APT) is responsible for performing the FAR SubPart 42.302(a)(56) CAS mission. APTs consist of the Government Flight Representative (GFR) and alternates, Government Ground Representatives (GGRs), Contract Safety Specialist/Contract Safety Manager (CSS/CSM), and where appropriate, the Quality Assurance Representative / Specialist (QAR/QAS). The GFR leads the APT. Where no GFR is assigned, the APT consists of the GGFR, GGR (if assigned), CSS/CSM, and where appropriate, the QAR.

1.9. Aviation Safety Official (ASO). The contractor individual assigned primary responsibility for developing and administering the contractor's aviation safety program.

1.10. 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.

1.11. Certificate. Includes documents reflecting successful completion of FAA certification, FAA/Military flight physicals, and training to include: physiological, altitude chamber, centrifuge, qualification, life support, egress, survival, CRM, and other training required by Service Guidance.

1.12. Certified. Endorsed authoritatively as having met certain requirements; possesses the appropriate documentation (e.g., Letter of Designation (LoD), industry certification in the case of NDT, welding, etc.).

1.13. Check Flights. Flights to determine compliance with contractual requirements, such as Acceptance Check Flights (ACFs) and Functional Check Flights (FCFs), which include:

1.13.1. Any flight performed to accept or functionally check new aircraft production.

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

1.13.3. Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.

1.14. Certificate of Waiver or Authorization (COA). Certificate issued by the Federal Aviation Administration (FAA) authorizing UAS/SUAS operations in the National Airspace per specifically stated requirements, restrictions, and limitations.

1.15. 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.).

1.16. Component. The Service of the Approving Authority as defined above.

1.17. Composite Tool Kits (CTKs). CTKs are tool boxes, tool kits, tool cabinets, tool shelves, equipment kits, etc. (mobile or stationary).

1.18. Contract Administration Services (CAS). Those actions accomplished by the Government including quality assurance (QA), safety, flight operations, and others listed in Federal Acquisition Regulation (FAR) 42.302, *Contract Administration Functions*.

1.19. Contract Administration Services Component (CASC). A Contract Management Office (CMO) of Defense Contract Management Agency (DCMA) or a Service which performs CAS in a designated geographical area or a specific contractor's facility as listed in the *Federal Directory of Contract Administration Services (CAS) Components*.

1.20. Contract Flight. Any flight under contract regardless of crewmember organization.

1.21. Contract Management Office (CMO). The DCMA office which performs assigned functions related to the administration of contracts and preaward functions. The focal point is the Administrative Contracting Officer (ACO).

1.22. Contracting Officer (CO/KO).

1.22.1. Administrative Contracting Officer (ACO). Individual possessing a contracting warrant who has been delegated authority to perform transactions on behalf of the Government in support of assigned contracts pursuant to FAR SubPart 42.302.

1.22.2. Procuring Contracting Officer (PCO). The only individual authorized to issue a solicitation and award a contract. The PCO is warranted and appointed by the Head of the Contracting Agency. In most instances, the term “contracting officer” refers to the PCO.

1.23. Contractor. Any individual, corporation, or other entity whose personnel may operate aircraft; or perform aircraft maintenance, modification or production.

1.24. Contractor’s Requesting Official (CRO). The individual appointed by the contractor and authorized to sign a “Request for Approval for Qualification Training,” “Request for Approval of Contractor Crewmember,” and "Request for Flight Approval." Prime contractors may appoint a subcontractor individual as CRO.

1.25. Control. To reduce or prevent the unintentional spread of, to verify, or regulate, as in FOD and Tool Control programs.

1.26. Crewmember. Any instructor/flight examiner, pilot, copilot, unmanned aircraft (UA) operator, flight engineer, navigator, weapons system operator, bombardier navigator, combat systems operator (CSO), 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. NOTE: Only the aircraft operators are considered crewmembers for UA operations.

1.27. Engineering Test Flights.

1.27.1. Subsystem development flights (e.g., bombing/navigation, autopilot, fire control, systems).

1.27.2. Flights where the aircraft serves as the vehicle carrying the item to be checked (e.g., electronic countermeasure stores, a radar system, a missile).

1.27.3. Component development and reliability flights not included under Paragraph 1.27.2. (above).

1.28. 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:

1.28.1. 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.

1.28.2. Flights to determine or expand flight or propulsion system envelopes.

1.28.3. Flights to initially determine the performance, flight characteristics, and handling qualities.

1.28.4. Flights of an aircraft whose flight characteristics may have been altered by configuration changes.

1.28.5. Initial flights of the first production aircraft of a new mission, type/design, or series.

1.28.6. Initial flights of the first of those aircraft which have undergone "major modification" as determined by the Program Manager.

1.28.7. 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.

1.29. FAR and DFARS References. The Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS) are composed of policy guidance for contracting officers, and clauses for use in contracts. The DFARS, issued by the Office of Deputy Assistant Secretary of Defense (Procurement), provides DoD implementation guidance and policies and procedures unique to DoD. 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. NOTE: Non-DoD contracts may follow internal contracting processes or specific contract wording to accomplish the intent of FAR and DFARS clauses. Some of the pertinent clauses that relate to aircraft contracts follow:

1.29.1. FAR Subpart 42.202, *Assignment of Contract Administration*. Describes how contract administration functions are assigned, redelegated, rescinded or refused.

1.29.2. FAR Subpart 42.302, *Contract Administration Functions*. Lists the normal CAS functions assigned by the contracting officer and performed by a contract administration office (CAO). FAR Subpart 42.302 (a)(56) is the CAS function that this Instruction describes.

1.29.3. DFARS Part 228.3, *Insurance*, Subpart 228.370, *Additional clauses*. Requires inclusion of the GFRC in DoD aircraft contracts.

1.29.4. DFARS Subpart 242.2, *Contract Administration Services*. Describes responsibilities for the normal assignment of contract administration services at contractor facilities, and for base, post, camp and station contracts.

1.29.5. DFARS 252.228-7001, *Ground and Flight Risk* (GFRC). Used to indemnify contractors of liability under Government aircraft contracts. Requires contractors to comply with the operating procedures contained in the combined Instruction entitled 'Contractor's Flight and Ground Operations' in effect on the date of contract award. The requirement to follow the Combined Instruction is a contractual requirement and applies independently of the Government's assumption of risk via the GFRC. This requirement is applicable even when Government withdraws coverage under the GFRC.

1.29.6. DFARS 252.228-7002, *Aircraft Flight Risk* (AFRC). Superseded. May be in use for contracts signed before 8 June, 2010. Used to indemnify contractors of liability

under Government aircraft contracts. Normally used for cost-plus contracts. Requires contractors to comply with the operating procedures contained in the combined Instruction entitled 'Contractor's Flight and Ground Operations' in effect on the date of contract award.

1.29.7. DFARS 252.228-7005, *Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles*. Requires contractors to notify and cooperate with the Government when contract aircraft are damaged.

1.30. Flight Crews. Includes crewmembers and non-crewmembers.

1.31. Flight Operations. Those aircraft operations where intent for flight exists. This instruction uses the term "flight" as defined in the GFRC. High speed taxi and helicopter/tiltrotor hover taxi are also considered flight operations activities.

1.32. FOD. Foreign Object Damage/Foreign Object Debris.

1.32.1. 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. FOD prevention programs are also known as Foreign Object Elimination (FOE) programs.

1.32.2. Foreign Object Debris (FOD). A substance, debris or article alien to an aircraft or system which would potentially cause damage.

1.33. Government Flight Representative (GFR). (See Chapter 7, for the GFR selection and assignment process.) GFRs (as defined below) are:

1.33.1. 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, and ensuring contractor compliance with applicable provisions of this Instruction (see Attachment 6, *GFR/GGFR Appointment Letter Sample Format*, for sample appointment letter).

1.33.2. Alternate GFR. A rated U.S. Military officer, or Government civilian in an aviation position, to whom the Approving Authority has delegated responsibility to perform GFR duties in the absence of the primary GFR (as defined in Paragraph 1.33.1 above).

1.33.3. Ground GFR (GGFR). 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 Attachment 6, *GFR/GGFR Appointment Letter Sample Format*, for sample appointment letter). GGFRs (as defined by this paragraph) are not authorized to act as a GFR (Aircraft Flight and Ground Operations (Paragraph 1.33.1)) or an alternate GFR (Paragraph 1.33.2), approve contractor crewmembers, flights, flight related portions of the Procedures, or any function/procedure described in this Instruction's Chapter 4 (Flight Operations). The Approving Authority may appoint an alternate GGFR.

1.33.4. Government Ground Representative (GGR). A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent, with

responsibility for surveillance of contractor aircraft ground operations as part of an Aviation Program Team (APT). GGRs differ from GGFRs in that GGRs have no authority to approve GOPs. GGRs shall know the status of all contractor facilities, equipment, group personnel training and certification, technical data, and Procedures involving aircraft ground operations.

1.34. Government-Furnished Equipment (GFE)/Property (GFP). Any Government-owned equipment, including aircraft, aircraft parts, or Ground Support Equipment (GSE) provided to a contractor for use in conjunction with a specific contractual requirement.

1.35. Ground Operations. Aircraft operations without intent for flight. Specific operations include, but are not limited to, aircraft overhaul/modification/maintenance/repair (OMMR), towing, subsystem warm-up/checkout, taxiing (other than hover taxiing and high speed taxi operations), engine run operations, and/or propeller(s) or rotor(s), as appropriate; preflight/postflight and operation of associated aerospace ground support equipment, Aircraft Rescue and Firefighting (ARFF) operations and operation of any Ground Test Vehicle (GTV).

1.36. Ground Personnel. Personnel designated by the contractor to perform ground operations.

1.37. Hardware Control. A method for the control of loose hardware such as nuts, bolts, cotters pins, rivet heads, etc. used to prevent FOD.

1.38. Intent for Flight. For operations under contract use the specific Service definition.

1.39. Leased Aircraft. Any Government-owned aircraft provided to a contractor under a Lease Agreement. 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 Instruction 7230.08, *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.

1.40. Maintenance Test Flight (Army).

1.40.1. Any flight performed to accept or check accomplishment of maintenance or modification.

1.40.2. Flight performed to determine whether an aircraft and its various components are functioning according to predetermined specifications while subjected to the flight environment.

1.41. May. Denotes the permissive. However, the term "no person may..." means that no person is required, authorized, or permitted to do the act described.

1.42. Mixed Crews. Flight crews composed of a mix of Government and contractor personnel, or multiple contractors.

1.43. Non-crewmember. Personnel, other than crewmembers or passengers, designated by the Contractor's Requesting Official (CRO) to perform a necessary function while the aircraft is in flight, for example: maintenance personnel observing the performance of malfunctioning equipment to help ascertain the cause of equipment failure, photographers, and systems operators.

1.44. Orientation Flight. A flight (usually performed within the local flying area) to familiarize selected personnel with the mission of the aircraft. Orientation flights are always Point A to Point A.

1.45. Privileged Safety Information. Statements, reports or testimony given to a safety investigator or board pursuant to a promise of confidentiality, and any direct references to any such statements or testimony elsewhere in a report. The findings, evaluations, analyses, opinions, conclusions, recommendations and other indications of the deliberative processes of a safety investigator, safety investigation boards, endorsers and reviewers are also privileged safety information.

1.46. 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 aircraft subject, by contract, to the requirements of this Instruction. 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.

1.47. Program Manager (PM). The Program Manager is designated, under DoD 5000.1, The Defense Acquisition System, as the individual in the Services who is responsible for the management of a system acquisition program. He/she depends on a warranted Procuring Contracting Office (PCO) to assist him/her in the critical steps of fulfilling program objectives.

1.48. Program Office (also System Program Office (SPO), Program Management Office (PMO), Program Management Aircraft (PMA)) . The office which provides life cycle management of aircraft programs.

1.49. Qualified. Meets the necessary training and proficiency (complete task without direct supervision) requirements for a task.

1.50. Service Guidance. Includes the procuring Service's regulations, instructions, flight manuals, and technical publications, as specified in the contract in effect on the date of contract award (unless the contract is modified with respect to specific Service Guidance changes), which are applicable to the specific flight and/or ground operations conducted by the contractor. This is not to be interpreted as requiring the day to day administrative functions that govern operations in Government organizations. As stated, contractors are only bound by the portion of Service Guidance that is applicable to the aircraft operations being performed under contract. Service Guidance does not automatically include the Service instructions/regulations that are referenced in the Service Guidance. If a Service Guidance instruction/regulation addresses a specific topic by referencing a second tier Service instruction/regulation, that referenced section in the second tier document shall be considered required Service Guidance for that topic. Service Guidance (that which is in effect on the date of contract award (unless modified)) includes the following:

1.50.1. For USAF aircraft contracts: (Manned/UAS) AFI 11-202, Vol 1-3 and applicable AFMC supplements; AFI 11-2FT, Vol 1-3; AFI 11-401, AFI 11-301, AFI 16-1301, and applicable AFMC supplements. (SUAS) AFI-11-502 Vol 1-3 and applicable AFMC supplements; AFI 11-5FT Vol 1-3. (Contractor personnel integrated

with Air Force maintenance personnel on Air Force installations only) AFI 21-101 and AFMC Supplement.

1.50.2. For USN/USMC aircraft contracts: OPNAV Instruction 3710.7 and applicable aircraft general NATOPS FLIGHT MANUALS.

1.50.3. For USA aircraft contracts: AR 70-62, AR 95 (series), AR 40-501, AR 385 series, and applicable technical manuals.

1.50.4. For USCG aircraft contracts: Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), and Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).

1.51. Shall. Denotes the imperative.

1.52. Should. Indicates a desired, though not required, outcome.

1.53. 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,

1.53.1. The engines are stopped or,

1.53.2. Aircraft has been on the surface for 5 minutes, whichever comes first between 1.53.1 and 1.53.2 or,

1.53.3. Change is made in the pilot in command (for manned aircraft).

1.54. Support Flights. These include but are not limited to:

1.54.1. Photographic,

1.54.2. Chase,

1.54.3. Rescue and recovery,

1.54.4. Target or target towing,

1.54.5. Aircraft delivery,

1.54.6. Orientation,

1.54.7. Demonstration flights,

1.54.8. Severe weather evacuation flights,

1.54.9. Cargo and/or personnel transport flights. This includes flights of an emergency nature,

1.54.10. Aircrew evaluation, training, and currency and,

1.54.11. Product or Mission Support Flights (including deployments) as directed by the Services.

1.55. Technical Data. Documents/instructions/procedures which can be in the form of Service Guidance, or Service approved OEM procedures, contractor engineering instructions, or equivalent.

1.56. Test Aircraft. Any aircraft used for research, development or test and evaluation purposes.

1.57. Trained. Instructed in the necessary knowledge and skills to perform assigned duties and responsibilities.

1.58. Tools. Items used in the performance of a maintenance, manufacturing, or assembly/disassembly task, or operation are considered tools. Miscellaneous parts, hardware, and personal items are not considered tools.

1.59. Unmanned Aircraft (UA). Includes any aircraft that is operated without an operator onboard (piloted remotely or autonomously). UAs have been known as Unmanned Aerial Vehicles (UAV), Remotely Operated Aircraft (ROA), Remotely Piloted Aircraft (RPA), Remotely Piloted Vehicles (RPV), Unmanned Aircraft Systems (UAS) and Small Unmanned Aircraft Systems (SUAS).

1.60. Unmanned Aircraft Observer. Individual required to perform the see-and-avoid function for UA operations through direct visual contact.

1.61. Unmanned Aircraft System (UAS/SUAS). Includes the aircraft (UA), communications, control systems, and ground support elements. UAS/SUAS aircraft are classified by Groups as defined below

1.61.1. UA Group 1. Typically weigh less than 20 pounds. Normally operate VFR in Class E, G, Special Use Airspace, or Uncontrolled Airspace. Normal operations are below 1200 feet AGL and at speeds less than 250 kts.

1.61.2. UA Group 2. Typically weigh 21-55 pounds. Normally operate VFR in Class D, E, G, or Special Use Airspace. Normal operations are below 3500 feet AGL and at speeds less than 250 kts.

1.61.3. UA Group 3. Typically weigh more than 55 pounds but less than 1320 pounds. Normally operate VFR in Class D, E, G, or Special Use Airspace. Normal operations are below 18,000 feet MSL and at speeds less than 250 kts.

1.61.4. UA Group 4. Typically weigh more 1320 pounds. Normally operate VFR in all airspace below 18,000 feet MSL and at any airspeed.

1.61.5. UA Group 5. Typically weigh more 1320 pounds. May operate VFR or IFR in all airspace above or below 18,000 feet MSL and at any airspeed.

Chapter 2

WAIVER PROCEDURES

2. Waivers. A waiver is written relief from a specific contractual requirement. The contractor should request a waiver when specific requirements 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. The contractor shall comply with the contract and this Instruction until the waiver is granted. ACOs and PCOs . shall not use the contract modification process for aviation contracts to waive this Instruction or Service Guidance requirements. DFARS Part 228.3, *Insurance*, Subpart 228.370 – *Additional Clauses*, describe the limits imposed on the PCO for modifying the GFRC. 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 ensure the requirements for the waiver are still valid. There are three types of waivers that affect contractor aircraft operations; waivers to this Instruction; waivers to Service Guidance; and contract waivers.

2.1. Waivers to this Instruction.

2.1.1. Waiver requests to this Instruction are generated by the contractor.

2.1.2. Content. Waiver requests should detail justifications for the waiver. Contractor shall submit a risk management analysis and risk mitigation plan to reduce the risk to aircraft operations affected by the waiver. Waiver requests must be in written or electronic format. (USAF: To expedite the waiver process, contractors should document/submit waiver requests on an AFMC Form 73.)

2.1.3. Routing. Send all requests for waivers to this Instruction to the GFR. The GFR shall ensure the ACO receives a copy of the waiver package. DCMA GFRs shall forward waiver requests with recommendations through their chain of command to DCMA-AO. DCMA-AO will endorse the waiver with recommendations, and forward it to the waiver authority of the Instruction. Service GFRs shall forward waiver requests with recommendations directly to the waiver authority. (USAF: If the AFMC Form 73 is used, the GFR will be listed as the Action Officer in Section 1. The GFR shall indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.)

2.2. Service Guidance Waivers.

2.2.1. Waivers to Service Guidance are generated by the contractor.

2.2.2. The use of Service Guidance in a contract ensures that contractor's flight and ground operations risk levels parallel the risk accepted by the Services. Though "contractor" operations may not have been considered when Service Guidance was developed, contractors must comply with the Service Guidance as written (when required by this instruction) or seek relief through the waiver process. Use this process when requesting relief from requirements of Service Guidance, flight manuals and technical publications.

2.2.3. Content. Waiver requests should detail justifications for the waiver. Contractor shall submit a risk management analysis and risk mitigation plan to reduce the risk to aircraft operations affected by the waiver. Waiver requests must be in written or electronic format. (USAF: To expedite the waiver process, contractors should document/submit waiver requests on an AFMC Form 73.)

2.2.4. Routing. From the contractor's viewpoint the routing process for Service Guidance is the same as for waivers to this Instruction. Once the waiver package is received by the waiver authority for this Instruction, they will forward it with recommendations to the appropriate Service Guidance waiver authority for final approval or disapproval. (USAF: If the AFMC Form 73 is used, the GFR will be listed as the Action Officer in Section 1. The GFR shall indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.)

2.3. Contract Waivers or Contract Changes. Requests to modify contract requirements are accomplished through the use of a DD Form 1716, Contract Data Package Recommendation/Deficiency Report. These contract modification requests are routed through the ACO to the PCO for action. If the contract change relates to aircraft operations, route DD Form 1716s generated by contractors through the GFR. The GFR will forward the 1716 with recommendations to the ACO.

2.4. Approved Waivers. If approved, the GFR will discuss the scope of the waiver with the ACO who will determine if any equitable adjustments to the contract are warranted. The specifics of the deviation shall be included in the Procedures.

2.5. Waivers with Time Limits. Contractors should ensure that waivers that are within 90 days of expiring are resubmitted if the original requirement for the waiver still exists. This will ensure no disruptions in contractor operations occur due to the waiver expiring. When a waiver expires, contractors are bound by the original contract, Service Guidance, and this Instruction.

2.6. Waiver Authorities for this Instruction, and routing for Service Guidance:

2.6.1. Army - U. S. Army Materiel Command, ATTN: AMCOP-CA, 4400 Martin Rd., Redstone Arsenal, AL 35898-5000

2.6.2. Air Force - Headquarters Air Force Materiel Command, HQ AFMC/A3. Forward requests to HQ AFMC/A3V, 508 W. Choctawhatchee, Eglin AFB, FL 32542-5713.

2.6.3. Navy - Commander, Naval Air System Command. Forward requests to: Commander, Naval Air System Command, AIR-09F, 22541 Millstone Rd. Unit 10, Patuxent River, MD 20670-1606.

2.6.4. Coast Guard - Commanding Officer, USCG ALC, 1664 Weeksville Road Building 63, Elizabeth City, NC 27909-6725.

2.6.5. Non-Signatory Waiver Authorities – When a contract that includes this Instruction is issued by an organization not listed as a signatory to this Instruction (NASA, DEA, DHS, foreign governments, etc.), contact the organization issuing the contract for guidance on identifying the appropriate waiver authority.

Chapter 3

PROCEDURES

3. Contractor's Written Procedures. Contractors shall develop specific written Procedures for all flight and ground operations. The requirement to develop and follow Procedures is a contractual requirement and applies independently of the Government's assumption of risk via the GFRC. Requirements related to Procedures only end for individual aircraft when the aircraft are no longer under contract. Contractors shall not begin flight or ground operations until the Procedures have been approved in writing by the GFR. Aircraft operations conducted without approved Procedures may be considered to place the aircraft under unreasonable conditions and may be grounds for withdrawal of the Government's assumption of risk via the GFRC. The GFRC describes the process for removing the Government's assumption of risk. (NOTE: Procedures need not be developed for operations that occur prior to an aircraft being "in the open" except for FOD and Tool Control processes (see Paragraph 5.3) and those processes that may potentially affect the risk of loss to future contract aircraft even before the airframe is "in the open," as risks are introduced to the airframe.)

3.1. General Guidance/Requirements. Should a conflict occur in the contract between sources of guidance, the following hierarchy shall be used in descending order: this Instruction, Service Guidance, and the Procedures. When several of these sources provide guidance that do not conflict but are different, the most restrictive of the sources shall be followed. Contractors must also comply with the contract itself. Contracting officers cannot waive any of the requirements of this Instruction or Service Guidance through contract text except as specified in the DFARS or Service guidance requiring higher level authority. When contractual text is discovered that substantially alters the requirements of this Instruction or Service Guidance, elevate concerns to the Waiver Authorities for this Instruction. Procedures shall include all items from Attachment 10, item by item, as applicable to the contract. Contractors need not include in their Procedures the definitions from this Instruction except as a reference. If any definitions are included, they shall not be changed from the language of this Instruction. Contractors do not need to include in their Procedures the crewmember qualifications from this Instruction unless they wish to make them more restrictive. 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). However, contractor functional organizations are responsible for compliance with this Instruction and the Procedures as a whole.

3.2. Responsibilities. The contractor is responsible for writing, implementing and enforcing its Procedures, and identifying and correcting deficiencies.

3.3. 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 to fulfill the requirements of this Instruction, the referenced document(s) shall be made readily available for review and become part of the contractor's Procedures for the purposes of this Instruction. The Procedures shall:

3.3.1. 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;

3.3.2. Describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform;

3.3.3. Adequately explain all aspects of a given operation to include the purpose, scope, and steps to accomplish the task;

3.3.4. Identify the office/title of individual responsible;

3.3.5. Include requirements to verify the successful completion of the procedure, when appropriate.

3.4. No existing Procedures. For contractor operations with no existing approved Procedures, the contractor should provide its Procedures, including portions thereof, to the GFR for approval as soon as possible. Procedures may be approved in sections, however contractors shall not conduct ground operations until the applicable Procedure has been approved. Flight operations are prohibited until all Procedures have been approved.

3.5. Use of Service Guidance. Contractors shall base their Procedures on Procuring Service Guidance as defined in Paragraph 1.50 for conducting all aircraft flight and ground operations. For all operations, contractors are bound only by that Service Guidance that is applicable to the operations being performed under contract. 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. If Service Guidance is not available for a unique aircraft, test program, or flight/ground operation, the contractor shall recommend procedures similar to Service Guidance for a similar aircraft and/or operation for GFR approval.

3.5.1. 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 will require the contractor to request common process block changes or waivers.

3.5.2. 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.

3.6. Subcontractors. The prime contractor is responsible for all contract requirements subcontracted or delegated to other sources. The prime contractor has the responsibility for ensuring that the subcontractor has procedures in place to implement the requirements of this Instruction. Per the June 2010 *Ground and Flight Risk Clause* (DFARS 252.228-7001), a prime contractor is not relieved from liability for damage, loss, or destruction of aircraft while contract aircraft is in the possession or control of its subcontractors, except to the extent that the subcontract, with the written approval of the Contracting Officer, provides for relief from each liability. The means the Government's indemnification of the contractor through the GFRC does not automatically flow down to subcontractors unless specifically stated in the contract. The

requirements of this Instruction apply even when the Government's assumption of risk through the GFRC does not flow down to a subcontractor.

3.7. Format. Contractors shall write their Procedures to follow the order of Attachment 10 or provide a paragraph cross reference.

3.8. Approval. The contractor shall:

3.8.1. Forward the completed Procedures for each location to the cognizant GFR for approval.

3.8.2. Identify to the GFR a single point of contact who has cognizance over the functional organizations involved and who can coordinate approval issues.

3.8.3. Maintain current copies of the approved Procedures at each operating location.

3.8.4. GFR's may conditionally approve a contractor's Procedures in cases where the contractor is making progress towards a complete and satisfactory set of Procedures but schedule constraints make the conditional approval of interim GOPs or FOPs acceptable. The GFR will provide the conditions of the approval in writing to the contractor.

3.9. Changes. All proposed changes shall be submitted to the GFR in writing. Approved changes shall be incorporated into all copies of the Procedures. Changes are not in effect until the GFR approves them.

3.10. Modifying contracts to implement to this version of the Instruction. If a contract modification implements a more recent version of this Instruction, the contractor may operate for three months with existing approved Procedures created using an earlier version of this Instruction.

3.11. Locations with multiple versions of this Instruction. Where contractors have multiple contracts that contain older versions of this Instruction, they are bound by the specific version defined in each contract. In lieu of maintaining separate Procedures for each contract, contractors may request a contract modification for the older contracts to upgrade to the latest version of the Instruction.

3.12. Core Contractor's Flight and Ground Operations Procedures. Some contractors develop overarching "Core" procedures to ensure operations are uniform throughout their multiple locations. When Core procedures do not address site/aircraft specific operations, each site using the Core procedures shall also develop a local operating annex to cover those gaps. The Core procedures and annex together comprise the contractor's Procedures.

3.13. Review Requirements. Contractors shall (at least every 12 months):

3.13.1. Conduct a review of their Procedures. Contractors should use Attachment 11, Procedures Review Guide, when reviewing Procedures. Source documents referenced in the Procedures per Paragraph 3.3 must be reviewed to ensure they are still valid, however, they need not be re-dated to the date of the Procedures themselves;

3.13.2. Verify the safety and effectiveness of each procedure;

3.13.3. Assess changing Service Guidance and its effect.

3.13.4. 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.

3.14. 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.

3.15. Noncompliance. 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. A noncompliance 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. Should the contractor receive notification of an observed non-compliance (either through a Corrective Action Request (CAR) or other written method) they shall respond in a timely manner. Corrective actions shall address root causes. (See Attachment 13 for further guidance on the CAR process.)

3.16. Questions of Interpretation. A difference of interpretation concerning the Procedures between the contractor and GFR should be raised to the following authorities for resolution: for DCMA activities, DCMA-AO; for Service activities, waiver authority for this Instruction as listed in Paragraph 2.6.

3.17. Access to Contractor's Facilities. The Prime contractor shall provide the GFR and APT access to the aircraft and facilities upon request and without delay during work hours. If the contractual work is subcontracted to another company, the Prime is responsible to ensure that the GFR and APT have the same privilege to enter the subcontractor's facilities, and the same access to the aircraft being worked. Access is limited to those areas directly related to operations under this Instruction.

Chapter 4

FLIGHT OPERATIONS

4. Flight Operations. This chapter applies to all Contractor Requesting Officials (CRO), crewmembers and non-crewmembers. It applies for all flights under contract regardless of who is on board or operating the aircraft.

4.1. Flight Management.

4.1.1. General Flight Rules. Contractor flight operations shall follow Service Guidance.

4.1.2. Contractor Flight Planning Area. The contractor shall establish and maintain a flight planning area and provide access to current and sufficient information, including Notice to Airmen (NOTAMs), weather forecasts and advisories, allowing crewmembers to properly plan and participate in flights. Government provided flight planning areas meet this requirement.

4.1.3. Flight Profiles. Flight profiles shall be prepared for all flights and shall detail planned flight checks and events, to include proficiency training and the specific geographical areas or point-to-point routes to be used. Design flight profiles to allow 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.

4.1.4. UA operations Outside of Special Use Airspace. (Restricted Areas, Warning Areas, or Prohibited Areas) require an FAA Certificate of Waiver or Authorization (COA) or other FAA authorization. UA operations (Group 1-3) flying public use aircraft wholly or partially outside Special Use Airspace shall do so only under an approved FAA COA or IAW current DoD/FAA agreements and are confined to Class D, E, G or COA approved airspace. Coordinate operations with the responsible ATC facility as needed/required. UA operation inside buildings or structures is not considered to be part of the National Airspace System (NAS) and is not regulated by the FAA.

4.1.5. Contractor Flight Approval. The GFR approves all contractor flights under this Instruction. The contractor is not indemnified for loss under the GFRC for any flight which has not received prior written approval by the GFR. Procedures shall delineate processes that ensure flight schedules are developed, and Requests for Flight Approvals submitted, with sufficient lead time to preclude interruption to either Government or contractor operations. Under normal situations, submitting approvals during the workday prior to the flight is considered sufficient lead time.

4.1.6. Flights with Multiple Contractors/Multiple Contracts. The GFR approving flights involving a mixture of contractors and/or contracts shall direct which Procedures the aircrew will follow.

4.1.7. Approved Flights. Flights approved by the GFR must be:

4.1.7.1. Conducted by current and qualified crewmembers and non-crewmembers (except as noted in Paragraph 4.5.1, and 4.5.8) in an approved flight area, route, and specified profile.

4.1.7.2. Performed according to an approved mission profile or test plan, and within applicable safety and engineering limitations. Experimental and engineering test flights require a specific test plan.

4.1.7.3. In accordance with approved Procedures.

4.1.8. Flights not Under GFR Cognizance. Occasionally contractor flight operations include formations, chase, pace, intercept/target, or in-flight refueling (receiver or tanker) with non-contract/non-Government aircraft. Contractors are not responsible for the conduct of the non-contract aircraft. However, the CRO shall note the presence of non-contract/non-Government aircraft involved in the mission on the DCMA Form 644, Request for Flight Approval. The CRO shall request a statement verifying the qualifications and capabilities of the non-contract aircrew and aircraft from the owning organization. Elevate any concerns WRT the safety of the mission to the GFR.

4.1.9. Flight Supervision. Procedures shall:

4.1.9.1. Allow for communication between the contractor flight operations facility and the crewmembers while flying in the local area (e.g., contractor radio, phone patch through tower, etc.). Whatever system is used must be manned for the duration of the flight. Contractor aircrews embedded in Service units should use the local unit's communication facilities and procedures to meet this requirement.

4.1.9.2. As a minimum, identify the check flight area, supersonic corridor, stereo route profiles and any required/desired Federal Aviation Administration (FAA) coordination.

4.1.9.3. Identify aircraft maintenance release procedures, to include a review of all safety of flight non-conforming repairs, a review of aircraft logs and records for outstanding safety of flight aircraft inspections/bulletins requiring action and expiring components (such as TDs, SBs, TCTOs, ADs, etc.).

4.1.9.4. Include record keeping requirements for supersonic flights, if applicable.

4.1.10. Documentation of Certificates, Licenses, and Permits. Contractors shall ensure no crewmembers/non-crewmembers are placed on flight approval requests with non-current certificates, licenses, or permits.

4.1.11. 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. With dual contractors with no prime-sub relationship flying on the same flight, dual flight authorization requests are required. Mixed crews performing crewmember or maintenance tasks shall use identical checklists.

4.1.12. Minimum Crew Requirements. Minimum crew requirements for the various types of flight activities shall be addressed by the contractor.

4.1.13. 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:

4.1.13.1. 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 an event, mission, or series of missions.

4.1.13.2. 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.

4.1.13.3. When flying support flights (or engineering test flights IAW Paragraph 1.27.2) in dual-piloted aircraft with an operative autopilot installed and used, the maximum crew duty period may be 16 consecutive hours.

4.1.13.4. Pilots in single-piloted helicopters are limited to a maximum of 6 flying hours in a 12-hour crew duty period.

4.1.13.5. Use of augmented crews per procuring Service Guidance is allowed.

4.1.13.6. Procedures shall address chronic fatigue issues.

4.1.14. Other Aircrew Restrictions. The contractor shall establish flight restrictions for contractor flight personnel recovering from the effects of alcohol consumption, medications, diving, etc.

4.1.15. Publications.

4.1.15.1. 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 new entries. Additionally, an annual review of the FCIF is required. 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.

4.1.15.2. Only current, up-to-date publications shall be used. Procedures shall identify the method used for receiving, distributing, and maintaining the currency of flight manuals and checklists. Contractor personnel shall use Government flight manuals and checklists in all flight operations where applicable technical data has been published. The contractor shall obtain military flight 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. Locally devised checklists may be used only when such deviation is authorized by the appropriate Procuring Service.

4.2. Crewmember/Non-Crewmember Approval.

4.2.1. Contractor’s Requesting Official (CRO). Procedures shall identify the individual(s) authorized to request crewmember approval and qualification training and the process for requesting approval. Prime contractors may appoint a subcontractor individual as a CRO. Only contractor designated CROs shall submit requests to the GFR for crewmember approval or for qualification training. The contractor shall identify

by name (in writing) these officials to the GFR, and shall revise the list, as necessary, to ensure currency.

4.2.2. The contractor and the GFR shall ensure that only the required numbers 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. GFRs have the authority to approve crewmembers employed by the Prime's subcontractor. GFRs have the authority to authorize subcontractor non-crewmembers to fly.

4.2.3. Prior to submitting a crewmember/non-crewmember for training/approval/authorization/review, CROs shall notify the GFR, if candidates have:

4.2.3.1. Ever been removed from crewmember/non-crewmember status by a GFR for cause,

4.2.3.2. Been cited for a violation by the FAA or,

4.2.3.3. Removed from military flight orders for cause.

4.2.4. Government Approval for Qualification or Upgrade Training. The CRO will forward the DD Form 2627, *Request for Government Approval for Aircrew Qualification and Training* (Attachment 3), a résumé, and DD Form 1821, *Contractor Crewmember Record*, (Attachment 4), for approval of training to the GFR. At the contractor's request and with GFR approval, the DD Form 1821 can be substituted by Service forms. Include a copy of contractor crewmember's proposed qualification training plan/program per Paragraph 4.3. The GFR approves/disapproves the DD Form 2627, files the original and returns a copy 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. The GFR will then make the request for training to the appropriate Service. It must be endorsed by the ACO, showing that the contract cost adjustment has been made or is not required. (USAF: Send request from the contractor for formal training using AFCAT 36-2223, USAF Formal Schools.)

4.2.5. Government Approval for Crewmember Status. On completion of qualification training, the CRO forwards two copies of DD Forms 2628, *Request for Approval of Contractor Crewmember* (Attachment 5), and DD Form 1821, *Contractor Crewmember Record* (Attachment 4) (or GFR approved Service form), 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. An approved DD Form 2628 is valid as long as the crewmember maintains their qualifications for the contractor.

4.2.6. Contractor Approval for Non-crewmember Status. The CRO must provide a list semi-annually of each contractor and subcontractor non-crewmember required to fly in manned Government aircraft or perform as sensor operators or observers for UAS to the GFR. The CRO shall ensure that each non-crewmember is qualified and essential for the specific mission.

4.2.7. Removal From Crewmember Status. Approvals of crewmembers are automatically canceled upon termination of employment, physical disqualification, or suspension/revocation of FAA Certificate.

4.2.7.1. 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.

4.2.7.2. After completion of an appropriate investigation, the GFR shall withdraw the approvals of crewmembers who have:

4.2.7.2.1. Failed to meet the general requirements of basic airmanship or who fail to exercise sound judgment during ground or flight operations.

4.2.7.2.2. Exhibited evidence of personal instability or similar undesirable tendencies or have conducted themselves contrary to the Government's interests in promoting safety.

4.2.7.2.3. Refused timely toxicological testing when the Procedures require it or GFR requests the testing.

4.2.7.3. The GFR shall promptly notify ACO when an approval is withdrawn.

4.3. Crewmember Qualification Requirements.

4.3.1. 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 4.3.6 below*) shall have an FAA Commercial Pilot or Airline Transport Pilot Certificate and the appropriate category and class ratings. Flight engineers shall have an FAA Flight Engineer Certificate or a Service equivalent Certificate or Qualification. 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 4.2.6 and 4.6.1. The qualification requirements for UA pilots/operators are found in Paragraph 4.3.6. The qualification requirements listed in Paragraphs 4.3.2 and 4.3.3 (below) do not apply to UA operations.

4.3.2. Experimental Test Flights and Associated Experimental Ground Operations.

4.3.2.1. Pilot. Not less than 1,500 hours Pilot-in-Command time, to include 100 hours as Pilot-in-Command during engineering and/or acceptance flights listed under the functional flight category. Graduation from a military test pilot school (TPS) is required.

4.3.2.2. 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.

4.3.2.2.1. Pilots must have at least 2,000 hours Pilot-in-Command time in comparable aircraft (e.g., helicopter, fighter/attack, cargo, or other). Additionally, 200 hours of Pilot-in-Command time during engineering flight test and 10 hours during experimental flight test are required.

4.3.2.2.2. Education and experience requirements are as follows:

4.3.2.2.2.1. 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,

4.3.2.2.2.2. An undergraduate or higher degree in any other engineering or scientific discipline plus 2 years of applicable engineering test flight experience or,

4.3.2.2.2.3. Any non-engineering undergraduate or higher degree plus 3 years of applicable engineering test flight experience or,

4.3.2.2.2.4. No degree, 4 years of applicable engineering test flight experience.

4.3.2.3. 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 (rotary-wing, glider, etc.).

4.3.3. Engineering Test, Check Flights, and all other flights.

4.3.3.1. 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 Pilot-in-Command time. In addition,

4.3.3.1.1. For fighter, attack, and trainer aircraft, the Pilot-in-Command time must include 100 hours in the same aircraft type and design.

4.3.3.1.2. The Pilot-in-Command time for other aircraft must include 300 hours in similar aircraft type.

4.3.3.2. Copilot. The copilot must have not less than 500 hours Pilot-in-Command time and be qualified in mission, type, design, and if appropriate, series aircraft.

4.3.3.3. Flight Mechanics/Crew chiefs. Contractor crewmembers must have a minimum of 150 hours experience as a flight mechanic/crew chief, have previously qualified and served in such capacity during military service or have been trained using the applicable Service training program modified to the contract requirements.

4.3.3.4. 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.

4.3.3.5. Maintenance Test Pilot (MTP) (Army).

4.3.3.5.1. 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 Warfighting Center, Ft. Rucker, AL 36362-5000. All requests for equivalency evaluations shall be forwarded

through the GFR to the procuring ACOM. The ACOM will coordinate all equivalency evaluations with DES.

4.3.3.5.2. Nonstandard Army Aircraft. Contractor pilots performing MTF or Functional Check Flights (FCFs) shall be qualified per procuring ACOM Aircrew Training Program for the specific aircraft. Request for nonstandard aircraft qualification shall be submitted through the GFR to the procuring ACOM.

4.3.4. Contractor Flight Instructor and Flight Examiner Qualifications.

4.3.4.1. 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.

4.3.4.2. 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.

4.3.4.3. 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.

4.3.5. Medical Qualification Requirements. Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.

4.3.5.1. Pilots.

4.3.5.1.1. Contractor pilots need an annual FAA Second Class flight physical.

4.3.5.1.2. Army Contractor pilots will have the option of maintaining either an annual FAA Second Class Medical Certificate or an Army Class 2 FDME. Army Aeromedical Surveillance is an integral part of Army Aviation Risk Management. Therefore, contractor aircrew who opt for the FAA certificates must submit a copy of the FAA certificate, with any applicable Statement of Demonstrated Ability (SODA) or FAA waiver, to the U.S. Army Aeromedical Activity in order to continue population based medical surveillance and ensure risks to flight safety are minimized. The aforementioned information will be mailed to USAAMA, ATTN: MCXY-AER, Building 110, 6th Avenue, Fort Rucker, AL 36362[1]; or faxed to commercial 334-255-0747 (DSN 558); or scanned and emailed to usarmy.rucker.medcom-lahc.list.lahc-aero-helpdesk@mail.mil. Contractors will complete the Certificate of Compliance and provide a copy to the GFR (Attachment 14).

[1] The USAAMA address and email have been updated post publication.

4.3.5.2. UA operators require an annual FAA Second Class.

4.3.5.3. UA Observers require an annual FAA Third Class physical (contractors may use Service Guidance in lieu of the Third Class physical requirement) and must have normal color vision and 20/20 visual acuity (corrected).

4.3.5.4. Other Crewmembers. Unless an FAA Second Class physical is required for their FAA flight certificate, non-pilot crewmembers may receive either an FAA Second Class or military Class 2 flight physical annually. (Exception: crew chiefs and loadmasters will meet the medical requirements of Paragraph 4.3.5.5 below).

4.3.5.5. Non-crewmembers require an annual FAA Third Class or military Class III flight physical annually.

4.3.6. UA Operator Qualifications. All UA Operators shall be qualified IAW Service Guidance. The GFR shall not allow UA Operators to serve as pilot/UA operator for two or more UAs simultaneously unless approved to do so by the waiver authority for this Instruction (see Paragraph 2.6).

4.4. General Procedures. The following minimum areas shall be addressed:

4.4.1. Airfield Operations.

4.4.1.1. 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.

4.4.1.2. 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.

4.4.2. 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 (Army contractors use AR 95-1):

4.4.2.1. All initial FCF/ACFs, and subsequent FCF/ACFs involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability:

4.4.2.1.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,500 feet and 3 miles.

4.4.2.1.2. Fighter, attack, and reconnaissance aircraft: 3,000 feet and 3 miles.

4.4.2.1.3. Helicopters/tilt-rotor: 700 feet and 1 mile.

4.4.2.2. Subsequent FCF/ACF flights not falling under 4.4.2.1.

4.4.2.2.1. Bomber, cargo, tanker, patrol, and trainer aircraft: 1,000 feet and 3 miles.

4.4.2.2.2. Fighter, attack, and reconnaissance aircraft: 1,000 feet and 3 miles.

4.4.2.2.3. Helicopters/tilt-rotor: 500 feet and 1 mile. Helicopter/tilt-rotor FCF/ACF flights may be conducted under Special VFR conditions, but in no case with weather less than 500 feet and 1 mile. 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.

4.4.2.3. All other flights (Army contractors use AR 95-1):

4.4.2.3.1. Fixed Wing. 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 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 sufficient visual reference with the runway environment has been established.

4.4.2.3.2. Rotary Wing. In no instance shall a takeoff be attempted if the departure field's observed weather is lower than the minimums for the expected approach to be flown in the event of an immediate landing at that field. In no instance shall an approach be commenced if the observed weather at the destination airfield is lower than the minimums for the approach to be flown. 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 unless sufficient visual reference with the runway environment has been established.

4.4.2.4. UA Weather Minimums for all Flights. As written in the contract. If not specified in the contract, Service minimums for specific UA model will apply. 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.

4.4.3. Required daylight operations.

4.4.3.1. All check flights shall commence no earlier than official sunrise and terminate no later than official sunset. Exception: When a flight is required only to check the operations of auxiliary systems or components (unrelated to airworthiness, flight performance, or basic flight instruments), the flight may be flown during the hours of darkness.

4.4.3.2. Experimental/Engineering flights shall be conducted between official sunrise and sunset unless night operations are specifically required by the test plan/mission.

4.4.4. 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.

4.4.5. 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/Service/host nation regulations.

4.4.6. Arming and disarming (if applicable). The Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures for arming and disarming procedures.

4.4.7. Live fire, laser, and gunnery operations. If conducted, the Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures.

4.4.8. Night Vision/low light operations. If conducted, the Procedures shall mirror Service, Tech Order, Tech Manual, and any applicable local procedures.

4.4.9. Aircrew Flight Equipment Life Support, and Survival Gear (AFE/ALSE/ALSS). Provide procedures to identify the methods to issue, care, inspect, clean, and store equipment.

4.4.10. Experimental and Engineering Test Operations. This area shall address the contractor's specific procedures for experimental tests, engineering tests, and associated ground operations of Government aircraft.

4.4.11. Aircrew and Contractor Response to Emergencies:

4.4.11.1. Radio failure,

4.4.11.2. Landing gear malfunctions,

4.4.11.3. In-flight fire,

4.4.11.4. Barrier and arresting gear engagement,

4.4.11.5. Controlled bailout/ejection,

4.4.11.6. Jettisoning (fuel, armament, cargo),

4.4.11.7. Minimum and emergency fuel (UA battery capacity (if applicable)),

4.4.11.8. Emergency aircrew extraction,

4.4.11.9. Emergency aircraft movement (flightline, severe weather),

4.4.11.10. Hot brakes,

4.4.11.11. Hazardous material,

4.4.11.12. UA ground control station,

4.4.11.13. Any other airfield specific emergency procedures.

4.4.12. Aircrew and Flight Briefing Guides. Mission/aircraft specific Service briefing guides, or GFR approved equivalent, 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.

4.4.13. Mission Briefings (Army). Whenever a contract pilot serves as a pilot-in-command (PC) on a mission in a contracted aircraft a mission briefing shall be conducted by contract personnel. The contractor shall designate in writing those pilots and supervisory personnel authorized to conduct mission briefings. Only a designated mission briefer can conduct the mission briefing. Self-briefing is not authorized.

4.4.14. Weight and Balance. Contractors shall develop procedures for completing aircraft weight and balance clearance forms prior to flight.

4.5. Crewmember Training Requirements.

4.5.1. 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.

4.5.2. Crewmember Currency Requirements.

4.5.2.1. 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:

4.5.2.1.1. Describe the methods used to ensure that aircrews maintain currency, and don't perform tasks for which they are not current and qualified.

4.5.2.1.2. Identify the office/title of the individual responsible for overseeing Paragraph 4.5.2.1.1. (above).

4.5.2.1.3. Publish a table of the specific Service Guidance used for currency, and recurrency/proficiency requirements.

4.5.2.1.4. 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 skill levels.

4.5.3. Using Civil Aircraft to Maintain Currency on Contract Aircraft. 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 aircraft systems (fuel,

electrical, hydraulic, cockpit layout, etc.), as determined by the GFR. When the GFR allows the use of civil aircraft to count for requirements, the records of the contractor crewmember will be annotated to indicate the specific civil aircraft used.

4.5.3.1. 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.

4.5.4. Multiple Aircraft Qualification Currency Requirements. Contractor crewmembers maintaining qualifications in multiple aircraft under contract shall accomplish a minimum of 50 percent of the Service currency requirements in each aircraft. Contractor crewmembers qualified in other than Government aircraft in a professional capacity shall have their records so noted, but approval for such additional qualification shall not be the responsibility of the GFR, nor does it constitute multiple qualification under this Instruction.

4.5.4.1. GFRs may authorize contractor crewmembers to maintain qualification in two different series of the same aircraft design (model).

4.5.4.2. 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. Exception: GFRs may authorize contractor UA-Operators in Group 1 or Group 2 aircraft to maintain qualification in up to 4 UAs (within the same Group) without the need for Service approval.

4.5.5. 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.

4.5.6. 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.

4.5.7. 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.

4.5.8. 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.

4.6. 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. .

4.6.1. Crewmember and non-crewmember requirements *(Paragraph 4.6.1 and its subparagraphs do not apply to UA operators).*

4.6.1.1. Physiological training. All crewmembers and non-crewmembers shall receive the appropriate physiological training identical to the analogous Service crew position and mission parameters. Physiological training for pilots and copilots shall include spatial disorientation demonstrations and training to the maximum extent possible. Refresher training shall be accomplished per Service Guidance. This training, if required by Service Guidance, may be waived by the GFR for non-crewmembers required to fly no more than once in a 12 month period.

4.6.1.2. 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:

4.6.1.2.1. Egress methods (ground and flight),

4.6.1.2.2. Ejection seat normal and emergency procedures to include automatic modes,

4.6.1.2.3. Seat kit modes of operation and deployment,

4.6.1.2.4. Post ejection checklist items,

4.6.1.2.5. Parachute operation to include malfunctions and landing techniques,

4.6.1.2.6. Fire extinguisher training/refresher and,

4.6.1.2.7. Use of smoke masks.

4.6.1.3. AFE/ALSE/ALSS training. The frequency and content of training shall be based on Service Guidance.

4.6.1.4. Water Survival Training/Under Water Egress 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 based on Service Guidance. Training shall be given by a qualified life support/survival equipment instructor or by attending a Service 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, if required by Service Guidance, may be waived by the GFR for non-crewmembers required to fly no more than once in a 12 month period.

4.6.1.5. Land Survival Training. The frequency and content of training shall be based on Service Guidance.

4.6.2. Additional Requirements for Crewmember. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.

4.6.2.1. 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.

4.6.2.2. 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. The frequency and content of training shall be based on Service Guidance.

4.6.2.3. Crew/Cockpit Resource Management Training (CRM)/Aircrew Coordination Training-Enhanced (ACT-E). The contractor shall ensure that all crewmembers receive the CRM/ACT-E training required by Service Guidance.

4.6.2.4. Initial Centrifuge Training (Air Force). All crewmembers and non-crewmembers who fly Active Sustained High G Aircraft (SHGA) must complete centrifuge training in accordance with Service Guidance. SHGA are capable of rapid G-onset rates (greater than 3.0 G/sec) and sustained (greater than 5 seconds) G-loading of greater than 6.0 G. Current examples of aircraft that meet this definition are: A-10; T/AT-38; F-4; F-15; F-16; F-22; and F-35.

4.7. Crewmember Evaluations.

4.7.1. General. 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. Flight and ground evaluations shall be accomplished in accordance with Service Guidance. 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 describe the methods used to ensure that aircrew evaluations do not lapse.

4.7.2. No-Notice Evaluations. Contractor crewmembers are subject to no-notice flight evaluations.

4.7.3. Flight Evaluations. Flight evaluations shall be administered to the contractor crewmember either by an approved contractor flight evaluator/instruction or by a qualified Government evaluator/instructor, at the direction of the GFR. The senior

contractor examiner pilot shall receive initial/recurring evaluations by a Government pilot authorized to administer that evaluation to Service aircrews.

4.7.4. Contractor pilots designated as IE, SP, IP, or ME for the administration of the Army ATP shall be evaluated annually by a Government pilot authorized to administer that evaluation to Service aircrews.

4.8. Forms and Records.

4.8.1. Requests For Flight Approval. GFR written approval is required for all flights under this Instruction.

4.8.1.1. Procedures shall outline requirements for completion and submission of DCMA Form 644, *Request For Flight Approval* (Attachment 2), or GFR approved equivalent form. GFR approved alternate forms shall contain the same required information depicted on the DCMA Form 644.

4.8.1.2. The Government's assumption of risk of loss under the GFRC 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 approval.

4.8.1.3. The names of all crewmembers, non-crewmembers, and passengers (Government or contractor) flying on aircraft in accordance with this Instruction, must be depicted, or attached to, the *Flight Approval Request*.

4.8.1.4. The flight approval request must be completed through block 8 for approval. Specifically, the following items must be completed in detail:

4.8.1.4.1. Block 2 - A by-name listing of all crewmember personnel, by position, authorized to participate in the flight. Contractors shall identify the PIC in Block 2.

4.8.1.4.2. Block 3 - A by-name listing of all non-crewmember personnel, by position, authorized to participate in the flight.

4.8.1.4.3. Block 7 - Type of flight, profile, governing directives, test plan, flight release, etc. Include flight area, route of flight, stops, and destination.

4.8.1.4.4. Block 8 - Signature and contact information of CRO 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.

4.8.1.4.5. Block 9 – GFR signature. Must be in writing. A digitally signed email meets this requirement.

4.8.1.4.6. Block 10-13 - Record the applicable information upon completion of the flight and provide to the GFR within 24 hours. The GFR may waive this requirement for operations where the contractor aircrew are embedded in Service units.

4.8.1.4.7. Once the flight approval is signed, contractors shall not deviate from the authorized profile without advance approval in writing from the GFR. A digitally signed email from the GFR meets this requirement.

4.8.2. Contractor Crewmember Record. Use DD Form 1821, Contractor Crewmember Record, (Attachment 4), or Service forms and directives, to record

individual crewmember training, qualifications, flight time and approval to operate Government aircraft.

4.8.3. 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:

4.8.3.1. 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;

4.8.3.2. A record of the grade and date of the current aircraft and aircrew examinations;

4.8.3.3. Hours, types, and dates of ground schools completed; and,

4.8.3.4. Each training and checkout flight numbered with a résumé as to the areas covered, including how the trainee performed during that training period.

4.8.4. Records (Crewmember). Maintain a record folder for each crewmember after the completion of training and qualification. A method shall be established to inform the GFR when these documents are renewed or expire, or are withdrawn or canceled. There is no requirement to maintain records for crewmembers no longer on flight status. Include in the record folder:

4.8.4.1. Training records as required in Paragraph 4.8.3, above, for at least 18 months or per Service Guidance, whichever is longer;

4.8.4.2. 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.;

4.8.4.3. Current Medical Certificate. Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records;

4.8.4.4. Certification of physiological training, altitude chamber, and centrifuge training, when required;

4.8.4.5. Certification of Life Support, egress and survival training;

4.8.4.6. A copy of all applicable FAA Certificates and records of other qualifications;

4.8.4.7. Certification of recurring flight evaluations and prerequisite written and oral examinations. A copy of all flight evaluations shall be maintained for at least 18 months or per Service Guidance, whichever is longer; and,

4.8.4.8. Certification of CRM/ACT-E training.

4.8.5. Records (non-crewmember). A method shall be established to inform the GFR when these documents are renewed or expire, or are withdrawn or canceled. There is no requirement to maintain records for non-crewmembers no longer on flight status. Maintain a records folder for each non-crewmember that shall include as a minimum:

4.8.5.1. A completed copy of non-crewmember's authorization to fly or a copy of the CRO's non-crewmember list per Paragraph 4.2.6.

4.8.5.2. Military or FAA Medical Certificate. Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.

4.8.5.3. Certification of training and qualification.

4.8.5.4. Certification of physiological training and altitude chamber, when required.

4.8.5.5. Certification of applicable AFE/ALSE/ALSS, egress and survival training.

4.8.6. Flight Time Records. Maintain a record of each crewmember's flights to include:

4.8.6.1. Date and time,

4.8.6.2. Type mission,

4.8.6.3. Aircraft type/design/series,

4.8.6.4. Instrument time (actual, simulated),

4.8.6.5. Night hours and,

4.8.6.6. Pilot-in-Command, co-pilot, instructor pilot, etc. hours.

4.8.7. 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. Records may be maintained electronically or hard copy in a format acceptable to the GFR.

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Chapter 5

GROUND OPERATIONS

5. Ground Operations. This section applies to contractor personnel who perform ground operations on aircraft, and for FOD and Tool Control per Paragraph 3, and those personnel who operate and maintain ground equipment used in support of aircraft.

5.1. Ground Operations Procedures (GOPs). The contractor shall develop and follow written GOPs to ensure that only trained, qualified and certified personnel perform all aircraft ground operations, as applicable. 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.

5.2. Training, Qualification and Certification. The contractor shall provide each employee comprehensive initial indoctrination training and continuation training sufficient to enable him/her to perform authorized ground operations in a safe and effective manner. Personnel authorized to operate aircraft systems/subsystems (pneumatics, hydraulics, electrical, flight controls, landing gear, etc.) shall receive training, qualification, and/or certification in each system operated. All personnel performing ground operations shall be qualified for the procedures they are required to perform (See GOP Training Matrix, Attachment 12).

5.2.1. Master Training Plan. Contractors shall develop, as part of their Procedures, a Master Training Plan to ensure that contractor personnel are qualified/certified to perform their tasks. The Master Training Plan shall include:

5.2.1.1. A roster of instructors,

5.2.1.2. Initial and continuation training shall include, as applicable, written and/or practical exams (identify minimum passing score),

5.2.1.3. Course nomenclature,

5.2.1.4. Course outlines and programs of instruction for each GOP,

5.2.1.5. A process that ensures courses are current,

5.2.1.6. A controlled process for tracking and forecasting training to ensure employees do not go non-current or perform tasks if their currency has expired,

5.2.1.7. A process to identify/establish training for new or emerging requirements,

5.2.1.8. A process for evaluating the previous training, qualification, and certification of new personnel,

5.2.1.9. A process for recertifying/requalifying personnel.

5.2.2. Training, qualification, certification, and training records. Employee Training Records (Electronic or Manual) will contain at a minimum:

5.2.2.1. Initial, recurring, currency/proficiency and re-certification training status for employees,

5.2.2.2. A record of successful course completion, date completed and next due date, as applicable,

5.2.2.3. Documentation of engine/APU/GTC run currency. Note: A separate run log may be maintained,

5.2.2.4. Other certifications, as appropriate and,

5.2.2.5. Records of medical examination type and currency as required (date accomplished & next due). Note: Follow all Health Insurance Portability and Accountability (HIPAA) Privacy Rules regarding protection of medical records.

5.2.3. Testing. Contractors shall:

5.2.3.1. Develop processes to ensure tests are not memorized/compromised over a period of time (e.g., multiple versions of each test, or randomly generated questions (computerized)). (Note: Emergency Procedures exams are exempt from the requirements of this paragraph.),

5.2.3.2. Provide a process for securing test material,

5.2.3.3. Retain latest exam results (e.g., pass/fail, score).

5.3. FOD and Tool Control. Note: NAS 412 is a useful starting point for developing a FOD and Tool Control Program.

5.3.1. The contractor shall develop a Foreign Object Damage prevention and Tool Control program which is planned, integrated, and developed in conjunction with Safety, Test, Engineering, Quality, Maintenance, Production, Manufacturing and Facility offices, as applicable.

5.3.2. FOD and Tool Control Processes, commensurate with the risk, shall be established for manufacturing, maintenance, modification, assembly and disassembly, and flight test/acceptance operations. FOD and Tool Control processes shall mitigate the FOD risk using control methods factoring the level of risk of migration, entrapment, encapsulation and damage. Strategies to mitigate the risk of FOD can include containment, accountability, documentation, use of technology, Non-Destructive Testing/Inspection (NDT/NDI), work instructions, design, inspection process, etc.

5.3.3. Specific FOD procedures shall address at a minimum:

5.3.3.1. Metrics, measures, data collection, analysis, trend identification, root cause analysis and corrective action (NOTE: the methodology for accomplishing these processes does not require GFR approval),

5.3.3.2. Management’s role in FOD prevention (e.g., use of tool checks, response to lost tools, training program, etc.),

5.3.3.3. FOD Prevention Training. Initial, recurring,

5.3.3.4. Designation of FOD zones/areas (as appropriate), and controls governing each zone/area (e.g., increased restrictions/vigilance). Zones may be differentiated based on the level of risk,

5.3.3.5. Housekeeping. Shall include timely cleaning activities of areas off the product when generated work debris poses a migration potential increasing the risk of FOD,

5.3.3.6. Clean-As-You-Go. Shall include timely cleaning activities of areas within the aircraft/product when generated work debris poses a potential for migration and entrapment,

5.3.3.7. Use and control of FOD protection devices/barriers (e.g., caps/plugs, dust covers, intake/exhaust/pitot covers, pads, etc.) for open component ports, tubing, lines, ducting, electrical connectors, protection of surfaces/edges, etc.,

5.3.3.8. Control of FOD on runways, taxiways, flightline, parking areas, aprons, hardstands and aircraft/engine run up areas to include trim pads, hush houses, and test cells through the use of sweepers, FOD walks, etc.,

5.3.3.9. Reporting and tracking of degraded ramp/taxiway/runway surfaces and interim procedures for operating in or around degraded areas and during construction activities,

5.3.3.10. Vehicle traffic entering aircraft operational areas (e.g., rollover checks, FOD shakers, etc.),

5.3.3.11. Recurring FOD Prevention Meetings (no less frequent than quarterly). Includes lessons learned; problem areas; trend analysis/results,

5.3.3.12. FOD awareness briefings and/or procedures for visitors. Government employees/visitors shall follow the approved contractor's FOD prevention procedures. Contractors shall develop specific procedures for aircrew access,

5.3.3.13. Tool, Equipment and Item Control procedures shall address at a minimum:

5.3.3.13.1. Inventory, Accountability, Traceability (e.g., shadow boxing, automated inventory systems, tool chits, RFID, automated dispensing units, tool tags, serializing/etching, kitting, documenting work plans, inspections, tool/item issue/return process, control logs, etc.),

5.3.3.13.2. Items too small to etch/mark shall be listed by description on inventories (e.g., 12 apexes + kit/container), and containerized with like items (if applicable),

5.3.3.13.3. Inventory lists shall be of sufficient detail to identify tool type, location in the tool box (if applicable), and description of sub-components (e.g., feeler gauge/12 blades),

5.3.3.13.4. Control and inventory of specialty tools and test equipment,

5.3.3.13.5. Management Responsibilities (e.g. documented periodic surveillance/assessment of tool inventories, etc.),

5.3.3.13.6. Tool Crib Attendant Responsibilities (e.g. issue, turn in, inventories, etc.),

5.3.3.13.7. User Responsibilities (e.g., pre and post-use inspections to include inventory and serviceability; taking the minimum required to accomplish the task, etc.),

5.3.3.13.8. Methods for controlling specialty tools, shop aids, clamps, fixtures, etc., required to be installed on the aircraft/product for extended periods of time (over one shift),

5.3.3.13.9. Unserviceable Tools. Procedures shall ensure unserviceable tools are removed from use,

5.3.3.13.10. Methods for controlling consumables. This includes: perishable tools such as drill bits, cutters, reamers etc., that are periodically replaced due to wear, and expendable items such as rags, wipes, tongue depressors, acid brushes, sandpaper, applicators, sealant, glue, tape rolls, scrapers, etc. that are expended during use,

5.3.3.13.11. Methods for controlling small hardware and miscellaneous small parts (e.g., fasteners, clecos, clamps, etc.) used in, on, and around the aircraft and aircraft components (e.g. uninstalled wing, fuselage, tail section, engines etc.), and support equipment,

5.3.3.13.12. Methods for controlling personal items (e.g., pens, pencils, jewelry, PDAs, MP3 players, cell phones, watches, keys, lighters, coins, wallets, etc.) during ground operations,

5.3.3.14. Lost Tool/Item Procedures. Shall include procedures for: non-attribution reporting, search process, documentation, GFR notification, and incident closeout. Aircraft shall not be released for flight until the contractor has concluded the search process. The Aircrew shall be briefed on all incidents of lost tools that the contractor determines may still be on the aircraft.

5.4. Aircraft Engine/APU/GTC Operation (Ground Personnel). Procedures shall address at a minimum:

5.4.1. Engine/APU/GTC Run Certification Program. Personnel authorized to start and operate aircraft engines, APU/GTCs, and uninstalled engines shall be certified. Aircraft engine motoring shall only be performed by trained and certified engine run operators. Operators may maintain qualifications in multiple aircraft, engine, APU/GTC types,

5.4.2. Engine Operations. The contractor shall ensure that the correct checklist and procedures are used. Helicopter and tilt-rotor (including UA helicopter/tilt-rotor) ground engine operations shall only be performed by pilots (UA operators) current and qualified in the aircraft/UA. Certified ground personnel may conduct helicopter and tilt-rotor APU/GTC operations,

5.4.3. Training. Ground personnel who operate aircraft engines, APUs, or GTCs shall be trained, pass a written exam, pass an emergency procedures test with a score of 100%, receive practical instruction (may be accomplished using a flight crew simulator) and be evaluated by a certifier for each aircraft type, model, series for which they are being certified.

5.4.3.1. There are three required phases of training for operating aircraft engines.

5.4.3.1.1. Phase I – Training (Academic).

5.4.3.1.1.1. General aircraft familiarization shall include, as a minimum, basic Mission, Design, Series, airframe characteristics, aircraft safe-for-maintenance procedures, cockpit configuration and systems, throttles and aircraft controls, egress, normal and emergency braking systems, aircraft system & subsystems operation, UHF/VHF radio operation, air traffic control (ATC) tower procedures, emergency radio transmissions, installation & removal of aircraft restraining devices (if applicable), thorough review of tech data procedures with emphasis on notes, cautions, & warnings, engine/APU/GTC operation, to include normal operational parameters and limitations, aircraft and engine/APU/GTC emergency procedures (critical actions) and operating limitations. Procedures identified as critical memory items must be memorized.

5.4.3.1.1.2. Complete an engine operation parameters/limitations test and an emergency procedures test. Emergency procedures must include all applicable emergency procedures identified in the engine/aircraft/APU/GTC technical data. Emergency procedures (critical actions) tests must be written out, not multiple choice.

5.4.3.1.2. Phase II – Practical (Aircraft Cockpit or Simulator).

5.4.3.1.2.1. Students shall demonstrate knowledge and proficiency in the following areas prior to performing an actual engine start:

5.4.3.1.2.1.1. Proper Run clearance procedures,

5.4.3.1.2.1.2. Cockpit scanning techniques/patterns,

5.4.3.1.2.1.3. UHF/VHF radio operation, ATC tower procedures, and emergency radio transmissions,

5.4.3.1.2.1.4. Normal APU/GTC/engine start, run, and shutdown procedures, including notes, cautions, and warnings,

5.4.3.1.2.1.5. Augmentor/afterburner or thrust reverser operation as applicable, including notes, cautions, and warnings,

5.4.3.1.2.1.6. Aircraft systems/subsystems normal operating parameters, including notes, cautions, and warnings,

5.4.3.1.2.1.7. Egress procedures,

5.4.3.1.2.1.8. Normal and emergency braking operation,

5.4.3.1.2.1.9. Ensure emergency procedures (critical actions) are memorized. Instructors will evaluate the student on response time and ability to handle emergency situations.

5.4.3.1.3. Phase III – Actual Aircraft Engine Run. Students shall be evaluated by a certifying official on all items in Phase II.

5.4.4. Currency/Proficiency:

5.4.4.1. 90-day: Perform a run for each aircraft/engine/APU/GTC type.

5.4.4.2. Annual:

5.4.4.2.1. Pass a written procedures and emergency procedures test,

5.4.4.2.2. Complete an engine run evaluation by an engine run certifier,

5.4.4.2.3. Complete an APU/GTC run evaluation by an APU/GTC run certifier.

5.4.4.3. To regain 90 day currency, operator must complete an engine/APU/GTC run under the supervision of a certifier. Annotate recurrency in the operator's training record.

5.4.5. Engine Run Certifiers. Personnel authorized to certify engine run operators must be appointed in writing. They shall be current and qualified in the operation and shall receive their annual exam from a Government or contractor engine run certifier. The GFR/GGFR may restrict certifier status and or require use of military certifiers.

5.5. Medical (Physical) Requirements for Ground Personnel.

5.5.1. All personnel performing engine runs, ground taxi, towing (except wing walkers), or operating self-propelled support equipment, shall receive a physical examination from a licensed physician prior to conducting these operations, and subsequently on a specified periodic basis (not to exceed 5 years). The physician shall determine, based on job requirements, that the individual can safely perform the specific operations for which they are certified.

5.5.2. Records. The contractor must only place a medical statement in the employee's record that indicates the artisan/technician has been medically qualified for applicable tasks (include the completion date). The actual physical results must <u>not</u> be placed in the training record (violation of HIPAA).

5.6. Aircraft Ground Support Equipment (AGSE). This area includes, powered and non-powered aerospace ground equipment (AGE) operations (e.g., powered: external Auxiliary Power Units (APU)/Gas Turbine Compressor (GTCs), hydraulic test stands, light carts, etc.; non-powered: nitrogen/oxygen servicing carts, lifting devices, cradles, slings, support devices, aircraft work stands, tow bars, etc.). Procedures shall address at a minimum:

5.6.1. Periodic inspection/maintenance program to ensure serviceability and safety of equipment. Include maintenance/inspection methods and standards. Technical data must be referenced and used to develop scheduled/preventative maintenance plan,

5.6.2. Management of equipment maintenance/inspection and historical records,

5.6.3. User requirements (e.g., pre-operational inspections/documentation),

5.6.4. Tracking systems for preventative maintenance, time-changes and equipment items requiring calibration, next inspection due date,

5.6.5. An equipment identification process (e.g., unit numbers, bar codes, etc.),

5.6.6. Configuration control/management (e.g., Time Compliance Technical Orders, Service Bulletins, recalls of commercial equipment, safety alerts, etc.),

5.6.7. Corrosion control,

5.6.8. Equipment in overdue status but in-use and cannot be removed (i.e., jacks installed for extended periods, fixtures, cradles, etc.),

5.7. Airfield and Facility Vehicle Operation. Procedures shall address at a minimum:

5.7.1. Vehicle operation (to include self-propelled equipment) in proximity of aircraft, aircraft components and support equipment,

5.7.2. Safe operating speeds,

5.7.3. Spotter requirements for backing, etc.,

5.7.4. Vehicle pre-operational/safe-to-operate inspection requirements.

5.8. Aircraft servicing. Procedures shall address at a minimum:

5.8.1. Refuel/defuel process,

5.8.2. Fuel servicing equipment,

5.8.3. Fuel storage,

5.8.4. Hydraulic systems, engines, gearboxes, propellers, landing gear struts, accumulators, etc. (to include prevention of cross-contamination),

5.8.5. Oxygen (liquid and gaseous),

5.8.6. Aircraft tires,

5.8.7. Grease guns, dispensing cans, spray bottles, pump oilers, etc. and,

5.8.8. Processes for preventing cross-contamination.

5.9. Aircraft Ground Handling. Procedures shall address at a minimum:

5.9.1. Towing:

5.9.1.1. Towing Pre-briefings to include risk management,

5.9.1.2. Identification of towing supervisor,

5.9.1.3. Required personnel,

5.9.1.4. Towing speeds,

5.9.1.5. Towing in congested areas,

5.9.1.6. Tow vehicle operation,

5.9.1.7. Aircraft setup/configuration as required by applicable aircraft technical guidance,

5.9.1.8. Towing during reduced visibility, (use of lighted wands, etc.),

5.9.1.9. Communications external to tow team,

5.9.1.10. Signaling for normal and emergency stops (e.g., whistles, horns, radios) and,

5.9.1.11. Emergency aircraft movement (hangar/flightline, fire/severe weather).

5.9.2. Marshalling:

5.9.2.1. Aircraft obstacle clearance distances,

5.9.2.2. Use of standardized FAA, ICAO, or Service Guidance hand/wand signals,

5.9.2.3. Marshalling team member positions in relation to the aircraft and,

5.9.2.4. Special equipment used for limited visibility marshalling operations (e.g., reflective vests and lighted wands).

5.9.3. Mooring and Tie Down:

5.9.3.1. Aircraft specific tie-down points,

5.9.3.2. Ground tie-down locations,

5.9.3.3. Use of approved tie-down equipment for the specific aircraft and,

5.9.3.4. Grounding requirements.

5.9.4. Jacking:

5.9.4.1. Identification of jacking supervisor,

5.9.4.2. Pre-briefing,

5.9.4.3. Required personnel,

5.9.4.4. Communication and signaling between jack team members,

5.9.4.5. Pre-operational inspection of jacking equipment,

5.9.4.6. Pre-operational inspection of location to ensure surface is clean, level, of appropriate weight rating, and the location is sufficiently clear of hazards (e.g., jet/prop blast, obstacles),

5.9.4.7. Proper securing/configuring of jacks after aircraft is jacked (e.g., locking rings, relieving manifold pressure, etc.) and,

5.9.4.8. Aircraft specific requirements (e.g., weight and balance, jack-points, configuration).

5.9.5. Taxiing by Ground Personnel:

5.9.5.1. Procedures shall ensure only trained, qualified, and certified personnel shall taxi aircraft,

5.9.5.2. Follow Service Guidance,

5.9.5.3. Ground personnel shall not conduct taxi operations on rotor-wing or tiltrotor aircraft, nor shall they conduct high speed taxi.

5.10. AFE/ALSE/ALSS. System/Component Maintenance and Storage. Procedures shall address at a minimum:

5.10.1. Training. All personnel performing maintenance, removal, installation, operational checkout of ALSE must be trained and certified formally through Service or equivalent commercial training,

5.10.2. Service or commercial technical guidance, whichever is applicable, will be used to develop training and perform maintenance,

5.10.3. Proper documentation of all equipment inspection records, forms, cards or information systems,

5.10.4. Work center explosive safety program, as applicable,

5.10.5. Temperature and relative humidity requirements in accordance with applicable technical data for the chute drying and packing areas,

5.10.6. Serviceability/calibration requirements for all equipment used to service and maintain (e.g., parachute-packing tables must be smooth, free of slivers and other defects that will cause damage to parachutes),

5.10.7. Proper storage of ALSE (e.g., dry well-ventilated area free of dust and other contaminants),

5.10.8. Monitoring/recording of temperature when performing life raft and life preserver leakage tests, as required,

5.10.9. Moisture and oil-free air source used to inflate rafts and life preservers,

5.10.10. Lead seal crimping tools and crimping requirements/procedures and,

5.10.11. Oxygen systems maintenance requirements (e.g., regulators, lines, OBOGS, etc.).

5.11. Egress System/Component Maintenance and Storage. Procedures shall address at a minimum:

5.11.1. Training. All personnel performing maintenance, removal, installation, operational checkout of egress seats/components must be system certified formally through a Service school or by an equivalent Original Equipment Manufacturer (OEM) certified trainer,

5.11.2. Initial and annual “Safe-for-Maintenance” and system familiarization training for all employees that have a need to gain access to cockpits or crew stations equipped with ejection or extraction systems and/or explosive operating canopy removal systems,

5.11.3. Service or commercial technical guidance, whichever is applicable, will be used to develop training and perform maintenance,

5.11.4. Proper documentation of all equipment inspection records, forms, cards or information systems,

5.11.5. Proper inspection, maintenance, handling and storage of Cartridge/Propellant Activated Devices (CAD/PAD) and other explosives applicable to facility/contract,

5.11.6. Work center explosive safety program,

5.11.7. Access to Egress seats/components restricted to authorized personnel only,

5.11.8. Proper storage of Egress seats/components (e.g., dry well-ventilated area free of dust and other contaminants) and,

5.11.9. Lead seal crimping tools and crimping requirements/procedures,

5.12. Aircraft/Equipment Hydraulic Fluid Analysis Program. Procedures shall address at a minimum:

5.12.1. Hydraulic fluid contamination surveillance program for both aircraft and GSE (as applicable IAW technical data) to include test equipment used for operational checks of removed components,

5.12.2. Sampling,

5.12.3. Proper handling of samples to prevent contamination,

5.12.4. Testing methods (e.g., patch and/or portable oil diagnostic system),

5.12.5. Testing results for all aircraft and GSE and,

5.12.6. Required actions for abnormal results.

5.13. Oil Analysis Program. Procedures shall address at a minimum:

5.13.1. Technical data requirements,

5.13.2. Sampling,

5.13.3. Proper handling of samples to prevent contamination,

5.13.4. Testing results and,

5.13.5. Required actions for testing results.

5.14. Test, Measurement, and Diagnostic Equipment (TMDE). Procedures shall address at a minimum:

5.14.1. Management and tracking of equipment,

5.14.2. Use of technical data,

5.14.3. Standards traceable to the National Institute of Standards and Technology or host nation equivalent,

5.14.4. Notification and recall process for equipment due calibration,

5.14.5. Management actions required for overdue items and,

5.14.6. Required actions for items identified as Out-of-Tolerance.

5.15. Weight and Balance. The following references are good sources of information for developing Weight and Balance procedures: TM 55-1500-342-23 (US Army); NAVAIR 01-1B-50 (US Navy/US Marine Corps); T.O. 1-1B-50 (US Air Force); CGTO 1-1B-50 (US Coast Guard). Procedures shall address at a minimum:

5.15.1. Maintenance, storage, calibration, and handling of scales and/or load cells,

5.15.2. When an Automated Weight and Balance System (AWBS) is utilized, ensure a process is implemented to receive and install updated versions,

5.15.3. Use of technical data and,

5.15.4. General procedures:

5.15.4.1. Equipment. This area includes: Weighing Equipment, Weighing Accessories, Weighing Procedures, Aircraft Leveling, Dimensions Required for CG Location, Projection of Points to the Floor, Taking Measurements, Recording Weight and Dimensions, and Verification of Weighing Results; and,

5.15.4.2. Calculation. This area includes: Principle of Moments, Effects of Moments on Aircraft, Determination of Balance Condition (Location of Aircraft CG), Effects of Unbalanced Loading, Determining Center of Gravity for a Group of Items, Center of

Gravity Limits, Expressing Center of Gravity, Lateral and Vertical Center of Gravity, and Most Forward and Most Aft CG Calculations.

5.16. Tire and Wheel. Procedures shall reflect at a minimum:

5.16.1. Use of technical data in tear-down and build-up and,

5.16.2. Storage of wheels, components (e.g., bearings, races, keys, etc.) and tires.

5.17. Welding and Brazing (on fueled or previously fueled aircraft). In the absence of specific contractual or Service Guidance, contractors should follow the minimum standards contained in NFPA 410. Procedures shall address at a minimum:

5.17.1. Authorized locations,

5.17.2. Welding fire-safety checklist,

5.17.3. Process and authority for issuing a “Hot Work Permit,”

5.17.4. Pre-operational inspection of equipment.

5.18. Security of Aircraft/Prevention of Unauthorized Access or Operation of Government Aircraft. The Procedures shall include:

5.18.1. Responsibilities and processes for preventing unauthorized aircraft movement and access by unauthorized personnel,

5.18.2. Promotion of security awareness in all flight-line personnel and,

5.18.3. Classified equipment storage.

5.19. Technical Orders/Maintenance Manuals (to include Modification Flight Manuals). The Procedures shall include:

5.19.1. Methods that ensure only current technical publications are used for the servicing and maintenance of aircraft and support equipment,

5.19.2. The method for receiving, distributing, and maintaining the currency of technical publications. 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,

5.19.3. Foreign Disclosure.

5.20. Aircraft Records Management. Procedures shall address at a minimum, maintenance, management, and control of documents, work pages/plans, historical records, etc.

5.21. Safe-for-Flight Release. The process that certifies the aircraft is safe for flight. Procedure shall address at a minimum:

5.21.1. 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,

5.21.2. Appointment of release authorities in writing and,

5.21.3. Process for release.

5.22. Battery Handling, Recharge and Storage. Procedures shall address at a minimum:

5.22.1. Use of technical data,

5.22.2. Tracking of batteries and,

5.22.3. Separation of non-compatible battery and element/component types (e.g., Lead Acid and Nickel Cadmium, if applicable).

5.23. Corrosion Control. Procedure shall address at a minimum:

5.23.1. Use of technical data,

5.23.2. Cleaning, washing, lubrication and,

5.23.3. Corrosion prevention/control.

5.24. Aircraft Weapons, Munitions, and Cartridge Activated Devices (CADs). Procedures shall address at a minimum:

5.24.1. Use of technical data. DoD 4145.26M, DOD Contractor's Safety Manual For Ammunition and Explosives provides additional guidance and,

5.24.2. Use, storage, handling and transportation.

5.25. Lasers. Procedures shall address at a minimum:

5.25.1. Use of technical data and,

5.25.2. Use, storage, handling and transportation.

5.26. Severe Weather. Procedures shall address at a minimum:

5.26.1. Define conditions that constitute severe weather,

5.26.2. Provisions for obtaining forecasts and disseminating weather information to affected personnel, including off duty hours notification process and,

5.26.3. Response plan. Specific responsibilities for hangaring, mooring, or evacuation of aircraft as appropriate.

5.27. Fuel System Maintenance. Procedures shall address at a minimum:

5.27.1. Use of technical data,

5.27.2. Fuel Cell entry operations to prevent damage to the aircraft, including necessary clothing and equipment and,

5.27.3. Fuel systems purging procedures to include:

5.27.3.1. Purging method (air or fluid purging) and,

5.27.3.2. Process, facility, and equipment requirements.

5.27.4. Lower Explosive Level (LEL) procedures.

5.28. Hangaring of Aircraft. Procedures shall address rules for full, partially full, or empty fuel tanks, fuel system purging, and LEL procedures. Hangars shall meet the requirements of Paragraph 6.3.

5.29. Storage and Handling of Hazardous Materials (HAZMAT). Procedures shall address at a minimum:

5.29.1. Handling and storage requirements,

5.29.2. Proper use, labeling and identification and,

5.29.3. Emergency procedures.

5.30. Gases (Inert and Flammable). Procedures shall address at a minimum:

5.30.1. Handling, transportation, and storage requirements,

5.30.2. Ventilation,

5.30.3. Proper use, labeling and identification and,

5.30.4. Emergency procedures.

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Chapter 6

SAFETY

6. Aviation Safety Program Elements.

6.1. Mishap Prevention Program. The contractor shall establish a written mishap prevention program for its flight and/or ground operations which includes the following applicable elements:

6.1.1. Designation of an Aviation Safety Official and specific duties and responsibilities of the position.

6.1.2. Risk Management. Contractors may base their programs on Service or equivalent industry practices (Operational Risk Management (ORM), Composite Risk Management (CRM) (Army), etc.).

6.1.3. Establish hazard identification and elimination procedures. As a minimum, the system/methodology should allow any contractor personnel to identify a potential hazard under a non-attribution policy, provide an avenue to communicate (anonymously, if desired) this concern to the contractor's safety department for validation and corrective action, and document resolution of the identified hazard.

6.1.4. 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. These meetings shall 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 shall provide a method to interface with their respective company organization/ department. The aviation safety council shall:

6.1.4.1. Accept action items, provide safety expertise, implement changes as required, and operate as a focal point for safety within the company,

6.1.4.2. Address company mishaps for trend analysis and recommendations and,

6.1.4.3. Address airfield hazards to include obstructions, ATC facilities and procedures, Hazardous Air Traffic Reports (HATRs), and Bird/Animal Avoidance and Strike Hazard (BASH),

6.1.4.4. Include (but are not limited to):

6.1.4.4.1. Safety Manager,

6.1.4.4.2. Director of Flight Operations/Chief Pilot,

6.1.4.4.3. Quality Assurance (contractor and Government),

6.1.4.4.4. Aviation Safety Official,

6.1.4.4.5. Department Heads,

6.1.4.4.6. FOD Manager,

6.1.4.4.7. Chief of Aircraft Rescue and Fire Fighting,

6.1.4.4.8. Environmental/Hazardous Materials Manager,

6.1.4.4.9. Aviation Maintenance Manager (contractor),

6.1.4.4.10. GFRs,

6.1.4.4.11. Aviation Maintenance Manager (Government),

6.1.4.4.12. CSS/CSM (Government),

6.1.4.4.13. Airfield Manager,

6.1.4.4.14. ATC liaison.

6.1.5. Conduct monthly flight 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. Where the contractor's operations are embedded with Government operations, they may integrate their meetings with the local unit.

6.1.6. 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:

6.1.6.1. Army - AR 385 Series, *Safety* publications,

6.1.6.2. Navy - the Naval Safety Center (NAVSAFCEN) 3750 P1 *Safety Review Checklist or The NAVAIR IG Safety Checklist*,

6.1.6.3. Air Force - AFI 91-202, *The US Air Force Mishap Prevention Program*, including Major Command (MAJCOM) supplements and,

6.1.6.4. Coast Guard - COMDTINST M5100.47 (series), *Safety and Environmental Health Manual*.

6.1.7. Bird/Animal Avoidance and Strike Hazard (BASH) Program. The intent of this program is to prevent avoidable damage to aircraft due to animal strikes. Define procedures to keep aircrew members aware of the current bird condition. Every reasonable effort must be implemented to keep all types of wildlife away from the runway environment. Contractors may integrate their program with the local airfield program.

6.1.8. 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. Contractors may integrate their program with the local airfield program.

6.1.9. Make safety publications readily available to all aircrew members.

6.1.10. Aircraft Damage Reporting Procedures. The contractor shall track all damage to contract aircraft, and notify the GFR of all damage (at or above $2,000) to aircraft "in the open" including post-DD-250 aircraft, within 7 days.

6.1.11. Aircraft Mishap Reporting Procedures. The contractor must notify the GFR of any aircraft mishap meeting the criteria defined in DoDI 6055.07, *Accident Investigation, Reporting, and Record Keeping (or applicable agency reporting criteria for non-DoD aircraft)* as soon as practical. The contractor shall provide the GFR a detailed narrative of the mishap, findings (including costs), and recommendations/corrective actions.

6.1.12. 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 6055.07, *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:

6.1.12.1. Limitations of company internal distribution to the minimum number of directly concerned safety or operator personnel,

6.1.12.2. No release of privileged data to third parties,

6.1.12.3. Training to ensure employee awareness of the sensitivity of privileged information and its restrictions for purposes of exclusive Government benefit only.

6.1.13. Mishap Response Plan (MRP) (or Premishap Plan). The contractor shall develop an MRP which establishes the policies, responsibilities, and actions to be initiated should any aircraft in the custody of the contractor become overdue, or involved in a mishap. The contractor shall exercise the MRP on an annual basis. As a minimum, this plan shall include the following:

6.1.13.1. Immediate action checklist to ensure command, control and coordination of the rescue/recovery effort,

6.1.13.2. 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,

6.1.13.3. Procedures for contractor and subcontractor cooperation and participation in mishap investigations conducted by the Government. Procedures must clearly define the differences between a Government Legal investigation (used to satisfy claims) and a Government Safety investigation (used for mishap prevention). The procedures must clearly state the contractual obligation of contractor personnel to provide information and interviews to the Government Safety investigation immediately upon request. The results of medical and toxicological testing per Paragraph 6.1.13.7 shall be provided to the Government Safety investigation board immediately upon request. The toxicological samples shall be provided to the Government legal investigation board immediately upon request,

6.1.13.4. Provisions for search and rescue procedures,

6.1.13.5. Procedures for site security and public affairs,

6.1.13.6. Procedures for the preservation of evidence to include:

6.1.13.6.1. Training records,

6.1.13.6.2. Aircraft log books, maintenance and servicing records,

6.1.13.6.3. Impounding all of the mishap aircraft's fluid servicing equipment and contents, and,

6.1.13.6.4. Collection and impoundment of fluid samples from the mishap aircraft.

6.1.13.7. Medical Procedures.

6.1.13.7.1. Toxicological Testing. Contractors shall ensure that toxicological testing (at least equal to Service requirement), of personnel involved in aircraft mishaps is promptly accomplished. Contractors shall include toxicological testing procedures as part of their Mishap Response Plan. See the Armed Forces Institute of Pathology/ Division of Forensic Toxicology guidelines for information on toxicological testing programs.

6.1.13.7.1.1. Requirement. Crewmembers involved in mishaps in which there is a loss of life, an aircraft is destroyed, property damage is expected to exceed $500,000; three or more personnel are inpatient hospitalized; or any permanent total or partial disability is sustained shall receive toxicological testing at least equal to procuring Service requirements. Those contractor individuals identified by the GFR whose actions or inactions may have been factors in the mishap sequence shall also be tested (provided SOFA permits in foreign countries). The contractor shall ensure that the requirement for toxicological testing is flowed down to its subcontractors.

6.1.13.7.1.2. Contractor Personnel Refusing to be Tested IAW 6.1.13.7.1.1. The GFR has no role in the hiring or firing of contractor personnel. In addition, the GFR cannot force compliance with any portion of this Instruction. However, the GFR has complete authority over access to all aircraft covered by this instruction. Any contractor crewmember refusing timely toxicological testing following a mishap shall be permanently removed as a Government approved crewmember. Any contractor non-crewmember refusing timely toxicological testing following a mishap shall be permanently removed from the contractor's non-crewmember list. Ground personnel refusing timely testing following a mishap will not be permitted to work on USG aircraft under this Instruction for 3 years. Contractors may request relief from these risk control measures directly to the appropriate waiver authority for this instruction. Requests should include sufficient evidence that the Government's risk has been adequately mitigated. Contractors shall annotate any refusals to comply with toxicological testing in the individual's personnel files.

6.1.13.7.2. Establish procedures for medical examination of crewmembers, non-crewmembers, and passengers involved in an aircraft mishap, and those ground personnel whose actions or inaction may have been factors in the mishap sequence.

6.1.13.7.3. An examination by a military flight surgeon or an FAA approved medical examiner is required for those involved in a physiological incident.

6.1.13.7.4. 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.

6.2. Aircraft Rescue and Fire Fighting (ARFF).

6.2.1. Specific minimum ARFF requirements at contractor facilities including GOCO facilities. All contractors conducting aircraft operations, or supporting Government aircraft operations under this Instruction shall ensure minimum ARFF capabilities exist. The contractor's ARFF program shall be aligned with the minimum standard industry practices delineated in National Aerospace Standard (NAS) 3306, *Facility Requirements for Aircraft Operations.* When unable to meet the specific ARFF requirements of NAS 3306, contractors may seek relief through the appropriate Waiver Authority for this Instruction (see Paragraph 2.6).

6.2.2. ARFF Chief Responsibilities:

6.2.2.1. 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,

6.2.2.2. Act as focal point for Fire Protection and Prevention, and ARFF at the contractor's facility,

6.2.2.3. Ensure ARFF vehicles are maintained and checked on a daily basis.

6.2.3. ARFF requirement for UAS operations. UAS Contractors shall have sufficient ARFF capability to approach a burning UAS in a reasonable time period to sufficiently rescue personnel, combat the fire, and minimize further damage to the aircraft and equipment.

6.2.3.1. Groups 1, 2, and 3 UAS' are exempt from the requirements of NAS 3306.

6.2.3.2. Groups 4 and 5 UAS' shall comply with Paragraph 6.2.1 above. Exception: use of proximity firefighting gear is not mandated since there are no aircrew members to rescue.

6.2.4. Use of outside agencies for meeting the ARFF requirements of Paragraph 6.2. Contractors may establish agreements with local fire departments and ambulance services. Aircraft specific training of personnel from these units may be required. If ARFF is provided by a third party, a written agreement (MOA) must be in place that describes where the providing agency meets the requirements of NAS 3306 in the areas of procedures, training, exercises, response time requirements and inspections. MOAs shall be renewed annually to ensure the providing agency can continue to meet the NAS 3306 requirements.

6.3. Protection of Aircraft on the Ground. Facilities used for housing, storing and servicing aircraft shall meet the minimum requirements of NAS 3306. When unable to meet the specific facility requirements of NAS 3306, contractors may seek relief through the appropriate Waiver Authority for this Instruction (see Paragraph 2.6). Facilities used for housing, storing and servicing Army helicopters shall meet the requirements outlined

in US Army Engineering Technical Letter 1110-3-485 in lieu of the NAS 3306 requirements.

6.4. Aircraft Hangars. Shall comply with NAS 3306. When unable to meet the specific facility requirements of NAS 3306, contractors may seek relief through the appropriate Waiver Authority for this Instruction (see Paragraph 2.6). Temporary or permanent shelters for individual aircraft that are open to the front and rear of the aircraft at all times are considered flightline and do not require hangar fire protections per NAS 3306.

Chapter 7

GOVERNMENT FLIGHT REPRESENTATIVES

7. GFR Procedures.

7.1. GFR Qualifications.

7.1.1. GFR (Aircraft Flight and Ground Operations). A rated U.S. Military officer or Government civilian in an aviation position. GFRs are appointed to perform the Contract Administration Services (CAS) function, FAR SubPart 42.302*(a)(56) maintain surveillance of flight operations*.

7.1.2. Ground GFR (GGFR). A U.S. Military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent. GGFRs are not authorized to approve contractor crewmembers, flights, flight related portions of the Procedures, or any function/procedure described in this Instruction's Chapter 4 (Flight Operations). GGFRs shall not be assigned where a GFR already exists. In these cases, assignment of a GGR as a member of the APT is appropriate.

7.2. GFR Selection and Assignment.

7.2.1. To administer contracts which include flight and ground operations, the Approving Authority appoints a GFR (and Alternate GFR as desired). To administer contracts which include ground operations only, the Approving Authority appoints either a GFR or GGFR (and alternates as desired).

7.2.2. Organization Providing GFR. The Services normally provide the GFR for contractor operations at Base, Post, Camp or Station locations. DCMA normally provides the GFR for contractor facilities IAW DFARS SubPart 242.2 *Contract Administration Services*.

7.3. GFR Training. Prior to performing GFR/GGFR duties, the GFR/GGFR appointee shall complete the DCMA administered GFR/GGFR Certification Course (as appropriate). GFRs/GGFRs who have not been involved in contractor aircraft operations for a period of three years shall re-attend the GFR course prior to being appointed as a GFR. Attendance at the DCMA GFR/GGFR Certification Course is required every five years. Instructing the course counts as attending. GGRs shall also attend the GGFR course.

7.4. GFR Designation. The Approving Authority designates a GFR for contractor operations where the contractor is required to comply with this Instruction. The Approving Authority should also designate an alternate GFR. GFRs assigned as non-resident GFR may act as Primary or Alternate GFRs at a maximum of six locations. However, they may act as Primary GFR at no more than four of the six locations. The contractor shall be provided, and should maintain, an informational copy of applicable GFR Appointment Letter. Attachment 6, *GFR/GGFR Appointment Letter Sample Format*, shows an example format for a GFR Appointment Letter. Attachment 6.1, *Applications for GFR/GGFR Appointments*, describes processes for obtaining appointment letters. See Paragraph 7.10.2 for Supporting Contract Administration (SCA) delegation process.

7.5. PCO Responsibility. When this Instruction is incorporated by reference or included in the contract, the PCO shall ensure the contract is not executed without the assignment of a GFR.

7.6. ACO Responsibility. When this Instruction is incorporated by reference or included in the contract, the ACO shall ensure the contract is not performed without the assignment of a GFR.

7.7. 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.

7.8. GFR General Responsibilities.

7.8.1. Contractor's Procedures. The GFR is responsible for surveillance of those contractor aircraft flight and ground operations where the contractor is required to comply with this Instruction.

7.8.1.1. Procedures shall be reviewed by the GFR at least every 12 months and within 90 days of a change of the primary GFR. GFRs should use Attachment 10, Procedures Index, and Attachment 11, Procedures Review Guide, when reviewing Procedures. The GFR shall complete the review and respond to the contractor in a timely manner (within at least 30 days). Contractors may continue operations under existing Procedures until the completion of the review process unless the GFR identifies an unsafe practice. The contractor shall be notified in writing when the review is complete. The GFR shall maintain a record of approval of the Procedures and send a copy of the approval letter to the ACO.

7.8.1.2. Procedures at Start-up Locations. For contractor operations with no existing approved Procedures, the contractor is encouraged to provide its Procedures, including portions thereof, to the GFR for approval as soon as possible. The GFR shall give priority to approving those Procedures to prevent a delay in the execution of the contract. GFRs may approve portions of the Procedures, however, they shall not approve crewmembers or flights until the entire set of Procedures have been approved.

7.8.1.3. 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 shall take prompt actions to rectify the issue. In these situations the GFR may elect to withdraw approval of the flights, crewmembers, and/or Procedures. Should the GFR discover contractor operations conducted without approved Procedures, noncompliance with approved Procedures, or discover use of unsafe practices, the GFR shall notify the contractor and ACO.

7.8.1.4. Given the complexity of this Instruction and Service Guidance it is reasonable to expect disagreement in some areas between the contractor's and GFR's interpretations. Paragraph 3.16 is intended to provide contractors an avenue for elevating their concerns when the disagreement cannot be resolved between the contractor, GFR and ACO. The Service Waiver Authorities for this Instruction are the ultimate arbitrators for resolving these disagreements.

7.8.2. 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 publications, 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.

7.8.3. Contract Deficiencies/Concerns. 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.). These situations shall require special attention from the GFR. GFRs should work with ACOs and PCOs to ensure that contracts do not contain verbiage that negates or removes all or part of this Instruction. If these efforts are unsuccessful, the GFR shall inform the Procuring Services waiver approval authority of the contract and issues involved.

7.8.4. Temporary Duty (TDY) Support. The GFR shall ensure that TDY military aircrews arriving on site to support the contract effort, 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 7.8.9., below, for more information on TDY crew flight approval.

7.8.5. 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. 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 (AMCOP-CA), Naval Air Systems Command (AIR-9.0F), and Air Force Materiel Command (AFMC/A3V).

7.8.6. Teaming. The GFR along with the Aviation Maintenance Manager (or Ground GFR), the Contract Safety Specialist, and the Quality Assurance Representative (QAR) a make up the Aviation Program Team (APT). The GFR heads the APT. Its purpose is to ensure all aspects of aircraft safety (flight, ground, and industrial) are adequately addressed. In performing their duties, the APT should maintain a close liaison with the other CAS and contractor organization functional offices. 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. Service GFRs are strongly encouraged to use available personnel to form their own APTs.

7.8.7. Crewmember Approval. One of the most important duties performed by GFRs involves approval of contractor crewmembers. To avoid serious problems, it is vital that GFRs follow the instructions governing these processes to the letter. All contractor crewmembers must be approved as a requisite step for contractor indemnification under the GFRC. The GFR shall not approve any crewmember until the Procedures have been approved.

7.8.7.1. GFRs shall base their crewmember training, qualification, approval, and removal from flight status decisions primarily on the requirements of the contract, this Instruction, and the current/projected operations tempo of the contractor. GFRs shall also consider the same factors described in Paragraph 4.2.7, *Removal from Crewmember Status*, prior to approving a crewmember in the first place.

7.8.7.2. The GFR shall coordinate with the contractor to ensure that the appropriate numbers of crewmembers are approved, and that programs include sufficient flying time for currency in accordance with this Instruction.

7.8.7.3. Multiple Aircraft Qualifications (USAF): If the AFMC Form 80 is used, the GFR will be listed as the Action Officer in Section IV (block 25). Submission of the multiple qualification package signifies GFR concurrence with the contractor request. The CMO/CC, if a rated officer, will electronically sign Section IV (block 23), in the OG/CC block. If the CMO/CC is not a rated officer, forward the multiple qualification request to DCMA-AO for signature. DCMA-AO will electronically sign Section V (block 27) in the WG/CC block in both cases. Service GFR waiver requests will be signed by the OG/CC providing oversight of contractor operations. Forward the Form 80 to AFMC/A3V for final actions/approval.

7.8.8. Non-Crewmember Approval. GFRs do not approve non-crewmembers per se. However, GFRs shall only approve flights that include non-crewmembers when the non-crewmembers are on the contractor Requesting Official's authorized list and have a mission need to be on the aircraft.

7.8.9. Flight Approval. The GFR shall not approve any flight until the Procedures have been approved.

7.8.9.1. GFR approval is required for all flights under this instruction. Flight approvals are requested through the use of DCMA Form 644, *Request for Flight Approval*, or an alternate form approved by the GFR. Ideally, the GFR approves flight requests on the work day prior to the scheduled flight. This allows the GFR to evaluate the effects of all the factors (such as aircraft condition, weather, aircrew life stressors, etc.) which influence flight effectiveness and safety. GFRs shall not authorize operations that are outside the scope of the contract. GFR approval of operations not

allowed by the contract could create serious liability issues for both the Government and the contractor.

7.8.9.2. GFR approved equivalent forms must contain the same requisite information found in DCMA Form 644, *Request for Flight Approval,* 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.*"

7.8.9.3. GFRs shall confirm that each contractor crewmember on the flight approval request form is current, qualified, or in an approved training status. When a GFR is approving a flight with crewmembers provided under a separate contract having a different GFR, the approving GFR shall ensure the guest crewmembers are current and qualified IAW the contract they are now flying under.

7.8.9.4. When Government crews fly aircraft under this Instruction, the GFR shall 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 644 (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. For Air Force aircraft, verification includes the determination, based on AFI 11-2FT Vol 1, that currency requirements have been met for the mission/mission elements as stated on the DCMA Form 644.

7.8.9.5. Flights not Under GFR Cognizance. Occasionally contractor flight operations include formations, chase, pace, intercept/target, or in-flight refueling (receiver or tanker) with non-contract/non-Government aircraft. GFRs may approve such missions but shall not approve the non-contract flight itself. GFRs require insight into the qualifications and capabilities of the non-contract aircrew and aircraft. See Paragraph 4.1.8 for contractor responsibilities in providing this information. GFRs shall not approve DCMA Form 644s for missions that cannot be accomplished safely.

7.8.9.6. Multiple Flight Approvals. Highly repetitive flights (such as flight instruction or a repeated flight involving the same aircrew, mission, and flight profile, including flights defined under Paragraph 1.28.3) may be authorized 7 days in advance. 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 multiple flight approvals 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. Multiple flight approvals shall only be for the minimum time period consistent with mission requirements. When the GFR is not collocated with the flight operations, either as a non-resident GFR or because of off station operations, the GFR may authorize the proposed flights up to one month in advance. In no case shall flight approvals be issued for more than one month. USAF: Contractor crewmembers and non-crewmembers embedded in USAF flying organizations may be pre-approved by the GFR for up to 30 days. The GFR will list any ground training items/prerequisites and flying training events that will expire during the requested time period. This information

will be provided and attached to the AF Form 4327/4327a to complete the flight approval process.

7.8.9.7. Orientation Flights. Requests for orientation flights on Government aircraft shall be routed to the waiver authority for this Instruction (see Paragraph 2.6) for approval. The GFR shall consult with the ACO to ensure that such requests are within scope of the contract, and request that the PCO adjust the contract to fund the requested flights when necessary. Individuals receiving orientations are restricted from the following types of flights: experimental test flights; initial acceptance, functional check flights, maintenance test, or point to point flights.

7.9. Subcontractor Flight Operations. GFRs are responsible for all crewmember and flight approval regardless of whether the crewmembers are prime or subcontractor personnel. GFRs may allow prime contractors to appoint subcontractor individuals to act as the CRO. When subcontractor operations affect the safety of Government aircraft, the GFR shall request from the CRO necessary information concerning said operations to ensure they may be conducted in a safe and effective manner.

7.10. CAS Responsibilities.

7.10.1. 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 IAW DFARS 242.202, or via FAR 42.202, assign additional functions. In these cases, the procuring activity notifies the CMO of the functions withheld or added.

7.10.2. Supporting Contract Administration (SCA). SCA delegations are used to transfer FAR SubPart 42.302(a) requirements from one CAS Component (CASC) organization to another. This is done when, for example, contract work is performed at geographically separated locations.

7.10.2.1. When a CASC requires support from another CASC in administering a portion of the contract, the CASC HCA or DCMA CMO commander having cognizance over the contract must request SCA services (all or part of FAR SubPart 42.302(a)), through the ACO, from a suitable CAS organization. The applicable services to be performed shall be stated in the request. An example SCA delegation format is found in Attachment 7, *Sample Supporting Contract Administration Delegation Format.*

7.10.2.2. In lieu of transferring CAS responsibility through an SCA delegation, a GFR from one unit may be delegated GFR responsibility from an outside CASC organization that has retained CAS responsibility. This is accomplished through the use of a formal Letter of Agreement (LOA) functionally assigning the GFR to the outside CAS organization for the limited purpose of performing FAR SubPart 42.302(a)(56) CAS. Attachment 7.1, *Sample GFR/GGFR Cross Organizational LOA,* provides an example LOA for this purpose.

7.10.2.3. Copies of necessary contractual documents are provided from the requesting CAS component. When the SCA delegation (or LOA) includes flight and ground operations, the GFRs from the two CAS components should keep each other informed of important activity concerning the contractor.

7.10.3. 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.

7.11. Contractor Flight And Ground Operations Surveys. 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.

7.11.1. The GFR shall conduct surveys of each designated contractor's flight and ground operations. The survey is conducted to:

7.11.1.1. Verify contractor conformance with contractual flight and ground operations and flight safety requirements,

7.11.2. Verify the qualification of contractor crewmembers, non-crewmembers, and ground 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 briefing. A formal flight evaluation report shall be entered into the tested individual's flight records. For no-notice evaluations, the GFR should notify the Chief Pilot prior to brief time.

7.11.3. 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.

7.11.3.1. Resident GFRs shall perform a minimum of one survey every 12 months in addition to their daily surveillance of the contractor.

7.11.3.2. Nonresident GFRs shall determine the survey frequencies after initial fact finding visits to the contractor's facility. Nonresident GFRs shall perform an annual survey IAW Paragraph 7.11 and at least one mid cycle survey 6 months later. These mid cycle surveys need not be as comprehensive as the annual survey. At a minimum, mid 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 for mid cycle surveys may be described in a trip report.

7.11.4. Preparation for Flight and Ground Operations Survey. GFRs should review the following items before beginning the survey:

7.11.4.1. Procedures for currency and validity,

7.11.4.2. 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 identify trends and root causes which may be contributing to the symptoms. Don't overlook findings from other locations which may have application,

7.11.4.3. Waivers. Review all waivers to ensure the requirements for the waiver are still valid,

7.11.4.4. 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.

7.11.5. 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. GFRs may wish to include a copy of the survey process to the contractor. Send a copy of notification letter to the ACO. (NOTE: When mishap reports, deficiency reports, etc., demonstrate the need for additional evaluations of the contractor's operations, unannounced surveys may be performed.)

7.11.6. 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. Procuring activities' flight safety, standardization and evaluation, or aircraft maintenance representatives are always invited and encouraged to visit contractor sites in conjunction with GFR surveys.

7.11.7. 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.

7.11.7.1. Conduct a formal in brief. A formal in brief with the contractor and Government team provides the setting for the conduct of the survey.

7.11.7.2. 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.

7.11.7.3. 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.

7.11.7.4. 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.

7.11.7.5. Reports. Prepare and distribute a written report as follows:

7.11.7.5.1. The survey report using the format at Attachment 8, 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.

7.11.7.5.2. The Facility Data Sheet (FDS). The GFR creates the FDS as a concise summary of the contractor facility and its level of activity. Attachment 9, contains an *example* format in Word. An *example* format in Excel is also available at: https://home.dcma.mil/DCMAHQ/dcma_AO/_files/Facility_Data_Sheet_Form.xlsx. It should include the following items of information:

7.11.7.5.2.1. Contractor name and address,

7.11.7.5.2.2. Primary Government and contractor personnel and phone numbers,

7.11.7.5.2.3. Number of Government and contractor crewmembers assigned,

7.11.7.5.2.4. Current contract number(s) that contain the Ground and Flight Risk Clause,

7.11.7.5.2.5. Contract flight and ground operations clause/ requirement reference(s) and safety clause/requirement reference(s),

7.11.7.5.2.6. Type/Design/Series of aircraft,

7.11.7.5.2.7. Procuring Service, PCO, ACO,

7.11.7.5.2.8. Quantity of aircraft scheduled by year and,

7.11.7.5.2.9. Current issues.

7.11.7.5.3. 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.

7.11.7.5.4. The survey report distribution schedule for contractor operations is as follows:

7.11.7.5.4.1. The GFR provides a report to the CASC Commander and ACO within 10 working days after completion of the survey.

7.11.7.5.4.2. The ACO makes comments and endorses the report to the contractor within 5 working days.

7.11.7.5.4.3. The contractor replies to survey observations within 30 days, unless a specific case warrants other action.

7.11.7.5.4.4. 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.

7.12. Other GFR Responsibilities.

7.12.1. Should the GFR discover noncompliance with approved Procedures, or discover use of unsafe practices, the GFR shall notify the contractor and ACO. The U.S. Government only has a direct contractual relationship with prime contractors. Notify the prime contractor when subcontractor noncompliance is observed. GFRs may also notify the subcontractor of the noncompliance. Oral notification by the GFR shall be followed by a formal written statement fully outlining the deficiencies. Formal written statements may be included in the Survey Report (when applicable), or through a Corrective Action Request (CAR) (when outside the Survey window). See Attachment 13 for a description of the CAR process.

7.12.2. Coordinate in advance with the ACO to ensure full contractor participation in interviews required by the safety investigators. Some contractor personnel may not wish to participate when a safety investigator needs to interview their personnel. If necessary the GFR should bring the ACO into the discussion to stress to the contractor that failure to cooperate will be viewed as a contract violation IAW DFARS 252.228-7005, *Accident Reporting and Investigation Involving Aircraft, Missiles, and Space Launch Vehicles*.

7.12.3. 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.

7.12.4. 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.

7.12.5. The GFR along with the Property Administrator (PA) shall review all Loss Damage/Destruction (LDD) incidents involving aircraft under the GFRC and provide recommendations to the ACO concerning the applicability of the GFRC's deductible for each relevant incident.

7.12.6. Perform surveillance of the contractor's mishap investigation effort with the assistance of the Contract Safety Manager or a CAS flight safety officer.

7.12.7. Maintain records of contractor flight/ground operations. This file shall include, as a minimum:

7.12.7.1. The Procedures,

7.12.7.2. Procedures approval letters (retain for 3 years),

7.12.7.3. Approval of contractor flights and flight profiles (retain 1 year),

7.12.7.4. Current listings of contractor crewmembers,

7.12.7.5. Flight operations/safety evaluation reports, follow up results, and contractor related correspondence (retain 3 years) and,

7.12.7.6. Waivers (as long as they are valid).

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Attachment 1 – Glossary of Acronyms

AAMA	Army Aeromedical Activity
ACBT	Air Combat Training
ACO	Administrative Contracting Officer
ACF	Acceptance Check Flight
ACOM	Army Command
ACT	Aircrew Coordination Training
ACT-E	Aircrew Coordination Training-Enhanced
AD	Airworthiness Directive
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFE	Aircrew Flight Equipment
AFI	Air Force Instruction
AFMC	Air Force Materiel Command
AFRC	Aircraft Flight Risk Clause (Superseded)
AGE	Aerospace Ground Equipment
AGSE	Aircrew Ground Support Equipment
ALSE	Aviation Life Support Equipment
ALSS	Aviation Life Support Systems
AMC	U.S. Army Materiel Command
AMM	Aviation Maintenance Manager
APT	Aviation Program Team
APU	Auxiliary Power Unit
AR	Army Regulation
ARFF	Aircraft Rescue and Fire Fighting
ASO	Aviation Safety Officer/Official
ATC	Air Traffic Control
ATM	Aircrew Training Manual
ATP	Aircrew Training Program (Army)
BASH	Bird/Animal Avoidance and Strike Hazard
BFM	Basic Fighter Maneuvers
CAD	Cartridge Activated Device
CAR	Corrective Action Request
CAS	Contract Administration Services
CASC	Contract Administration Services Component
CC	Commander
CFO	Chief, Flight Operations
CFT	Contractor Field Team
CG	Center of Gravity
CMDR	Commander
CMO	Contract Management Office
CO	Contracting Officer
COA	Certificate of Waiver or Authorization
COMNAVAIRSYSCOM	Commander, Naval Air Systems Command
CRM	Crew/Cockpit Resource Management
CRADA	Cooperative Research and Development Agreement
CRM	Crew Resource Management

CRO	Contractor's Requesting Official
CSS	Contractor Safety Specialist
CSSO	Cognizant Service Safety Office
CTK	Composite Tool Kits
DEA	Drug Enforcement Agency
DES	Directorate for Evaluation and Standardization (Army)
DFARS	Defense Federal Acquisition Regulation Supplement
DCMA	Defense Contract Management Agency
DCMAI	DCMA International Division
DCMAS	DCMA Special Programs Division
DCMA INST	Defense Contract Management Agency Instruction
DHA	Department of Homeland Security
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
FDME	Flying Duty Medical Examination
FDS	Facility Data Sheet
FE	Flight Examiner
FMS	Foreign Military Sales (Also known as the Defense Security Assistance Program)
FO	Foreign Object
FOD	Foreign Object Debris or Damage
FOE	Foreign Object Elimination
FOPs	Flight Operations Procedures
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GFRC	Ground and Flight Risk Clause
GFR	Government Flight Representative
GGR	Government Ground Representative
GGFR	Ground Government Flight Representative
GOCO	Government Owned, Contractor Operated
GOPs	Ground Operations Procedures
GSE	Ground Support Equipment
GTC	Gas Turbine Compressor
GTV	Ground Test Vehicle
HATR	Hazardous Air Traffic Reports
HAZMAT	Hazardous Material
HCA	Heads of Contracting Activities
HIPAA	Health Insurance Portability and Accountability
HQDA	Headquarters, Department of the Army
ICAO	International Civil Aviation Organization

IE	Instrument Flight Examiner (Army)
IFR	Instrument Flight Rules
IG	Inspector General
IMC	Instrument Meteorological Conditions
IP	Instructor Pilot
IQT	Initial Qualification Training
KO	Contracting Officer
LDD	Loss, Damage, Destruction
LEL	Lower Explosive Level
LOA	Letter of Agreement
LOD	Letter of Designation
LOX	Liquid Oxygen
LOPs	Local Operating Procedures
MACA	Mid-Air Collision Avoidance
MAJCOM	Major Command (Air Force)
MDR	Maintenance Deficiency Report
ME	Maintenance Evaluator (Army)
MIL-STD	Military Standard
MOA	Memorandum of Agreement
MRP	Mishap Response Plan
MSL	Mean Sea Level
MTF	Maintenance Test Pilot
MTP	Maintenance Test Pilot (Army)
NAVSAFECEN	Naval Safety Center
NAS	National Aerospace Standard
NAS	National Aerospace System
NASA	National Aeronautics and Space Administration
NDI	Non Destructive Inspection
NFPA	National Fire Protection Association
NOTAM	Notice to Airmen
OBOGS	On-Board Oxygen Generating System
OEM	Original Equipment Manufacturer
OG	Operations Group
OMMR	Overhaul, Modification, Maintenance, or Repair
OPI	Office of Primary Interest
OPR	Office of Primary Responsibility
OTA	Other Transactions Authority
PA	Property Administrator
PAD	Propellant Activated Device
PAS	Preaward Survey
PARC	Principal Assistant Responsible for Contracting
PCO	Procuring Contracting Officer
PDM	Program Depot Maintenance
PEO	Program Executive Officer
PI	Program Integrator
PM	Program Manager

PMA	Program Manager Aircraft
PMO	Program Management Office
PPE	Personal Protection Equipment
QA	Quality Assurance
QAR	Quality Assurance Representative
RFID	Radio Frequency Identification
ROA	Remotely Operated Aircraft
RPA	Remotely Piloted Aircraft
RPV	Remotely Piloted Vehicle
SB	Service Bulletin
SCA	Supporting Contract Administration
SCCO	Senior Center Contracting Officer
SCO	Senior Contracting Officer
SHGA	Sustained High G Aircraft
SODA	Statement of Demonstrated Ability
SOFA	Status of Forces Agreement
SP	Standardization Instructor Pilot (Army)
SPO	System Program Office
SUAS	Small Unmanned Aircraft System
TECH REP	Technical Representative
TCTO	Time Compliance Technical Order
TD	Technical Directive
TDY	Temporary Duty
TMDE	Test, Measurement, and Diagnostic Equipment
TPS	Test Pilot School
UA	Unmanned Aircraft
UAS	Unmanned Aircraft System
UAV	Unmanned Aerial Vehicle
USAAWFC	U.S. Army Aviation Warfighting Center
USACRC	U.S. Army Combat Readiness Center
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
WX	Weather

Attachment 2 – Request for Flight Approval

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		3. NON-CREW PERSONNEL	
POSITION	NAME and TITLE of PERSON	POSITION	NAME and TITLE of PERSON

4. 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.

NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME

9. SIGNATURE OF GOVERNMENT FLIGHT REPRESENTATIVE (MUST BE SIGNED TO BE APPROVED)

NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME

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

NAME (Last, First, Middle Initial)	PHONE NUMBER / E-MAIL	SIGNATURE	DATE / TIME

DCMA FORM 644 Mar 2012 PDF-5.0

Attachment 3 – Request For Government Approval For Aircrew Qualifications And Training

REQUEST FOR GOVERNMENT APPROVAL FOR AIRCREW QUALIFICATIONS AND TRAINING	*Form Approved OMB NO. 0704-0347 Expires Jun 30, 2003*

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 Operation 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.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136, 10 USC 2302; DLAI 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 *(Last 4 only)*	5. DATE OF BIRTH *(YYYYMMDD)*
6. AIRCRAFT	7. CREW POSITION	8. SECURITY CLEARANCE	9. FAA RATING

10. EDUCATIONAL BACKGROUND

a. HIGH SCHOOL (1) NAME	(2) LOCATION *(Include Zip Code)*	(3) DATE COMPLETED *(YYYYMM)*	
b. COLLEGE(S) OR UNIVERSITY(IES) (1) NAME	(2) LOCATION *(Include Zip Code)*	(3) DEGREE(S) OBTAINED	
c. FLIGHT SCHOOL (1) NAME	(2) DATE COMPLETED *(YYYYMMDD)*	d. TEST PILOT SCHOOL (1) NAME	(2) DATE COMPLETED *(YYYYMMDD)*

e. SPECIAL PROFESSIONAL SCHOOL(S) *(List name of school, location, primary subject of study, and date completed) (Use additional sheets if necessary)*

11. HAVE 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) (1) FROM (2) TO	c. LAST LOCATION	
d. HIGHEST RANK	e. AERONAUTICAL RATING	f. ARE YOU NOW A MEMBER OF THE RESERVES OR NATIONAL GUARD? *(X one)* ☐ YES *(if Yes, specify:)* ☐ NO	(1) BRANCH OF SERVICE / (2) PRESENT RANK

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.)*

☐ RESUME ATTACHED. *(X if applicable)*

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)* _____ for *(Strike out all 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 ☐ DISAPPROVED	a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED

DD FORM 2627, APR 2006 PREVIOUS EDITION IS OBSOLETE

Attachment 4 – Contractor Crewmember Record

CONTRACTOR CREWMEMBER RECORD	*Form Approved OMB No. 0704-88*

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 operated 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.

NAME OF CREWMEMBER *(First, last, middle initial)*

IDENTIFY CREW POSITION

☐ TEST ☐ SUPPORT

FUNCTIONAL OTHER *(Specify)*

☐ ☐

CONTRACTOR REPRESENTATIVE *(Name and Address)*

MISSION, DESIGN AND SERIES AIRCRAFT OR OTHER REQUIREMENT FOR THIS QUALIFICATION

BASE OR LOCATION WHERE QUALIFICATION ACCOMPLISHED

☐ INITIAL QUALIFICATION ☐ REQUALIFICATION

SECTION I FLIGHT EXPERIENCE *(Time to nearest hour)*

FLYING TIME ABOVE TYPE

JET _____ HRS. TURBO PROP _____ HRS. RECIPROCATING _____ HRS. ROTARY _____ HRS.

TOTAL FLYING TIME

MISSION DESIGN AND SERIES AIRCRAFT	PERIOD OF TIME	IP	1ST PILOT				COPILOT	AIRCRAFT COMMANDER	OTHER CREW MEMBER *(Specify)*
			TOTAL	WX	HOOD	NIGHT			
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
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	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								

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SECTION II FLIGHT CHECK *(Instructor fill in remarks where applicable)*

1. PREFLIGHT INSPECTION AND FORMS		7. IN-FLIGHT EMERGENCY PROCEDURES	
2. EMERGENCY ESCAPE PROCEDURES		8. PRELANDING CHECK, TRAFFIC PATTERN AND LANDINGS	
3. PRESTART COCKPIT PROCEDURES & ENGINE START		9. POSTFLIGHT INSPECTION	
4. COMMUNICATIONS AND TAXI PROCEDURES		10. ACCOMPLISHMENT OF FORMS AND AIRCRAFT SECURITY	
5. PRETAKEOFF COCKPIT CHECK AND ENGINE RUNUP		11. INSTRUMENT PROFICIENCY CHECK	
6. TAKEOFF AND FLIGHT PROCEDURES		12. OTHER *(Specify)*	

SECTION III ADDITIONAL REQUIREMENTS *(fill in where applicable)*

	CHECKED BY	GRADE	DATE AND PLACE	HOURS
13. PHYSICAL EXAMINATION				
14. PHYSIOLOGICAL/ALTITUDE INDOCTRINATION				
15. PRESSURE SUIT TRAINING				
16. PERFORMANCE DATA				
17. GROUND SCHOOL *(By Subject)*				
AIRCRAFT GENERAL				
AIRCRAFT PREFLIGHT				
ENGINE SYSTEM				
OXYGEN SYSTEM				
AIR CONDITIONING				
PRESSURIZATION				
FUEL SYSTEM				
INSTRUMENT SYSTEM				
ELECTRICAL SYSTEM				
HYDRAULIC POWER SYSTEM				
UTILITY SYSTEM				
FLIGHT CONTROL SYSTEM				
AUTO PILOT SYSTEM				
ROTARY SYSTEM				
18. COMMUNICATIONS AND NAVIGATION				
19. AIRCRAFT EMERGENCY PROCEDURES				
20. OTHER REQUIREMENTS AS STATED IN APPROVED CONTRACTOR OPERATING PROCEDURES				

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, removed from crewmember status by a GFR for cause, or removed from military flight orders for cause? If so, state the circumstances.

23. Remarks. *(For additional space use blank sheet.)*

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CERTIFICATION OF QUALIFICATION

This is to certify that _____
(Name and Crew Position)
Has satisfactorily completed the training or special qualification indicated hereon:

YEAR	TRAINING OR SPECIAL QUALIFICATIONS	DATE COMPLETED	CERTIFYING OFFICIAL
	GROUND PHASE		
	WRITTEN EXAMINATION		
	EMERGENCY PROCEDURES		
	EGRESS TRAINING		
	PHYSIOLOGICAL TRAINING		
	OTHER *(Specify)*[1]		
	FLIGHT PHASE		
	PROFICIENCY		
	INSTRUMENT		
	OTHER *(Specify)*[1]		
	GROUND PHASE		
	WRITTEN EXAMINATION		
	EMERGENCY PROCEDURES		
	EGRESS TRAINING		
	PHYSIOLOGICAL TRAINING		
	OTHER *(Specify)*[1]		
	FLIGHT PHASE		
	PROFICIENCY		
	INSTRUMENT		
	OTHER *(Specify)*[1]		

[1]*Formation, 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.

DATE	SIGNATURE OF

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.

DATE	BASE OR HOME STATION OF INSTRUCTOR	TYPED OR PRINTED NAME OF INSTRUCTOR
		SIGNATURE OF INSTRUCTOR

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Attachment 5 – Request For Approval Of Contractor Crewmember

REQUEST FOR APPROVAL OF CONTRACTOR CREWMEMBER	*Form Approved* *OMB NO. 0704-0347* *Expires Jun 30, 2003*

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 Operation 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.

1. FROM *(Name and Address of Contractor's Requesting Official)*	2. TO *(Name and Address of Government Flight Representative)*

3. CONTRACTOR'S REQUESTING OFFICIAL *(CRO)*.

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.

a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED

4. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE)

I certify that the crewmember above has satisfactorily flown a proficiency flight check on *(Date)* _____

a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED

5. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)

		a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED
	APPROVED			
	DISAPPROVED			

DD FORM 2628, APR 2006 PREVIOUS EDITION IS OBSOLETE

Attachment 6 – GFR/GGFR Appointment Letter Sample Format

[LETTERHEAD]

[Date]

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: [Position Title] (See Chapter 1, Definitions, Paragraph 1.6. for appropriate Approving Authority)

Pursuant to the Combined Instruction, [DCMA INST 8210.1C/AFI 10-220_IP/AR 95-20/NAVAIRINST 3710.1G/COMDTINST M13020.3A], Contractor's Flight and Ground Operations, [name/rank] is hereby designated [Alternate or Ground, if appropriate] Government Flight Representative (GFR) for [contractor name and location, or specific contract number]. The authority to perform the Contract Administration Services (CAS) function listed in FAR SubPart 42.302(a)(56) *maintain surveillance of flight operations*, is granted to [name/rank] as an individual, and is not to be re-delegated. It is effective only so long as [name/rank] remains in [his/her] present assignment, unless sooner terminated.

[Approving Authorities may limit the authority granted to GFRs/GGFRs. Use the following Paragraph for authorizing individuals to perform all GFR responsibilities under this Instruction]:

[Name/rank] is delegated full authority to approve contractor crewmembers, flights, and Procedures for aircraft flight and ground operations under [his/her] jurisdiction.

[Use this Paragraph for assigning qualified Ground GFRs]:

[Name/rank] is delegated authority to approve contractor aircraft ground operations Procedures under [his/her] jurisdiction.

Direct any questions concerning this letter to this office, DSN 123-4567, (888) 123-4567.

[Approving Authority]

Attachment 6.1 – Applications for GFR/GGFR Appointments

6.1.1. ARMY

6.1.1.1 Send a copy of your DCMA GFR Course completion certificate and Section A of your contract, to John Savelli, john.a.savelli.civ@mail.mil.

6.1.1.2 Army – Heads of Contracting Activity (HCAs) or Principal Assistant Responsible for Contracting (PARC). The authority may be delegated within the contracting activity no lower than the Procuring Contracting Officer (PCO). No delegations are authorized external to the contracting activity.

6.1.2 NAVY

6.1.2.1 Send a copy of your DCMA GFR Course completion certificate and Section A of your contract, to NAVAIR_AviationSafety@navy.mil, or contact (301) 342-7233. Exceptions:

6.1.2.1.1 For service appointed GFRs within NAVAIR, Wing Commanders are authorized as the appointing authority for designation of GFRs assigned to NAVAIR administered contracts supporting units under their operational chain of command. Contact the Wing GFR. NTWL – (301) 342-8374. NTWP – (760) 939-7720.

6.1.2.1.2 For CNATRA administered contracts, contact your CNATRA command GFR at N33, (361) 961-2352/3325 (DSN 861).

6.1.2.2 Navy – Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Delegated to other Controlling Custodian Commanders who administer FAR Subpart 42.302 responsibilities for organizational level support and training contracts.

6.1.3 AIR FORCE

6.1.3.1 GFR/GGFR Appointment Letters are created by the appropriate HCA as listed below. Provide your full name and rank and a copy of GFR/GGFR Course Completion certificate. The completed appointment letter is required prior to performing GFR/GGFR duties. Forward a copy of the completed appointment letter to AFMC/A3V Workflow. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/A3V. See AFMC Supplement to AFI 10-220_IP (see DCMA INST 8210.1, Attachment 6, *GFR/GGFR Appointment Letter Sample Format*, for details and format)

6.1.3.2 The Deputy Assistant Secretary (Contracting) DAS(C) and Associate Deputy Assistant Secretary (Contracting) (ADAS)(C) are the HCA for the Air Force. All non-delegable HCA responsibilities may only be exercised by the DAS(C) and ADAS(C).

The DAS(C) makes the following delegations for all delegable HCA responsibilities to: The MAJCOM/DRU and AFISRA Senior Contracting Officer (SCO) and to the Senior Center Contracting Officer (SCCO) at Space and Missile Systems Center (SMC), Air Force Life Cycle Management Center (AFLCMC), Air Force Sustainment Center (AFSC), Air Force Test Center (AFTC), and Air Force Research Laboratory (AFRL), without further authority to redelegate any HCA responsibilities unless specifically stated otherwise in the AFFARS. The SCO at HQ AFMC may redelegate HCA responsibilities to SCCOs without further authority to redelegate unless specifically authorized otherwise in the AFFARS.

6.1.3.3. DAS(C) is the HCA for Air Force component commands tasked to support a "supported commander" during JCS declared contingency operations or exercises.

6.1.4 US Coast Guard – Contact ALC SEHO at (252) 334-5478 for process direction.

6.1.5 DCMA

6.1.5.1 GFR/GGFR Appointment Letters are created by the CMO staffs. Provide your full name and rank, and copies of your GFR/GGFR Course Completion certificate and OJT completion checklist (AOI observation not required prior to performing GFR/GGFR duties). Alternately, send you requests along with the above information as follows: for Operations Directorate – Major Brian O'Connell, brian.oconnell@dcma.mil; for DCMA International – Mr Anthony Satterfield, anthony.satterfield@dcma.mil; for Special Programs – Lt Col Shawn Underwood, shawn.underwood@dcma.mil.

6.1.5.2 DCMA – Director, DCMA; Operations Directorate, Chief Operating Officer (COO); Director, DCMA International (DCMAI); Director, DCMA Special Programs (DCMAS); Commanders, Defense Contract Management Agency Contract Management Offices (CMOs); (May not be re-delegated).

Blank

Attachment 7 – 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 for [contract number/or program] per FAR SubPart 42.302(a): [These are the more common areas delegated WRT aircraft operations. CASCs should add or delete those items from FAR Subpart 42.302 as necessary.]

(26) *Perform property administration* [requires appointment of a property administrator to oversee Government property not considered aircraft.]

(38*) Ensure contractor compliance with contractual quality assurance requirements* [Requires appointment of a Quality Assurance Representative (QAR), Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR). If the contract aircraft require functional or acceptance check flights include this CAS function. If delegated it may be limited to flight or ground operations only.]

(39) *Ensure contractor compliance with contractual safety requirements* [Refers to industrial safety CAS. Useful if contractor has ammunition/explosives, HAZMAT, paint, or aircraft servicing operations.]

(56) *Maintain surveillance of flight operations* [Requires appointment of Primary/ Alternate Government Flight Representative(s) (GFR(s)), to monitor contractor flight and/or ground operations. GFR functions may be split between GFRs located at the supported site and supporting site. When splitting duties, describe in this paragraph which functions are being shared between GFRs (e.g. flight approvals or approval of Procedures).]

We ask that acceptance of this SCA request be in writing and include your GFR's/GGFR's name(s) and contact information. Personnel selected to act as the GFR, Alternate GFR, or GGFR must attend the DCMA administered/certified GFR/GGR Training Course and be appointed by the appropriate Approving Authority listed in the Combined Instruction, Contractors Flight and Ground Operations, Attachment 6.1, *Applications for GFR/GGFR Appointments*, prior to performing FAR SubPart 42.302(a)(56) contract administration duties.

[Supported CASC Commander's Signature Block]

*Note: To properly re-delegate FAR SubPart 42.302 CAS functions to Base, Post, Camp or Station locations, the supporting commanders must be Contract Administration Services Component (CASC) commanders. If the supporting unit commander is not a CASC commander the supported CASC commander should direct the SCA letter to the Procuring Contracting Officer (PCO). The PCO should then delegate the listed FAR SubPart 42.302 CAS areas to the appropriate Service Approving Authority as identified in the Combined Instruction, Contractors Flight and Ground Operations, Attachment 6.1, *Applications for GFR/GGFR Appointments*, and IAW DFARS 242.202.

Attachment 7.1 – Sample GFR/GGFR Cross Organizational LOA

[LETTERHEAD]

[Date]

Letter of Agreement (LOA) between [Owning CASC organization] and Commanding Officer, [organization where aircraft are located]

Subject: Assignment of [Unit] Government Flight Representative (GFR)

References: (a) Contract [number]
(b) Federal Acquisition Regulation (FAR) SubPart 42.203(a)(56)
(c) Defense Federal Acquisition Regulation Supplement (DFARS)
(d) DCMA Instruction 8210.1C (AFI 10-220_IP, AR 95-20, NAVAIRINST 3710.1G, COMDTINST M13020.3A), Contractor Flight and Ground Operations

Scope. This agreement applies only to Government Flight Representative (GFR) responsibilities in support of [type aircraft] flight and ground operations conducted under the cognizance of reference (a).

Background. The Defense Contract Management Agency (DCMA) is a joint Department of Defense agency chartered to providing Contract Administration Services (CAS) at contractor facilities. DCMA [command] has contract administration responsibilities for reference (a) which requires the contractor to perform services on [base name]. In accordance with reference (b), (c), and (d) requirements, a Service [GFR/GGFR] is required to oversee the contractor's operations that occur on base.

Communication and Coordination.

a. [Service unit] shall provide DCMA [unit] a properly qualified and trained [GFR/GGFR] in accordance with the criteria given in reference (d) to perform on base [GFR/GGFR] duties in support of reference (a). The [GFR/GGFR] shall report to DCMA [unit] while performing [GFR/GGFR] duties, but shall belong to [Service unit] administratively, and for all other duties.

b. DCMA [unit] shall provide assistance in the interpretation of contract requirements as needed by the GFR. Any waivers to the reference (a) or (d) requirements shall be submitted through the DCMA chain of command in accordance with reference (d).

Administration. Custody of the aircraft shall remain with the Service. Any flight or ground mishap investigations will be the responsibility of the Service. DCMA will provide contract information or other technical expertise during the course of the investigation if needed. The GFR shall notify the ACO of any damage to the aircraft during the term of the contract.

Review Process. This LOA shall be reviewed and updated as required or whenever there is a change in contract requirements. The LOA shall expire on completion of all contracted work, or upon notification by either party.

Nomination. The [Service command] hereby appoints [individual's rank, name] to be the [GFR/GGFR] for reference (a) under the terms of this LOA.

Appointment. Upon confirming the qualifications of the [unit GFR/GGFR], [DCMA CMO commander] shall formally delegate GFR responsibility per reference (d).

_____
[DCMA CMO commander]

_____
Commanding Officer, [Service unit]

Attachment 8 – Sample Survey Report Format

UNIT LETTERHEAD

[Date]

EXECUTIVE SUMMARY [Example Annual Survey Report. NOTE: The Executive Summary should be attached to a cover letter routing the report through GFR's commander, ACO, and contractor.]

INTRODUCTION

The Flight Operations Survey of [contractor] was accomplished [date]. The contractor was evaluated according to the contract, the Combined Instruction and applicable Service and industry standards. The Survey Team consisted of:

GFR/GGFR	[Name, Rank]
GGR	[Name, Rank]
CSS	[Name]
QA	[Name, Rank]
Other	[Name, Rank]

The Survey Team in conjunction with [USN/USA/USAF] customer representatives from [Service unit] evaluated the contractor's mitigation of risk in each of four functional areas of aircraft operations at [contractor]. The goal is to improve the safety and security for all personnel involved, and to better protect and conserve government resources.

PURPOSE

This report fulfills the requirements of DCMA INST 8210.1C/ NAVAIRINST 3710.1G/AR 95-20/AFI 10-220_IP/COMDTINST M13020.3A for conducting an Annual Flight Operations Survey of contractor operations where the Government, by contract, assumes some or all of the risk of loss through the Ground & Flight Risk Clause (GFRC) (DFARS 252.228-7001). This report includes the Executive Summary narrating the teams' observations, Observations requiring corrective actions, and a Facility Data Sheet.

This report is to be treated as sensitive information and not be shared with other contractors. The information herein is to be considered "For Official Use Only" and is not to be distributed outside [contractor], owning program offices, or CAS channels. Additionally, there is no provision to use this information for contract sourcing.

CONTRACTOR OVERVIEW

[Include paragraph describing scope of contract work]

OVERALL ASSESSMENT

[In two or three paragraphs, summarize the overall health of the contractor's operations. Highlight any significant observations, good or bad.]

DETAILED ASSESSMENT

Contractor's Procedures. [Describe the observations that contributed to the overall assessment of the Procedures using as many paragraphs as necessary. GFRs may discuss contractual, non-contractual, and positive feedback to the contractor in this section. Any observation requiring corrective actions by the contractor should be listed in the *Required Corrective Actions* attachment.]

[Repeat report format for:]

Flight Operations:

Ground Operations:

Safety:

CONCLUSIONS

[Summarize the entire report. Your audience is the ACO (or lead), the program office, and finally the contractor. Route the report through the ACO to the contractor. Copy the program office If corrective actions are directed, include the final disposition of the report and contractor's response in your file copy.]

//signed//
NAME, Rank, Service
Government Flight Representative

Attachments
1. Observations Requiring Corrective Actions [if any]
2. Facility Data Sheet

OBSERVATIONS REQUIRING CORRECTIVE ACTIONS

[NOTE: ACO should forward the entire Survey report to the contractor. However, they shall stress that only this section requires actions by the contractor.]

Observation 1: [Describe deficiency. All observations requiring corrective actions MUST BE of a contractual nature. Deficiencies outside the scope of the contract should be addressed through a DD Form 1716, *Contract Data Package Recommendation/Deficiency Report,* for resolution. Attempting to correct a contract deficiency though an Annual Survey Report could be construed as creating a constructive change and should be avoided at all costs. Example: Observation 1: No scheduled inspection process exists for work-stands used around contract aircraft. Several work-stands were leaking hydraulic fluid. Padding on three separate work-stands was worn/ripped to such an extent it would not protect an aircraft if the work-stand bumped up against it.] Reference: [State specific Instruction/Regulation/ FAR/DFARS/contractual wording that the contractor is not in compliance with. For example: Reference: AR-95-20, Paragraph 5.6.]

Recommendation 1: [Every observation requiring corrective actions should include a recommended resolution. Recommendations should provide sufficient information for resolving the deficiency, however, GFRs should never direct specific changes to the Contractor's Procedures. To do so would lessen the contractor's ownership of their Procedures. Example: Develop procedures for inspecting all work-stands prior to use and on a recurring basis. Procedures should describe when a work-stand should be removed from service until repairs are made. Provide initial and recurring training to all employees who use aircraft work-stands detailing the new procedures. Include new processes in the Procedures in the Powered and non-powered aerospace ground equipment (AGE) operations section.]

Observation 2: [Repeat format as necessary.]

Recommendation 2: [Repeat format as necessary.]

Attachment 9 – Sample Facility Data Sheet Format

(Excel Version)

[Contractor's name and address]

Government Personnel	*Office*	*Commercial #*	*DSN*	*Email*
CMDR				
CFO				
GFR				
A/GFR				
AMM				
CSS				
PROPERTY				
QA				
ASO/FSO				

Contractor Personnel	*Position*	*Commercial#*	*Beeper*	*FAX / Email*

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]				
Aircraft Rescue and Fire Fighting [NAS 3306]				

Program Support Team	*Office*	*Commercial #*	*DSN*	*FAX/Email*
PCO				
ACO				
PM				
PI				
CSSO				

Contract Number: Aircraft Type:

Contract Description Number Per Year:

Program Support Team	*Office*	*Commercial #*	*DSN*	*FAX/Email*
PCO				
ACO				
PM				
PI				
CSSO				

Contract Number: Aircraft Type:

Contract Description Number Per Year:

Attachment 10 – Required Procedures Outline

When writing Procedures, contractors shall include all items from this attachment, item by item, as applicable. Items that are not applicable to specific contract/location shall be place marked as N/A. Paragraphs from this Instruction not listed or referenced below are either directive in nature or provide clarifying information for the contractors and GFRs, and therefore need not be addressed in the written Procedures. All items subordinate to the referenced paragraphs/sub-paragraphs in the Outline must be addressed since they support the referenced paragraphs. Refer to Chapter 3 for further guidance on writing Procedures. The paragraph titles listed below may not match exactly the text in this Instruction and are included only as a convenient reference to the paragraphs' purpose.

Chapter 1: DEFINITIONS.

Contractors need not address the definitions chapter in their Procedures. Including them as a ready reference or adding organizational specific definitions is acceptable. However, if included in the Procedures, the definitions from this Instruction shall not be modified and GFR approval of the Procedures does not extend to any definitions so included.

Chapter 2: WAIVERS

Contractors need not address the waivers chapter in their Procedures. Including waiver procedures as a ready reference or adding organizational specific processes is acceptable. However, if included, the GFR approval of the Procedures does not extend to waiver processes so included. Contractors and GFRs should always use the waiver process in the most recent version of this Instruction. The waiver admin process is not directive in nature. It merely defines the current process with the most current contact information.

Chapter 3: PROCEDURES

This chapter provides overarching guidance and requirements for the development of Procedures and need not be addressed in the Procedures.

Chapter 4: Flight Operations

4.1. Flight Management. Address all sub-paragraphs except as noted below.

4.1.1. General Flight Rules. A simple statement listing which Service Guidance aircrews shall follow is sufficient.

4.1.12. Aircrew Duty and Rest Limitations. Contractors need not address these paragraphs. Including these procedures as a ready reference or making them more restrictive is acceptable.

4.2. Crewmember/Non-Crewmember Approval. Address only the following sub-paragraphs in the Procedures.

4.2.1. Requesting Officials (or Contractor's Requesting Official (CRO)).

4.2.7. Removal From Crewmember Status.

4.3. Crewmember Qualification Requirements. Contractors need not address these paragraphs. Including these procedures as a ready reference or making them more restrictive is acceptable.

4.4. General Procedures.

4.5. Crewmember Training Requirements.

4.6. Crewmember Ground Training Requirements.

4.7. Crewmember Evaluations.

4.8. Forms and Records.

Chapter 5: Ground Operations

5.2 Training, Qualification and Certification. Address all paragraphs and subparagraphs.

5.3 FOD and Tool Control.

5.4 Aircraft Engine/APU/GTC Operation (Ground Personnel).

5.5 Medical (Physical) Requirements for Ground Personnel. Although this is a contractual requirement, contractors need not address their process for accomplishing these tasks in their Procedures.

5.6 Aircraft Ground Support Equipment (AGSE).

5.7 Airfield and Facility Vehicle Operation.

5.8 Aircraft servicing.

5.9 Aircraft Ground Handling.

5.10 AFE/ALSE/ALSS.

5.11 Egress System/Component Maintenance and Storage.

5.12 Aircraft/Equipment Hydraulic Fluid Analysis Program.

5.13 Oil Analysis Program.

5.14 Test, Measurement, and Diagnostic Equipment (TMDE).

5.15 Weight and Balance.

5.16 Tire and Wheel.

5.17 Welding and Brazing.

5.18 Security of Aircraft / Prevention of Unauthorized Access or Operation of Government Aircraft.

5.19 Technical Orders/Maintenance Manuals

5.20 Aircraft Records Management.

5.21 Safe-for-Flight Release.

5.22 Battery Handling, Recharge and Storage.

5.23 Corrosion Control.

5.24 Aircraft Weapons, Munitions, and Cartridge Activated Devices.

5.25 Lasers.

5.26 Severe Weather.

5.27 Fuel System Maintenance.

5.28 Hangaring of Aircraft.

5.29 Storage and Handling of Hazardous Materials (HAZMAT).

5.30 Gases (Inert and Flammable).

Chapter 6: SAFETY

6.1. Mishap Prevention Program.

6.2. Aircraft Rescue and Fire Fighting (ARFF) Procedures.

6.3. Protection of Aircraft on the Ground.

6.4. Aircraft Hangars.

Chapter 7 Government Flight Representatives

Contractors shall not include Chapter 7 responsibilities in the Procedures.

Attachments

Contractors need not include Attachments from this Instruction in the Procedures. Including the attachments as a ready reference is acceptable.

Blank

Attachment 11 – Procedures Review Checklist

This review checklist is for information only and does not require contractor or GFR actions. This guide is recommended to be used for the conduct of all Procedures Review.

Purpose: The Procedures Review Guide provides a standardized format for conducting a comprehensive review of Procedures. The guide will assist the user in the review of all requirements stated in Chapter 3 of the combined Instruction. When completed, the Procedures Review Guide will provide the user with a graphic display of deficient areas of the Procedures. The guide will clearly identify specific areas of the Procedures which meet all requirements and are approved, as well as, specific requirements of the Procedures needing enhancement. Use and completion of this guide will eliminate extensive write-ups identifying deficiencies. Procedures Review Guides, when completed by the GFR, shall be provided to the contractor for corrective actions. The Procedures Review Guide is formatted to comply with Attachment 10 of the combined Instruction (with minor changes). Excel copies of the Procedures Review Guide may be found at:

https://home.dcma.mil/DCMAHQ/dcma_AO/_files/Procedures_Review_Guide.xlsx

TOOLS:
1) 2013 version of the Combined Instruction and,
2) Current copy of the applicable SOW or PWS for the contract.

RECOMMENDED CHANGES: This Guide has been created by U.S. Army Material Command, AMCOP-CA. Please send comments and recommendations for changes to:

Commander,
U.S. Army Materiel Command
Attn: AMCOP-CA
4400 Martin Road
Redstone Arsenal, AL 35898-5000

General Information

Date of Review: _____

Date of Applicable Combined Instruction: _____

Contractor: _____ Contract Number: _____

Date of Procedures: _____

Reason for Review:

a) Annual Review by Contractor: _____(Y/N)

Name: _____

Position: _____

Phone: _____

eMail: _____

b) Annual Review by GFR: _____(Y/N)

Name: _____

Position: _____

Phone: _____

eMail: _____

c) Change of GFR: _____(Y/N) Date GFR was Assigned: _____

d) Survey: _____(Y/N)

Completed by:

Name: _____

Position: _____

Phone: _____

eMail: _____

General Information (Continued)

1. Are these core procedures?

   Yes: _____ No: _____

2. If core procedures, do they include Local Operating Procedures (LOPs)?

   Yes: _____ No: _____

3. Are the Procedures separate and distinct from industrial or quality procedures?

   Yes: _____ No: _____

4. Does the contractor provide specific guidance describing activities and requirement of the Combined Instruction pertaining to safety, and flight and ground operations applicable to all aircraft for each specific contractor operation and location?

   Yes: _____ No: _____

Legend

N/A = Not Applicable

D = Describes in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

I = Identify office/title of individual responsible

S = Adequately explain all aspects of a given operation / steps taken to accomplish activities

V = Verification procedures / process

T = Training requirements

R = Records / documentation required

A = Approved

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.1. Flight Management.								
4.1.1. General Flight Rules.								
4.1.2. Contractor Flight Planning Area.								
4.1.3. Flight Profiles.								
4.1.4. UA operations outside of Special Use Airspace.								
4.1.5. Contractor Flight Approval.								
4.1.6. Flights w/Multiple Contractors/Multiple Contracts.								
4.1.7. Approved Flights.								
4.1.7.1. Process for ensuring currency and qualifications…								
4.1.7.2. Performed IAW approved mission profiles ...								
4.1.7.3. IAW approved PROCEDURES.								
4.1.8. Flights not Under GFR Cognizance.								
4.1.9. Flight Supervision.								
4.1.9.1. Communications.								
4.1.9.2. Identify check flight area, supersonic corridor, …								
4.1.9.3. Identify aircraft maintenance release procedures …								
4.1.9.4. Include record keeping requirements …								
4.1.10. Documentation of Certificates, and Permits.								
4.1.11. Mixed Crew Flights.								
4.1.12. Minimum Crew Requirements.								
4.1.14. Other Aircrew Restrictions.								
4.1.15. Publications.								
4.1.15.1. Flight Crew Information File (FCIF).								
4.1.15.2. Only current, up-to-date publications shall be…								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.2. Crewmember/Non-Crewmember Approval.								
4.2.1. Contractor's Requesting Official (CRO).								
4.2.7. Removal From Crewmember Status.								
4.2.7.1. The contractor shall have procedures for …								
4.4. General Procedures.								
4.4.1. Airfield Operations.								
4.4.1.1. Local airfield operations								
4.4.1.2. Radio operators or tower controllers.								
4.4.2. Weather Requirements.								
4.4.2.1. All initial FCF/ACFs and subsequent …								
4.4.2.1.1. Bomber, cargo, tanker, patrol, …								
4.4.2.1.2. Fighter, attack and reconnaissance aircraft …								
4.4.2.1.3. Helicopters/tilt-rotor:								
4.4.2.2. Subsequent FCF/ACF flights not falling under 4.4.2.1.								
4.4.2.2.1. Bomber, cargo, tanker, patrol, …								
4.4.2.2.2. Fighter, attack, and reconnaissance aircraft …								
4.4.2.2.3. Helicopters/tilt-rotor:								
4.4.2.3. All other flights (Army contractors use AR 95-1).								
4.4.2.3.1 Fixed Wing.								
4.4.2.3.2. Rotary Wing.								
4.4.2.4. UA Weather Minimums for all Flights.								
4.4.3. Required daylight operations.								
4.4.3.1. All check flights shall commence no earlier than …								
4.4.3.2. Experimental/Engineering flights shall be …								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.4.4. Flight operating limits.								
4.4.5. Filing of flight plans.								
4.4.6. Arming and disarming…								
4.4.7. Live fire, laser, and gunnery operations.								
4.4.8. Night Vision/low light operations.								
4.4.9. Aircrew Flight Equipment, Life Support and Survival…								
4.4.10. Experimental and Engineering Test Operations.								
4.4.11. Aircrew and Contractor Response to Emergencies:								
4.4.11.1. Radio Failure,								
4.4.11.2. Landing gear malfunctions,								
4.4.11.3. In-flight fire,								
4.4.11.4. Barrier and arresting gear engagement,								
4.4.11.5. Controlled bailout/ejection,								
4.4.11.6. Jettisoning (fuel, armament, cargo),								
4.4.11.7. Minimum and emergency fuel (UA battery capacity..								
4.4.11.8 Emergency aircrew extraction,								
4.4.11.9. Emergency aircraft movement (flight line, severe …,								
4.4.11.10. Hot brakes,								
4.4.11.11. Hazardous material,								
4.4.11.12. UA ground control station,								
4.4.11.13. Any other airfield specific emergency procedures.								
4.4.12. Aircrew and Flight Briefing Guides.								
4.4.13. Mission Briefings (Army). …								
4.4.14. Weight and Balance. Contractors shall develop …								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.5. Crewmember Training Requirements.								
4.5.1. Initial Qualification Training.								
4.5.2. Crewmember Currency Requirements.								
4.5.2.1. General Requirements.								
4.5.2.1.1. Describe the methods used to ensure that ...								
4.5.2.1.2. Identify the office/title of the individual …								
4.5.2.1.3. Publish a table of the specific Service Guidance …								
4.5.3. Using Civil Aircraft to Maintain Currency …								
4.5.4. Multiple Aircraft Qualification Currency Requirements…								
4.5.7. Periods of Reduced Flight Time Availability. …								
4.5.8. Recurrency/Requalification. …								
4.6. Crewmember Ground Training Requirements. …								
4.6.1.1. Physiological training. All crewmembers and …								
4.6.1.2. Aircraft Egress/Evacuation Training. …								
4.6.1.2.1. Egress methods (ground and Flight),								
4.6.1.2.2. Ejection seat normal and emergency procedures …								
4.6.1.2.3. Seat kit modes of operation and deployment,								
4.6.1.2.4. Post ejection checklist items,								
4.6.1.2.5. Parachute operation to include malfunctions and …								
4.6.1.2.6. Fire extinguisher training/refresher,								
4.6.1.2.7. Use of smoke masks.								
4.6.1.3. AFE/ALSE/ALSS training.								
4.6.1.4. Water Survival Training/Under Water Egress Training.								
4.6.1.5. Land Survival Training. The frequency and content …								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.6.2. Additional Requirements for Crewmember.								
4.6.2.1. Academic Training. Aircrew members shall …								
4.6.2.2. Emergency Procedures Training. This training may …								
4.6.2.3. Crew/Cockpit Resource Management Training (CRM)								
4.6.2.4. Initial Centrifuge Training (Air Force) …								
4.7. Crewmember Evaluations.								
4.7.1. …Procedures shall describe methods used to ensure …								
4.8. Forms and Records.								
4.8.1.1. Procedures shall outline requirements for the …								
4.8.1.3. The names of all crewmembers, noncrewmembers…								
4.8.1.4. The flight approval request must be completed…								
4.8.1.4.1. Block 2 - A name by name listing of all …								
4.8.1.4.2. Block 3 - A by-name listing of all non-crew …								
4.8.1.4.3. Block 7 - Type of flight, profile, governing …								
4.8.1.4.4. Block 8 - Signature and contact information …								
4.8.1.4.5. Signature & contact information of CRO who..								
4.8.1.4.6. Block 10-13 - Record the applicable info…								
4.8.2. Contractor Crewmember Record. Use DD Form 1821 …								
4.8.3. Training Folder. …The folder shall contain:,								
4.8.3.1. A "Training Recap Table" listing all training …								
4.8.3.2. A record of the grade and date of the current …								
4.8.3.3. Hours, types & dates of ground schools completed.								
4.8.3.4. Each training & checkout flight numbered with…								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 4 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
4.8.4. Records (Crewmember). Maintain … Include …								
4.8.4.1. Training records required per Paragraph 4.8.3…								
4.8.4.2. Copies of GFR crewmember approvals. Include …								
4.8.4.3. Current Medical Certificate. NOTE, HIPAA Rqmts ...								
4.8.4.4. Certification of physiological training, altitude …								
4.8.4.5. Certification of Life Support, egress and survival …								
4.8.4.6. A copy of all applicable FAA Certificates and …								
4.8.4.7. Copy of recurring flight evaluations and …								
4.8.4.8. Certification of CRM/ACT-E training.								
4.8.5. Records (non-crewmember). Content must include;								
4.8.5.1. Completed copy of non-crewmember's auth…								
4.8.5.2. Military / FAA Medical Certificate. NOTE, HIPAA Rqmt								
4.8.5.3. Certification of training and qualification.								
4.8.5.4. Certification of physiological training and altitude …								
4.8.5.5. Certification of applicable AFE/ALSE/ALSS, egress …								
4.8.5.6. Flight Time Records. … include;								
4.8.6.1. Date and time,								
4.8.6.2. Type mission,								
4.8.6.3. Aircraft type/design/series,								
4.8.6.4. Instrument time (actual, simulated),								
4.8.6.5. Night hours,								
4.8.6.6. Pilot-in-Command, co-pilot, instructor pilot, etc. hrs…								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.2. Training, Qualification and Certification.								
5.2.1. Master Training Plan. Contractors shall … include:								
5.2.1.1. A roster of instructors,								
5.2.1.2. Initial and continuation training, shall include, …								
5.2.1.3. Course nomenclature, date completed & next…								
5.2.1.4. Course outlines and POIs for each GOP,								
5.2.1.5. A process that ensures courses are current,								
5.2.1.6. A controlled process for tracking & forecasting…								
5.2.1.7. A process to identify/establish training for new or…								
5.2.1.8. A process for evaluating the previous training…								
5.2.1.9. A process for recertifying/requalifying personnel.								
5.2.2. Training, qualification, certification, and training …								
5.2.2.1. Initial, recurring, currency/proficiency and …								
5.2.2.2. A record of successful course completion,								
5.2.2.3. Documentation of engine/APU/GTC run currency…								
5.2.2.4. Other certifications, …								
5.2.2.5. Records of medical exam type/currency… HIPAA.								
5.2.3. Testing. Contractors shall:								
5.2.3.1. Develop processes to ensure tests are not...								
5.2.3.2. Provide a process for securing test materiel.								
5.2.3.3. Retain latest exam results (e.g., pass/fail, score).								
5.3. FOD and Tool Control.								
5.3.1. The contractor shall develop a Foreign Object …								
5.3.2. FOD & Tool Control Processes, commensurate …								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.3.3. Specific FOD procedures shall address at a minimum …								
5.3.3.1. Metrics, measures, data collection, analysis, trend …								
5.3.3.2. Management's role in FOD prevention (e.g., use of …								
5.3.3.3. FOD Prevention Training. Initial, recurring.								
5.3.3.4. Designation of FOD zones/areas (as appropriate) …								
5.3.3.5. Housekeeping. Shall include timely cleaning …								
5.3.3.6. Clean-As-You-Go. Shall include timely cleaning…								
5.3.3.7. Use and control of FOD prevention devices/barriers …								
5.3.3.8. Control of FOD on runways, taxiways, flightline…								
5.3.3.9. Reporting and tracking of degraded ramp/taxiway/ …								
5.3.3.10. Vehicle traffic entering aircraft operational areas …								
5.3.3.11. Recurring FOD Prevention Meetings (Quarterly) …								
5.3.3.12. FOD awareness briefings and/or procedures for …								
5.3.3.13. Tool, Equipment & Item Control procedures…								
5.3.3.13.1. Inventory, Accountability, Traceability (e.g. shadow)								
5.3.3.13.3. Inventory lists shall be of sufficient detail to...								
5.3.3.13.4. Control & inventory of specialty tools & test...								
5.3.3.13.5. Management Responsibilities (e.g., documented…								
5.3.3.13.6. Tool Crib Attendant Responsibilities (e.g., issue…								

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Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.3.3.13.7. User Responsibilities (e.g., pre & post use…)								
5.3.3.13.8. Methods for controlling specialty tools, shop…								
5.3.3.13.9. Unserviceable Tools. Procedures shall ensure …								
5.3.3.13.10. Methods for controlling consumables …								
5.3.3.13.11. Methods for controlling small hardware &…								
5.3.3.13.12. Methods for controlling personal items ..								
5.3.3.14. Lost Tool/Item Procedures. Shall include …								
5.4. Aircraft Engine/APU/GTC Operation (Ground Personnel)…								
5.4.1. Engine/APU/GTC Run Certification Program…								
5.4.2. Engine Operations. The contractor shall ensure the …								
5.4.3. Training. Ground personnel who operate aircraft …								
5.4.3.1.1. Phase I - Training (Academic).								
5.4.3.1.1.1. General aircraft familiarization shall include…,								
5.4.3.1.1.2. Complete an engine operation parameters…								
5.4.3.1.2. Phase II - Practical (Aircraft Cockpit or Simulator).								
5.4.3.1.2.1. Students shall demonstrate knowledge &...								
5.4.3.1.2.1.1. Proper Run clearance procedures.								
5.4.3.1.2.1.2. Cockpit scanning techniques/patterns.								
5.4.3.1.2.1.3. UHF/VFH radio operation, ATC tower,..								
5.4.3.1.2.1.4. Normal APU/GTC engine start, run, ...								
5.4.3.1.2.1.5. Augmentor/Afterburner/Thrust reverser…								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.4.4.2.2. Complete an engine run eval by an engine run ...								
5.4.4.2.3. Complete an APU/GTU run eval by an APU/GTC …								
5.4.4.3. Annotate recurrency in the operator's training record.								
5.4.5. Engine Run Certifiers. Must be appointed in writing. …								
5.6. Aircraft Ground Support Equip (AGSE). Address at a…								
5.6.1. Periodic insp/maint program… Include methods and …								
5.6.2. Mgmt of equip maint insp/insp and historical records,								
5.6.3. User reqmts (e.g., preopns insps/documentation),								
5.6.4. Tracking systems for PM, time changes, and calib …								
5.6.5. Equipment identification process …								
5.6.6. Configuration control/mgmt, …								
5.6.7. Corrosion Control,								
5.6.8. Equip in overdue status but in use and cannot be …								
5.7. Airfield and Facility Vehicle Operation. …address at a…								
5.7.1. Vehicle operation…in proximity of aircraft, acft comp. …								
5.7.1.1. Safe operating speeds,								
5.7.1.2. Spotter requirements for backing, etc.,								
5.7.2. Vehicle pre-operational/safe -to-operate insp reqmts,								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.8. Aircraft servicing. Procedures shall address at a min...								
5.8.1. Refuel/defuel process;								
5.8.2. Fuel servicing equipment;								
5.8.3. Fuel storage;								
5.8.4. Hydraulic systems, engines, gearboxes, propellers…								
5.8.5. Oxygen (liquid and gaseous);								
5.8.6. Aircraft tires;								
5.8.7. Grease guns, dispensing cans, spray bottles, …								
5.8.8. Processes for preventing cross contamination.								
5.9. Aircraft Ground Handling. Procedures shall address…								
5.9.1. Towing.								
5.9.1.1. Towing Pre-briefings to include risk management								
5.9.1.2. Identification of towing supervisor,								
5.9.1.3. Required personnel,								
5.9.1.4. Towing speeds,								
5.9.1.5. Towing in congested areas,								
5.9.1.6. Towing vehicle operation,								
5.9.1.7. Aircraft setup/configuration …								
5.9.1.8. Towing during reduced visibility, (use of lighted...)								
5.9.1.9. Communications external to tow team,								
5.9.1.10. Signaling for normal and emergency stops …								
5.9.1.11. Emergency aircraft movement (hanger/flight line…)								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.9.2. Marshalling.								
5.9.2.1. Aircraft obstacle clearance distances,								
5.9.2.2. Use of standardized FAA, ICAO, or Service Guidance …								
5.9.2.3. Marshalling team member position in relation to…								
5.9.2.4. Special equip used for limited visibility marshalling …								
5.9.3. Mooring and Tie Down.								
5.9.3.1. Aircraft specific tie down points,								
5.9.3.2. Ground tie-down locations,								
5.9.3.3. Use of approved tie-down equipment for the spec…								
5.9.3.4. Grounding requirements.								
5.9.4. Jacking.								
5.9.4.1. Identification of jacking supervisor,								
5.9.4.2. Pre-briefing,								
5.9.4.3. Required personnel,								
5.9.4.4. Communications and signaling between jack team …								
5.9.4.5. Pre-operational inspection of jacking equipment,								
5.9.4.6. Pre-operational insp of location to ensure …								
5.9.4.7. Proper securing/configuring of jacks after aircraft …								
5.9.4.8. Aircraft specific requirements …								
5.9.5. Taxing by Ground Personnel.								
5.9.5.1. Procedures shall ensure only trained, qualified, and …								

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Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.10. AFE/ALSE/ALSS. System/Component Maint and ...								
5.10.1. Training. All personnel performing maint, removal, …								
5.10.2. Service or commercial tech guidance will be used …								
5.10.3. Proper documentation of all equip insp records…								
5.10.4. Work center explosive safety program,								
5.10.5. Temperature and relative humidity reqmts IAW tech…								
5.10.6. Serviceability/calibration reqmts for all equip…								
5.10.7. Proper storage of ALSE …								
5.10.8. Monitoring/recording of temperature when …								
5.10.9. Moisture & oil-free air source used to inflate rafts…								
5.10.10. Lead seal crimping tools and crimping reqmts/proc…								
5.10.11. Oxygen systems maintenance reqmts …								
5.11. Egress System/Component Maintenance and Storage...								
5.11.1. Training. All personnel performing maint…								
5.11.2. Initial and annual "Safe-for-Maintenance and …								
5.11.3. Service or commercial tech guidance will be used …								
5.11.4. Proper documentation of all equip insp records…								
5.11.5. Proper insp, maint, handling and storage of cartridge…								
5.11.6. Work center explosive safety program,								
5.11.7. Access to Egress seats/components restricted to …								
5.11.8. Proper storage of Egress seats/components …								

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Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.11.9. Lead seal crimping tools and crimping requirements…								
5.12. Aircraft/Equipment Hydraulic Fluid Analysis Program.								
5.12.1. Hydraulic fluid contamination surveillance program …								
5.12.2. Sampling,								
5.12.3. Proper handling of samples to prevent contamination,								
5.12.4. Testing methods (e.g., patch and/or portable oil …								
5.12.5. Testing results for all aircraft and GSE,								
5.12.6. Required actions for abnormal results.								
5.13. Oil Analysis Program. Procedures shall address at a…								
5.13.1. Technical data requirements,								
5.13.2. Sampling,								
5.13.3. Proper handling of samples to prevent contamination,								
5.13.4. Testing results,								
5.13.5. Required actions for testing results.								
5.14. Test, Measurement, & Diagnostic Equipment...								
5.14.1. Management and tracking of equipment,								
5.14.2. Use of technical data,								
5.14.3. Standards traceable to the National Institute of Stds …								
5.14.4. Notification and recall process for equip due …,								
5.14.5. Management actions required for overdue items,								
5.14.6. Req'd actions for items identified as Out-of-Tol…								

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Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.15. Weight and Balance. … Procedures shall address:								
5.15.1. Maint, storage, calibration, & handling of scales								
5.15.2. When AWBS is utilized, ensure a process is …								
5.15.3. Use of technical data,								
5.15.4. General procedures,								
5.15.4.1. Equipment. This area includes: Weighing Equip…								
5.15.4.2. Calculation. This area includes: Principle of…;								
5.16. Tire and Wheel. Procedures shall reflect at a minimum:								
5.16.1. Use of technical data in tear-down and build-up,								
5.16.2. Storage of wheels, components, (e.g., bearings)								
5.17.1. Authorized locations,								
5.17.2. Welding fire-safety checklist,								
5.17.3. Process for issuing a "Hot Work Permit",								
5.17.4. Pre-operational inspection of equipment.								
5.18. Security of aircraft / Prevention of Unauthorized …								
5.18.1. Responsibilities and processes for preventing …								
5.18.2. Promotion of security awareness in all flight-line								
5.18.3. Classified equipment storage.								
5.19. Technical Orders/Maintenance Manuals (to include …								
5.19.1. Methods that ensure only current technical pubs								
5.19.2. The method for receiving, distributing, and maintain…								
5.19.3. Foreign Disclosure.								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.20. Aircraft Records Management. Procedures shall …								
5.21. Safe-for-Flight-Release. The process that certifies ...								
5.21.1. Review items to include: applicable servicing, …								
5.21.2. Appointment of release authorities in writing,								
5.21.3. Process for release.								
5.22. Battery Handling, Recharge and Storage. Procedures …								
5.22.1. Use of technical data;								
5.22.2. Tracking of batteries;								
5.22.3. Separation of non-compatible battery and element/ …								
5.23. Corrosion Control. Procedure shall address at a …								
5.23.1. Use of technical data;								
5.23.2. Cleaning, washing, lubrication;								
5.23.3. Corrosion prevention/control.								
5.24. Aircraft weapons, Munitions, and Cartridge Activated…								
5.24.1. Use of technical data. DoD 4145.26M provides …								
5.24.2. Use, storage, handling and transportation.								
5.25. Lasers. Procedures shall address at a minimum:								
5.25.1. Use of technical data;								
5.25.2. Use, storage, handling and transportation.								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 5 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
5.26. Severe Weather. Procedures shall address at a minimum…								
5.26.1. Define conditions that constitute severe weather;								
5.26.2. Provisions for obtaining forecasts and disseminating …								
5.26.3. Response plan. Specific responsibilities for hangaring…								
5.27. Fuel System Maintenance. Procedures shall address …								
5.27.1. Use of technical data;								
5.27.2. Fuel Cell entry operations to prevent damage to the aircraft…								
5.27.3. Fuel systems purging procedures to include:								
5.27.3.1. Purging method (air or fluid purging);								
5.27.3.2. Process, facility, and equipment requirements.								
5.27.4. Lower Explosive Level (LEL) procedures.								
5.28. Hangaring of Aircraft. Procedures shall address rules …								
5.29. Storage and Handling of Hazardous Materials HAZMAT								
5.29.1. Handling and storage requirements,								
5.29.2. Proper use, labeling and identification,								
5.29.3. Emergency procedures.								
5.30. Gases (Inert and Flammable). Procedures shall ...								
5.30.1. Handling, transportation, and storage requirements,								
5.30.2. Ventilation,								
5.30.3. Proper use, labeling and identification,								
5.30.4. Emergency procedures.								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 6								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
6. Aviation Safety Program Elements.								
6.1. Mishap Prevention Program. Contractor shall establish…								
6.1.1. Designation of an Aviation Safety Official and specific …								
6.1.2. Risk Management. Contractors may base their …								
6.1.3. Establish hazard identification and elimination …								
6.1.4. Establish a contractor aviation safety council …								
6.1.4.1. Accept action items, provide safety expertise, …								
6.1.4.2. Address company mishaps for trend analysis &…								
6.1.4.3. Address airfield hazards to include obstructions, …								
6.1.4.4. Include (but not limited to):								
6.1.4.4.1. Safety Manager,								
6.1.4.4.2. Director of Flight Operations/Chief Pilot,								
6.1.4.4.3. Quality Assurance (contractor and Government),								
6.1.4.4.4. Aviation Safety Official,								
6.1.4.4.5. Department Heads,								
6.1.4.4.6. FOD Manager,								
6.1.4.4.7. Chief of Aircraft Rescue and Fire Fighting,								
6.1.4.4.8. Environmental/Hazardous Materials Manager,								
6.1.4.4.9. GGR (contractor),								
6.1.4.4.10. GFRs,								
6.1.4.4.11. GGR (Government),								
6.1.4.4.12. CSS/CSM (Government),								
6.1.4.4.13. Airfield Manager,								
6.1.4.4.14. ATC Liaison.								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 6 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
6.1.5. Conduct monthly flight safety meetings …								
Maintain attendance records,								
… summary of subject matter presented,								
… method to brief absentees …								
6.1.6. Conduct safety audits (at least semiannually)…								
6.1.7. Bird/Animal Avoidance and Strike Hazard (BASH) Prog…								
6.1.8. Mid-Air Collision Avoidance (MACA) Program. …								
6.1.9. Make safety publications readily available to all …								
6.1.10. Aircraft Damage Reporting Procedures (KTR)…								
6.1.11. Aircraft Mishap Reporting Procedures (KTR)…								
6.1.12. Establish procedures for handling "privileged" data. …								
6.1.12.1. Limitations of internal distro to minimum number …								
6.1.12.2. No release of privileged data to third parties.								
6.1.12.3. Establish training to ensure employee awareness …								
6.1.13. Mishap Response Plan (MRP)								
6.1.13.1. Develop an immediate action checklist to…								
6.1.13.2. Develop a notification plan which includes…								
6.1.13.3. Develop procedures for contractor & sub…								
6.1.13.4. Include provisions for search & rescue…								
6.1.13.5. Identify procedures for site security & public...								
6.1.13.6. Proc for preservation of evidence must incl:								
6.1.13.6.1. Training records,								
6.1.13.6.2. Aircraft log books, maint & servicing…								
6.1.13.6.3. Impounding all of the mishap acft's fluid …								

Attachment 11

Procedures Review Guide Ref: Contractor Flight and Ground Operations Instruction, Chapter 6 (Cont.)								
PARAGRAPH	**N/A**	**D**	**S**	**I**	**V**	**T**	**R**	**A**
6.1.13.6.4. Collection & impoundment of fluid samples…								
6.1.13.7. Medical Procedures.								
6.1.13.7.1. Toxicology Testing. Contractors shall...								
6.1.13.7.1.1. The KTR shall ensure … flow down to …								
6.1.13.7.1.2. … KTRs shall annotate refusals for Tox …								
6.1.13.7.2. Establish procedures for crew medical exam								
6.1.13.7.3. Exam by military Flight surgeon or FAA approved …								
6.1.13.7.4. A comprehensive Flying Duty Med EXAM is req'd …								
6.2. Aircraft Rescue and Fire Fighting (ARFF).								
6.2.1. … The contractor's ARFF program shall be aligned …								
6.2.2. ARFF Chief Responsibilities.								
6.2.2.1. Conduct and document regular monthly …								
6.2.2.2. Act as focal point for Fire Protection and Prevention,								
6.2.2.3. Ensure ARFF vehicles are maintained and checked …								
6.2.3. ARFF reqmts for UAS. UAS contractors shall have …								
6.2.3.1. Groups 1,2, and 3 UAS" are exempt from reqmts of …								
6.2.3.2. Groups 4 and 5 UAS' shall comply w/ 6.2.1. above. …								
6.2.4. Use of outside agencies for meeting ARFF reqmts								
6.3. Protection of Aircraft on the Ground. Facilities used for …								
6.4. Aircraft Hangars. Shall comply with NAS 3306. …								

Attachment 12 – Ground Operations Training Matrix

GOP	Initial Training	Qual	Cert	Practical Exam	Written Exam	Recurring Requirement
FOD and Tool Control	X	X				X
Aircraft/Engine/APU	X	X	X	X	X	X
Ground Support Equipment (powered)	X	X		X		X
Ground Support Equipment (non-powered)	X	X				
Flight Line/Facility Vehicle Operations	X	X				
Aircraft Servicing	X	X		X		
Tow Supervisor	X	X	X		X	X
Tow Brake Rider	X	X		X		
Tow Vehicle Operator	X	X	X	X	X	
Tow Wing/Tail walkers	X	X				
Jacking Supervisor	X	X	X	X	X	X
Jack Team Member	X	X				
Jack Manifold Operator	X	X		X		X
Marshalling	X	X		X	X	
Mooring and Tie Down	X	X				
Aircrew Life Support Equipment	X	X	X	X		X
Egress System Maintenance	X	X	X	X		X
Egress Systems Familiarization	X	X				X
Hydraulic Fluid Analysis	X	X	*	*	*	
Engine/Equip Oil Analysis	X	X	*	*	*	
TMDE (Calibration Lab)	X	X		X		
Weight and Balance	X	X	X	X		
Tire and Wheel	X	X				

GOP	Initial Training	Qual	Cert	Practical Exam	Written Exam	Recurring Requirement
(Storage and Handling)						
Welding/Brazing	X	X	X	X	X	X
Security of Aircraft	X	X				
Technical Orders and Manuals	X	X	X			
Aircraft Records Management	X	X				
Safe-for-Flight Release	X	X	X	X		
Battery	X	X				
Corrosion Control	X	X				
Weapons, Munitions and CADs	X	X	X	X	X	X
Lasers	X	X				
Severe Weather	X	X				
Fuel System Maintenance	X	X				
Aircraft Hangaring	X	X				
HAZMAT (Storage and Handling)	X	X				
Gases (Inert and Flammable)	X	X				

*Applies to Lab Technicians Only

Attachment 13 – Corrective Action Requests

13.1 CARs are the established method used to communicate officially with the contractor when you observe a problem. CARs should always be in writing. The CAR focuses on deficiencies that result from noncompliance. Any employee performing Contract Administration Services (CAS) can initiate and present a CAR to the contractor.

13.2 CARs should always be written.

13.3 Response from the contractor is mandatory.

13.4 Originator must follow-up to verify implementation and effectiveness of contractor actions.

13.5 If contractor is not responsive to lower-level CARs, consider escalation.

13.6 GFRs/GGFRs should keep a record of all CARs, including follow-up and close out actions taken in response to the CAR.

13.7 There are four types of CARs; they include:

Level I	• is a contractual noncompliance requiring no special management attention to correct, • may be directed to working level.
Level II	• is a request for corrective action for contractual noncompliance which could affect cost, schedule, or performance if not corrected in a timely manner, • is directed at the contractor management level responsible for the process.
Level III	• involves serious contractual noncompliance, • must be directed to contractor top management, • may incorporate contractual remedies such as reduction of progress payment, cost disallowance, or business management systems disapprovals, • must be coordinated with the ACO prior to issuance and requires notification of the CASC commander, and • once issued, involves putting the contractor on the Contractor Alert list. (Removal would be after corrective action and close-out of the CAR.).

Level IV	• is the most serious CAR and could result in suspension of payment, termination for default, or debarment,
	• must be issued by the cognizant ACO and countersigned at the CASC commander level,
	• must be directed to contractor top management,
	  • copies are sent to the customer buying activity, and
	  • involves putting the contractor on the Contractor Alert list.

Sample CAR Letter

[Letterhead]

[GFR's Organization]

Reference Contract [Number]

[Contractor POC and address]

SUBJECT: [Observed non-compliance]

Dear Mr. Canyon:

[Narrative of deficiency. All CARs MUST BE of a contractual nature. Example: Observation 1: No scheduled inspection process exists for work-stands used around contract aircraft. Several work-stands were leaking hydraulic fluid. Padding on three separate work-stands was worn/ripped to such an extent it would not protect an aircraft if the work-stand bumped up against it. Reference: (State specific Instruction/Regulation/ FAR/DFARS/contractual wording that the contractor is not in compliance with.) For example: Reference: AR-95-20, Paragraph 5.6.]

Please inform this office in writing, referencing CAR No. [2011-12345], of the results of the root-cause analysis of the non-conformance and actions taken to prevent its reoccurrence.

Please respond to the undersigned at [GFR's email address].

//signed//
NAME, Rank, Service
Government Flight Representative

cc: [Sub-contractor (if applicable)]
[ACO]

Attachment 14 – Certificate of Compliance

CERTIFICATE of COMPLIANCE

DATE: _____

FULL NAME: _____

EMPLOYED BY: _____

PHONE NUMBER: _____

I certify that the below listed documents have been forwarded to:

U.S. ARMY Aeromedical Activity
ATTN: MCXY-AER
Building 110, 6th AVENUE
Fort Rucker, AL 36362

FAX : (334) 255-0747
POC: Mr. Samuel Young
COM: (334) 255-0750
EMAIL: Samuel.1.young2.civ@mail.mil

___ Copy of Completed FAA Form 8500-8

___ Copy of FAA Form 8500-9

___ Copy of all Issued/Current Statements of Demonstrated Abilities (SODA).

_____

(Signature)

CF:
Government Flight Representative
Pilot's Training Folder

V:3 JAS-AMCOP-CA

Instructions for Completing the

Certificate Of Compliance

1. Enter current date.

2. Enter your full name.

3. Enter the name of the contractor you are employed by.

4. Enter ONLY the last 4 numbers of your SSN.

Note: All Pilots must include a copy of the FAA Form 8500-8 and 8500-9 in the packet to be FAXED to the U.S. Army Aeromedical Facility, as indicated on the front of the Certificate of Compliance. Pilots issued Statements of Demonstrated Abilities (SODA) must also include all applicable SODA(s) in the FAX.

Ensure that you blacken all but the LAST 4 numbers of your SSN, if it appears in full on any of the documents you forward. Do not authorize any individual to transmit the packet for you.

5. Check applicable blocks, as to the documents you included in the packet.

6. Sign the form as indicated. Note: Your signature only indicates that you personally have forwarded the documents you checked.

7. Provide a copy of the signed Certificate of Compliance to the GFR. Do not provide the GFR with the documents you forwarded.

8. Provide a copy of the signed Certificate of Compliance to the office that maintains your training records. This form shall be maintained in your training records! The FAA Form 8500-8 and SODA(s) are not part of your flight records.

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DCMA

AIRCRAFT OPERATIONS

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