



## DCMA Manual 8210-2

### Aircraft Operations

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**Office of Primary Responsibility**

**Contractor Effectiveness Capability**

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Process flow and key controls are located on the Resource Page

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**Approved by:**

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**PURPOSE.** This issuance, in accordance with the authority in DoD Directive 5105.64 and DoD Instruction 5025.01:

- Describes procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of aircraft operations.
- Is not subject to any other DCMA waiver process except as contained herein.
- Encompasses the requirements found in The Tri-Service Agreement.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This manual applies to all DCMA personnel assigned to Aircraft Operations (AO) Headquarters (HQ), or Region staffs, or performing aircraft operations functions described in this manual and DCMA Instruction (DCMA-INST) 8210-1, or performing the following Federal Acquisition Regulation (FAR) 42.302 Contract Administration Services (CAS) functions:

**1.1.1.** For DCMA Quality Assurance Specialists (QASs) as part of an Aviation Program Team (APT) – FAR 42.302 (a) (38) Ensure contractor compliance with contractual quality assurance requirements.

**1.1.2.** For Contract Safety Managers (CSMs) performing APT duties – FAR 42.302 (a) (39) Ensure contractor compliance with contractual safety requirements.

**1.1.3.** For Government Flight Representatives (GFRs), Ground GFRS (G-GFRs), and Government Ground Representatives (GGR) – FAR 42.302 (a) (56) Maintain surveillance of flight operations.

**1.1.4.** This manual is not applicable to Service personnel. Nothing in this manual levies additional requirements on contractors/suppliers. The terms “contractor and subcontractor” are synonymous with the terms “supplier and sub-tier supplier”.

**1.2. POLICY.** This manual describes responsibilities and procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of aircraft operations. It is the policy of DCMA to execute this manual in a safe, efficient, effective, and ethical manner. This manual is not subject to any other DCMA waiver process except as contained herein. This manual supersedes all previous versions of DCMA-INST 8210-2.

## SECTION 2: RESPONSIBILITIES

**2.1. DCMA DIRECTOR.** The Director, DCMA is responsible for the Agency's aircraft operations. As such, the Director will direct and administer the implementation of DCMA Manual (DCMA-MAN) 8210-2.

**2.2. REGION COMMANDERS.** The Region Commanders are responsible for safe and effective aircraft operations in their organization.

**2.3. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDER.** The CMO commander (includes CMO directors throughout) has the responsibility, authority, and accountability over the day-to-day operations of their aviation program(s).

**2.4. CMO COMMANDER (STREAMLINE).** Streamline CMO commanders, who report to other CMO commanders, also have the responsibility, authority, and accountability over the day-to-day operations of their aviation program(s).

**2.5. DCMA EXECUTIVE DIRECTOR OF AO (DCMA-AO).** A rated officer who reports to the DCMA Director. The Executive Director of AO is responsible for:

**2.5.1. Managing DCMA AO Guidance.** DCMA-AO will create and enforce all DCMA AO instructions and manuals.

**2.5.2. External Agency Coordination.** DCMA-AO will coordinate the DCMA-INST 8210-1 and the Tri-Service Agreement with the Services for concurrent approval. This office will also serve as the technical expert for DCMA's coordination involving all applicable FAR and Defense Federal Acquisition Regulation Supplement (DFARS).

**2.5.3. Administering Applicable Training Programs for DCMA and the Services.** DCMA-AO is responsible for the content of the Defense Acquisition University (DAU) GFR, G-GFR), GGR course, Contract Management – Air Operations (CMA-241)), Aviation Safety Officer (ASO) course (AO-350), Fundamentals of AO (AO-250), and the Aircraft Operations Training Seminar (AOTS).

**2.5.4. Inspecting DCMA CMOs with AO.** DCMA-AO will manage all facets of DCMA's AO Inspection (AOI) process and the Supervisory Flight program.

**2.5.5. Managing DCMA AO's Mission and Training Travel Budgets.**

**2.5.6. Managing AO Awards Program.** DCMA-AO will manage all aspects of DCMA's annual AO Awards Program. The DCMA AO Awards program is designed to provide recognition for outstanding individuals and units within the Agency. Reference DCMA-MAN 4201-13, "Performance Management and Awards," and the mid-November AO Annual Awards Tasking Memo for more details.

**2.5.7. Preserving Historical Data/Accomplishing Trend Analysis.** DCMA-AO will establish procedures for recording applicable historical data and accomplishing applicable trend analysis.

**2.5.8. Managing DCMA's AO Safety Program.** DCMA-AO in coordination with Technical Directorate, Safety (TDS) will provide:

**2.5.8.1. Policy.** Ensure DCMA's aircraft operations related safety policy and guidance reflects current DoD and Service requirements.

**2.5.8.2. Safety Training.** Managing Service quotas to Service safety schools and courses.

**2.5.8.3. Mishap Investigation Support.** Coordinate with the Services to determine safety mishap investigation board composition of contractor, DCMA and/or Service personnel. Every attempt will be made to appoint a DCMA member to a Service Safety Board when the mishap involves DCMA aircrew. Coordinate DCMA's response to all applicable mishap investigations.

**2.5.9. DCMA-AO Military Personnel Billets.** DCMA-AO will:

**2.5.9.1.** Review rated officer requirements in coordination with the Region Director of AO (DAO) (DCMA (E/C/W/I)-AO/DCMA Special Programs (DCMAS)-MHT (as appropriate)) and DCMA-DCM.

**2.5.9.2.** Provide technical reviews and make recommendations to the Region DAO on the qualifications of nominated rated crewmembers, GFRs, and GGRs.

**2.5.9.3.** Resolve interim rated resource shortfalls with the Region DAO, and the Services.

**2.5.9.4.** Develop and maintain an overall strategy for DCMA-AO billets to ensure proper allocation of the Agency's resources to meet customer requirements.

**2.5.9.5.** The Services are responsible for funding any enroute training requirements per the Tri-Service Agreement. DCMA-AOO (Operations) will coordinate with DCMA-DCM and the Services to ensure that Permanent Change of Station (PCS) orders include enroute training and are timed to meet required class schedules. No commitments may be made by any DCMA personnel to pay for enroute training.

**2.6. DCMA DEPUTY EXECUTIVE DIRECTOR OF AO (DCMA-AO).** DCMA Deputy Executive Director of AO shares fully with the Director the responsibility for directing and managing the assigned staff in accomplishing the missions and functions of the AO office. The Deputy Director also serves as the AO Operations Division Supervisor (DCMA-AOO). AO Operations Division provides two primary functions; Risk Assessment and Military Manpower support. The primary role of Risk Assessment is the planning and execution of the AOI program. Other responsibilities include compiling and distributing lessons-learned, trends and

strengths (best practices) in AO's quarterly safety newsletter. The Military Manpower component of the AO Operations Division provides aviation functional expertise working in conjunction with DCMA-DCM, Region Commanders, and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise.

**2.6.1. Military Manpower.** The Manpower Team provides aviation functional expertise working in conjunction with DCMA-DCM (as defined in DCMA Military Personnel Assignments policy), Region Commanders, and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise.

**2.6.1.1. Rated Military Service Desks.** Rated military officers who provide a Service specific cultural understanding to DCMA-DCM.

**2.6.1.2. Enlisted Military Service Desk.** Senior enlisted maintenance professional who provides a maintenance cultural understanding to DCMA-DCM.

**2.6.2. AO Risk Assessment.** Office responsible for ensuring continuity is maintained within DCMA AO Risk Assessment Programs. Works with Standardization and Evaluation to establish policy, training requirements, budgets and schedules. Establishes Risk Assessment program that is consistent with mission requirements to assess risk and risk management at DCMA units with aircraft contracts. Publishes and coordinates the fiscal year Risk Assessment schedule. Ensures the approved AOI schedule for the next fiscal year is available on the DCMA-AO website by 1 August of the current fiscal year. Appoints the AOI Team Lead and approves the team composition of each AOI team. Develops inspection criteria and provides guidance as required for AOI conduct.

**2.6.3. AO Standardization and Evaluation.** Office responsible for ensuring standardization is maintained within DCMA AO. Works with Risk Assessment to establish policy, training requirements, budgets and schedules. Develops Memorandums of Agreement (MOAs) with each Service inspection team that may participate in an AOI. Analyzes inspection reports, develops trend analysis and provides cross-flow information to APTs world-wide. Manages AOI inspection team training program and develops AOI execution policy. Ensures AOI products, briefings and checklists are standardized, updated and published on the Operations 360 site and Web page. Coordinates, develops briefs, and chairs the quarterly AOI standardization meetings. Ensures AOI team member's feedback is reviewed and disseminated during quarterly AOI standardization meetings. Responsible for the annual review of the AO Risk Assessment Section of this manual.

## **2.7. POLICY AND TRAINING DIVISION SUPERVISOR.**

**2.7.1. Policy.** Office responsible for policy guidance concerning DCMA-MAN 8210-2, DCMA-INST 8210-1, the Tri-Service Agreement, and the DFARS 252.228-7001, Ground and Flight Risk Clause (GFRC). Other primary responsibilities include: reviewing DCMA-AO's response to all waivers, and oversight of the GFR/G-GFR/GGR (CMA-241), Aviation Safety Officer (ASO) (AO-350), and Fundamentals of AO (AO-250) training course materials.



**2.7.2. Training.** Office responsible for all training related requirements and guidance. Performance Advocate for the DCMA Audit Results Tracker (DART) Database. Responsible for instruction and maintenance of the DAU CMA-241 course, and DCMA-AO's AO-250 and AO-350 courses. Publishes a fiscal year schedule of all standard courses offered. Provides DART Database training through the AO-250 course.

**2.8. SAFETY.** DCMA-AO collaborates with the TDS functional manager for the aviation safety program. Primary responsibilities include: collecting and disseminating mishap data, publishing the quarterly DCMA Aviation Safety newsletter, providing safety reviews of waivers and approvals, providing aviation safety training including the DCMA ASO course (AO-350), coordinating and planning the AOTS, and implementation of the policies of Section 6 of this manual and DCMA-INST 8210-1. TDS is comprised of three safety components:

**2.8.1. Aircraft Operation Safety (TDSA).** This component mitigates the Agency's risk to Government and contractor aircraft operations through a comprehensive Aviation Safety Management System (SMS). Mission execution is performed at the CMO levels by Aviation Safety Officers.

**2.8.2. Contract Safety (TDSO/SOH).** This component provides safety surveillance per contract requirements. CS is the execution arm and principal advisor for all contract safety. Mission execution is performed by CS personnel who operate from within the CMOs and report to the CS Director.

**2.8.3. Safety and Occupational Health (SOH).** This component focuses on preserving a safe and healthful environment for all DCMA personnel, through risk assessment, hazard and mishap investigation, and safety program compliance inspections. SOH provides policy, tools, training enabling a proactive safety culture across the enterprise. Mission execution is performed by HQ assigned Region Safety Managers, Safety Specialists, Industrial Hygienists, Medical Support Team, and supported locally by field Collateral Duty Safety Advocates.

## **2.9. REGION LEVEL AO OFFICES.**

**2.9.1. Region DAOs and GGRs.** These subject matter experts (SMEs) are the primary points of contact for all AO concerns within their Region. Region DAOs/GGRs report directly to their Region Commander to ensure precise communication of AO related information and issues. They collaborate with DCMA-AO under Agency/AO guidelines. A summary of principal duties is in paragraph 2.9.2., with additional detail in the Agency Concept of Operations (CONOPS).

**2.9.2. Region Support Teams.** Teams are comprised of a Region DAO (also the Region GFR), and a GGR/G-GFR. Within their region they provide CMO oversight, mentoring, and assistance. This frequently includes duties away from the workplace to safeguard airworthiness for test flight crews and the warfighter due to the turnover of military personnel performing DCMA duties outside their normal expertise. Travel stewardship is often predictable, e.g., On-The-Job-Training (OJT) during a survey, merging Temporary Duty (TDY) locations. TDY variances depend on many factors including APT size and experience. Region GFR/GGRs/G-

GFRs staff assistance visits must include: biennial APT surveys (between AOIs); new personnel indoctrination/OJT; APT assignment/augmentation. Other Region GFR/GGR/G-GFR duties include assisting CMOs/APTs with new contract pre/post award assessments contract reviews, contractor procedures, Supporting Contract Administration (SCAs)/delegations, reviewing/preparing correspondence, corrective action plans, waivers, surveillance plans, mishaps, policy interpretation, and SME support. They assist with and maintain awareness of GFR/GGRs/G-GFRs personnel status, assignments, training requirements, and APT workload assessments. Region GFRs/GGRs/G-GFRs augment HQ staff as AOI team members and coordinate pre/post AOI activities within their region. However, they do not perform or attend AOIs within their region unless they are assigned as primary APT members. Additionally, they may provide support and assistance to other regions, if requested.

**2.9.3. CMOs with Multiple Resident and Non-Resident Sites with AO.** These CMOs that provide oversight of multiple sites (e.g., Aircraft Integrated Maintenance Operations (AIMO), DCMA Palmdale) may be manned similar to the region staffs to include a rated SME (aircraft operations manager) and ground operations SME.

## **2.10. CMO LEVEL AO OFFICES.**

**2.10.1. Chief of Flight Operations.** Excluding rated CMO commanders, the Chief of Flight Operations (CFO) is normally the senior rated aviator at the facility where DCMA flight operations are conducted. The CFO is the Operations Officer for all DCMA/military flight operations. The CFO must be designated in writing by the CMO commander. CFOs manage all DCMA/military operations where DCMA has flight operations responsibilities (DCMA resident and TDY aircrews). DCMA units with only one assigned rated officer may appoint this individual as both the GFR and the CFO (GFRs oversee contractor aircraft operations; CFOs oversee military aircraft operations). DCMA units with additional, discrete locations may designate that remote site's GFR as a CFO for that specific site, separate and distinct from the CFO designated for the CMO's primary flight operations location. CFO responsibilities include:

**2.10.1.1. Unit Aircraft Flight Operations Budgets.** CFOs are responsible for proper planning and execution of their CMO's flight operations budget.

**2.10.1.2. Oversee Training/Evaluation Programs for DCMA's Assigned Military Personnel.** The CFO must ensure that DCMA military aircrew training programs are per DCMA and Service guidance paragraph 0. Additionally, the CFO must ensure that all aircrews maintain currency and are proficient in the mission. The CFO supervises and administers DCMA military aircrew upgrade programs.

**2.10.1.3.** CFOs must develop and maintain a process that ensures DCMA aircrews are current/qualified for their assigned missions. This responsibility is separate from the DCMA-INST 8210-1, Chapter 7, GFR requirement to ensure TDY aircrews are current and qualified.

**2.10.1.4.** Ensure applicable flights involving DCMA and military aircrews are properly approved. The CMO commander or his/her designee must sign the flight authorization for all flights involving DCMA aircrews. If so designated, the CFO may sign these flight

authorizations. Otherwise, the CFO will obtain the CMO commander's signature for these flight authorizations. The commander's signature is in addition to the requirement that the GFR sign a flight release as required under the GFRC. The GFR's signature releases the aircraft for flight, affirming that the contractor has accomplished the work using the approved Procedures as a final requisite step for Government indemnification of the contractor under the GFRC.

**2.10.1.5.** Manage all external, flight related correspondence. The CFO must maintain all local flight operations related Memoranda of Understanding (MOU)/Agreement (MOA) between the CMO and supported/ supporting units. These documents must be signed by the CMO commander.

**2.10.1.6.** Compile Metrics. The CFO (or designate) is responsible for compiling aircraft operations metrics/data (as determined by DCMA-AO) and submitting this information. Contractor and DCMA flight hours, number of sorties, and number of deliveries must be tracked and reported by the 10th of each month via the Flight Data Entry SharePoint list. A link is provided to this list on the APT Standard Page.

**2.10.2. APT.** The APT is responsible for the Government's surveillance of contractor aircraft operations whenever DCMA-INST 8210-1 is found on contract either by direct reference or through the inclusion of DFARS 252.228-7001.

**2.10.2.1.** APT Makeup. The APT consists of the GFR (and alternates), GGR, CSM, and the QAS. APT makeup may be modified depending on the assignment (or lack thereof) of FAR 42.302(a) (38), (39), or (56) CAS functions. The GFR leads the APT.

**2.10.2.2.** APT Functions. The APT must work as a team to make critical decisions about the safety and effectiveness of each contractor flight/ground operation. This assures that aircraft are maintained and operated by contractors in accordance with contract requirements. To effectively execute their mission, APT members must establish and maintain communications with all functional areas of the CMO Program Support Team (PST) (where the PST exists). The APT is also responsible for making liability recommendations to the Administrative Contracting Officer (ACO) for all incidents involving Property Loss to Government aircraft when the GFRC is in the contract.

**2.10.2.3.** APT Meetings. APTs must meet (in person, on-line or via the telephone) at least quarterly to discuss surveillance plan trends, corrective actions, upcoming Surveys and AOIs, etc. Meeting minutes are not required but some evidence of the meetings, including who attended, must be maintained for at least 2 years.

**2.10.2.4.** Early CAS. The APT must make every effort to involve itself in the CAS process as soon as practical. Early APT involvement can help identify problems involving GFRC requirements so solutions can be developed early in the process. The APT must help determine which Service requirements and regulations apply to the contract and then ensure the contractor's Procedures meet those requirements. Exclusion of the GFRC on an aircraft contract may constitute a deficiency and should be discussed with the contracting officers. If a dispute

arises as to whether the deficiencies require Procuring Contracting Officer (PCO) involvement, assigned legal counsel should be consulted.

**2.10.2.5.** Post Award Orientation Conferences (PAOC). Post award orientation aids both the Government and supplier personnel in achieving a clear and mutual understanding of all contractual requirements to include how the GFRC applies. The APT may make every effort to participate in, or conduct a PAOC with suppliers receiving contracts involving aircraft operations for the first time. Additionally, the APT may consider meeting with suppliers experiencing turnover of key management personnel.

**2.10.2.6.** DART Database. All APT members except for the QAS must use the DART to document surveillance results. DART is a SharePoint list that collects, organizes, and displays real-time surveillance data for trend analysis. Data may be sorted, filtered, or tailored to assist with evaluation of contractor performance and serves as formal documentation of surveillance results. DART resides on the HQ-AO project site, and is accessible through each CMO APT Standard page. HQ-AO provides DART training during the AO-250 course and may be accessed from the Training Website. Due to security requirements, the DART database is currently not available for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT Surveillance plan (see paragraph 0).

**2.10.2.7.** Corrective Action Request (CAR). All members of the APT must use the same CAR eTool system and process CARs as described in the DCMA-MAN 2303-04, "Surveillance – Document and Provide Feedback." However, per DCMA-INST 8210-1, Chapter 7, when writing a CAR for observed subcontractor actions, APTs must address their CARs to the Prime contractor. For subcontractors, level I and II CARs should not be routed to the prime without the redaction of subcontractor proprietary information. APTs may copy the subcontractor on CARs issued to the Prime contractor. DCMAS is exempt from using the CAR eTool system due to security constraints but will use a locally developed and approved system that meets the intent of published guidance.

#### **2.10.2.8.** APT Training.

**2.10.2.8.1.** AOTS Requirement. All APT members must complete safety training through attending the AOTS (see paragraph 0.).

**2.10.2.8.2.** OJT Program. The appropriate Region DAO must ensure all newly assigned GFRs and GGRs receive OJT prior to assuming their respective roles. OJT must consist of a thorough review of the trainee's contract(s) and contractor's Procedures; interviews discussing roles and missions with the ACO, and CMO commander (interviews may be conducted via telephone); and an opportunity to observe an AOI at an outside unit.

**2.10.2.8.3.** Mentorship. Region DAOs are responsible for appointing mentors to their newly assigned GFRs and GGRs. Funding for mentor travel resides within the Region. Mentors will be selected based on their experience in the job and performance during their unit's AOI.

**2.10.2.9. AOI OJT Training.** Each new GFR/GGR graduate of CMA 241 must be scheduled to observe an AOI during the first 12 months of their tour, by their respective Region AO staff, in coordination with DCMA-AO Risk Assessment. Regional DAOs will coordinate/prioritize their training prior to submitting requirements to the AO Risk Assessment Program Manager for scheduling. Requests for primary GFR/GGR AOI OJT must be submitted at least 90 days from their AOI execution to allow sufficient time for scheduling and planning. If possible, match trainees to AOIs with programs similar to that of the trainee's. Keep in mind that many factors come into play when matching trainees to AOIs. Trainees will be notified which AOI they have been scheduled for by the AOI Team Lead no later than (NLT) 60 days prior to the AOI. Funding for GFR and GGR AOI OJT is the responsibility of their respective Region organization assigned. Newly assigned CSMs must be scheduled to observe an AOI during the first 12 months after appointment to an APT. DCMA Contract Safety, Aviation Program Manager or Director of Safety Special Programs Directorate, as applicable will coordinate/prioritize their training prior to submitting requirements to the AO Risk Assessment Program Manager for scheduling. OJT requests must be submitted at least 90 days from the proposed AOI to allow sufficient time for scheduling and planning. Funding for CSM AOI OJT is the responsibility of their respective organization. Orders will be submitted through the Defense Travel System.

**2.10.3. GFRs.** GFRs are responsible for surveillance of those contractor aircraft flight and ground operations involving Government aircraft and other aircraft whenever DCMA-INST 8210-1 is included on a contract (either by direct reference or through the inclusion of DFARS 252.228-7001), Cooperative Research and Development Agreement (CRADA) or lease agreement.

**2.10.3.1. Background.** A rated US military officer or Government civilian in an aviation position. Prior to issuing a Request for Personnel Action (RPA) for hiring civilian GFRs, CMO or Region Commanders must coordinate the RPA with DCMA-AOO, and the Region/Region DAO. The term "rated aviation officer" or "rated officer" refers to Army aviators; Air Force pilots, navigators, Electronic Warfare Officers (EWOs), Combat Systems Officers (CSOs) etc.; Naval Aviators and Naval Flight Officers (NFOs).

**2.10.3.2. Classroom training.** Complete CMA-241, AO-250, and AO-350. GFRs must re-attend these courses if they have not attended in the past five years. Instructing the courses counts as attending.

**2.10.3.3. On-Site Training.** Complete the OJT program found on the Resource Page. As part of OJT all GFRs must observe an AOI prior to being inspected by the AOI team, however, new GFRs do not have to observe an AOI prior to performing GFR duties. GFRs returning from deployments of 179 days or more must re-complete the OJT program (not to include observing an AOI) within 30 days of their return. This requirement does not apply if GFRs performed GFR duties during the deployment.

**2.10.3.4. Appointing GFRs.** DCMA GFRs receive a signed Appointment Letter from their CMO commander. DCMA CMO commanders are authorized, via DCMA-INST 8210-1, to act as the Approving Authority for DCMA GFRs and G-GFRs, but have no authority to appoint

non-DCMA personnel to perform duties as GFRs or G-GFRs in any capacity. That authority rests with the appropriate Service Approval Authority per DCMA-INST 8210-1. CMO commanders may also appoint an alternate GFR IAW DCMA-INST 8210-1. Alternate GFRs have the same responsibilities as primary GFRs and must meet the identical qualification requirements. GFRs may act as Primary or Alternate GFRs at a maximum of six contractor facilities (resident and non-resident). However, they may act as Primary GFR at no more than four of the six facilities.

**2.10.3.4.1.** “Resident” sites are defined as the duty locations for the primary GFR/G-GFR, and those sites they can travel to by car, execute surveillance, and return to their duty location in a standard workday. For a site to be “resident,” the GFR/G-GFR must be able to accomplish persistent/routine surveillance at the site, at least one day each week, on average.

**2.10.3.4.2.** “Non-Resident” sites are those site not meeting the criteria in paragraph 0. CMO commanders must use discretion regarding appropriate workload delegations based upon the number of contractors at each facility, the complexity of the work being accomplished, etc.

**2.10.3.5.** GFR Responsibilities. GFR duties and responsibilities are described in DCMA-INST 8210-1, Chapter 7, and this manual. These requirements and responsibilities include:

**2.10.3.5.1.** Contractor Procedures. GFRs should remind contractors that approved written Procedures are required for flight and ground operations under the GFRC. GFRs must notify the applicable ACO(s) and their commander(s) if contractors begin work without approved Procedures. The APT must review these Procedures.

**2.10.3.5.2.** Procedures Approval Process. The GFR will approve the contractor’s Procedures if they meet all applicable requirements. The final decision to approve, conditionally approve, or disapprove the contractor’s Procedures rests with the GFR. Procedures must be formally approved through the use of a signed Approval Letter. Signatures may be electronic. A sample Approval Letter can be found on the Resource Page. GFRs may also sign a Procedures cover sheet, however, a separate Approval Letter must also be signed. The GFR must maintain a record of approval of the Procedures for 3 years. Send a copy of the Approval Letter to the ACO(s).

**2.10.3.5.3.** Referenced Procedures. The contractor must 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 (Core/Enterprise procedures), operating instructions, etc., in these Procedures to fulfill the requirements of DCMA-INST 8210-1, the referenced document(s) must be made readily available for review and become part of the contractor’s Procedures. Such referenced documents are now part of the contractor’s Procedures, therefore approval of the Procedures constitute approval of the referenced documents. Procedures must address configuration control for referenced documents. Changes to referenced documents affecting process or procedure, must be provided to the GFR for review prior to publication but

do not, in and of themselves, require a new Approval Letter. Administrative or maintenance changes to referenced documents not affecting process or procedure do not need GFR concurrence prior to publication; however, the GFR shall be notified of the changes made.

**2.10.3.5.4. Procedures and Subcontractors.** It is the responsibility of the prime contractor to develop, submit for approval, and follow flight and ground operations Procedures when they are required by contract. If the prime contractor elects to have a subcontractor draft the Procedures, the prime must sign the Procedures as their own. Where subcontractors perform work on Government aircraft the prime contractor has the additional responsibility of ensuring the subcontractor follows the prime's Procedures. GFRs must directly communicate with the prime on all issues regarding Procedures, including those involving development and modification of, and compliance with the Procedures. When GFRs observe subcontractor operations deviating from the approved Procedures they must include the prime on all required corrective actions.

**2.10.3.5.5. Revising Procedures.** Contractors constantly revise individual procedures. Per DCMA-INST 8210-1, contractors cannot implement revised procedures without prior approval of the GFR. There must be an agreed upon process in place to address revision control with individual procedures unless the contractor only revises their Procedures on an annual basis.

**2.10.3.5.6. Procedural Language.** The GFR must ensure that the language of the Procedures is written in a manner that mandates compliance and creates an auditable standard for the contractor to follow. GFRs should pay particular attention to the use of terms that redefine, opt out of mandates (e.g., shall, will, can, may), or lack descriptive clarity as to how a task or process shall be accomplished.

**2.10.3.5.7. Oversee the Contractor's Training/Evaluation Program.**

**2.10.3.5.8. Conduct Contractor Surveys.** See rules for resident and non-resident GFRs/G-GFRs in paragraphs 0.

**2.10.3.5.8.1. Resident Surveys and GFR Reports.** Per DCMA-INST 8210-1, Chapter 7, resident GFRs must perform a minimum of one contractor survey every 12 months. APTs may use numerous sources of information to formulate this assessment including their observations throughout the year, CARs, AOI reports, etc. Survey reports are contractor compliance based. APTs are encouraged to mirror the inspection items evaluated during DCMA-AO's AOI but must be limited in scope to the assessment of the contractor operations IAW DCMA-INST 8210-1 and the contract. Survey reports must include the results of the QAS review of the supplier's established notification process (paragraph 0). GFRs must ensure all Corrective Actions (as appropriate) are incorporated into the CAR eTool following the ACO review.

**2.10.3.5.8.2. Non-Resident Surveys and GFR Reports.** These semi-annual surveys need not be as comprehensive as the annual survey. At a minimum, semi-annual 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.

**2.10.3.5.8.3. Contractor Surveys and AOIs.** If an AOI is conducted within 3 months prior to the scheduled annual survey, in lieu of conducting an additional contractor inspection by the APT, GFRs may use the AOI report along with APT observations made throughout the year to create an annual report on contractor compliance. If the AOI falls outside this window, GFRs will conduct the annual survey as scheduled per DCMA-INST 8210-1, Chapter 7. Also see paragraph 0 of this manual.

**2.10.3.5.8.4. Additional Reporting Requirements.** GFRs must send copies of all survey reports to the Region DAO via the appropriate chain of command. APTs should capture survey results in DART. See paragraph 0 for additional surveillance documentation processes through DART.

**2.10.3.5.8.5. Pre-Award Survey.** An on-site survey must be performed if aircraft operations will be conducted at facilities without existing DoD aircraft contracts. Any CMO facility survey involving aircraft operations (either FAR Part 15 or Part 12 contracts) must be coordinated with the Region Command AO staff.

**2.10.3.5.8.6. Post Award.** The GFR may recommend a full PAOC for contracts that include the GFRC, especially for new suppliers. If the ACO declines, the GFR may conduct a PAOC with the assigned APT to ensure the supplier understands the requirements of the GFRC and the Combined Instruction, DCMA-INST 8210-1.

**2.10.3.6. Flight Approvals.** GFR approval is required for all flights under the GFRC. Signing the flight approval indicates that the contractor has demonstrated compliance with their Procedures and all contractual requirements under the GFRC and is the final requisite step for the Government's indemnification of the contractor. GFR approval of flights under the GFRC is required regardless of who is on board the flight (contractor, military, or both).

**2.10.3.7. Metrics.** In the absence of a CFO, the GFR is responsible for complying with the requirements of paragraph 0 for contractor flying hours, sorties, deliveries, and other metrics such as the less than Class D mishap data (also see paragraph 0).

**2.10.3.8. Organize the APT's Surveillance Plan.** GFRs must establish an APT surveillance plan for each contractor facility and track monthly surveillance results for trend analysis. APT surveillance plans include GFR, GGR and CSM contract surveillance activities. GFRs may include QASs as part of the APT Surveillance Plan. Due to security requirements, the DART database must not be used for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT Surveillance plan. The APT Surveillance Plan Guide on the Resource Page provides detailed guidance for plan development and execution incorporating the requirements of DCMA-MAN 2303-02, "Surveillance – Plan Events."



**2.10.3.9.** The GFRC and GFRs. The GFRC, through its requirement for contractors to comply with the DCMA-INST 8210-1, by default also requires the appointment of a GFR. This process makes the GFRC the central clause related to GFR responsibilities and authority. GFRs must be thoroughly familiar with the clause and its application. Whenever damage to Government aircraft is reported, particularly when the cost of repair exceeds the GFRC's deductible, the GFR must discuss the damage incident with the ACO and assist them in making a proper liability/deductible determination. Although each incident should be evaluated on its own merits, GFRs and ACOs should use the following general rules and examples when determining if an incident constitutes "damage" (which is normally covered under the GFRC) and "workmanship" (which is not normally covered):

**2.10.3.9.1.** Damage. For most situations "damage" verses "workmanship" determinations can be made based on intent. Damage with respect to the GFRC is the non-conforming result of a task, operation, or action which was not originally planned or intended. For example, a mechanic was pushing a stand next to the aircraft and scratches the inlet coating. The intent of the task was to move the stand, not to scratch the coating; this would be considered damage to the aircraft and a contractor should expect to be indemnified via the GFRC (minus the appropriate deductible).

**2.10.3.9.2.** Workmanship. Workmanship errors consist of damage to the aircraft that is the result of a task, operation, or action which was originally planned or intended, but the end result was not within allowable limits. For example, a mechanic was scraping coating off an inlet and removes too much. The intent of the task was to scrape the inlet coating, but too much was removed. This would not be considered aircraft damage with respect to the GFRC. With few exceptions the Government does not indemnify contractors for workmanship errors.

**2.10.3.10.** Property Loss Investigation and Determination. The GFR along with the Property Administrator (PA) must investigate all Property Loss involving aircraft under the GFRC and provide recommendations to the ACO concerning the applicability of the GFRC's deductible for each relevant incident. Investigations of Property Losses are used to determine liability and deductibles with respect to the GFRC and are unrelated to Safety or Judge Advocate General (JAG) investigations. (See the Contract Property Management Manual for further guidance on Property Loss investigation and determination processes.)

**2.10.3.11.** ACO Relationship. GFRs maintain a close working relationship with their ACOs. ACOs, with their broader CAS responsibilities, are privy to information on programs and future shifts in workload. Coordinate any forecasted program changes that may affect workload/manning requirements with the Region/Region DAO and DCMA-AO Operations.

**2.10.3.12.** Office of General Counsel Relationship. The APT has aviation contract and insurance law experts available via their servicing Office of General Counsel and should maintain a working relationship with their assigned CMO Office of General Counsel. These experts have a vast amount of experience in resolving some of the more complex regulatory and legal issues facing GFRs.

**2.10.4. GGR and G-GFR.** The GGR/G-GFR is responsible for surveillance of contractor aircraft ground operations under GFRC as described in DCMA-INST 8210-1, Chapter 5. Where no flight operations exist, CMO commanders may delegate limited GFR responsibilities (those related to oversight and approval of Ground Operations Procedures (GOPs) to the GGR. GGRs so “Appointed” are called G-GFRs. G-GFRs are never assigned where a GFR is assigned. G-GFRs are not authorized to approve flight Procedures, approve crewmembers or sign flight approvals. GGRs must be familiar with the status of all contractor facilities, equipment, group personnel training and certification, technical data, and Procedures involving aircraft ground operations. CMO commanders may also appoint an alternate GGR IAW DCMA-INST 8210-1. Alternate GGRs have the same responsibilities as primary GGRs and must meet the identical qualification requirements. Prior to assuming GGR duties, the GGR appointee must meet the following requirements (applies to G-GFR assignees as well):

**2.10.4.1. Background.** A US military aircraft maintenance officer or NCO (E-7 or above), or Government civilian equivalent. Prior to RPA for hiring civilian GGRs, CMO or Region Commanders must coordinate the RPA with DCMA-AOO and the Region/Region DAO. CMO commanders may designate military E-6 aircraft maintainers filling E-7 assigned billets as GGRs without requesting a waiver. E-6 GGRs cannot be assigned as G-GFRs without a waiver.

**2.10.4.2. Classroom training.** Complete CMA-241, AO-250, and AO-350. GGRs must re-attend these courses if they have not attended in the past five years. Instructing the courses counts as attending.

**2.10.4.3. On-site training.** Completion of the OJT training program, found on the Resource Page. As part of OJT, all GGRs/G-GFRs must observe an AOI prior to being inspected by the AOI team, however, new GGRs/G-GFRs do not have to observe an AOI prior to performing GGRs/G-GFRs duties. GGRs returning from deployments of 179 days or more must re-complete the OJT program (not to include observing an AOI) within 30 days of their return. This requirement does not apply if GGRs performed GGR duties during the deployment.

**2.10.4.4. Completion of the Aircraft Ground Safety Course (AGSC).** The AGSC will be completed within 12 months of assignment. The course is not mandatory for individuals serving a 12 month or less tour.

**2.10.4.5. Appointment/Assignment Letters.** GGRs are appointed by assignment to an APT through the APT assignment letter. G-GFRs require a separate G-GFR Appointment Letter from the CMO commander. DCMA CMO commanders are authorized, via DCMA-INST 8210-1, to act as the Approving Authority for DCMA GFRs and G-GFRs, but have no authority to appoint non-DCMA personnel to perform duties as GFRs or G-GFRs in any capacity. That authority rests with the appropriate Service Approval Authority per DCMA-INST 8210-1. See definition and rules for resident and non-resident G-GFRs/GGRs in paragraph 0.

**2.10.5. ASO.** All DCMA units with flight operations conducted by DCMA aircrews must appoint an ASO. CMO commanders will designate the ASO in writing. The ASO is responsible for establishing and overseeing the unit’s flight safety and mishap prevention programs (see Section 6).

**2.10.6. CSM.** As a member of the APT, the CSM has primary responsibility for verifying the overall ground safety environment. The CSM will ensure that the contractor is conducting operations using facilities, equipment and procedures that do not put Government assets at undue risk. This includes, but is not limited to the surveillance of contractor aircraft ground and industrial safety, facilities, explosives safety, and Aircraft Rescue and Fire Fighting (ARFF) contractual requirements. The CSM will coordinate with the contractor to ensure all hangar fire suppression systems, ARFF assets/programs, and firefighter training standards meet contractual requirements. The CSM will advise the GFR, ACO, and CMO commander of any deficiencies and make recommendations regarding the validity of the contractor's mitigation plan. CSMs may also have contractual oversight responsibilities that fall outside of those found in DCMA-INST 8210-1.

**2.10.6.1. Training and Certification.** Prior to being assigned as part of an APT, the CSM appointee must be certified IAW the DCMA Contract Safety Certification Program and must observe an AOI, at an outside unit, within 12 of this assignment. This includes completion of the DCMA AGSC.

**2.10.6.2. Surveillance Planning.** CSMs are normally responsible for numerous facilities. These sites may range from simple industrial-type settings to major ammunition and explosives manufacturing facilities to aircraft production and repair facilities. CSMs are required to do overarching risk planning for the Contract Safety Group that incorporates all their responsibilities. The CSM must work closely with the GFR and GGR to incorporate their risk planning into the APT's surveillance plan.

**2.10.7. QAS.** The QAS is a core member of the APT. The QAS's day-to-day proximity to the product that makes them a uniquely valuable asset for the APT's oversight of the contractor's control of their processes. In addition to normal duties, the QAS assists the APT with:

**2.10.7.1. Flight Debriefs.** QASs must attend flight mission debriefs for all acceptance check flights.

**2.10.7.2. Participates on the GFR's annual survey to:**

**2.10.7.2.1. Trend Data.** Trend analysis of subject areas within the APT's responsibilities can be used as early indicators of potential problems with the customer's goals of cost, schedule and quality. QA personnel will provide results of their GCQA surveillance and data collection and analysis process to support the APT's trend analysis requirements.

**2.10.7.2.2. Provide additional support as may be requested by the GFR.**

**2.10.7.3. Coordinates with the GFR to define QA's role/responsibility with the mishap and/or impoundment procedures during other than normal duty hours or when ASO, GFR, or GGR are not present on-site. These roles/responsibilities will be defined in the APT Surveillance Plan.**

**2.10.7.4.** Coordinates with the GGR to determine potential overlaps in surveillance of certain supplier's processes, such as: Foreign Object Damage (FOD) and Tool Control programs, calibration, weight and balance, etc. Surveillance activities, as agreed to, will be defined in the APT Surveillance Plan / applicable GCQA surveillance plan.

**2.10.7.5.** It is highly recommended, the appointed QAS completes the following basic requirements and adds this information to their QAS Electronic Individual Development Plan (eIDP): completion of CMA 241, and the Aircraft Ground Safety Course or AO-250.

**2.10.8. ACO.** Although not a formal member of the APT, the ACO is a key individual in the administration of the contract. The ACO has overall responsibility for all CAS functions under FAR 42.3. Regular communication between the ACO and the APT is critical. ACOs are strongly encouraged to attend CMA 241 or the DCMA-AO Contracting Officers' brief (AO4KO) (Contact DCMA-AOP to schedule AO4KO training). The following areas require ACO involvement when administering contracts involving aircraft operations:

**2.10.8.1. Contract Receipt and Review (CRR).** The ACO and APT should be knowledgeable of the requirements in DFARS 228.370, Additional Clauses, which prescribe the circumstances when the GFRC may and may not be used. Contracts which fail to properly contain the GFRC or which contain language that improperly modifies the clauses or the requirements of DCMA-INST 8210-1 must be corrected. DFARS 228.370 describes the only modifications that can be made to the GFRC. DCMA-INST 8210-1, Chapter 2, describes the procedures for modifying the requirements of the instruction.

**2.10.8.2. Review Annual/Semi-Annual APT Surveys.** ACOs review GFR survey reports. ACOs may resolve any issues they have with the Survey report directly with the GFR. ACO endorsement of Survey findings ensures all deficiencies are within scope. A sample endorsement letter found on the Resource Page.

**2.10.8.3. Aircraft Damage.** Because of the deductibility of the GFRC any damage to Government aircraft under contract (or other Government Furnished Equipment (GFE)) may be discussed between the ACO, PA and the GFR. The circumstances of the damage must be closely examined to determine proper application of either the GFRC or the Property Clause. See also paragraph 0 of this manual.

**2.10.8.4. Withdrawal of Government Acceptance of Liability.** If the ACO determines that the contract aircraft are in the open and under unreasonable conditions, they must immediately notify the contractor to ensure appropriate actions are taken to resolve the situation. Refer to the GFRC, paragraph (d) for guidance in these situations and for the proper procedures for removing the Government's assumption of risk under the clause may this become necessary. The contractual requirement to comply with DCMA-INST 8210-1 (per the GFRC paragraph (d)(6)) continues even when the Government's assumption of risk is withdrawn.

**2.10.9. PA.** The PA's focus is on the contractor's property management system. PA duties and responsibilities are described in DCMA-MAN 2501-12 "Property Loss."

**2.10.10. Contractor Field Team (CFT) Office.** DCMA Dayton is the primary contract administration office for CFT task orders (delivery orders) through a prior written agreement with the Services. Task Order place of performance is located on military installations using Service GFR/GGRs. Through agreement with DCMA, the CFT Program Office and the Services, FAR 42.302(a)(56) CAS is the responsibility of the Major Commands (MAJCOMs) for the purpose of appointing Service GFR/G-GFRs to CFT task orders. The Commander, DCMA Dayton has a responsibility to make available Service GFR/GGR training via CMA 241; ensure appointments are in writing and assigned to the applicable task order and location as specified in the Performance Work Statement (PWS); and ensure contractor and GFR/G-GFR compliance with the applicable sections of DCMA-INST 8210-1 to the maximum extent possible. The DCMA CFT AO Group responsibilities include:

**2.10.10.1. Service GFR/G-GFR Appointment.** DCMA CFT AO is responsible for ensuring trained Service GFR/G-GFRs obtain written appointments to applicable CFT task order(s). This is accomplished through receipt of the GFR/G-GFR appointment letter.

**2.10.10.2. Contractor's Procedures Approval.** DCMA Dayton CFT AO is responsible for providing guidance to GFR/G-GFRs in the review/approval of contractor's Procedures. Validation is accomplished through the receipt of the GFR/G-GFRs' signed Procedures approval letter. DCMA CFT AO must review the CFT Core Procedures and advise the CFT GFRs if any deficiencies are discovered.

**2.10.10.3. Annual/Semi-Annual Survey.** DCMA CFT AO is responsible for ensuring Service GFR/G-GFRs accomplish surveys IAW DCMA-INST 8210-1, Chapter 7. This is accomplished through receipt of the survey report. DCMA CFT AO will assist the Service GFR/G-GFR in Survey execution to the maximum extent possible to ensure approved Procedures are adequate, risk is mitigated to the lowest possible level, and both Service and contractor personnel understand their roles and responsibilities.

**2.10.10.4. SME Guidance.** DCMA CFT AO provides technical expertise for all CFT Service GFR/G-GFRs regarding interpretation and implementation of DCMA-INST 8210-1.

**2.10.10.5. Post-Award Site Visits.** DCMA CFT AO will visit new task order sites, as budget and time permit, to discuss DCMA-INST 8210-1 compliance with the Service and contractor personnel. Briefings will be given to new CFT Service personnel to help them understand CFT and their role in managing these diverse aviation contracts.

**2.10.10.6. Staff Assistance Visits (SAVs).** SAVs may be conducted at the unit's request to provide the on-site commander support and assist the GFR/G-GFRs perform annual contractor assessments and other responsibilities.

**2.10.10.7. Mishap Notification.** Service GFR/G-GFRs report mishaps IAW their normal Service guidance channels.

## SECTION 3: COMMAND AND ADMINISTRATION

**3.1. ADMINISTRATIVE REQUIREMENTS.** The CMO commander has the responsibility, authority, and accountability over the day-to-day operations of each aviation program.

**3.1.1. All designations and appointments must be in writing.** Digitally signed electronic copies are acceptable.

**3.1.2. Appointment Letters.** The CMO Commander having FAR 42.302(a)(56) CAS responsibility must sign Appointment Letters for GFRs, Ground GFRs, and alternates (as appropriate) (See DCMA-INST 8210-1 for an example GFR Appointment Letter.). The GFR/GFR Appointment Letter delegates FAR authority and is separate from APT assignment letters. GFRs do not require an Appointment Letter and are instead included in the APT assignment letter.

**3.1.3. Assigning APTs.** CMO commanders are responsible for designating APTs to oversee contracts containing the Combined Instruction. Upon change of CMO commander, new Assignment Letters are required. CMO commanders are responsible for funding all travel expenses for their appointed primary or alternate APT members whenever the APT members are performing their primary duties. The Safety Center is responsible for funding CSM mission travel.

**3.2. FLIGHT OPERATIONS REQUIREMENTS.** CMO commanders with DCMA flight operations must appoint a CFO and an ASO to execute the unit's flight operations and safety programs. Upon change of CMO commander, new appointment letters are required.

**3.2.1. Aircrew Qualifications/Designations.** All qualifications/designations (aircraft commander, instructors, Flight Examiners/Naval Air Training and Operating Procedures Standardization (NATOPS) Evaluators, Flight/Mission/NATOPS Qualifications, flight engineer, navigators, etc.) will be signed by the CMO commander, IAW Service guidance, except where noted in 0 and 0. If the CMO commander is not a rated officer, then an endorsement of the qualification(s) sought, will be obtained from their Region DAO. Rated CMO commanders can sign for non-rated Streamline CMO commanders. Rated Streamline CMO commanders can sign for their unit.

**3.2.1.1. Navy.** If the qualification is for a rated CMO commander the qualification can be signed by the Fleet Replacement Squadron (FRS) or Evaluation Squadron CO IAW Service Guidance, forwarded to Region DAO for final approval and signature. When signing USN qualifications, the Region DAO may add the following statement in the comments block, "Issuing authority is the senior aviation line officer per Commander Naval Air Forces (CNAF) M3710.7, Qualifying Authorities."

**3.2.1.2. Army.** If the CMO Commander with Army aircrew assigned is not their Aircrew Training Program (ATP) Commander, then the ATP Commander will sign all Qualification/Designation letters in order to meet Service guidance. If the aforementioned Army aircrew are performing acceptance flights and/or test flights as part of the DCMA CAS mission,

then a copy of the designation letters will be provided to the CFO and the letters do not need to be endorsed by the DAO since a rated officer signed the letters. Army CFOs can serve as the ATP Commander when designated in writing by the non-rated CMO Commander.

**3.2.2. AO Position Descriptions.** CMO Commanders, in coordination with the cognizant Region DAO, will evaluate the requirements for personnel required to perform flight operations at their site. Position Descriptions will be forwarded to DCMA-DCM for coordination with DCMA-AO. CMOs and Region must not contact the parent Services directly concerning filling or modifying military billets.

**3.2.3. Aircrew Support.** CMO commanders with DCMA resident flight operations will ensure that all support functions are provided in timely and efficient manner that fosters a safe, effective, and efficient flight environment. Examples of these functions include simulator access, flight records management, life-support equipment support and proper access to medical care (i.e., a military flight surgeon).

**3.2.4. Flight Time & Training.** Service CAS delegations requesting onsite aircrews to perform check flights must include sufficient flying time under the contract for flight crewmembers to maintain their flying proficiency and currency in the aircraft. When contracts do not include sufficient flying time for assigned military flight crewmembers to maintain aircraft proficiency, and provisions for maintaining proficiency are not made through the procuring activity, only administrative surveillance of contractor aircraft operations/GFR services will be performed. Under these conditions, the CMO commander and procuring activity will arrange for Government acceptance check flights to be performed by TDY military aircrews.

**3.2.5. Flight Time Documentation.** A record of flight authorizations must be maintained for one year. Individual flight records will be maintained IAW applicable Service directives.

**3.2.6. Flight Authorizations.** All flights with DCMA personnel on board must be authorized by the CMO commander or designee (usually the CFO). In addition, GFRs approve all flights flown under the GFRC regardless of who is on board.

**3.2.7. TDY Aircrew Support.** Service units providing TDY aircrews are responsible for ensuring their crewmembers are current and qualified to perform the particular mission(s) described in the support request. CMO commanders must ensure TDY aircrews are properly briefed on mission requirements and that adequate mission planning facilities are available. CMOs must maintain a file that documents TDY aircrews have received this briefing.

**3.2.8. Weekend Flying.** Flying in support of contracts is normally performed during a regularly scheduled workweek. The CMO commander will determine the need to fly on weekends/holidays on a case-by-case basis when an overriding Government need exists.

**3.2.9. Aircrew Medicine.** CMO commanders must ensure flight operations personnel have timely access to the nearest DoD installation's flight surgeon/flight medical office to provide required medical services to include processes to address going on/off Duty Not Involving Flying (DNIF). CMO commanders must include the unit's aircrew medicine processes in the

Local Operating Procedures (LOP). Use of Federal Aviation Administration (FAA) flight surgeons is not acceptable for annual physicals or for returning crewmembers to flight status or for post mishap medical evaluations.

**3.2.9.1. Annual Flight Physical Examination.** All assigned aircrew personnel must complete a flight physical examination IAW their Service's aeromedical instructions. The examination and administrative paperwork must be completed as prescribed by the governing directive of the individual's Military Service or the DoD component providing the service.

**3.2.9.2. Routine Medical Care.** Routine medical problems, medical grounding, return to flying status, and medical waivers will be accomplished according to the individual's Service procedures.

**3.2.9.3. Medical Records Administration.** Copies of the most current annual medical certification for flight, most current medical grounding action, medical waiver approvals, and documentation returning crewmembers to flying status will be maintained in the individual's local flight training/evaluation folder. Medical waivers will follow Service guidance.

**3.2.9.4. Flight Physiology Training.** Flight physiological academic training will be accomplished using the minimum required training from Service flight physiology training guidance. A flight surgeon is not required to conduct this training.

**3.2.10. Aircrew Life Support.** CMOs are responsible for programming life support equipment requirements as part of their annual budget request. There are several ways DCMA aircrews obtain actual life support services.

**3.2.10.1.** Through the contractor's life support shop, if one exists. Accepting this support from the contractor is appropriate only if the support can be charged to a Contract Line Item Number (CLIN).

**3.2.10.2.** From nearby Active Duty/Reserve/Guard life support shops. Support responsibilities may be addressed through an MOA between the CMO and the unit providing the service.

**3.2.10.3.** Through qualified personnel within the CMO. DCMA does not maintain life support personnel billets. This method is authorized if assigned personnel have the life support skill set and are available to perform life support duties in addition to their normal duties. In this case, the CMO would be responsible for programming training funds needed to maintain the skill set.

**3.3. WAIVERS AND APPROVALS.** A waiver is a written request for relief from an instruction or requirement (either DCMA-INST 8210-1, Service Guidance, or this manual). Approvals in this manual refer to areas that require HQ rated oversight of DCMA operations. Approvals in DCMA-INST 8210-1 refer to areas that require either GFR or Service level inputs. DCMA-AO approvals are required for the following: multiple mission/design aircraft qualifications (paragraph 0); recommended alternative training plans for periods of reduced



flight time availability (paragraph 0); orientation flights, incentive flights, off-site static displays, flight demonstrations/air shows/flyovers, and “other” flights (paragraph 0). See Approvals and Waivers Guide found on the Resource Page.

**3.3.1. General Waiver/Approval Package Requirements.** All packages for either waiver or approval must describe, using Risk Management (RM) methodology, the process/requirement to be waived, associated risks, risk controls to be implemented to mitigate those risks and the resultant residual risk. When addressing risk mitigation plans for inclusion in waiver packages consider (among other things and as appropriate to the waiver/approval being sought) areas such as special training/certification requirements, weather minimums, site plans, Service guidance (i.e., how does the Service do this operation?), what are the specific contractual issues, physiological requirements, and emergency procedures. Multiple-Qualification and Test Pilot School (TPS) waivers do not require separate RM strategies as DCMA-INST 8210-1 already includes the required risk management processes.

**3.3.2. Contractor Waiver Requests.** All contractor waiver requests are to be written by the contractor. These waivers generally fall into three categories; contractor requests for relief from contractual written requirements; requests for relief from Service Guidance; and DCMA-INST 8210-1 waivers. For Air Force contractor waiver requests, if the Air Force Material Command (AFMC) Form 73, “AFMC Waiver Request,” or AFMC Form 80, “Multiple Qualification Request and Authorization,” are used, the GFR or DAO will be listed as the Action Officer in Section 1. Contractor waiver requests must state the specific contracts and time period that the waiver will apply to. Waiver requests that affect multiple Services will need to be approved by each applicable Service. Contractors are expected to continue progress toward meeting the requirements of the contract while waivers are processed. All waiver requests may be accompanied by a contractor’s plan to fully meet the requirements of the agreed to contract. Prior to submitting waiver package discuss implications of waiver with the ACO, may the waiver be approved. Resolve any and all funding issues the waiver presents.

**3.3.3. Contractor Approval Requests.** All contractor approval requests are to be written by the contractor. These approvals refer to areas in DCMA-INST 8210-1 that require special attention from the GFR. They include alternate ARFF and hangar plans, use of modified checklists, and alternate training plans. Unless DCMA-INST 8210-1 states otherwise, route all contractor approval requests the same way waivers are routed.

**3.3.4. Waivers and Approvals for DCMA Aircrews and APTs.** Waivers and Approvals for DCMA Aircrews and APTs to DCMA-INST 8210-1, DCMA-MAN 8210-2 or Service Guidance, are created by the CFO or GFR, as appropriate.

**3.3.5. Waiver and Approval Packages.** All packages must include as applicable:

**3.3.5.1.** A formal request. From contractors the request must be written on company letterhead and must detail the justification for the waiver. From CMOs the request must be described on the appropriate DCMA-AO form. From other government organizations (for orientation flights, static displays, etc.) a letter, memo or email is acceptable.

**3.3.5.2.** Risk mitigation plan. Requestors may use any of the Services' RM processes to describe the risks and mitigation process for those risks. RMs are not required for TPS waivers, or Multiple Qualification approvals, or for requirements that are administrative in nature, (e.g., Navy night-time waivers).

**3.3.5.3.** Complete Appropriate Form. These forms are maintained on the Resource Page.

**3.3.5.3.1.** Use the DCMA-AO Form 1, "DCMA-AO Waiver/Approval Request," filled out by the GFR for contractor waiver requests, or CFO for CMO waiver requests. For USAF waivers also use the AFMC Form 73.

**3.3.5.3.2.** Use the DCMA-AO Form 2, "DCMA-AO Multiple Qualification Request and Authorization," filled out by the GFR for contractor multiple-qualification requests, or CFO for CMO multiple-qualification requests. For USAF multiple-qualification requests also use the AFMC Form 80.

**3.3.5.3.3.** Use DCMA-AO Form 3A, "DCMA-AO Approval Form," for approvals other than for multiple-qualification requests (e.g., orientation flights, incentive flights, static displays, flight demonstrations/air shows/flyovers, "other" flights, alternate training plans, etc.).

**3.3.5.3.4.** Use the DCMA-AO Form 3B, "DCMA-AO Alternate ARFF/Hangar Fire Protection Approval", for alternate ARFF/hangar plans.

**3.3.5.4.** The CMO commander (including streamline CMO commanders) if a rated officer, will electronically sign in the Operations Group/Command Commander (OG/CC) block. If the CMO/streamline commander is not a rated officer, forward the DCMA and AFMC forms to the Region/Region DAO for the OG/CC block. The CMO commander (streamline CMO commanders) will decide which internal chain of command reviews are needed prior to GFR/CFO (as appropriate) submission of the package to DCMA-AO for processing.

**3.3.5.5.** Include recommendations with justification from the GFR to include any APT member's non-concurrence. Notate any APT members that did not participate in the review and the reason (for waivers not involving flight operations or aircrews). Include applicable contract number(s) contained within the Justification Section.

**3.3.5.6.** ARFF/Facility/Hangar Questionnaire. If ARFF or other Contract Safety issues are involved, complete the DCMA GFR ARFF Questionnaire and discuss with the ACO. The GFR must indicate the ACO's concurrence or non-concurrence (with or without comment) with the contractor waiver request in the justification block of the DCMA Form 3B.

**3.3.5.6.1.** Include third party written agreements (MOAs) if applicable;

**3.3.5.6.2.** Include all other justifying and substantiating documentation.

### **3.3.6. Waiver and Approval Routing.**

**3.3.6.1.** DCMA-MAN 8210-2 (Government Only). CFOs/GFRs (as appropriate) send all requests from the CMO commander (including streamline CMO commanders) for relief from requirements of the manual, with justification, through the appropriate Region DAO to DCMA-AO for approval. Use the “DCMA Ft Lee Eastern RC List AO WAIVERS AND APPROVALS” distribution address on the global directory when submitting all waivers. Region DAOs are responsible for internal Region coordination prior to providing their inputs to DCMA-AOP.

**3.3.6.2.** DCMA-INST 8210-1 or Service Guidance (Government). CFOs, send all requests from the CMO commander (including streamline CMO commanders) for relief from Service requirements, with justification, through the appropriate Region DAO to DCMA-AO. Use the “DCMA Ft Lee Eastern RC List AO WAIVERS AND APPROVALS” distribution address on the global directory when submitting all waivers. DCMA-AO will forward the waiver package with a recommendation for approval or disapproval to the appropriate Service waiver authority. Region DAOs are responsible for internal Region coordination prior to providing their inputs to DCMA-AOP.

**3.3.6.3.** DCMA-INST 8210-1 or Service Guidance (Contractor). GFRs, send all requests from the contractor for relief from Service requirements, with justification, through the appropriate Region DAO to DCMA-AO. Use the “DCMA Ft Lee Eastern RC List AO WAIVERS AND APPROVALS” distribution address on the global directory when submitting all waivers. DCMA-AO must forward the waiver package with a recommendation for approval or disapproval to the appropriate Service waiver authority. Region DAOs are responsible for internal Region coordination prior to providing their inputs to DCMA-AOP.

**3.3.6.4.** GFR reviews the waiver package with applicable members of the APT (e.g., certain waivers like test pilot school (TPS) waivers need only GFR review). If the APT members have any concerns with the waiver address them with the contractor and/or document concerns prior to submitting waiver package.

**3.3.6.5.** If ARFF or other Contract Safety issues are involved have the APT CSM compare the contractor’s waiver package with the Contractor ARFF Guide to ensure all issues are addressed. APTs must coordinate such requests with the Director of the DCMA Contract Safety and obtain Contract Safety concurrence or non-concurrence prior to submitting the waiver package.

**3.3.6.6.** The GFR must indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.

**3.3.6.7.** DCMA-AO must route the waiver and approvals through the AO HQ and to the appropriate Service waiver authorities unless the waiver/approval can be approved at the DCMA-AO level.

**3.3.7. Processed Waivers.** Waivers/approvals may be disapproved, approved, or approved with restrictions. The approval authority may add any level of conditions to the waiver/approval deemed necessary to ensure risks are appropriately mitigated. Once a decision on the waiver/approval package has been obtained, the package will be routed back through DCMA-

AO, the chain of command, to the CMO. GFR provides final waiver decisions to contractor, ACO and Program Office.

**3.4. OTHER COORDINATION REQUIREMENTS.** CMO commanders must coordinate (as time permits) with DCMA-AO on the following:

**3.4.1. All cargo flights; passenger flights; and Rescue/Recovery/Severe Weather Evacuation Flights** (paragraph 0.).

**3.4.2. Deviations.** A deviation is a short-term or time-limited departure from Government procedure. Deviations may occur when an emergency or extremely unusual circumstance exists and the time element involved clearly does not permit obtaining approval from the applicable agency. If a deviation occurs, it must be reported to the CMO commander as soon as possible. The CMO commander will ensure that the Region DAO and DCMA-AO are informed within 24 hours. Deviations and alleged deviations from FAA or host nation flight regulations will also be reported immediately IAW Service guidance. Additionally, voluntary reporting of the flight violation in a Service Aviation Safety Action Program (ASAP) or the National Aeronautics and Space Administration (NASA) Aviation Safety Reporting System is highly recommended.

**3.4.3. Contract Changes.** Requests to modify contract requirements are routed through the ACO to the PCO for action. Requests for contract modifications that relate to aircraft operations may be routed through the CMO commander (including streamline CMO commanders), through the appropriate Region DAO to DCMA-AO for comment. DCMA-AO will obtain comments from the appropriate Service. Service comments will be routed back to the GFR and ACO. The PCO and ACO will then determine if a contract change is appropriate.

**3.5. LOCAL OPERATING PROCEDURES (LOP).** LOPs must be developed to implement and integrate governing directives and to ensure safe, efficient, and effective mission accomplishment. Service guidance must be used as the basis upon which LOPs are written. Where Service guidance and DCMA policy conflict, the more stringent policy must prevail. Any procedures that deviate from DCMA or Service guidance require approval IAW the waivers section of this manual and must be specifically identified in a separate section within the LOPs. CMO commanders are responsible for ensuring that the LOPs are developed for any site under their cognizance which involves aircraft operations. Except as noted in paragraph 3.5.2 and subparagraphs, the procedures in the approved LOP are applicable to all government aircrews flying under the cognizance of DCMA, including Service aircrews flying pre DD-250'd "Material Inspection and Receiving Report," aircraft. Service aircrews flying post DD-250'd aircraft are bound by their parent Service directives.

**3.5.1. LOP Approvals.**

**3.5.1.1. Cycle.** These LOP must be reviewed and updated annually.

**3.5.1.2. Rated CMO Commander LOP Approvals.** Rated CMO commanders will approve their own LOP and those of their streamline units. Exception: Rated Streamline CMO commanders may approve their unit's LOP.

**3.5.1.3. Non-Rated CMO Commander LOP Approvals.** Non-rated Streamline CMO commanders who report to rated CMO commanders will follow the procedures in paragraph 0. Non-rated Streamline CMO commanders who report to non-rated CMO commanders will endorse their unit's LOP and forward them to the Region DAO for approval.

**3.5.2. LOP Layout.** Any LOP item listed can be in a stand-alone binder (such as the Mishap Plan) but the location must be referenced in the LOPs. The LOP must include, but is not limited to, the following mandatory items (For sites without DCMA flight operations the LOP need only include asterisked items):

**3.5.2.1. Purpose Statement.\*** The CMO commander must sign the LOP stating the purpose of the LOP is to ensure safe, efficient and effective mission accomplishment; to establish standard operating procedures.

**3.5.2.2. Risk Management.** The LOP must address flight RM.

**3.5.2.3. Aircraft Acceptance and Delivery Process.\*** The aircraft acceptance and delivery process must define things such as acceptance profiles, appropriate checklists, contract weather requirements, local orientation information, crew qualifications verification procedures, Technical Directive/Time Compliance Technical Order (TD/TCTO) compliance processes, identifying maintenance/repair POCs in order to address issues that arise during delivery flights, user feedback following each aircraft delivery, etc.

**3.5.2.4. Mishap Response Plan (MRP).\*** This plan will describe the CMO's responsibilities and procedures for the notification and recordkeeping of aircraft mishaps associated with DCMA administered contracts (See paragraph 0).

**3.5.2.5. Severe Weather Plans.\*** For those sites where severe weather could require aircraft relocation (e.g., hurricane evacuation), include program office coordination process.

**3.5.2.6. Required Elements for DCMA Aircrews Only.** Aircrew Eval Program (paragraph 0); Multi-Qual Currency (paragraph 0); Aircrew Training (paragraph 0).

**3.5.2.7. Other Required Flight Operations Elements for All DCMA and Service Aircrews.** Fuel Requirements (paragraph 0); Weather Requirements (paragraph 0); Briefing Guide (paragraph 0); Debriefing Requirements (paragraph 0); External, and Weekend flying; Bird/Wildlife Aircraft Strike Hazard (BASH) paragraph 0; Mid-Air Collision Avoidance (MACA) paragraph 0; Flight Safety Meetings paragraph 0.

### **3.6. CONTRACT ADMINISTRATION SERVICES.**

**3.6.1. Surveillance of AO.** Federal Acquisition Regulation (FAR) 42 lists various CAS functions applicable to several different types of contracts. FAR 42.302 (a) (56) Maintain surveillance of flight operations, identifies surveillance of flight operations as a contract administration function; this is the CAS function performed by the GFRs and GGRs. FAR

42.302 (a) (38) Ensure contractor compliance with contractual quality assurance requirements, is the CAS function performed when DCMA aircrews perform acceptance check flights (ACFs); this is also the CAS function performed by the DCMA QASs. With certain exceptions, DFARS 242.202 regulates the agency responsible for the performance of the CAS functions by location (at or near contractor facilities) and by contract type. With respect to CAS, the terms “flight operations” and “aircraft operations” are used synonymously in this manual.

**3.6.2. Assignment of FAR 42.302 (a) CAS Requirements.** FAR 42.302 (a) CAS requirements are assigned in several ways.

**3.6.2.1.** Through contracts. CAS responsibilities are normally identified in the contracts themselves. This information is usually found in Section A on Solicitation/Contract (standard forms 33, 26, 1447, etc.) or in Section G – Contract Administration Data, of the contract.

**3.6.2.2.** Through DFARS. DFARS 242.202 assigns responsibility for CAS functions performed at or near contractor facilities to DCMA. Specific exclusions are set out for certain contracts (e.g., Post, camp, or station contracts, flight training).

**3.6.2.3.** Through delegations. Whenever CAS responsibilities are split between organizations, a Supporting Contract Administration (SCA) delegation must be accomplished.

**3.7. CONTRACT RECEIPT AND REVIEW (CRR).** CRR is governed by DCMA-INST 2501, “Contract Maintenance.” The CMO commander must ensure all contracts and modifications are reviewed by the applicable APT IAW DCMA-MAN 2501-01, “Contract Receipt and Review.” CRR is critical to determine the requirements to be included in contractor procedures and for the development of the APT surveillance plan. Contracting officers should include APT inputs in aircraft operations contracts pre-award and post-award surveys. Results of the CRR process must be maintained in an appropriate document (Facility Data Sheet, Excel Spreadsheet, etc.) available to the entire APT. If the CRR module of the Integrated Workflow Management System (IWMS) is active at the CMO, results of the CRR process will reside within IWMS IAW DCMA-MAN 2501-01. If it is found during CRR that a contract entails new work on aircraft at a location with no assigned APT, it must be brought to the attention of the CMO commander and applicable Region DAOs. If it is determined the contract warrants an APT (GFRC or DCMA-INST 8210-1 appropriately placed on contract), the CMO commander will form one with existing personnel or consult with the Region DAO and DCMA-AO to obtain additional resources.

**3.8. SCA DELEGATIONS.** SCA delegations are used to transfer FAR 42.302(a) requirements from one CAS Component (CASC) organization to another or other qualified organizations per DFARS 242.202, paragraph (e)(1)(A).

**3.8.1. Internal DCMA SCA Delegations.** Delegations must be forwarded from the requesting CMO to the receiving CMO using the DCMA Delegation eTool. GFRs, by themselves, must not re-delegate FAR 42.302(a)(56) CAS responsibilities. SCA delegations accepted by a CMO will remain in effect for the duration of the referenced contracts. SCA

delegations in effect during CMO commander turnover remain in effect, unless revoked by either CMO commander.

**3.8.2. External (DCMA to Service) SCA Delegations.** The DCMA Delegation eTool is not accessible outside of DCMA. Because of this limitation, delegations must be in writing. Refer to FAR 42.2 for general information on SCA delegations.

**3.9. PERFORMANCE OF FLIGHT OPERATIONS.** This manual encompasses the requirements found in The Tri-Service Agreement. How flight operations are performed depends on which of the following four scenarios exists when DCMA has been delegated surveillance of flight operations under FAR 42.302 (a)(56).

**3.9.1. Flight Operations with Assigned Military Personnel.** The procuring Service may agree to support an aviation contract by providing aviation/rated billets to DCMA under the Tri-Service Agreement. These situations may involve either 100 percent DCMA military flight operations or a combination of Service aircrews, DCMA aircrews and contractor personnel. DCMA crews fly under this manual, Service aircrews fly under their Services' Instructions/Regulations, contractors fly under GFR approved contractor Procedures.

**3.9.2. Flight Operations with Non-DCMA Military Personnel.** The procuring Service may decide, based upon the nature and quantity of the flying requirements at a contractor facility, to support an aviation contract with military personnel not assigned to DCMA. These personnel may be TDY aircrew members that only fly with DCMA in isolated situations or assigned to a detachment that consistently flies with DCMA. Aircraft operations of this nature are commonly said to occur under the cognizance of DCMA even though the flights are performed by Service aircrews. Under these circumstances, the procuring Service retains the responsibility to fund the associated TDYs. These situations may involve either 100 percent military flight operations or a combination of military and contractor personnel. Service aircrews fly under their Services' instructions; contractors fly under contract instructions.

**3.9.3. Flight Operations without Military Personnel.** The procuring Service may decide to support an aviation contract by using 100 percent contractor personnel for flight operations. Contractor aircrew will follow contractually mandated instructions.

**3.9.4. No Flight Operations.** DCMA may manage these contracts with a GFR or a G-GFR.

**3.10. AO AT POST, BASE, CAMP, OR STATION.** DCMA-INST 8210-1, Chapter 7, describes how GFR billets are normally filled. The table makes the owning Service responsible for providing GFRs for operations at post, base, camp or station locations where the Services already have aircrew personnel. Appointing DCMA CMO personnel to perform GFR duties at post, base, camp or station locations does not meet the intent of DCMA-INST 8210-1 and the Tri-Service Agreement. Approving Authorities (those who are authorized to appoint GFRs) are defined in DCMA-INST 8210-1, Chapter 7. In DCMA, approval authority has been delegated down to the CMO commanders, limited to personnel in their CMO (including personnel at streamline sites). Likewise, Service Approval Authorities cannot appoint DCMA personnel as GFRs. However, if a post, base, camp or station unit commander were to functionally attach

someone from their unit to a DCMA CMO for the purposes of performing FAR 42.302(a)(56) CAS, then the CMO commander would be the appropriate Approving Authority. Any agreements to functionally transfer/attach personnel from a Service unit to a DCMA CMO must be done in writing, address what functions the individual will be responsible for and address any funding issues (TDY, GFR course attendance, etc.). AO CAS at military installations can be accomplished in several ways.

**3.10.1. DCMA CMO Administers a Contract that Requires Contract Work Involving AO on a Military Installation.** These operations require a written SCA delegation from the CMO commander to the contracting authority for the military installation, requesting acceptance of the FAR 42.302(a)(56) Maintain surveillance of flight operations, CAS requirement. The GFR is provided by the Service. Service GFRs are appointed by their appropriate Service Approving Authority. DCMA CMO commanders may only appoint personnel under their cognizance as GFRs. (See paragraph 0 and 0, for SCA delegation procedures.)

**3.10.2. Director, DCMA (Subject to Prior Agreement) Agrees to Perform CAS on a Base, Post, Camp, or Station.** These operations require a written SCA delegation from the contracting authority for the post, base, camp, or station, to the CMO commander accepting the CAS requirement. These delegations may exclude the FAR 42.302 (a) (56) CAS requirements. The GFR is normally provided by the Service per DCMA-INST 8210-1, Chapter 7. The GFR is appointed by the appropriate Service Approving Authority. (See paragraph 0 and 0, for SCA delegation procedures.)

**3.10.3. Service Retained Oversight of Flight Operations at Contractor Facilities.** The procuring Service may delegate certain contract administration functions to DCMA but choose to retain surveillance of flight operations. In these cases, a Service GFR is assigned to the contract for oversight. The Services are required in these instances to approve a deviation to the mandatory delegation to DCMA found in DFARS 242.202. If this deviation is approved, DCMA has no direct aircraft operations oversight responsibilities for these contracts.

**3.10.4. Foreign Military Sales (FMS) and Direct Commercial Sales (DCS) Contracts.** FMS contracting is covered by DoD 5105.38 and DFARS 225.73. FMS aircraft undergoing work on a DoD contract with DFARS 252.228-7001, the GFRC, included, is considered core mission and supported accordingly. DCS contracts are direct purchases by the foreign government or organization (e.g. North Atlantic Treaty Organization (NATO)) with the supplier and do not typically involve the US Government. While DCMA may be reimbursed for supporting certain CAS functions in support of a DCS contract, DCMA aircrew must not participate in flight operations on these contracts. Any request for CAS support on a DCS contract must be processed through DCMA-FBR.

**3.11. THE COMBINED INSTRUCTION, CONTRACTORS' FLIGHT AND GROUND OPERATIONS, DCMA-INST 8210-1.** The Combined Instruction titled, "Contractor's Flight and Ground Operations," DCMA-INST 8210-1(Series), Air Force Instruction (AFI) 10-220, Army Regulation (AR) 95-20, Naval Air Instruction (NAVAIRINST) 3710.1(Series), and Commandant Instruction (COMDTINST) M13020.3(Series), describes requirements for



contractors conducting flight and/or ground operations and the GFRs overseeing those operations, whenever the Instruction is found on contract directly, or through the GFRC.

**3.11.1. DCMA-INST 8210-1 Applicability.** When DCMA-INST 8210-1 is on contract, either through DFARS 252.228-7001, or specific contract wording, its purpose is to provide the GFR the authority to mitigate risks to the aircraft, even when the risks occur before there is an aircraft. The requirement to comply with DCMA-INST 8210-1 ends when final acceptance and any post acceptance delivery requirements are complete.

**3.11.2. DCMA-INST 8210-1 and Liability.** DCMA-INST 8210-1 is used to mitigate risk; its application is only tangentially related to liability. The terms and conditions for Government liability are described in the GFRC. Paragraph (b) of the GFRC (separate from the liability sections of the clause) mandates that contractors comply with the requirements of the Combined Instruction. Failing to comply with the Instruction or failing to follow approved Procedures are contractual compliance issues and are not, in and of themselves, related to liability.

### **3.12. LIABILITY CLAUSES.**

**3.12.1. DFARS 252.228-7001, GFRC.** DFARS 228.370, Additional Clauses, mandates the use of the GFRC in contracts for the acquisition, development, production, modification, maintenance, repair, flight, or overhaul of aircraft. See DFARS 228.370 for exceptions to this requirement. Contractor owned aircraft that are furnished as part of a DoD contract may also be covered under the GFRC if appropriately stated in the contract.

**3.12.2. Modifying or Omitting the GFRC.** The GFRC is a mandatory clause IAW DFARS 228.370. When reviewing an aviation contract, if the GFRC is not included, ensure omission of the clause is IAW one of the four exceptions listed in DFARS 228.370. Report any omissions of the GFRC that do not meet the DFARS 228.370 criteria. Additionally, any language that modifies the intent of the GFRC should be noted. Report contract deficiency using the Electronic Document Access (EDA) Contract Deficiency Report (CDR) process IAW DCMA-MAN 2501-01.

**3.12.3. Third Party Liability.** Third party liability is usually addressed through inclusion of the clause FAR 52.228-7 “Insurance – Liability to Third Persons.” The GFRC does not create Government exposure to third party liability.

**3.12.4. Non-GFRC Contracts.** Some contracts do not include the GFRC, but do mandate that contractors comply with DCMA-INST 8210-1. This requirement may be found in the Statement of Work (SOW), PWS, or the Schedule (sections A-H of the uniform contract format). The DFARS clauses and the requirements of DCMA-INST 8210-1 may be modified and applied in part or whole on FAR Part 12 contracts. However, for this to be a valid requirement, tailoring procedures detailed in FAR 12.302 must be followed. DCMA personnel must fully evaluate these contracts to determine the exact contract requirements. If a commercial contract (awarded under FAR Part 12) does not address liability and risk of loss, report the discrepancy using the CDR process and address concerns to the PCO. Request clarification of the PCO’s expectations and understanding of commercial practices in accordance with FAR Part 12 requirements. All

questions related to surveillance of aircraft operations on FAR Part 12 contracts may be addressed to the appropriate contracting officers, counsel, commanders and DCMA-AO. CMO management may discuss these issues with their General Counsel before accepting FAR 42.302 (a) (56) CAS responsibility on contracts without the GFRC. Current DCMA workload acceptance policy states that DCMA does not normally accept oversight for these type contracts.

**3.12.5. Contracts where the Government does not Assume Risk of Loss.** This can happen when DCMA-INST 8210-1 is included in a contract without the GFRC such as in a lease agreement or FAR Part 12 contract, or when the contracting officer terminates the Government's assumption of risk via the GFRC, or for activities that occur before an aircraft is "in the open". The contractual requirement to comply with DCMA-INST 8210-1 is irrespective of Government's assumption of risk via the GFRC (see also, paragraph 0). CMO management may discuss these issues with their General Counsel before accepting FAR 42.302 (a) (56) CAS responsibility on contracts without the GFRC.

**3.12.6. DD-250s and the Termination of Government Liability on Contracts with the GFRC.** Aircraft acceptance (that is, accepting title of new aircraft and authorizing payment for an aircraft via Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT) (formally Wide Area Workflow (WAWF)), or signing a DD-250) does not automatically mark the conclusion of a contractor's obligation to comply with the requirements of DCMA-INST 8210-1 on contracts incorporating the GFRC. DCMA personnel must familiarize themselves with the contract requirements to ensure surveillance of aircraft operations occurs at all times that a contractor is responsible for complying with requirements of DCMA-INST 8210-1. Signing the DD-250 does not impact the formal transfer of the aircraft from the Government to a contractor (or vice versa). Transferring aircraft to/from the Government and contractors is accomplished differently within the Services (commonly through the use of a Service specific Aircraft Transfer Order (ATO) or a DD Form 1149, "Requisition and Invoice/Shipping Document," and does not impact the requirements for contractors to comply with DCMA-INST 8210-1 where the GFRC is on contract.

**3.13. SUBCONTRACTOR (SUB-TIER SUPPLIER) OPERATIONS.** The US Government only has a direct contractual relationship with the prime contractor (supplier). As such, direction to the subcontractor (sub-tier supplier) should not normally occur without the knowledge and approval of the prime. Taking this approach avoids confusion and potential "change claims." APTs must ensure ACOs send all contractor survey reports to the prime contractors.

**3.13.1. Flow Down of the Liability Coverage of the GFRC.** Refer all questions related to the assumption of liability for subcontractor operations to DCMA-AO and DCMA Office of Counsel. Prime contractors performing work under the GFRC are always under the obligation to meet the requirements of DCMA-INST 8210-1. This requirement exists whether the aircraft is located at the prime's facility or at a subcontractor's facility. The Government's assumption of risk via the GFRC does not automatically "flow down" to subcontractor operations. The Government's assumption of liability coverage to subcontractor operations occurs only when the contracting officer specifically directs it in the contract (i.e., "flow down the GFRC"). Flow down of the GFRC's liability coverage is separate from the requirement of the prime and subcontractor to comply with the requirements of DCMA-INST 8210-1. If the contractor or

subcontractor claims DCMA-INST 8210-1 compliance by a subcontractor is extinguished (because the subcontract is commercial or the subcontractor is fully insured), contact the cognizant ACO or your Office of Legal Counsel for assistance.

**3.13.2. APT Delegations with Subcontractors.** DCMA assigns APTs to manage prime contractors. However, APTs are frequently located at or near the subcontractor's facility, not the prime's. This decentralized execution does not relieve DCMA APTs from working through the prime contractors (and appropriate contracting officers) to resolve discrepancies at subcontractor facilities. As the delegated authority for surveillance of flight operations, DCMA APTs can and will visit/inspect subcontractor facilities on a frequent basis, when such on-site inspection is approved by the sub-contractor via the prime or is in a mandatory flow-down clause.

**3.14. DCMA 360 APT STANDARD PAGE.** Each CMO with AO (with the exception of DCMAS administered contracts) has a DCMA 360 based APT Standard Page. This page is designed to promote collaboration and storage for all AO associated documentation as well a single entry point to record numerous policy required items such as DART, flying hours/sorties/delivery reporting, and CMO Risk Advisory Board items. The APT should continually develop and customize their standard page to streamline efficiencies with management and usability. Documentation required to manage DCMA AO must reside on the APT Standard page. This includes, but is not limited to, waivers, approvals, deviations, flight authorizations, delegations, appointments, Facility Data Sheet, Mishap Response Plan, Local Operating Procedures, and training.

## SECTION 4: FLIGHT OPERATIONS

**4.1. FLIGHT PROCEDURES.** This Section, in conjunction with Service directives, addresses the requirements and processes for DCMA aircrew flight operations. DCMA aircrew personnel (either assigned or TDY) performing flight operations must comply with the procedural, training, and evaluation requirements of this manual and their parent Service Guidance. Service aircrews flying on aircraft prior to DD-250 completion will follow the DCMA unit's LOP except for the Aircrew Evaluation Program, Multiple-Qualification Currency, and Aircrew Training program. When Service guidance and this manual conflict, comply with the most restrictive. Exceptions to this rule will be approved by the Executive Director, AO (DCMA-AO) and be documented in the LOP (paragraph 0).

**4.1.1.** Requirements for contractor flight operations are found in DCMA-INST 8210-1.

**4.1.2.** Because completion of an IRAPT or DD-250 signals the end of the contract work for each particular aircraft, transient TDY aircrew flying an aircraft that has already been inspected and accepted by the Government, as evidenced by the completion of a IRAPT/DD-250, will fly that aircraft pursuant to the applicable regulations, policies and procedures of the transient TDY aircrew's parent Service.

**4.2. SERVICE GUIDANCE.** For purposes of this manual, Service Guidance is defined in DCMA-INST 8210-1. For Multi-Service activities the LOP will delineate, in detail, the appropriate regulatory guidance that applies to their operation.

**4.3. FLIGHT ACCEPTANCE PERSONNEL REQUIREMENTS.** Crew composition for Functional Check Flight/Acceptance Check Flight (FCF/ACF) missions must consist of only the minimum manning for flights, as defined by the aircraft flight handbook. Additional personnel, as required and authorized by the CFO to accomplish the flight acceptance mission (including FCF/ACF training), may be allowed on airworthy aircraft. Within DCMA, an airworthy aircraft is defined as an aircraft that has completed its initial flight with safe and fully functional engine(s), flight controls and landing gear systems. All flight required critical aircraft displays must be fully operational before determining that an aircraft is airworthy. Units must comply with Service standards for minimum essential equipment lists.

**4.3.1. FCF/ACF Qualifications.** Personnel performing FCF/ACF duties must be FCF/ACF qualified in their respective crew position, and current or regaining currency, or undergoing FCF/ACF qualification or re-qualification training IAW with Service Guidance. FCF Training on the first flight to establish airworthiness must be IAW Parent Service Guidance. Foreign Military personnel performing FCF/ACF functions on FMS contracts must be current/qualified to their respective service requirements. The CFO and/or GFR must coordinate through the Program Office to ensure the required clearances have been obtained for Foreign Military personnel flying within U.S. airspace.

**4.3.2. FCF/ACF Non-Crewmember Technical Expert.** CFOs and GFRs may authorize participation of a Government non-crewmember technical expert on a Government FCF/ACF sortie when special expertise is essential to conduct the mission. Participation by contractor non-

crewmembers on FCF/ACF missions will be IAW the contract and DCMA-INST 8210-1. For Government non-crewmembers, the CFO and GFR must ensure compliance with the following:

**4.3.2.1. Mission personnel.** The technical expert will not displace an essential FCF/ACF crewmember or perform aircrew duties.

**4.3.2.2. Equipment.** Appropriate seating and personal and life-support equipment are available to the technical expert.

**4.3.2.3. Training.** A detailed briefing and demonstrations (as necessary) are provided to the technical expert regarding his/her mission conduct (both normal and emergency situations).

**4.3.2.4. Physiological.** The flight profile must not require special physiological training or present physical demands on the technical expert beyond those of a normal passenger, otherwise follow Service guidance for all appropriate training and physical requirements.

**4.4. FLIGHT PLANNING FACILITIES.** Unit must ensure aircrews have access (Electronic flight planning material may be used when allowed by the appropriate Service) to:

**4.4.1. Communication.** Communication sufficient to obtain official flight weather briefings, local airfield conditions, Notices to Airman (NOTAMs), Avian Hazard Advisory System (AHAS) information, and for filing flight plans.

**4.4.2. Documents.** Flight planning documents required for mission accomplishment (DoD Flight Information Publications (FLIP), Flight Crew Information File (FCIF), local procedures, etc.).

**4.4.3. Forms.** Weight and balance forms (if required), flight logs, performance planning cards/Takeoff and Landing Data (TOLD), wildlife strike forms (USAF 853) and hazard reporting forms (Hazard to Air Traffic Report (HATR), Operational Hazard Report (OHR), etc.).

**4.4.4. Airfield Diagrams.** To include (as required): runways, helipads, and taxiways; locations of base operations, control tower, fire, and crash equipment; hazardous cargo and special handling areas; arming and hot brake areas; arresting system locations and types; navigation checkpoints; visual aids to navigation, compass rose; obstructions to flight operations; and other pertinent airfield information that affects safe aircraft operations.

**4.4.5. Aeronautical Charts.** Aeronautical charts of the local area showing the following information, as applicable:

**4.4.5.1.** Boundary of local flying area, FCF/ACF areas and profile routes.

**4.4.5.2.** Restricted or prohibited areas including Unmanned Aerial Systems/Remotely Piloted Aircraft (UAS) FAA Certificate of Authorization (COA) areas, and known commercial drone areas.

**4.4.5.3.** Jettison areas.

**4.4.5.4.** Significant obstructions/obstacles.

**4.4.5.5.** Ejection/egress areas.

**4.4.5.6.** Other Pertinent Information. Birds/wildlife hazard areas, midair collision potential/MACA, training routes, navigation runs etc., as required for local conditions.

**4.4.6.** Detailed briefing material for transient aircrews, who perform flight duties, including instructions for obtaining the necessary information required for mission planning.

**4.5. FLIGHT OPERATING AREAS.** Each CMO with resident flight operations must address:

**4.5.1. Air Traffic Control (ATC) Coordination.** Identify and coordinate flight operating areas and profiles with local ATC agencies. Approved DoD official call signs, if assigned, may be used to facilitate special ATC handling/flight routing.

**4.5.2. Flight following.** Develop flight plans which use radar and radio contact with the ATC agencies to the maximum extent practical, and provide continuous positive or procedural flight following.

**4.5.3. Emergency Technical Assistance.** Establish communication procedures to provide technical or other mission essential information to airborne aircrew.

**4.5.4. Supersonic Flights.** If applicable, establish and coordinate procedures when supersonic flight is required by the FCF/ACF profile to ensure minimum adverse effects on local communities.

**4.5.5. Jettison and Egress Areas.** Establish and coordinate controlled jettison and/or egress areas, when applicable.

**4.5.6. Noise Abatement Areas.** Establish “fly neighborly” programs or local “no-fly” areas, routes/altitudes to minimize aircraft noise in the local flying area.

**4.6. AIRCREW DUTY AND REST LIMITATIONS.** The following crew duty and rest limitations apply to all DCMA aircrew personnel. For all other situations, refer to applicable Service guidance.

**4.6.1. Crew Duty Period.** 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 a mission or series of missions.

**4.6.2. Basic.** The basic crew duty period will not exceed 12 consecutive hours.

**4.6.3. Single Pilot Aircraft.** Pilots in single-piloted aircraft are limited to a maximum of 6 flying hours in a 12-hour crew duty period for ACF/FCF sorties. For single-piloted aircraft on delivery/ferry missions, the crew duty period will not exceed the basic crew duty period of 12 consecutive hours. When delivery missions are combined with ACF/FCF sorties during the same crew duty period the 6 flying hours in a 12-hour crew duty period applies.

**4.6.4. Crew Rest Period.** The crew rest period is the non-work period immediately preceding the crew duty period. This period will be a minimum of 12 hours with at least 8 hours allowed for uninterrupted sleep. The crew rest period between consecutive crew duty periods begins at the completion of all official duties including any time required to complete post-flight related duties.

**4.6.5. Chronic Fatigue.** CMO commanders must ensure chronic fatigue processes are addressed per applicable Service guidance.

**4.7. FLIGHT PUBLICATIONS.** Establish a control system for the timely distribution and posting of required flight handbooks, checklists, technical orders, operator's manuals, operating procedures, flight management publications, Host Nation documents, FLIP, and changes and supplements, thereto.

**4.8. FLIGHT CREW INFORMATION FILE PROGRAM.** Each DCMA flying location must maintain a Flight Crew Information File (FCIF) at a central location readily available to aircrew personnel. Units with both contractor and military flight operations may combine their FCIFs and must use the following format.

**4.8.1. FCIF Contents.** The FCIF must contain:

**4.8.1.1. Section I.** Items of a temporary nature, which affect the local flying operations (e.g., safety-related messages, reports, airfield restrictions, ATC matters, minutes of flight safety meetings). Ensure no privileged information from flight safety meetings is stored in the FCIF. Items in section I will be maintained for a maximum of 90 days or IAW Service Guidance, whichever is greater. The current edition of the DCMA-AO quarterly newsletter is a mandatory Section I FCIF item.

**4.8.1.2. Section II.** Items of a permanent nature, which affect the local flying operations (e.g., LOP, waivers in effect, FCF/ACF flight profiles and letters of agreement, operating handbook interim changes, hazard reports). The CFO is responsible for ensuring access to the Service's system of obtaining changes to operating handbooks and relevant Service guidance.

**4.8.1.3. Section III.** Publications. A ready-reference library, which includes current DCMA publications, applicable Service publications, flight manuals, and other directives applicable to flight operations. The library must be readily available with its location noted in section I. In lieu of hard copy publications, a link or reference to where the library can be found on a server is acceptable.

**4.8.2. FCIF Procedures.** Aircrew personnel must review the entire FCIF upon assignment and annually thereafter. All aircrews flying under the cognizance of DCMA must certify they have reviewed any changes to the FCIF prior to flight. All certifications of review must be maintained in the immediate vicinity of the FCIF. Establish a positive system to alert aircrew personnel to changes in the FCIF prior to flight. The FCIF must be used to disseminate changes to aircraft flight handbooks and other aircrew publications. A local method must be established for controlling/removing postings to the FCIF.

**4.8.3. FCIF Section I Distribution.** Units with flight operations (government and/or contractor) must establish and maintain an FCIF distribution list for their unit containing the names of those individuals whom the unit deems may be the initial recipients of any Section I information. Units must contact the appropriate DCMA-AO CMO Support Desk (Air Force, Army, and/or Navy) to have their unit's FCIF distribution list added to the appropriate Service-specific DCMA-AO FCIF distribution list. DCMA-AO has established three e-mail distribution lists for the Services to use in transmitting FCIF Section I information to the affected DCMA units with flying operations. These Distribution Lists are as follows:

4.8.3.1. Air Force: [dcma.lee.eastern-rc.list.ao-fcif-afmc@mail.mil](mailto:dcma.lee.eastern-rc.list.ao-fcif-afmc@mail.mil).

4.8.3.2. Army: [dcma.lee.hq.list.dcma-ao-fcif-amc@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-fcif-amc@mail.mil).

4.8.3.3. Navy: [dcma.lee.eastern-rc.list.ao-fcif-navair@mail.mil](mailto:dcma.lee.eastern-rc.list.ao-fcif-navair@mail.mil).

4.8.3.4. For Section I information affecting all DCMA units with flying operations, the following e-mail distribution list has been created in Outlook: [dcma.lee.eastern-rc.list.ao-fcif@mail.mil](mailto:dcma.lee.eastern-rc.list.ao-fcif@mail.mil).

## **4.9. CREW/NON-CREW QUALIFICATION.**

**4.9.1. Initial Qualification Training.** DCMA units are not responsible for establishing or maintaining aircrew initial flight qualification training programs. In those rare cases where formal Service training for the aircraft does not exist, training programs provided by private contractors can be used provided the training program is approved and funded by the owning Service. The military departments are responsible for funding any enroute and initial training requirements per the Tri-Service Agreement.

**4.9.2. Mission Qualification Training.** Newly assigned personnel may arrive with an initial qualification in their assigned aircraft and may have completed a mission qualification check (FCF/ACF/Test as appropriate). If Mission Qualification Training cannot be secured through enroute training, mission qualification may be conducted locally, according to a training syllabus established by the CFO and approved by DCMA-AO. Since local training is not normally included in the AO budget, any such plan must be coordinated with the member's owning organization's budget POC before acceptance. Training programs may be tailored to individual qualifications. The flying history of the individual and a recommended syllabus must be sent to DCMA-AO. Funding mission essential training will be the responsibility of the member's owning organization. The syllabus must include the following:



**4.9.2.1. Ground Training.** Academic training to include lessons in aircraft general, engines, systems, flight characteristics, emergency procedures, egress, performance, preflight, post flight, and all-weather procedures. Such training must also include written examinations and simulator training, if available.

**4.9.2.2. Flight Training.** Lesson plans may be tailored to basic aircraft and DCMA mission qualifications. All instruction must be administered by a qualified military, Government civilian, or approved contractor instructor.

**4.9.2.3. Flight Evaluations.** Upon completion of the training program, the individual must successfully complete an evaluation in the flight regime(s) the individual is qualifying in, if required.

**4.9.3. Military Multiple Aircraft Qualification.** Qualification in more than one mission/design/series of aircraft must be predicated on mission requirements. Requests for authorization for multiple mission/design aircraft qualifications must be submitted by the CMO commander to DCMA-AO for approval. Use the “DCMA Ft Lee Eastern RC List AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting requests for multiple aircraft qualifications. The CMO commander must consider all other solutions prior to requesting authorization. Qualification in more than one series of the same aircraft design may be approved by the CMO commander provided the flying qualities of the two series are similar as defined by the aircraft manual. (Example aircraft with similar flying qualities include any series of F-18 (A through D), and any series of F-15 (A through D), but not any combination of F-18C/D and F-18E/F, or earlier series of F-15s and the F-15E. In the F-18C/D and F-18E/F cases, separate flight manuals/NATOPS exist). No aircrew will carry more than one mission/design/series aircraft qualifications without the express approval of DCMA-AO. The CFO must place the written authorization for all multiple aircraft qualifications in the aircrew personnel’s flight training folder and develop/document a currency/proficiency plan.

#### **4.10. CREW/NON-CREW EVALUATION.**

**4.10.1. Evaluation, Training, and Proficiency Flights.** Aircrew personnel may use available time and fuel at the end of scheduled check flight missions after the aircraft is deemed airworthy, or during pickup/delivery missions, to accomplish training and proficiency requirements.

**4.10.2. Aircrew Evaluation Program.** Each flying unit that performs aircrew flight evaluations must establish and administer an evaluation program IAW Service directives to include a no-notice evaluation program. Evaluation requirements for crewmembers must be IAW Service directives. DCMA military aircrew will not receive flight evaluations from contractors unless such evaluations are approved in advance by the Service Waiver Authorities.

#### **4.11. CREW/NON-CREW CURRENCY.**

**4.11.1. Currency Training.** All aircrew personnel must maintain currency in their respective aircrew position IAW Service guidance. The CFO must ensure that recurring training requirements are completed in a timely manner. CFOs may prorate semiannual training requirements for personnel entering a training period late, based on governing Service Guidance.

**4.11.2. Currency Tracking.** CMOs with DCMA aircrew must ensure their aircrews are current and qualified in their respective positions and are projected to be capable of meeting mission requirements. This information is normally tracked locally through the respective Service database (e.g., COOL, SHARP, CAFRS, etc.) or through use of a contractor's tracking program.

**4.11.3. Currency Reporting.** CMOs with DCMA aircrew must ensure their aircrews are current and qualified in their respective positions and are projected to be capable of meeting mission requirements. This information is normally tracked locally through the respective Service database (e.g., COOL, SHARP, CAFRS, etc.) or through use of a contractor's tracking program. Regardless of the method chosen, CMOs shall report the projected currency of all assigned aircrew on a monthly basis via a Memorandum for Record (MFR) signed by the Chief of Flight Operations or CMO commander. These MFRs are a monthly projection stating whether assigned flyers are capable of executing the assigned mission for that month and will be uploaded on the Aircrew Currency Page NLT the first workday of each month (e.g., report projected February 2017 aircrew currencies on 01 February 2017). If changes to aircrew status occur during the month, the CMO is not required to update their monthly projection; however, the Region/Division DAO must be notified of the change in status. Do not embed any Health Insurance Portability and Accountability Act information or Personally Identifiable Information (PII) within the MFR. A Memo for Record template can be found on the Aircrew Currency Page.

**4.11.4. Currency Requirements for Multiple Aircraft Mission/Design/Series.** CFOs must develop and document a currency and proficiency plan for all crewmembers authorized to fly more than one mission/design/ series aircraft (see Multiple Aircraft Qualification (paragraph 0) and Service guidance) in the activity's LOP.

**4.11.5. Simulators.** When aircraft flight simulators exist for the series of aircraft being flown, crewmembers must complete emergency procedures simulator training at least once every 4 months. The duration of the training sessions must be commensurate with Service requirements. For multi-qualified crewmembers, the 3 emergency procedure simulator annual requirement would be met by completing a minimum of 2 events in one sim, and 1 event in the other. If a currency waiver is required, DCMA-AO will be the final approval authority. However, waivers to use commercial simulators or alternate methods to accomplish emergency training must be forwarded to the Service Waiver Authority.

**4.11.6. Periods of Reduced Flight Time Availability.** When crewmembers cannot meet training requirements due to low density production or limited developmental aircraft flight time, the CFO must develop and submit a recommended alternative training plan for category/design aircraft through the CMO commander and DCMA-AO. 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.

#### **4.12. CREW/NON-CREW TRAINING.**

**4.12.1. Aircrew Training.** Commanders are responsible for monitoring the progress of aircrew personnel training to ensure timely accomplishment of flight and ground requirements following the applicable Service directives. When no Service directives exist for a particular airframe, the CFO must solicit assistance in developing a suitable training program from the program office for the airframe. CFOs must develop written training plans (included in the unit's approved LOP) to include:

**4.12.1.1.** Recurring ground training,

**4.12.1.2.** Local qualification, requalification, and upgrade training requirements,

**4.12.1.3.** Physiological training.

**4.12.2. Aircrew Training Maneuvers.** Simulated instrument flight, practice emergency procedures, aircraft stalls, auto-rotations, aerobatics, slow flight, supersonic flight and touch-and-go landings must be accomplished according to the aircraft flight handbook/operator's manual and directives of the Service possessing the aircraft. Minimum altitudes when conducting air work, unusual attitudes, and instrument approaches, must be no lower than prescribed in the owning Services directives. Touch-and-go landings can be conducted at night if the aircrew is obtaining or maintaining night currency.

**4.12.3 Special Flight Rules Area Training.** For all flight operations within the Washington DC Special Flight Rules Area (SFRA) or the New York City SFRA, DCMA pilots (MIL/GOVT CIV) must have completed the FAA Safety Team (FAAST) online training course for these areas (ALC-405: DC SFRA and ALC-79 for NYC) prior to operations in these areas. A copy of the training certificate will be maintained in the aircrew training folder.

**4.12.4. Training Records.** Each flight training folder must be maintained IAW the crewmembers' Service directives.

#### **4.13. FLIGHT PLANNING.**

**4.13.1. Flight Scheduling.** The CFO must publish written start-no-later-than mission times. The published times will take into consideration mission planning, crew rest, required daylight operations, and local noise abatement procedures (if applicable).

**4.13.1.1. Other Activities.** The CFO may authorize other related activities (e.g., preflight, engine run, taxi test) after the start-no-later-than mission times based on the known needs of the Government.

**4.13.1.2. Preflight Start.** The CFO must ensure preflight activities begin as soon as practical after release notification from the contractor is received. If the Government is unable to begin or otherwise support preflight activities after notification is received, the contractor must be notified immediately of the Government's intentions.

**4.13.1.3. Early Preflight Termination.** If the aircrew determines the aircraft is not prepared for flight during preflight/flight activities the CFO, GFR, and QAS must be notified immediately, and the aircraft will be returned to the contractor.

**4.13.2. Flight Plans.** DD Form 175, "Military Flight Plan," DD Form 1801, "DoD International Flight Plan," locally approved flight plan or an equivalent FAA form will be used to plan all flights. Standard "canned" stereo flights may be used to meet this requirement. Pilots will file and fly Instrument Flight Rules (IFR) to the maximum extent practical. For those operations which require flight under Visual Flight Rules (VFR), pilots will make maximum use of radar advisory services and any onboard traffic advisory equipment.

**4.13.3. Flight Acceptance Profiles.** FCF/ACF profiles will be developed jointly by the CFO, GFR, and contractor following the guidance specified in the aircraft technical orders and the contract. If contractual FCF/ACF requirements differ from the profiles specified in the aircraft's technical orders, NATOPS, or maintenance test flight checklist, the CFO/GFR will request clarification, in writing, from the program office. If relief from the technical order requirements is needed, the program office will supply such relief in writing from the approving authority for the technical order.

**4.13.4. Fuel Requirements.** The CFO at each flying activity must establish reserve and minimum landing fuel criteria for each aircraft type based on the Owning Services' guidance and local conditions.

**4.13.5. Weight and Balance.** The Pilot in Command (PIC) must certify the aircraft weight and balance IAW Service directives. Pre-computed forms may be used.

**4.13.6. Use of Portable Electronic Devices.** Use of portable electronic devices (Electronic Flight Bags, tablets, notebook computers, smart phones, audio/video recording devices) during flight and ground operations will be IAW applicable Service Guidance and applicable airworthiness/technical releases. This does not preclude approved aircraft instrumentation devices during approved testing.

**4.13.7. Weather.** CFOs must establish takeoff / landing ceiling (in feet) and visibility minimums (in statute miles) for all flights based on the Service directives for their aircraft. These minimums will be delineated in the facility's LOP. FCF/ACF checks must be accomplished during day visual meteorological conditions. Alternate weather requirements must be IAW Service directives and will also be delineated in the facility's LOP. In no instance must a takeoff be attempted if the departure field's observed weather is lower than 300 feet and 1 mile, or the published minimums for the expected approach to be flown in the event of an immediate landing at that field, whichever is higher. In no instance must 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 approach, the weather drops below this minimum, the approach may be continued but under no circumstances must the aircraft penetrate below minimums for that approach or 300 feet whichever is higher unless the runway environment is in sight and a safe landing can be executed. Helicopter Special VFR operations must not be conducted with weather less than 500 feet and 1 mile. FCF/ACF hover checks may be performed when clear of clouds and at least ½ mile visibility.

#### **4.13.8. Required Daylight Operations.**

**4.13.8.1. Check Flights.** All check flights must commence no earlier than official sunrise and terminate (engine shutdown) prior to official sunset, unless required by check profile or contract.

**4.13.8.2. Test and Evaluation Flights.** Test and Evaluation Flights (T&E) flights must be conducted between official sunrise and sunset unless night operations are specifically required by the test/evaluation plan.

**4.13.9. Mission Briefing.** The PIC or (Air) Mission Commander must thoroughly brief all personnel participating in the flight on the mission and emergency procedures IAW the aircraft manual. Contractor personnel performing PIC or (Air) Mission Commander responsibilities follow their approved Procedures for mission briefs.

**4.13.10. Mission Debriefing.** At a minimum, DCMA PICs must conduct a post-flight maintenance debriefing with contractor and DCMA QASs (can be conducted telephonically). The PIC will review each discrepancy and ensure that it is recorded in the appropriate Service or approved contractor data document.

#### **4.14. FLIGHT AUTHORIZATIONS AND APPROVALS.**

**4.14.1. DCMA Aircrew Flight Authorizations.** All DCMA aircrews must be authorized in writing to participate in each flight by a rated CMO commander or rated designee. In addition, a GFR signature on a DCMA Form 644 “Request for Flight Approval,” (or GFR approved equivalent) is also required for all flights under GFRC (see paragraph 0.).

**4.14.2. Required Flight Authorization Information.** The CMO commander (or designee) must ensure flight authorizations are published for all flights. The flight authorization must include: the names, grade/rank, and flight function of all personnel; a designation to identify the PIC, the (air) mission commander, and/or the formation leader, as applicable; the aircraft type and serial number; the purpose of the flight; the point of departure, destination, and enroute stopover points, as applicable; the date and estimated time of departure; the estimated time enroute (ETE) or estimated time of arrival (ETA); and the signature of the authorizing officer.

**4.14.3. Contractor Flight Approvals.** GFR approval is required for all aircraft flying under GFRC, even flights with Government only aircrews. The GFR’s approval is required under GFRC as the final requisite step for contractor indemnification, and ensures the contractor has met the requirements of DCMA-INST 8210-1.

**4.14.3.1. T&E Program Flights.** GFRs responsible for T&E programs must ensure each flight is properly coordinated prior to signing the flight approval form. GFRs should maintain open lines of communication between the contractor and the procuring command office responsible for the programs. Any flight event or T&E result that may affect the risk of subsequent flights must be reviewed with the contractor and T&E program staff prior to approving further program flights. The results of this review may be reflected in an RM input that will be addressed at the appropriate level.

**4.14.3.2. Suspension of Flight Operations.** GFRs may consider suspending flight operations whenever any event occurs, or conditions arise, which substantially increases the level of risk. GFRs should, however, take special care when suspending flight operations to ensure flight suspensions are accomplished IAW the contract. GFRs must coordinate their actions with the procuring command, ACO, and CMO commander. If time permits, coordination may be made prior to suspending flight operations. Flight operations may be allowed to resume only after the risk conditions that led to the suspension have been properly mitigated.

**4.14.3.3. Flight Approval Process.** GFRs must confirm that each contractor crewmember on the flight approval letter is current, qualified, or is in an approved training/qualification status. GFRs may accept a contractor crewmember's training/qualification status granted by a different GFR, as long as copies of the crewmember's records are immediately available for review.

**4.14.3.3.1. Equivalent Forms.** DCMA-INST 8210-1, Chapter 4, allows GFRs to authorize contractors to use a DCMA Form 644 "equivalent" for flight approvals. Equivalent forms must contain the same requisite information found in DCMA Form 644, 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."

**4.14.3.3.2. Multiple Flight Approvals.** DCMA-INST 8210-1, Chapter 7, allows non-resident GFRs (or resident GFRs under extraordinary circumstances) to sign "extended" flight approvals (multiple flights/aircraft/flight crews). Extraordinary circumstances exist when neither the GFR nor Alternate GFR will be available to sign individual flight releases. For example, the GFR is on leave and the Alternate GFR will be TDY out of the country. GFRs must 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 flight approvals (beyond daily or weekly) unless facing extraordinary circumstances. If resident GFRs are not physically available, the alternate GFR may approve flights in lieu of having the primary GFR sign an extended approval. Extended flight approvals cannot include "special flights" (see paragraph 0).

## **4.15. DCMA MISSION PROFILES.**

**4.15.1. Mission Flights.** Check flights (FCF/ACF) and other sorties required by the contract.

**4.15.2. Pickup/Delivery Missions.** These flights may be coordinated with the buying activity. These missions are highly encouraged as a method of obtaining additional flight time, but must not interfere with the normal check flight mission or contract schedule. These flight hours are always funded by the program office or the unit owning the aircraft. Per the Tri-Service Agreement, associated aircrew TDY costs are also normally funded by the program office/unit owning the aircraft. (Some fiscal restrictions may apply. Direct further questions to your Legal Counsel).

**4.15.3. Evaluation, Training, and Proficiency Flights.** Dedicated evaluation, training, or proficiency flights must have the prior approval of the buying activity and CMO commander.

**4.15.4. Formation Flying/Target/Towing/Pace/Chase Flights.** The CMO commander must ensure that appropriate requirements, procedures, and restrictions regarding these flights are developed. These flights are only authorized when in support of contract requirements or when mission essential.

**4.15.5. Tactical Events.** Tactical events will not be flown unless these events are specifically required by the contract or Service FCF/ACF checklists. These events include but are not limited to: low altitude flying/training, nap-of-the-earth, contour flying, simulated or actual weapons deliveries, parachute drops, rappelling, combat off-loads, buoy drops and unlimited air-to-air maneuvering.

**4.15.6. Developmental Test Flights.** Developmental Test Flights are normally flown by the contractor in conjunction with a Research Developmental Test & Evaluation (RDT&E), upgrade or evaluation program. Developmental Test Flights are divided into two distinct categories: Engineering Test Flights and Experimental Test Flights.

**4.15.6.1. Engineering Test Flights.** Engineering Test Flights involve low to very low risk testing of subsystems and avionics systems that do not affect the flying qualities, flight controls, or flight envelope of the carrying vehicle. These flights do not involve risks above that normally associated with FCF flights and may be approved by the CMO commander. Aircrew designated to fly these missions must meet the requirements set forward DCMA-INST 8210-1, Chapter 4.

**4.15.6.2. Experimental Test Flights.** Experimental Test Flights are flights conducted to determine or demonstrate critical operating characteristics of an aircraft. These flights often involve greater than normal risk. They include but are not limited to new mission, type/design or series aircraft; high angle of attack, flutter and loads/stores separation; envelope expansion or determination; flights to determine initial performance, flight characteristic and handling qualities; and flights of an aircraft whose flight characteristics may have been altered by configuration changes.

**4.15.6.2.1. DCMA Personnel on Experimental Test Flights.** The Executive Director of AO may approve participation as crewmembers in Experimental Test Flights by DCMA personnel. Request must be forwarded to DCMA-AO and must include as a minimum: a detailed description of the testing (approved test plan) and profiles to be performed with RM

analysis, CMO commander's endorsement of DCMA's participation in the testing, and a list of crewmembers with qualifications involved. DCMA aircrews performing aircrew duties on experimental test flights must be qualified IAW their parent Service Guidance.

**4.15.6.2.2. Passengers on Experimental Test Aircraft/Flights.** Passengers are not authorized to fly on experimental test flights or on any aircraft flying under an experimental airworthiness certificate under any circumstances.

**4.15.7. Crew Transport.** A mission flight performed to transport Government crewmembers/Mission Essential Personnel (MEP) from point A to point B.

**4.15.8. Flights by Supervisory Personnel.** If supervisors are not current and qualified in the aircraft, they will not occupy essential crew duty positions during any flight. Prior to flight on ejection seat aircraft, supervisory personnel must complete training in ejection seat procedures for the type aircraft. Altitude chamber training is required for flights above 18,000 feet Mean Sea Level (MSL). Appropriate water, land and emergency egress training must also be accomplished prior to flight. For personnel listed in paragraphs 0 and 0 a Class II FAA physical or Service Flight Physical is required except for UAS flights. They must also be briefed on mission profile, location and use of equipment, conduct during emergency situations, and prohibited activities. Dual piloted aircraft may require a single pilot waiver. To the maximum extent possible rated AOI aircrew members should be afforded the opportunity to conduct a supervisory flight during the AOI process depending on aircraft availability. Supervisory flights may be performed by:

**4.15.8.1. GFRs.** Flights by GFRs for the purpose of observing the in-flight performance of contractor personnel may be conducted during any contract flights as long as they meet all training and medical requirements for the flight.

**4.15.8.2. Other Rated or Formally Rated Personnel.** Including, DCMA Director, DCMA Executive Director of AO, DCMA-AO staff officers/DoD civilian personnel, TD staff members performing AOIs, Region AO staff officers/DoD Civilian personnel, Region commanders, CMO commanders, and CFOs. Service inspection team members as part of a DCMA AOI allowed to perform supervisory flight evaluations include: (Air Force) AFMC/A3, AFMC Standardization and Evaluation (AFMC/A3V), OG/CC, and OG/CD; (Army) AMCOP-CA, Army Directorate of Evaluation and Standardization (DES) (ATZQ-ES); (Navy) AIR-09F1 and AIR-5.0F.

**4.15.8.3. DCMA Enlisted Aircrew.** DCMA enlisted aircrew members (e.g., flight engineers, boom operators) may perform supervisory flights for the purpose of observing the in-flight performance of their contractor aircrew counterparts.

**4.15.9. Check Flights/Evaluations.** In conjunction with an AOI, qualified Service evaluators may perform pre-mission, flight and post-flight evaluations. These evaluations may be conducted orally, with written tests, or in the aircraft/simulator. Evaluations may include: systems knowledge, boldface, in-flight evaluation, and local procedures testing. All flights must be conducted IAW GFR approved flight procedures.



**4.16. FLIGHT PROFILES REQUIRING SPECIAL APPROVAL.** Any flight listed in paragraphs 0 through 0 requires DCMA-AO approval. The CMO commander must follow the restrictions below when considering non-mission flights. Units must submit a complete package consisting of a RM evaluation and approvals from the CMO commander, buying activity and owning activity (as appropriate) for all flights requiring DCMA-AO approval. Use the “DCMA Ft Lee Eastern RC List AO WAIVERS AND APPROVALS” distribution list on the global directory in Outlook when submitting special flight approval requests.

**4.16.1. Cargo Flights.** Flights for the purpose of transporting routine cargo are not typical CAS missions. However, in extraordinary circumstances (e.g., to provide critical humanitarian or time-sensitive, and mission-essential support) the CMO commander may approve a special transport flight. If time permits before the flight, coordinate intentions with the buying activity and DCMA-AO. If time does not permit prior coordination, notify these offices as soon as practical.

**4.16.2. Orientation Flights.** A flight performed within the local flying area to familiarize selected Government or foreign personnel with the mission and capabilities of the aircraft. Requests for Orientation Flights for DCMA/Government personnel require special attention and will only be submitted after the CMO commander has determined that the flight is in the interest of DCMA or the requesting Service. Requests for Orientation Flights must include a request from the buying activity (i.e., program office) and meet all Service requirements including Service approval, congressional office coordination, if required, and foreign visitor approvals, if required. CMOs may submit orientation flight requests without providing documentation of congressional office coordination or foreign visitor approvals, however, flight approvals will be contingent upon advance receipt of the applicable documentation. Additionally, Army aircraft may require a single pilot waiver request package. The request must be submitted to DCMA-AO. The CFO must establish profiles and procedures for these flights, with special emphasis on passenger conduct, restrictions and safety. Orientation Flights for contractor personnel are not authorized.

**4.16.3. Incentive Flights.** Incentive flights may be flown when the DCMA Director wishes to recognize a DCMA military member for exceptional and sustained merit in the execution of his/her primary duty. Incentive flights will only be flown on mission support sorties where a vacant cockpit seat is available. Under no circumstances must a sortie be generated for the sole purpose of accomplishing an incentive ride. Under no circumstances must an incentive ride be accomplished on an FCF/ACF/Test sortie. CMO commanders must ensure the incentive flight complies with all appropriate Service Guidance (including Service approval if required). Requests for incentive flights may be forwarded to DCMA-AO through the Region DAO.

**4.16.4. Passenger Flights.** A flight performed to transport personnel from point A to point B. Routine Passenger Flights are not authorized. The CMO commander may authorize the carrying of DoD authorized passengers with the approval of the owning Service. If time permits before the flight, coordinate intentions with DCMA-AO. If time does not permit prior coordination, notify these offices as soon as practical. Passengers are not authorized on FCF/ACF or test missions. The following restrictions apply for any passenger flight:

**4.16.4.1. Aircraft Configuration.** The aircraft must be configured for carrying passengers (appropriate seating and life-support equipment).

**4.16.4.2. Aircrew Training.** Aircrew training will not be conducted during missions with passengers on-board.

**4.16.4.3. Security.** The passengers must receive appropriate security checks and must be properly manifested.

**4.16.4.4. Passenger Briefing.** The passengers must be briefed on mission profile, location and use of equipment, conduct during emergency situations, and prohibited activities.

**4.16.4.5. Other Restrictions.** Passengers must not occupy ejection seats, or seats with access to flight controls/mission equipment.

**4.16.5. Rescue/Recovery/Severe Weather Evacuation Flights.** The CMO commander may approve flights which are intended to save lives and protect property. The CMO commander must notify DCMA-AO and the buying activity of such flights as soon as possible.

**4.16.6. Flight Demonstrations/Air Shows/Flyovers.** It is not within DCMA's mission to perform these events. If there is an overriding requirement to participate, a request package will be developed using DoD and Service guidance, to include as a minimum: the written request from the originating party, Operational Risk Management (ORM) analysis of the event, written buying Service concurrence, and CMO commander's written recommendation. This request package must be forwarded through the Region DAO to DCMA-AO. The Region DAO must add their written recommendation to the package. The GFR will submit the request (including all applicable documentation: AO Form 1, AO RM, Contractor's Request, etc.) to DCMA-AO, who will then coordinate the request with the appropriate Service. These requests must be submitted to DCMA-AO no later than two months prior to the event.

**4.16.7. DCMA Personnel on Experimental Test Flights.** See paragraph 0

**4.16.8. "Other" Flights.** Participation by DCMA crewmembers in flight activities within DCMA, other than those specifically allowed by this manual, is not authorized without approval from DCMA-AO. Requests for exceptions may be submitted by the CMO commander to DCMA-AO.

**4.16.9. Static Displays.** CMO commanders must determine whether static displays are in DCMA's best interest and are allowed per applicable Service Guidance. They may approve static displays at the contractor's facility (those not requiring flight), but written approval from the buying activity and DCMA-AO is required for off-station displays. For all static displays, the CFO will establish crew procedures that emphasize safety and professionalism.

**4.17. EXTERNAL FLYING.** DCMA-AO supports flying external to DCMA on a "non-interference basis" where it provides benefit to the individual through achieving required flight gates, enhances crewmember knowledge, better enables the Services to provide highly qualified

and motivated personnel, or maintains proficiency and currency for active flying members, and also provides a benefit to the participating Service command.

**4.17.1. CMO commander Approval.** Participation in External (or outside DCMA) flying requires the consent of the CMO commander and an arrangement with the aviator to ensure that external flying activities do not interfere with the individual's primary duties.

**4.17.2. Service Approval.** Participation in "External Flying" requires Service approval. This is defined as: For Navy/Marine Corps – either Duty in a Flying Status Involving Operational or Training Flights (DIFOPS) orders for the member or a waiver per CNAF M-3710.7, "NATOPS General Flight and Operating Instructions manual," to Duty in a Flying Status Not Involving Flying (DIFDEN) orders. For Air Force – appropriate USAF Aircrew Position Indicator (API) associated with the assigned billet. For Army – appropriate Table of Distribution and Allowances (TDA) authorization associated with the assigned billet or waiver per AR 570-4, "Manpower Management."

**4.17.3. MOA Requirement.** A MOA between the supported flight unit and the CMO commander is required to establish training, travel, record keeping, qualification and accountability requirements. While DCMA-AO does not prohibit CMOs from funding travel for external flying, these expenditures may be scrutinized and used only when in the best interest of DCMA (i.e., to help maintain currency/proficiency of active aviators). MOAs must be kept current for duration of participation.

## **SECTION 5: GROUND OPERATIONS**

**5.1. GROUND OPERATIONS.** DCMA APT members perform surveillance of contractor ground operations to ensure contract requirements are being met. GGRs are the APT's and ACO's SMEs for the evaluation of contractor ground operations and associated Procedures. DCMA personnel do not perform aircraft ground operations. APTs should refer to DCMA-INST 8210-1, and the Resource Page for additional guidance on accomplishment of FAR 42.301(a)(38, 39, and 56) CAS responsibilities related to contractor aircraft ground operations.

## SECTION 6: AVIATION SAFETY MANAGEMENT SYSTEM

**6.1. OVERVIEW.** CMO commanders of DCMA flying units will establish an aviation safety program for the purpose of mishap prevention and mishap notification. CMO commanders with contractor only aircraft operations will establish mishap notification procedures IAW paragraph 0.

**6.2. SAFETY CULTURE.** All DCMA personnel are an essential part of establishing and maintaining the appropriate safety culture necessary to conduct safe flight operations. Commanders, supervisors, and leaders at all levels are responsible for taking ownership of DCMA's aviation safety awareness mindset. Safety officers (the ASO or GFR for units with no ASO) administer the program, but leaders at all levels establish the proper aviation safety culture to ensure DCMA operates safely and effectively.

**6.3. MISHAP PREVENTION PROGRAMS.** Constant vigilance and adherence to established safety standards are pillars of an effective mishap prevention program. Units with DCMA aircrew must establish mishap prevention and safety awareness programs using the guidance in this Section. ASOs are encouraged to use supplementary guidance and procedures available from each Service safety regulations to help implement these programs. At units without DCMA flight operations to include ground operations only contractors, GFRs will accomplish oversight of the contractor's mishap prevention programs.

**6.4. RISK MANAGEMENT.** RM is an analytical process for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation. RM techniques are described in the GFR/GGR/ASO Certification Courses and by each of the Services' RM publications.

**6.4.1. RM and Teaming.** CMO commanders are responsible for ensuring the use of RM in day-to-day activities. Hazard identification and elimination in the hangar, on the flight line, or in the air has the highest priority for each APT member, CFO, ASO, and flight crew within DCMA. APTs must team with the contractor when possible and use RM principles to lower the level of risk at each contractor's facility.

**6.4.2. RM Management.** CMOs with DCMA flight operations must have a flight RM program and may base their program on any of the Services' programs or techniques. A threshold criteria will be used for risk decisions. Flights assessed at an elevated risk level above the threshold (Green - Low Risk) will be reviewed/approved by a supervisory authority other than the aircraft commander prior to execution of that sortie. Typically this will be the CFO or rated CMO commander. RM data for all flights will be tracked and reviewed periodically by the CFO to determine elevated risk triggers.

**6.4.3. Special Requirements for T&E Flights.** RM inputs may be provided by the procuring command T&E program staff (usually in the form of a formal published test plan). Any input that results in an increased RM risk level will be addressed with the T&E staff prior to flight execution. If the GFR and the designated T&E staff cannot come to an agreement on the actions to resolve the identified risk issue, the issue will be elevated through the respective

organization's chain of command. The DCMA chain of responsibility will flow from the GFR to CMO commander, to Region DAOs, and DCMA-AO.

**6.5. AOTS AND SAFETY STAND-DOWN.** AOTS is a safety stand down training requirement. AOTS is currently conducted semi-annually using distance learning technologies (DCMA e-Connect, Defense Collaboration Services (DCS) conference, teleconferencing, and/or videoconferencing). Resident AOTS is usually conducted on a two year cycle, funding permitted. Dates of the AOTS will be coordinated by HQ DCMA-AO NLT 60 days prior and detailed instructions, including mandatory registration requirements in the Agency Talent Management System, will be published in a DCMA tasking memorandum. DAU Continuous Learning Points (CLP) may be credited for AOTS attendance.

**6.5.1. Required Attendees.** CFOs, GFRs, GGRs, ASOs, and military flight crewmembers, as well as CSMs and QASs who are members of an APT, must attend DCMA's AOTS as part of their required semi-annual training. When circumstances prevent attendance, CMO commanders must submit requests for relief from this requirement for their personnel using the procedures outlined in paragraph 0 for obtaining a waiver to DCMA-MAN 8210-2; however, an RM review is not required. When circumstances prevent attendance, required personnel must make up the training by reviewing the AOTS briefing slides or other content within 30 days of the event or their return to duty. APT members who miss AOTS and fail to complete the make-up training within 30 days must not perform further APT duties until they have done so.

**6.5.2. Optional Attendees.** All CMO commanders with flight operations, additional QASs performing aircraft surveillance but not part of an APT, PAs and ACOs are highly encouraged to attend this semi-annual safety training.

**6.6. AVIATION SAFETY OFFICER/NON-COMMISSIONED SAFETY OFFICER APPOINTMENTS.** All DCMA units with flight operations conducted by DCMA aircrews will appoint an ASO. CMO commanders will designate the ASO in writing. CMO commanders are encouraged to designate an Aviation Safety NCO (NCSO) familiar with flight safety programs to assist the ASO. A GGR may perform this function. At sites without DCMA flight operations no ASO is required, so the GFR will perform the Mishap Response and Mishap Notification duties specified in paragraphs 0 and 0, accomplish oversight of the contractor's mishap prevention programs, and will support the MACA programs of any local military installations (see paragraph 0). ASOs must attend the DCMA ASO course, AO-350. To the maximum extent possible, the ASO may attend a formal Service safety school course. When unit manning dictates, one individual may be appointed as the unit's GFR, CFO and ASO. Commanders must carefully analyze the workload associated with these three positions before assigning this individual to any other responsibilities.

**6.7. SAFETY MEETINGS.** DCMA-INST 8210-1, Chapter 6 describes required contractor safety meetings.

**6.7.1. DCMA Aircrew Monthly Flight Safety Meetings.** These meetings focus on those personnel directly involved in flight operations. Units are highly encouraged to consolidate these meetings with the contractor flight personnel when appropriate. If combined, privileged safety

information must not be shared without approved contractor nondisclosure statements. A system for briefing absentees must be developed and include a detailed read file. When fewer than four DCMA aircrew personnel are assigned, a read file of safety-related material satisfies this requirement. Topics for recurring discussion may include flight physiology, weather and environmental problems, summaries of pertinent aircraft malfunctions/ emergencies, operational safety hazards, flight-line maintenance practices, etc. Safety meetings must be documented to record attendees, date, and summary of subject matter covered. Also see DCMA-INST 8210-1, Chapter 6.

**6.7.2. Contractor Quarterly Safety Council Meetings.** These meetings are broader in scope and audience than the monthly flight safety meetings. DCMA-INST 8210-1, Chapter 6, describes the requirements for these meetings, and lists expected attendees. CMO commanders or their deputy must attend the contractor's quarterly safety council meetings to show command level emphasis in safety. For CMOs with multiple sites, the commander or their deputy should rotate their attendance between the sites, attending at least one meeting each quarter.

**6.8. SAFETY LITERATURE.** ASOs will obtain and make available, safety literature to all unit personnel (Service safety/industry safety magazines, posters, AO Safety Newsletter, etc.). A documented digital distribution method such as an electronic blog or reading forum can be used in lieu of hard copy literature if publications are in electronic form.

**6.8.1. Mishap Reports for Mishap Prevention.** ASOs are responsible for obtaining mishap messages related to their aircraft or mission. ASOs may use similar aircraft mishap reports for educational purposes as part of their mishap prevention program.

**6.8.2. Access to Safety Reports.** ASOs or GFRs may obtain access to the Navy's Web Enabled Safety System (WESS), the Air Force Safety Automate System (AFSAS) or the Army's Risk Management Information System (RMIS) as appropriate. AFSAS accounts are approved by DCMA-TDSA. Contact Services to obtain an RMIS or WESS account. If unable to obtain a Service mishap report, contact DCMA-TDSA.

**6.9. PRIVILEGED INFORMATION.** (See DoDI 6055.07, "Mishap Notification, Investigation, Reporting, and Recordkeeping," Enclosure 5). Service safety investigation reports frequently contain privileged information. ASOs should work with their Office of Counsel and DCMA-TDSA if they have any questions regarding the concept of privileged information. ASOs will ensure CMO personnel do not wrongfully use, forward electronically, permit the use of, gain access to, or allow access to any privileged safety report, portions thereof, or the information therein for other than officially authorized mishap prevention purposes. Privileged information will not be shared with contractor personnel unless the requirements of DoDI 6055.07, Enclosure 5, and paragraph 6 have been complied with. Contractor mishaps investigation reports are not considered privileged, but may contain contractor proprietary information and/or PII. Email encryption will be used whenever privileged or contractor proprietary/PII information is included in the email body or attachments. Privileged electronic documents will be password enabled and passwords will be sent in a separate encrypted email when forwarding via email.

**6.10. FOREIGN OBJECT DAMAGE PREVENTION PROGRAM.** Managing Foreign Object Damage (FOD) is an essential part of conducting safe aircraft operations. DCMA ASOs will ensure all onsite DCMA personnel are familiar with their responsibilities to follow the contractors FOD prevention program.

**6.11. AIRCRAFT HAZARD IDENTIFICATION AND ELIMINATION PROCEDURES.** The intent of this requirement is to ensure that DCMA personnel have both overt and anonymous ways of bringing aircraft safety concerns to the ASO's attention. DCMA APT members may also be the first to detect a potential hazard in new production aircraft. ASOs will establish a methodical, comprehensive manner of addressing these safety concerns, including the commander on all applicable issues. Formal Service hazard reporting programs, both ground and air, are an important part of this program and ASOs may mirror these programs to the maximum extent possible.

**6.12. BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD (BASH).**

**6.12.1. BASH Programs.** The intent of this program is to prevent avoidable bird/wildlife damage to DoD aircraft. Implementing this program requires analyzing the entire flight operations environment including local migration habits, hangar nesting patterns, etc., and designing a program to address local situations. Every reasonable effort must be implemented to keep all types of wildlife away from the runway environment. Additional guidance on developing an effective BASH program can be found in National Aerospace Standard (NAS) 412.

**6.12.2. Bird Conditions.** Units with DCMA flight operations will have procedures in place to keep aircrew members aware of the current bird condition (use standard Service terminology for categorizing these condition levels). This requirement can be met by an existing BASH/bird condition reporting system at the host airfield (coordinate with airfield manager). BASH programs at overseas locations depend on host nation support and regulations (See also NATO Standardization Agreement (STANAG) 3879). Additionally, the Avian Hazard Advisory System (AHAS) will be used to obtain current and historical bird condition data. ASOs may also consider runway animal intrusion incidences as an extension of the BASH program.

**6.12.3. BASH Reporting.** In the event a bird/wildlife strike occurs during DCMA flight operations, strike reporting will be IAW Service guidance and the DCMA-AO Form 6, "DCMA Aircraft Mishap Notification Report", if damage exceeds Class D threshold criteria. If no Service guidance exists, non-damaging strikes will be reported via FAA/United States Department of Agriculture strike reporting channels via web reporting at <https://wildlife.faa.gov/strikenew.aspx>. In all cases, species remains (snarge) will be collected and shipped to the Smithsonian Institute species identification lab. Due to the risk of avian influenza A (H5N1), personnel charged with removing bird strike remains from aircraft must wear appropriate protective clothing including vinyl or nitrile gloves that cover part of the arm, safety goggles or glasses, a respirator, and disposable coveralls. Pre-made bird strike collection kits with forms, personal protective equipment and collection bags are highly encouraged.



**6.13. MID-AIR COLLISION AVOIDANCE 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. MACA considerations include, but are not limited to, local airspace restrictions, procedural de-conflictions, routes, altitudes, integration of radar or VFR flight following, airspace blocks, local test flight areas, airfield traffic hotspots/runway intrusions, reporting points, local civilian training areas, transponder use, and unmanned aircraft including threats from drones. Examples of a MACA program include training with the local tower/Radar Approach Control (RAPCON) personnel, meeting with the leadership of local airports/flying clubs, distributing MACA awareness literature to local flying organizations, etc. ASOs/GFRs must contact all local military installation safety offices within a 50 mile radius to determine if they have a MACA program established and provide information on the contractor and Government flight activities at their facility for inclusion in the local military installation's MACA pamphlet. The FAA's Special Use Airspace website contains information useful to those charged with developing local MACA programs and may be accessed from the Resource Page. The FAA's new low level drone facility maps may be accessed from the Resource Page. These UAS facility maps indicate the maximum (absolute) altitudes commercial drones may conduct approved operations under a FAA approved airspace authorization.

**6.14. ASO SPOT INSPECTION PROGRAM.** ASOs must conduct recurring spot inspections of all DCMA flight-related operations to ensure compliance with applicable directives, solid aviation discipline, and all areas in this Section. Each inspection will be documented and pertinent findings forwarded to the CMO commander. Examples of items to inspect include aircrew flight planning, pre-flight briefings, post-flight debriefings, flight line safety, etc. The ASO spot inspection program must not be confused with contractor surveillance operations/plans. The ASO spot inspection program audits and ensures DCMA flight operations are conducted in a safe and effective manner, whereas an APT surveillance plan covers contractor operations.

**6.15. FLIGHT LINE SAFETY PROGRAM.** The flight line is a dangerous environment. APT members must ensure that all personnel with access to the flight line are in compliance with all local Flight Operations Procedure (FOP)/GOP flight line safety procedures including flight line driving procedures and FOD prevention programs.

**6.16. CONTRACT SAFETY.** As a member of the APT, the CSM has the lead role on aircraft ground safety. Aircraft ground safety concerns operations that occur in and around the aircraft, both in hangars and on the flight line. The CSM must monitor the contractor's safety program and hold the contractor accountable for following legally mandated and contractually specified safety standards (e.g., National Fire Protection Association (NFPA), National Aerospace Standard (NAS), American National Standards Institute (ANSI). While the safety of personnel is always a priority and a responsibility of any safety professional, the CSM's focus is on the protection of the customer's assets. Other agencies/offices such as the DCMA Occupational Safety and Health, Occupational Safety and Health Administration (OSHA), local fire marshal and building inspectors, contractor insurance representatives, and the contractor's safety department have primary responsibility in their respective areas. Some issues will require the involvement of the primary office of responsibility for proper resolution.

**6.16.1. Contractual Safety Standards.** The primary source of guidance for aircraft contracts is DCMA-INST 8210-1; however, contracts may contain safety requirements from other sources. CSMs are responsible to monitor compliance to all contractual requirements. Of note, certain requirements, such as OSHA standards, are designed to provide personnel safety and are not always adequate to address asset safety. Several agencies and offices may have overlapping responsibilities and authority, and assistance may be sought when needed.

**6.16.2. Fire Protection/Aircraft Rescue and Fire Fighting.** Local CSMs will ensure that contractors comply with all contractual requirements regarding hangar fire suppression and ARFF requirements.

**6.16.3. Fuels Storage/Delivery.** CSMs will monitor contractor fuel operations to ensure requirements are met. Common standards addressing aircraft fuel include such standards as Air Transport Association (ATA)-103, MIL-STD-1518, and various Service directives. Many aircraft contracts fail to specify guidance for handling, storing, and servicing aircraft fuel. If fuel requirements are not included in the contract, the CSM should contact the Program Office through the ACO to determine if requirements should be added. Even when contractors do not own the fuel storage and/or delivery process, they are still responsible to ensure safe and effective fueling processes (to include fuel quality) are in place.

**6.16.4. Facilities.** Contracts must be reviewed thoroughly to determine what, if any, specific facility requirements are included. Even when there are no specific contractual facility requirements, DCMA-INST 8210-1C and later versions address facilities by incorporating NAS 3306, "Facility Requirements for AO." In addition, there may be other applicable guidance such as local building codes, state specific adoptions of national standards, Service Guidance, etc. Coordination with other agencies such as the local fire marshal and/or contractor insurance representatives may be necessary to determine local requirements.

**6.16.5. Ammunition and Explosives (A&E).** The CSM is the APT member that is uniquely trained and certified to deal with A&E issues and is responsible for this area. The CSM will evaluate and monitor the contractor's procedures for adequacy and compliance to regulatory guidance as it pertains to aircraft protection. CSMs have other evaluation and reporting responsibilities beyond those of aircraft specific operations, those responsibilities are unrelated to the requirements in this manual. DFARS 223.370, Safety Precautions for Ammunition and Explosives, requires DFARS 252.223-7002, same title, and DFARS 252.223-7003, Change In Place of Performance-Ammunition and Explosives, to be inserted in all contracts and subcontracts involving A&E. This is relevant to aircraft contracts since most military aircraft have explosive devices installed (squibs, explosive cartridges, ejection seat rocket motors, etc.). The DFARS require contractor compliance with DoD 4145.26-M, "DoD Contractors' Safety Manual for Ammunition and Explosives," and further require that contractors desiring to change the place of A&E work performance must notify the contracting officer.

**6.17. MISHAP RESPONSE PLAN (MRP).** CMO commanders are directly responsible for ensuring their unit is adequately prepared to respond to aircraft mishaps. Both the contractor (through DCMA-INST 8210-1, Chapter 6) and the Government (through this manual) must have a MRP. These plans may be managed separately or merged into one cohesive MRP.

**6.17.1. Contractor's MRP.** DCMA-INST 8210-1, Chapter 6, requires contractors to develop plans and procedures for reacting to overdue aircraft and/or known aircraft mishaps. The contractor's MRP focuses on rescue response, site security, preservation of evidence (oil samples, records, photographs, etc.), and toxicological testing IAW paragraph 0. DCMA units will ensure that the Government's MRP includes steps to verify that the contractors have complied with DCMA-INST 8210-1, Chapter 6 requirements.

**6.17.2. Government's MRP.** The Government's MRP must be written so that all unit personnel can execute it. This plan focuses on ensuring that contractors execute their plans, preserving evidence (securing applicable military/government records and accomplishing toxicological testing IAW paragraph 0), and mishap notification. Additionally, this plan should address public affairs procedures keeping in mind the Tri-Service Agreement designates press releases as a responsibility of the Service. ASOs are encouraged to coordinate and garner support from local military facilities to the maximum extent possible (emergency ordnance disposal (EOD), casualty notification, Command Post coordination, safety message distribution, etc.).

**6.17.3. Aircraft Impoundment.** Decisions to impound mishap aircraft are made by the Cognizant Service Safety Official (CSSO). All impoundment actions must be made by the contracting officer (ACO or PCO).

**6.17.4. Mishap Response Exercises.** DCMA units will conduct mishap response exercises at least every six months. One of these mishap response exercises should be aligned with the contractor's annual mishap response exercises. Many units make the mistake of assuming they know how to do certain steps in the plan without actually verifying that the procedures in place really work or that the contact information in the plan is current and verified. CMO commanders, ASOs, and GFRs must ensure that every step of their MRP is executable and understood by all personnel. When making exercise mishap notification emails insert EXERCISE, EXERCISE, EXERCISE in the email subject line. Ensure you have the ability to send encrypted emails to POCs listed in the "DoD Accident/Mishap/Incident Classification, Reporting Guide, and CSSO List."

**6.18. TOXICOLOGICAL TESTING.** CMO commanders must ensure that toxicological testing of DCMA personnel involved in aircraft mishaps is promptly accomplished IAW Service Guidance. GFRs must ensure the contractor, as part of their MRP, conducts toxicological testing of its personnel IAW DCMA-INST 8210-1. See the Armed Forces Medical Examiner System (AFMES)/Division of Forensic Toxicology web site for current information on toxicological testing procedures, protocols, specimen requirements, shipping instructions and forms. A legally defensible chain of custody must be maintained on all toxicological specimens. This can be accomplished by using AFMES Form 18 "Forensic Toxicology Analysis Request."

**6.18.1. Criteria.** As a minimum, DCMA crewmembers involved in mishaps in which an aircraft is destroyed (excludes UAS Group 1-3 destroyed aircraft); a fatality occurs; property damage is expected to exceed \$500,000; three or more personnel are inpatient hospitalized; or any permanent total or permanent partial disability is sustained; will be tested. AR 385-10, "The

Army Safety Program,” requires testing of Army crewmembers at Class C threshold (\$50,000). Contractor personnel will be tested IAW DCMA-INST 8210-1 criteria. Testing of government personnel normally takes place at the nearest military medical treatment facility; however, other civilian medical providers may draw, handle, and ship samples per the AFMES guide if required (e.g., ferry mission mishaps).

**6.18.2. Testing of Collateral Personnel.** Those DCMA individuals whose actions or inaction, in the CMO commander’s judgment, may have been factors in the mishap sequence must be tested.

**6.19. MISHAP NOTIFICATIONS.** Informing the chain of command is an important part of responding to a mishap. To avoid confusion up the chain of command, CMO commanders will ensure that units do not report aircraft mishaps up the chain of command from multiple sources (QA, CSM, ASO, etc.). DCMAS GFRs will make mishap notification IAW the appropriate Program Security Guide. ASOs/GFRs must ensure that the unit’s Mishap Response Plan clearly conveys the following notification requirements.

**6.19.1. Mishap Notification Criteria.** Notification must be made using DCMA-AO Form 6 for all Aircraft (Ground, Flight or Flight-Related) mishaps, bird strikes, and FOD incidents, when there is damage to DoD/non-DoD property estimated to meet or exceed \$20,000 (Class D threshold) (includes cost of component repair/replacement and actual labor hours); or IAW other dollar values included in the contracts that apply; or there is an in-flight major component failure not attributable to fair wear and tear; or if the incident, in the opinion of the ASO/GFR, constitutes a High Accident Potential (HAP) or aircraft hazard. Additionally, all flight Class E incidents (precautionary landing, engine rollback, physiological event, etc.) and dropped objects, will be reported via email notification to AO-Safety.

**6.19.2. Mishap Notifications are made Per DCMA-INST 8210-1.** Make notifications for all mishaps (\$20,000 and above), including pre-DD-250 production aircraft not “in the open,” using the DCMA Form 6.

**6.19.3. Mishap Classification Criteria.** The Services categorize mishaps by the severity of the incident (damage/replacement costs, injuries), the systems involved, and the environment in which the incidents occur. Aircraft mishap classifications include (flight, flight-related, and ground operations). For non-aviation mishaps, refer to the DCMA SOH reporting guidelines. While the Services base their mishap classification systems on the same instruction, DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Recordkeeping, they have modified the DoD criteria slightly to meet the goals of their respective safety programs. ASOs/GFRs are not expected to be mishap classification experts. However, they may develop a working knowledge to assist in the communication process with the CSSOs. The Resource Page shows the criteria used for categorizing mishaps.

**6.19.3.1.** Army: AR 385–10, “The Army Safety Program.”

**6.19.3.2.** Navy/USMC: OPNAVINST 3750.6 series, “Naval Aviation Safety Program.”

**6.19.3.3. Air Force:**

**6.19.3.3.1.** AFI 91-204, “Safety Investigations and Reports,”

**6.19.3.3.2.** AFM 91-223, “Aviation Safety Investigations and Reports,” and

**6.19.3.3.3.** AFM 91-224, “Ground Safety Investigations and Reports.”

**6.19.3.4.** Coast Guard: Commandant Instruction (COMDTINST) M5100.47, “Safety and Environmental Health Manual.”

**6.19.4. Notification Sequence.** Units must ensure their mishap response checklists contain procedures for accomplishing the following notification requirements (in order).

**6.19.4.1. Initial Service Safety Office Notification.** ASOs/GFRs must coordinate with their commanders and make reasonable pre-assessments to determine notification requirements. It is always better to overestimate the damage and report an incident that is later down-graded to a lower mishap category than vice-versa. Upon determination by the ASO/GFR that an incident involving DoD aircraft may be reportable IAW paragraph 0, the ASO/GFR must immediately contact the CSSO for the aircraft involved. CSSOs make the final determination regarding mishap classifications, and therefore whether or not the mishap is, in fact, reportable. The CSSO will also determine whether the Service or the contractor will investigate the mishap. As a primary responsibility, ASOs/GFRs must ensure they have 24 hour, and alternate, contact information for each CSSO associated with their programs.

**6.19.4.2. Initial DCMA Notification.** DCMA Mishap notification messages provide important information concerning mishaps to acquisition personnel associated with those contracts. DCMA mishap notification messages are used for contract administration, not for mishap prevention or to address legal claims. Upon determination by the CSSO that a mishap is reportable, the ASO/GFR must:

**6.19.4.2.1.** For “Class A” Mishaps with Fatalities or Total Loss of Aircraft. Immediately notify the CMO commander and DCMA-TDSA via telephone or AO Safety cellphones if after duty hours. If unable to speak to any member of DCMA-TDSA, leave a message and use the list of HQ DCMA-AO personnel from the DCMA-AO 360 site to achieve positive verbal contact with a member of DCMA-AO. Start at the top of the list with the DCMA-AO Executive Director and work your way down until able to speak to a member of DCMA-AO, who will pass the information to the Director, DCMA. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 0) within 4 hours. This paragraph does not apply to the total loss of an aircraft, including UAS/RPA whose total cost is less than \$2 million (normally Group 1-3) unless fatalities occurred.

**6.19.4.2.2.** For Other “Class A”, “Class B”, “Class C”, and “Class D” Mishaps. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 0) within 8 hours.

**6.19.4.3. DCMA Aircraft Mishap Notification Message (Attachment).** Within 4/8 hours (see 6.19.4.2 for actual timelines) of CSSO determination that the incident is a reportable mishap, fill out the DCMA Aircraft Mishap Notification Message located on the DCMA-AO web page. DCMA-AO Form 6 is a fill-able PDF file. After completing the form, save and attach it to an email to [dcma.lee.hq.list.dcma-ao-safety@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-safety@mail.mil). The ASO/GFR may edit the subject line and then add the e-mail addresses for the CMO commander, ACO, PCO, CSSO, Program Manager, and APT. Due to the sensitive nature of the information being transmitted, digitally encrypt all DCMA mishap notification messages prior to sending. Do not delay notification due to lack of all the information called for in the mishap message format. Information that is not applicable will be listed as “N/A.” Information that is not available will be listed as “PENDING.” Ensure that the message contains no information that might be considered “Privileged.” For mishap response drills or system tests, edit the notification email subject line with “EXERCISE, EXERCISE, EXERCISE”.

**6.19.4.4. Follow-Up Notifications.** ASO/GFRs will send follow-up messages as information that was initially listed as “PENDING” is determined. Additionally, ASOs/GFRs must submit follow-up mishap notification messages to DCMA-TDSA ([dcma.lee.hq.list.dcma-ao-safety@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-safety@mail.mil)) every 30 days until the mishap investigation is officially complete. A completed contractor mishap report with root cause and corrective action or a Service report case number is required to close out a mishap notification. Follow-up messages may update information from the initial message and state the status of the mishap investigation. Ensure that follow-up messages contain no information that might be considered Privileged. For contractor investigations, attach a copy of the completed contractor investigation report to the final follow-up message.

**6.19.4.5. Reports From Service Safety Investigations.** Service “Safety” investigations create Limited Use reports which include Privileged information. The board president/Service Safety Centers for these investigations are responsible for distributing the safety reports and messages. ASOs/GFRs may use the information in the report for mishap prevention purposes only. Do Not include any Privileged information that may become available from a Service investigation of the mishap, in any follow-up DCMA notifications made per paragraph 0, simply provide the Service case number in the notification form.

**6.19.4.6. Additional Reporting Requirements.** Whether or not an incident is reported under this manual, the following requires additional reporting:

**6.19.4.6.1. Situation Report (SITREP).** A SITREP is an unscheduled report of a significant event/situation that is projected to negatively impact DCMA’s mission execution capability or could impact the Defense Industrial Base (DIB) capabilities readiness state to support the war fighter per DCMA-INST 1002, “Situation Reports (SITREP),” paragraph 3.2.8., and requires immediate DCMA Senior Leadership notification. DCMA does not use SITREPs to report mishap information; however, any aircraft incident which could impact delivery, significantly degrades contractor operational capability or has high public/media interest may also be reported as a DCMA SITREP. CMO commanders will coordinate with DCMA-TDSA prior to releasing a SITREP associated with an aircraft mishap. A SITREP must not be used as a substitute for the DCMA Mishap Notification Message.

**6.19.4.6.2.** Injury or Fatality of DoD or Non-DoD Personnel. See requirements in the DoD Accident Classification Reporting Guide on the Resource Page.

**6.19.4.6.3.** Criminal Activity as Part of a Mishap Sequence. If arson, sabotage, or other criminal activity is suspected, immediately notify the CMO commander and assigned DCMA counsel for potential referral to the Defense Criminal Investigative Service (DCIS) or agency investigators for initiation of a criminal investigation IAW DCMA Security guidance.

**6.19.4.6.4.** Laser Incidents. Inflight laser incidents will be reported IAW FAA Advisory Circular (AC) 70-2 and the FAA laser incident reporting website at: <http://www.faa.gov/go/laserinfo>, and, via email to [dcma.lee.hq.list.dcma-ao-safety@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-safety@mail.mil). If aircraft damage or injuries are sustained, report IAW paragraphs 0, and 0.

**6.19.5. Other Mishap Historical Records.** Unit safety personnel will track all incidents that fall below the DoDI 6055.07 Class D cost threshold (currently \$20K) for local trend data and historical analysis. The “Less than Class D” information will be maintained locally by the GFR/ASO. At a minimum, the “Less than Class D” data will track cost, schedule impact if any, root cause (human error, material failure, FOD, or unknown), a short description of the incident, and action taken to prevent future occurrences. These records must be maintained for two years and be made available to DCMA-TDSA upon request.

## **6.20. DCMA INVOLVEMENT IN MISHAP BOARDS.**

**6.20.1. Interim Boards.** For USAF Class A/B mishaps, an interim safety investigation board may be formed at the direction of the CSSO. Interim Boards for USN and US Army mishaps are not normally formed, but the CMO/APT and contractor mishap response efforts (securing & preserving the scene, impounding evidence, etc.) normally suffice until a formal USN or US Army Board is appointed and has assumed lead of the investigation.

**6.20.2. Class A/B Boards.** DCMA-AO will coordinate with each Service to ensure that a DCMA member or advisor is present on all Class A/B mishap boards under DCMA’s cognizance (to the maximum extent allowable by the Service guidelines).

**6.20.3. Class C/D Boards.** If the Services assign the responsibility of investigating a Class C/D mishap to the contractor, then the contractor investigates the mishap and provides the GFR with the report for review. Use the applicable Service instructions and format for mishap investigations when conducting these investigations (see paragraphs 0, 0, & 0.) only if required by the contract. All Class C and above safety investigations not accomplished by the Service must be routed to DCMA-AO for endorsement before sending the results to the Services.

**6.20.4. DCMA Support to Service Boards.** Occasionally, support is requested from DCMA for Service mishap investigations. This could range from interpreting contractor aircraft operations policies (DCMA-INST 8210-1, DFARS, etc.) to requesting contractor or Government quality records. All requests to support Service Safety Boards may be referred to DCMA-TDSA. The AO Chief of Safety will serve as the single point of contact to the requesting Service Safety

Board. Job Aids found on the Resource Page (DoD Accident Classification Reporting Guide, DCMA-AO Mishap Notification Form.)



## SECTION 7: RISK ASSESSMENT

**7.1. OVERVIEW.** AO are inherently risky, therefore mitigation and assessment tools are necessary. DCMA-AO Risk Assessment provides DCMA Leadership additional resources to augment the continuous RM processes conducted at the CMO. AOIs are structured, risk-based evaluations of DCMA managed facilities using highly experienced aviation professionals. AOIs are conducted at DCMA managed facilities where GFR(s)/G-GFR(s) are appointed to perform the CAS function, FAR 42.302(a)(56) Maintain surveillance of flight operations. The goal of an AOI is to enhance the AO Enterprise safety culture. Team members look at both Government and contractor operations to determine where the Government's risk lies and how well that risk is mitigated in order to prevent mishaps. AOI Team Lead in coordination with the Risk Assessment Program Manager may adjust team composition and duration of the AOI based on the scope of operation. AOI Team Leads generate a report to the CMO commander on the risk level at their site and the effectiveness of the APT and the contractor at mitigating that risk. An AOI team may include inspectors from Naval Aviation Maintenance Management Team (NAVAIR/AMMT), Air Force Material Command Standardization and Evaluation (AFMC/A3V), Army Directorate of Evaluation and Standardization (DES), and associated Service/Agency evaluators to the maximum extent possible when applicable.

### **7.1.1. AOI Objectives.**

**7.1.1.1.** To analyze AO processes as part of an overall RM program.

**7.1.1.2.** To appraise the government and contractor's ability to proactively address risk in order to effectively and safely conduct ground and flight operations.

**7.1.1.3.** To provide the CMO commander an assessment of how effectively the unit, the APT, and the contractor are teaming to mitigate risk.

**7.1.1.4.** To provide DCMA leadership an assessment of risk at a DCMA unit with aircraft operations.

**7.1.1.5.** To improve overall operations by analyzing, trending, and disseminating AOI results and best practices throughout the AO Enterprise in order to mitigate risk and better support the Warfighter.

**7.1.2. AOI Methodology and Risk Assessment Criteria.** The inspection is administered objectively through the use of standardized inspection guides. Furthermore, the AOI team members use their subject matter expertise and experience to provide a risk assessment of each sub-element. A Risk Assessment Code (RAC) Matrix is used to determine the appropriate risk level. This matrix can be found in the AOI Process Guide Job Aid on the Resource Page.

**7.1.2.1. Colors and Risk Ratings.** All evaluated sub-elements and write-ups receive a COLOR / RISK. See the AOI Process Guide, COLOR / RISK Ratings.

**7.1.2.2.** Accountable Codes and Status Codes. See AOI Process Guide Job Aid on the Resource Page for a complete list.

**7.1.2.3.** AOI Elements and Sub-Elements. See AOI Process Guide Job Aid on the Resource Page, for a complete list.

**7.1.3. Post-AOI Corrective Action Plan (CAP).** The AOI Team Lead's final report is used as a risk identification tool for CMO commanders and APT members. However, a secondary purpose is to trigger APT corrective action reports to the appropriate level in the chain of command, and in some cases, an Out-of-Cycle (OOC) AOI. Processes in [Section 8](#), CAPs and CMO Risk Advisory Boards are used to mitigate elevated risk identified during the AOI.

## **7.2. AOI SCHEDULING.**

**7.2.1. Criteria/Frequency.** Once an APT is delegated to a new site and work under the GFRC has commenced, an initial AOI will be scheduled within approximately 24 months. Subsequent AOIs must be conducted approximately every 24 months thereafter. The 24 month frequency ensures APT members (typically with assignments of three years or less and limited to no prior acquisition experience) receive the benefit of an AOI during their tour. The consistent/predictable visit schedule also helps manage resources and maintain standardization across the AO enterprise. An AOI may be extended up to 12 months by the AOI Risk Assessment Manager in order to level load scheduling in and across Regions. The DCMAS-DAO will schedule and conduct all Special Programs AOIs using previously program-briefed personnel to the maximum extent possible.

**7.2.1.1.** For AOIs at non-resident CONUS sites with no DCMA or Service assigned flying activity, the Executive Director AO may extend the frequency up to 24 months without a waiver based on the following (all must apply):

**7.2.1.1.1.** Completion of two consecutive AOIs where all sub-elements were assessed as Green/Low Risk.

**7.2.1.1.2.** The primary GFR/GGR are assigned to a prime or streamlined CMO that has received or will receive an AOI during their assignment.

**7.2.1.1.3.** No significant decline in performance trends as indicated in DART.

**7.2.1.1.4.** No significant changes in contracted programs that increase throughput, schedule pressure, aircraft type, and type of work performed (e.g., MRO, new production).

**7.2.1.1.5.** Regional DAO staff participate in the annual contractor survey 24 months after the last AOI.

### **7.2.2. AOI Exceptions.**

**7.2.2.1.** No AOI Required. However, an AOI may still be conducted at the discretion of HQ AO. The GFR/GGR must be assigned to a prime/streamline CMO subject to an AOI.

**7.2.2.2.** New Place of Performance (PoP) with contract periods of three years or less (site will not have any remaining work covered under the GFRC),

**7.2.2.3.** Existing PoPs (previously received an AOI) where all work under GFRC is projected to be complete within 12 months of the scheduled AOI execution date,

**7.2.2.4.** Facilities that exclusively perform painting operations where no FCF or ACF are required. Operations may include activities incidental to the normal operations of the aircraft (e.g., refueling operations, towing, servicing),

**7.2.2.5.** Facilities that exclusively perform aircraft reclamation whereby dynamic and structural components are reclaimed and subsequently fall under FAR 52.245-1 Government Property and fuselages retaining aircraft data plates are either processed for disposal or shipped to another facility for repurposing.

**7.2.2.6.** Unmanned Aircraft System (UAS) Group 1 (weigh less than 20 pounds) operations.

**7.2.3. Annual Scheduling Cycle.** The Risk Assessment Program Manager will begin coordination of the AOI schedule several months prior to the start of a new fiscal year. Internal coordination must include the Region DAOs as well as DCMA-TD, DCMA-TDSC. External coordination will include NAVAIR/AMMT, AFMC/A3V, DES, and associated Service/Agency evaluators as applicable.

**7.2.4. AO Executive Director Approval.** When coordination of the AOI schedule is complete, the Risk Assessment Program Manager will finalize the schedule and forward it to the Executive Director, AO via the DCMA-AO Operations supervisor for approval and signature.

### **7.2.5. Schedule.**

**7.2.5.1.** Publishing. The Risk Assessment Program Manager will publish an AOI schedule in August for the next fiscal year NLT 70 days prior to execution of the first AOI of that fiscal year. The initial schedule will be published following DCMA Correspondence Control guidelines for tasking memos. The schedule will also be posted on the DCMA-AOO 360 site, the DCMA Office of Independent Assessment On-Site Review Schedule 360 page and distribute via email using the AOI Schedule Outlook distribution list. The published AOI schedule will act as official notification to DCMA units of an impending AOI. Additionally, the appointed team lead will notify all team members in writing (email is acceptable) 55 days prior to the AOI. The GFR must notify the contractor at least 30 days in advance of the AOI. AOI team members' security clearances and authorization to enter the contractor's facility must be coordinated prior to the visit.

**7.2.5.2. Changes.** After all units have been given the opportunity to provide input to the AOI schedule, and it has been signed by the Executive Director, AO, the schedule is considered final and may only be revised due to mission requirements. After the AOI schedule is final, any unit wishing to change their inspection date based on mission requirements will contact their respective DAO who subsequently coordinates with the AO Risk Assessment Program Manager. When the schedule is changed, DCMA-AO Risk Assessment will notify DCMA-AO, DCMA-TD, DCMAI, DCMAS, DCMA Region Commanders, DCMA-TDSC, NAVAIR/AMMT AFMC/A3V, DES, and associated Service/Agency evaluators (as applicable) to identify that there is a change to the schedule. AO Risk Assessment Program Manager will update the DCMA Office of Independent Assessment On-Site Review Schedule 360 page.

**7.2.5.3. Matching Teams to Schedule.** The team for each inspected unit is determined by AO Risk Assessment during formulation of the fiscal year schedule. The posted schedule will list each of the basic team members and any requested changes to the basic team composition may be coordinated through AO Risk Assessment.

### **7.2.6. Out-Of-Cycle (OOC) AOI.**

**7.2.6.1. Overview.** An OOC AOI may be required due to previous site risk assessment or direction. OOC AOIs may evaluate a single sub-element, an entire element, or measure all elements and comprise a complete AOI, at the discretion of the DCMA-AO Executive Director. Team size will vary with the scope of the OOC AOI and may be as small as one or two individuals.

**7.2.6.2. Triggers.** “Directed” and “Required” are the two types of OOC AOIs. The DCMA Director or DCMA-AO Executive Director may trigger a Directed OOC AOI when conditions warrant. Region/DCMAS/DCMAI Commanders, may request a Directed OOC AOI. A required OOC AOI will be accomplished following an AOI if three or more sub-elements are assessed as red/high risk, unless waived by the DCMA Director.

**7.2.6.3. Scheduling.** Based on the “trigger date,” defined as the date of publication of the AOI Final Report, or date of memorandum directing an OOC AOI. An OOC AOI required as the result of three or more sub-elements assessed as red/high risk will be scheduled approximately 90-180 days after the trigger date, and the CMO commander will be notified within approximately 30 days. The intent is to allow sufficient time for corrective actions to take effect. A Directed OOC AOI will be scheduled as appropriate based on the conditions that warranted the inspection. DCMA-AO will coordinate the notification timeline and execution dates with the applicable Region DAO.

### **7.3. AOI TEAM.**

**7.3.1. AOI Team Lead.** Responsible to the Risk Assessment Program Manager and Chief of Standardization and Evaluation for the overall conduct of the AOI visit. Responsible for the AOI visit notifications and ensuring that team members comply with timelines outlined in this policy. Responsible for all aspects of the AOI site project located on the DCMA-AO Operations 360 site. Conducts the initial AOI team meeting, CMO commander in-brief, and CMO

commander out-brief. Chairs the daily hot-wash meetings and briefs the CMO commander on the daily status of the inspection. Works closely with the Deputy Team Lead to monitor AOI progress. In most cases, the AOI Team Lead will perform the duties of Command and Administration Element Lead. If necessary, resolves issues between evaluators and element leads. Makes the final determination on all assessments of risk. Functions as a liaison between the AOI team and the unit under evaluation. Reviews and approves all write-ups and individual recognition. Prepares the out-brief slides and reviews the executive summary and detailed report. Forwards the final version of the executive summary, detailed report, and out-brief slides as described in the AOI Process Guide Job Aid on the Resource Page, Post AOI Documentation and Actions. Briefs DCMA senior leadership on the AOI results (if required). Provides feedback to the Risk Assessment Program Manager and Chief of Standardization and Evaluation for improving the AOI program.

**7.3.2. Deputy Team Lead.** Reports directly to the Team Lead for the duration of the inspection. Assumes any and all duties of the AOI Team Lead in their absence. In most cases, the Deputy Team Lead will perform the duties of Flight Operations Element Lead. Serves as a sounding board with the AOI Team Lead on all inspection issues. Coordinates with Standardization and Evaluation Superintendent for delegated AOI site project tasks. Responsible for coordinating pre-visit logistics (hotel, transportation, security clearances, etc.). Ensures all team members are familiar with directions to local lodging and the unit under evaluation. Works closely with the Element Leads and monitors the timely completion of evaluations and/or checklists. Responsible for preparing the executive summary and draft detailed report.

**7.3.3. Element Leads.** Reports directly to the Team Lead for the duration of the inspection. Responsible for the team members and evaluations within their respective element. Provides background information on the inspected site to other team members as appropriate prior to arrival. Monitors evaluation progress, and manages workload to ensure completion of element evaluation. Briefs the AOI Team Lead and Deputy Team Lead daily on current status. Reviews evaluation results/inputs to ensure compliance with AOI Policy. Gathers, reviews, and provides documentation required for the out-brief and detailed report. Determines if digital photography is required to properly document an observation and coordinates with the AOI Team Lead for approval. Performs additional duties as required by the AOI Team Lead and Deputy Team Lead. Attends the CMO Commander's out-brief. Elements are assigned as follows:

**7.3.3.1.** Command and Administration Element Lead.

**7.3.3.2.** Flight Operations Element Lead.

**7.3.3.3.** Ground Operations Element Lead. Two GGRs are required to inspect most operations.

**7.3.3.4.** Safety Element Lead.

**7.3.4. Team Member.** Responsible to the respective Element Lead. Performs evaluations as directed by the team and element leads. Annotates evaluations and documents the results

daily. Identifies and provides supporting narratives to justify notable strengths and outstanding performers. Performs additional duties as required by the team and element leads.

**7.3.5. Service Inspection Team Member.** Service SMEs such as the AMMT, DES, and AFMC/A3V may be assigned as team members. Their inspection results may be included in the AOI detailed report.

**7.3.6. OJT Observer.** GFR/GGR OJT observers may accompany AOI team members during a visit. They are not considered members of the AOI team but may participate in all aspects of the AOI to facilitate their competency training.

**7.3.7. AOI Team Member Nomination and Appointment.** Individuals with exceptional technical expertise and experience will be nominated by CMOs, DCMA-TDSC, DCMAI, DCMAS, and Region staffs, to DCMA-AO for consideration as an AOI team member upon request. As a general guideline, personnel may have certain prerequisite training accomplished before nomination as outlined in Table 7.1.

**Table 7.1. AOI Training Table**

	ASO Course	GFR/GGR < 5 yrs	AGSC < 5 yrs	AOI OJT (3)	**Lead Auditor Training	DCMA Aircraft Commodity Cert	DAWIA Level 2 PQM or PM
<b>Lead</b>	R	R	D	R	D		D
<b>Deputy</b>	R	R	D	R	D		D
<b>Flight</b>	R	R	D	R	D		D
<b>Ground</b>		R	D	R	D		D
<b>Safety</b>	D		R	R	D	R	R

D – Desired      R – Required      \*\*Private or Public Sector Training

**7.3.7.1. Minimum requirements for nomination:**

**7.3.7.1.1. Lead/Command Administration.** Military O-4, W-4, GS-13, or above (Aerospace Background).

**7.3.7.1.2. Deputy.** Military E-8, GS-13 or above (Aerospace Background).

**7.3.7.1.3. Flight Operations.** Military rated pilot, military aircrew, or Government civilian equivalent.

**7.3.7.1.4. Ground.** Military maintenance officer, military maintenance NCO (E-7 or above), or Government civilian equivalent.

**7.3.7.1.5. Safety.** Recommended by DCMA Contract Safety, Aviation Program Manager or DCMA-TDSC.

**7.3.8. AOI Team Member Training.** The DCMA-AO Chief of Standardization and Evaluation will coordinate the scheduling of OJT training with the trainee and the DCMA-AO Risk Assessment Program Manager and monitor the trainee's progress. AOI OJT checklists located on the DCMA-AOO 360 site under AOI Team Info are the final training block required for certification as an AOI Team Member. Upon completion of AOI OJT training, team members must be appointed in writing by the DCMA-AO Chief of Standardization and Evaluation. Chief of Standardization and Evaluation and Risk Assessment Program Manager determine AOI team member training requirements and are the waiver authorities.

**7.4. AOI PROCESS.** See AOI Process Guide Job Aid on the Resource Page, for additional guidance on AOI Preparation, Execution, Post Actions, and Product Distribution & Management.

## SECTION 8: CORRECTIVE ACTION PLANS AND CMO RISK ADVISORY BOARDS

**8.1. OVERVIEW.** CAPs and CMO Risk Advisory Boards (CRAB) are used to mitigate elevated risk identified during an AOI. There are four primary elements associated with this process: (1) development of a CAP – by the unit evaluated, (2) a CRAB to review CAPs – (an HQ function), (3) a performance indicator for tracking risk across the enterprise, and (4) initiation of Board Chairman triggers.

### 8.2. CORRECTIVE ACTION PLAN (CAP).

**8.2.1. Definition.** A CAP is a set of actions taken to mitigate or remove hazards and/or their causes (known as root causes) associated with an AOI write-up.

**8.2.2. Purpose.** The purpose of the CAP is to provide a structured approach to risk mitigation by determining root causes and evaluating the residual risk remaining after implementation of corrective actions. The purpose of entering CAPs into a common SharePoint list is to allow senior managers the ability to monitor risk areas and to share mitigation strategies across the AO Enterprise. The advantage of using the CAP/CRAB Repository (CCR) is that it allows all designated staff, CMOs, and APT members access to a central application via the internet. DCMAS is exempt from any requirements to use the CAP database due to security constraints, and instead will use the internal SP database that will be managed by the DCMAS DAO. All aspects of the CAP/CRAB process will be duplicated with corresponding SP personnel. CCR is currently the only approved application to be used for managing CAPs. All entries, CAP development, subsequent review actions and approval of CAPs conducted by APT members, GFRs, CMO Commanders' approval, Region GFR/GGRs, Function Reviews (QA/CSM), DAOs, and HQ AO must be performed in CCR.

**8.2.3. CAP Philosophy.** All write-ups with elevated risk documented in a DCMA AOI report must have a CAP developed and entered into DCMA's CCR. The philosophy is that each elevated risk identified must have its own specific mitigation plan.

**8.2.3.1.** Elevated Risk is defined here as an item whose probability of occurrence and severity combine in the Risk Assessment Code (RAC) Matrix in the AOI Process Job Aid to support a RAC of Yellow or higher. CAPs reviewed during the CRAB process must be closed when documented corrective actions have removed the root cause, mitigated risk, subsequent program audits have identified no recurring findings identified in the CAP, and the APT has recommended the CAP be closed at a minimum. In some cases if one of these elements cannot be completed, discussions between the APT, DAO, Board Chairman and CAP/CRAB Program Manager will determine if the CAP warrants closure. In some instances a CAP may remain open during several CRAB reviews due to a waiver submission/processing, contract review, service or program office reviews, DCMA quality or safety reviews or other factors. During quarterly CRAB reviews, the APT, Region DAOs or others may request additional resources or assistance. Ensure efforts to mitigate risks and strategies developed are continuous and documented in the Corrective Action Block when an "elevated discrepancy write-up or observation" (CAP) remains open for an extended period for any reason. The continuous review and approval process for



CAPs at the CRAB ensures that senior leadership is aware of risk issues and may apply resources as necessary to mitigate or accept risk to the Government. An additional benefit of entering CAPs into the CCR is that these plans can be reviewed at all levels to 1) monitor progress and 2) share mitigation strategies across the AO Enterprise.

**8.2.3.2.** Low risk discrepancies and observations will be documented in the CCR. DAOs must develop internal policies to track and close Green discrepancy write-ups and observations to include monitoring APT progress to mitigate risks, conducting reviews and close CAPs.

**8.2.4. Timely Closure of CAPs.** The overarching goal is to ensure that elevated risks where CAPs have been generated are closed within one year from identification. It is incumbent upon the APT to coordinate contractor actions, provide oversight and guidance to ensure root causes are permanently removed, initiate actions to management for resources as required and finally recommend closure of individual CAPs. A combination of an aggressive scoring criteria and triggers employed by the Board Chairman and CRAB Program Manager must be used. Understandably there are times when actions may take longer, although the risk in many cases is still elevated and grading/triggers must reflect this.

**8.2.5. CAP Process Overview.** A CAP is required anytime an elevated risk to safe and effective aircraft operations has been identified (discrepancy or observation) at a contract facility and documented in a formal AOI report. Once an elevated risk has been identified, a CAP record must be initiated and entered into CCR. Site APT members will update each CAP record for their site following the processes established in the CRAB Process Guide Job Aid. APT members must forward CAPs through their chain of command for GFR and CMO Commander's approval within 70 calendar days from the date of the final report. HQ AO will monitor the established CMO Commander's CAP Approval deadline and assign scores during the CRAB based upon the "Scoring Criteria" located in the CRAB Process Guide Job Aid on the Resource Page. Region Commanders and the Executive Director AO (or their designated representatives) will review CAPs prior to submission to the CRAB. CAPs left open from the most recent CRAB will remain in an 'Open' status until all corrective actions have been completed and the completed plan has been reviewed by the next and subsequent CRABs as required.

**8.2.5.1.** Board Chairman Triggers. In addition to a scoring process, the CRAB Program Manager or Board Chairman will actively engage APTs, CMOs, DAOs, Region Commanders and Senior Agency Leadership to aggressively execute mitigation strategies resulting in closing CAPs through the utilization of timely triggers. Upon the third and subsequent review of a CAP the Board Chairman will actively initiate an initial trigger and subsequent triggers to discuss the CAP directly with the CMO Commander/Senior Leadership. A trigger must also be initiated by the Board Chairman if a CAP is not initiated due to a Policy Deviation, failure to review a CAP prior to an upcoming CRAB, untimely processing of Waivers within DCMA or services, continuous revisions, or repeat findings.

**8.2.5.2.** Policy Deviation. Failure to ensure a CAP is properly developed IAW this manual, changing CAP development due dates, or failure by the APT, Functional Representative (Safety or Quality) as applicable, Region Lead, Executive Director (or their designated representative) to perform a CAP review is a policy deviation and will be scored IAW the

“Scoring Criteria” located in the CRAB Process Guide Job Aid on the Resource Page. A trigger will be executed when a policy deviation occurs by the Board Chairman and addressed at the appropriate leadership level.

**8.2.5.3. Waivers.** In instances when a waiver is warranted, the CAP will often times remain open longer than anticipated. While a waiver is in process the APT must annotate the CAP in the Corrective Action block identifying the actions being performed by the APT or contractor to provide oversight and any additional measures to mitigate risk. Scoring of a waiver will be IAW the “Scoring Criteria” located in the CRAB Process Guide Job Aid on the Resource Page. In addition, a waiver will be a trigger for the Board Chairman to discuss with APT members and Agency leadership as applicable. Once the waiver is submitted, the APT must ensure the CAP is updated in advance of each CRAB to provide leadership additional visibility to escalate the waiver as required. During the CRAB review process a determination will be made by the Board Chairman if forward progress is evident on the waiver. Failure to aggressively process a waiver in a timely manner is considered a Policy Deviation and scored IAW the “Scoring Criteria” located in the CRAB Process Guide Job Aid on the Resource Page.

**8.2.5.4. APT/Contractor Responsibility for CAP Development/Closure.** APTs must play an active role along with the contractor to ensure the hazard/root cause and CAP developed when implemented will successfully and permanently mitigate or remove the elevated risk. The two entities must work together to develop a realistic timeline to achieve CAP closure. If problems arise a new Estimated Completion Date (ECD) will be annotated and the revision – (plan #) will be updated. When the CAP is reviewed with a new ECD/plan revision the previous score will be maintained until the next CRAB. A trigger will be executed by the Board Chairman and addressed at the appropriate level for any additional plan revisions, CAP score will continue to decrement on subsequent reviews.

**8.2.5.5. Repeat Findings.** During an AOI the team will indicate and document the previous AOI finding in the write-up as a repeat finding. A properly developed CAP with APT and Contractor awareness/actions may eliminate a repeat discrepancy – permanently. A repeat discrepancy will generate a trigger and the Board Chairman will address the finding with the APT and leadership at the appropriate level. Repeat findings will be scored IAW the “Scoring Criteria” located in the CRAB Process Guide Job Aid on the Resource Page.

### **8.3. CMO RISK ADVISORY BOARD.**

#### **8.3.1. CRAB Membership.**

**8.3.1.1. Chairman.** The Executive Director of AO or Deputy Director will chair the board and attend the CRAB.

**8.3.1.2. CAP/CRAB Program Manager.** Responsible for (1) scheduling the quarterly CRAB, (2) reviews CAPs to be presented to the board, (3) liaison with Region DAO, HQ AO Staff, Region and Functional Staff members (Safety), and APT Members as required, (4) brief Chairman and AOO supervisor on CAPs to be presented prior to the CRAB, (5) execute the

CRAB and score CAPs, (6) direct closure actions of CAPs in CCR, (7) compute Performance Indicator score, and (8) develop and execute CAP/CRAB Policy.

**8.3.1.3. AO Membership.** All members of the DCMA-AO staff are co-members.

**8.3.1.4. Region Membership.** The DAOs of the respective Regions are responsible for briefing the CAPs for their Regions to the board. This may be delegated to the CMOs. The Regions may invite anyone to attend the Phone Conference that they feel is necessary to ensure that all CAPs are clearly represented.

**8.3.1.5. Others.** General Counsel will also be invited to attend as observers.

**8.3.2. Frequency.** The CRAB will meet on a quarterly basis. The CAP/CRAB Program Manager will release a yearly tasking message with the proposed dates of the Quarterly CRABs. If a scheduling conflict arises, the new dates will be coordinated with the Regions to ensure availability. DCMA-AO CAP/CRAB Program Manager will notify DAOs and site APT members that have open CAPs required for review 30 days in advance of an upcoming CRAB.

**8.3.3. DAO Responsibilities.** DAOs must contact APT members to ensure their CAPs are current and ready for review for the upcoming CRAB. DAOs must also ensure APT members and the CMO are notified and in attendance (by phone at a minimum) to discuss CAPs during the CRAB. DAOs must complete their review of all CAPs to be presented at the CRAB five days prior to the CRAB review date. DAOs must present total number of open Green discrepancies and total number of Green discrepancies that have been open over one year, during the CRAB.

**8.3.4. Updating of CAPs.** When APT members are notified of an upcoming CRAB – all open CAP records must be updated. At a minimum, review/update the Hazard/Root Cause, Corrective Action, Expected Completion, Residual RAC, Resources Required, Actual Completion Date, Comments and Change Log. Refer to the CRAB Process Guide Job Aid on the Resource Page to review CAP Record areas to be updated by APT and Staff members prior to the CRAB. Failure to update a CAP will constitute a trigger to be executed by the Board Chairman and addressed with leadership at the appropriate level. During the CRAB, updates to CAPs after the suspense date has passed for all members and prior to the Executive Director review, must not be entertained.

**8.3.5. Presentation.** The CRAB will review CAPs in the CCR. All information required may be in each CAP record. There is no requirement to build PowerPoint slides on a quarterly basis. The CRAB must only review discrepancy and observation write-ups with elevated risk (yellow or Red). CAPs to be reviewed will be afforded 70 calendar days plus the time required to be reviewed by Staff Personnel and HQ AO as stated in the CRAB notification calendar invite.

**8.3.6. Scoring Criteria.** The goal of the CRAB is to measure the timeliness and effectiveness of the risk mitigation efforts employed across the AO Enterprise. The AOI Process Guide Job Aid on the Resource Page, Risk Code Matrix, shows how risks are defined; the CRAB

Process Guide Job Aid on the Resource Page, identifies the scoring criteria to be used for each plan (Normal reviews (first, second and third, Policy Deviation, Failure to update the CAP, Waivers, Revision, Repeat Finding)) and scoring during the initial and each subsequent review. Once all plans are scored, the average will be entered into Metrics Manager. The CRAB formally scores timeliness based on the plan approval timeline, number of revisions, and when the CAP is closed.

**8.3.7. Board Execution.** The CAP/CRAB Program Manager is responsible for scheduling the phone conference, complete all preparatory actions outlined in paragraph 0, and for ensuring that the CCR is on-line and sorted by International, AO Directorate and CMO's prior to beginning the board as required. The Region Commanders (or their delegates), will discuss/brief each CAP in turn, as presented by the Program Manager as required. The Program Manager with the Chairman's concurrence will score the CAP (IAW the CRAB Process Guide Job Aid on the Resource Page), will record the score, and direct any follow on actions to the recorder to close or leave the CAP open following the board's adjournment. All CAPs must remain open until reviewed by the CRAB. Once closed, the records will remain in the CCR application as historical records but will not be reviewed again. Some CAPs may remain open for more than one CRAB cycle based on timing and/or length of plan.

**8.3.8. CAP Closure Criteria.** The CRAB will normally close out a CAP when the following criteria are met: the CAP has adequately addressed and removed the root cause; an actual completion date is entered into the database; a recommendation for closure from the CMO commander or APT exists (refer to the CRAB Process Guide Job Aid on the Resource Page for further guidance). Based upon the information provided to the CRAB including the results of follow-on surveillance/audits (where applicable), the Chairman/Program Manager will determine if the CAP will be closed or not. When a CAP is closed on a subsequent review the previous score will not be decremented.

**8.3.9. Recorder.** A recorder will be appointed to document CAP reviews. Recorder will also list CAPs reviewed for the third and subsequent times with remarks to assist the Board Chairman for initiation of trigger actions.

## **8.4. PERFORMANCE INDICATOR.**

**8.4.1. Purpose.** The final element of the CAP/CRAB Process is a measurement of efficiency to manage and mitigate identified risk across the enterprise.

**8.4.2. Internal DCMA Performance Indicator.** DCMA-AO has established an internal Performance Indicator. Elevated risks which have been identified as adverse to safe and effective aircraft operations at contractor facilities will be mitigated to an acceptable level IAW an agreed to plan approved by the APT and CMO Commander and reviewed by the Region Commanders and Executive Director AO.

**8.5. CRAB PROCESS.** See the CRAB Process Guide Job Aid on the Resource Page for CAP record creation, documentation, development, approval and "Scoring Criteria". Snapshots of a CAP Record and "Scoring Criteria" follows the narrative. The metric to be used to measure this

performance is a measure of how well the AO Enterprise is managing identified risks. It is not a measurement of the amount of risk present in the enterprise. Risk management is measured by averaging the Corrective Action Plan Score using the approved results from the CRAB. Job Aid found on the Resource Page (CMO Risk Advisory Board (CRAB) Process Guide).

## GLOSSARY

### G1. DEFINITIONS.

**Aircraft.** Defined IAW DFARS 252.228-7001, GFRC. Aircraft sub-categories (below) are from the Combined Instruction.

- **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)).
- **Aircraft 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., reconnaissance (RF-4C); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B).
- **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-18; H-60; C-17).
- **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).

**Aircraft Event.** Incidents deemed important enough to trend for mishap prevention despite the fact they do not meet mishap-reporting criteria. If reportable damage or injury occurs, the event must be reported as a mishap under the appropriate mishap class. This includes all events whether "Intent for Flight" is established or not.

**Aircraft Mishap.** An unplanned event or series of events directly involving a DoD aircraft that results in reportable damage to the DoD aircraft and/or reportable damage to any property (DoD or non-DoD), injury (DoD personnel), illness (DoD personnel) or death (DoD/Non-DoD personnel). Aircraft mishaps are categorized as either Flight, Flight-Related or Aircraft Ground.

**Aircraft Flight Mishap.** A mishap where there is intent for flight and damage to DoD aircraft. Explosives, chemical agent, or missile events that cause damage to an aircraft with intent for flight are categorized as flight mishaps to avoid dual reporting. (Mishaps involving factory-new production aircraft until successful completion of the post-production flight are reported as contractor mishaps.)

**Aircraft Flight-Related Mishap.** A mishap where there is intent for flight and no reportable damage to the aircraft itself, but the mishap involves fatality, reportable injury, or reportable property damage. A missile that is launched from an aircraft, departs without damaging the aircraft, and is subsequently involved in a mishap is reportable as a guided missile mishap.

**Aircraft Ground Mishap.** A mishap where there is no intent for flight that results in damage to an aircraft or death or injury involving an aircraft. This applies to aircraft both on land and on board ship. Damage to an aircraft when it is being handled as a commodity or cargo is not reportable as an aircraft mishap.

**AO Personnel.** This term refers to all DCMA flight personnel, GFRs, GGRs, and all personnel listed on the Resource Page. Other DCMA personnel directly associated with DCMA aircraft operations include applicable CMO commanders and CSMs/QASs/PAs on APTs.

**Aviation Personnel.**

- **Crewmember.** Any instructor/flight examiner, pilot, copilot, Naval Aviator, Naval Flight Officer (NFO), flight engineer, navigator, weapons system operator, bombardier navigator, radar intercept operator, boom operator, crew chief, loadmaster, defensive/offensive system operator, and other flight manual or applicable document handbook identified crewmember required to perform the flying mission.
- **Non-crewmember.** Personnel, other than crewmembers, designated by the Contractor's Requesting Official to perform a function while the aircraft is in flight.
- **Supervisory Flight Personnel.** Rated personnel authorized to perform supervisory observations. This includes: DCMA Director, DCMA Executive Director of AO, DCMA-AO HQ staff officers/DoD civilian personnel, DCMAO-AO/DCMAS-MHT/DCMAI-AO staff officers/DoD Civilian personnel, Regional commanders, CMO commanders, CFOs, and Rated Service inspection team members as part of DCMA Air Operations Inspections including: (Air Force) AFMC/A3, AFMC/A3V, OG/CC, and OG/CD; (Army) AMCOP-CA, DES (ATZQ-ES); (Navy) AIR-09F1 and AIR-5.0F; (US Coast Guard) CG-41, CG-711, CG-931 and ALC.
- **Passenger.** Any personnel flying on a DCMA administered contract aircraft not meeting the criteria for crewmembers, non-crewmembers or supervisory flight personnel.

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

- Any flight performed to accept, or functionally check new aircraft production.
- Any flight performed to accept, or functionally check accomplishment of depot maintenance, contract maintenance, or modification.
- Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.

**Cognizant Official.** That DCMA individual either making the initial report or acting as the DCMA POC for information regarding the mishap. This can be either someone from AO or a Contract Safety Specialist.

**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.).

**CMO Risk Advisory Board (CRAB).** A board formed by DCMA-AO to conduct a reviews of all active Corrective Action Plans (CAPs).

**Contractors and Subcontractors.** IAW DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance,” these terms refer to suppliers and sub-tier suppliers.

**Convening Authority.** This is the owning Service commander who appoints the safety investigation board or single investigating officer.

**Corrective Action Plan (CAP).** A set of actions taken to identify, mitigate or remove hazards and/or their causes (known as root causes) associated with an identified elevated risk described in a write-up. These write-ups may be formal (AOIs, Annual Surveys, etc.) or informal (based on a monthly spot check, trend analysis, etc.). HQ AO will only track CAPs with elevated risks from AOIs, although, Regions may use Section 8 of DCMA-MAN 8210-2 to establish a Region level CAP program.

**Corrective Action Request (CAR).** A progressive written reporting process used to describe deficiencies that result from noncompliance to contractual requirements.

**DFARS 228.370, Additional Clauses.** Under DFARS Part 228, Bonds, DFARS 228.370 directs when to use the Ground and Flight Risk Clause or Aircraft Flight Risk Clause on aircraft contracts.

**DFARS 252.228-7001, GFRC.** Delineates the terms and conditions upon which the Government assumes the risk of loss for aircraft on aircraft contracts.

**DoD Aircraft.** All weight-carrying devices supported in flight by buoyancy or dynamic action and are owned or leased by the DoD Components. Includes aircraft that are operated and exclusively controlled by a DoD Component. Includes aircraft furnished by the Government or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD Component, when the Government has assumed ground and flight risk. Includes aircraft under test by a DoD Component. (This includes aircraft furnished by a contractor or another Government Agency when operated by a DoD aircrew in official status and a DD Form 250, “Material Inspection and receiving Report,” has been executed to certify that the Department of Defense has accepted the aircraft.) Includes isolated aircraft parts that have been identified for installation on a specific DoD aircraft. May exclude aircraft leased, on bailment, or loaned to contractors, commercial airlines, other Government



Agencies, or foreign Governments, when the lessee has assumed risk of loss, based on the wording of the lease/bailment agreement (see Public Law 105-137 “Aviation Insurance Reauthorization Act of 1997”). Excludes civil aircraft owned by civil operators and accomplishing contract air missions for DoD Components.

**DoD Mishap.** An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel, caused by DoD activities. DoD Mishaps that do not involve DCMA or contractor operations are not reported using this manual, however other reporting requirements (OPREPs) may apply.

**DoD Personnel.** For the purposes of injury determination/mishap classification, this consists of on- or off-duty active duty (including Reservists on active duty) DoD military personnel, and on-duty DoD civilian personnel, including foreign nationals attached to the DoD.

**Facility Data Sheet.** A concise record of important information relating to a specific aviation contractor and work site.

**FOR OFFICIAL USE ONLY (FOUO).** Information that has not been given a security classification under the criteria of an Executive Order, but that may be withheld from the public for one or more of the reasons. FOUO is not authorized as a weak form of classification to protect U.S. National security interests. Notification correspondence generated as a result of this manual must be designated FOUO.

**High Accident Potential (HAP).** Significant aircraft, missile, space, explosives, miscellaneous air operations, or ground occurrences with a high potential for causing injury, occupational illness, or damage if they recur. These events do not have reportable mishap costs.

**Injury.** Traumatic bodily harm received while involved with DoD aircraft that results in permanent or partial disability or at least one lost workday (not including the day of the injury). Any injury to DoD personnel sustained as the result of an aircraft incident, even if it does not meet this definition, must be immediately reported to the DCMA Division DAO.

**Intent For Flight.** Intent for flight is considered to exist when aircraft brakes are released or takeoff power is applied for commencing an authorized flight. For catapult-assisted takeoffs, flight begins at first motion of the catapult after the pilot has indicated readiness for launch. Intent for flight continues until either the fixed-wing aircraft taxis clear of the runway or, for helicopters or vertical takeoff and landing aircraft, the aircraft has alighted and the aircraft weight is wholly supported by the landing gear. Intent for flight is a prerequisite for classification of a DoD aircraft mishap as a Flight mishap or Flight-Related mishap.

**Mishap Classifications.** Mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. The criteria for classifying mishaps can be found in DoDI 6055.7, “Mishap Investigation, Reporting, and Recordkeeping.” Specific mishap classes are:

- Class A Mishap. A mishap resulting in one or more of the following:
  - Total mishap cost of \$2,000,000 or more
  - A fatality or permanent total disability
  - Destruction of a DoD aircraft (excluding UAS Groups 1, 2, or 3)
- Class B Mishap. A mishap resulting in one or more of the following:
  - Total mishap cost of \$500,000 or more, but less than \$2,000,000
  - A permanent partial disability
  - Inpatient hospitalization of three or more personnel
- Class C Mishap. A mishap resulting in one or more of the following:
  - Reportable damage costs exceeding \$50,000, but less than \$500,000
  - A nonfatal injury or illness resulting in one or more days away from work, not including the day of injury
- Class D Mishap. A mishap resulting in total cost of property damage of \$20,000 or more, but less than \$50,000; or a recordable injury or illness not otherwise classified as a Class A, B, or C mishap.

**Promises of Confidentiality.** In certain safety investigations, safety investigators can give a promise of confidentiality to any individual who provides evidence for the investigation to encourage frank or open communications. Only personnel conducting a Service safety investigation can invoke a promise of confidentiality.

**Safety Investigation Board (SIB).** A board formed with trained personnel for the purpose of conducting a safety investigation. Safety Investigations are conducted to find causes of mishaps in order to take preventive actions. These boards are called SIBs in the Air Force, Accident Investigation Boards (AIBs) in the Army, and Aviation Mishap Boards (AMBs) in the Navy.

**Safety Privilege.** The term the DoD uses to describe privileges recognized by the courts that protect safety information from release. It is an executive privilege afforded a head of an agency to protect information from release that would hamper the efficient operation of an important Government program and perhaps impair the national defense or security. Privileged information includes: deliberations of safety investigators; safety investigation diagrams; privileged safety animations; staged photographs and video; life sciences material that contains analysis by a safety investigator; safety investigator notes; SIB Comments.

**Signature.** Formal acknowledgement that the signee concurs with the document or acknowledges the contents of the document. DCMA recognizes either an actual signed or a digitally signed document.

**Suppliers/Sub-Tier Suppliers.** IAW DCMA-INST 219, these terms refer to contractors and subcontractors, respectively.

**Training.**

- **Initial Qualification Training.** Training necessary to initially certify aircrew personnel as qualified aircrew members in a weapon system.
- **Mission Qualification Training.** Training necessary to certify aircrew personnel as qualified to perform the DCMA FCF/ACF mission in their respective aircrew position.
- **Requalification Training.** Training necessary to requalify previously qualified aircrew personnel in their respective aircrew position or mission duty.
- **Semiannual Training Period.** A 6-month period in which continuation training requirements are performed.

**Operational Risk Management (ORM).** An analytical tool for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation.

**Rated Officer.** Army aviators, Air Force pilots and navigators, and Navy/Marine Corps pilots and NFOs.

**Technical Directive (TD).** A document authorized and issued by the owning Service to provide technical information necessary to properly and systematically inspect or alter the configuration of aircraft, engines, systems or equipment, subsequent to the establishment of each respective baseline configuration. TDs include all types of changes and bulletins.

**The Tri-Service Agreement.** The Tri-Service Agreement on Policy and Procedures for Support/Accomplishment of Flight Test and Acceptance, Flight Operations, and Flight Safety, is the basic agreement between the Services and DCMA on how DCMA will conduct military flight operations. It directs DCMA to publish a flight management instruction detailing responsibilities and procedures in the areas of aviation general provisions, flight operations, flight rules, aircrew requirements, training, aviation safety, and mishap investigation, and standardization.

## GLOSSARY

**G2. ACRONYMS.** This Glossary includes acronyms from DCMA-INST 8210-1C and this Manual.

ACO	administrative contracting officer
ACF	acceptance check flight
AFSAS	Air Force Safety Automate System
AFMC/A3V	Air Force Material Command, Standardization and Evaluation
AFMES	Armed Forces Medical Examiner System
AHAS	Avian Hazard Advisory System
AIMO	Aircraft Integrated Maintenance Operations
AMMT	Aviation Maintenance Management Team (U.S. Navy)
ANSI	American National Standards Institute
AO	Aircraft Operations
AOI	Aircraft Operations Inspection
AOTS	Aircraft Operations Training Seminar
API	aircrew position indicator
APT	aviation program team
AR	Army Regulation
ARFF	aircraft rescue and fire fighting
ASAP	Aviation Safety Action Program
ASO	aviation safety officer
ATC	air traffic control
ATO	aircraft transfer order
BASH	bird/wildlife aircraft strike hazard
CAP	corrective action plan
CAR	corrective action request
CAS	contract administration services
CDR	contract deficiency report
CFT	contractor field team
CFO	chief of flight operations
CLIN	contract line item number
CMO	contract management office
COA	certificate of authorization
CONOPS	concept of operations
CRAB	CMO Risk Advisory Board
CRADA	cooperative research and development agreement
CRR	contract receipt and review
CS	Contract Safety
CSM	contract safety manager
CSO	combat systems officer
CSSO	cognizant service safety officer
DAU	Defense Acquisition University

DART	DCMA Audit Results Tracker
DCIS	Defense Criminal Investigative Service
DCMA	Defense Contract Management Agency
DCMAI	DCMA International Region
DCMAS	DCMA Special Programs Region
DCS	direct commercial sales
DCMA-AO	DCMA Aircraft Operations Directorate
DCMA-AO Form 1	DCMA-AO Waiver Request
DCMA-AO Form 6	DCMA Aircraft Mishap Notification Report
DCMA Form 644	Request for Flight Approval
DD Form 250	Material Inspection and Receiving Report
DD Form 1149	requisition and invoice/shipping document
DES	Directorate of Evaluation and Standardization (U.S. Army)
DFARS	Defense Federal Acquisition Regulation Supplement
DIFDEN	duty in a flying status not involving flying
DIFOPS	duty involving flying-operation
DLAI	Defense Logistics Agency Instruction
DLAM	Defense Logistics Agency Manual
DNIF	duty not involving flying
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
EDA	Electronic Document Access
ETA	estimated time of arrival
ETE	estimated time enroute
EWO	electronic warfare officer
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FAAST	FAA Safety Team
FBO	fixed base operator
FCF	functional check flight
FCIF	flight crew information file
FLIP	flight information publication
FMS	foreign military sales
FOD	foreign object damage/debris
FOP	flight operations procedures
FOUO	for official use only
FRS	Fleet Replacement Squadron
GCQA	Government Contract Quality Assurance
GFE	government furnished equipment
GFR	Government Flight Representative
GFRC	Ground and Flight Risk Clause
G-GFR	Ground Government Flight Representative

GGRs	Government Ground Representative
GOP	ground operations procedures
GSE	ground support equipment
HAP	high accident potential
HATR	hazard to air traffic report
HQ	headquarters
IAW	in accordance with
IFR	instrument flight rules
IRAPT	invoicing, receipt, acceptance, and property transfer
JAG	Judge Advocate General
LOP	local operating procedures
MACA	mid-air collision avoidance
MACOM	Major Command (Army)
MAJCOM	Major Command
MEP	mission essential personnel
MOA	memorandum of agreement
MOU	memorandum of understanding
NAS	National Aerospace Standard
NATOPS	Naval Air Training and Operating Procedures Standardization
NCO	non-commissioned officer
NCSSO	non-commissioned safety officer
NDT	non destructive testing
NFO	naval flight officer
NFPA	National Fire Protection Association
NLT	no later than
NOTAM	notice to airmen
OHR	operational hazard report
OJT	on-the-job-training
OOC	out-of-cycle
OPREP	operational reporting
ORM	Operational Risk Management
OSHA	Occupational Safety and Health Administration
PA	property administrator
PAOC	post award orientation conference
PCO	procuring contracting officer
PCS	permanent change of station
PIC	pilot in command
POC	point of contact
PPE	personal protection equipment
PST	program support team

PWS	performance work statement
QA	quality assurance
QAS	quality assurance specialist
RAC	risk assessment code
RAPCON	Radar Approach Control
RDT&E	Research Developmental Test & Evaluation
RM	risk management
RMIS	Risk Management Information System
RPA	remotely piloted aircraft (aka UAV)
RPA	request for personnel action
SAV	staff assistance visit
SCA	supporting contract administration
SFRA	special flight rules area
SITREP	situation report
SLT	senior leadership team
SME	subject matter expert
SOH	Safety and Occupational Health
SOW	statement of work
TCTO	time compliance technical order
TD	technical directive
TDA	table of distribution and allowances
TDY	temporary duty
T&E	test and evaluation
TLV	threshold limit values
TOLD	takeoff and landing data
TPS	test pilot school
UAS	unmanned aerospace system
VFR	visual flight rules
WESS	Web Enabled Safety System

## REFERENCES

- Army Regulation 385-10, "The Army Safety Program," November 27, 2013
- Air Force Instruction 91-204, "Safety Investigation and Hazard Reporting," April 27, 2018
- Air Force Manual 91-223, "Aviation Safety Investigations and Reports," May 16, 2013
- Air Force Manual 91-224, "Ground Safety Investigations and Reports," March 24, 2015
- Commandant Instruction 5100.47, "Safety and Environmental Health Manual" May 2016
- Commander Naval Air Forces Manual 3710.7, "NATOPS General Flight and Operating Instruction Manual," May 5, 2016
- DCMA Instruction 219, "Supplier Risk Management Through Standard Contract Surveillance," May 22, 2013
- DCMA Instruction 501, "Policy Issuances Program," April 13, 2017
- DCMA Instruction 2501, "Contract Maintenance," August 14, 2017
- DCMA Instruction 8210-1 (Series), "Contractor's Flight and Ground Operations," August 21, 2013 (as amended)
- DCMA Manual 2303-02, "Surveillance – Assess Risk"
- DCMA Manual 2303-04, "Surveillance – Document and Provide Feedback"
- DCMA Manual 2501-01, "Contract Receipt and Review"
- DCMA Manual 4201-13, "Performance Management and Awards"
- DoD Instruction 6055.07, "Mishap Investigation, Reporting, and Recordkeeping," June 6, 2011
- DoD Manual 5105.38-M, "Security Assistance Management Manual," January 6, 2006
- DoD Manual 4145.26-M, "DoD Contractor's Safety Manual for Ammunition and Explosives," March 13, 2008
- FAR 42, "Contract Administration and Audit Services"
- FAR 42.3, "Contract Administration Office Functions"
- FAR Part 12, "Acquisition of Commercial Items"
- FAR Part 15, "Contracting by Negotiation"
- FAR 52.228-7, "Insurance – Liability to Third Persons," March 1996
- FAR 52.245-1, "Government Property," January 2017
- DFARS 225.73, "Acquisitions for Foreign Military Sales," June 29, 2018
- DFARS 228.270, "Additional Clauses"
- DFARS 242.202, "Assignment of Contract Administration"
- DFARS 252.223-7002, "Safety Precautions for Ammunitions and Explosives," May 1994
- DFARS 252.223-7003, "Change in Place of Performance – Ammunition and Explosives," December 1991
- DFARS 252.228-7001, "Ground and Flight Risk," June 8, 2010
- Office of the Chief of Naval Operations Instruction (OPNAVINST) 3750.6, "Naval Aviation Safety Management System," May 16, 2014
- The Tri-Service Agreement on Policy and Procedures for Support/Accomplishment of Flight Test and Acceptance, Flight Operations, and Flight Safety, October 6, 2016