DCMA Manual 8210-2
Aircraft Operations

Office of Primary Responsibility	**Contractor Effectiveness Capability Board**
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PURPOSE. This issuance, in accordance with the authority in DoD Directive 5105.64:

- 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 the Aircraft Operations and Flight Support (AO&FS) Command (DCMAO-A), or performing aircraft operations (AO) functions described in this manual and DCMA Instruction (DCMA-INST) 8210-1, "Contractor's Flight and Ground Operations," or performing the following Federal Acquisition Regulation (FAR) 42.302 (MAR 2026, Class Deviation 2026-O0050) contract administration services (CAS) functions:

1.1.1. For DCMA Quality Assurance specialists (QAS) 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 (CSM) performing APT duties – FAR 42.302 (a) (39) "Ensure contractor compliance with contractual safety requirements."

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

1.1.4. This manual is not applicable to non-DCMA Service personnel. However, Service personnel on temporary duty (TDY) to conduct a flight under contract are considered DCMA Service personnel for that flight. Nothing in this manual levies additional requirements on contractors or suppliers. The terms "contractor and subcontractor" are synonymous with the terms "supplier and sub-tier supplier." DCMA Special Programs Command (DCMAS) will meet the intent of this manual to the maximum extent practicable for all Special Access Programs and Sensitive Compartmented Information contracts.

1.2. POLICY.

This manual describes responsibilities and procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of AO. 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.

1.3. SPECIALIZED FORMS AND INFORMATION COLLECTION.

1.3.1. DCMA Form (DCMAF) 8210-2-01, "DCMA Aircraft Operations Waiver & Approval Request."

1.3.1.1. The purpose of DCMAF 8210-2-01 is to document and process both waiver and approval requests from the contractor or contract management office (CMO). These reports are CUI when-filled-in.

1.3.1.2. Detailed instructions are located on the last page of the form.

1.3.2. DCMAF 8210-2-02, "DCMA Aircraft Operations Multiple Qualification Request and Authorization."

1.3.2.1. The purpose of DCMAF 8210-2-02 is to document and process contractor or CMO requests for multiple aircraft qualifications for approval. These reports are CUI when-filled-in.

1.3.2.2. Detailed instructions are located on the last page of the form.

1.3.3. DCMAF 8210-2-04, "DCMA Aircraft Operations Unit Annual Award Nomination."

1.3.3.1. The purpose of DCMAF 8210-2-04 is for submission of AO unit award packages from the CMOs. These reports are CUI when-filled-in.

1.3.3.2. Detailed instructions are located on the last page of the form.

1.3.4. DCMAF 8210-2-05, "DCMA Aircraft Operations Individual Annual Award Nomination."

1.3.4.1. The purpose of DCMAF 8210-2-05 is for submission of AO individual award packages from the CMOs. These reports are CUI when-filled-in.

1.3.4.2. Detailed instructions are located on the last page of the form.

1.3.5. DCMAF 8210-2-06, "DCMA Aircraft Mishap Notification Report."

1.3.5.1. The purpose of DCMAF 8210-2-06 is to provide notifications and updates for aircraft mishaps. These reports are CUI when-filled-in.

1.3.5.2. Detailed instructions are located on the last page of the form.

1.4. RECORDS MANAGEMENT.

1.4.1. DCMA employees will maintain all records created as a result of this issuance pursuant to DoDI 5015.02, the National Archives and Record Administration General Records Schedules, Volume 1 of DCMA Manual (DCMA-MAN) 4501-04, "Records and Information Management Program," and Volume 2 of DCMA-MAN 4501-04, "Records Retention Schedule." All records must be maintained as electronic records. Paper records are not authorized.

1.4.2. Appendix 1A outlines records created as a result of this issuance, identifies the office of primary responsibility (OPR) records custodian, and details correlating storage requirements. Records responsibilities are pursuant to Volume 1 of DCMA-MAN 4501-04. The approved DCMAF 4501-04, "Records File Plan," is linked on the resource page for this manual.

1.5. SUMMARY OF CHANGES.

This manual has been rewritten to incorporate several process changes, clarify intent in numerous areas, and address a significant number of administrative changes in the agency structure and references. The following identifies the most significant changes in this manual:

- Updated AO&FS office codes.
- Separated deputy role from DCMAO-AO supervisor and divided assigned military administrative duties between DCMAO-AO and DCMAO-AP supervisors.
- Added responsibility for assignment of a collateral duty safety advocate (CDSA).

APPENDIX 1A. DCMA 8210-2 RECORDS

Step, Function, Activity, or Section	Record(s) Created – Key Documentation	Record Series	Storage Location *Include direction of OPR records custodian*	OPR Records Custodian
Policy Process	• Job Aids • Guidebooks • White Papers • Interpretation Memorandums for Record (MFR)	400.07a2	DoD365	DCMAO-AP
AOI Process	• Notifications • Briefs • Reports	400.07a1	DoD365	DCMAO-AP
CRAB Process	• Repository • Scorecards	400.06a2	DoD365	DCMAO-AP
Awards Program	• DCMAF 8210-2-04 • DCMAF 8210-2-05	130.03b	DoD365	DCMAO-AP
Contract Administration Services	• AO CRR Checklist • Procedure Approval Letters • Annual and Semi-Annual Surveys • APT Surveillance Plan Approval • DCMAF 8210-2-06	160.03a	DoD365 or Agency system of record per other policy (e.g., PDREP)	CMO Originator
Administrative Requirements	• Appointment Letters • APT Assignment Letters • Qualification Letters • Local Operating Procedures	160.03a	DoD365	CMO Originator
Flight Operations Documentation	• Flight approvals • Training records • Qualification Letters • DD3062s	160.03b	DoD365 and/or Service-managed Repository (e.g., USAF COOL system)	CMO Originator
Waiver and Approval Process	• DCMAF 8210-2-01 • DCMAF 8210-2-02 • GFR ARFF or Facility Questionnaire	160.03a	DoD365 (NOTE: DoW Privilege information may require use of Service systems (e.g., AFSAS, RMIS)	DCMAO-AP
Training	• AO-401 Slides • AO-501 Slides • AO4KO Slides • Participant Guides • Coordination with WarU	160.03a	DoD365	DCMAO-AP

SECTION 2: RESPONSIBILITIES

2.1. DCMA DIRECTOR.

The DCMA Director is responsible for the agency's AO. As such, the Director will direct the implementation of this manual.

2.2. COMMAND EXECUTIVE DIRECTORS, DIRECTORS, AND COMMANDERS.

2.2.1. Command executive directors, director, and commanders are responsible for safe and effective AO in their organization.

2.2.2. The International Command Director of AO (DAO) and Senior Ground Operations Specialist and DCMAS DAO and Deputy DAO act as the Operations Division Support Team (ODST) for their respective commands. See Paragraph 4.2.2. for the mission and other responsibilities of an ODST.

2.3. AO&FS COMMANDER.

The AO&FS commander must:

2.3.1. Act as the OPR for contractor flight and ground operations policy development for Department of Defense and Department of Homeland Security through coordination of the DCMA-INST 8210-1 and the Tri-Service Agreement on Policy and Procedures for Support and Accomplishment of Flight Test and Acceptance, Flight Operations and Flight Safety (TSA) with the Services for concurrent approval.

2.3.2. Create and enforce all DCMA AO instructions and manuals.

2.3.3. Serve as the technical expert for DCMA coordination involving all applicable FARs and Defense Federal Acquisition Regulation Supplements (DFARS).

2.3.4. Manage all facets of the AOI process and the supervisory flight program. Chairs the CMO Risk Advisory Board (CRAB).

2.3.5. Manage the component's budgetary allotments.

2.3.6. Manage all aspects of the DCMA annual AO Awards Program.

2.3.7. Manage the DCMA AO Safety Program.

2.3.8. Appoint a command CDSA.

2.3.9. Review rated officer requirements in coordination with the DAOs and the Total Force Military Personnel office (DCMA-TFM).

2.3.10. Develop and maintain AO training courses, including managing content of the GFR and G-GFR qualification course administered by the Acquisition University (WarU).

2.3.11. Develop and maintain the tools needed to effectively and efficiently perform CAS across the AO enterprise.

2.3.12. Endorse LOPs for non-rated CMO commanders. This authority may be delegated by the AO&FS commander to a rated designee.

2.3.13. Define and develop enterprise data analytic requirements for agency internal health metrics to include compliance thresholds.

2.4. 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). CMO commanders must:

2.4.1. Ensure compliance with this manual and other related issuances.

2.4.2. Approve the APT Surveillance Plan.

2.4.3. Approve the LOPs.

2.4.4. Appoint GFRs and assign the APTs.

2.4.5. For CMOs with DCMA flight operations, appoint a Chief of Flight Operations (CFO) and an Aviation Safety Officer (ASO) to execute the unit's flight operations and safety programs.

2.4.6. For rated CMO commanders, sign all qualifications and designations (e.g., Aircraft Commander, Instructors, Flight Examiners, Naval Air Training and Operating Procedures Standardization (NATOPS) Evaluators, Flight or Mission or NATOPS Qualifications, flight engineer, navigators) in accordance with Service Guidance.

2.4.7. Review and act on agency internal health metrics.

2.5. FUNCTIONAL SPECIALIST.

Functional specialists in AO consist of GFRs, G-GFRs, and GGRs. They are supported by CSMs and QASs. Section 4 provides detailed guidance for these roles. GFRs, G-GFRs, and GGRs must:

2.5.1. Comply with this manual and other related issuances.

2.5.2. Coordinate with the other functional areas assigned to the APT.

SECTION 3: WAIVERS AND APPROVALS

3.1. WAIVERS AND APPROVALS.

A waiver is a written request for relief from an instruction or requirement (i.e., DCMA-INST 8210-1, Service Guidance, or this manual). Approvals in this manual refer to areas that require AO&FS rated oversight of DCMA operations. Rated officers possess unique qualifications, training, and skills in AO. A complete list of these roles and positions is included in the glossary. Approvals in DCMA-INST 8210-1 refer to areas that require either GFR or Service level inputs. Approvals are required for the following: initial cadre designations, multiple mission and design aircraft qualifications; recommended alternative training plans for periods of reduced flight time availability; certain supervisory flights, orientation flights, off-site static displays, and flight demonstrations, air shows, or flyovers. See Approvals and Waivers Job Aid found on the resource page. The AO&FS commander, or designees, has signature authority for non-rated CMO commanders when rated signatures are required.

3.2. GENERAL WAIVER AND APPROVAL PACKAGE REQUIREMENTS.

All packages for either waiver or approval must describe, using risk management (RM) methodology, the process or requirement to be waived, associated risks, risk controls to be implemented to mitigate those risks, and the resultant residual risk. All waivers and most approvals are submitted on a DCMAF 8210-2-01. Multiple-qualification approvals utilize the DCMAF 8210-2-02. When addressing risk mitigation plans for inclusion in waiver packages, consider areas such as special training and certification requirements, weather minimums, site plans, Service guidance (i.e., how does the Service do this operation?), specific contractual issues, physiological requirements, and emergency procedures. The package must include the previously approved waiver if seeking a waiver renewal. Multiple-qualification and test pilot school (TPS) waivers do not require separate RM strategies as DCMA-INST 8210-1 already includes the required risk mitigation controls.

3.2.1. Contractor Waiver Requests.

The contractor must write all contractor waiver requests. 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, the Air Force Materiel Command (AFMC) Form 73, "AFMC Waiver Request," must be used and the GFR, rated CMO commander, AO&FS commander, or designees, must 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 forwarding the waiver package, discuss potential implications of waiver approval with the administrative contracting officer (ACO).

3.2.2. Contractor Approval Requests.

The contractor must write all contractor approval requests. These approvals refer to areas in DCMA-INST 8210-1 that require special attention from the GFR. They include crewmember multiple qualifications, alternate aircraft rescue and firefighting (ARFF) and hangar plans, use of modified checklists, and alternate training plans. For Air Force contractor approval requests, the AFMC Form 73, even for approvals, or AFMC Form 80, "Multiple Qualification Request and Authorization," must be used and the GFR, rated CMO commander, AO&FS commander, or designees, must be listed as the Action Officer in section I. Route all contractor approval requests the same way waivers are routed.

3.2.3. Waivers and Approvals for DCMA Aircrews and APTs.

The CFO or GFR, as appropriate, create waivers and approvals for DCMA aircrews and APTs to DCMA-INST 8210-1, this manual, or Service Guidance. Follow DCMA guidance for coordination in addition to applicable Service Guidance or documentation.

3.2.4. Waiver and Approval Packages.

All packages must include as applicable:

3.2.4.1. Formal request.

Contractor initiated requests must be written on company letterhead and must detail the justification for the waiver. CMO initiated requests must be described on the appropriate AO form. For other U.S. Government organization-initiated requests (e.g., orientation flights, static displays), a letter, memo, or email is acceptable.

3.2.4.2. Risk mitigation plan.

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

3.2.4.3. Complete Waiver and Approval request.

Use the AO&FS Waiver Page, link on the resource page, and the Approvals and Waivers Job Aid to complete the request; these are filled out by the GFR or G-GFR for contractor waiver requests or the CFO, GFR, or G-GFR for CMO waiver requests.

3.2.4.4. U.S. Air Force (USAF) Requests.

For USAF waivers and approvals, include the AFMC Form 73; for USAF multiple-qualification requests include the AFMC Form 80. For aircrew and flight-related waivers only, the CMO commander, if a rated officer, must electronically sign in the Group Commander or Operations Group Commander (OG/CC) block. If the CMO commander is not a rated officer, forward the AFMC forms to the AO&FS commander or designated DAO to electronically sign

the OG/CC block. The CMO commander will decide which internal chain of command reviews are needed prior to GFR or CFO, as appropriate, submission of the package to AO&FS for processing.

3.2.4.5. Recommendations.

Include recommendations with justification from the GFR to include any APT member's non-concurrence.

3.2.4.6. ARFF, Facility, or Hangar Questionnaire.

If ARFF or other CS issues are involved, complete the ARFF Waiver Questionnaire and discuss with the ACO. The GFR must indicate the ACO concurrence or non-concurrence, with or without comment, with the contractor waiver request in the justification block.

3.2.4.6.1. Include third party written agreements (e.g., memoranda of agreement (MOAs)) if applicable.

3.2.4.6.2. Include all other justifying and substantiating documentation.

3.2.5. Waiver and Approval Routing.

3.2.5.1. GFR reviews the waiver package with applicable members of the APT (e.g., certain waivers, such as TPS waivers, need only GFR review). If the APT members have any concerns with the waiver, address them with the contractor and document concerns prior to submitting waiver package. The APT may not delay the submittal of a contractor request based upon APT concurrence or non-concurrence. The GFR must forward requests in a timely manner, normally within 10 working days.

3.2.5.2. If ARFF or other CS issues are involved, the APT CSM should compare the contractor's waiver package with the Contractor ARFF Guide to ensure all issues are addressed. APTs must coordinate such requests with the CS Aviation Program Manager and obtain CS concurrence or non-concurrence prior to submitting the waiver package.

3.2.5.3. The GFR and CMO commander must indicate their concurrence or non-concurrence, with or without comment, with the contractor waiver request.

3.2.5.4. For DCMA-MAN 8210-2 (i.e., U.S. Government Only) requests, CFOs, GFRs as appropriate, forward all requests from the CMO commander for relief from requirements of this manual with justification to the appropriate ODST.

3.2.5.5. For DCMA-INST 8210-1 or Service Guidance U.S. Government requests, CFOs or GFRs, as appropriate, forward all requests from the CMO commander for relief from Service requirements, with justification, to the appropriate ODST.

3.2.5.6. For DCMA-INST 8210-1 or Service Guidance Contractor requests, GFRs forward all requests from the contractor for relief from Service requirements, with justification, to the appropriate ODST.

3.2.5.7. The ODST reviews the waiver or approval request package for completeness and provides a concurrence or non-concurrence of the request. The ODST then submits the package through the AO&FS Waiver Page.

3.2.5.8. The AO&FS will staff the waiver or approval request and provide a concur or non-concur recommendation to the AO&FS commander.

3.2.5.9. The AO&FS commander must route the waiver or approval to the appropriate Service waiver authorities with recommendation unless the waiver or approval can be approved at the AO&FS level.

3.2.6. Processed Waivers.

Waivers and approvals may be disapproved, approved, or approved with restrictions. The approval authority may add any level of conditions to the waiver or approval deemed necessary to ensure risks are appropriately mitigated. Once a decision on the waiver or approval package has been obtained, the package will be routed back through AO&FS, the chain of command, to the CMO. GFRs must provide the final waiver decision to the contractor, ACO, and Program Office.

SECTION 4: AO ROLES AND TRAINING REQUIREMENTS

4.1. AO&FS COMMANDER.

The AO&FS commander is a rated officer who reports to the DCMA Director and is responsible for:

4.1.1. External Agency Coordination.

AO&FS commander will coordinate the DCMA-INST 8210-1 and TSA with the Services for concurrent approval. This office will also serve as the technical expert for DCMA coordination involving all applicable FAR and DFARS.

4.1.2. Administering Applicable Training Programs for DCMA and the Services.

AO&FS commander is responsible for the content of the WarU GFR, G-GFR, GGR course, Contract Management – Air Operations (CMA-2410), APT Fundamentals (AO-401), GFR/G-GFR/GGR 5-Year Qualification (AO-501), and the Aircraft Operations Safety Summit (AOSS). To support this responsibility, AO&FS commander and staff must complete CMA-2410, or AO-501 as appropriate, and AO-401.

4.1.3. Managing AO&FS Budget.

AO&FS commander is responsible for programming and managing the AO&FS budget.

4.1.4. Managing AO Awards Program.

The DCMA AO Awards program is designed to provide recognition for outstanding individuals and units within the agency. Reference DCMA-MAN 4201-25, "Awards and Recognition," and the mid-November AO Annual Awards Tasking Memo for more details. These awards are submitted on either the DCMAF 8210-2-04 or DCMAF 8210-2-05, as appropriate.

4.1.5. Preserving Historical Data and Accomplishing Trend Analysis.

Official record management is pursuant to Volume 1 of DCMA-MAN 4501-04. AO&FS commander will establish procedures for recording applicable historical data and accomplishing applicable trend analysis. See the AO Records and Data Guide on the resource page.

4.1.6. Managing DCMA AO Safety Program.

AO&FS commander, in coordination with the Technical Directorate, Safety (DCMA-TDS) director of safety will:

4.1.6.1. Ensure DCMA AO-related safety policy and guidance reflects current DoW and Service requirements.

4.1.6.2. Manage Service quotas to Service safety schools and courses.

4.1.6.3. 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 response to all applicable mishap investigations.

4.1.6.4. Document, manage, track, and trend all AO mishaps for historical purposes and analysis for risk reduction.

4.1.7. DCMA AO Military Personnel Billets.

AO&FS commander will:

4.1.7.1. Review rated officer requirements in coordination with the DAOs and DCMA-TFM.

4.1.7.2. Provide technical reviews and make recommendations to the DAOs on the qualifications of nominated rated crewmembers, GFRs, and GGRs.

4.1.7.3. Resolve interim rated resource shortfalls with the DAOs and the Services.

4.1.7.4. Develop and maintain an overall strategy for DCMA AO billets to ensure proper allocation of the agency resources to meet customer requirements.

4.1.7.5. Maintain the AO manning DCMA 365 list for all inbound, sitting, and detached AO billets.

4.1.7.6. Coordinate with DCMA-TFM and the Services to ensure that permanent change of station orders include enroute training and are timed to meet required class schedules The Services are responsible for funding any enroute training requirements per the TSA. No commitments will be made by any AO&FS personnel to pay for enroute training.

4.1.7.7. Serve as the primary rater for all AO&FS-assigned Service members.

4.2. AO&FS DEPUTY

AO&FS deputy shares fully with the AO&FS commander the responsibility for directing and managing the assigned staff in accomplishing the missions and functions of the AO&FS office.

4.3. OPERATIONS DIVISION (DCMAO-AO) SUPERVISOR.

The DCMAO-AO Supervisor is responsible for flight support functions and provides field assistance through the ODSTs. Also, oversees administrative supervisor functions for AO&FS Operations Division assigned military personnel managing minor matters (e.g., leave, Service personnel matters), but does not serve as primary rater.

4.3.1. ODST Composition.

Office responsible for engaging with assigned CMOs to provide mentorship and operational support. These teams are comprised of a designated DAO and Senior Ground Operations Specialist. These teams act as subject matter experts (SME) and are assigned a portfolio of CMOs to act as the primary points of contact for all AO concerns within their portfolio. New ODST personnel must be assigned a mentor and should be assigned to an APT as part of their OJT.

4.3.2. ODST Mission.

The primary function of these teams is to safeguard airworthiness for test flight crews and the warfighter due to the turnover of military personnel performing DCMA duties outside their normal expertise. ODSTs are required to conduct staff assistance visits (SAV) within their portfolios and participate in the APT survey between AOIs. Other responsibilities include:

- Provide mentorship to their newly assigned GFRs, CFOs, ASOs, and GGRs as part of personnel indoctrination.
- Augment and re-enforce the initial training received through CMA-2410 and AO-401.
- Assist with the establishment of new sites.
- Assigned to APTs as necessary.
- Participate in preaward surveys and postaward orientation conferences (PAOC) for contracts at new contractor facilities.
- Act as the default source for early CAS and contract receipt and review (CRR) of AO contracts assigned to geographic CMOs without an assigned APT.
- At CMOs with DCMA flight operations, provide flight management oversight as part of the risk mitigation process for higher risk flights.
- Ensure each CMO submits accurate and timely monthly flight metrics and crew currency data.
- Validate quarterly documentation and submission of audits in the surveillance system of record for accuracy and validate corrective action plan (CAP) record updates to AOI low risk findings in the CAP/CRAB Repository (CCR). Support teams must ensure CCR submissions are completed by the quarterly posted due dates, and work with assigned APTs to ensure Green, low risk, discrepancies are closed out in a timely manner.
- Coordinate annual AOI schedule with the CMOs in their portfolio.
- Participate as AOI team members and coordinate pre and post AOI activities within their portfolio. However, except for DCMAS, they do not perform AOIs at their assigned CMOs.
- Process waiver and approval packages for assigned CMOs.
- For CMOs with non-rated commanders, DAOs are delegated signature authority from AO&FS commander to submit and/or approve items that require a rated CMO commander signature.

4.4. MANNING, POLICY, AND TRAINING DIVISION (DCMAO-AP) SUPERVISOR.

The DCMAO-AP Supervisor is responsible for the AO&FS office administration in addition to eight primary functions: Budget, Risk Assessment, AOI Standardization and Evaluation, Military Manpower, Civilian Manpower, Policy, Training, and Tools. Also oversees administrative supervisor functions for AO&FS Policy Division assigned military personnel managing minor matters (e.g., leave, Service personnel matters), but does not serve as primary rater.

4.4.1. AO Budget.

Office responsible for managing the AO&FS budget execution.

4.4.2. AO Risk Assessment.

Office responsible for managing the AO&FS risk assessment programs. Works with standardization and evaluation to establish policy, training requirements, budgets, and schedules. Establishes a risk assessment program that is consistent with mission requirements to assess risk, and RM, at CMO locations with aircraft contracts. Coordinates and publishes the fiscal year AOI schedule. Ensures the approved AOI schedule for the next fiscal year is available on the AO&FS DCMA 365 site by 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.

4.4.3. AOI Standardization and Evaluation.

Office responsible for ensuring AOI standardization is maintained within AO&FS. Works with risk assessment to establish policy, training requirements, budgets, and schedules. Develops MOA with each Service inspection team that may participate in an AOI. Analyzes inspection reports, develops trend analysis, and provides crossflow information to APTs world-wide. Disseminates the post AOI customer survey to applicable CMO commander following release of the final AOI report, as well as the AO-401B customer survey to each trainee following completion of their training event (e.g., AOI, survey). Manages AOI inspection team training program and develops AOI execution policy. Ensures AOI products, briefings, and element inspection guides are standardized, updated, and published on the AO&FS 365 site or MS Teams channel. Coordinates, develops briefs, and chairs the quarterly AOI standardization meetings. Ensures customer and AOI team member's feedback are reviewed and disseminated during quarterly AOI standardization meetings. Responsible for the annual review of the AO Risk Assessment Section of this manual.

4.4.4. Military Manpower.

The manpower team provides aviation functional expertise working in conjunction with DCMA-TFM and the Service Personnel Centers to ensure that active duty and reserve military manpower are optimized throughout the AO Enterprise. DCMAO-AP ensures agency aircrew readiness data is submitted each month to DCMA Combat Support Center as part of the Defense Readiness Reporting System. Manages the AO Manning list on the AO&FS 365 site.

4.4.4.1. Rated Military Service Desks.

Rated military officers who provide a Service-specific cultural understanding to DCMA-TFM. Distributes FCIF and standard communications (STACOM) notifications as released by the Army, Navy, and Air Force.

4.4.4.2. Enlisted Military Service Desk.

Senior enlisted maintenance professional who provides a maintenance cultural understanding to DCMA-TFM.

4.4.5. Civilian Manpower.

DCMAO-AP can provide aviation functional expertise to CMO locations developing position descriptions for civilian AO positions but plays no role in filling such positions.

4.4.6. Policy.

Office responsible for policy guidance concerning DCMA-MAN 8210-2, DCMA-INST 8210-1, the TSA, and AO-related FAR and DFARS. Other primary responsibilities include:

- Representing AO on agency multi-functional policy teams.
- Reviewing AO&FS response to all waivers.
- Oversight of the GFR, G-GFR, and GGR Course (CMA-2410).
- Oversight of the APT Fundamentals Course (AO-401).
- Oversight of the GFR, G-GFR, and GGR 5-Year Qualification Course (AO-501).

4.4.7. Training.

Office responsible for all training-related requirements and guidance. Performance advocate for all AO surveillance tools and development of related training. Responsible for instruction and content of the WarU CMA-2410 and CMA-1000 courses, and the instruction, content, and maintenance of AO&FS AO-401 and AO-501 courses. Coordinates scheduling and funding for AO-401B Practicum. Publishes a fiscal year schedule of all standard courses offered.

4.4.8. Tools.

Office responsible for AO&FS 365 SharePoint websites, MS Teams, and development of electronic tools that facilitate mission execution for the field and oversight for the command. Primary advocate for input to agency cross-functional tools and systems.

4.5. DCMA TECHNICAL DIRECTORATE SAFETY CENTER AVIATION SAFETY DIVISION (DCMA- TDSA).

Office responsible for managing the agency's aviation safety programs and Safety Management System (SMS). The DCMA-TDSA advises the commander on all aviation safety issues. Develops aviation safety policies and training course material to support AO-401 ASO training modules. Publishes the quarterly AO safety newsletter and administers aviation safety climate assessment surveys. Maintains liaison with the DCMA-TDS to cross promulgate lessons learned

and brief aviation safety metrics at the agency Safety Working Group. Facilitates aviation mishap notification processes in accordance with the TSA. Collects, analyzes, and disseminates mishap trends and metrics and maintains mishap tracker on the AO&FS 365 site. Manages the resident and virtual AOSS training events and Service safety stand down events. Coordinates with Service Safety Centers for ASO school quotas. Additionally, the Aviation Safety Division oversees the AO&FS Collateral Duty Safety Advocate program in accordance with the requirements of DCMA-MAN 3301-11, "Safety and Occupational Health Program."

4.6. CMO AO OFFICES.

4.6.1. CFO.

Excluding rated CMO commanders, the CFO is normally the senior rated aviator at the facility where DCMA flight operations are conducted. The CMO commander must designate, in writing, the CFO. CFOs manage all DCMA and military operations where DCMA has flight operations responsibilities (i.e., DCMA resident aircrews). CMO locations with only one assigned rated officer may appoint this individual as both the GFR and the CFO; GFRs oversee contractor AO; CFOs oversee military AO. CMOs 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 primary flight operations location. CFO responsibilities include:

4.6.1.1. Managing the CMO aircraft flight operations budgets.

4.6.1.2. Overseeing training and evaluation programs for DCMA assigned military personnel. The CFO must ensure that the DCMA military aircrew training program (ATP) are in accordance with DCMA and Service guidance. Additionally, the CFO must ensure that all aircrews maintain currency and are proficient in the mission. This may include in-flight observations. However, if not current and qualified, the CFO may not displace a required crewmember and must have the appropriate physiology and egress training in accordance with Service Guidance. The CFO supervises and administers DCMA military aircrew upgrade programs.

4.6.1.3. Developing and maintaining a process that ensures DCMA aircrews are current and qualified for their assigned missions. This responsibility is separate from the DCMA-INST 8210-1 GFR requirement to ensure TDY aircrews are current and qualified.

4.6.1.4. Ensuring a human factors program is established and executed.

4.6.1.5. Ensuring applicable flights involving DCMA and military aircrews are properly approved. The CMO commander, only if rated, or the commander's designee, must sign the flight authorization for all flights involving DCMA aircrews. If so designated, the CFO may sign these flight authorizations. The commander's or CFO signature is in addition to the requirement that the GFR sign a request for flight approval as required under the Combined Instruction. GFR approval of the flight request signifies that contractor crewmembers have been approved, all crewmembers and non-crewmembers are current and qualified for their position, contract Procedures have been approved, and that the flight profile is within the scope of the contract. This is the final requisite step to provide for U.S. Government indemnification of

contract flights under the clause at DFARS 252.228-7001 (DEC 2025, Class Deviation 2026-O0005), "Ground and Flight Risk" (GFRC).

4.6.1.6. Managing all external, flight-related correspondence. The CFO must maintain all local flight operations-related memoranda of understanding or MOA between the CMO and supported and supporting units. The CMO commander must sign these documents.

4.6.1.7. Compiling and reporting metrics through the AO&FS 365 site.

4.6.1.7.1. The CFO, or designee, is responsible for compiling AO metrics and data as determined by AO&FS and submitting this information in a timely fashion. Contractor and DCMA flight hours, number of sorties, and number of deliveries must be tracked and reported by the 10th of each month for the previous month via the Flight Data Entry SharePoint list.

4.6.1.7.2. Each CMO that conducts flight operations must report their AO monthly aircrew manning, currency, and qualification status, which include short- or long-term aircrew member absences, and critical aircrew billet fill numbers to AO&FS. This data must be submitted by the 5th of each month.

4.6.2. ASO.

All CMO locations with flight operations conducted by DCMA aircrews must appoint an ASO. CMO commanders will designate the ASO in writing. ASOs must be a rated military officer or a civilian who was a former rated military officer. CMO commanders are encouraged to designate an aviation safety non-commissioned officer (NCO) familiar with flight safety programs to assist the ASO. A GGR may perform this function. The ASO is responsible for establishing and overseeing the unit's flight safety and mishap prevention programs. The ASO works with the GFR and is the primary reporting entity for mishaps and provides lesson learned training during the virtual and resident AOSS.

4.6.3. APT.

The APT is responsible for the U.S. Government's surveillance of contractor AO whenever DCMA-INST 8210-1 is found on contract either by direct reference or through the inclusion of DFARS 252.228-7001, or DFARS 252.228-7007 (DEC 2025, Class Deviation 2026-O0005), "Public Aircraft and State Aircraft – Liability."

4.6.3.1. APT Makeup.

The standard APT consists of a GFR, a GGR, a CSM, and a QAS. All members of the APT may have alternates assigned. For aviation contracts without flight operations, the APT may consist of a G-GFR, a CSM, and a QAS. In this situation, a GFR and a G-GFR may be appointed as alternates for each other. APT makeup may be modified depending on the assignment of FAR 42.302(a) (38), (39), or (56) CAS functions, particularly for partner nation (PN) and foreign military sales (FMS) contracts performed at a host nation military facility where the host nation military provides both facilities and ARFF. The members of the APT are

assigned in writing by the CMO commander. The primary GFR or G-GFR is the lead for the APT.

4.6.3.2. APT Functions.

The APT must work as a team to make critical risk-based decisions about the safety and effectiveness of each contractor flight and 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, where this team exists. The APT is also responsible, in coordination with the property administrator (PA), for making liability recommendations to the ACO for all incidents involving property loss to DoW aircraft when the GFRC is in the contract.

4.6.3.3. APT Meetings.

APTs must meet, in person or virtually, at least quarterly to discuss surveillance plan trends, corrective actions, AOI findings, CRAB updates, upcoming surveys, AOIs, etc. Meeting minutes are not required but some evidence of the meetings, including who attended, must be maintained for at least 2 years.

4.6.3.4. Pre-Award.

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, local legal counsel should be consulted. If it is determined a deficiency exists, initiate a contract deficiency report in accordance with DCMA-MAN 2501-01, "Contract Receipt and Review."

4.6.3.5. PAOC.

Post award orientation aids both the U.S. Government and supplier personnel in achieving a clear and mutual understanding of all contractual requirements to include how the GFRC applies. It is recommended that the APT participate in a PAOC with suppliers receiving contracts involving AO.

4.6.3.6. Surveillance Results and Corrective Action Requests (CAR).

Surveillance is pursuant to Volume 1 of DCMA-MAN 2303-01, "Surveillance." Implementation of Volume 1 for AO surveillance activities is pursuant to Volume 2 of DCMA-MAN 2303-01, "Surveillance: Aircraft Operations." The CAR processes are pursuant to DCMA-MAN 2303-05, "Addressing Contract Noncompliances and Corrective Action Requests." All three manuals require the use the same system of record. DCMAS is exempt

from using the system of record for surveillance and CARs when security constraints are in effect but will use a locally developed and approved system that meets the intent of published guidance.

4.6.4. GFRs.

GFRs are responsible for surveillance of those contractor aircraft flight and ground operations involving DoW 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, DFARS 252.228-7007, Cooperative Research and Development Agreement, or lease agreement.

4.6.4.1. Background.

A GFR is a rated US military officer or previously rated U.S. Government civilian. The term "rated aviation officer" or "rated officer" refers to Army aviators; Air Force pilots, Combat Systems Officers; Naval Aviators and Naval Flight Officers. Prior to issuing a Request for Personnel Action (RPA) for hiring civilian GFRs, CMO commanders must coordinate the RPA with AO&FS.

4.6.4.2. GFR Responsibilities.

GFR duties and responsibilities are described in DCMA-INST 8210-1 and this manual. These requirements and responsibilities include:

- Approving contractor Procedures.
- Approving contractor crewmembers in writing.
- Overseeing the contractor's training and evaluation program.
- Conducting contractor surveys.
- Distributing FCIF and STACOM releases to DCMA and contractor aircrew, as applicable.

4.6.4.3. 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 U.S. Government's indemnification of the contractor. GFR approval of flights under the GFRC is required regardless of who is on board the flight.

4.6.4.4. Metrics.

In the absence of a CFO, the GFR is responsible for complying with the requirements of Paragraph 4.5.1.7.1. for contractor flying hours, sorties, deliveries, crew currency, and other metrics such as the less than Class D mishap data.

4.6.4.5. 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. Coordination is especially important for CRR. Additionally, coordinate any forecasted program changes that may affect workload or manning requirements with AO AO&FS.

4.6.4.6. 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.

4.6.5. GGR and G-GFR.

A GGR and G-GFR is a US military aircraft maintenance officer or NCO (i.e., E-7 or above), or former U.S. Military aircraft maintenance officer or NCO U.S. Government civilian. Prior to creating an RPA for hiring civilian GGRs, CMO commanders must coordinate the RPA with AO&FS. 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 appointed as G-GFRs without a waiver.

4.6.5.1. DCMA-INST 8210-1 defines the role of the G-GFR. When no flight operations exist, the CMO commander may appoint a G-GFR with authority limited to approval of ground and safety Procedures in lieu of appointing a GFR. G-GFRs cannot approve flight Procedures, crewmembers, or flight requests.

4.6.5.2. G-GFRs are never appointed when a GFR is appointed for contracts with flight operations. However, for ground only contracts, a G-GFR may be appointed as an alternate or vice versa. When a GFR is appointed, a GGR is assigned to the APT to support the GFR with ground operations. 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 assign multiple GGRs to an APT.

4.6.6. CSM.

CSMs are assigned and report to the Contract Safety Center (DCMA-TDSC). Contract Safety (CS) is the execution arm and principal advisor for aircraft ground, ammunition and explosives (AE), and industrial safety issues. CS will support AO&FS by providing CS personnel for assignment to APTs. The CS Director and Aviation Program Manager will coordinate on applicable AO programs and processes such as CRAB, AOI, policy, and training.

4.6.6.1. The CSM serves as the APT SME for ground, AE, and industrial safety. This includes monitoring of contractor operations, facilities, and procedures to validate that U.S. Government assets are not exposed to undue risk. CSM responsibilities encompass the assessment of general ground safety, ARFF, mishap response, facilities, facility fire protection and fire response, fuel storage and handling, hazardous materials handling, AE operations, and other safety-related processes impacting the protection of DoW aircraft.

4.6.6.2. The CSM advises the GFR, ACO, and CMO commander, as appropriate, of identified safety issues and provides recommendations regarding the adequacy of contractor corrective actions and mitigation plans. While personnel safety is paramount, this manual focuses on the protection of U.S. Government assets. Other entities, such as DCMA Safety and Occupational Health (SOH), the Occupational Safety and Health Administration, fire marshals, building inspectors, contractor insurance representatives, and contractor safety departments, maintain primary responsibility for personnel safety within their respective jurisdictions. Some of these duties may overlap other responsibilities and authorities. In these instances, the CSM will coordinate with other APT members and the contractor for inclusion of the appropriate entities to ensure comprehensive and effective issue resolution. Note that requirements like Occupational Safety and Health Administration standards, designed for personnel safety, may not adequately address asset protection or, in some cases, may necessitate more stringent procedures.

4.6.6.3. CSMs may have other CAS responsibilities outside of DCMA INST 8210-1 (e.g., AE clauses, contract-specific industrial standards, safety programs). In these instances, coordination with the APT is crucial to ensure consistent implementation and enforcement of all contract requirements.

4.6.6.4. CSMs may be omitted as an APT member in accordance with paragraph 4.5.3.1 for PN and FMS locations performed on a host nation military installation where all facilities, fuel, and ARFF are provided by the host nation military.

4.6.7. QAS.

The QAS is assigned to the APT through an APT Assignment Letter. QAS day-to-day proximity to the product makes them a uniquely valuable asset for the APT oversight of the contractor's control of their processes. However, if the quality function, FAR 42.302(a)(38), is not delegated to DCMA, an APT may be formed without a QAS member. In addition to normal duties, the QAS is encouraged to:

4.6.7.1. Participate on the APT surveys supporting those processes that overlap quality management systems (e.g., Foreign Object Damage (FOD) Prevention, Weight and Balance), sharing surveillance data, etc.

4.6.7.2. Provide results of their surveillance and data collection and analysis process to support the APT trend analysis requirements.

4.6.7.3. Coordinate with the GFR to define quality assurance's role and 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 and responsibilities must be defined in the mishap response plan (MRP).

4.6.7.4. Coordinate with the GGR to determine potential overlaps in surveillance of certain contractor processes, such as: FOD Prevention Program, aircraft servicing, and weight and balance.

4.6.8. 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 encouraged to attend CMA 2410, AO-401, or the Aircraft Operations for Contracting Officers (AO4KO) brief. Contact DCMAO-AP to schedule this training. The following areas require ACO involvement when administering contracts involving AO:

4.6.8.1. CRR.

The ACO and APT should be knowledgeable of the requirements in DFARS 228.371 (DEC 2025, Class Deviation 2026-O0005), "Additional Clauses," which prescribe the circumstances when the GFRC must be included and when it cannot be used. Contracts that do not properly contain the GFRC or which contain language that improperly modifies the clauses, or the requirements of DCMA-INST 8210-1 must be corrected. DCMA-INST 8210-1 describes the procedures for modifying the requirements of the instruction. For proper automated workflows, ensure the APT members are assigned to the appropriate award management team.

4.6.8.2. Review Annual and Semiannual APT Surveys.

ACOs review GFR survey reports. ACOs may resolve any issues they have with the survey report directly with the GFR. The ACO ensures proper interpretation of contractual requirements identified during the survey. The ACO will make comments, sign (i.e., endorse), and forward the report to the contractor requesting corrective actions to any documented non-compliances. A sample endorsement letter is provided in the AO Correspondence Guide on the resource page.

4.6.8.3. Aircraft Damage.

Because of the cost share provisions of the GFRC, any damage to DoW aircraft under contract, or other Government furnished equipment, must 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. Paragraph 5.8 of this manual provides further information on this process.

4.6.8.4. Withdrawal of U.S. Government Acceptance of Liability.

If the contracting officer determines that the contract aircraft are "covered aircraft" or "in the open" and under unreasonable conditions, they must notify the contractor to ensure corrective actions are taken within a reasonable time to resolve the situation. While similar, there are nuances to this process based on the version of the GFRC on contract (i.e., 2010 or 2023). This is not a step taken lightly, follow the Revoking the U.S. Government's Assumption of Risk Job Aid on the resource page.

4.6.9. PA.

The PA focuses on the contractor's property management system. PA duties and responsibilities are described in DCMA-MAN 2501-12, "Contract Property Loss."

4.7. AO TRAINING REQUIREMENTS.

Training requirements vary for each of the AO roles. These requirements consist of classroom training, practicum training, on-the-job (OJT) training, Defense Acquisition Workforce Improvement Act (DAWIA) training, and on-going mentorship. CSMs and QASs can find additional functional training requirements in their respective manuals.

4.7.1. Formal Training.

Formal training consists of two courses for initial qualification and one for 5-year certification: CMA-2410, AO-401, and AO-501. CMA-1000, "Fundamentals of the GFR/G-GFR," is a pre-requisite for CMA-2410.

4.7.1.1. CMA-2410.

AO&FS staff, ODST members, GFRs, G-GFRs, GGRs, CFOs, ASOs, and CSMs must complete the CMA-2410 resident course. While not mandatory, it is highly recommended the QASs assigned to the APT add completion of CMA-2410 to their QAS Learning Map. This course requires refresher training every 5 years. The refresher course, AO-501, "GFR, G-GFR, GGR 5-Year Qualification," is a two-day virtual course conducted on MS Teams. Instructing the course counts as attending.

4.7.1.2. AO-401.

AO&FS staff, ODST members, GFRs, G-GFRs, GGRs, CFOs, ASOs, and CSMs must complete the AO-401 resident course. While not mandatory, it is highly recommended the QASs assigned to the APT add completion of AO-401 to their QAS Learning Map. There is no 5-year refresher requirement for AO-401. In addition to AO-401, ASOs should attend a formal Service safety school course to the maximum extent possible.

4.7.1.3. AO-501.

Attendance at the AO-501 certification course is required every five years for AO&FS staff, ODST members, and all GFRs, G-GFRs, and GGRs. This course focuses on changes, interpretations, DFARS, policy updates, and delves into challenging areas like CRR, surveillance, and workmanship that has changed over the previous five years.

4.7.2. AO-401B Training (Practicum).

Provides GFRs, G-GFRs, GGRs, and CSMs assigned to an APT, a practical opportunity to build on the knowledge gained through CMA-2410 and AO-401. The goal is to enhance trainee competence and understanding of AO-related responsibilities associated with inspections and surveys to include scope, philosophy, goals, objectives, auditing and interviewing techniques,

and risk assessment, as well as pertinent references and tools: DCMA-INST 8210-1, all relevant versions, this manual, AOI Element Guides, etc. AO&FS Risk Assessment Program Manager, in coordination with the appropriate ODST must schedule each new GFR, G-GFR and GGR graduate of CMA 2410 and AO-401 to complete AO-401B during the first 12 months of their tour. Primary GFRs, G-GFRs and GGRs should complete AO-401B prior to their own AOI. GFRs, G-GFRs, and GGRs do not have to complete the AO-401B OJT requirement prior to being appointed and assigned to an APT. CSMs must complete AO-401B within 12 months following assignment to an APT.

4.7.2.1. There are two means of accomplishing AO-401B. GFRs, G-GFRs, and GGRs may satisfy the requirement through AOIs or APT surveys. AOIs are the preferred method. CSMs must satisfy the requirement through AOIs. When surveys are used, they must be supported by at least one AOI-qualified AO&FS staff member. Selected surveys should be outside the trainee's CMO. AO&FS DAOs are the approval authority for use of surveys to accomplish AO-401B within their assigned portfolio.

4.7.2.2. Funding for all AO-401B trainees is provided through Total Force.

4.7.2.3. Scheduling for all AO-401B trainees in the Learning Management System is centrally coordinated by the AO Training Program Manager, eliminating the need for individual trainees to self-schedule.

4.7.2.4. Respective ODSTs, the DCMA-TDSC Aviation Program Manager, and the DCMAS Director of Safety, as applicable, must provide their projected trainee requirements, total numbers, to the AO Training Program Manager and AO Risk Assessment Program Manager no later than (NLT) 15 March each year for the following fiscal year. Any subsequent requests for adjustments must be coordinated with the AO Training Program Manager and AO Risk Assessment Program Manager.

4.7.2.5. ODSTs must provide the projected survey schedule for all APTs at CMOs under their cognizance to the AO Training Program Manager and AO Risk Assessment Program Manager NLT August each year for the following fiscal year.

4.7.2.6. ODSTs will coordinate and prioritize training prior to submitting requirements to the AO Training Program Manager and AO Risk Assessment Program Manager for AOIs and surveys. Requests for GFR, G-GFR, and GGR AO-401B must be submitted at least 120 days from event execution to allow sufficient time for scheduling and planning. ODSTs are responsible for coordinating with their trainees. If possible, match trainees to sites with programs like that of the trainees. Approximately 55 days prior to event execution, trainees will receive notification from either the AOI Team Lead prior to an AOI or by their respective ODST in the case of surveys. Travel instructions will be provided at that time. Orders will be submitted through the Defense Travel System following notification.

4.7.2.7. The DCMA-TDSC Aviation Program Manager or the DCMAS Director of Safety, as applicable, will coordinate and prioritize their training prior to submitting requirements to the AO Risk Assessment Program Manager for scheduling and will notify trainees which AOI they have been assigned. Training requests must be submitted at least 120

days from the proposed AOI to allow sufficient time for scheduling and planning. Trainees will receive notification from the respective AOI Team Lead approximately 55 days prior to the AOI. Travel instructions will be provided at that time. Orders will be submitted through the Defense Travel System following notification.

4.7.2.8. Submit requests for scheduling changes to the AO Risk Assessment Program Manager for AOI scheduling or AO Training Program Manager for survey scheduling NLT 90 days prior to the scheduled event. Request for schedule changes inside of 90 days prior to execution will be handled on a case-by-case basis.

4.7.3. OJT Program.

The appropriate ODST must ensure all newly assigned GFRs, G-GFRs, and GGRs complete the OJT guide found on the resource page prior to assuming their respective roles. OJT consists 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 completing AO-401B.

4.7.4. DAWIA Training.

AO&FS civilian billets are DAWIA coded at the practitioner level for either Engineering, Technical Management (ETM) or Program Management (PM). Other civilian AO positions will complete the applicable DAWIA training identified in their position description. Military certification requirements vary by Service and are listed in Table 4.1. The Army does not recognize DAWIA certifications outside the Acquisition Corps (ACQ); however, Soldiers are still priority 1 for all ETM Foundational classes. DAWIA certification requirements vary for Air Force officers depending on the billet assigned. The Marine Corps officers and enlisted personnel should pursue ETM foundational level certification requirements. Information on course requirements is located on the AO&FS Training 365 site.

Table 4.1

DAWIA Certifications	Army	Air Force	Navy	Marines
Officer	ACQ Corp Only	ETM or Test and Evaluation (T&E) Foundational as applicable	PM Practitioner	No ACQ Coding
Warrant Officer	None	N/A	N/A	N/A
Enlisted	None	ETM Foundational	ETM Foundational	No ACQ Coding

4.7.5. Mentoring.

4.7.5.1. Mentors are assigned by the ODSTs.

4.7.5.2. APT members must complete recurring safety training by attending AOSS.

4.7.5.3. Throughout the year, DCMAO-AP hosts brown bag training to cover policy changes, tools changes, and data entry guidebook updates.

SECTION 5: COMMAND AND ADMINISTRATION

5.1. ADMINISTRATIVE REQUIREMENTS.

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

5.1.1. General.

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

5.1.2. Appointment Letters.

The CMO commander having FAR 42.302(a)(56) CAS responsibility must sign Appointment Letters for GFRs, G-GFRs, and alternates, as appropriate. The GFR or G-GFR Appointment Letter delegates FAR authority and is separate from APT assignment letters. 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 without a documented agreement with the supporting unit. That authority rests with the appropriate Service Approving Authority per DCMA-INST 8210-1. CMO commanders may also appoint an alternate GFR or G-GFR in accordance with DCMA-INST 8210-1. Alternate GFRs and G-GFRs have the same responsibilities as primary GFRs and must meet the identical qualification requirements. GGRs do not require an Appointment Letter and are instead included in the APT Assignment Letter. See the AO Correspondence guide on the resource page for example letters.

5.1.2.1. GFRs, G-GFRs, and GGRs may act as Primary or Alternate GFRs, G-GFRs, and GGRs at a maximum of six contractor facilities, mix of both resident and non-resident sites. However, they may act as Primary GFR or G-GFR at no more than four of the six facilities. 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. GFRs, G-GFRs, and GGRs are assigned to APTs in accordance with Paragraph 5.1.3.

5.1.2.2. “Resident” sites are defined as the duty locations for the primary GFR or 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 or G-GFR must be able to accomplish persistent and routine surveillance at the site, at least one day each week, on average.

5.1.2.3. “Non-Resident” sites are those sites not meeting the criteria in Paragraph 5.1.2.2.

5.1.3. Assigning APTs.

CMO commanders are responsible for assigning APTs to oversee contracts containing the Combined Instruction. CMO commanders are responsible for funding all travel expenses for their assigned primary or alternate APT members whenever the APT members are performing their primary duties. DCMA-TDSC is responsible for funding CSM mission travel. See the AO

Correspondence guide on the resource page for example letters. CMO commanders will coordinate with the CS Director, or designee, for CS support. CS will provide the pertinent information (i.e., name, team, contact information, duty location) to the CMO. The CS person designated to support the CMO is assigned to an APT through the APT Assignment Letter.

5.2. CONTRACTOR PROCEDURES.

GFRs should remind contractors that approved written Procedures (i.e., the full set of applicable procedures as a whole) are required for flight and ground operations under the GFRC. GFRs must notify the applicable ACO(s) and their commander if contractors begin work without approved Procedures. The APT must review and the GFR must approve these Procedures.

5.2.1. 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 in the AO correspondence guide 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).

5.2.2. 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 (e.g., core or 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. Approval of the Procedures constitutes approval of the referenced documents. For contracts that must follow DCMA-INST 8210-1D or later version, Procedures must address configuration control for referenced documents. Changes to referenced documents affecting a procedure must be provided to the GFR for review and approval prior to publication but do not, in and of themselves, require a new Approval Letter. Administrative or maintenance changes to referenced documents not affecting a procedure do not need GFR concurrence prior to publication; however, the GFR must be notified of the changes made.

5.2.3. 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(s) elects to have a subcontractor draft the Procedures, the prime(s) must sign and endorse the Procedures as their own. Where subcontractors perform work on DoW aircraft, the prime contractor(s) has the responsibility of ensuring the subcontractor follows the prime's Procedures. GFRs must directly communicate with the prime(s) 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 issue any CARs to the prime and notify the subcontractor.

5.2.4. 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.

5.2.5. 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, must, will, can, may), or lack descriptive clarity as to how a task or process must be accomplished.

5.3. CONDUCTING CONTRACTOR SURVEYS.

5.3.1. Resident Surveys and GFR Reports.

Per DCMA-INST 8210-1, 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 an AO&FS AOI but must be limited in scope to the assessment of the contractor operations in accordance with DCMA-INST 8210-1 and the contract.

5.3.2. Non-Resident Surveys and GFR Reports.

These semiannual surveys need not be as comprehensive as the annual survey. Semiannual surveys must 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.

5.3.3. Contractor Surveys and AOIs.

CMO commanders, with concurrence of the AO&FS commander, may authorize conducting the annual or semiannual survey plus or minus three months of the survey anniversary to align the survey with an AOI. 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.

5.3.4. Additional Reporting Requirements.

In addition to the reporting requirements described in DCMA-INST 8210-1, GFRs must send copies of all survey reports to their ODST.

5.3.5. Preaward Survey.

A preaward survey request from a procuring agency contracting officer, DFARS 209.106, should precede new aircraft work considered for contract award without existing DoW aircraft contracts currently under the GFRC. Preaward surveys involving AO must be coordinated with AO&FS via the appropriate DCMA Preaward Survey Manager in accordance with DCMA-MAN 2601-01, "Negotiation Intelligence Procedures." In addition, contact AO&FS if a CMO or APT becomes aware of a new contract developing, or awarded, outside of an existing GFRC contract location without the preaward survey manager or ODST involvement, or if another model aircraft is anticipated at a current GFRC contract location.

5.3.6. Postaward.

The GFR may recommend a full PAOC for contracts that include the GFRC, especially for new contractors. If the ACO declines, the GFR may request a meeting with the assigned APT and contractor to ensure the contractor understands the requirements of the GFRC and DCMA-INST 8210-1.

5.4. 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 in accordance with DCMA-MAN 2501-01. 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 AO contract preaward and postaward surveys. 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 AO&FS. If it is determined the contract warrants an APT, the CMO commander will form one with existing personnel or consult with AO&FS commander to obtain additional resources. See DCMA-MAN 2303-01, Volume 2, for more details of AO implementation of the CRR process.

5.5. SUPPORTING CONTRACT ADMINISTRATION (SCA) DELEGATIONS.

SCA delegations are used to transfer FAR 42.302(a) requirements from one CAS Component organization to another or other qualified organizations per FAR 42.202(e) and DFARS 242.202(e)(1)(A).

5.5.1. Internal DCMA SCA Delegations.

Delegations within DCMA are governed by DCMA-MAN 2101-04, "Delegate Surveillance." AO implementation of DCMA-MAN 2101-04 is found in DCMA-MAN 2303-01, Volume 2 and the AO Product Data Reporting and Evaluation Program (PDREP) LOD Data Entry Guidebook.

5.5.2. External (DCMA to Service) SCA Delegations.

The DCMA Delegation system of record is not accessible outside of DCMA. Because of this limitation, delegations must be in writing. Refer to FAR 42.202(e) for general information on SCA delegations and paragraph 10.14 in the DCMA-MAN 8210-1D. See the AO Correspondence Guide on the resource page for an example letter of delegation.

5.6. APT SURVEILLANCE PLAN.

GFRs must establish an APT surveillance plan for each contractor facility and track surveillance results for trend analysis. CSMs must work closely with the GFR and GGR to incorporate their risk planning and schedule into the APT surveillance plan. Due to security requirements, system of record will not be used for classified DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT surveillance plan. The APT will adhere to the DCMA-MAN 2303-01, Volume 1, "Surveillance," DCMA-MAN 2303-01, Volume 2, "Surveillance - Aircraft Operations," and the AO PDREP Surveillance Plan Data Entry Guidebook on the resource page. CSMs will also adhere to DCMA-MAN 2303-01, Volume 8, "Surveillance: Contract Safety," and the CS PDREP Surveillance Plan Data Entry Job Aid on the CS resource page.

5.7. APT 365 PAGE.

Each CMO with AO, except for classified DCMAS administered contracts, must maintain a location within DCMA 365 containing documents and items required to administer AO contracts at their location. This includes, but is not limited to, scope of operations, waivers, approvals, deviations, flight authorizations, delegations, appointments, Facility Data Sheet, MRP, LOP, and APT specific training (i.e., GFR, G-GFR, GGR OJT, and CMA-2410 and AO-501 Certificates, AO-401 Certificates, and APT AOSS attendance). The intent is to promote collaboration and storage for all AO associated documentation as well as a single-entry point to record numerous policy required items. The APT should continually develop and customize their pages or channels to streamline efficiencies with management and usability.

5.8. LIABILITY AND THE APT.

The GFRC, through its requirement for contractors to comply with the DCMA-INST 8210-1, 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 DoW aircraft is reported, the GFR must coordinate with the PA on the damage incident and assist the ACO in making a proper liability (i.e., cost share) determination. In some cases, if the aircraft is Government-furnished, damage below the DCMA-INST 8210-1 thresholds will be reported to the PA in accordance with DFARS 252.245-7005 (FEB 2026, Class Deviation 2026-O0046), “Management and Reporting of Government Property,” in addition to the GFR.

5.8.1. Liability Clauses

5.8.1.1. GFRC.

DFARS 228.370, "Ground and Flight Risk," and DFARS 228.371, "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 228.371 for exceptions to this requirement. Contractor-owned aircraft that are furnished as part of a DoW contract may also be covered under the GFRC if appropriately stated in the contract.

5.8.1.2. Modifying or Omitting the GFRC.

The GFRC is a mandatory clause in accordance with DFARS 228.371. When reviewing an aviation contract, if the GFRC is not included, ensure omission of the clause is in accordance with one of the six exceptions listed in DFARS 228.371. Report any omissions of the GFRC that do not meet the DFARS 228.371 criteria to the appropriate ODST. Additionally, any language that modifies the intent of the GFRC should be noted. Report contract deficiency using the Electronic Document Access Contract Deficiency Report process in accordance with DCMA-MAN 2501-01.

5.8.1.3. Non-GFRC Contracts.

Some contracts do not include the GFRC but include DFARS 252.228-7007 or mandate compliance with DCMA-INST 8210-1. DCMA personnel must fully evaluate these contracts to determine the exact surveillance requirements. Direct all questions related to how liability is addressed for these contracts to the appropriate contracting officers and DCMA legal counsel. All questions related to surveillance of AO for these contracts should be directed to the CMO commanders, ODSTs, and AO&FS Command. The CMO should discuss these issues with their counsel before accepting FAR 42.302(a)(56) CAS responsibility on contracts without the GFRC. APTs have no CAS role on contracts without DCMA-INST 8210-1. Current DCMA workload acceptance policy states that DCMA does not normally accept oversight for these type contracts.

5.8.1.4. Wide Area Workflow Receiving Reports (WAWF RR) or DD Form 250, "Material Inspection and Receiving Report," and the Termination of U.S. Government Liability.

Aircraft acceptance (i.e., accepting title of new aircraft and authorizing payment for an aircraft via the WAWF RR or signing a paper DD Form 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 AO occurs at all times that a contractor is responsible for complying with requirements of DCMA-INST 8210-1. Signing the WAWF RR/DD Form 250 does not impact the formal transfer of the aircraft from the U.S. Government to a contractor or vice versa. Transferring aircraft to and from the U.S. Government and contractors is accomplished differently within the Services, commonly through the use of a Service specific Aircraft Transfer Order 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.

5.8.2. Property Loss Investigation and Determination.

Investigations of loss of U.S. Government property generally fall under the purview of the PA through the property clauses, FAR 52.245-1 (FEB 2026, Class Deviation 2026-O0046), "Government Property," and DFARS 252.245-7005. However, when the GFRC is included on the contract, the GFR is also required to investigate the damage incidents. These investigations are to determine liability and cost share with respect to the GFRC and are unrelated to Safety or Legal investigations, although counsel may be consulted for property loss cases. Together, the PA and GFR will provide a recommendation to the contracting officer as to the classification of the damage (e.g., normal wear and tear, willful misconduct of Contractor's managerial personnel, accident or mishap, or workmanship error) and who should be liable based on this classification and the GFRC and property clause. Each incident must be evaluated on its own merits; however, the following general rules and examples may be used to determine if an incident constitutes an accident or mishap (i.e., damage normally covered under the GFRC or property clause as appropriate) or a workmanship error (i.e., damage not normally covered under the GFRC or property clause). See C-Note 22-12 and associated White Paper on the resource page for more information.

5.8.3. Accident or Mishap.

An accident or mishap is the 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 accident or mishap damage to the aircraft, and a contractor should expect to be reimbursed under the GFRC minus the appropriate contractor share of loss.

5.8.4. Workmanship Error.

Workmanship error consists of damage that is the result of an incorrectly performed skill-based task, operation, or action which was originally planned or intended. 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 reimbursed under the GFRC. Missing a step in a procedure or checklist item is not considered a skill-based error, and therefore, is not considered workmanship error damage. Keep in mind that workmanship errors are a root cause as determined by the ACO. All losses of Government property must be reported to the PA and GFR for adjudication and recommendations to the ACO. Contact AO&FS for any questions surrounding workmanship errors.

5.9. FLIGHT OPERATIONS REQUIREMENTS.

Except for Paragraph 5.9.7, these requirements apply only to CMOs with DCMA aircrew operations. CMO commanders with DCMA aircrew must appoint a CFO and an ASO to execute the unit's flight operations and safety programs. Upon change of CMO commanders, new letters are required for aircrew qualifications and designations only.

5.9.1. Aircrew Qualifications and Designations.

All qualifications and designations (e.g., aircraft commander, instructors, Flight Examiners, NATOPS Evaluators, Flight, Mission, or NATOPS Qualifications, flight engineer, navigators) must be signed by the CMO commander, in accordance with Service guidance, except where noted in Paragraphs 5.9.1.1 and 5.9.1.2. If the CMO commander is not a rated officer, then an endorsement of the qualification(s) sought must be obtained from the AO&FS commander, or designee.

5.9.1.1. Navy.

If the qualification is for a rated CMO commander, the qualification can be signed by the Fleet Replacement Squadron or Evaluation Squadron commanding officer in accordance with Service Guidance, forwarded to the AO&FS commander for final approval and signature. When signing U.S. Navy (USN) qualifications, the AO&FS commander may add the following statement in the comments block, "Issuing authority is the senior aviation line officer per Commander, Naval Air Forces Manual 3710.7, Qualifying Authorities."

5.9.1.2. Army.

If the CMO commander with Army aircrew assigned is not their ATP commander, then the ATP commander must sign all Qualification and Designation letters in order to meet Service guidance. If the Army aircrew are performing acceptance flights and/or test flights as part of the DCMA CAS mission, then a copy of the designation letters must 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.

5.9.2. AO Position Descriptions.

CMO commanders, in coordination with AO&FS, will evaluate the requirements for personnel required to perform flight operations at their site. Position Descriptions must be forwarded to DCMA-TFM for coordination with AO&FS. CMOs must not contact the parent Services directly concerning filling or modifying military billets.

5.9.3. Aircrew Support.

CMO commanders with DCMA aircrews 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).

5.9.4. Flight Time and 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 AO and GFR services will be performed. Under these conditions, the CMO commander and procuring activity will arrange for U.S. Government acceptance check flights (ACF) to be performed by TDY military aircrews.

5.9.5. Flight Time Documentation.

A record of flight authorizations must be maintained for 1 year. Individual flight records must be maintained in accordance with applicable Service directives.

5.9.6. Flight Authorizations.

All flights with DCMA personnel on board must be authorized by the CMO commander, if rated, or rated designee which is usually the CFO. In addition, GFRs approve all flights flown under the GFRC regardless of who is on board.

5.9.7. TDY Service Aircrew Support.

Service units, including host nations, may provide support to DCMA in several circumstances: augment DCMA aircrews, conduct acceptance flights or test flights under contract, or ferry aircraft. When augmenting DCMA or otherwise conducting acceptance flights, the Service aircrew are flying under DCMA cognizance. See Section 8 for further guidance on flight requirements under DCMA. CMO commanders must ensure these aircrews are adequately briefed on DCMA flight operations and local airfield issues. In this manual, references to Service aircrew includes U.S. military service crews and host nation aircrews as appropriate. See definition in the glossary. Service aircrew that are only conducting ferry flights operate under Service Guidance but should be briefed on pertinent local airfield issues.

5.9.8. 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 or holidays on a case-by-case basis when an overriding U.S. Government need exists.

5.9.9. Aircrew Medicine.

CMO commanders must ensure flight operations personnel have timely access to the nearest DoW installation's flight surgeon or flight medical office to provide required medical services to include processes to Duty Not Involving Flying. CMO commanders must include the unit's aircrew medicine processes in the LOP. Use of Federal Aviation Administration (FAA) flight surgeons is not acceptable for annual physicals or for returning DCMA military crewmembers to flight status or for post mishap medical evaluations. DCMA civilian crewmembers may use FAA Aviation Medical Examiners and must maintain an annual FAA Second Class flight physical or see a DoW Service flight surgeon for an annual equivalent physical.

5.9.9.1. Aircrew Flight Physical Examination.

All assigned aircrew personnel must complete a flight physical examination in accordance with 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 DoW component providing the service.

5.9.9.2. Routine Medical Care.

Routine medical problems, medical grounding, return to flying status, and medical waivers must be accomplished according to the individual's Service procedures.

5.9.9.3. 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 must be maintained in the individual's local flight training and evaluation folder. Medical waivers must follow Service guidance.

5.9.9.4. Flight Physiology Training.

Flight physiological academic training must be accomplished using the minimum required training from Service flight physiology training guidance. A flight surgeon is not required to conduct this training.

5.9.10. Aircrew Life Support.

For each fiscal year, CMOs will forecast aircrew flight equipment (AFE), aircrew life support equipment (ALSE), and aircrew life support system (ALSS) purchase requirements. These purchase requirements will be submitted to the AO&FS for the following fiscal year. The AO&FS is responsible to validate, program to fund, and execute all AFE, ALSE, and ALSS procurements. There are several ways DCMA aircrews obtain life support services. Contact AO&FS for assistance as required.

5.9.10.1. Obtain through the contractor's life support shop, if one exists. Accepting this support from the contractor is appropriate only if the support can properly be charged to the contract.

5.9.10.2. Obtain from nearby Active Duty, Reserve, or Guard life support shops. Support responsibilities may be addressed through an MOA between the CMO and the unit providing the service. In this case, the CMO would be responsible for programming mission travel funds as necessary for delivery of gear to the maintenance activity or bringing life support shop personnel to the CMO.

5.9.10.3. Obtain 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. If done within the CMO, program surveillance support may be requested from the Services (e.g., nearby units, Naval Air Systems Command (NAVAIR) Aviation Maintenance

Management Team (AMMT), AFMC Standardization (A3V)) to spot check the program. DCMAO-AP can assist with coordination if desired.

5.10. OTHER COORDINATION REQUIREMENTS.

CMO commanders must coordinate, as time permits, with AO&FS on the following:

5.10.1. Deviations.

A deviation is a short-term or time-limited departure from U.S. 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 AO&FS is informed within 24 hours. Deviations and alleged deviations from FAA or host nation flight regulations will also be reported immediately in accordance with Service guidance. Additionally, voluntary reporting of the flight violation in a Service Aviation Safety Action Program or the National Aeronautics and Space Administration Aviation Safety Reporting System is highly recommended.

5.10.2. Contract Changes.

The FAR governs the process to make changes to a contract. When a contract modification request includes language that may impact AO or GFRC liability, the request may be routed through the CMO to AO&FS. AO&FS commander 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 the proposed contract change is appropriate. All contract modifications that are issued are reviewed in accordance with the CRR process.

5.10.3. Facility Issues and Shortfalls at U.S. Government Owned Facilities.

In accordance with DCMA-INST 8210-1, contractors are required to evaluate U.S. Government provided facilities against the requirements of National Aerospace Standard (NAS) 3306, “Facility Requirements for Aircraft Operations,” and document any shortfalls. This should be accomplished via the contractor’s evaluation required by DCMA-INST 8210-1. As shortfalls are identified, they must be provided to the applicable aircraft Program Office(s), facility owner specific Service point of contact (POC), and DCMA-INST 8210-1 Waiver Authority(s) so that they may be addressed if the contracting organization chooses. DCMA APTs must forward the contractor's facilities analysis to the AO&FS commander for endorsement and forwarding to the Waiver Authority and Program Office for acknowledgement and action. This package must

include the CSM review and endorsement of the contractor's analysis, CMO commander's endorsement, and program office POC.

SECTION 6: LOP

6.1. LOP.

An LOP must be developed to articulate CMO AO processes to implement and integrate governing directives and to ensure safe, efficient, and effective mission accomplishment. The LOP will fall into one of three operational situations for each CMO place of performance: contractor only flight operations and/or ground only operations; TDY Service aircrew flight operations under GFRC; and assigned DCMA aircrew flight operations. The LOP must describe all of the requirements listed for each situation. The LOP must be based on Service guidance and this manual. Where Service guidance and DCMA policy conflict, the more stringent policy must prevail. Any procedures that deviate from DCMA or Service guidance require approval in accordance with the waivers section of this manual and must be specifically identified in a separate section within the LOP.

6.2. APPROVAL OF THE LOP.

6.2.1. Cycle.

The LOP must be reviewed annually, as evidenced by CMO commander signature, and updated as required.

6.2.2. Rated CMO Commander Approval of the LOP.

Rated CMO commanders must approve their own LOP.

6.2.3. Non-Rated CMO Commander Approval of the LOP.

Non-rated CMO commanders must route the LOP to the AO&FS commander, or designee, for a rated endorsement prior to approving the unit LOP.

6.3. CONTENTS OF AN LOP.

Any LOP item listed can be in a stand-alone binder, such as the Mishap Plan, but the location and configuration control process must be referenced in the LOP. There are three scenarios for LOP requirements: Contractor Only Flight Operations or Ground Only Operations, TDY Service Crew Flight Operations Under GFRC, or Assigned DCMA Aircrew Flight Operations. Each situation changes the mandatory requirements that must be addressed. Appendices 6A, 6B, and 6C address the required elements for each situation.

APPENDIX 6A: CONTRACTOR-ONLY FLIGHT OR GROUND ONLY OPERATIONS.

For Contractor-only Flight Operations or Ground Only Operations, the LOP must address the items contained in this appendix.

6A.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; and to establish standard operating procedures.

6A.2 AIRCRAFT ACCEPTANCE AND DELIVERY PROCESS.

This section must briefly describe how the aircraft departs the facility either for an internal or final delivery. It should describe whether the aircraft are delivered by the contractor, TDY aircrew, or shipped as a commodity (e.g., RQ-21). For contracts with TDY aircrew delivery, the delivery process must describe items such as local orientation information, Technical Directive and Time Compliance Technical Order (TD/TCTO) compliance processes, identifying maintenance or repair POCs in order to address issues that arise during delivery flights, and user feedback following each aircraft delivery. Service aircrews flying these aircraft are bound by their parent Service directives.

6A.3 MRP.

This plan will describe the CMO responsibilities and procedures for the notification and recordkeeping of aircraft mishaps associated with DCMA administered contracts. The LOP must address paragraphs:

- 8.15.2. U.S. Government's MRP.
- 8.15.3. Aircraft Impoundment.
- 8.15.4. Mishap Response Exercises
- 8.17. Mishap Notifications

6A.4 SEVERE WEATHER EVACUATION PLANS.

For those sites where severe weather could require aircraft relocation (e.g., hurricane evacuation), the process must describe the ACO and program office notification and coordination process. DCMA is not the controlling custodian for the aircraft and has no flight hour budgets, so all aircraft relocation decisions must be coordinated with the program office.

APPENDIX 6B: TDY SERVICE AIRCREW FLIGHT OPERATIONS UNDER GFRC

This operational situation applies when U.S. Government acceptance and test flights are required under the cognizance of the GFR but are only supported by Service aircrew not detailed to DCMA. The LOP must address the items contained in this appendix.

6B.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; and to establish standard operating procedures.

6B.2. AIRCRAFT ACCEPTANCE AND DELIVERY PROCESS.

This section must briefly describe how the aircraft departs the facility either for an internal or final delivery. It should describe whether the aircraft are delivered by the contractor, TDY aircrew, or shipped as a commodity (e.g., RQ-21).

6B.6.1. The delivery process must describe items such as local orientation information, TD/TCTO compliance processes, identifying maintenance or repair POCs in order to address issues that arise during delivery flights, and user feedback following each aircraft delivery.

6B.6.2. In addition, the delivery process must also address acceptance profiles, appropriate checklists, contract weather requirements, crew qualifications, and crew currency verification procedures. This process may include the use of host nation aircrews. Service aircrews flying aircraft after execution of the WAWF RR or DD Form 250 are bound by their parent Service directives.

6B.3. MRP.

This plan will describe the CMO's responsibilities and procedures for the notification and recordkeeping of aircraft mishaps associated with DCMA administered contracts. The LOP must address paragraphs:

- 8.15.2. U.S. Government's MRP.
- 8.15.3. Aircraft Impoundment.
- 8.15.4. Mishap Response Exercises
- 8.17. Mishap Notifications

6B.4. SEVERE WEATHER EVACUATION PLANS.

For those sites where severe weather could require aircraft relocation (e.g., hurricane evacuation), the process must describe the ACO and program office notification and coordination process. DCMA is not the controlling custodian for the aircraft and has no flight hour budgets, so all aircraft relocation decisions must be coordinated with the program office.

6B.5. RM.

RM for TDY aircrew only support, use of the Service or contractor flight RM forms is acceptable. The LOP must state which forms are used to meet this requirement. If neither the contractor (i.e., no contractor aircrews) nor the Service aircrew provide RM forms, the LOP must address the CMO flight RM process to include risk determination, mitigation strategies, and approval elevation requirements.

6B.6. REQUIRED FLIGHT OPERATIONS ELEMENTS.

When TDY aircrews are flying under DCMA cognizance as a contract flight, the LOP must address paragraphs:

- 7.5. Local Flight Operations.
- 7.13.3. Flight Acceptance Profiles.
- 7.13.4. Fuel Requirements.
- 7.13.7. Weather.
- 7.13.9. Mission Briefing.
- 7.13.10. Mission Debriefing.

APPENDIX 6C: ASSIGNED DCMA AIRCREW FLIGHT OPERATIONS.

This operational situation applies when DCMA has aircrews detailed to the CMO. The LOP must address the items contained in this appendix.

6C.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; and to establish standard operating procedures.

6C.2. AIRCRAFT ACCEPTANCE AND DELIVERY PROCESS.

This section must briefly describe how the aircraft departs the facility either for an internal or final delivery. It should describe whether the aircraft are delivered by the contractor, TDY aircrew, DCMA aircrew, or shipped as a commodity (e.g., RQ-21). For contracts with TDY aircrew delivery, the delivery process must describe items such as local orientation information, TD/TCTO compliance processes, identifying maintenance or repair POCs in order to address issues that arise during delivery flights, and user feedback following each aircraft delivery. Service aircrews flying these aircraft are bound by their parent Service directives.

6C.3. MRP.

This plan will describe the CMO responsibilities and procedures for the notification and recordkeeping of aircraft mishaps associated with DCMA administered contracts. The LOP must address paragraphs:

- 8.15.2. U.S. Government's MRP.
- 8.15.3. Aircraft Impoundment.
- 8.15.4. Mishap Response Exercises
- 8.17. Mishap Notifications

6C.4. SEVERE WEATHER EVACUATION PLANS.

For those sites where severe weather could require aircraft relocation (e.g., hurricane evacuation), the process must describe the ACO and program office notification and coordination process. DCMA is not the controlling custodian for the aircraft and has no flight hour budgets, so all aircraft relocation decisions must be coordinated with the program office.

6C.5. RM.

The LOP must address the CMO flight RM process to include risk determination, mitigation strategies, and approval elevation requirements in accordance with Paragraph 8.4.2.

6C.6. FCIF.

The LOP should describe the FCIF format, location, and who is responsible for its maintenance and updating in accordance with Paragraph 7.8.

6C.7. REQUIRED FLIGHT OPERATIONS ELEMENTS.

For DCMA aircrew flight operations, the LOP must address paragraphs:

- 5.9.8. Weekend Flying.
- 5.9.10. Aircrew Life Support.
- 7.5. Local Flight Operations.
- 7.6. Aircrew Duty and Rest Limitations
- 7.10. Crew and Non-crew Evaluation.
- 7.11. Crew and Non-crew Currency.
- 7.12. Crew and Non-crew Training.
- 7.13. Flight Planning.
- 7.14. Flight Authorizations and Approvals.
- 7.17. External Flying.
- 8.7.1. DCMA Aircrew Monthly Flight Safety Meetings.
- 8.11. Bird/Wildlife Strike Hazard (BASH) Program.
- 8.12. Mid-Air Collision Avoidance (MACA) Program.
- 8.16. Toxicological Testing.

SECTION 7: FLIGHT AND GROUND OPERATIONS

7.1. 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 WAWF RR or DD Form 250 completion (e.g., acceptance, test) will follow the DCMA LOP. When flight operations are solely conducted by the host nation, host nation standards, instructions, or regulations apply. GFR oversight applies to the Prime and their subcontractors, but GFRs have no oversight requirements for the procedures or qualifications for host nation provided aircrew. However, the GFR should still receive a statement from the host nation that the supplied aircrew is current and qualified for the mission prior to approving the contract flight. Mixed crews must still comply with DCMA-INST 8210-1 requirements. When Service guidance and this manual conflict, comply with the most restrictive. Exceptions to this rule will be approved by the AO&FS commander and be documented in the LOP.

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

7.1.2. Because completion of an invoice WAWF RR or DD Form 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 U.S. Government, as evidenced by the completion of the WAWF RR or DD Form 250, will fly that aircraft pursuant to the applicable regulations, policies and procedures of the transient TDY aircrew's parent Service.

7.2. 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.

7.3. FLIGHT ACCEPTANCE PERSONNEL REQUIREMENTS.

Crew composition for functional check flight (FCF) or 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 or 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, landing gear systems, and those systems affecting the basic Instrument Flight Rules capability of the aircraft (e.g., pitot static, compasses, attitude references, air data computers, critical aircraft displays). Flights to establish airworthiness may be conducted by contractor, DCMA, or Service aircrews. CMO locations must comply with Service standards for minimum essential equipment lists.

7.3.1. FCF or ACF Qualifications.

Personnel performing FCF or ACF duties must be FCF or ACF qualified in their respective crew position, and current or regaining currency, or undergoing FCF or ACF qualification or re-qualification training in accordance with Service Guidance. FCF Training on the first flight to establish airworthiness must be in accordance with parent Service Guidance. Foreign military personnel performing FCF or ACF functions on FMS contracts must be current and qualified to their respective service requirements. The CFO 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.

7.3.2. FCF or ACF Non-Crewmember Technical Expert.

CFOs and GFRs may authorize participation of a U.S. Government non-crewmember technical expert on a U.S. Government FCF or ACF sortie when special expertise is essential to conduct the mission. Participation by contractor non-crewmembers on FCF or ACF missions will be in accordance with the contract and DCMA-INST 8210-1. For U.S. Government non-crewmembers, the CFO and GFR must ensure compliance with the following:

7.3.2.1. Mission personnel.

The technical expert will not displace an essential FCF or ACF crewmember or perform aircrew duties.

7.3.2.2. Equipment.

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

7.3.2.3. Training.

A detailed briefing and demonstrations, as necessary, are provided to the technical expert regarding their mission conduct for both normal and emergency situations.

7.3.2.4. 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, physiological, and physical requirements.

7.4. FLIGHT PLANNING FACILITIES.

Electronic flight planning material may be used and will be maintained in accordance with Service Guidance when allowed by the appropriate Service. CMO must ensure aircrews have access to:

7.4.1. Communication.

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

7.4.2. Documents.

Flight planning documents required for mission accomplishment (e.g., DoW Flight Information Publications, FCIF, local procedures).

7.4.3. Forms.

Weight and balance forms, if required, flight logs, performance planning cards for takeoff and landing data, wildlife strike forms, and hazard reporting forms (e.g., Hazard to Air Traffic Report, Operational Hazard Report).

7.4.4. 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 AO.

7.4.5. Aeronautical Charts.

Aeronautical charts of the local area showing the following information, as applicable:

7.4.5.1. Boundary of local flying area, FCF or ACF areas, and profile routes.

7.4.5.2. Restricted or prohibited areas including unmanned aerial systems (UAS) or remotely piloted aircraft FAA Certificate of Authorization areas and known commercial drone areas.

7.4.5.3. Jettison areas.

7.4.5.4. Significant obstructions or obstacles.

7.4.5.5. Ejection or egress areas.

7.4.5.6. Other Pertinent Information such as bird and wildlife hazard areas, midair collision potential and MACA, training routes, navigation runs as required for local conditions.

7.4.6. Briefing Material.

Detailed briefing material for transient aircrew who perform flight duties including instructions for obtaining the necessary information required for mission planning.

7.5. LOCAL FLIGHT OPERATIONS.

Each CMO with DCMA aircrews or TDY aircrews flying under DCMA cognizance must address the local flight operation areas listed. CMOs may use approved contractor's procedures if available.

7.5.1. Local Area.

Identify the airspace considered to be the local operating area.

7.5.2. Air Traffic Control (ATC) Coordination.

Identify and coordinate flight operating areas and profiles with local ATC agencies. Approved DoW official call signs, if assigned, may be used to facilitate special ATC handling or flight routing.

7.5.3. 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.

7.5.4. Emergency Technical Assistance.

Establish communication procedures to provide technical or other mission essential information to airborne aircrew.

7.5.5. Supersonic Flights.

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

7.5.6. Jettison and Egress Areas.

Establish and coordinate controlled jettison and egress areas, when applicable.

7.5.7. Noise Abatement Areas.

Establish "fly neighborly" programs or local "no-fly" areas, routes and altitudes to minimize aircraft noise in the local flying area.

7.6. 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.

7.6.1. 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.

7.6.2. Basic.

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

7.6.3. 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 or FCF sorties. For single-piloted aircraft on delivery or 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 or FCF sorties during the same crew duty period the 6 flying hours in a 12-hour crew duty period applies.

7.6.4. Dual Pilot Aircraft.

When flying support flights in dual-piloted aircraft with an operative autopilot installed and used, the maximum crew duty period is 16 consecutive hours.

7.6.5. 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.

7.6.6. Chronic Fatigue.

CMO commanders must ensure chronic fatigue processes are addressed per applicable Service Guidance.

7.7. 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, flight information publications, electronic software or applications, and changes and supplements, thereto. Electronic versions of these publications may be used and will be maintained in accordance with Service Guidance.

7.8. FCIF PROGRAM.

Each DCMA flight operations location must maintain a FCIF at a central location readily available to aircrew personnel. CMO locations with both contractor and military flight operations may combine their FCIFs and must use the following format. GFRs must understand the FCIF and STACOM distribution process at their contractor locations. At some locations, contractors receive notifications from the Service, others from the program office, and often the responsibility resides with the GFR to notify the contractor of the release. GFRs must be on the AO&FS FCIF distribution list and receive all Service notifications. If at a location where it is the GFR responsibility (e.g., all Air Force contracts), the notification must immediately be sent to the DCMA aircrews and the contractor requesting official.

7.8.1. FCIF Contents.

The FCIF must contain:

7.8.1.1. 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 in accordance with Service Guidance, whichever is greater. The current edition of the AO&FS quarterly newsletter is a mandatory Section I FCIF item.

7.8.1.2. Section II.

Items of a permanent nature, which affect the local flying operations (e.g., LOP, waivers in effect, FCF or ACF flight profiles and letters of agreement, operating handbook interim changes, hazard reports).

7.8.1.3. Section III.

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. The CFO is responsible for ensuring access to the Service's system of obtaining changes to operating handbooks and relevant Service guidance.

7.8.2. 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 or removing postings to the FCIF.

7.8.3. FCIF Section I Distribution.

Upon completion of the AO-401, the AO Training Program Manager will provide DCMAO-AP with a list of all GFR attendees to be added to the AO FCIF distribution list. This distribution list is used to ensure APTs receive all Service updates in the event the location has multi-Service contracts, including those APTs that are not maintaining an active FCIF. The established Outlook e-mail distribution list is: "DCMA Ft Lee List AO FCIF." In addition, all known FCIF items are maintained in a SharePoint list on the AO&FS 365 site. Of note, STACOM messages are synonymous with the other Services FCIF messages. Link to the AO FCIF and STACOM Repository is on the resource page. The expectation of what should be included in the FCIF is based on aircraft ownership and location. In general, six situations determine the source of required FCIF material.

- Service aircraft (e.g., USAF C-130), including FMS contracts at state-side locations (e.g., Fort Worth, Stratford), flown by DCMA, contractor, or Service crews using Service Guidance: FCIF sourced from the owning Service (e.g., AFMC).

- Service aircraft (e.g., USAF HH-60W), including FMS contracts at state-side locations, flown by DCMA, contractor, or other US Service crews using other US Service Guidance (e.g., USA): FCIF sourced from both Services (e.g., USAF and USA).

- Service aircraft (e.g., USAF F-16) contracts at overseas locations flown by DCMA, contractor, or other US Service crews: Contractor FCIF contains local information. DCMA FCIF, maintained by the GFR or CFO, would include US Service information for US aircrews.

- FMS aircraft overseas with contract performance in the FMS host nation flown by DCMA or contractor: Contractor FCIF contains local information and may include host nation information. DCMA FCIF, maintained by the GFR or CFO, would include US Service information for US aircrew and may include FMS host nation information.

- FMS aircraft overseas with contract performance in the FMS host nation flown by the host nation: Contractor FCIF contains local information and may include host nation information. DCMA FCIF, maintained by the GFR or CFO, would include DCMA information and may include FMS host nation information.

- FMS aircraft overseas (e.g., Iraq C-130 with work in Jordan) with contract performance in another country flown by either contracted nation or FMS nation: Contractor FCIF contains local information. DCMA FCIF, maintained by the GFR or CFO, would include DCMA information and may include FMS host nation information.

7.9. CREW AND NON-CREW QUALIFICATION.

7.9.1. Initial Qualification Training.

CMOs 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 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 TSA.

7.9.2. Mission Qualification Training.

Newly assigned personnel may arrive with an initial qualification in their assigned aircraft and may have completed a mission qualification check such as FCF, ACF, or Test missions 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 AO&FS commander. Training programs may be tailored to individual qualifications. The flying history of the individual and a recommended syllabus must be sent to AO&FS. Funding for training conducted during a permanent change of station for new DCMA crewmembers, or to ensure new DCMA crewmembers are qualified to perform the mission for the position which they are filling, is the responsibility of the Services per the TSA. Funding mission essential training for existing aircrew is a CMO responsibility. The syllabus must include the following:

7.9.2.1. 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.

7.9.2.2. Flight Training.

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

7.9.2.3. 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.

7.9.3. Military Multiple Aircraft Qualification.

Qualification in more than one mission or design or series of aircraft must be predicated on mission requirements. Qualification in two series of the same aircraft design may be approved by a rated CMO commander provided the flying qualities of the two series are similar as defined by the aircraft manual or Service. Examples of 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-18A-D and F-18E/F. F-18A-D and F-18E/F have separate flight manuals. No aircrew will carry more than one mission and design or mission or design or dissimilar series aircraft qualification without the express approval of the AO&FS commander unless conversion training is specified in service guidance without a separate qualification check. After considering all other solutions, a CMO commander may request authorization for multiple mission or design, multiple mission or design or dissimilar series, or more than two mission or design or series qualification through the AO&FS Waiver Page to the AO&FS commander. The CFO must place the written authorization for all multiple aircraft qualifications in the aircrew personnel's flight training folder and develop and document a currency and proficiency plan. Currency and proficiency plans may mirror the contractor multiple qualification plans.

7.10. CREW AND NON-CREW EVALUATION.

7.10.1. 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 or delivery missions, to accomplish training and proficiency requirements.

7.10.2. Aircrew Evaluation Program.

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

7.11. CREW AND NON-CREW CURRENCY.

7.11.1. Currency Training.

All aircrew personnel must maintain currency in their respective aircrew position in accordance with 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.

7.11.2. 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) or through use of a contractor's tracking program.

7.11.3. 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) or through use of a contractor's tracking program. Regardless of the method chosen, CMOs must report the projected currency of all assigned aircrew on a monthly basis via a memorandum for record (MFR) signed by the CFO 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 5th day of each month (e.g., report projected February 2021 aircrew currencies on 05 February 2021). If changes to aircrew status occur during the month, the CMO is not required to update their monthly projection; however, AO&FS 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. An MFR template can be found on the aircrew currency page on DCMA 365.

7.11.4. Currency Requirements for Multiple Aircraft Mission or Design or Series.

CFOs must develop and document a currency and proficiency plan for all crewmembers authorized to fly more than one mission or design or series aircraft in the activity's LOP. See paragraph 7.9.3 and Service guidance.

7.11.5. Simulators.

When aircraft flight simulators exist for the type aircraft being flown, crewmembers must complete emergency procedures simulator training. The duration and periodicity of the training session shall be commensurate with Service requirements.

7.11.6. 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 or design aircraft through the CMO commander to the AO&FS commander for approval. 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.

7.12. CREW AND NON-CREW TRAINING.

7.12.1. 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:

7.12.1.1. Recurring ground training.

7.12.1.2. Local qualification, requalification, and upgrade training requirements.

7.12.1.3. Physiological training.

7.12.2. 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 or 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.

7.12.3. Special Flight Rules Area (SFRA) Training.

For all flight operations within the Washington, DC or the New York, NY SFRAs, DCMA pilots both military and U.S. Government civilian, must complete the FAA Safety Team online training course for these areas (i.e., ALC-405: DC SFRA and ALC-79: NYC SFRA) prior to operations in these areas. Aircrews will maintain a copy of the training certificate in the aircrew training records.

7.12.4. Training Records.

Each flight training folder must be maintained in accordance with the crewmembers' Service directives.

7.13. FLIGHT PLANNING.

7.13.1. Flight Scheduling.

The CFO must publish written start-no-later-than mission times. The published times will be provided to the contractor to establish the latest time in the day aircraft can be presented to the aircrew and expect mission accomplishment considering mission planning, crew rest, required daylight operations, and local noise abatement procedures, if applicable. The times may be published as a list taking into consideration changing sunset times throughout the year, or as a standard timeframe (e.g., sunset minus 3.5 hours).

7.13.1.1. 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 U.S. Government.

7.13.1.2. Preflight Start.

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

7.13.1.3. Early Preflight Termination.

If the aircrew determines the aircraft is not prepared for flight during preflight or flight activities the CFO, GFR, and QAS must be notified immediately, and the aircraft will be returned to the contractor.

7.13.2. Flight Plans.

DD Form 1801, "DoW International Flight Plan," ForeFlight, 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 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.

7.13.3. Flight Acceptance Profiles.

FCF or 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 or ACF requirements differ from the profiles specified in the aircraft's technical orders, NATOPS, or maintenance test flight checklist, the CFO or 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.

7.13.4. 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.

7.13.5. Weight and Balance.

The pilot in command (PIC) must certify the aircraft weight and balance in accordance with Service directives. Pre-computed forms may be used.

7.13.6. Use of Portable Electronic Devices.

Use of portable electronic devices (e.g., electronic flight bags, tablets, notebook computers, smart phones, audio or video recording devices) during flight and ground operations will be in accordance with applicable Service Guidance and applicable airworthiness or technical releases. This does not preclude approved aircraft instrumentation devices during approved testing.

7.13.7. Weather.

Takeoff and landing ceilings and visibility minimums for all DCMA flights will be established in accordance with the Service Guidance of the aircraft being operated. CFOs may establish takeoff and landing ceilings, in feet, and visibility minimums, in statute miles, that is more restrictive than Service Guidance. These minimums will be delineated in the facility's LOP. FCF or ACF checks must be accomplished during day visual meteorological conditions with weather minimums in accordance with Service Guidance. Alternate weather requirements must be in accordance with Service Guidance 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 the published minimums for the expected approach to be flown in the event of an immediate landing at that field. Helicopter Special VFR operations must not be conducted with weather less than 500 feet and 1 mile. FCF or ACF hover checks may be performed when clear of clouds and at least ½ mile visibility.

7.13.8. Required Daylight Operations.

7.13.8.1. Check Flights.

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

7.13.8.2. T&E Flights.

T&E flights must be conducted between official sunrise and sunset unless night operations are specifically required by the test or evaluation plan.

7.13.9. Mission Briefing.

The PIC or air mission commander must thoroughly brief all personnel participating in the flight on the mission and emergency procedures in accordance with the aircraft manual. Contractor personnel performing PIC or air mission commander responsibilities follow their approved Procedures for mission briefs.

7.13.10. Mission Debriefing.

At a minimum, DCMA PIC or air mission commander 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.

7.14. FLIGHT AUTHORIZATIONS AND APPROVALS.

7.14.1. 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.

7.14.2. 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 or rank, and flight function of all personnel; a designation to identify the PIC, the air mission commander, 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 or estimated time of arrival; and the signature of the authorizing officer. In addition, a GFR signature on a DD Form 3062 "Request for Flight Approval," or GFR approved equivalent, is also required for all flights under GFRC.

7.14.3. Contractor Flight Approvals.

GFR approval is required for all aircraft flying under contract, even flights with U.S. 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. When contractor personnel performing contract activities fly on aircraft owned and operated by a Service organization, the GFR does not authorize the flight. These operations are considered "flight services." A DD Form 3062, or GFR-approved alternate, listing only contractor personnel must be approved by the cognizant GFR to authorize contractor personnel participation in the flight(s), document contractor personnel qualifications, facilitate the Service organization's flight management processes, and activate the U.S. Government's assumption of risk in accordance with DFARS 252.228-7001.

7.14.3.1. 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.

7.14.3.2. 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 in accordance with 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.

7.14.3.3. Flight Approval Process.

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

7.14.3.3.1. Equivalent Forms.

DCMA-INST 8210-1 allows GFRs to authorize contractors to use a DD Form 3062 "equivalent" for flight approvals. Equivalent forms must contain the same requisite information found in the DD Form 3062, including the contractor certification statement, "I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations Procedures."

7.14.3.3.2. Multiple Flight Approvals.

DCMA-INST 8210-1 allows GFRs to sign "extended" flight approvals (e.g., multiple flights, aircraft, or flight crews). GFRs must know the profile and objectives for each contractor flight as well as the currency and qualifications of the flight and ground crews involved for the duration of the approval period. GFRs should avoid flight approvals beyond weekly. 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".

7.15. DCMA MISSION PROFILES.

7.15.1. Mission Flights.

Check flights, FCF or ACF, and other sorties required by the contract.

7.15.2. Pickup and Delivery Missions.

These flights must 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 TSA, associated aircrew TDY costs are also normally funded by the program office or unit owning the aircraft.

7.15.3. Evaluation, Training, and Proficiency Flights.

Dedicated evaluation, training, or proficiency flights must have the prior approval of the buying activity.

7.15.4. Formation Flying, Target, Towing, Pace, and 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.

7.15.5. Tactical Events.

Tactical events will not be flown unless these events are specifically required by the contract or Service FCF or 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.

7.15.6. Developmental Test Flights.

Developmental Test Flights are normally flown by the contractor in conjunction with a Research Developmental Test & Evaluation, upgrade, or evaluation program. Normally, any U.S. Government involvement would be through the establishment of an integrated test team. For this reason, any request for DCMA assigned aircrew to participate in these flights must be approved through the appropriate Service Waiver Authority (SWA). Developmental Test Flights are divided into two distinct categories: Engineering Test Flights and Experimental Test Flights.

7.15.6.1. 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.

7.15.6.2. 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 or design or series aircraft; high angle of attack, flutter and loads or 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.

7.15.6.2.1. DCMA Personnel on Experimental Test Flights.

Requests to participate on experimental test flights must be forwarded to the SWA through AO&FS 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 participation in the testing, and a list of crewmembers with qualifications involved. DCMA aircrews performing aircrew duties on experimental test flights must be qualified in accordance with their parent Service Guidance.

7.15.6.2.2. 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.

7.15.7. Crew Transport.

A mission flight performed to transport U.S. Government crewmembers that are current and qualified in the same airframe from point A to point B.

7.15.8. Flights by Supervisory Personnel.

The purpose of a supervisory flight is to observe the in-flight performance of contractor crewmembers as well as the adherence to GFR approved Procedures. It is not an evaluation flight and should include an analysis of the local area flight hazards. Observations must be documented and entered in the appropriate surveillance record system. Supervisory flights may be performed by:

7.15.8.1. GFRs.

Supervisory flights may be conducted during any contract flight by GFRs as long as they maintain a flight physical; military or FAA Class 2. Not required for observing UAS flights. GFRs that are not current and qualified in the aircraft must not displace required crewmembers and ensure physiology and egress training is in accordance with Service Guidance. These flights will be flown with the focus on effectiveness of GFR approved procedures and analysis of the local area flight hazards.

7.15.8.2. Other Rated Personnel.

In conjunction with a DCMA AOI, Service inspection AOI team members are permitted to perform supervisory flights in accordance with the Service directives corresponding to the contracted platform. Service AOI team members may include: AFMC/A3, AFMC/A3V; Army Directorate of Evaluation and Standardization (DES).

7.15.8.3. DCMA Enlisted Aircrew.

Current and qualified DCMA enlisted aircrew members (e.g., flight engineers, boom operators) may perform supervisory flights to observe the in-flight performance of their contractor aircrew counterparts.

7.15.9. Command Oversight Flights.

Rated CMO commanders may conduct command oversight flights which are performed to observe DCMA and contractor flight crew performance and adherence to the LOP or Contractor Procedures. CMO commanders that are not current and qualified in the aircraft must not displace required crewmembers and ensure physiology and egress training is in accordance with Service Guidance.

7.15.10. Check Flights and 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, emergency procedures, in-flight evaluation, and local procedures testing. All flights must be conducted in accordance with GFR approved flight procedures.

7.16. FLIGHT PROFILES REQUIRING SPECIAL APPROVAL.

Any flight listed in Paragraphs 7.16.1 through 7.16.4 requires AO&FS commander coordination. The CMO commander must follow the restrictions below when considering non-mission flights. CMOs must submit a complete package consisting of a RM evaluation and approvals from the CMO commander, buying activity and owning activity, as appropriate. Submit special flight approval requests to the AO&FS commander for crew and profile approval. AO&FS will coordinate with appropriate Service for final approval as required.

7.16.1. Cargo Flights.

Flights for the purpose of transporting routine cargo are not CAS missions. However, in extraordinary circumstances (e.g., to provide critical humanitarian or time-sensitive, mission-essential support), the CMO commander may request a special transport flight. Coordinate intentions with the buying activity and AO&FS.

7.16.2. Flights with Personnel Not Current and Qualified in the Aircraft.

There are two categories of flights that may involve personnel who are not qualified in the aircraft flown: Orientation Flights and Passenger Flights. All flights require approval by the cognizant SWA through in addition to AO&FS approval.

7.16.2.1. Orientation Flights.

Orientation flights are used by DCMA or the Services to ensure a better understanding of a particular weapon system and its role, when the flight is determined to be in the best interest of DCMA or the DoW, or to reward and motivate individuals, incentive orientation flights only. These orientation flights, both familiarization and incentive, will only be flown on mission support sorties where a vacant seat is available and must be flown Point A to Point A. 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.

7.16.2.1.1. Orientation flights for the purpose of familiarization are flights performed within the local flying area to familiarize selected U.S. Government or foreign personnel with the mission and capabilities of the aircraft. Requests for familiarization orientation flights 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 familiarization Orientation flights must include a request from the buying activity (i.e., program office) and meet all Service requirements including Service approval, Office of Congressional Liaison coordination, if required, and foreign visitor approvals, if required. CMOs may submit 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. These requests must be submitted on a flight-by-flight basis.

7.16.2.1.2. Orientation flights for the purpose of recognizing exemplary performance may be flown when the CMO commander or DCMA Director wishes to recognize a DCMA military or civilian member for exceptional and sustained merit in the execution of their primary duty. Under no circumstances must a sortie be generated for the sole purpose of recognizing performance. Under no circumstances may an orientation flight be accomplished on an FCF, ACF, or Test sortie. These requests must be submitted on a flight-by-flight basis.

7.16.2.2. Passenger Flights.

A flight performed to transport personnel from point A to point B for official U.S. Government business. Routine passenger flights are not authorized. Passengers are not authorized on FCF or ACF or developmental test missions. These requests may be submitted as a blanket request. The following restrictions apply for any passenger flight:

7.16.2.2.1. Aircraft Configuration.

The aircraft must be configured for carrying passengers with appropriate seating and life-support equipment.

7.16.2.2.2. Aircrew Training.

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

7.16.2.2.3. Security.

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

7.16.2.2.4. Passenger Briefing.

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

7.16.2.2.5. Other Restrictions.

Passengers must not occupy ejection seat or seats with access to flight controls or mission equipment.

7.16.3. Flight Demonstrations, Air Shows and Flyovers.

It is not within the DCMA mission to perform these events. If there is an overriding requirement to participate, a request package will be developed using DoW and Service Guidance, to include as a minimum: the written request from the originating party, RM analysis of the event, DD Form 2535, "Request for Military Aerial Support," written buying Service concurrence, and CMO commander's written recommendation. This request package must be forwarded to the AO&FS. These requests must be submitted to the AO&FS NLT 2 months prior to the event.

7.16.4. 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 that do not require flight and do not incur additional cost to the contract. If flight is required for positioning, and it is not conducted as a mission sortie under contract, treat the request as an off-station display. For off station static displays, approval requests must be routed through AO&FS to the SWA. Packages must include written concurrence from the buying activity and DD Form 2535, as applicable. For all static displays, the CFO will establish crew procedures that emphasize safety and professionalism. If a public event with Army aircraft, all requests must be approved by the SWA regardless of static display location.

7.17. EXTERNAL FLYING.

AO&FS 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 provides a benefit to the participating Service command.

7.17.1. CMO Commander Approval.

Participation in external (i.e., 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.

7.17.2. Service Approval.

Participation in "External Flying" requires Service approval. This is defined as:

- For the Navy and Marine Corps – either Duty in a Flying Status Involving Operational or Training Flights orders for the member or a waiver per Commander, Naval Air Forces Manual 3710.7, "NATOPS General Flight and Operating Instructions Manual," to Duty in a Flying Status Not Involving Flying orders.

- For Air Force – appropriate USAF Aircrew Position Indicator associated with the assigned billet.

- For Army – appropriate Table of Distribution and Allowances authorization associated with the assigned billet or waiver per Army Regulation (AR) 570-4, "Manpower Management."

7.17.3. 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 AO&FS 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.

7.18. GROUND OPERATIONS.

DCMA APT members perform surveillance of contractor ground operations to ensure contract requirements are being met. GGRs are SMEs for the evaluation of contractor ground operations and associated procedures. APT members do not perform aircraft ground operations as defined in DCMA-INST 8210-1. APTs should refer to DCMA-INST 8210-1 and the resource page for additional guidance on accomplishment of FAR 42.302(a)(38, 39, and 56) CAS responsibilities related to contractor aircraft ground operations.

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SECTION 8: AVIATION SMS

8.1. OVERVIEW.

CMO commanders are expected to create a culture that promotes aviation safety through establishing proactive aviation safety programs. The specific programs required will be scaled depending upon the type of DCMA operations conducted at the CMO. Elements such as BASH, MACA, flight safety meetings only apply to those CMOs with established DCMA flight operations. Regardless, all CMOs are expected to utilize RM in daily operations, support contractor safety councils, attend AOSS, establish mishap notification procedures, etc.

8.2. 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 (i.e., the ASO or GFR for CMO locations with no ASO) administer the program, but leaders at all levels establish the proper aviation safety culture to ensure DCMA operates safely and effectively.

8.3. MISHAP PREVENTION PROGRAMS.

Constant vigilance and adherence to established safety standards are pillars of an effective mishap prevention program. CMO locations 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 CMO locations without DCMA aircrews to include ground operations only contractors, GFRs will accomplish oversight of the contractor's mishap prevention programs.

8.4. RM.

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 and GGR course and by each of the Services' RM publications.

8.4.1. 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.

8.4.2. Flight RM.

CMOs with DCMA aircrews must have a flight RM program and may base their program on any of the Services' programs or techniques. A threshold will be used for risk decisions. Flights assessed at an elevated risk level above the threshold (i.e., Green - Low Risk) will be reviewed and approved by a supervisory authority other than the aircraft commander prior to execution of that sortie. For moderate risk, the approval will be the CFO, first rated commander, or DAO. For high risk, the approval is the AO&FS commander. RM data for all flights will be tracked and reviewed at least semi-annually by the CFO and ASO to determine if the established threshold criteria is appropriately assessing the risks identified and accepting them at the appropriate level.

8.4.3. 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 and AO&FS.

8.4.4. Human Factors Councils (HFC) and Human Factors Boards (HFB).

CMOs with DCMA flight operations will establish a flight crewmember HFC and HFB program to identify and assess human factor risks using COMNAVAIRFORINST 5420.2E, "Human Factors Program," as a guide to model their program. HFC will be convened on a quarterly basis at a minimum. While DCMA CMOs may not have ready access to a flight surgeon for routine HFC, if underlying medical or psychological risk factors are identified, a Service flight surgeon will be consulted. Should the need arise to conduct an HFB, an AO&FS voting member will be appointed to the HFB. Any notes generated by a HFC or HFB are personal in nature and are for the CMO commander's exclusive use and will be secured and protected appropriately. HFC or HFB will be administratively documented by a memorandum of record.

8.4.5. 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 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.

8.5. AOSS.

AOSS is a safety stand down requirement. AOSS may be conducted semiannually using distance learning technologies. Resident AOSS is usually conducted on a 2-year cycle, funding permitted. Dates of the AOSS will be coordinated by AO&FS NLT 60 days prior and detailed instructions will be published in a DCMA tasking memorandum. WarU Continuous Learning Points may be credited for AOSS attendance.

8.5.1. Required Attendees.

CFOs, GFRs, GGRs, ASOs, and military flight crewmembers, as well as CSMs and QASs who are members of an APT, must attend AOSS as part of their required semiannual training. When individual circumstances prevent attendance at in-person AOSS, CMO commanders must submit requests for relief from this requirement for their personnel using the procedures outlined in Section 3 for obtaining a waiver to this manual; however, a RM review is not required. When in-person attendance is limited by agency budget or policy constraints, CMO commanders will prioritize their attendees to fill positions per the DCMA tasking memorandum without need for individual waivers. Required personnel missing AOSS, whether in-person or virtual, must make up the training by reviewing the AOSS briefing slides or other content within 30 days of them being posted or their return to duty. APT members who miss AOSS and fail to complete the make-up training within 30 days must not perform further APT duties until they have done so. The Learning Management System will be used to schedule and credit attendance for AOSS events.

8.5.2. Optional Attendees.

All CMO commanders with aircrews, additional QASs performing aircraft surveillance but not part of an APT, PAs, Legal Counsel, and ACOs are highly encouraged to attend this semiannual virtual or resident safety training.

8.6. ASO AND NCO SAFETY OFFICER APPOINTMENTS.

All CMO locations with flight operations conducted by DCMA aircrews must appoint an ASO. At sites without DCMA aircrew, no ASO is required. The GFR or G-GFR will perform the mishap response and mishap notification duties. When CMO 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.

8.7. SAFETY MEETINGS.

DCMA-INST 8210-1 describes required contractor safety meetings.

8.7.1. DCMA Aircrew Monthly Flight Safety Meetings.

These meetings focus on those personnel directly involved in flight operations. CMOs 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 agreements. 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 and emergencies, operational safety hazards, drone awareness, 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.

8.7.2. Contractor Quarterly Safety Council Meetings.

These council meetings are broader in scope and audience than the monthly flight safety meetings. DCMA-INST 8210-1 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.

8.8. SAFETY LITERATURE.

ASOs will obtain and make available safety literature to all unit personnel (e.g., Service safety and industry safety magazines, posters, AO Safety Newsletter). 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.

8.8.1. 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. Privileged safety information will not be shared with contractors who do not have approved non-disclosure agreements.

8.8.2. Access to Safety Reports.

ASOs or GFRs may obtain access to the Navy's Risk Management Information, the Air Force Safety Automated System, or the Army Safety Management Information System as appropriate. Air Force Safety Automated System accounts are approved by AO&FS. Contact Services to obtain an Army Safety Management Information System or a Navy Risk Management Information account. If unable to obtain a Service mishap report, contact AO&FS.

8.9. PRIVILEGED INFORMATION.

See DoD Instruction (DoDI) 6055.07, "Mishap Notification, Investigation, Reporting, and Recordkeeping". Service safety investigation reports contain privileged information. ASOs should work with their Office of Counsel and AO&FS 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 have been complied with. Contractor mishaps investigation reports are not considered privileged but may contain contractor proprietary information or PII. CMO personnel will comply with DFARS 252.204-7012 and DoDI 5200.48 when handling PII, privileged, and/or contractor proprietary information. Privileged electronic documents will be password protected and passwords will be sent in a separate encrypted email when forwarding via email.

8.10. FOD PREVENTION PROGRAM.

Managing FOD is an essential part of conducting safe AO. DCMA ASOs will ensure all onsite DCMA personnel are familiar with their responsibilities to follow the contractors FOD prevention program.

8.11. BASH PROGRAM.

The intent of the BASH program is to prevent avoidable wildlife damage to DoW aircraft. The APT shall ensure the contractor and airfield supervision have established an effective airfield wildlife mitigation program.

8.11.1. Bird Conditions.

CMO locations with DCMA aircrews will have procedures in place to keep aircrew members aware of the current bird condition at the airfield and local flying area using standard Service terminology for categorizing these condition levels. The airfield component of this requirement can be met by an existing BASH or bird condition reporting system at the host airfield. Coordinate with airfield manager. Available systems such as NEXRAD reporting or the avian hazard advisory system will be used, where available, to obtain current and historical bird condition data for the local flight area. Elevated BASH conditions need to be addressed and mitigated by the aircrew at the direction of the CMO. ASOs should also consider runway animal intrusion incidences as an extension of the BASH program. BASH programs at overseas locations depend on host nation support and regulations. In addition, see NATO Standardization Agreement 3879.

8.11.2. BASH Reporting.

In the event a wildlife strike occurs during DCMA flight operations, strike reporting will be in accordance with Service guidance and the DCMAF 8210-2-06 if damage exceeds Class D threshold criteria. If no Service guidance exists, non-damaging strikes will be reported via FAA or United States Department of Agriculture strike reporting channels. See resource page for link. In all cases, species remains (i.e., snarge) will be collected and shipped to the Smithsonian Institute species identification lab. Due to the risk of avian influenza, personnel charged with removing bird strike remains from aircraft should wear appropriate protective clothing in

accordance with Centers for Disease Control guidance. Pre-made bird strike collection kits with forms, personal protective equipment and collection bags are highly encouraged.

8.12. MACA PROGRAM.

The intent of this program is to proactively analyze the local flying environment and take necessary steps to reduce the likelihood of a mid-air collision. 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 commercial and recreational drones. Examples of a MACA program include training with the local tower and radar approach control personnel, meeting with the leadership of local airports and flying clubs, distributing MACA awareness literature to local flying organizations, etc. ASO or 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 U.S. 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 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.

8.13. 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. The ASO spot inspection program must not be confused with contractor surveillance operations and 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. ASOs must develop a risk-based plan appropriate to the operations at the facility. The ASO must document each inspection and forward pertinent findings to the CMO commander. Examples of items to inspect include DCMA aircrew flight planning, pre-flight briefings, post-flight debriefings, human factor councils, flight line safety, etc.

8.14. FLIGHT LINE SAFETY PROGRAM.

The flight line is a dangerous environment. APT members must ensure that all DCMA personnel with access to the flight line are in compliance with all local flight line safety procedures including flight line driving procedures and FOD prevention programs.

8.15. 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, and the U.S. Government, through this manual, must have an MRP. These plans may be managed separately or merged into one cohesive MRP.

8.15.1. Contractor's MRP.

DCMA-INST 8210-1 requires contractors to develop plans and procedures for reacting to overdue aircraft or known aircraft mishaps. The contractor's MRP focuses on rescue response, site security, preservation of evidence (e.g., oil samples, records, photographs), and toxicological testing. CMOs will ensure that the U.S. Government's MRP includes steps to verify that the contractors have complied with DCMA-INST 8210-1 requirements.

8.15.2. U.S. Government's MRP.

The U.S. 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 (e.g., securing applicable military and U.S. Government records and accomplishing toxicological testing), and mishap notification. Additionally, this plan should address public affairs procedures keeping in mind the TSA 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 (e.g., explosive ordnance disposal, casualty notification, command post coordination, safety message distribution).

8.15.3. Aircraft Impoundment.

When the Cognizant Service Safety Official (CSSO) determines the need to impound mishap aircraft pursuant to a safety investigation, directions to the contractor to impound aircraft must come from the contracting officer, ACO or PCO. The contracting officers may cite DFARS 252.228-7005, paragraph (b), "If the U.S. Government conducts an investigation of the mishap, the Contractor shall cooperate and assist the U.S. Government's personnel until the investigation is complete," in their directions to the contractor. The GFR, in coordination with the CSSO, is the release authority for all impoundments of mishap aircraft. If a Service mishap board is convened, the board president is the release authority.

8.15.4. Mishap Response Exercises.

DCMA CMOs will conduct mishap response exercises at least every 6 months. One of these mishap response exercises should be aligned with the contractor's annual mishap response exercises. For CMOs with multiple sites without DCMA flight operations, exercise of one mishap notification procedure semi-annually meets this requirement for all APTs. However, the notification rosters for all sites must be validated during the exercise. The exercises may be aligned to the contractors' exercises on a rotational basis. It is imperative that contractors and

CMOs test every aspect of their plans to the maximum extent possible. It is recognized that some of the items may have to be simulated, but at a minimum, all aspects should be discussed, or 'table-topped', with the appropriate personnel present. For example, contractors are not expected to actually take fluid samples from the aircraft, draw blood for toxicology, get a physical, pull and secure aircraft logbooks, or other such activities, but again these aspects should be thoroughly analyzed to ensure viability. When making exercise mishap notification emails insert "EXERCISE, EXERCISE, EXERCISE" in the email subject line. Ensure capability exists to send encrypted emails to POCs listed in the DCMA DOW Mishap Classification and Reporting Guide job aid on the resource page.

8.16. TOXICOLOGICAL TESTING.

CMO commanders must ensure that toxicological testing of DCMA personnel involved in aircraft mishaps is promptly accomplished in accordance with Service Guidance. GFRs must ensure the contractor, as part of their MRP, conducts toxicological testing of its personnel in accordance with DCMA-INST 8210-1. See the Armed Forces Medical Examiner System (AFMES) and 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."

8.16.1. Criteria.

As a minimum, DCMA crewmembers involved in Class A and B mishaps will be tested. AR 385-10, "The Army Safety Program," requires testing of Army crewmembers at Class C threshold. Contractor personnel will be tested in accordance with DCMA-INST 8210-1 criteria. Testing of U.S. 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).

8.16.2. 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 should be tested.

8.17. 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 CMO locations do not report aircraft mishaps up the chain of command from multiple sources (e.g., QAS, CSM, ASO). A DCMA Situation Report (SITREP) is not a substitute for the DCMAF 8210-2-06. DCMAS GFRs will make mishap notification in accordance with the appropriate program security guide. ASOs and GFRs must ensure that the CMO's MRP clearly conveys the following notification requirements.

8.17.1. Mishap Notification Criteria.

Notification must be made using DCMAF 8210-2-06 for all Flight, Flight Related, Aircraft Ground or Aircraft Industrial mishaps, bird strikes, and FOD incidents, when there is damage to DoW and non-DoW property estimated to meet or exceed Class D dollar threshold which includes cost of component repair and replacement and actual labor hours; or in accordance with 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 or GFR, constitutes a high accident potential or aircraft hazard. Additionally, all flight Class E incidents (e.g., precautionary landing, engine rollback, physiological event) and dropped objects, will be reported via email notification to "DCMA Ft Lee HQ List DCMA-AO Mishap Notification."

8.17.2. Mishap Notifications.

Notifications are made in accordance with DCMA-INST 8210-1. Make notifications for all mishaps, including pre-WAWF RR or DD Form 250 production aircraft not covered using the DCMAF 8210-2-06.

8.17.3. Mishap Classification Criteria.

The Services categorize mishaps by the severity of the incident (i.e., damage and replacement costs and injuries), the systems involved, and the environment in which the incidents occur. Aircraft mishap classifications include: flight, flight-related, aircraft ground, and ground industrial. For non-aviation mishaps, report per CSSO direction or refer to the DCMA SOH reporting guidelines as appropriate. While the Services base their mishap classification systems on the same instruction, DoDI 6055.07, they have modified the DoW criteria slightly to meet the goals of their respective safety programs. ASOs and 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.

8.17.3.1. Army:

Department of the Army Pamphlet 385–40, "Army Mishap Investigations and Reporting."

8.17.3.2. Navy and U.S. Marine Corps:

Office of the Chief of Naval Operations Manual 3750.6 series, "Naval Aviation Safety Program."

8.17.3.3. Air Force:

8.17.3.3.1. Department of the Air Force Instruction 91-204, "Safety Investigations and Reports."

8.17.3.3.2. Department of the Air Force Manual 91-223, "Aviation Safety Investigations and Reports."

8.17.3.3.3. Department of the Air Force Manual 91-224, "Ground Safety Investigations and Reports."

8.17.3.4. Coast Guard:

Commandant Instruction 5100.47, "Safety and Environmental Health Manual."

8.17.4. Notification Sequence.

CMOs must ensure their mishap response checklists contain procedures for accomplishing the following notification requirements, in order.

8.17.4.1. Initial Service Safety Office Notification.

ASOs and 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 downgraded to a lower mishap category than vice-versa. Upon determination by the ASO or GFR that an incident involving DoW aircraft may be reportable, the ASO or GFR must immediately contact the CSSO for the aircraft involved. CSSOs make the final determination regarding mishap classifications and whether or not the mishap is reportable. The CSSO will also determine whether the Service or the contractor will investigate the mishap. As a primary responsibility, ASOs or GFRs must ensure they have 24 hour, primary and alternate, contact information for each CSSO associated with their programs.

8.17.4.2. Initial DCMA Notification.

The ASO or GFR report mishaps using the DCMAF 8210-2-06 to provide important information concerning mishaps to acquisition personnel associated with those contracts The DCMAF 8210-2-06 is 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 or GFR must:

8.17.4.2.1. For "Class A" mishaps with fatalities or total loss of Aircraft. Immediately notify the CMO commander and AO&FS via telephone or cellphones if after duty hours. If unable to speak to any member of AO&FS, leave a message and use the list of AO&FS personnel from the AO&FS 365 site to achieve positive verbal contact with a member of AO&FS. Start at the top of the list with the AO&FS commander and work down until able to speak to a member of AO&FS, who ensures the information is passed to the Director, DCMA. Complete and transmit the DCMAF 8210-2-06 within 4 hours. This paragraph does not apply to the total loss of an aircraft, including UAS whose total cost is less than $2.5 million, normally Group 1-3, unless fatalities occurred.

8.17.4.2.2. For Other "Class A", "Class B", "Class C", and "Class D" Mishaps. Complete and transmit the DCMAF 8210-2-06 within 8 hours.

8.17.4.3. DCMA Aircraft Mishap Notification Message.

Within 8 hours of CSSO determination that the incident is a reportable mishap, fill out the DCMAF 8210-2-06 located on the resource page. DCMAF 8210-2-06 is a fill-able PDF file that is considered controlled unclassified information when filled-in. After completing the form, save and attach it to an email to the DCMA-TDSA. The ASO or GFR may edit the subject line and then add the email 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 emails with an attached DCMAF 8210-2-06 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".

8.17.4.4. Follow-Up Notifications.

ASO or GFRs will send follow-up messages as information that was initially listed as "PENDING" is determined. Additionally, ASOs or GFRs must submit follow-up a DCMAF 8210-2-06 to DCMA-TDSA 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.

8.17.4.5. Reports from Service Safety Investigations.

Service "Safety" investigations create limited use reports that include privileged information. The board president and Service Safety Centers for these investigations are responsible for distributing the safety reports and messages. ASOs or 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, simply provide the Service case number in the notification form.

8.17.4.6. Additional Reporting Requirements.

Whether or not an incident is reported under this manual, the following requires additional reporting:

8.17.4.6.1. SITREP.

A SITREP is an unscheduled report of a significant event or situation that is projected to negatively impact DCMA's mission execution capability or could impact the Defense Industrial Base capabilities readiness state to support the war fighter 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 or 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 DCMAF 8210-2-06.

8.17.4.6.2. Injury or Fatality of DoW or Non-DoW Personnel.

See requirements in the DCMA DOW Mishap Classification and Reporting Guide job aid on the resource page.

8.17.4.6.3. 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 or agency investigators for initiation of a criminal investigation in accordance with DCMA-INST 931, "Inspector General: Investigations."

8.17.4.6.4. Laser Incidents.

Inflight laser incidents will be reported in accordance with FAA Advisory Circular 70-2B, "Reporting Laser Illumination of Aircraft," and the FAA laser incident reporting website, and, via email to DCMA-TDSA. If aircraft damage or injuries are sustained, report in accordance with Paragraph 8.17.1.

8.17.5. Other Mishap Historical Records.

GFRs or G-GFRs must ensure all reported incidents that fall below the DoDI 6055.07 Class D cost threshold are tracked for local trend data and historical analysis. At a minimum, the "Less than Class D" data will track cost, schedule impact if any, root cause (e.g., 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 2 years and be made available to AO&FS upon request.

8.18. DCMA INVOLVEMENT IN MISHAP BOARDS.

8.18.1. Interim Boards.

For USAF Class A and 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 and APT and contractor mishap response efforts (e.g., securing and preserving the scene, impounding evidence) normally suffice until a formal USN or U.S. Army Board is appointed and has assumed lead of the investigation.

8.18.2. Class A and B Boards.

AO&FS will coordinate with each Service to ensure that a DCMA member or advisor is present on all Class A and B mishap boards under DCMA's cognizance to the maximum extent allowable by the Service guidelines.

8.18.3. Class C and D Boards.

If the Services assign the responsibility of investigating a Class C and 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 only if required by the contract. All Class D and above safety investigations not accomplished by the Service must be routed to AO&FS for endorsement before sending the results to the Services.

8.18.4. DCMA Support to Service Boards.

Occasionally, support is requested from DCMA for Service mishap investigations. This could range from interpreting contractor AO policies (e.g., DCMA-INST 8210-1, DFARS) to requesting contractor or U.S. Government quality records. All requests to support Service Safety Boards may be referred to AO&FS. The AO Chief of Safety will serve as the single POC to the requesting Service Safety Board.

SECTION 9: AIRCRAFT OPERATIONS INSPECTIONS

9.1. OVERVIEW.

Risk is inherent in aviation. The goal is to mitigate or manage risks down to an operationally acceptable level. AOIs are structured, risk-based, evaluations led and conducted by experienced DCMA aviation professionals. AOIs complement and enhance the ongoing RM processes implemented by the CMO, providing additional resources to ensure the highest standards of safety and operational integrity. These inspections are executed at facilities or sites where DCMA administers contracts and a DCMA GFR(s) or G-GFR(s) has been appointed to perform the CAS function, required by FAR 42.302(a)(56). AOIs determine APT effectiveness by evaluating APT and contractor procedures, operations, data, surveillance artifacts and performance. Team members conduct a comprehensive review and assessment, with the goal of preventing mishaps, ensuring optimal RM, and enhancing the AO safety culture. To ensure a thorough and well-rounded assessment, the AOI team may comprise inspectors from various organizations, including NAVAIR/AMMT, AFMC/A3V, DES, and other relevant Service or Agency evaluators and augmentees.

9.1.1. AOI Objectives and Goals.

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

9.1.1.2. To appraise the U.S. Government and contractor's ability to proactively address risk to conduct ground and flight operations effectively and safely.

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

9.1.1.4. To provide DCMA leadership an assessment of risk at a DCMA unit with AO includes analyzing enterprise-wide inspection results and reporting to the agency Director's level for awareness.

9.1.1.5. To improve and standardize overall operations by analyzing, trending, and disseminating AOI results and best practices throughout the AO Enterprise to mitigate risk and better support the end user.

9.1.1.6. To enhance the safety culture of the DoW aircraft acquisition enterprise.

9.1.2. AOI Methodology and Risk Assessment Criteria.

The inspection is administered objectively using 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 Planning and Execution Guidebook on the resource page. All evaluated sub-elements and write-ups are assigned a risk rating and color. In addition, all write-ups are assigned an accountability code and a status code. See the AOI Planning and Execution Guidebook on the resource page for further detail.

9.1.3. Post-AOI 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 11, CAPs and the CRAB are used to mitigate elevated risk identified during an AOI.

9.2. AOI SCHEDULING.

9.2.1. Criteria and Frequency.

Upon delegation of an APT to a new site and commencement of work under the GFRC, an initial AOI will normally be scheduled within approximately 24 months. Subsequent AOIs will typically be conducted every 24 months, subject to risk-based adjustments as outlined in Paragraphs 9.2.2 and 9.2.3. This frequency ensures that CMO commanders and APT members, who ordinarily have assignments of 3 years or less and may have limited prior acquisition experience, benefit from an AOI during their tour. The consistent and predicable visit schedule provides several other benefits, including improved resource management, level loading of fiscal year budgets and requirements, enhanced standardization across the AO enterprise and improved mean performance levels. To accommodate scheduling needs, the AO Risk Assessment Program Manager may extend an AOI by up to 12 months. Extensions beyond 12 months require approval from the AO&FS commander, which can be obtained through the annual AOI schedule approval process or requested OOC by other means such as email, in unusual situations, a waiver may be required. The DCMAS will schedule and conduct all classified SP AOIs using qualified AOI team members with the applicable security clearances and program access. Close coordination with the AO Risk Assessment Program Manager is essential to ensure the effective utilization of resources and seamless collaboration when mainstream and SP AOIs are conducted simultaneously at the same facility or site. AOI documentation and reporting requirements will comply with SP's requirements.

9.2.2. Risk Based Adjustment to AOI Frequency.

The AO&FS commander has the authority to extend the inspection frequency up to 24 months, for a total of 48 months between AOIs, provided that the criteria in the subordinate paragraphs are met and validated by the applicable ODST on an annual basis, typically as part of the annual AOI schedule development process, in coordination with the AO Risk Assessment Program Manager. Sites with DCMA or Service assigned flying activities will normally not exceed more than 36 months between AOIs. To optimize resource utilization, a risk-based approach will be employed. However, it is also crucial to consider several other key management factors that can have a significant impact, such as level loading of AOIs within CMOs across the entire AO enterprise and fiscal years. This holistic approach aims to achieve efficient and effective use of resources while ensuring the continued fulfillment of AOI program goals and objectives. Key factors to consider are:

9.2.2.1. Sub-elements were assessed as Green or Low Risk during most recent AOI. Exception can be made for one moderate risk sub-element, if all associated findings were corrected and or waivered and validated by the CRAB.

9.2.2.2. No significant decline in performance trends as indicated by the APT's 12-month surveillance data and most recent survey.

9.2.2.3. No AO-related Level III or higher CARs within previous 24 months.

9.2.2.4. No AO-related human factors related mishaps within previous 24 months.

9.2.2.5. No significant changes in contracted programs that increase throughput, schedule pressure, aircraft type, and type of work performed (e.g., maintenance, repair, overhaul, new production).

9.2.2.6. Assigned ODSTs participate in an APT survey or assist with surveillance at least every two years.

9.2.3. AOI Exemptions.

9.2.3.1. An AOI may still be conducted at the discretion of the AO&FS commander. Assigned ODSTs must validate the criteria annually. This is typically accomplished as part of the annual AOI schedule development process.

9.2.3.2. New site with contract performance periods of 3 years or less (i.e., site will not have any remaining work covered under the GFRC).

9.2.3.3. Existing sites, which previously received an AOI, where all work under GFRC is projected to be complete within 12 months of the scheduled AOI execution date.

9.2.3.4. Sites that exclusively conduct or support the following operations:

9.2.3.4.1. Aircraft painting operations where no FCFs or ACFs are required. Operations may include activities incidental to the normal operations of the aircraft (e.g., refueling operations, towing, servicing).

9.2.3.4.2. Aircraft reclamation whereby dynamic and structural components are reclaimed and subsequently fall under FAR 52.245-1 and fuselages retaining aircraft data plates are either processed for disposal or shipped to another facility for repurposing.

9.2.3.4.3. UAS Groups 1 and 2.

9.2.3.4.4. Short-Duration and Limited-Scope type work.

9.2.3.4.5. CLS or O-Level maintenance and or training type work with no flight operations under contract.

9.2.3.4.6. PN and FMS at host nation bases covered by the PN and FMS Sustainment Oversight Waiver.

9.2.3.5. Sites with infrequent and or unpredictable annual aircraft inductions may be eligible for exemption. This typically includes locations that receive a limited number of aircraft per year, such as sites with two or three aircraft inductions per year. Exclusions are low-density National command assets, such as Air Force One, Marine One, Survivable Airborne Operations Center. To be eligible for an AOI exemption, the following conditions must be met and validated annually by the applicable ODST. This validation is typically accomplished as part of the annual AOI schedule development, in coordination with the AO Risk Assessment Program Manager.

9.2.3.5.1. No significant decline in performance trends as indicated by the APT's 12-month surveillance data.

9.2.3.5.2. No AO-related Level III or higher CARs within previous 24 months.

9.2.3.5.3. No AO-related human factor type mishap trends within previous 24 months.

9.2.3.5.4. No significant changes in contracted programs that increase throughput, schedule pressure, aircraft type, and type of work performed (e.g., maintenance, repair, overhaul, new production).

9.2.3.5.5. ODSTs participate in an APT survey or assist with surveillance at least every two years.

9.2.4. Annual Scheduling Cycle.

The AO 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 DCMA-TDS. External coordination will include NAVAIR/AMMT, AFMC/A3V, DES, and associated Service or Agency evaluators as applicable.

9.2.5. AO&FS Approval.

When coordination of the AOI schedule is complete, the AO Risk Assessment Program Manager will finalize the schedule and forward it to AO&FS commander via the DCMAO-AP supervisor for approval and signature.

9.2.6. Schedule.

9.2.6.1. Publishing.

The AO 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 AO&FS 365 site and distributed via email using the AOI Schedule Outlook distribution group. The published AOI schedule will act as official notification to CMOs of an impending AOI. Additionally, the appointed team lead will notify the effected CMO commander 60 days prior to the AOI and 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.

9.2.6.2. Changes.

After all CMOs have been given the opportunity to provide input to the AOI schedule, and it has been signed by the AO&FS commander, 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 ODST who subsequently coordinates with the AO Risk Assessment Program Manager. When the schedule is changed, DCMA AO Risk Assessment will notify AO&FS, DCMA-TDS, DCMAI, DCMAS, NAVAIR/AMMT, AFMC/A3V, DES, and associated Service or Agency evaluators to identify that there is a change to the schedule.

9.2.6.3. 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.

9.2.7. OOC AOI.

9.2.7.1. 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 AO&FS commander. Team size will vary with the scope of the OOC AOI and may be as small as one or two individuals.

9.2.7.2. Triggers.

"Directed" and "Required" are the two types of OOC AOIs. The DCMA Director or the AO&FS commander may trigger a Directed OOC AOI when conditions warrant. A required OOC AOI will be accomplished following an AOI if three or more sub-elements are assessed as red, or high risk, unless waived by the AO&FS commander.

9.2.7.3. 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 to 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.

9.3. AOI TEAM.

9.3.1. AOI Team Lead.

Responsible to the AO&FS commander, AO Risk Assessment Program Manager and AOI Chief of Standardization and Evaluation for the overall conduct of the AOI visit. The AOI Team Lead, in collaboration with the AO Risk Assessment Program Manager, has the prerogative to adjust the team composition and duration of the AOI based on the scope and complexity of the operation. The AOI Team Lead is responsible for generating a comprehensive report for the CMO commander, which assesses the risk level at the site and evaluates the effectiveness of the APT and the contractor in mitigating identified risks. Responsible for the AOI visit notifications and ensuring that team members comply with timelines outlined in the AOI Planning and Execution Guidebook. Responsible for all aspects of the AOI site project located on the AO&FS 365 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 report. Forwards the final version of the executive summary, report, and out-brief slides as described in the AOI Planning and Execution Guidebook on the resource page, Post AOI Documentation and Actions. Briefs DCMA senior leadership on the AOI results, if required. Provides feedback to

the AO Risk Assessment Program Manager and AOI Chief of Standardization and Evaluation for improving the AOI program.

9.3.2. Deputy Team Lead.

Reports directly to the Team Lead for the duration of the inspection. Assumes 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 (e.g., hotel, transportation, security clearances). 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 or checklists. Responsible for preparing the executive summary and draft report.

9.3.3. 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 status. Reviews evaluation results and inputs to ensure compliance with AOI Policy. Gathers, reviews, and provides documentation required for the out-brief and report. 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:

9.3.3.1. Command and Administration Element Lead.

9.3.3.2. Flight Operations Element Lead.

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

9.3.3.4. Safety Element Lead.

9.3.4. 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.

9.3.5. Service Inspection Team Member.

Service evaluators such as the AMMT, DES, and AFMC/A3V may be assigned as team members. Their inspection results may be included in the AOI report.

9.3.6. DCMA AOI Augmentees.

The AOI team may be augmented with SMEs, including rated DCMA aircrew assigned to CMOs, to provide specialized expertise and support to AOI Elements Leads. These augmentees are funded by AO&FS. Coordination of augmentee support is facilitated through the ODSTs and CMO CFOs, as applicable. This ensures that augmentees are effectively integrated into the AOI team and that their expertise is utilized to support the inspection process. AOI team augmentee utilization rates will be closely managed to minimize disruptions to daily CMO operations. This approach ensures that the necessary expertise is provided to support the inspection process while minimizing the impact on CMO workload and daily activities.

9.3.7. AO-401B Trainees.

Practicum trainees may accompany AOI team members during a visit. They are not considered members of the AOI team and will not formally inspect or assess risk but may participate in all other aspects of the AOI to facilitate their competency training.

9.3.8. Observers.

Observers are personnel that may accompany AOI team members during a visit. There are different categories of observers, and their roles and responsibilities vary accordingly.

9.3.8.1. Observers such as the AO&FS commander or deputy commander, Chief of Standardization, or anyone performing standardization duties may perform inspection activities under the cognizance of AOI team members.

9.3.8.2. Procuring command safety personnel may have expanded roles but they are not serving in the capacity of AOI inspectors. For example, Air Force Life Cycle Management Center or NAVAIR Safety may want to engage directly with U.S. Government and contractor personnel on matters outside the AOI. However, those efforts shall be coordinated with the AOI team lead and CMO and APT.

9.3.8.3. Observers, outside the other categories, are welcome to engage with the APT and contractor but not as auditors. They may direct questions to the APT on topics such as best practices, surveillance planning or execution, challenges. They must address questions regarding compliance and risk offline with the AOI team. Trainees should attend all team meetings and briefs. The AOI is an opportunity to enhance understanding of AO-related responsibilities, AOI scope, goals and objectives, auditing and interviewing techniques, and risk assessment.

9.3.9. AOI Team Member Nomination and Appointment.

Individuals with exceptional technical expertise and experience can be nominated by CMOs and DCMA-TDSC to AO&FS for consideration as an AOI team member. Generally, personnel must have the required training accomplished before nomination as outlined in Table 9.1; however, AO&FS staff perform duties as AOI team members without needing a nomination.

Table 9.1. AOI Training Table

Position	CMA-241	AO-401	**Lead Auditor Training
Lead	**R**	**R**	**D**
Deputy	**R**	**R**	**D**
Flight	**R**	**R**	**D**
Ground	**R**	**R**	**D**
Safety	**R**	**R**	**D**

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

Minimum requirements for nomination:

Lead / Command Admin – Military O-4, W-4, General Schedule-13, or above (Aerospace Background)
Deputy – Military E-8, General Schedule-13 or above (Aerospace Background)
Flt Ops – Military rated pilot, military aircrew, or U.S. Government civilian equivalent
Ground – Military maintenance officer, military maintenance NCO (E-7 or above), or U.S. Government civilian equivalent
Safety – Recommended by DCMA-TDSC

9.3.10. AOI Team Member Training.

The AO Risk Assessment Program Manager or AOI Chief of Standardization and Evaluation will coordinate the scheduling of OJT with the trainee and monitor progress. AOI element specific (i.e., Command Admin, Flight, Ground, Safety) OJT checklists are located on the AO&FS 365 site under AOI Administration and Management. The required checklist must be completed prior to appointment as a qualified team member. Trainees will complete a minimum of three AOIs. Trainees may perform inspections under the cognizance of qualified team members who make all final determinations. Upon completion of AOI OJT training, team members must be appointed in writing by the AO Risk Assessment Program Manager or DCMA AO Chief of Standardization and Evaluation. The AO Risk Assessment Program Manager or AOI Chief of Standardization and Evaluation and Risk Assessment Program Manager determine AOI team member training requirements and are the waiver and approval authorities.

9.3.11. Process Codes.

All civilian DCMA AOI team members, including team members in training, will utilize the Defense Agencies Initiative Process Code D5350 to track and account for all activities related to the planning, execution, and follow-up of AOIs. Additionally, Process Code D9998 will be used to record and account for TDY travel, in accordance with agency guidance on Defense Agencies Initiative Labor Process Codes.

9.4. AOI PLANNING AND EXECUTION.

See AOI Planning and Execution Guidebook on the resource page for additional guidance on AOI preparation, execution, post-actions, and product distribution and management.

SECTION 10: CAP AND CRAB

10.1. OVERVIEW.

CAPs and the CRAB are used to mitigate risk identified during an AOI. CAPs are applicable to all AOI findings. For elevated findings, there are four primary elements associated with this risk mitigation process: (1) development of a CAP by the unit or contractor evaluated, (2) a CRAB to review CAPs, an AO&FS function, (3) a performance indicator for tracking risk across the enterprise, and (4) initiation of board chairman triggers.

10.2. CAP.

10.2.1. 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 finding.

10.2.2. 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 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 CCR for classified programs due to security constraints and instead will use the internal DCMAS database. All aspects of the CAP and CRAB (CAP/CRAB) process will be duplicated with corresponding DCMAS personnel. CCR is 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, CMO commanders' approval, GST, Contract Safety Review, and the AO&FS commander must be performed in CCR.

10.2.3. CAP Philosophy.

All findings documented in a DCMA AOI report must have a CAP developed and all will be entered into DCMA's CCR. The philosophy is that each risk identified must have its own specific mitigation plan.

10.2.3.1. Low Risk is defined as a finding whose probability of occurrence and severity combine in the RAC Matrix in the AOI Planning and Execution Guidebook to support a RAC of Green. The ODSTs must develop and document internal processes to track and close Green findings to include monitoring APT progress to mitigate risks, conducting reviews and closure of CAPs. Repeat low risk discrepancies will be managed through the CRAB process.

10.2.3.2. Elevated Risk is defined as a finding whose probability of occurrence and severity combine in the RAC Matrix to support a RAC of Yellow or Red. 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 escapes 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, ODST, 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 and processing, contract review, service or program office reviews, safety reviews or other factors. During quarterly CRAB reviews, the APT, ODSTs 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 finding" 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 U.S. Government. An additional benefit of entering CAPs into the CCR is that these plans can be reviewed at all levels to 1) monitor progress, 2) share mitigation strategies across the AO Enterprise, and 3) analyze risk trends across the agency.

10.2.4. Timely Closure of CAPs.

The overarching goal is to ensure that 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. For elevated findings and repeat discrepancies, a combination of an aggressive scoring criteria, shown in Table 10.1, and triggers employed by the Board Chairman must be used. Understandably, there are times when actions may take longer, although the risk in many cases is still elevated, the scoring and triggers must reflect this.

10.2.5. Low Risk CAP Process Overview.

ODSTs will work with their CMOs and APTs to ensure CAPs are developed and correct the AOI findings at their level. Repeat low risk discrepancies will follow the elevated risk CAP process entering the CRAB with the first review score of ten. Regardless of the process used to ensure findings are corrected, the results and corrective action must be documented in the CCR. ODSTs are responsible for closing those low-risk items in the CCR. DCMAO-AP can assist as needed with the closings.

10.2.6. Elevated Risk CAP Process Overview.

A CAP is required anytime an elevated risk to safe and effective AO has been identified, whether a 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 and CCR Entry Guide located on the resource page. 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. AO&FS will monitor the established CMO commander's CAP approval deadline and assign scores during the CRAB based upon the "scoring criteria" located in Table 10.1. ODSTs 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.

10.2.6.1. Board Chairman Triggers.

In addition to a scoring process, the CRAB Program Manager or Board Chairman will actively engage APTs, CMOs, ODSTs, 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 or 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 elevated discrepancies.

10.2.6.2. Policy Deviation.

A policy deviation is defined as a failure to ensure a CAP is properly developed in accordance with this manual, extending a CAP Estimated Completion Date (ECD) more than twice, or failure by the APT or ODST to perform a CAP review. A Board Chairman trigger will be executed when a policy deviation occurs and will be addressed at the appropriate leadership level.

10.2.6.3. Waivers.

In instances when a waiver is warranted, the CAP will often remain open longer than anticipated. While a waiver is in process the APT must annotate in the corrective action block of the CCR the actions being performed by the APT or contractor to provide oversight and any additional measures to mitigate risk. When a waiver is requested as the corrective action, unique scoring will be applied from Table 10.1. This will also act as a trigger for the board chairman to become directly involved in discussions with the APT, CMO commander, 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, the board chairman will make a determination 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 as such.

10.2.6.4. APT or Contractor Responsibility for CAP Development and Closure.

APTs must play an active role along with the contractor to ensure the hazard and 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 ECD will be annotated and the revision (i.e., plan #) will be updated in the corrective action block of the CCR. When the CAP is reviewed with a new ECD or 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.

10.2.6.5. Repeat Elevated Discrepancies.

During an AOI, the team will specify and document the previous AOI discrepancy in the write-up as a repeat. A properly developed CAP with APT and Contractor awareness or actions may eliminate a repeat discrepancy – permanently. A repeat discrepancy will generate a trigger and the Board Chairman will address the discrepancy with the APT and leadership at the appropriate level. Repeat discrepancies will be scored in accordance with Table 10.1.

Table 10.1. CAP Record Scoring Criteria

Normal Actions	Score
FIRST REVIEW: APT and CMO, as applicable with contractor, develop CAPs. CMO Commander approval within 70 days enters the process with a score of 10. Exceed 70 days to approve or develop but is ready for first CRAB enters with a score 9. CAPs may be closed if documentation supports closure criteria established in paragraphs 10.2 and 10.3.8.	10/9
SECOND REVIEW: CAPs may be closed with proper documentation; hazard and root cause eliminated, APT recommendations with documented audits showing no lingering deficiencies. A CAP may remain open if the CAP is still in work. Progress must be documented and validated during CAP review. Score remains unchanged.	10/9
THIRD AND SUBSQUENT REVIEWS: CAPs may be closed that meet established criteria identified above. If a CAP remains open, the Board Chairman initiates a trigger after third review to include additional CAP progress analysis. Subsequent board reviews will result in the CAP Score decrementing by 2 points.	8/7
Unique Actions or Situations	
POLICY DEVIATION: Failure to develop a CAP, extending the CAP ECD more than twice, or no reviews performed by APT, or ODST results in an entrance score of 2. If corrected by next CRAB, the score will be upgraded to an 8 and then decrement by 2 on subsequent reviews. Board Chairman initiates trigger. Example: first review 2, second review 8, third review 6.	2
FAILURE TO UPDATE CAP: Drop previous score by 3 points during current and future boards as applicable. Board Chairman initiates trigger.	-3
WAIVERS: Annotate on CAP if a waiver is initiated. Document ongoing activities by APT or KTR to mitigate risk. One time suspension of score decrement. Future CRABS decrement by 1. Board Chairman initiates trigger as needed.	-0/-1
REPEAT ELEVATED DISCREPANCY: Automatic Score of 3. Decrease by 1 on subsequent reviews. Board Chairman initiates trigger.	3

10.3. CRAB.

10.3.1. CRAB Membership.

10.3.1.1. Chairman.

The AO&FS commander or deputy commander will chair the board and attend the CRAB.

10.3.1.2. CAP/CRAB Program Manager.

Responsible for (1) scheduling the quarterly CRAB, (2) reviews CAPs to be presented to the board, (3) liaison with AO&FS staff, and the safety functional staff member, and APT Members as required, (4) brief Chairman and DCMAO-AP supervisor on CAPs to be presented prior to the CRAB, (5) execute the CRAB and score CAPs, (6) manage all CAPs in the CCR, (7) compute Performance Indicator score, and (8) develop and execute CAP/CRAB Policy.

10.3.1.3. AO Membership.

All members of the AO&FS staff are co-members.

10.3.1.4. Others.

General Counsel will also be invited to attend as observers.

10.3.2. 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 ODSTs to ensure availability. AO&FS CAP/CRAB Program Manager will notify ODSTs and site APT members that have open CAPs required for review 30 days in advance of an upcoming CRAB.

10.3.3. ODST Responsibilities.

ODSTs must contact APT members to ensure their CAPs are current and ready for review for the upcoming CRAB. ODSTs must also ensure APT members and the CMO are notified and in attendance, by phone at a minimum, to discuss CAPs during the CRAB. ODSTs must complete their review of all CAPs to be presented at the CRAB five days prior to the CRAB review date.

10.3.4. Updating of CAPs.

When APT members are notified of an upcoming CRAB, all open CAP records must be updated. At a minimum, review and update the hazard and root cause, corrective action, expected completion, residual RAC, resources required, actual completion date, comments, and GFR and CMO names. Refer to the CRAB Process and CCR Entry Guide 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. APTs must update CAP records in the CCR NLT 10 calendar days prior to the quarterly CRAB meeting date. Surpassing this deadline will result in a failure to update a CAP as defined in Table 10.1.

10.3.5. Presentation.

The CRAB will review CAPs in the CCR. All information required must be in each CAP record. There is no requirement to build PowerPoint slides on a quarterly basis. The CRAB reviews findings with elevated risk (i.e., Yellow or Red) and repeat low risk discrepancies. CAPs to be reviewed will be afforded 70 calendar days plus the time required to be reviewed by AO&FS as stated in the CRAB notification calendar invite.

10.3.6. 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 Planning and Execution Guidebook RAC Matrix shows how risks are defined; Table 10.1 identifies the scoring criteria to be used for each plan: normal reviews (i.e., first, second, third, and subsequent) and unique situations (i.e., policy deviation, failure to update the CAP, waivers, repeat elevated discrepancies). Once all plans are scored, the average will be released by the CAP/CRAB Program Manager during the post-CRAB rollup notification. The CRAB formally scores timeliness based on the plan approval timeline, number of revisions, and when the CAP is closed.

10.3.7. Board Execution.

The CAP/CRAB Program Manager is responsible for scheduling the quarterly meetings, complete all preparatory actions outlined in Paragraph 10.3.1.2, and for ensuring that the CCR is readily available during board execution. The ODSTs will brief each CAP in turn, as presented by the program manager. The program manager, with the Chairman's concurrence, will score the CAP in accordance with Table 10.1, record the score, and direct any follow-on actions 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 or length of plan.

10.3.8. CAP Closure Criteria.

The CRAB will normally close out a CAP when the following criteria are met: the CAP has adequately addressed and eliminated the root cause; an actual completion date is entered into the database; a recommendation for closure from the CMO exists. Refer to the CRAB Process and CCR Entry Guide for further guidance. Based upon the information provided to the CRAB including the results of follow-on surveillance or audits, where applicable, the Chairman or 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.

10.4. PERFORMANCE INDICATOR.

10.4.1. Purpose.

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

10.4.2. Internal DCMA Performance Indicator.

AO&FS has established an internal Performance Indicator. Elevated risks which have been identified as adverse to safe and effective AO at contractor facilities will be mitigated to an acceptable level in accordance with a plan approved by the APT and CMO commander and reviewed by the applicable ODST.

10.5. CRAB PROCESS.

See the CRAB Process and CCR Entry Guide for the business process, CAP record creation, documentation, development, and approval. The CRAB Process and CCR Entry Guide also contains Table 10.1 as a ready reference. 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. RM is measured by averaging the CAP Score using the approved results from the CRAB.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ACF	acceptance check flight
ACO	administrative contracting officer
ACQ	acquisition corps
AE	ammunition and explosives
AFE	aircrew flight equipment
AFMC	Air Force Materiel Command
AFMC Form 73	AFMC Waiver Request
AFMC Form 80	Multiple Qualification Request and Authorization
AFMC/A3V	AFMC/ Standardization and Evaluation
AFMES	Armed Forces Medical Examiner System
AFMES Form 18	Forensic Toxicology Analysis Request
ALSE	aircrew life support equipment
ALSS	aircrew life support system
AMMT	Aviation Maintenance Management Team (U.S. Navy)
AO	aircraft operations
AO&FS	aircraft operations and flight support
AOI	AO inspection
AOSS	Aircraft Operations Safety Summit
APT	Aviation Program Team
AR	Army Regulation
ARFF	aircraft rescue and firefighting
ASO	Aviation Safety Officer
ATC	air traffic control
ATP	aircrew training program
BASH	bird/wildlife aircraft strike hazard
CAP	corrective action plan
CAP/CRAB	CAP and CRAB process
CAR	corrective action request
CAS	contract administration services
CCR	CAP/CRAB repository
CFO	Chief of Flight Operations
CMO	Contract Management Office
CRAB	CMO Risk Advisory Board
CRR	contract receipt and review
CS	Contract Safety
CSM	Contract Safety Manager
CSSO	Cognizant Service Safety Official
DAO	Director of AO
DART	DCMA Audit Results Tracker

DAWIA	Defense Acquisition Workforce Improvement Act
DCMAO-A	DCMA Aircraft Operations and Flight Support Command
DCMAO-AO	DCMA Operations Division
DCMAO-AP	DCMA Manning, Policy, and Training Division
DCMAS	DCMA Special Programs Command
DCMAF	DCMA form
DCMAF 8210-2-01	DCMA Aircraft Operations Waiver & Approval Request
DCMAF 8210-2-02	DCMA Aircraft Operations Multiple Qualification Request and Authorization
DCMAF 8210-2-04	DCMA Aircraft Operations Unit Annual Award Nomination
DCMAF 8210-2-05	DCMA Aircraft Operations Individual Annual Award Nomination
DCMAF 8210-2-06	DCMA Aircraft Mishap Notification Report
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCMA-TDS	Technical Directorate, Safety
DCMA-TDSA	Aviation Safety Division
DCMA-TDSC	Contract Safety Center
DCMA-TFM	Total Force Military Personnel office
DD Form 250	Material Inspection and Receiving Report
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1801	DoD International Flight Plan
DD Form 2535	Request for Military Aerial Support
DD Form 3062	Request for Flight Approval
DES	Directorate of Evaluation and Standardization (U.S. Army)
DFARS	Defense Federal Acquisition Regulation Supplement
DoDI	DoD Instruction
ECD	estimated completion date
ETM	engineering technical management
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FCF	functional check flight
FCIF	flight crew information file
FMS	foreign military sales
FOD	Foreign Object Damage
GFR	Government Flight Representative
GFRC	Ground and Flight Risk clause
G-GFR	Ground Government Flight Representative
GGR	Government Ground Representative
HFB	Human Factors Board
HFC	Human Factors Council
LOP	local operating procedures
MACA	mid-air collision avoidance

MFR	memorandum for record
MOA	memorandum of agreement
MRP	mishap response plan
NAS	National Aerospace Standard
NATO	North Atlantic Treaty Organization
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVAIR	Naval Air Systems Command
NCO	non-commissioned officer
NLT	no later than
OJT	on-the-job-training
ODST	Operations Division Support Team
OOC	out-of-cycle
OPR	office of primary responsibility
PA	property administrator
PAOC	Postaward Orientation Conference
PCO	procuring contracting officer
PDREP	Product Data Reporting and Evaluation Program
PIC	pilot in command
PII	personally identifiable information
PM	program management
PN	partner nation
POC	point of contact
QAS	Quality Assurance Specialist
RAC	Risk Assessment Code
RM	risk management
RPA	Request for Personnel Action
SAV	staff assistance visit
SCA	Supporting Contract Administration
SFRA	special flight rules area
SITREP	Situation Report
SME	subject matter expert
SMS	safety management system
SOH	safety and occupational health
STACOM	standard communications
SWA	Service Waiver Authority
TD/TCTO	Technical Directive and Time Compliance Technical Order
TDY	temporary duty
T&E	test and evaluation
TPS	test pilot school
TSA	Tri-Service Agreement

UAS	unmanned aircraft system
USAF	U.S. Air Force
USN	U.S. Navy
VFR	visual flight rules
WarU	Warfighter Acquisition University
WAWF RR	Wide Area Workflow Receiving Report

G.2. DEFINITIONS.

TERM	MEANING
Aircraft	Defined in accordance with DFARS 252.228-7001. Aircraft sub-categories are from the Combined Instruction. • Aircraft Basic Mission (Class or 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 or 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 Flight Mishap	A mishap where there is intent for flight and damage to DoW 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 Operations 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; however, it is reportable as a Ground, Industrial, and Occupational Mishap.
Aircraft Mishap	An unplanned event or series of events directly involving a DoW aircraft that results in reportable damage to the DoW aircraft and/or reportable damage to any property, DoW or non-DoW, injury to DoW personnel, illness of DoW personnel or death of DoW/Non-DoW personnel. Aircraft mishaps are categorized as either Aircraft Ground Operations, Flight, or Flight-Related.

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 AO include applicable CMO commanders and CSMs, QASs, and PAs on APTs.

Aviation Personnel

- Crewmember. Any instructor or flight examiner, pilot, copilot, Naval Aviator, Naval Flight Officer, flight engineer, combat system operator, boom operator, crew chief, loadmaster, 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. May also include U.S. Government personnel designated by the CFO as a technical expert on a U.S. Government FCF or ACF sortie when special expertise is essential to conduct the mission.
- Passenger. Any personnel flying on a DCMA administered contract aircraft not meeting the criteria for crewmembers, non-crewmembers, or supervisory flight personnel

CAP

A set of actions taken to identify, mitigate or remove hazards and/or their causes, known as root causes, associated with an identified risk described in a write-up.

CAR

A progressive written reporting process used to describe deficiencies that result from noncompliance to contractual requirements.

Check Flights

Flights to determine compliance with contractual requirements or airworthiness, such as ACFs and 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

Convening Authority

The owning Service commander who appoints the safety investigation board or single investigating officer.

CRAB

A board formed by AO&FS to conduct a review of all active CAPs.

Critical Aircrew Billet

A flying billet filled with a DCMA aircrew member in order to perform standard DCMA flight missions, as required per each location in accordance with the TSA.

CSSO

The CSSO is the Service safety office that has primary responsibility for mishap investigation and reporting on a specific aircraft and contract.

Discrepancy

An inspected item or area where it is contractually or regulatory required but non-compliant. For an AOI, these items are always assessed on the RAC as Green, Red, or Yellow.

DoW Aircraft	All weight-carrying devices supported in flight by buoyancy or dynamic action and are owned or leased by the DoW Components. Includes aircraft that are operated and exclusively controlled by a DoW Component. Includes aircraft furnished by the U.S. Government or on bailment to a non-DoW organization for modification, maintenance, repair, test, contract training, or experimental project for a DoW Component, when the U.S. Government has assumed ground and flight risk. Includes aircraft under test by a DoW Component. This includes aircraft furnished by a contractor or another U.S. Government Agency when operated by a DoW aircrew in official status and a WAWF RR or DD Form 250 has been executed to certify that the DoW has accepted the aircraft. Includes isolated aircraft parts that have been identified for installation on a specific DoW aircraft. May exclude aircraft leased, on bailment, or loaned to contractors, commercial airlines, other U.S. Government Agencies, or foreign Governments, when the lessee has assumed risk of loss, based on the wording of the lease or 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 DoW Components. In regards to Foreign Military Sales, DFARS 225.7301(b) provides "Conduct FMS acquisitions under the same acquisition and contract management procedures used for other defense acquisitions." As a result, FMS and PN aircraft are generally treated as DoW aircraft while under contract.
DoW Mishap	An unplanned event or series of events that results in damage to DoW property; occupational illness to DoW personnel; injury to on- or off-duty DoW military personnel; injury to on-duty DoW civilian personnel; or damage to public or private property, or injury or illness to non-DoW personnel, caused by DoW activities. DoW Mishaps that do not involve DCMA or contractor operations are not reported using this manual, however other reporting requirements may apply.
DoW Personnel	For the purposes of injury determination and mishap classification, this consists of on or off-duty active duty, including Reservists on active duty, DoW military personnel, and on-duty DoW civilian personnel, including foreign nationals attached to the DoW.
Facility Data Sheet	A concise record of important information relating to a specific aviation contractor and work site.
Finding	A discrepancy or observation documented in an AOI report. This does not include strengths identified during the AOIs.
High Accident Potential	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.
Ground, Industrial, and Occupational Mishap	A mishap where damage occurs to an aircraft but does not meet the definition of Aircraft Flight, Flight-Related, or Ground Operations Mishap. This includes when the aircraft is being handled as a commodity or cargo.
Injury	Traumatic bodily harm received while involved with DoW aircraft that results in permanent or partial disability or at least one lost workday, not including the day of the injury. Any injury to DoW personnel sustained as the result of an

aircraft incident, even if it does not meet this definition, must be immediately reported to the ODST.

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 taxies 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 DoW 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 6055.07.

Observation

An inspected item or area where no contract or regulation is required or minimally meet contract requirements, however, elevates risk or presents an improvement opportunity. For an AOI, these items are always assessed on the RAC as Green, Yellow, or Red.

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

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 Safety Investigation Boards in the Air Force, Accident Investigation Boards in the Army, and Aviation Mishap Boards in the Navy.

Safety Privilege

The term the DoW 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 U.S. 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; Safety Investigation Board Comments.

Service Aircrew

These are aircrew supplied from the Air Force, Army, Navy, Marine Corps, or Coast Guard to assist with flight operations. This includes host nation aircrews for FMS contracts at OCONUS locations. This may also include FAA pilots conducting flight evaluations of contractor aircrew. Unless flying in a mixed crew with the contractor, Service aircrews will fly in accordance with their parent Service or host nation guidance as appropriate.

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.

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 or 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.
Rated Officer	Army aviators; Air Force pilots, navigators, Electronic Warfare Officers, Combat Systems Officers, etc.; Naval Aviators and Naval Flight Officers.
RM	An analytical tool for identifying hazards, assessing risks, and implementing controls to reduce the risk associated with any operation.
Technical Directive	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. Technical directives include all types of changes and bulletins.
TSA	The TSA 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.
Write-up	Findings and strengths identified during an AOI. They may also be results from other processes such as Surveys, monthly spot check, trend analysis, etc.

REFERENCES

Air Force Instruction 91-204, "Safety Investigations and Reports," March 10, 2021, as amended
Air Force Manual 91-223, "Aviation Safety Investigations and Reports," September 20, 2022, as amended
Air Force Manual 91-224, "Ground Safety Investigations and Reports," January 21, 2022, as amended
Army Regulation 570-4, "Manpower Management," May 1, 2024
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