



## DCMA Manual 8210-2

### Aircraft Operations

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<b>Office of Primary Responsibility</b>	<b>Contractor Effectiveness Capability</b>
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<b>Implements:</b>	DCMA Instruction 8210-1 (Series), “Contractor’s Flight and Ground Operations,” (a combined regulation/instruction)
<b>Incorporates and Cancels:</b>	DCMA Manual 8210-2, “Aircraft Operations,” November 5, 2018, as amended
<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
<b>Resource Page Link:</b>	<a href="https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Contractor_Effectiveness/SitePages/8210-2-Aircraft-Operations.aspx">https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Contractor_Effectiveness/SitePages/8210-2-Aircraft-Operations.aspx</a>
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**PURPOSE.** This issuance, in accordance with the authority in DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)”:

- 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

## 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:

- Clarifies Operational Unit Support Team roles
- Addressed required training for Aviation Safety Officers
- Clarifies information technologies structure for aircraft operations
- Defines Service aircrew and addresses use of host nation aircrews
- Clarifies the Aviation Program Team assignment process
- Updates delegation implementation process
- Updates flight crew information file process
- Updates flight simulator requirements
- Changes supervisory flight program
- Updates flight profiles requiring special approval list
- Clarifies applicability of the aviation safety management system for contract management offices
- Clarifies contract safety role in aircraft operations
- Clarifies mishap response exercise requirements for contract management offices with multiple aviation program teams
- Updates Aircraft Operations Inspection scheduling process
- Updates the entire corrective action plan and Contract Management Office Risk Advisory Board section

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Manual applies to all DCMA personnel assigned to aircraft operations (AO) headquarters (HQ), Operational Unit (OU) staffs, or performing 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 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 Government Flight Representatives (GFR), Ground GFRs (G-GFR), and Government Ground Representatives (GGR) – FAR 42.302 (a) (56) Maintain surveillance of flight operations.

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

## SECTION 2: RESPONSIBILITIES

**2.1. DCMA DIRECTOR.** The Director, DCMA is responsible for the Agency's AO. As such, the Director will direct and administer the implementation of this Manual.

**2.2. OU COMMANDERS.** The OU Commanders are responsible for safe and effective AO in their organization.

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

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

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

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

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

2.5.3. Administering Applicable Training Programs for DCMA and the Services. DCMA-AO is responsible for the content of the Defense Acquisition University (DAU) GFR, G-GFR, GGR course, Contract Management – Air Operations (CMA-241)), Aviation Program Team (APT) Fundamentals (AO-401), and the Aircraft Operations Training Seminar (AOTS).

2.5.4. Inspecting DCMA CMOs with AO. DCMA-AO will manage all facets of DCMA's AO inspection (AOI) process and the supervisory flight program. DCMA-AO chairs the CMO Risk Advisory Board (CRAB).

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

2.5.6. Managing AO Awards Program. DCMA-AO will manage all aspects of DCMA's annual AO Awards Program. The DCMA AO Awards program is designed to provide recognition for outstanding individuals and units within the Agency. Reference DCMA Manual (DCMA-MAN) 4201-25, "Awards and Recognition," and the mid-November AO Annual Awards Tasking Memo for more details.

2.5.7. Preserving Historical Data/Accomplishing Trend Analysis. Official record management is directed by DCMA-MAN 4501-04, Volume 1, "Records and Information Management Program." DCMA-AO will establish procedures for recording applicable historical



data and accomplishing applicable trend analysis. See the AO Records and Data Guide on the Resource Page.

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

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

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

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

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

2.5.9.1. Review rated officer requirements in coordination with the OU Director of AO (DAO) (i.e., DCMA Eastern Region, DCMA Central Region, DCMA Western Region, DCMAS, DCMA International Command (DCMAI), or Aircraft Integrated Maintenance Operations (AIMO) Command, as appropriate) and Total Force Military Personnel office (DCMA-TFM).

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

2.5.9.3. Resolve interim rated resource shortfalls with the OU DAO and the Services.

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

2.5.9.5. The Services are responsible for funding any enroute training requirements per the TSA. AO Operations Division (DCMA-AOO) will 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. No commitments will be made by any DCMA AO personnel to pay for enroute training.

**2.6. DCMA DEPUTY DIRECTOR OF AO.** DCMA Deputy Director of AO shares fully with the Executive Director the responsibility for directing and managing the assigned staff in accomplishing the missions and functions of the AO office. The Deputy Director also serves as the DCMA-AOO Supervisor. DCMA-AOO provides two primary functions; Risk Assessment and Military Manpower support. The primary role of Risk Assessment is the planning and execution of the AOI program. Other responsibilities include compiling and distributing lessons-learned, trends and strengths (best practices) in AO's quarterly safety newsletter. The Military Manpower component of DCMA-AOO provides aviation functional expertise working in conjunction with DCMA-TFM, OU Commanders, and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise.

2.6.1. Military Manpower. The Manpower Team provides aviation functional expertise working in conjunction with DCMA-TFM, OU Commanders, and the Service Personnel Centers to ensure that active duty military manpower is optimized throughout the DCMA AO Enterprise. DCMA-AOO ensures Agency Aircrew Readiness data is submitted each month to HQ DCMA Combat Support Center as part of the Defense Readiness Reporting System.

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

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

2.6.2. Civilian Manpower. DCMA-AOO can provide aviation functional expertise to CMO locations developing position descriptions for civilian AO positions, but plays no role in filling such positions.

2.6.3. AO Risk Assessment. Office responsible for ensuring continuity is maintained within DCMA AO Risk Assessment Programs. Works with Standardization and Evaluation to establish policy, training requirements, budgets and schedules. Establishes Risk Assessment program that is consistent with mission requirements to assess risk and risk management (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 DCMA-AO DCMA 365 site by 1 August of the current fiscal year. Appoints the AOI Team Lead and approves the team composition of each AOI team. Develops inspection criteria and provides guidance as required for AOI conduct.

2.6.4. AO Standardization and Evaluation. Office responsible for ensuring standardization is maintained within DCMA AO. Works with Risk Assessment to establish policy, training requirements, budgets and schedules. Develops memorandums of agreement (MOA) with each Service inspection team that may participate in an AOI. Analyzes inspection reports, develops trend analysis and provides cross-flow information to APTs world-wide. 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 DCMA-AOO DCMA 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.

**2.7. POLICY AND TRAINING DIVISION SUPERVISOR.** DCMA AO Policy and Training Division (DCMA-AOP) Supervisor is responsible for the DCMA AO office administration in addition to the three primary function: Policy, Training, and Tools.

2.7.1. 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 DCMA-AO's response to all waivers, and oversight of the GFR/G-GFR/GGR (CMA-241) and APT Fundamentals (AO-401) training course materials.

2.7.2. 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 DAU CMA-241 course, and the instruction, content, and maintenance of DCMA-AO's AO-401 course. Coordinates scheduling and funding for AO-401B Practicum. Publishes a fiscal year schedule of all standard courses offered.

2.7.3. Tools. Office responsible for AO DCMA 365 SharePoint websites, MS Teams and development of electronic tools that facilitate mission execution for the field and oversight for the HQ.

**2.8. SAFETY.** DCMA-AO collaborates with the DCMA-TDS functional manager for the aviation safety program. Primary responsibilities include: collecting and disseminating mishap data, publishing the quarterly DCMA Aviation Safety newsletter, providing safety reviews of waivers and approvals, providing aviation safety training including the Aviation Safety Officer (ASO) portion of the AO-401 course, coordinating and planning the AOTS, and implementation of the policies of Section 6 of this Manual and DCMA-INST 8210-1. DCMA-TDS is comprised of three safety components:

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

2.8.2. Contract Safety Center (DCMA-TDSC). This component provides safety surveillance per contract requirements. Contract safety (CS) is the execution arm and principal advisor for all CS issues. Provides subject matter expertise to DCMA-AO for all CS related issues and participation on the CRAB. Mission execution is performed by CS personnel who are assigned to contract management teams (CMT) within the CMOs, but report to the CS Director.

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

## **2.9. OU LEVEL AO OFFICES.**

2.9.1. OU AO Support Teams. This team is comprised of an OU DAO, who is also the OU GFR, and a GGR/G-GFR (i.e., Ground Operations Specialist). These teams may include additional members as determined by the OU. These subject matter experts (SME) are the primary points of contact for all AO concerns within their OU. OU DAOs/GGRs report directly to their OU Commander to ensure precise communication of AO related information and issues. They collaborate with DCMA-AO under Agency/AO guidelines. A summary of principal duties is in Paragraph 2.9.2, with additional detail in the Agency Concept of Operations.

2.9.2. OU AO Support Team 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. OU AO Support Teams are required to conduct staff assistance visits (SAV) within their CMOs, and they normally attend an APT survey between AOIs. Other responsibilities include:

2.9.2.1. Mentorship. DAOs are responsible for appointing mentors to their newly assigned GFRs and GGRs as part of personnel indoctrination. Funding for mentor travel resides within the OU. Mentors will be selected based on their knowledge and experience.

2.9.2.2. On-the-Job-Training (OJT). The support team is an integral part of the OJT program. The support teams augment and re-enforce the initial training received through CMA-241 and AO-401.

2.9.2.3. APT assignment/augmentation. In addition to assisting with the establishment of new sites, members of the support team may be assigned to an APT.

2.9.2.4. Support teams participate in preaward surveys and postaward orientation conferences for contracts at new contractor facilities.

2.9.2.5. Support teams are the default source for early CAS and contract receipt and review (CRR) of AO contracts assigned to geographic CMOs without an assigned APT.

2.9.2.6. Support teams will ensure each CMO submits accurate and timely monthly flight metrics and crew currency data. OU DAOs and GGRs will validate quarterly documentation and submission of audits in DCMA Audit Results Tracker (DART)/Product Data Reporting and Evaluation Program (PDREP) for accuracy and validate corrective action plan (CAP) record updates to AOI low risk findings in the CAP/CRAB Repository (CCR).

2.9.2.7. Support teams assist the OU Commander, CMOs, and DCMA-AO with maintaining situational awareness of personnel status, assignments, training requirements, and APT workload assessments establishing new sites are additional considerations for conducting an assist visit.

2.9.2.8. Support team members augment HQ staff as AOI team members and coordinate pre/post AOI activities within their OU. However, with the exception of DCMAS, they do not perform AOIs within their OU. They may provide support and assistance to other regions, if requested.

2.9.2.9. Support teams will develop an internal coordination process to staff waiver and approval packages at the OU level. The DAO will forward the OU's concurrence or non-concurrence to DCMA-AO.

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

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

2.10.1. Chief of Flight Operations (CFO). Excluding rated CMO Commanders, the CFO is normally the senior rated aviator at the facility where DCMA flight operations are conducted. The CFO is the Operations Officer for all DCMA/military flight operations. The CFO must be designated in writing by the CMO Commander. CFOs manage all DCMA/military operations where DCMA has flight operations responsibilities (DCMA resident 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's primary flight operations location. CFO responsibilities include:

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

2.10.1.2. Oversee Training/Evaluation Programs for DCMA's Assigned Military Personnel. The CFO must ensure that DCMA military aircrew training programs are per DCMA and Service guidance Paragraph 4.2. Additionally, the CFO must ensure that all aircrews maintain currency and are proficient in the mission. The CFO supervises and administers DCMA military aircrew upgrade programs.

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

2.10.1.4. Ensure applicable flights involving DCMA and military aircrews are properly approved. The CMO Commander or their 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 signature is in addition to the requirement that the GFR sign a request for flight approval as required under the Combined Instruction. The GFR's 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 Government indemnification of contract flights under the Ground and Flight Risk clause (GFRC).

2.10.1.5. Manage all external, flight related correspondence. The CFO must maintain all local flight operations related Memoranda of Understanding or MOA between the CMO and supported/supporting units. The CMO Commander must sign these documents.

2.10.1.6. Compile/Report Metrics.

2.10.1.6.1. The CFO (or designee) is responsible for compiling AO metrics/data (as determined by DCMA-AO) 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 via the Flight Data Entry SharePoint list.

2.10.1.6.2. 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 DCMA-AO. This data along with the “CMO Monthly Memorandum for Record” must be submitted by the 5th of each month. The APT Standard Page contains a link to the DCMA 365 “Aircrew Currency Page” to facilitate monthly readiness reporting (see Paragraph 4.11.3).

2.10.2. 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 that 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. ASOs must complete AO-401 (AO-401B not required). To the maximum extent possible, the ASO should attend a formal Service safety school course. The ASO is responsible for establishing and overseeing the unit’s flight safety and mishap prevention programs (see Section 6).

2.10.3. APT. The APT is responsible for the 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.

2.10.3.1. APT Makeup. The APT consists of the GFR, GGR, CSM, and the QAS. APT makeup may be modified depending on the assignment of FAR 42.302(a) (38), (39), or (56) CAS functions. The members of the APT are designated in writing by the CMO commander IAW Paragraph 3.1.3. The GFR heads the APT.

2.10.3.2. APT Functions. The APT must work as a team to make critical risk-based decisions about the safety and effectiveness of each contractor flight/ground operation. This assures that aircraft are maintained and operated by contractors in accordance with (IAW) 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 administrative contracting officer (ACO) for all incidents involving property loss to Government aircraft when the GFRC is in the contract (See Paragraph 2.10.4.9).

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

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

assigned legal counsel should be consulted. If it is determined a deficiency exists, a contract deficiency report should be initiated IAW DCMA-MAN 2501-01, “Contract Receipt and Review.”

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

2.10.3.6. Surveillance Results and Corrective Action Requests (CAR). DCMA-MAN 2303-01, “Surveillance,” governs the surveillance plans, results, and the CAR processes. The APT Surveillance Plan Guidebook on the Resource Page describes the implementation of the processes within AO (see Paragraph 2.10.4.8.). DCMAS is exempt from using the surveillance and CAR systems of record due to security constraints but will use a locally developed and approved system that meets the intent of published guidance.

#### 2.10.3.7. APT Training.

2.10.3.7.1. AOTS Requirement. All APT members must complete safety training by attending the AOTS (see Paragraph 6.5).

2.10.3.7.2. OJT Program. The appropriate OU DAO must ensure all newly assigned 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.

2.10.3.7.3. AO-401B Training (Practicum). Provides GFRs, GGRs and CSMs (assigned to an APT) a practical opportunity to build on the knowledge gained through CMA-241 and AO-401. The goal is to enhance trainee competence and understanding of AO related responsibilities associated with inspections and/or surveys, to include scope, philosophy, goals, objectives, auditing and interviewing techniques, and risk assessment, as well as pertinent references/tools: DCMA-INST 8210-1 (all relevant versions), this Manual, AOI Element Guides, etc.

2.10.3.7.3.1. There are two means of accomplishing AO-401B. GFRs/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 OU staff member, but may include any AOI qualified personnel. OUs are responsible for funding staff travel. Selected surveys should be outside the trainee’s CMO. OU DAOs are the approval authority for use of surveys to accomplish AO-401B within their OU. DAOs must coordinate with their DAO counterparts for scheduling outside their own OU.

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

2.10.3.7.3.3. Fiscal Year Requirements Determination for Funding. Respective OU DAOs, 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 Director of Training no later than (NLT) 15 March each year for the following fiscal year. Any subsequent requests for adjustments must be coordinated with the AO Director of Training.

2.10.3.7.3.4. Survey Schedule. OU DAOs must provide the projected survey schedule for all APTs at CMOs under their cognizance to the AO Training Program Manager NLT 1 August each year for the following fiscal year.

2.10.3.7.3.5. GFRs/GGRs. Each new GFR/GGR graduate of CMA 241 and AO-401 must be scheduled to complete AO-401B during the first 12 months of their tour, by their respective OU AO staff, in coordination with DCMA-AO Risk Assessment. Primary GFRs/GGRs should complete AO-401B prior to their own AOI. OU DAOs will coordinate/prioritize their training prior to submitting requirements to the AO Risk Assessment Program Manager for AOI scheduling or AO Training Program Manager for survey scheduling. Requests for primary GFR/GGR AO-401B must be submitted at least 120 days from event execution to allow sufficient time for scheduling and planning. OU DAOs are responsible for coordinating with their trainees. If possible, match trainees to sites with programs similar to that of the trainee's. 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 OU DAO in the case of surveys. Travel instructions will be provided at that time. Orders will be submitted through the Defense Travel System following notification.

2.10.3.7.3.6. CSMs. To satisfy AO-401B requirements, newly assigned CSMs must be scheduled to observe an AOI during the first 12 months after appointment to an APT. The DCMA-TDSC Aviation Program Manager or the DCMAS Director of Safety, as applicable, will coordinate/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.

2.10.3.7.3.7. Request for Scheduling Changes. Submit to AO Risk Assessment Program Manager for AOI scheduling or AO Director of Training 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.

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

2.10.4.1. Background. A GFR is a rated US military officer or previously rated Government civilian. The term "rated aviation officer" or "rated officer" refers to Army



aviators; Air Force pilots, navigators, Electronic Warfare Officers, Combat Systems Officers, etc.; Naval Aviators and Naval Flight Officers. Prior to issuing a Request for Personnel Action (RPA) for hiring civilian GFRs, CMO or OU Commanders must coordinate the RPA with DCMA-AOO and the OU DAO.

2.10.4.2. Classroom training. Complete CMA-241 and AO-401. GFRs must re-attend these courses if they have not attended in the past 5 years. Instructing the courses counts as attending.

2.10.4.3. On-Site Training. Complete the OJT program found on the Resource Page. As part of OJT all GFRs must complete AO-401B, however, new GFRs do not have to complete AO-401B prior to performing GFR duties.

2.10.4.4. Appointing GFRs. DCMA GFRs receive a signed Appointment Letter from their CMO Commander. DCMA CMO Commanders are authorized, via DCMA-INST 8210-1, to act as the Approving Authority for DCMA GFRs and G-GFRs, but have no authority to appoint non-DCMA personnel to perform duties as GFRs or G-GFRs in any capacity 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 IAW DCMA-INST 8210-1. Alternate GFRs have the same responsibilities as primary GFRs and must meet the identical qualification requirements. GFRs/G-GFRs may act as Primary or Alternate GFRs/G-GFRs at a maximum of six contractor facilities (resident and non-resident). However, they may act as Primary GFR/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 are assigned to APTs IAW Paragraph 3.1.3.

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

2.10.4.4.2. “Non-Resident” sites are those sites not meeting the criteria in Paragraph 2.10.4.4.1

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

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

2.10.4.5.1.1. 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).

2.10.4.5.1.2. 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 (Core/Enterprise procedures), operating instructions, etc., in these Procedures to fulfill the requirements of DCMA-INST 8210-1, the referenced document(s) must be made readily available for review and become part of the contractor's Procedures. Such referenced documents are now part of the contractor's Procedures; therefore, approval of the Procedures constitute approval of the referenced documents. Procedures must address configuration control for referenced documents. Changes to referenced documents affecting process or procedure, must be provided to the GFR for review 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 process or procedure do not need GFR concurrence prior to publication; however, the GFR must be notified of the changes made.

2.10.4.5.1.3. 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/endorse the Procedures as their own. Where subcontractors perform work on Government 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 include the prime(s) on all required corrective actions.

2.10.4.5.1.4. 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.

2.10.4.5.1.5. 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 shall be accomplished.

2.10.4.5.2. Oversee the Contractor's Training/Evaluation Program.

2.10.4.5.3. Conduct Contractor Surveys.

2.10.4.5.3.1. 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 DCMA-AO's AOI but must be limited in scope to the assessment of the contractor operations IAW DCMA-INST 8210-1 and the contract.

2.10.4.5.3.2. 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.

2.10.4.5.3.3. Contractor Surveys and AOIs. CMO commanders, with concurrence of the DCMA-AO, may authorize conducting the annual or semi-annual Survey plus or minus 3 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.

2.10.4.5.3.4. Additional Reporting Requirements. GFRs must send copies of all survey reports to the OU DAO via the appropriate chain of command.

2.10.4.5.3.5. Preaward Survey. A Preaward survey request from a procuring agency contracting officer (DFARS 9.106) should precede new aircraft work considered for contract award without existing DoD aircraft contracts currently under the GFRC. Preaward surveys involving aircraft operations must be coordinated with the OU DAO via the appropriate DCMA Preaward Survey Manager IAW DCMA-MAN 2401-01, "Negotiation Intelligence Procedures." In addition, contact the OU DAO if a CMO/APT becomes aware of a new contract developing (or awarded) outside of an existing GFRC contract location without the preaward survey manager or DAO involvement, or if a another model aircraft is anticipated at a current GFRC contract location.

2.10.4.5.3.6. 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 the Combined Instruction, DCMA-INST 8210-1.

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

2.10.4.7. Metrics. In the absence of a CFO, the GFR is responsible for complying with the requirements of Paragraph 2.10.1.6 for contractor flying hours, sorties, deliveries, crew currency, and other metrics such as the less than Class D mishap data (also, see Paragraph 6.18.1).

2.10.4.8. Organize the APT's Surveillance Plan. GFRs must establish an APT surveillance plan for each contractor facility and track surveillance results for trend analysis. Due to security requirements, the Agency system of record will not be used for DCMAS administered contracts. This exemption does not relieve APTs from the requirement of developing an effective APT surveillance plan. The APT will adhere to the APT Surveillance Plan Guidebook on the Resource Page that provides detailed guidance for plan development and execution incorporating the requirements of DCMA-MAN 2303-01.

2.10.4.9. The GFRC and GFRs. The GFRC, through its requirement for contractors to comply with the DCMA-INST 8210-1, by default also requires the appointment of a GFR. This process makes the GFRC the central clause related to GFR responsibilities and authority. GFRs must be thoroughly familiar with the clause and its application. Whenever damage to Government aircraft is reported, the GFR must coordinate with the PA on the damage incident and assist the ACO in making a proper liability/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 IAW DFARS 252.245-7002, "Report Loss of Government Property," rather than the GFR.

2.10.4.10. Property Loss Investigation and Determination. Investigations of loss of Government property generally fall under the purview of the PA through the property clauses (FAR 52.245-1, "Government Property," and DFARS 252.245-7002). 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. 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/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/mishap (damage normally covered under the GFRC or property clause as appropriate) or a workmanship error (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.

2.10.4.10.1. An accident/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/mishap damage to the aircraft, and a contractor should expect to be reimbursed under the GFRC (minus the appropriate contractor share of loss).

2.10.4.10.2. A 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.

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

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

2.10.5. GGR and G-GFR. 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. G-GFRs are never appointed when a GFR is appointed. 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. Prior to assuming G-GFR or GGR duties, the individual must meet the following requirements:

2.10.5.1. Background. A GGR/G-GFR is a US military aircraft maintenance officer or NCO (E-7 or above), or former U.S. Military aircraft maintenance officer/NCO Government civilian. Prior to creating an RPA for hiring civilian GGRs, CMO or OU Commanders must coordinate the RPA with DCMA-AOO and the OU DAO. CMO Commanders may designate military E-6 aircraft maintainers filling E-7 assigned billets as GGRs without requesting a waiver. E-6 GGRs cannot be assigned as G-GFRs without a waiver.

2.10.5.2. Classroom training. Complete CMA-241 and AO-401. GGRs must re-attend these courses if they have not attended in the past 5 years. Instructing the courses counts as attending.

2.10.5.3. On-site training. Completion of the OJT program, found on the Resource Page. As part of OJT, all GGRs/G-GFRs must complete AO-401B, however, new GGRs/G-GFRs do not have to complete AO-401B prior to performing GGR/G-GFR duties.

2.10.5.4. Assignment. GGRs are assigned to an APT through the APT Assignment Letter IAW Paragraph 3.1.3. GGRs may be assigned to a maximum of six contractor facilities (resident and non-resident) including those they are appointed to as a G-GFR. However, they may act as a primary 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.

2.10.6. CSM. The CSM has primary responsibility for verifying the overall ground safety environment. The CSM monitors the contractor's operations, facilities, and procedures to validate that Government assets are not placed at undue risk. The CSM advises the GFR, ACO, and/or CMO Commander (as appropriate) of any issues and makes recommendations regarding

the validity of the contractor's corrective action and/or mitigation plans. CSMs, via FAR 42.302(a)(39), may have CAS responsibilities that fall outside of those found in DCMA-INST 8210-1 (e.g., Ammunition and Explosive (AE) clauses, contract specific industrial standards or safety programs). In those circumstances, the CSM will follow the requirements of DCMA-MAN 2301-07, "Contract Safety."

2.10.6.1. Qualification. CS personnel assigned to an APT must meet the competencies, training and certification requirements contained in DCMA-MAN 2301-07.

2.10.6.2. Surveillance Planning. The CSM must work closely with the GFR and GGR to incorporate their risk planning into the APT's surveillance plan. See the APT Surveillance Plan Guidebook on the Resource Page.

2.10.6.3. Assignment. 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 IAW Paragraph 3.1.3.

2.10.7. QAS. The QAS is a core member of the APT. The QAS's day-to-day proximity to the product makes them a uniquely valuable asset for the APT's 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. It is highly recommended the assigned QAS completes the following basic requirements and adds this information to their QAS Learning Map: completion of CMA 241 and AO-401. In addition to normal duties, the QAS:

2.10.7.1. Participates on the APT surveys.

2.10.7.2. Provides results of their surveillance and data collection and analysis process to support the APT's trend analysis requirements.

2.10.7.3. Coordinates with the GFR to define quality assurance's role/responsibility with the mishap and/or impoundment procedures during other than normal duty hours or when ASO, GFR, or GGR are not present on-site. These roles/responsibilities must be defined in the mishap response plan (MRP).

2.10.7.4. Coordinates with the GGR to determine potential overlaps in surveillance of certain contractor processes, such as: Foreign Object Damage (FOD) and Tool Control programs, calibration, and weight and balance.

2.10.7.5. Assignment. QASs are assigned to an APT through the APT Assignment Letter IAW Paragraph 3.1.3.

2.10.8. ACO. Although not a formal member of the APT, the ACO is a key individual in the administration of the contract. The ACO has overall responsibility for all CAS functions under FAR 42.3. Regular communication between the ACO and the APT is critical. ACOs are strongly encouraged to attend CMA 241 or the DCMA-AO Contracting Officers' brief (Contact

DCMA-AOP to schedule this training). The following areas require ACO involvement when administering contracts involving aircraft operations:

2.10.8.1. CRR. The ACO and APT should be knowledgeable of the requirements in DFARS 228.370, “Additional Clauses,” which prescribe the circumstances when the GFRC may and may not be used. Contracts 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. DFARS 228.370 describes the only modifications that can be made to the GFRC. 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 contract management teams (see Paragraph 3.7).

2.10.8.2. Review Annual/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 (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.

2.10.8.3. Aircraft Damage. Because of the cost share provisions of the GFRC, any damage to Government 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. Also, see Paragraph 2.10.4.9 of this Manual.

2.10.8.4. Withdrawal of Government Acceptance of Liability. If the contracting officer determines that the contract aircraft are “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. Refer to the GFRC, paragraph (d) for guidance in these situations and for the proper procedures for removing the Government’s assumption of risk under the clause if it becomes necessary. Also, see the GFRC Liability Removal Coordination Guide on the Resource Page. The contractual requirement to comply with DCMA-INST 8210-1 (per the GFRC paragraph (d)(6)) continues even when the Government’s assumption of risk is withdrawn.

2.10.9. PA. The PA’s focus is on the contractor’s property management system. PA duties and responsibilities are described in DCMA-MAN 2501-12, “Contract Property Loss.”

2.10.10. Contractor Field Team (CFT) Office. DCMA Dayton is the primary contract administration office for CFT task orders (delivery orders) through a prior written agreement with the Services. Task Order place of performance (PoP) is located on military installations using Service GFR/G-GFR/GGRs. Through the Programmatic MOA with DCMA, the CFT Program Office and the Services, FAR 42.302(a)(56) CAS is the responsibility of the Major Commands for the purpose of appointing Service GFR/G-GFRs to CFT task orders. The DCMA CFT AO Group responsibilities include:

2.10.10.1. Service GFR/G-GFR Appointment. DCMA CFT AO is responsible for ensuring qualified Service GFR/G-GFRs obtain written appointments to applicable CFT task

order(s). This is accomplished through receipt of the GFR/G-GFR appointment letter that has been signed by the Functional Service Manager.

2.10.10.2. Contractor's Procedures Approval. DCMA Dayton CFT AO is responsible for providing guidance to GFR/G-GFRs in the review/approval of contractor's Procedures. Validation is accomplished through the receipt of the GFR/G-GFRs' signed Procedures approval letter.

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

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

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

2.10.10.6. SAV. SAVs may be conducted at the unit's request to provide the on-site Commander support and assist the GFR/G-GFRs perform annual contractor assessments and other responsibilities.

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



## **SECTION 3: COMMAND AND ADMINISTRATION**

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

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

3.1.2. Appointment Letters. The CMO Commander having FAR 42.302(a)(56) CAS responsibility must sign Appointment Letters for GFRs, G-GFRs, and alternates (as appropriate). The GFR/G-GFR Appointment Letter delegates FAR authority and is separate from APT assignment letters. 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.

3.1.3. Assigning APTs. CMO Commanders are responsible for designating APTs to oversee contracts containing the Combined Instruction. CMO Commanders are responsible for funding all travel expenses for their appointed primary or alternate APT members whenever the APT members are performing their primary duties. DCMA-TDSC is responsible for funding CSM mission travel. CMO Commanders have no authority to assign non-DCMA personnel to perform duties as GFRs/G-GFRs/GGRs in any capacity without a documented agreement with the supporting unit. See definition and rules for authorized number of resident and non-resident GFRs/G-GFR/GGR assignments in Paragraphs 2.10.4.4 and 2.10.5.4. See the AO Correspondence guide on the Resource Page for example letters.

**3.2. FLIGHT OPERATIONS REQUIREMENTS.** With the exception of 3.2.7, these requirements apply only to CMOs with DCMA aircrew operations. CMO Commanders with DCMA aircrews 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/designations only.

3.2.1. Aircrew Qualifications/Designations. All qualifications/designations (aircraft Commander, instructors, Flight Examiners/Naval Air Training and Operating Procedures Standardization (NATOPS) Evaluators, Flight/Mission/NATOPS Qualifications, flight engineer, navigators, etc.) must be signed by the CMO Commander, IAW Service guidance, except where noted in Paragraphs 3.2.1.1 and 3.2.1.2. If the CMO Commander is not a rated officer, then an endorsement of the qualification(s) sought must be obtained from their OU DAO. Rated CMO Commanders can sign for non-rated Streamline CMO Commanders. Rated Streamline CMO Commanders can sign for their unit.

3.2.1.1. Navy. If the qualification is for a rated CMO Commander, the qualification can be signed by the Fleet Replacement Squadron or Evaluation Squadron Commanding Officer IAW Service Guidance, forwarded to the OU Commander, or OU DAO if not rated, for final approval and signature. When signing U.S. Navy (USN) qualifications, the OU DAO 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.”

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

3.2.2. AO Position Descriptions. CMO Commanders, in coordination with the cognizant OU DAO, 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 DCMA-AO. CMOs and OUs must not contact the parent Services directly concerning filling or modifying military billets.

3.2.3. 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).

3.2.4. 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/GFR services will be performed. Under these conditions, the CMO Commander and procuring activity will arrange for Government acceptance check flights (ACF) to be performed by TDY military aircrews.

3.2.5. Flight Time Documentation. A record of flight authorizations must be maintained for 1 year. Individual flight records must be maintained IAW applicable Service directives.

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

3.2.7. TDY Aircrew Support. Service units, including host nations, may provide support to DCMA in several circumstances: augment DCMA aircrews, conduct acceptance flights under contract, and/or ferry aircraft. When augmenting DCMA or otherwise conducting acceptance flights, the Service aircrew are flying under DCMA cognizance. See Section 4 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.

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

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

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

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

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

3.2.9.4. 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.

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

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

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

3.2.10.3. Through qualified personnel within the CMO. DCMA does not maintain life support personnel billets. This method is authorized if assigned personnel have the life support skill set and are available to perform life support duties in addition to their normal duties. In this case, the CMO would be responsible for programming training funds needed to maintain the skill set. 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), Air Force Materiel Command (AFMC) Standardization (A3V)) to spot check the program. DCMA-AOO can assist with coordination if desired.

**3.3. WAIVERS AND APPROVALS.** A waiver is a written request for relief from an instruction or requirement (either DCMA-INST 8210-1, Service Guidance, or this Manual). Approvals in this Manual refer to areas that require HQ rated oversight of DCMA operations. Approvals in DCMA-INST 8210-1 refer to areas that require either GFR or Service level inputs. Approvals are required for the following: initial cadre designations, multiple mission/design aircraft qualifications (Paragraph 4.9.3); recommended alternative training plans for periods of reduced flight time availability (Paragraph 4.11.6); certain supervisory flights, orientation flights, off-site static displays, and flight demonstrations/air shows/flyovers (Paragraph 4.16.3). See Approvals and Waivers Job Aid found on the Resource Page.

3.3.1. General Waiver/Approval Package Requirements. All packages for either waiver or approval must describe, using RM methodology, the process/requirement to be waived, associated risks, risk controls to be implemented to mitigate those risks and the resultant residual risk. When addressing risk mitigation plans for inclusion in waiver packages consider (among other things and as appropriate to the waiver/approval being sought) areas such as special training/certification requirements, weather minimums, site plans, Service guidance (i.e., how does the Service do this operation?), what are the specific contractual issues, physiological requirements, and emergency procedures. 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.

3.3.2. Contractor Waiver Requests. All contractor waiver requests are to be written by the contractor. These waivers generally fall into three categories: contractor requests for relief from contractual written requirements; requests for relief from Service Guidance; and DCMA-INST 8210-1 waivers. For Air Force contractor waiver requests, the AFMC Form 73, "AFMC Waiver Request," must be used and the GFR or DAO 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 submitting waiver package, discuss potential implications of waiver approval with the ACO. Resolve any and all funding issues the waiver presents.

3.3.3. Contractor Approval Requests. All contractor approval requests are to be written by the contractor. These approvals refer to areas in DCMA-INST 8210-1 that require special attention from the GFR. They include crewmember multiple qualifications, alternate aircraft

rescue and fire fighting (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 or DAO must be listed as the Action Officer in Section 1. Route all contractor approval requests the same way waivers are routed.

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

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

3.3.5.1. 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 DCMA-AO form. For other government organizations initiated requests (for orientation flights, static displays, etc.), a letter, memo, or email is acceptable.

3.3.5.2. Risk mitigation plan. Requestors may use any of the Services' RM processes to describe the risks and mitigation process for those risks. 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).

3.3.5.3. Complete Waiver and Approval request. Use the DCMA-AO 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 for contractor waiver requests or the CFO/GFR for CMO waiver requests.

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

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

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

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

3.3.5.6.2. Include all other justifying and substantiating documentation.

### 3.3.6. Waiver and Approval Routing.

3.3.6.1. Waiver timeline. 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/or document concerns prior to submitting waiver package. The APT may not delay the submittal of a contractor request based upon APT concurrence/non-concurrence. The GFR must forward requests in a timely manner, normally within 10 working days.

3.3.6.2. 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.

3.3.6.3. The GFR and CMO Commander must indicate their concurrence or non-concurrence (with or without comment) with the contractor waiver request.

3.3.6.4. DCMA-MAN 8210-2 (Government Only). CFOs/GFRs (as appropriate) forward all requests from the CMO Commander (including streamline CMO Commanders) for relief from requirements of this Manual, with justification, to the OU AO Support Team.

3.3.6.5. DCMA-INST 8210-1 or Service Guidance (Government). CFOs/GFRs (as appropriate) forward all requests from the CMO Commander (including streamline CMO Commanders) for relief from Service requirements, with justification, to the OU AO Support Team.

3.3.6.6. DCMA-INST 8210-1 or Service Guidance (Contractor). GFRs forward all requests from the contractor for relief from Service requirements, with justification, to the OU AO Support Team.

3.3.6.7. The OU AO Support Team reviews the waiver/approval request package for completeness and provides the OU concurrence or non-concurrence of the request. The DAO then submits the package through the DCMA-AO Waiver Page.

3.3.6.8. The DCMA-AOP will staff the waiver/approval request and provide a concur or non-concur recommendation to DCMA-AO.

3.3.6.9. DCMA-AO must route the waiver/approval to the appropriate Service waiver authorities with recommendation, unless the waiver/approval can be approved at the DCMA-AO level.

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

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

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

3.4.2. 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 and OU to DCMA-AO. DCMA-AO will obtain comments from the appropriate Service. Service comments will be routed back to the GFR and ACO. The PCO and ACO will then determine if the proposed contract change is appropriate. All contract modifications that are issued are reviewed IAW the CRR process, Paragraph 3.7.

3.4.3. Facility Issues/Shortfalls at Government Owned Facilities. IAW DCMA-INST 8210-1C, "Contractor's Flight and Ground Operations," Paragraph 6.16.2., contractors are required to evaluate 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 contractors evaluation required by DCMA-INST 8210-1C, Paragraph 6.17. As shortfalls are identified, they must be provided to the applicable aircraft Program Office(s), facility owners (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 through the OU DAO to DCMA-AO for endorsement and forwarding to the Waiver Authority and Program Office for acknowledgement/action. This package must include the APT's CSM review/endorsement of the contractor's analysis, CMO Commander's endorsement, and Program Office POC.

**3.5. 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 PoP: 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 IAW the waivers section of this Manual and must be specifically identified in a separate section within the LOP.

### 3.5.1. Approval of the LOP.

3.5.1.1. Cycle. The LOP must be reviewed annually (as evidenced by CMO Commander signature) and updated as required.

3.5.1.2. Rated CMO Commander Approval of the LOP. Rated CMO Commanders must approve their own LOP and those of their subordinate streamline CMOs. Exception: Rated Streamline CMO Commanders may approve their unit's LOP.

3.5.1.3. Non-Rated CMO Commander Approval of the LOP. Non-rated Streamline CMO Commanders who report to rated CMO Commanders must follow the procedures in Paragraph 3.5.1.2. Non-rated CMO Commanders, and Non-rated Streamline CMO Commanders who report to non-rated CMO Commanders, must route the LOP to their OU DAO for a rated endorsement prior to approving their unit's LOP.

3.5.2. 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. An LOP must include, but is not limited to, the following mandatory items based on the appropriate operational situation. The following subparagraphs identify the mandatory items that an LOP must include, which change based upon the type of operations at the place of performance:

3.5.2.1. Contractor Only Flight Operations or Ground Only Operations. The following items are the only requirements for Contractor-only Flight Operations or Ground Only Operations:

3.5.2.1.1. 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.

3.5.2.1.2. 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/Time Compliance Technical Order compliance processes, identifying maintenance/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.

3.5.2.1.3. MRP. This plan will describe the CMO's responsibilities and procedures for the notification and recordkeeping of aircraft mishaps associated with DCMA administered contracts (see Paragraphs 6.16.2 and 6.18).

3.5.2.1.4. 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.



3.5.2.2. TDY Service Aircrew Flight Operations Under GFRC. This operational situation applies when Government acceptance flights are required under the cognizance of the GFR, but are only supported by Service aircrew not detailed to DCMA. For this situation, the following items are required in addition to the mandatory items in Paragraph 3.5.2.1:

3.5.2.2.1. RM for TDY aircrew only support, use of the Service or contractor flight RM forms is acceptable. The LOP should state which forms are used to meet this requirement. If neither the contractor (no contractor aircrews) nor the Service aircrew provide RM forms, the LOP must address the CMO's flight RM process IAW Paragraph 3.5.2.3.1.

3.5.2.2.2. Aircraft Acceptance and Delivery Process. In addition to the basic TDY aircrew requirements of Paragraph 3.5.2.1.2, this process must now 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 Wide Area Workflow Receiving Reports (WAWF RR)/DD Form 250, "Material Inspection and Receiving Report," are bound by their parent Service directives.

3.5.2.2.3. Additional Required Flight Operations Elements. Local Flight Operations (Paragraph 4.4.5); Fuel Requirements (Paragraph 4.13.4); Weather Requirements (Paragraph 4.13.7); Briefing Guide (Paragraph 4.13.9); Debriefing Requirements (Paragraph 4.13.10).

3.5.2.3. Assigned DCMA aircrew flight operations. This operational situation applies when DCMA has aircrews detailed to the CMO. For this situation, the following items are required in addition to the mandatory items in Paragraphs 3.5.2.1 and 3.5.2.2:

3.5.2.3.1. RM. The LOP must address the CMO's flight RM process to include risk determination, mitigation strategies, and approval elevation requirements (see Paragraph 6.4.3).

3.5.2.3.2. Flight Crew Information File (FCIF). The LOP should describe the FCIF format, location, and who is responsible for its maintenance and updating (Paragraph 4.8).

3.5.2.3.3. Additional Required Elements for DCMA Aircrews Only. Aircrew Life Support (Paragraph 3.2.10) Aircrew Duty and Rest Limitations (Paragraph 4.6); Aircrew Evaluation Program (Paragraph 4.10.2); Multi-Qualification Currency (Paragraph 4.11.4); Aircrew Training (Paragraph 4.12); Government Flight Approval Process (Paragraph 4.14.1); External flying (Paragraph 4.17), Weekend flying (Paragraph 3.2.8); Flight Safety Meetings (Paragraph 6.7.1); Bird/Wildlife Strike Hazard (BASH) (Paragraph 6.11); Mid-Air Collision Avoidance (MACA) (Paragraph 6.12); and Toxicological Testing (Paragraph 6.17).

### **3.6. CAS.**

3.6.1. Surveillance of AO. FAR 42 lists various CAS functions applicable to several different types of contracts. FAR 42.302 (a)(56) Maintain surveillance of flight operations, identifies surveillance of flight operations as a contract administration function; this is the CAS function performed by the APT. FAR 42.302(a)(38) Ensure contractor compliance with contractual quality assurance requirements, is the CAS function performed when DCMA aircrews perform ACF; this is also the CAS function performed by the DCMA QASs.

Additionally, CSMs perform the CAS function FAR 42.302 (a)(39) Ensure contractor compliance with Contract Safety requirements. With certain exceptions, DFARS 242.202 regulates the agency responsible for the performance of the CAS functions by location (at or near contractor facilities) and by contract type. With respect to CAS, the terms “flight operations” and “aircraft operations” are used synonymously in this Manual.

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

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

3.6.2.2. Through DFARS. DFARS 242.202 assigns responsibility for CAS functions performed at or near contractor facilities to DCMA. Specific exclusions are set out for certain contracts (e.g., base, post, camp, or station contracts, flight training). Consult the Workload Acceptance Job Aid on the DCMA-MAN 4502-02, “Workload Acceptance,” Resource Page for further guidance on accepting work on base, post, camp or station.

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

**3.7. CRR.** CRR is governed by DCMA-INST 2501, “Contract Maintenance.” The CMO Commander must ensure all contracts and modifications are reviewed by the applicable APT IAW DCMA-MAN 2501-01. 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 applicable OU DAO. If it is determined the contract warrants an APT (GFRC or DCMA-INST 8210-1 appropriately placed on contract), the CMO Commander will form one with existing personnel or consult with the OU DAO and DCMA-AO to obtain additional resources. See the APT Surveillance Plan Guidebook for more details of AO implementation of the CRR process.

**3.8. 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 DFARS 242.202(e)(1)(A).

3.8.1. 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 the APT Surveillance Plan Guidebook.

3.8.2. 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 42.2 for general information on SCA delegations. See the AO Correspondence Guide on the Resource Page for an example letter of delegation.

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

3.9.1. Flight Operations with Assigned Military & U.S. Government Personnel. The procuring Service may agree to support an aviation contract by providing aviation/rated billets to DCMA under the TSA. These situations may involve either 100 percent DCMA flight operations or a combination DCMA aircrews and contractor personnel. DCMA crews fly under this Manual and their LOP. When conducting these flights, the DCMA crews are executing a quality assurance function under FAR 42.302(a)(38).

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

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

3.9.4. No Flight Operations. DCMA may manage these contracts with a GFR or a G-GFR as the APT lead.

**3.10. AO AT POST, BASE, CAMP, OR STATION.** DCMA-INST 8210-1 describes how GFR billets are normally filled. The Services are responsible for providing GFRs for operations at post, base, camp or station locations where the Services already have aircrew personnel. Appointing DCMA CMO personnel to perform GFR duties at post, base, camp or station locations does not meet the intent of DFARS 242.202, DCMA-INST 8210-1, and the TSA. Approving Authorities (those who are authorized to appoint GFRs) are defined in DCMA-INST 8210-1. In DCMA, approval authority has been delegated down to the CMO Commanders, limited to personnel in their CMO (including personnel at streamline sites). Likewise, Service Approval Authorities cannot appoint DCMA personnel as GFRs. However, if a post, base, camp or station unit Commander were to functionally attach someone from their unit to a DCMA CMO for the purposes of performing FAR 42.302(a)(56) CAS, then the CMO Commander would be the appropriate Approving Authority. Any agreements to functionally transfer/attach personnel from a Service unit to a DCMA CMO must be done in writing, address what functions the individual will be responsible for and address any funding issues (TDY, GFR course attendance, etc.). AO CAS at military installations can be accomplished in several ways.

3.10.1. DCMA CMO Administers a Contract that Requires Contract Work Involving AO on a U.S. Military Installation. These operations require a written SCA delegation from the CMO Commander to the contracting authority for the military installation, requesting acceptance of the FAR 42.302(a)(56) Maintain surveillance of flight operations, CAS requirement. The GFR is provided by the Service. Service GFRs are normally appointed by their appropriate Service Approving Authority (See Paragraph 2.10.4.4).

3.10.2. DCMA (Subject to Prior Agreement) Agrees to Perform CAS on a U.S. Military Installation. These operations require a written SCA delegation from the contracting authority for the post, base, camp, or station, to the CMO Commander requesting acceptance of the CAS requirement. These delegations may exclude the FAR 42.302(a)(56) CAS requirements. The GFR is normally provided by the Service per DCMA-INST 8210-1.

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

3.10.4. Foreign Military Sales (FMS). FMS contracting is covered by DoD Manual 5105.38-M, "Security Assistance Management Manual," and DFARS 225.73, "Acquisition for Foreign Military Sales." FMS aircraft undergoing work on a DoD contract with DFARS 252.228-7001 included are considered mission work and supported accordingly.

3.10.5. Direct Commercial Sales (DCS) Contracts. DCS contracts are direct purchases by a foreign government or organization (e.g., North Atlantic Treaty Organization (NATO)) with the supplier and do not typically involve the U.S. Government. While DCMA may be reimbursed for supporting certain CAS functions in support of a DCS contract, DCMA aircrew must not participate in flight operations on these contracts. Any request for CAS support on a DCS contract must be processed through the DoD Central Control Point within the DCMA FMS and DoD Reimbursable Program Management Division.

### **3.11. CONTRACTORS' FLIGHT AND GROUND OPERATIONS, DCMA-INST 8210-1.**

The Combined Instruction describes process requirements for contractors conducting flight and/or ground operations. The Combined Instruction also describes the GFRs (and APT) responsibilities in overseeing these operations.

3.11.1. DCMA-INST 8210-1 Applicability. When DCMA-INST 8210-1 is on contract, either through DFARS 252.228-7001 or specific contract wording, its purpose is to provide the GFR the authority to mitigate risks to the aircraft, even when the risks occur before there is an aircraft.

3.11.2. DCMA-INST 8210-1 and Liability. DCMA-INST 8210-1 is used to mitigate risk; its application is only tangentially related to liability. The terms and conditions for Government liability are described in the GFRC. Paragraph (b) of the GFRC (separate from the liability sections of the clause) mandates that contractors comply with the requirements of the Combined

Instruction. Failing to comply with the Instruction or failing to follow approved Procedures are contractual compliance issues and are not, in and of themselves, related to liability.

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

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

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

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

3.12.4. Non-GFRC Contracts. Some contracts or Other Transactions do not include the GFRC, but 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 aircraft operations for these contracts should be directed to the CMO Commanders, OU DAOs, and DCMA-AO. CMO management should discuss these issues with their General 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.

3.12.5. Contracts Without Government Risk of Loss. This can happen in contracts where the GFRC would not normally be found, such as in a lease agreement or FAR 12 contract. If DCMA-INST 8210-1 is also absent in such contracts (normally the case), the APT would have no CAS role. In contracts that include the GFRC, where the contracting officer terminates the Government’s assumption of risk via the GFRC processes, or for activities that occur when an aircraft is not “in the open,” the contractual requirement to comply with DCMA-INST 8210-1 still exists and is irrespective of the status of the Government’s assumption of risk via the GFRC (see Paragraph 3.11.2).

3.12.6. WAWF RR/DD Form 250 and the Termination of Government Liability on Contracts with the GFRC. 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 aircraft operations 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 Government to a contractor (or vice versa). Transferring aircraft to/from the Government and contractors is accomplished differently within the Services (commonly through the use of a Service specific Aircraft Transfer Order or a DD Form 1149, "Requisition and Invoice/Shipping Document") and does not impact the requirements for contractors to comply with DCMA-INST 8210-1 where the GFRC is on contract.

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

3.13.1. Flow Down of the Liability Coverage of the GFRC. Refer all questions related to the assumption of liability for subcontractor operations to DCMA-AO and DCMA Office of General Counsel. Prime contractors performing work under the GFRC are always under the obligation to meet the requirements of DCMA-INST 8210-1. This requirement exists whether the aircraft is located at the prime's facility or at a subcontractor's facility. The Government's assumption of risk via the GFRC does not automatically "flow down" to subcontractor operations. The Government's assumption of liability coverage to subcontractor operations occurs only when the contracting officer specifically directs it in the contract. Flow down of the GFRC's liability coverage is separate from the requirement of the prime and subcontractor to comply with the requirements of DCMA-INST 8210-1. If the contractor or subcontractor claims DCMA-INST 8210-1 compliance by a subcontractor is extinguished (because the subcontract is commercial or the subcontractor is fully insured), contact the cognizant ACO or assigned Office of Legal Counsel for assistance. This paragraph only applies to contracts with the 2010 version of the GFRC on contract.

3.13.2. APT Delegations with Subcontractors. DCMA assigns APTs to manage prime contractors. However, APTs are frequently located at or near the subcontractor's facility, not the prime's. This decentralized execution does not relieve DCMA APTs from working through the prime contractors (and appropriate contracting officers) to resolve discrepancies at subcontractor facilities. As the delegated authority for surveillance of flight operations, DCMA APTs can and will visit/inspect subcontractor facilities on a frequent basis.

**3.14. APT 360 STANDARD PAGE AND APT 365 TEAMS/PAGES.** While DCMA is transitioning from DCMA 360 to DCMA 365, APTs may collaborate and use either system. Each CMO with AO (with the exception of DCMAS administered contracts) must maintain a location within DCMA 360/365 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, CMA-241 Certificates, AO-401 Certificates, and APT AOTS attendance). There must also be a separate page, Teams Channel, or area within the sites containing only current AOI pre-deliverables defined in the 60-Day AOI notification. In order to access required processes, the APT 360 Standard Page or APT

365 Teams/Page must link into the CCR, DART (as required), Crew Currency, and the Flight data entry lists on the DCMA-AO home pages. The intent is to promote collaboration and storage for all AO associated documentation as well 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.

## SECTION 4: FLIGHT OPERATIONS

**4.1. FLIGHT PROCEDURES.** This Section, in conjunction with Service directives, addresses the requirements and processes for DCMA aircrew flight operations. DCMA aircrew personnel (either assigned or TDY) performing flight operations must comply with the procedural, training, and evaluation requirements of this Manual and their parent Service Guidance. Service aircrews flying on aircraft prior to WAWF RR/DD Form 250 completion (e.g., acceptance, test) will follow the DCMA LOP IAW Paragraph 3.5.2.2. When flight operations are solely conducted by the host nation, host nation standards/instructions/regulations apply. GFR oversight applies to the Prime and their subcontractors, but GFRs have no oversight requirements for the procedures/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 DCMA-AO and be documented in the LOP (Paragraph 3.5).

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

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

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

**4.3. FLIGHT ACCEPTANCE PERSONNEL REQUIREMENTS.** Crew composition for functional check flight (FCF)/ACF missions must consist of only the minimum manning for flights, as defined by the aircraft flight handbook. Additional personnel, as required and authorized by the CFO to accomplish the flight acceptance mission (including FCF/ACF training), may be allowed on airworthy aircraft. Within DCMA, an airworthy aircraft is defined as an aircraft that has completed its initial flight with safe and fully functional engine(s), flight controls, landing gear systems, and those systems affecting the basic Instrument Flight Rules (IFR) 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.

4.3.1. FCF/ACF Qualifications. Personnel performing FCF/ACF duties must be FCF/ACF qualified in their respective crew position, and current or regaining currency, or undergoing FCF/ACF qualification or re-qualification training IAW with Service Guidance. FCF Training on the first flight to establish airworthiness must be IAW Parent Service Guidance. Foreign Military personnel performing FCF/ACF functions on FMS contracts must be current/qualified



to their respective service requirements. The CFO and/or GFR must coordinate through the Program Office to ensure the required clearances have been obtained for Foreign Military personnel flying within U.S. airspace.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.4.5.3. Jettison areas.

4.4.5.4. Significant obstructions/obstacles.

4.4.5.5. Ejection/egress areas.

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

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

**4.5. 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.

4.5.1. Local Area. Identify the airspace considered to be the local operating area.

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

4.5.3. 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.

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

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

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

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

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

4.6.1. Crew Duty Period. The crew duty period begins when an individual reports for work (either flight or administrative duties) and ends when the engines are stopped at the end of a mission or series of missions.

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

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

4.6.4. 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.

4.6.5. 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.

4.6.6. Chronic Fatigue. CMO Commanders must ensure chronic fatigue processes are addressed per applicable Service guidance.

**4.7. FLIGHT PUBLICATIONS.** Establish a control system for the timely distribution and posting of required flight handbooks, checklists, technical orders, operator's Manuals, operating procedures, flight management publications, host nation documents, flight information publications, electronic software/applications, and changes and supplements, thereto. Electronic versions of the above may be used and will be maintained IAW Service Guidance.

**4.8. FCIF PROGRAM.** Each DCMA flying 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.

4.8.1. FCIF Contents. The FCIF must contain:

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

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

4.8.1.3. Section III. Publications. A ready-reference library, which includes current DCMA publications, applicable Service publications, flight Manuals, and other directives applicable to flight operations. The library must be readily available with its location noted in section I. In lieu of hard copy publications, a link or reference to where the library can be found on a server is acceptable. The CFO is responsible for ensuring access to the Service's system of obtaining changes to operating handbooks and relevant Service guidance.

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

4.8.3. FCIF Section I Distribution. Upon completion of the AO-401, the AO Training Program Manager will provide DCMA-AOO 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. This provides awareness for those APTs without flight operations and the ability to share with the contractor. The established Outlook email distribution list is: "DCMA Ft Lee Eastern RC List AO FCIF." In addition, all known FCIF items are maintained in a SharePoint list on the DCMA AO 365 site. Of note, Army Standard Communication (STACOM) messages are synonymous with the other Services FCIF messages. See link to the AO FCIF/STACOM Repository on the Resource Page.

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

4.9.1. 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.

4.9.2. Mission Qualification Training. Newly assigned personnel may arrive with an initial qualification in their assigned aircraft and may have completed a mission qualification check (FCF/ACF/Test as appropriate). If Mission Qualification Training cannot be secured through enroute training, mission qualification may be conducted locally, according to a training syllabus established by the CFO and approved by DCMA-AO. Training programs may be tailored to individual qualifications. The flying history of the individual and a recommended syllabus must be sent to DCMA-AO. Funding 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:

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

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

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

4.9.3. Military Multiple Aircraft Qualification. Qualification in more than one mission/design/series of aircraft must be predicated on mission requirements. Qualification in two series of the same aircraft design may be approved by a rated CMO Commander (see Paragraph 3.2.1) 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, F-18E/F, have separate flight manuals/NATOPS). No aircrew will carry more than one mission/design or mission/design/(dissimilar) series aircraft qualification without the express approval of DCMA-AO or 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/design, multiple mission/design/(dissimilar) series, or more than two mission/design/series qualification through the DCMA-AO Waiver Page to DCMA-AO. The CFO must place the written authorization for all multiple aircraft qualifications in the aircrew personnel's flight training folder and develop/document a currency/proficiency plan. Currency/proficiency plans may mirror the contractor multiple qualification plans.

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

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

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

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

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

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

4.11.3. Currency Reporting. CMOs with DCMA aircrew must ensure their aircrews are current and qualified in their respective positions and are projected to be capable of meeting mission requirements. This information is normally tracked locally through the respective Service database (e.g., COOL, SHARP, CAFRS) or through use of a contractor's tracking program. Regardless of the method chosen, CMOs shall report the projected currency of all assigned aircrew on a monthly basis via a memorandum for record (MFR) signed by the Chief of Flight Operations or CMO Commander. These MFRs are a monthly projection stating whether assigned flyers are capable of executing the assigned mission for that month and will be uploaded on the Aircrew Currency Page NLT the 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, the OU DAO must be notified of the change in status. Do not embed any Health Insurance Portability and Accountability Act information or personally identifiable information (PII) within the MFR. An MFR template can be found on the Aircrew Currency Page on DCMA 360.

4.11.4. Currency Requirements for Multiple Aircraft Mission/Design/Series. CFOs must develop and document a currency and proficiency plan for all crewmembers authorized to fly more than one mission/design/series aircraft (see Multiple Aircraft Qualification (Paragraph 4.9.3) and Service guidance) in the activity's LOP.

4.11.5. 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.

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

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

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

4.12.1.1. Recurring ground training,

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

4.12.1.3. Physiological training.

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

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

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

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

4.13.1. Flight Scheduling. The CFO must publish written start-no-later-than mission times. The published times will 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).

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

4.13.1.2. Preflight Start. The CFO must ensure preflight activities begin as soon as practical after release notification from the contractor is received. If the Government is unable to

begin or otherwise support preflight activities after notification is received, the contractor must be notified immediately of the Government's intentions.

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

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

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

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

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

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

4.13.7. Weather. CFOs must establish takeoff/landing ceiling (in feet) and visibility minimums (in statute miles) for all flights based on the Service directives for their aircraft. These minimums will be delineated in the facility's LOP. FCF/ACF checks must be accomplished during day visual meteorological conditions. Alternate weather requirements must be IAW Service directives and will also be delineated in the facility's LOP. In no instance must a takeoff be attempted if the departure field's observed weather is lower than 300 feet and 1 mile, or the published minimums for the expected approach to be flown in the event of an immediate landing at that field, whichever is higher. In no instance must an approach be commenced if the observed weather at the destination airfield is lower than 300 feet and 1 mile, or the minimums for the approach to be flown, whichever is higher. If, after commencing the approach, the weather drops below this minimum, the approach may be continued but under no circumstances must the aircraft penetrate below minimums for that approach or 300 feet whichever is higher



unless the runway environment is in sight and a safe landing can be executed. Helicopter Special VFR operations must not be conducted with weather less than 500 feet and 1 mile. FCF/ACF hover checks may be performed when clear of clouds and at least ½ mile visibility.

#### 4.13.8. Required Daylight Operations.

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

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

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

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

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

4.14.1. DCMA Aircrew Flight Authorizations. All DCMA aircrews must be authorized in writing to participate in each flight by a rated CMO Commander or rated designee.

4.14.2. Required Flight Authorization Information. The CMO Commander (or designee) must ensure flight authorizations are published for all flights. The flight authorization must include: the names, grade/rank, and flight function of all personnel; a designation to identify the PIC, the (air) mission Commander, and/or the formation leader, as applicable; the aircraft type and serial number; the purpose of the flight; the point of departure, destination, and enroute stopover points, as applicable; the date and estimated time of departure; the estimated time enroute 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 (see Paragraph 4.14.3).

4.14.3. Contractor Flight Approvals. GFR approval is required for all aircraft flying under contract, even flights with Government only aircrews. The GFR's approval is required under GFRC as the final requisite step for contractor indemnification, and ensures the contractor has met the requirements of DCMA-INST 8210-1. 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 Government's assumption of risk IAW DFARS 252.228-7001.

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

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

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

4.14.3.3.1. Equivalent Forms. DCMA-INST 8210-1 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."

4.14.3.3.2. Multiple Flight Approvals. DCMA-INST 8210-1 allows GFRs to sign "extended" flight approvals (multiple flights/aircraft/flight crews). GFRs must know the profile and objectives for each contractor flight as well as the currency and qualifications of the flight/ground crews involved for the duration of the approval period. GFRs should avoid flight approvals beyond 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" (see Paragraph 4.16).

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

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

4.15.2. Pickup/Delivery Missions. These flights 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/unit owning the aircraft.

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

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

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

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

4.15.6.1. Engineering Test Flights. Engineering Test Flights involve low to very low risk testing of subsystems and avionics systems that do not affect the flying qualities, flight controls, or flight envelope of the carrying vehicle.

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

4.15.6.2.1. DCMA Personnel on Experimental Test Flights. Requests to participate on experimental test flights must be forwarded to the Service Waiver Authority through DCMA-AO and must include as a minimum: a detailed description of the testing (approved test plan) and profiles to be performed with RM analysis, CMO Commander's endorsement of DCMA's participation in the testing, and a list of crewmembers with qualifications involved. DCMA aircrews performing aircrew duties on experimental test flights must be qualified IAW their parent Service Guidance.

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

4.15.7. Crew Transport. A mission flight performed to transport Government crewmembers (current and qualified in the same airframe) from point A to point B.

4.15.8. 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:

4.15.8.1. GFRs. Supervisory flights may be conducted during any contract flight by GFRs as long as they are current and qualified in the aircraft. For GFRs that are not current and qualified in the aircraft, see Paragraph 4.16.2.1.

4.15.8.2. Other Rated Personnel. In conjunction with a DCMA AOI, Service inspection AOI team members are permitted to perform supervisory flights IAW 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).

4.15.8.3. 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.

4.15.9. Command Oversight Flights. OU/CMO commanders that are current and qualified may conduct command oversight flights which are performed to observe DCMA and contractor flight crew performance and adherence to the LOP or Contractor Procedures. Rated OU/CMO commanders that are not current and qualified in the aircraft, follow the process in Paragraph 4.16.2.1.

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

**4.16. FLIGHT PROFILES REQUIRING SPECIAL APPROVAL.** Any flight listed in Paragraphs 4.16.1 through 4.16.5 requires DCMA-AO 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 through the DCMA-AO Waiver Page to DCMA-AO for approval.

4.16.1. 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 DCMA-AO.

4.16.2. Flights with personnel that are not current and qualified in the aircraft to be flown. There are several categories of flights that may involve personnel who are not qualified in the aircraft flown: Supervisory Flights, Orientation Flights, and Passenger Flights. All flights require approval by the cognizant Service Waiver Authority through DCMA-AO.

4.16.2.1. Supervisory Flights. Per Paragraph 4.15.8, 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. The only personnel permitted to conduct a supervisory flight without being current and qualified in model are GFRs. For the supervisory flyers that are not current and qualified in the aircraft, flights will be flown with the focus on effectiveness of GFR approved procedures and analysis of the local area flight hazards. These flights may be requested as a blanket clearance.

4.16.2.2. 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 DoD, or to reward and motivate individuals (incentive orientation flights only). These orientation flights (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.

4.16.2.2.1. Orientation flights for the purpose of familiarization. A flight performed within the local flying area to familiarize selected Government or foreign personnel with the mission and capabilities of the aircraft. Requests for 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.

4.16.2.2.2. Orientation flights for the purpose of recognizing exemplary performance. Orientation flights 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 his/her 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/Test sortie. These requests must be submitted on a flight by flight basis.

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

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

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

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

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

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

4.16.3. Flight Demonstrations/Air Shows/Flyovers. It is not within DCMA's mission to perform these events. If there is an overriding requirement to participate, a request package will be developed using DoD and Service guidance, to include as a minimum: the written request from the originating party, RM analysis of the event, written buying Service concurrence, and CMO Commander's written recommendation. This request package must be forwarded through the OU DAO to DCMA-AO. The OU DAO must add their written recommendation to the package. The OU DAO will submit the request (including all applicable documentation: DCMA-AO Form 1, "DCMA-AO Waiver Request," AO RM, Contractor's Request, etc.) to DCMA-AO, who will then coordinate the request with the appropriate Service. These requests must be submitted to DCMA-AO NLT 2 months prior to the event.

4.16.4. DCMA Personnel on Experimental Test Flights. See Paragraph 4.15.6.2.1.

4.16.5. 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. For off station static displays, approval requests must be routed through DCMA-AO to the Service waiver authority. Packages must include written concurrence from the buying activity. 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 Service Waiver Authority regardless of static display location.

**4.17. EXTERNAL FLYING.** DCMA-AO supports flying external to DCMA on a "non-interference basis" where it provides benefit to the individual through achieving required flight gates, enhances crewmember knowledge, better enables the Services to provide highly qualified and motivated personnel, or maintains proficiency and currency for active flying members, and also provides a benefit to the participating Service command.

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

4.17.2. Service Approval. Participation in "External Flying" requires Service approval. This is defined as: For Navy/Marine Corps – either Duty in a Flying Status Involving Operational or Training Flights 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."

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

## **SECTION 5: GROUND OPERATIONS**

**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. DCMA personnel do not perform aircraft ground operations. APTs should refer to DCMA-INST 8210-1, and the Resource Page for additional guidance on accomplishment of FAR 42.302(a)(38, 39, and 56) CAS responsibilities related to contractor aircraft ground operations.



## SECTION 6: AVIATION SAFETY MANAGEMENT SYSTEM

**6.1. 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 AOTS, establish mishap notification procedures, etc.

**6.2. SAFETY CULTURE.** All DCMA personnel are an essential part of establishing and maintaining the appropriate safety culture necessary to conduct safe flight operations. Commanders, supervisors, and leaders at all levels are responsible for taking ownership of DCMA's aviation safety awareness mindset. Safety officers (the ASO or GFR for 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.

**6.3. 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.

**6.4. 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/GGR Course and by each of the Services' RM publications.

6.4.1. Mishap Prevention Analytics. An analytical method that uses a predictive model designed to highlight mishap risk factors and generate mishap risk profiles by PoP. Enables cognizant CMOs to drill down by PoP in order to create and implement site specific mishap risk mitigation strategies.

6.4.1.1. Provides visibility into best practices and encourages knowledge sharing across AO, as well as assisting DCMA-AO with strategically aligning its CMO support activities.

6.4.1.2. DCMA-AO is responsible for management and sustainment of the model.

6.4.1.3. CMO Commanders (or designee) are responsible for updating the CMO Predictive Analytics PoP Questionnaire located on DCMA 365 by the last working day of January and July, covering the previous 6 months.

6.4.2. RM and Teaming. CMO Commanders are responsible for ensuring the use of RM in day-to-day activities. Hazard identification and elimination in the hangar, on the flight line, or in the air has the highest priority for each APT member, CFO, ASO, and flight crew within DCMA.

APTs must team with the contractor when possible and use RM principles to lower the level of risk at each contractor's facility.

6.4.3. 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 criteria will be used for risk decisions. Flights assessed at an elevated risk level above the threshold (Green - Low Risk) will be reviewed/approved by a supervisory authority other than the aircraft Commander prior to execution of that sortie. Typically this will be the CFO or rated CMO Commander. RM data for all flights will be tracked and reviewed 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.

6.4.3.1. 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.

6.4.3.2. Special Requirements for T&E Flights. RM inputs may be provided by the procuring command T&E program staff (usually in the form of a formal published test plan). Any input that results in an increased RM risk level will be addressed with the T&E staff prior to flight execution. If the GFR and the designated T&E staff cannot come to an agreement on the actions to resolve the identified risk issue, the issue will be elevated through the respective organization's chain of command. The DCMA chain of responsibility will flow from the GFR to CMO Commander, to OU DAOs, and DCMA-AO.

**6.5. AOTS AND SAFETY STAND-DOWN.** AOTS is a safety stand down training requirement. AOTS may be conducted semiannually using distance learning technologies. Resident AOTS is usually conducted on a 2-year cycle, funding permitted. Dates of the AOTS will be coordinated by HQ DCMA-AO NLT 60 days prior and detailed instructions will be published in a DCMA tasking memorandum. DAU Continuous Learning Points may be credited for AOTS attendance.

6.5.1. Required Attendees. CFOs, GFRs, GGRs, ASOs, and military flight crewmembers, as well as CSMs and QASs who are members of an APT, must attend AOTS as part of their required semiannual training. When circumstances prevent attendance, CMO Commanders must submit requests for relief from this requirement for their personnel using the procedures outlined in Paragraph 3.3 for obtaining a waiver to this Manual; however, a RM review is not required. When circumstances prevent attendance, required personnel must make up the training by reviewing the AOTS briefing slides or other content within 30 days of the event or their return to duty. APT members who miss AOTS and fail to complete the make-up training within 30 days must not perform further APT duties until they have done so.

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

**6.6. ASO/NCO SAFETY OFFICER APPOINTMENTS.** All CMO locations with flight operations conducted by DCMA aircrews will appoint an ASO. At sites without DCMA aircrew no ASO is required, so the GFR will perform the Mishap Response and Mishap Notification duties specified in Paragraphs 6.16.2 and 6.18, and accomplish oversight of the contractor's mishap prevention programs. 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.

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

6.7.1. DCMA Aircrew Monthly Flight Safety Meetings. These meetings focus on those personnel directly involved in flight operations. 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/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.

6.7.2. 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.

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

6.8.1. Mishap Reports for Mishap Prevention. ASOs are responsible for obtaining mishap messages related to their aircraft or mission. ASOs may use similar aircraft mishap reports for educational purposes as part of their mishap prevention program. Privileged safety information will not be shared with contractors who do not have approved non-disclosure agreements.

6.8.2. Access to Safety Reports. ASOs or GFRs may obtain access to the Navy's Risk Management Information, the Air Force Safety Automate System, or the Army's Risk Management Information System as appropriate. Air Force Safety Automate System accounts

are approved by DCMA-TDSA. Contact Services to obtain a Risk Management Information System or Risk Management Information account. If unable to obtain a Service mishap report, contact DCMA-TDSA.

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

**6.10. 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.

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

6.11.1. Bird Conditions. CMO locations with DCMA aircrews will have procedures in place to keep aircrew members aware of the current bird condition (use standard Service terminology for categorizing these condition levels). This requirement can be met by an existing BASH/bird condition reporting system at the host airfield (coordinate with airfield manager). BASH programs at overseas locations depend on host nation support and regulations (see also NATO Standardization Agreement 3879). Additionally, the aviation hazard advisory system will be used, where available, to obtain current and historical bird condition data. ASOs may also consider runway animal intrusion incidences as an extension of the BASH program.

6.11.2. BASH Reporting. In the event a bird/wildlife strike occurs during DCMA flight operations, strike reporting will be IAW Service guidance and the DCMA-AO Form 6, “DCMA Aircraft Mishap Notification Report,” if damage exceeds Class D threshold criteria. If no Service guidance exists, non-damaging strikes will be reported via FAA/United States Department of Agriculture strike reporting channels via web reporting at <https://wildlife.faa.gov/strikenew.aspx>. In all cases, species remains (snarge) will be collected and shipped to the Smithsonian Institute species identification lab. Due to the risk of avian influenza A (H5N1), personnel charged with removing bird strike remains from aircraft should

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

**6.12. 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/recreational drones. Examples of a MACA program include training with the local tower/Radar Approach Control personnel, meeting with the leadership of local airports/flying clubs, distributing MACA awareness literature to local flying organizations, etc. ASOs/GFRs must contact all local military installation safety offices within a 50 mile radius to determine if they have a MACA program established and provide information on the contractor and Government flight activities at their facility for inclusion in the local military installation's MACA pamphlet. The FAA's Special Use Airspace website contains information useful to those charged with developing local MACA programs and may be accessed from the Resource Page. The FAA's new low level drone facility maps may be accessed from the Resource Page. These UAS facility maps indicate the maximum (absolute) altitudes commercial drones may conduct approved operations under a FAA approved airspace authorization.

**6.13. 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/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. Each inspection will be documented and pertinent findings forwarded to the CMO Commander. Examples of items to inspect include DCMA aircrew flight planning, pre-flight briefings, post-flight debriefings, flight line safety, etc.

**6.14. 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.

**6.15. CS.** CSMs are the APT's and ACO's SMEs for the evaluation of contractor's aircraft ground and industrial safety programs, ARFF, facility fire response, mishap response, fuels storage and handling, facilities (to include fire protection), hazardous materials (to include AE) and other safety related processes as they relate to the protection of Government aircraft. They perform surveillance of contractor operations in support of FAR 42.302(a)(39) and FAR 42.302(a)(56). CSMs should refer to DCMA-INST 8210-1, DCMA-MAN 2301-07, and the Resource Page for additional guidance.

6.15.1. Contractual Safety Focus. The safety of personnel is always a priority; however, for the purposes of this Manual, focus is on the protection of Government assets (See Paragraph 2.10.6). Other entities (e.g., DCMA SOH, Occupational Safety and Health Administration, local fire marshal, building inspectors, contractor insurance representatives, and contractor safety departments) have primary responsibility in their respective areas. In some instances, entities may have overlapping responsibilities and authority. In such cases, APTs will coordinate with the contractor to include the appropriate entities to ensure complete and proper resolution of issues. Of note, certain requirements, such as Occupational Safety and Health Administration standards, are designed to provide personnel safety and are not always adequate to address asset safety and may require more stringent procedures.

6.15.2. Fuels Storage and Handling. Many aircraft contracts fail to specify guidance/requirements for handling, storing and servicing aircraft fuel. However, per DCMA INST 8210-1, contractors must develop safe and effective procedures to address these areas. Contractors are responsible to ensure aircraft fuel processes (to include fuel quality) are established even when they do not own the fuel storage and/or delivery process. When specific fuel related requirements are not included in the contract, the CSM should contact the ACO and Program Office to determine if requirements should be added.

6.15.3. Facilities. DCMA-INST 8210-1C and later versions address facility requirements by incorporating NAS 3306. CSMs must review contracts to determine if any additional facility requirements are included. Additionally, there may be applicable facility requirements or guidance outside the contract (e.g., local building codes, state specific adoptions of national standards, service guidance). Coordination with other agencies such as the fire marshal and/or contractor insurance representatives may be necessary to determine local requirements. For FMS locations overseas, see the “OCONUS FMS Statement of Capability Oversight Guide” on the Resource Page.

6.15.4. AE. The CSM is uniquely qualified to address AE issues and compliance to safety requirements. The CSM will evaluate and monitor contractor AE procedures for adequacy and compliance to regulatory guidance as it pertains to aircraft protection. CSMs may have other AE evaluation and reporting responsibilities beyond the requirements in this Manual and DCMA INST 8210-1. DFARS 223.370, “Safety Precautions for Ammunition and Explosives,” requires DFARS 252.223-7002, “Safety Precautions for Ammunition and Explosives,” and DFARS 252.223-7003, “Change In Place of Performance-Ammunition and Explosives,” to be inserted in all contracts involving AE. This is relevant to aircraft contracts since most military aircraft have AE devices (e.g., squibs, explosive cartridges, ejection seat rocket motors). The DFARS require contractor compliance with DoD Manual 4145.26, “DoD Contractors’ Safety Manual for Ammunition and Explosives,” and further require that contractors desiring to change the place of AE work performance notify the contracting officer. The CSM must notify the ACO and Program Office if Government AE work is being performed and the AE clauses are not included in the contract.

**6.16. 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 Government (through this Manual) must have a MRP. These plans may be managed separately or merged into one cohesive MRP.

6.16.1. Contractor's MRP. DCMA-INST 8210-1 requires contractors to develop plans and procedures for reacting to overdue aircraft and/or known aircraft mishaps. The contractor's MRP focuses on rescue response, site security, preservation of evidence (e.g., oil samples, records, photographs), and toxicological testing IAW Paragraph 6.17. CMOs will ensure that the Government's MRP includes steps to verify that the contractors have complied with DCMA-INST 8210-1 requirements.

6.16.2. Government's MRP. The Government's MRP must be written so that all unit personnel can execute it. This plan focuses on ensuring that contractors execute their plans, preserving evidence (securing applicable military/government records and accomplishing toxicological testing IAW Paragraph 6.17), 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).

6.16.3. 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 Government conducts an investigation of the mishap, the Contractor shall cooperate and assist the 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.

6.16.4. 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 "DoD Accident/Mishap/Incident Classification, Reporting Guide, and CSSO List."

**6.17. TOXICOLOGICAL TESTING.** CMO Commanders must ensure that toxicological testing of DCMA personnel involved in aircraft mishaps is promptly accomplished IAW Service Guidance. GFRs must ensure the contractor, as part of their MRP, conducts toxicological testing of its personnel IAW DCMA-INST 8210-1. See the Armed Forces Medical Examiner System (AFMES)/Division of Forensic Toxicology web site for current information on toxicological testing procedures, protocols, specimen requirements, shipping instructions and forms. A legally

defensible chain of custody must be maintained on all toxicological specimens. This can be accomplished by using AFMES Form 18, “Forensic Toxicology Analysis Request.”

6.17.1. **Criteria.** As a minimum, DCMA crewmembers involved in Class A/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 IAW DCMA-INST 8210-1 criteria. Testing of government personnel normally takes place at the nearest military medical treatment facility; however, other civilian medical providers may draw, handle, and ship samples per the AFMES guide if required (e.g., ferry mission mishaps).

6.17.2. **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.

**6.18. 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 (QAS, CSM, ASO, etc.). A DCMA Situation Report (SITREP) is not a substitute for the DCMA-AO Form 6. DCMAS GFRs will make mishap notification IAW the appropriate Program Security Guide. ASOs/GFRs must ensure that the CMO’s MRP clearly conveys the following notification requirements.

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

6.18.2. **Mishap Notifications** are made IAW DCMA-INST 8210-1. Make notifications for all mishaps, including pre-WAWF RR/DD Form 250 production aircraft not “in the open” using the DCMA-AO Form 6.

6.18.3. **Mishap Classification Criteria.** The Services categorize mishaps by the severity of the incident (damage/replacement costs, injuries), the systems involved, and the environment in which the incidents occur. Aircraft mishap classifications include: flight, flight-related, and ground operations. For non-aviation mishaps, 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 DoD criteria slightly to meet the goals of their respective safety programs. ASOs/GFRs are not expected to be mishap classification experts. However, they may develop a working knowledge to assist in the communication process with the CSSOs. The Resource Page shows the criteria used for categorizing mishaps.



6.18.3.1. Army: AR 385–10

6.18.3.2. Navy/U.S. Marine Corps: Office of the Chief of Naval Operations Instruction 3750.6 series, “Naval Aviation Safety Management System”

6.18.3.3. Air Force:

6.18.3.3.1. Department of the Air Force Instruction 91-204, “Safety Investigations and Reports.”

6.18.3.3.2. Department of the Air Force Manual 91-223, “Aviation Safety Investigations and Reports.”

6.18.3.3.3. Department of the Air Force Manual 91-224, “Ground Safety Investigations and Reports.”

6.18.3.4. Coast Guard: Commandant Instruction 5100.47, “Safety and Environmental Health Manual.”

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

6.18.4.1. Initial Service Safety Office Notification. ASOs/GFRs must coordinate with their Commanders and make reasonable pre-assessments to determine notification requirements. It is always better to overestimate the damage and report an incident that is later down-graded to a lower mishap category than vice-versa. Upon determination by the ASO/GFR that an incident involving DoD aircraft may be reportable IAW Paragraph 6.18.1, the ASO/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/GFRs must ensure they have 24 hour, and alternate, contact information for each CSSO associated with their programs.

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

6.18.4.2.1. For “Class A” Mishaps with Fatalities or Total Loss of Aircraft. Immediately notify the CMO Commander and DCMA-TDSA via telephone or AO Safety cellphones if after duty hours. If unable to speak to any member of DCMA-TDSA, leave a message and use the list of HQ DCMA-AO personnel from the DCMA-AO 365 site to achieve positive verbal contact with a member of DCMA-AO. Start at the top of the list with the DCMA-AO Director and work down until able to speak to a member of DCMA-AO, who ensures the information is passed to the Director, DCMA. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 6.18.2) 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.

6.18.4.2.2. For Other “Class A”, “Class B”, “Class C”, and “Class D” Mishaps. Complete and transmit the DCMA Aircraft Mishap Notification Message (see Paragraph 6.18.2) within 8 hours.

6.18.4.3. DCMA Aircraft Mishap Notification Message. Within 4 to 8 hours (see Paragraph 6.18.4.2 for actual timelines) of CSSO determination that the incident is a reportable mishap, fill out the DCMA Aircraft Mishap Notification Message located on the DCMA-AO web page. DCMA-AO Form 6 is a fill-able PDF file. After completing the form, save and attach it to an email to [dcma.lee.hq.list.dcma-ao-mishap-notification@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-mishap-notification@mail.mil). The ASO/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 DCMA mishap notification messages prior to sending. Do not delay notification due to lack of all the information called for in the mishap message format. Information that is not applicable will be listed as “N/A.” Information that is not available will be listed as “PENDING.” Ensure that the message contains no information that might be considered “Privileged.” For mishap response drills or system tests, edit the notification email subject line with “EXERCISE, EXERCISE, EXERCISE”.

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

6.18.4.5. Reports from Service Safety Investigations. Service “Safety” investigations create Limited Use reports that include Privileged information. The board president/Service Safety Centers for these investigations are responsible for distributing the safety reports and messages. ASOs/GFRs may use the information in the report for mishap prevention purposes only. Do Not include any Privileged information that may become available from a Service investigation of the mishap, in any follow-up DCMA notifications made per Paragraph 6.18.4.4, simply provide the Service case number in the notification form.

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

6.18.4.6.1. SITREP. A SITREP is an unscheduled report of a significant event/situation that is projected to negatively impact DCMA’s mission execution capability or could impact the Defense Industrial Base capabilities readiness state to support the war fighter per DCMA-INST 1002, “Situation Reports (SITREP),” and requires immediate DCMA Senior

Leadership notification. DCMA does not use SITREPs to report mishap information; however, any aircraft incident which could impact delivery, significantly degrades contractor operational capability or has high public/media interest may also be reported as a DCMA SITREP. CMO Commanders will coordinate with DCMA-TDSA prior to releasing a SITREP associated with an aircraft mishap. A SITREP must not be used as a substitute for the DCMA Mishap Notification Message.

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

6.18.4.6.3. 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 IAW DCMA-INST 931, “Inspector General: Investigations.”

6.18.4.6.4. Laser Incidents. Inflight laser incidents will be reported IAW FAA Advisory Circular 70-2B, “Reporting Laser Illumination of Aircraft,” and the FAA laser incident reporting website at: <http://www.faa.gov/go/laserinfo>, and, via email to [dcma.lee.hq.list.dcma-ao-safety@mail.mil](mailto:dcma.lee.hq.list.dcma-ao-safety@mail.mil). If aircraft damage or injuries are sustained, report IAW Paragraphs 6.18.1, and 6.18.4.3.

6.18.5. Other Mishap Historical Records. GFRs/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 (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 DCMA-TDSA upon request.

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

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

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

6.19.3. Class C/D Boards. If the Services assign the responsibility of investigating a Class C/D mishap to the contractor, then the contractor investigates the mishap and provides the GFR with the report for review. Use the applicable Service instructions and format for mishap investigations when conducting these investigations (see Paragraphs 6.18.3.1, 6.18.3.2, and 6.18.3.3.1) only if required by the contract. All Class D and above safety investigations not accomplished by the Service must be routed to DCMA-AO for endorsement before sending the results to the Services.

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

## SECTION 7: RISK ASSESSMENT

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

### 7.1.1. AOI Objectives/Goals.

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

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

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

7.1.1.4. To provide DCMA leadership an assessment of risk at a DCMA unit with aircraft operations, includes analyzing enterprise-wide inspection results and reporting to the Agency Director's level for awareness.

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

7.1.1.6. To enhance the safety culture of the DoD aircraft acquisition enterprise.

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

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

7.1.2.2. Accountable Codes and Status Codes. See AOI Process Guidebook on the Resource Page for a complete list.

7.1.2.3. AOI Elements and Sub-Elements. See AOI Process Guidebook on the Resource Page, for a complete list.

7.1.3. 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 8, CAPs and the CRAB are used to mitigate elevated risk identified during an AOI.

## **7.2. AOI SCHEDULING.**

7.2.1. Criteria/Frequency. Once an APT is delegated to a new site and work under the GFRC has commenced, an initial AOI will be scheduled within approximately 24 months. Subsequent AOIs are normally scheduled approximately every 24 months thereafter. However, this schedule will be based on risk criteria established in Paragraphs 7.2.2 and 7.2.3. The 24 month frequency ensures CMO Commanders and APT members (typically with assignments of 3 years or less and limited to no prior acquisition experience, in the case of GFRs/GGRs) receive the benefit of an AOI during their tour. The consistent/predictable visit schedule also helps manage resources, level load fiscal years, as well as improve standardization and mean performance levels across the AO enterprise. An AOI may be extended up to 12 months by the AOI Risk Assessment Program Manager in order to level load scheduling in and across Regions. Extensions beyond 12 months require the DCMA-AO approval, which can be accomplished via the annual approval of the AOI schedule. The DCMAS DAO will schedule and conduct all Special Programs AOIs using previously program-briefed personnel to the maximum extent possible.

7.2.2. For AOIs at non-resident sites with no DCMA or Service assigned flying activity, the Director AO may extend the frequency up to 24 months without a waiver based on the following (all must apply and be validated by the OU DAO annually, typically accomplished as part of the annual AOI schedule development process):

7.2.2.1. Completion of an AOI where all sub-elements were assessed as Green/Low Risk.

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

7.2.2.3. No significant decline in performance trends as indicated in DART/PDREP and APT surveys.

7.2.2.4. No AO related Level III CARs within previous 24 months.

7.2.2.5. No human factors related mishaps within previous 24 months.

7.2.2.6. 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).

7.2.2.7. OU DAO staff participate in the APT survey during the year the AOI would have been performed, only if the DAO staff were unable to attend a survey or assist with surveillance the previous year.

### 7.2.3. AOI Exemptions.

7.2.3.1. No AOI Required. However, an AOI may still be conducted at the discretion of DCMA-AO. The GFR/GGR must be assigned to a prime/streamline CMO subject to an AOI. OU DAOs validate annually. Typically accomplished as part of the annual AOI schedule development process.

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

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

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

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

7.2.3.6. UAS Group 1 (weigh less than 20 pounds) operations.

7.2.3.7. Sites where annual aircraft inductions are infrequent and/or often unpredictable (e.g., locations that only receive a limited number of aircraft per year (e.g., one or two aircraft). Does not apply to “low density National command assets” (e.g., Air Force One, Marine One, Advanced Airborne Command Post) or Acquisition Category I or II. All of the following must apply and be validated annually by the OU DAU. Typically accomplished as part of the annual AOI schedule development process.

7.2.3.7.1. No significant decline in performance trends as indicated by DART/PDREP and APT surveys.

7.2.3.7.2. No AO related Level II or higher CARs within previous 24 months.

7.2.3.7.3. No human factors related mishaps within previous 24 months.

7.2.3.7.4. 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).

7.2.3.7.5. OU DAO staff participate in the contractor survey every 2 years.

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

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

#### 7.2.6. Schedule.

7.2.6.1. Publishing. The Risk Assessment Program Manager will publish an AOI schedule in August for the next fiscal year NLT 70 days prior to execution of the first AOI of that fiscal year. The initial schedule will be published following DCMA Correspondence Control guidelines for tasking memos. The schedule will also be posted on the DCMA-AOO 365 site, the DCMA Office of Internal Audit and Inspector General On-Site Review Schedule 365 page and distribute 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.

7.2.6.2. Changes. After all CMOs have been given the opportunity to provide input to the AOI schedule, and it has been signed by DCMA-AO, the schedule is considered final and may only be revised due to mission requirements. After the AOI schedule is final, any unit wishing to change their inspection date based on mission requirements will contact their respective DAO who subsequently coordinates with the AO Risk Assessment Program Manager. When the schedule is changed, DCMA AO Risk Assessment will notify DCMA-AO, DCMA-TDS, DCMAI, DCMAS, OU Commanders, NAVAIR/AMMT, AFMC/A3V, DES, and associated Service/Agency evaluators (as applicable) to identify that there is a change to the schedule. AO Risk Assessment Program Manager will update the DCMA Office of Internal Audit and Inspector General On-Site Review Schedule 365 page.

7.2.6.3. 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.

#### 7.2.7. OOC AOI.

7.2.7.1. 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 DCMA-AO. Team size will vary with the scope of the OOC AOI and may be as small as one or two individuals.

7.2.7.2. Triggers. "Directed" and "Required" are the two types of OOC AOIs. The DCMA Director or DCMA-AO may trigger a Directed OOC AOI when conditions warrant. OU



Commanders, may request a Directed OOC AOI. A required OOC AOI will be accomplished following an AOI if three or more sub-elements are assessed as red/high risk, unless waived by the DCMA-AO.

7.2.7.3. 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. DCMA-AO will coordinate the notification timeline and execution dates with the applicable OU DAO.

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

7.3.1. AOI Team Lead. Responsible to the DCMA-AO, Risk Assessment Program Manager and Chief of Standardization and Evaluation for the overall conduct of the AOI visit. Responsible for the AOI visit notifications and ensuring that team members comply with timelines outlined in this policy. Responsible for all aspects of the AOI site project located on the DCMA-AOO 365 site or MS Teams channel. 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 Process Guidebook on the Resource Page, Post AOI Documentation and Actions. Briefs DCMA senior leadership on the AOI results (if required). Provides feedback to the Risk Assessment Program Manager and Chief of Standardization and Evaluation for improving the AOI program.

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

7.3.3. Element Leads. Reports directly to the Team Lead for the duration of the inspection. Responsible for the team members and evaluations within their respective element. Provides background information on the inspected site to other team members as appropriate prior to arrival. Monitors evaluation progress, and manages workload to ensure completion of element

evaluation. Briefs the AOI Team Lead and Deputy Team Lead daily on current status. Reviews evaluation results/inputs to ensure compliance with AOI Policy. Gathers, reviews, and provides documentation required for the out-brief and 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:

7.3.3.1. Command and Administration Element Lead.

7.3.3.2. Flight Operations Element Lead.

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

7.3.3.4. Safety Element Lead.

7.3.4. Team Member. Responsible to the respective Element Lead. Performs evaluations as directed by the team and element leads. Annotates evaluations and documents the results daily. Identifies and provides supporting narratives to justify notable strengths and outstanding performers. Performs additional duties as required by the team and element leads.

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

7.3.6. 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.

7.3.7. Observers. May accompany AOI team members during a visit. There are different categories of observers and their roles and responsibilities vary accordingly.

7.3.7.1. Observers such the Executive Director or Deputy Director of AO, Chief of Standardization or anyone performing standardization duties may perform inspection activities under the cognizance of core AOI team members.

7.3.7.2. 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 Government and contractor personnel on matters outside the AOI. However, those efforts shall be coordinated with the AOI team lead and CMO/APT.

7.3.7.3. General rules of engagement for observers outside the above categories. They 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/execution, challenges, etc. They must address questions regarding compliance and risk offline with the AOI team. Trainees are encouraged to spend time with each of the element team members during the course of the week and 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/interviewing techniques, and risk assessment.

7.3.8. AOI Team Member Nomination and Appointment. Individuals with exceptional technical expertise and experience can be nominated by CMOs, DCMA-TDSC, and OUs to DCMA-AO for consideration as an AOI team member. As a general rule, personnel must have the required training accomplished before nomination as outlined in Table 7.1; however, HQ AO staff and OU DAOs/GGRs perform duties as AOI team members without needing a nomination.

**Table 7.1. AOI Training Table**

	CMA-241	AO-401A	**Lead Auditor Training
<b>Lead</b>	R	R	D
<b>Deputy</b>	R	R	D
<b>Flight</b>	R	R	D
<b>Ground</b>	R	R	D
<b>Safety</b>	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 Government civilian equivalent

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

**Safety** – Recommended by DCMA-TDSC

7.3.9. AOI Team Member Training. The DCMA AO Chief of Standardization and Evaluation will coordinate the scheduling of OJT training with the trainee and the DCMA AO Risk Assessment Program Manager and monitor the trainee's progress. AOI OJT checklists located on the DCMA-AOO 365 site under AOI Team Info are the final training block required for qualification as an AOI 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 Risk Assessment Program Manager or DCMA AO Chief of Standardization and Evaluation. Chief of Standardization and Evaluation and Risk Assessment Program Manager determine AOI team member training requirements and are the waiver authorities.

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

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

**8.1. 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 and/or contractor evaluated, (2) a CRAB to review CAPs (a HQ function), (3) a performance indicator for tracking risk across the enterprise, and (4) initiation of Board Chairman triggers.

### **8.2. CAP.**

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

8.2.2. Purpose. The purpose of the CAP is to provide a structured approach to risk mitigation by determining root causes and evaluating the residual risk remaining after implementation of corrective actions. The purpose of entering CAPs into a common SharePoint list is to allow senior managers the ability to monitor risk areas and to share mitigation strategies across the AO Enterprise. The advantage of using the 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 due to security constraints, and instead will use the internal DCMAS database that will be managed by the DCMAS DAO. All aspects of the 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, OU DAOs/GGRs, Function Review, and DCMA-AO must be performed in CCR.

8.2.3. 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.

8.2.3.1. Low Risk is defined as a finding whose probability of occurrence and severity combine in the RAC Matrix in the AOI Process Guidebook to support a RAC of Green. DAOs 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.

8.2.3.2. 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 (Paragraph 8.3) 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, DAO, Board Chairman and CAP/CRAB Program Manager will determine if the CAP warrants closure. In some instances, a CAP may remain open during several CRAB reviews due to a waiver submission/processing, contract review, service or program office reviews, safety reviews or other factors. During quarterly CRAB reviews, the APT, OU DAOs or others may request

additional resources or assistance. Ensure efforts to mitigate risks and strategies developed are continuous and documented in the Corrective Action Block when an “elevated 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 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.

8.2.4. 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 (Table 8.1) 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 and scoring/triggers must reflect this.

8.2.5. Low Risk CAP Process Overview. DAOs 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 in Paragraph 8.2.6 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. DAOs are responsible for closing those low risk items in the CCR. AOP can assist as needed with the closings.

8.2.6. Elevated Risk CAP Process Overview. A CAP is required anytime an elevated risk to safe and effective aircraft operations has been identified (discrepancy or observation) at a contract facility and documented in a formal AOI report. Once an elevated risk has been identified, a CAP record must be initiated and entered into CCR. Site APT members will update each CAP record for their site following the processes established in the CRAB Process 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. DCMA-AO will monitor the established CMO Commander’s CAP approval deadline and assign scores during the CRAB based upon the “scoring criteria” located in Table 8.1. OU Commanders and DCMA-AO (or their designated representatives) will review CAPs prior to submission to the CRAB. CAPs left open from the most recent CRAB will remain in an ‘Open’ status until all corrective actions have been completed and the completed plan has been reviewed by the next and subsequent CRABs as required.

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

prior to an upcoming CRAB, untimely processing of Waivers within DCMA or services, continuous revisions, or repeat elevated discrepancies.

8.2.6.2. Policy Deviation. A policy deviation is defined as a failure to ensure a CAP is properly developed IAW this Manual, extending a CAP Estimated Completion Date (ECD) more than twice, or failure by the APT or OU Commander (or their designated representative) 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.

8.2.6.3. Waivers. In instances when a waiver is warranted, the CAP will often times remain open longer than anticipated. While a waiver is in process the APT must annotate 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 8.1. 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.

8.2.6.4. APT/Contractor Responsibility for CAP Development/Closure. APTs must play an active role along with the contractor to ensure the hazard/root cause and CAP developed when implemented will successfully and permanently mitigate or remove the elevated risk. The two entities must work together to develop a realistic timeline to achieve CAP closure. If problems arise, a new ECD will be annotated and the revision (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.

8.2.6.5. 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/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 IAW Table 8.1.

**Table 8.1. CAP Record Scoring Criteria**

<b>Normal Actions</b>	<b>Score</b>
FIRST REVIEW: APT/CMO (as applicable with contractor) develop a CAP IAW paragraph 8.2. CAPs developed and approved by the CMO within 70 days enters the process with a score of 10. Exceed 70 days to approve/develop, but is ready for first CRAB enters with a score 9. CAPs may be closed if documentation supports closure criteria established in paragraphs 8.2 and 8.3.8.	10/9
SECOND REVIEW: CAPs may be closed with proper documentation; hazard/root cause eliminated, APT recommendations with documented audits showing no lingering deficiencies (Paragraph 8.3.8). 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 SUBSEQUENT 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
<b>Unique Actions/Situations</b>	
POLICY DEVIATION: Failure to develop a CAP IAW Paragraph 8.2, extending the CAP ECD more than twice, or no reviews performed by APT or OU Commander (or designated representative (e.g., DAO)) 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/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

### 8.3. CRAB.

#### 8.3.1. CRAB Membership.

8.3.1.1. Chairman. The DCMA-AO or Deputy Director will chair the board and attend the CRAB.

8.3.1.2. CAP/CRAB Program Manager. Responsible for (1) scheduling the quarterly CRAB, (2) reviews CAPs to be presented to the board, (3) liaison with OU DAO, DCMA-AO Staff, and the Safety Functional Staff member, and APT Members as required, (4) brief Chairman and AOO supervisor on CAPs to be presented prior to the CRAB, (5) execute the CRAB and score CAPs, (6) manage all CAPs in the CCR, (7) compute Performance Indicator score, and (8) develop and execute CAP/CRAB Policy.



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

8.3.1.4. OU Membership. The DAOs or lead GGRs of the respective OU are responsible for briefing the CAPs for their OU to the board. This may be delegated to the CMOs. The OU may invite anyone to attend the quarterly meetings they feel is necessary to ensure that all CAPs are clearly represented.

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

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

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

8.3.4. Updating of CAPs. When APT members are notified of an upcoming CRAB, all open CAP records must be updated. At a minimum, review/update the Hazard/Root Cause, Corrective Action, Expected Completion, Residual RAC, Resources Required, Actual Completion Date, Comments and GFR/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 8.1.

8.3.5. 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 (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 Staff Personnel and DCMA-AO as stated in the CRAB notification calendar invite.

8.3.6. Scoring Criteria. The goal of the CRAB is to measure the timeliness and effectiveness of the risk mitigation efforts employed across the AO Enterprise. The AOI Process Guidebook RAC Matrix shows how risks are defined; Table 8.1 identifies the scoring criteria to be used for each plan (normal reviews (first, second, third, and subsequent) and unique situations (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 rollout notification. The CRAB formally scores timeliness based on the plan approval timeline, number of revisions, and when the CAP is closed.

8.3.7. Board Execution. The CAP/CRAB Program Manager is responsible for scheduling the quarterly meetings, complete all preparatory actions outlined in Paragraph 8.3.1.2, and for ensuring that the CCR is readily available during board execution. The OU DAOs (or their delegates), will brief each CAP in turn, as presented by the Program Manager. The Program Manager, with the Chairman's concurrence, will score the CAP IAW Table 8.1, 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 and/or length of plan.

8.3.8. CAP Closure Criteria. The CRAB will normally close out a CAP when the following criteria are met: the CAP has adequately addressed and 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/audits (where applicable), the Chairman/Program Manager will determine if the CAP will be closed or not. When a CAP is closed on a subsequent review the previous score will not be decremented.

#### **8.4. PERFORMANCE INDICATOR.**

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

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

**8.5. 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 8.1 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. DEFINITIONS.

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

- **Aircraft Basic Mission (Class/Type).** Identifies the primary function and capability of an aerospace vehicle (e.g., Attack, Fighter, Helicopter, Patrol, Transport, Trainer). Aircraft Basic Mission is represented by a letter of the alphabet (e.g., Fighter (F-16); Transport (C-135); Trainer (T-38); Bomber (B-1))
- **Aircraft Modified Mission.** Identifies modifications to the Basic Mission of an aircraft. The modified mission identification appears to the left of the Basic Mission symbol (e.g., reconnaissance (RF-4C); tanker (KC-135R); cargo (CH-47D), anti-submarine (SH-60B))
- **Aircraft Design (Model).** Identifies major changes within the same Basic Mission. Design numbers appear to the right of the Basic Mission symbol, separated by a dash (e.g., F-18; H-60; C-17)
- **Aircraft Series.** Identifies the production model of a particular design number representing major modifications significantly altering systems components. Consecutive series symbols appear to the immediate right of the design number (e.g., the F-16A and F-16C, the KC-135A and KC-135R, the AH-64A and AH-64D)

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

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

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

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

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

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

**Aviation Personnel.**

- Crewmember. Any instructor/flight examiner, pilot, copilot, Naval Aviator, Naval Flight Officer, flight engineer, navigator, weapons system operator, bombardier navigator, radar intercept operator, boom operator, crew chief, loadmaster, defensive/offensive system operator, and other flight Manual or applicable document handbook identified crewmember required to perform the flying mission
- Non-crewmember. Personnel, other than crewmembers, designated by the Contractor's Requesting Official to perform a function while the aircraft is in flight. May also include Government personnel designated by the CFO as a technical expert on a Government FCF/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.** This is the owning Service Commander who appoints the safety investigation board or single investigating officer.

**CRAB.** A board formed by DCMA-AO to conduct a reviews of all active CAPs.

**Critical Aircrew Billet.** A flying billet filled with a DCMA aircrew member in order to perform standard DCMA flight missions (Paragraph 4.15.1), as required per each location IAW 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/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.

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

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

**DoD Aircraft.** All weight-carrying devices supported in flight by buoyancy or dynamic action and are owned or leased by the DoD Components. Includes aircraft that are operated and exclusively controlled by a DoD Component. Includes aircraft furnished by the Government or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD Component, when the Government has assumed ground and flight risk. Includes aircraft under test by a DoD Component. (This includes aircraft furnished by a contractor or another Government Agency when operated by a DoD aircrew in official status and a WAWF RR/DD Form 250 has been executed to certify that the DoD has accepted the aircraft.) Includes isolated aircraft parts that have been identified for installation on a specific DoD aircraft. May exclude aircraft leased, on bailment, or loaned to contractors, commercial airlines, other Government Agencies, or foreign Governments, when the lessee has assumed risk of loss, based on the wording of the lease/bailment agreement (see Public Law 105-137, "Aviation Insurance Reauthorization Act of 1997"). Excludes civil aircraft owned by civil operators and accomplishing contract air missions for DoD Components. IAW DFARS 225.73-Acquisitions for Foreign Military Sales, Paragraph 225.7301 (B), FMS acquisitions are conducted under the same acquisition and contract management procedures used for other defense acquisitions. FMS and Partner Nation aircraft are generally treated as DoD aircraft while under contract.

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

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

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

**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.

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

**Intent For Flight.** Intent for flight is considered to exist when aircraft brakes are released or takeoff power is applied for commencing an authorized flight. For catapult-assisted takeoffs, flight begins at first motion of the catapult after the pilot has indicated readiness for launch.

Intent for flight continues until either the fixed-wing aircraft taxis clear of the runway or, for helicopters or vertical takeoff and landing aircraft, the aircraft has alighted and the aircraft weight is wholly supported by the landing gear. Intent for flight is a prerequisite for classification of a DoD aircraft mishap as a Flight mishap or Flight-Related mishap.

**Mishap Classifications.** Mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. The criteria for classifying mishaps can be found in DoDI 6055.07. Specific mishap classes are listed below.

- Class A Mishap. A mishap resulting in one or more of the following:
  - Total mishap cost of \$2.5 million or more
  - A fatality or permanent total disability
  - Destruction of a DoD aircraft (excluding UAS Groups 1, 2, or 3)
- Class B Mishap. A mishap resulting in one or more of the following:
  - Total mishap cost of \$600,000 or more, but less than \$2.5 million
  - A permanent partial disability
  - Inpatient hospitalization of three or more personnel
- Class C Mishap. A mishap resulting in one or more of the following:
  - Reportable damage costs exceeding \$60,000, but less than \$600,000
  - A nonfatal injury or illness resulting in one or more days away from work, not including the day of injury
- Class D Mishap. A mishap resulting in total cost of property damage of \$25,000 or more, but less than \$60,000; or a recordable injury or illness not otherwise classified as a Class A, B, or C mishap

**Observation.** An inspected item/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 DoD uses to describe privileges recognized by the courts that protect safety information from release. It is an executive privilege afforded a head of an agency to protect information from release that would hamper the efficient operation of an important Government program and perhaps impair the national defense or security. Privileged information includes: deliberations of safety investigators; safety investigation diagrams;

privileged safety animations; staged photographs and video; life sciences material that contains analysis by a safety investigator; safety investigator notes; 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 IAW 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/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.

## GLOSSARY

**G.2. ACRONYMS.** This Glossary includes acronyms from DCMA-INST 8210-1 and this Manual.

ACO	administrative contracting officer
ACF	acceptance check flight
AE	Ammunition and Explosives
AFI	Air Force Instruction
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
AIMO	Aircraft Integrated Maintenance Operations
AMMT	Aviation Maintenance Management Team (U.S. Navy)
AO	aircraft operations
AOI	aircraft operations inspection
AOTS	Aircraft Operations Training Seminar
APT	Aviation Program Team
AR	Army Regulation
ARFF	aircraft rescue and fire fighting
ASO	Aviation Safety Officer
ATC	air traffic control
ATP	aircrew training program
BASH	bird/wildlife aircraft strike hazard
CAP	corrective action plan
CAR	corrective action request
CAS	contract administration services
CCR	CAP/CRAB repository
CFT	Contractor Field Team
CFO	Chief of Flight Operations
CMO	Contract Management Office
COMDTINST	Commandant Instruction
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 Aircraft Operations
DAU	Defense Acquisition University
DART	DCMA Audit Results Tracker



DCMAI	DCMA International Command
DCMAS	DCMA Special Programs Command
DCMA-AO	DCMA AO Directorate
DCMA-AOO	AO Operations Division
DCMA-AOP	AO Policy and Training Division
DCMA-AO Form 1	DCMA-AO Waiver Request
DCMA-AO Form 6	DCMA Aircraft Mishap Notification Report
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCMA-TDS	Technical Directorate, Safety
DCMA-TDSA	Aircraft Operation Safety
DCMA-TDSC	Contract Safety Center
DCMA-TFM	DCMA Military Personnel
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 3062	Request for Flight Approval
DES	Directorate of Evaluation and Standardization (U.S. Army)
DFARS	Defense Federal Acquisition Regulation Supplement
DoDI	DoD Instruction
DCS	direct commercial sales
ECD	Estimated Completion Date
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
HQ	headquarters
IAW	in accordance with
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
OOO	out-of-cycle
OU	Operational Unit
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
POC	point of contact
PoP	place of performance
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
SOH	Safety and Occupational Health
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
WAWF RR	Wide Area Workflow Receiving Reports

## REFERENCES

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