

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



AIR FORCE INSTRUCTION 10-220

**AIR FORCE MATERIEL COMMAND
Supplement**

13 AUGUST 2015

Operations

**CONTRACTOR'S FLIGHT
AND GROUND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-220_IP, Dated 21 Aug 2013, is supplemented as follows: This supplement implements and extends guidance of AFI 10-220_IP (DCMA Instruction 8210.1C). This supplement describes AFMCs procedures for use in conjunction with the basic AFI. It applies to all AFMC flying activities with primary aircrew assigned or attached for flying. This supplement does not apply to the Air National Guard or the US Air Force Reserve units and members except those under AFMC OPCON. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to HQ AFMC/A7S. Submit written requests for clarification to this supplement to HQ AFMC/A3V for coordination/approval. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Applicability and Scope. DCMA Instruction 8210.1 applies to all GFRs. Accordingly, AFMC/A3, the Service waiver authority approves any USAF Service Government Flight Representatives (GFR) as well as delegated DCMA GFRs that are acting in support of USAF contractor oversight to apply the guidance in this supplement to their delegated operations. These GFRs may apply the guidance contained in this supplement without the need for further approval or coordination. Refer any questions in reference to this supplement to HQ AFMC/A3V.

SUMMARY OF CHANGES

This revision has been reformatted to match the new AFI 10-220_IP and must be reviewed for organization and new content.

1.6.3. The Head of Contracting Activity for the USAF is SAF/ACQ. All HCA functions reside at this level for USAF operations unless delegated. AFFARS naming multiple HCAs have been rescinded.

1.43.1. **(Added)** Maintenance/Engineering Support Personnel (MESP), an individual whose particular expertise is required inflight to provide assistance with, or observation of, test techniques, data collection, systems operation, support resource or crew procedures. (Ref: AFI 11-401_AFMCSUP for guidance).

1.50. **(AFMC)** The use of Service Guidance is intended to govern procedural functions that mitigate risk during flight and ground operations. For example: Publishing a table of the specific Service guidance used for currency, recurrency, and proficiency requirements. This is a procedural requirement. The requirement for an AF unit to use the AF Form 1522 and the ARMS system to document training events accomplished is an administrative function and would not be a requirement imposed upon the contractor.

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

2.1.3. **(AFMC)** The CMO/CC, if a rated officer, will electronically sign the AFMC Form 73, Section I, in the OG/CC block. If the CMO/CC is not a rated officer, forward the waiver request to DCMA-AO for signature. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.2.4. **(AFMC)** The CMO/CC, if a rated officer, will electronically sign the AFMC Form 73, Section I, in the OG/CC block. If the CMO/CC is not a rated officer, forward the waiver request to DCMA-AO for signature. Service GFR waiver requests will be signed by the Group Commander providing oversight of contractor operations.

2.6.2. **(AFMC)** Service guidance waivers and waivers to this instruction will be forwarded to AFMC/A3V for coordination. AFMC/A3 delegates waiver approval authority to AFMC/A3V where applicable and in alignment with Service and MAJCOM guidance delegated approval

authority for AFMC possessed flight operations. Waivers to AFI 10-220_IP or Service Guidance will be issued with no more than a two year expiration date. Once the need for the waiver has been re-validated, send a renewal request to AFMC/A3V for coordination/approval. Within Service Guidance, when the waiver authority has been delegated to OG/CC or WG/CC, the following is a commensurate level of approval within DCMA chains of command. Service Guidance waiver requests may be approved by the CMO/CC (if the governing publication waiver authority is listed as OG/CC) if the CMO/CC is a rated officer. If not, forward waiver requests as stated in [paragraph 2.2.4](#) Service Guidance waiver requests may be approved by DCMA-AO (if the governing publication waiver authority is listed as WG/CC) if the DCMA-AO is a rated officer. If not, forward waiver requests as stated in [paragraph 2.2.4](#)

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

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

4.1.10. (AFMC) The GFR delegated with flight authorization authority will maintain copies of all applicable Certificates, Licenses, and Permits.

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

4.3.5.5. (AFMC) Non-crewmembers authorized to fly in MESP status by the GFR, may comply with physical/medical requirements referenced in AFI 48-123, AFMCSUP1, *Medical Examinations and Standards*, and AFI 11-2FT Vol 1, *Flight Test Aircrew Training*. Non-crewmembers in MESP status must comply with FAA Class III or higher requirements.

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

4.4.12. (AFMC) Brief crewmembers from a guide that includes, as a minimum: call sign, fuel load, takeoff times, primary and alternate missions, crewmember coordination requirements, specific mission procedures, routes, ranges or restricted areas, formation procedures to include breakup procedures and separation of aircraft in IMC and VMC, communications procedures, recovery and landing procedures, weather conditions, training requirements, emergency and abnormal procedures, lost communications procedures, crew/cockpit resource management (CRM) principles applicable to the sortie, specific mission/series aircraft differences (if required), mission security, NOTAMS, airfield status, Radar and visual search responsibilities, MACA, Interior/exterior lighting for NVG operations (if applicable), illumination conditions for NVG operations (if applicable), Chase procedures (if applicable), altitude awareness, alternate airfields, test hazard minimizing procedures and test plan restrictions (if applicable). The guide will include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for over water flights. Reference requirements AFI 11-2FT, Vol. 3, *Flight Test Operations Procedures*, (Chapter 2).

4.5.4.2. (AFMC) AFMC/A3 (Service Waiver Authority per [paragraph 2.6.2](#)) approves the use of AFI 11-202 Vol 2, AFMC Supplement (Service Guidance per paragraph 1.50.1) regarding multiple qualification guidance. IAW AFI 11-202 Vol 2, AFMC Supplement, paragraph 5.10:

Qualification in multiple variants of the same MD (series or modified mission as defined in paragraph 1.3) does not constitute multiple qualification. GFRs may authorize contractor crewmembers to maintain qualification in three or more series/modified mission variants of the same MD aircraft. See AFI 11-202 Vol 2_AFMCSUP, (Chapter 5) for additional Service guidance for multiple qualification processes. Approval for contractor multiple qualifications will be as delegated in AFI 11-202 Vol 2, Paragraph 5.10.3.1. AFMC/A3 further delegates approval/delegation for other crewmembers not listed in AFI 11-202 Vol 2, Para 5.10.3 to the following levels when required. OG/CCs (CMO/CC if rated. If not rated, DCMA-AO) may authorize multiple qualifications.

4.5.4.2.1. **(Added)** The contractor may use the AFMC Form 80, Multiple Qualification Request and Authorization, to submit request for multiple qualification to the GFR. The GFR will send the request through channels to the approving authority as stated in paragraph 2.2.4. Reference requirements AFI 11-202, Vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, Vol. 2_AFMCSUP, *Aircrew Standardization/Evaluation Program*.

4.5.7. **(AFMC)** The approval authority for training plans for reduced flight time availability is the OG/CC for contractor aircrew attached to AFMC flying organization. For all other contractor aircrew, training plans may be approved by the CMO/CC if the CMO/CC is a rated officer. If not, training plans may be approved by DCMA-AO if the DCMA-AO is a rated officer. If not, forward training plans to AFMC/A3V for approval.

4.6.1. **(AFMC)** When justified, Non-crewmembers may fly periodically in MESP status.

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

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

4.7.3.1. **(Added-AFMC)** Documentation. Contractor primary crewmembers and non-crewmembers assigned to a military unit shall have their flight evaluations documented on an AF Form 8/8A. The final reviewer shall be IAW AFI 11-202V2 and applicable Supplements. The GFR shall sign the back of the AF Form 8/8A signifying concurrence with the flight evaluation.

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

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

5.1. **(AFMC)** AFMC/A3 (Service Waiver Authority per paragraph 2.6.2) approves the following substitution of Service Guidance. Contractor personnel integrated with Air Force maintenance personnel on Air Force installations may use appropriate MAJCOM and local supplements to AFI 21-101 in lieu of the AFMC Supplement. No further documentation for approval is required.

6.1.13. **(AFMC)** With prior coordination and approval, as set forth in the contract, contractors attached to a USAF flying unit may use existing on-base facilities and/or agencies of the collocated unit to fulfill the requirements of the mishap response plan.

6.1.13.7.2. (AFMC) The GFR shall ensure the contractor identifies the medical facility to be used for toxicological and /or medical examinations.

7.3. (AFMC) Go to www.dau.mil to apply for GFR (CMA-211) or GGFR/GGR (CMA-221) training and to view the course schedule. Although there is no cost for the course, units are responsible for TDY expenses. If desired / required, after training is complete, contact HQ AFMC/A3V to schedule/assign an experienced GFR to provide OJT and me

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

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

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

7.8.10. (Added) AFMC is the lead MAJCOM for GFR operations within the USAF. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/A3V. Use the format at ([Attachment 16](#)).

7.11.6. (AFMC) Units with joint and imbedded contractor/Government operations. The GFR and the local Stan/Eval shall jointly evaluate the unit. Assessment checklists are available on-line, however locally developed checklists may be used for surveys, providing a realistic evaluation of the unit's operations based on contractual requirements. AFMC/A3V will provide unit oversight IAW AFI 11-202, Vol 2, AFMC Sup 1, *Aircrew Standardization/Evaluation Program*. See paragraph 2.5 for details of the AFMC Performance Evaluation (PE) Program.

7.11.6.1. (Added) Service GFRs will forward a copy of the annual survey to AFMC/A3V for informational purposes.

7.12.8. (Added) GFRs will submit a complete listing of all multiple qualifications to AFMC/A3V at the end of each FY (30 Sep) for compilation into the AFMC/A3 review. Additionally, each year in September, GFRs will review and re-validate all multiple qualifications. Cancel those no longer required for mission accomplishment. GFRs should document this review with initials and date on each AFMC Form 80, *Multiple Qualification Request and Authorization*. Forward a copy of the reviewed/re-validated AFMC Form 80, to AFMC/A3V for compilation into the command level annual report.

7.12.8.1. (Added) GFRs will designate a primary aircraft for multiple qualified aircrews.

CATHERINE A. CHILTON, Major General, USAF
Director of Air, Space and Information Operations

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

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

AFI 11-2FT, Vol. 1, *Flight Test Aircrew Training*, 20 Sep 2011 (IC 19 Aug 2013)

AFI 11-2FT, Vol. 2, *Flight Test Aircrew Evaluation Criteria* 12 Mar 2007 (IC2 29 Aug 2010)

AFI 11-2FT, Vol. 3, *Flight Test Operations Procedures*, 16 Nov 2011

AFI 11-5FT, Vol. 1, *Flight Test SUAS Aircrew Training*, In Process

AFI 11-2FT, Vol. 2, *Flight Test SUAS Aircrew Evaluation Criteria* In Process

AFI 11-2FT, Vol. 3, *Flight Test SUAS Operations Procedures*, In Process

AFI 11-401_AFMCSUP, *Aviation Management*, 7 Mar 2007 (IC2 18 May 2009) Supplement 20 Apr 2010

AFI 48-123_AFMCSUP; *Medical Examinations and Standards*, 24 Sep 2009 (IC2 18 Oct 2011) Supplement 19 Jul 2012

Prescribed Forms

There are no prescribed forms by this Supplement

Adopted Forms

There are no prescribed forms by this Supplement

Attachment 16 (Added)

GFR DATA SHEET

Figure A16.1. GFR Data Sheet (Example)

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