

**Administrative changes to AFMCI 21-141, *Contract Field Team (CFT) Program***

OPR: Changed from HQ AFMC A4RX to HQ AFMC/A4MM. 23 July 2025.

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References throughout to AFMC/A4RX are hereby changed to AFMC/A4MM. 23 July 2025.

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



**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 21-141**

**17 SEPTEMBER 2019**

***Maintenance***

*Certified Current, 20 NOVEMBER 2023*

**CONTRACT FIELD TEAM (CFT)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements appropriate portions of Department of Defense Directive (DoDD) 4151.18, *Maintenance of Military Materiel*, while the United States Air Force (USAF) will implement Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*; and appropriate portions of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*; AFI 10-220, *Contractor's Flight and Ground Operations*; AFI 63-101/20-101, *Integrated Life Cycle Management*; Defense Federal Acquisition Regulation Supplement (DFARS); and the Federal Acquisition Regulation (FAR). DoDD 4151.18, AFI 21-101, and the Federal Acquisition Regulation will take precedence if a conflict exists. This publication applies to all military and civilian Air Force personnel including Major Commands (MAJCOMs), Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs); other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force (DAF). It is also applicable to all Department of Defense (DoD) Services and participating agencies in accordance with the Contract Field Team (CFT) Multi-Service Program Management Agreement (PMA). This publication applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Ensure that all records are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 using the following **MANDATORY AF**

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be reviewed in its entirety. Major changes include the origins of the CFT Program; criteria under which an organization may utilize CFT for maintenance activities; general timeframes for customer performance-based requirement generation, contract award and maintenance team deployment; an overview of the CFT Multi-Service PMA; and training requirements and required actions for government personnel charged with CFT oversight. The chapters on Contractor Responsibility and Property Control were removed as they may vary by CFT task order. Specific processes were removed from this document as they are frequently subject to change. Finally, the mandatory HQ AFMC/A4R AF Form 847 process has been added.

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Background.** The CFT program concept was created in 1951 by the USAF to augment AF weapon systems' organic maintenance capabilities and respond to surge requirements throughout the world. During the 1970s, the CFT program was expanded to support DoD and other federal government agencies' organic maintenance requirements. In 1992, the Joint Logistics Commanders signed a Joint Agreement for Inter-Service use of the USAF CFT program. The specifics of the Joint Agreement are contained in CFT's Multi-Service PMA. When the CFT maintenance services contract is selected as the method for fulfilling maintenance augmentation requirements, the Air Force Materiel Command's (AFMC) CFT Program Management Office within the Air Force Sustainment Center (AFSC) Contracting Directorate at Tinker Air Force Base (AFB), provides a worldwide deployable workforce of contract maintenance technicians. The Economy Act of 1932, as amended 31 USC § 1535, facilitates other DoD and federal government agencies use of the CFT contract.

**1.2. Purpose.** This instruction provides guidance, requirements and responsibilities for government organizations preparing to host a CFT. This effort includes CFT requirement preparation, procurement, and contract administration and oversight.

**1.3. CFT Multi-Service PMA.** The CFT Multi-Service PMA is a document that is a result of mutual concurrence and agreement of senior logistics leaders from the Army, Navy, Air Force and the Defense Contract Management Agency (DCMA). This agreement meets the Economy Act's requirement for Support Agreement, as outlined in DoD Financial Management Regulation 7000.14-R, Volume 11A. It is an element of the CFT governance structure and acquisition strategy for the CFT program, as directed by the Office of the Under Secretary of Defense. It outlines the scope of the CFT program, its limitations, governance, expectations, program performance reporting, risk management plans, improvement plans, establishes schedule and performance parameters, and the requirements for task order funding. The office of primary responsibility for maintenance of the CFT Multi-Service PMA is the USAF acting through the CFT PMO, AFSC, AFMC, Tinker AFB OK.

**1.4. CFT Contract Overview.** The CFT maintenance services contract augments DoD and other federal government agencies' organic weapon system and equipment maintenance, repair, modification and inspection capabilities at all levels of maintenance to include organizational, intermediate, field and depot-levels. CFTs are comprised of a labor force with the appropriate knowledge, skills and certifications to provide quality maintenance on DoD weapon systems and federal government equipment identified within the contract specific Performance Work Statement (PWS) for the required maintenance activity.

1.4.1. Description of Services. Representative CFT contract maintenance services include but are not limited to: Analytical Condition Inspection (ACI); Non-destructive Inspection (NDI); Program Depot Maintenance (PDM); Unscheduled Depot-Level Maintenance (UDLM); Standard Depot-Level Maintenance (SDLM); Organizational-Level scheduled and unscheduled maintenance including but not limited to modification, inspection and overhaul; structural repair; component overhaul, repair and testing of hydraulics, instruments, avionics, electrical accessories; Intermediate-Level scheduled and unscheduled maintenance to include

engines, landing gear, power systems, associated equipment and support equipment; Reset maintenance; modification, and in some cases, functional check flights.

1.4.2. Contract Scope and Limitations. CFT contract scope is limited to supportable DoD weapon systems and other supportable federal government equipment including but not limited to fixed wing aviation, rotary wing aviation, wheeled vehicles, tracked vehicles, missiles, ground support equipment and miscellaneous related logistics support functions in support of CFT maintenance augmentation efforts. The measures of supportability includes: available technical data with associated government rights facilitating release to a CFT contractor, tooling, required spares and parts, the using organization's dedicated government oversight personnel and available government-owned or government-leased facilities.

1.4.2.1. The complexity of CFT contract maintenance services is limited to what can be supported by the using organization's facilities, tools, technical data, test equipment, supply capability, etc. Using organization facilities must be government-owned or government-leased; CFTs cannot perform work at a contractor facility. The size of the proposed CFT effort shall be evaluated to ensure it does not exceed the using organization's maintenance site support capability and capacity. Elements such as technical complexity and quality assurance (QA) support are factors that enter into the decision to use CFTs.

1.4.2.2. The CFT contract does not provide workforce augmentation for personal services or office/professional contract services such as Advisory and Assistance Services (A&AS) personnel.

1.4.2.3. The CFT program does not provide the capabilities to fulfill organizational needs for total system support, "turn-key" or "Government-Owned Contractor-Operated" operations.

1.4.2.4. CFTs are not Depot On-site Contract Augmentee Teams (DOCATs).

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. General.** The roles and responsibilities assigned to each functional activity by this instruction, AFI 21-101, *Aircraft and Equipment Maintenance Management*, DoDD 4151.18, DFARS, FAR, and applicable instructions/regulations of other branches of the DoD or government agencies may not be delegated. Although specific functions may be reassigned, the basic responsibility remains with the original assignee.

2.1.1. The decision to utilize a CFT for maintenance activities is the responsibility of the using organization in accordance with the contract approval process for the using organization's branch of service or agency. Only commanders/directors of using organizations with the budgetary authority to obligate funds to a CFT contract can utilize the CFT contract vehicle. The proposed work must fall within the scope of the basic CFT contract and the workload must be evaluated by the CFT PMO prior to acceptance to ensure the workload complies with CFT program criteria and scope. (T-2)

#### **2.2. Roles and Responsibilities.**

2.2.1. CFT Program Management Office (PMO). The AFSC CFT PMO is responsible for the business operations and resource management of CFT PMO; assisting organizations in converting their operational needs into executable performance-based requirements; awarding competitive task orders; facilitating Contracting Officer Representative (COR) training; and providing post award contract management, performance management and program management support throughout the life of the task order. Additional roles and responsibilities, as they pertain to CFT, are detailed in the body of this instruction.

2.2.2. Administrative Contracting Officer (ACO). The Defense Contract Management Agency (DCMA)-Dayton office is assigned ACO responsibilities for CFT contracts. DCMA-Dayton located at Wright-Patterson AFB, OH, is responsible for the overall administration (FAR 42) of the CFT contracts, administration of CFT contractor employee travel requirements, negotiation of Over & Above (O&A) work requirements, and closeout of individual task orders.

2.2.3. Quality Assurance Specialist (QAS). DCMA-Dayton is assigned QAS responsibilities for CFT contracts and as such provides quality oversight for CFT task orders through reviews of basic contract and task order quality documents, analysis of contractor surveillance data and on-site inspections and audits.

2.2.4. Procurement Contracting Officer (PCO). The CFT PCO is responsible for awarding task orders, post award and contract performance management, appointing CORs, and COR training. Additional roles and responsibilities, as they pertain to CFT, are detailed in the body of this instruction.

2.2.5. Program Manager (PM). The CFT PM is responsible for assisting organizations in the conversion of operational needs into executable performance-based requirements and providing post award contract performance and program management support. Additional roles and responsibilities, as they pertain to CFT, are detailed in the body of this instruction.

2.2.6. Functional Services Manager (FSM). The FSM is responsible for the DoD weapon system or government equipment that is to be maintained, repaired, modified or inspected by a CFT. The FSM is typically the Commander of the maintenance organization CFT is augmenting. Overall responsibilities include ensuring the organization is prepared for the CFT and provides proper surveillance to facilitate the successful delivery of contracted maintenance requirements. Additional roles and responsibilities of the FSM, as they pertain to CFT, are detailed in the body of this instruction.

2.2.7. Contracting Officer Representative (COR). The COR is an individual who has been nominated by the owning FSM and appointed by the CFT PMO PCO to perform overall surveillance of the CFT operation at the task order site.

2.2.8. Government Flight Representative (GFR). The GFR must be a rated U.S. military officer, or Government civilian in an aviation position. **(T-2)** GFRs are individuals designated by the owning FSM to provide surveillance at sites where CFT workload includes ground and/or flight operations. GFR's roles and responsibilities are outlined in Chapter 7 of DCMAI 8210.1C.

2.2.9. Ground Government Flight Representative (GGFR). The GGFR must be a U.S. military aircraft maintenance officer, NCO (E-7 or above), or Government civilian equivalent. **(T-2)** GGFRs are individuals designated by the owning FSM to provide surveillance over risk to government aircraft at sites where CFT workload includes aircraft ground operations only. GGFR's roles and responsibilities are outlined in Chapter 7 of DCMAI 8210.1C.

## Chapter 3

### PREPARATION FOR CFT MAINTENANCE

**3.1. General.** Planning and preparation for CFT work should receive the same consideration that is applied to organic maintenance, repair, modification and inspection programs of DoD weapons systems to positively impact the success of the CFT contracting effort.

#### **3.2. Roles and Responsibilities.**

3.2.1. The owning FSM is the OPR for the affected weapons system or government equipment and is responsible for:

3.2.1.1. Overall management of the weapons system and/or government equipment maintenance program including site planning and preparation for the arrival of the CFT. Details of required using organization support are documented in the CFT contract specific Workload Agreement.

3.2.1.2. Providing dedicated government oversight personnel, Contracting Officer Representatives, to execute overall task order surveillance and accomplish performance reporting for their performance-based task order.

3.2.1.3. Ensuring CFT follows current Inter-Service/Intra-Governmental Support policy in accordance with AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*.

3.2.1.3.1. All agencies may be requested to provide cross-organizational Temporary Duty Travel funding to support CFT PMO or DCMA-Dayton task order related travel.

3.2.1.3.2. Non-Air Force agencies utilizing the CFT contract must provide full funding to the CFT PMO for support costs expended in support of their maintenance services contract effort. Agencies must submit a fully funded Financial Improvement and Audit Readiness (FIAR) compliant DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*, IAW DoD FMR 7000.14-R, Volume 11A and as directed by the CFT PMO. **(T-2)**

3.2.1.3.3. Using Organization Task Orders. All agencies using the CFT contract must provide a FIAR compliant MIPR for task order award IAW DFARS 232.702 and as directed by the CFT PMO. **(T-2)**

**3.3. Planning Phase.** The owning FSM, in conjunction with the COR, is responsible for the program planning phase (the development of customer requirements) for CFTs. The unique nature of a program planned for CFT accomplishment requires additional considerations compared to a planning effort for fixed facility work to include safety requirements. It requires coordination by the FSM, COR, the CFT PMO, using commands and host bases/facilities, contractors and the DCMA-Dayton office.

3.3.1. The owning FSM is responsible for initiating workload planning conferences or repair team meetings, and negotiations with using commands for any proposed CFT work.

3.3.2. The owning FSM is responsible for designating a GFR if the CFT is required to perform maintenance on, or provide crewmembers for government aircraft IAW regulatory guidelines and as directed by the CFT PMO and DCMA-Dayton. **(T-2)** The following regulations apply:

DCMA INST 8210.1C, AFI 10-220, AR 95-20, NAVAIRINST 3710.1F, COMDTINST M13020.3, and DCMA-AO, *Contractors Flight and Ground Operations*. Note: The applicable DCMA INST 8210.1 version (e.g. 8210.1A, 8210.1B, etc.) will be the one in effect at the time the contract is awarded.

3.3.3. The owning FSM is responsible for designating a GGFR if the CFT is required to work on government aircraft in a ground operations only capacity (no contractor flight operations). The provisions of DCMA INST 8210.1C apply. Note: The applicable DCMA INST 8210.1 version (e.g. 8210.1A, 8210.1B, etc.) will be the one in effect at the time the contract is awarded.

**3.4. Preparation Phase.** The owning FSM, acting through his/her appointed COR, is responsible for developing an executable requirements package assisted and directed by the CFT PMO. Although there are numerous documents included in a CFT requirements package, thoughtful consideration and detailed development of the following is critical to the success of the CFT:

3.4.1. Performance Work Statement (PWS). Summarizes the work to be accomplished by the CFT during the execution of the task order, including the scope, applicable documents, performance requirements/tasks, contractor full-time equivalent personnel required and quality assurance. The PWS must include a Safety Appendix.

3.4.2. Contract Data Requirements List (CDRL). List of the deliverable data requirements that the CFT must provide during the execution of the task order.

3.4.3. Quality Assurance Surveillance Plan (QASP). Documents the systematic method through which CFT contractor performance will be monitored, evaluated and documented by the COR.

3.4.4. Workload Agreement (WLA). Defines the scope of work, outlines the specific requirements, safety, and specifies individual roles and responsibilities of the owning organization for CFT support of the contracted workload.

3.4.5. Task Order Funding Document. A FIAR compliant MIPR (DD Form 448), or AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*.

## Chapter 4

### PROCUREMENT OF CFT MAINTENANCE

**4.1. Basic Contract.** The CFT PMO is responsible for awarding the basic CFT Indefinite Delivery/Indefinite Quantity (IDIQ) contracts. These contracts establish the CFT industrial base of contractor personnel resources of direct labor that provide using organizations with the availability of contractor field maintenance to augment organic maintenance.

**4.2. Task Orders.** The CFT PMO awards task orders and modifications for other government department/agency requirements as needed. These task orders must be within the scope of the basic contract and support the industrial base concept, as well as comply with the intent of these contracts. **(T-2)** Task orders contracts will incorporate required safety clauses. **(T-2)**

4.2.1. The owning FSM, acting through his/her appointed COR, is responsible for providing and managing the FIAR compliant funding required for their organization's CFT task order.

4.2.2. The CFT PMO is responsible for reconciling CFT funding actions to ensure CFT contract actions do not exceed approved contract ceilings.

4.2.3. The CFT PMO will endeavor to adhere to processing times described in the current CFT Multi-Service PMA.

## Chapter 5

### CFT CONTRACT ADMINISTRATION AND OVERSIGHT

**5.1. Contract Administration.** Contract administration responsibility for CFTs is assigned to DCMA-Dayton office as specified in a Memorandum of Agreement (MOA) from Headquarters (HQ) DCMA and the Air Force in accordance with FAR Part 42, *Contract Administration and Audit Services*. This responsibility is executed through an ACO within the DCMA-Dayton office.

5.1.1. The DCMA's function is to provide contract administration services to the DoD Acquisition Enterprise and its partners to ensure delivery of quality products and services to the war fighter and to provide contract oversight of all levels of maintenance/repair/modification of various DoD weapon systems and Federal support equipment at numerous locations worldwide.

5.1.2. The DCMA-Dayton office has signatory authority for delegated contract administrative functions on the CFT contract in accordance with FAR Part 42.302, *Contract Administration and Audit Services - Contract Administration Functions*. The DCMA-Dayton office also administers all assigned CFT task orders to include; conducting post award orientation conferences; attending site visits as required and/or needed; issuing modifications when requested by the CFT PMO PCO and maintaining official contract files.

**5.2. Contract Administration Functions and Responsibilities.** The primary functions are production and performance surveillance.

5.2.1. DCMA-Dayton. The DCMA-Dayton office monitors contractors' performance and management systems to ensure that cost, product performance and delivery schedules are compliant with the terms and conditions of the contract. The DCMA's primary contract administration function is production and performance surveillance to ensure CFT contractors are meeting schedule and performance requirements and contractual quality requirements. Required production surveillance is based upon the criticality designator assigned by the contracting officer and other factors based on the guidance in FAR Part 42.11, *Contract Administration and Audit Services - Production Surveillance and Reporting*.

5.2.2. FSM. The owning FSM of a weapons system under a CFT contract is responsible for maintaining surveillance of the CFT. The owning FSM is responsible for nominating required oversight personnel including site CORs and GFRs/GGFRs to perform contractor surveillance and ensuring appointed personnel accomplishes required surveillance responsibilities.

5.2.3. COR. The COR is responsible for executing all functions associated with the responsibilities as defined in DODI 5000.72, Air Force Mandatory Procedures 5301.602-2(d), AFI 63-138, and AFI 21-101, Chapter 14.

5.2.4. COR Supervisor. The COR Supervisor is responsible for supervising the day-to-day oversight activities of the assigned COR to ensure task order surveillance requirements are met as defined in DODI 5000.72, Air Force Mandatory Procedures 5301.602-2(d), and AFI 63-138.

5.2.5. CFT PMO. The CFT PMO is responsible for processes associated with CFT task order performance surveillance data including but not limited to: verifying and validating COR submissions of monthly Form 104 contractor performance surveillance data, internal reviews,

distribution to CFT contractors, working contractor disputes with site CORs, facilitating required revisions, maintaining historical data and processing performance data for Contractor Performance Assessment Reports.

**5.3. Task Order Site Visits.** Site visits provide the CFT PMO and DCMA-Dayton with insight into CFT task order execution enabling the assessment of compliance to directives, verification of proper government oversight of CFTs and the timely identification and correction of issues. During site visits, the CFT PMO and DCMA-Dayton also inform, educate, guide, train and advise key government personnel assigned to oversee the contract.

STACEY T. HAWKINS, Major General, USAF  
Director of Logistics, Civil Engineering,  
Force Protection and Nuclear Integration

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

Air Force Mandatory Procedures 5301.602-2(d), *Designation, Assignment, and Responsibilities of a Contracting Officer's Representative (COR)*, 25 May 2018

AFI 10-220, *Contractor's Flight and Ground Operations*, 21 Aug 2013

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFI 63-101/20-101, *Integrated Life Cycle Management*, 9 May 2017

AFI 63-138, *Acquisition of Services*, 11 May 2017

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 21-1, *Maintenance of Military Materiel*, 1 Aug 2018

DCMA INST 8210.1C/AFI 10-220 (I)/AR 95-20/NAVAIRINST 3710.1F, COMDTINST M13020.3, DCMA-AO, *Contractor's Flight and Ground Operations*, 21 Aug 2013. *Note: The applicable DCMA INST 8210.1 version (e.g. 8210.1A, 8210.1B, etc.) will be the one in effect at the time the contract is awarded.*

DFARS 232.702, *Federal Acquisition Regulation Supplement – Contract Funding*, 26 Feb 2016

DoDD 4151.18, *Maintenance of Military Materiel*, 31 Mar 2004

DoD FMR 7000.14-R, Volume 11 A, *Reimbursable Operations Policy*, Nov 2014

Economy Act of 1932, as amended 31 USC § 1535, Mar 2012

FAR Part 42, *Contract Administration and Audit Services*, 1 Oct 2015

***Prescribed Forms***

None.

***Adopted Forms***

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

DD Form 448, *Military Interdepartmental Purchase Request*

***Abbreviations and Acronyms***

**ACI**—Analytical Condition Inspection

**ACO**—Administrative Contracting Officer

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual  
**AFMC**—Air Force Materiel Command  
**AFMCI**—Air Force Materiel Command Instruction  
**AFPD**—Air Force Policy Directive  
**AFSC**—Air Force Sustainment Center  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**ANG**—Air National Guard  
**CDRL**—Contract Data Requirements List  
**CFT**—Contract Field Team  
**COR**—Contracting Officer Representative  
**DAF**—Department of the Air Force  
**DCMA**—Defense Contract Management Agency  
**DFARS**—Defense Federal Acquisition Regulation Supplement  
**DOCAT**—Depot On-site Contract Augmentee Team  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**FAR**—Federal Acquisition Regulation  
**FIAR**—Financial Improvement and Audit Readiness  
**FSM**—Functional Services Manager  
**GFR**—Government Flight Representative  
**GGFR**—Ground Government Flight Representative  
**GOCO**—Government-Owned Contractor-Operated  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IDIQ**—Indefinite Delivery/Indefinite Quantity  
**MIPR**—Military Interdepartmental Purchase Request  
**MOA**—Memorandum of Agreement  
**NDI**—Non-Destructive Inspection  
**O&A**—Over and Above  
**OPR**—Office of Primary Responsibility  
**PCO**—Procurement/Purchasing Contracting Officer

**PDM**—Program Depot Maintenance  
**PM**—Program Manager  
**PMA**—Program Management Agreement  
**PMO**—Program Management Office  
**PWS**—Performance Work Statement  
**QA**—Quality Assurance  
**QAS**—Quality Assurance Specialist  
**QASP**—Quality Assurance Surveillance Plan  
**RDS**—Records Disposition Schedule  
**SDLM**—Standard Depot-Level Maintenance  
**UDLM**—Unscheduled Depot-Level Maintenance  
**USAF**—United States Air Force  
**WLA**—Workload Agreement

*Terms*

**Contract Field Team**—A predetermined, competitively selected mix of contractor maintenance personnel performing a specifically defined performance-based workload in accordance with a CFT task order.

**Depot On-site Contract Augmentee Team (DOCAT)**—Contracted maintenance personnel supplementing an organic workforce based upon a required level of effort.

**Host**—the base, post, station, or other location where work is performed by the CFT.

**Using Commands**—DoD service departments, Air Force major commands, to include the Air Force Reserves, Security Assistance Recipients and other federal agencies.