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**Maintenance**

**CONTRACT FIELD TEAM (CFT) PROGRAM**

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This instruction prescribes policy and establishes procedures applicable to activities engaged in Contract Field Team (CFT) management, procurement and contract administration. CFTs perform organizational, intermediate, and depot level maintenance and modification of aircraft (including simulators), aerospace equipment, communications, electronics and meteorological, automatic data processing and cryptologic equipment, and missile weapon systems, support equipment and vehicles, and miscellaneous logistics support functions in support of these items. This regulation is applicable to all Department of Defense (DoD) services. Each service will use the appropriate guidance, and implement appropriate portions of Department of Defense Directive (DoDD) 4151.18, *Maintenance of Military Materiel*, while the Air Force will implement appropriate portions of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, AFI 21-102, *Depot Maintenance Management*, and the Federal Acquisition Regulation (FAR), current edition. DoDD 4151.18, AFI 21-101, AFI 21-102, and FAR will take precedence if a conflict exists. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 38-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afrims/afrims/rims.cfm>.

**SUMMARY OF CHANGES**

This revision supersedes AFMCI 21-141, *Contract Field Team (CFT) Program*, Aug 05. This instruction has been updated to reflect the criteria under which CFTs can be used to supplement Depot Maintenance activities. In addition, references to Depot On-Site Contractor Augmentee Teams (DO-CATS) are being moved to an AFMC instruction for Depot Maintenance Workload Management (expected to be published in CY07).

## Chapter 1

### INTRODUCTION

#### 1.1. Selection:

1.1.1. The CFT program augments DoD organic maintenance, repair and modification capabilities at the organizational, field, and depot level and responds to surge requirements throughout the world. A CFT is a group of contractor maintenance personnel who are provided with government furnished tools or equipment, workspace, and supplies to accomplish modification/maintenance/repair effort on-site at operational government locations worldwide.

1.1.2. CFT work shall be limited to supportable programs for operational support of operational aircraft, missiles, ground support equipment and vehicles, and miscellaneous logistics support functions in support of these items. The measures of supportability are; availability of technical data, tooling, and required spares and parts. Elements such as technical complexity, hardware availability and quality assurance support are factors, which enter into the decision to use CFTs. Training will be limited to On-the-Job-Training (OJT) for tasked resources.

1.1.3. The choice of CFT for a specific maintenance/modification requirement is the responsibility of the using organization in accordance with service contract approval process of that particular organization. The proposed work must fall within the scope of the basic CFT contract. The CFT Program Office must review all work requests prior to task order award to ensure compliance with CFT program criteria. In order to ensure program supportability, specific restrictions are placed upon the use of CFT. These restrictions are:

1.1.3.1. Complexity of work will be limited to what can be supported by normal base facilities, tools, test equipment and supply capability. Size of the proposed CFT effort will be considered to prevent exceeding the host base support capability. If an exception to the above will be required, advance planning will be needed to determine what modifications are necessary.

1.1.3.2. CFT tasks that require the extensive use of base/government facility shops (that is, sheet metal, machine, electrical) will require the concurrence of the host base documented in the Workload Agreement (WLA).

1.1.4. The responsibilities assigned to each functional activity by this instruction, AFI 21-101, *Aerospace Equipment Maintenance Management*, and AFI 21-102, *Depot Maintenance Management* and DoDD 4151.18, *Maintenance of Military Materiel*, and applicable Service instructions/regulations may not be delegated. Although specific functions may be reassigned, the basic responsibility remains with the original assignee.

1.1.5. The host base/government facility provides the support required for the tactical operation and maintenance of assigned aircraft and equipment. Input of aircraft and equipment for work will be thoroughly coordinated with the host. The host base shall provide base support to the contractor. Base support includes but is not limited to workspace, material, equipment, vehicles, services (including network and communications systems for official business) or other support functions that can be made available at or through any installation. This also includes respirator fittings and other occupational support and training on DoD equipment as required.

## Chapter 2

### PREPARATION FOR CFT MAINTENANCE

#### 2.1. Responsibilities.

2.1.1. The owning Maintenance Unit Commander is the Office of Primary Responsibility (OPR) for a particular weapon system or equipment and is responsible for overall management of the maintenance program for their system, including all planning and preparation for CFT support.

2.1.2. Planning and preparation of CFT work should receive the same consideration as planning for any other maintenance/modification program.

2.1.3. The owning Maintenance Unit Commander is responsible for assigning a qualified Project Officer (PO), Quality Assurance Representative (QAR) and Government Flight Representative/ Ground Government Flight Representatives (GFR/GGFRs). All assignees should be capable of providing surveillance of all tasks the contractor will be performing.

2.1.4. The owning Maintenance Unit Commander, in conjunction with the PO, is responsible for the program-planning phase (the development of customer requirements). In addition, the owning Maintenance Wing Commander and the PO will maintain oversight of the maintenance program and take the necessary actions to assure timely initiation and supportability of the program.

2.1.5. The PO is responsible for support of the contractual phase of the maintenance workload. The PO will maintain surveillance and control of the maintenance actions necessary to assure adequate and timely completion of the work.

2.1.6. When the using Command does not accept the Quality Assurance (QA) functions, the owning Maintenance Wing Commander will make the necessary arrangements for QA.

2.1.7. The Defense Contract Management Agency (DCMA) – Dayton Administrative Contracting Officer (ACO) is responsible for those contract administration functions delegated by the OC-ALC CFT contracting office. The PO has no contracting authority, or contract administration responsibility. These responsibilities are vested in the OC-ALC CFT Program Office for awarding contracts and placing orders against them, and in DCMA Dayton OH for contract administration. The ALC Competition Advocate will be a participant in all activities leading to award of a contract contemplating other than full and open competition. These activities also participate in planning for CFT effort.

**2.2. Planning Phase.** The unique nature of a program planned for CFT accomplishment requires a more detailed planning effort than for fixed facility work. It requires coordination by the Maintenance Wing Commander, PO, the OC-ALC CFT Program Office, using Commands and host bases/facilities, contractors, and DCMA. The Maintenance Wing Commander and PO will jointly:

2.2.1. Adhere to the programming events outlined in service specific QA instructions/regulations.

2.2.2. The owning Maintenance Wing Commander has the primary responsibility to initiate workload planning conferences, or repair team meetings, and negotiations with using Commands for any proposed CFT work. This conference/meeting should include the using Command(s), and other involved organizations (host base/camp/station), and if necessary, the CFT Program Office and/or DCMA.

— Specific attention should be given to:

- Performance Work Statement (PWS)
- Quantity to be processed
- Man-hour requirements (unit-total)
- Flow time (in/out)
- Priorities
- Pre-production prototype (if required)
- Support required of host base/government facility
- Length of time team will be on host facility (date of arrival/departure)
- Anticipated team composition
- Availability of technical data
- Theater clearance requirements
- Safety requirements (contractual and using Command)
- Conducting an "in-house" pre-award survey
- Assuring the provisions of this policy are followed
- Assure all aspects of the planned program have been finalized into a workload agreement
- Availability of government special tools and equipment
- Time schedule (activity flow chart)
- Inspection and acceptance procedures
- Provide guidance to the base PO and on-site QAR
- If a Functional Check Flight (FCF) is required, make necessary arrangements with the cognizant Contract Administration Office (CAO)

— If the contractor is required to work on, or provide crewmembers for government aircraft, then the provisions of DCMAI 8210.1, *Contractors Flight and Ground Operations* (AFI 10-220/AR 95-20/NAVAIRINST 3710.1) apply. A GFR must be designated by the host activity/base Commander that has tactical control of the aircraft at the site. This GFR is then delegated authority by the CAO. The delegation must occur before work commences at the CFT site. The GFR will determine the applicability of DCMAI 8210.1 and notify the contractor of any special requirements.

— If the contractor is required to work on government aircraft in a ground operations (no Contractor Flight Operations) only capacity, then the provisions of DCMAI 8210.1 apply. The host activity/base Commander that has tactical control of the aircraft at the site must designate a GGFR. This GGFR is then delegated authority by the CAO. The delegation must occur before work commences at the CFT site. The GGFR will determine the applicability of DCMAI 8210.1 and notify the contractor of any special requirements.

**2.3. Preparation Phase.** The choice of CFT for a specific maintenance/modification requirement is the responsibility of the using organization in accordance with the service contract approval process of that particular organization.

2.3.1. The Maintenance Commander, acting through his/her appointed PO, shall provide the following to the CFT Program Office (or as otherwise detailed in the Tri-Service CFT Expectation Management Agreement (EMA)):

2.3.1.1. Purchase Request (PR) or Military Interdepartmental Purchase Request (MIPR)

2.3.1.1.1. Include Defense Priorities and Allocation System (DPAS) priorities applicable to order

2.3.1.2. Order PWS

2.3.1.2.1. Must include Appendix B, Supply Information

2.3.1.2.2. Must include Appendix C, Safety

2.3.1.2.3. In addition to normal PWS content, a PWS for an individual CFT task orders shall include:

2.3.1.2.3.1. Sites where work is to be performed

2.3.1.2.3.2. Work schedule (number of shifts and workweek)

2.3.1.2.3.3. Schedule Metric (includes required delivery schedule)

2.3.1.2.3.4. Performance Metric

2.3.1.2.3.5. Percentage breakout of importance (weighting) of cost/price, schedule, and performance

2.3.1.3. Order Performance Metrics and Method of Measurement

2.3.1.4. Team Complement (Firm or Estimated)

2.3.1.4.1. Include estimated number of labor hours by skill

2.3.1.5. Quality Assurance Surveillance Plan (QASP)

2.3.1.6. WLA. Mutual understanding and agreements must be achieved to assure successful accomplishment of work. A WLA is properly documented and signed by representatives from each government activity involved. A WLA is required as a result of a workload conference (AFI 21-102, *Aerospace Equipment Maintenance Management*). The agreement for CFT work, signed by the affected organizations, will describe as a minimum:

2.3.1.6.1. Designated PO

2.3.1.6.2. Designated QAR

2.3.1.6.3. Designated GGFR and GFR

2.3.1.6.4. Support will be furnished by the Command/base/government facility, such as, facilities, tools, support equipment, supplies, and personnel, including the support duties to be assumed by the PO and other personnel. All equipment and special tools must be verified to exist at the facility location, or the facility must be capable of accepting the equipment and those special tools

2.3.1.6.5. Base safety and security responsibilities over and above those safety measures inherent in the work to be performed

2.3.1.6.6. Certain details of the work may require base participation to complete, for example, fueling/defueling, aircraft, ground handling, preparation for contractor team, disassembling, assembling, flight testing, etc

2.3.1.7. Ozone Depletion Statement

2.3.1.8. Customer certification that all required reviews/approvals have been obtained

2.3.1.8.1. Upon request of the Procuring Contract Office (PCO), information to be utilized in contract type determination

2.3.1.9. Other items as required by order:

2.3.1.9.1. DD Form 254, *Department of Defense Contract Security Form* (if required)

2.3.1.9.2. If Contractor Furnished Material (CFM) exceeds 30% of value of associated labor line, provide description of material, rationale for not using normal supply means, get-well date for normal supply, and signature of accountable POC

2.3.1.9.3. If fixed price and includes over and above, or CFM, provide fill-ins for FAR Clause 52.246-20, *Warranty of Services*

2.3.1.9.4. If Cost Plus Incentive Fee (CPIF) or Fixed Price Incentive (FPI), provide recommended share ratio

**2.4. Completion Phase.** Prepare the finalized PR in sufficient detail wherein the task outlined is measurable. The PR package should contain positive evidence that final arrangements are completed as to the personnel responsible for the quality assurance and for the CFT PO assigned functions.

## Chapter 3

### PROCUREMENT OF CFT MAINTENANCE

**3.1. Responsibilities.** The OC-ALC CFT Program Office is responsible for negotiating and awarding the basic CFT contracts as well as managing CFT funding actions. The OC-ALC CFT Program Office will reconcile CFT funding actions against the contract Business Intelligence Service (CBIS) system quarterly to ensure CFT contract actions do not exceed approved contract ceilings. The OC-ALC CFT Program Office will also place CFT orders for other government department/agency requirements as needed. The following procedures will be followed in placing the basic contracts and orders against the contracts:

3.1.1. Basic Contracts. These contracts, in effect, establish an industrial base, which provides a contractor field maintenance capability. For the purpose of this instruction, this industrial base is recognized as contractor personnel resources of direct labor, which may supplement United States Government resources. It represents an additional number of man-years capacity obtained from one or more contractors who are awarded contracts as the result of competitive procedures. Formal source selection procedures are preferred. The contract should include the following:

3.1.1.1. At a minimum, the basic contracts should provide for the issuance for both Firm Fixed Priced (FFP) and Time and Material (T&M) orders. FFP is the preferred contract type. All contract type selections shall have an associated Determination and Findings (D&F) signed by the Contracting Officer (CO) and approved In Accordance With (IAW) internal CFT Program Office standard operating procedures.

3.1.1.2. Over and above work request procedures will be included in the basic contract. Each order will include over and above provisions when appropriate.

3.1.1.3. Provide for necessary employee protection overseas.

3.1.1.4. Provide lists of various skill classifications required, in the contracts.

3.1.1.5. Emphasize the “non-personal services” nature of a work requirement:

3.1.1.5.1. The contractor shall be responsible for selecting personnel who are well qualified to perform the required services, for supervising personnel, and for keeping them informed of all improvements, changes, and methods of operation.

3.1.1.5.2. The Contracting Officer may direct the contractor to remove, and the contractor shall remove, any employee assigned under this contract for reasons of safety, security, or misconduct.

3.1.1.5.3. Where the reason for a removal request is due solely to misconduct on the part of the employee, replacement will be at the contractor's expense and not chargeable to the government.

3.1.1.6. Skills, which are billed as direct labor, other than those included in the team complement, should be specifically listed in the contract and priced separately.

3.1.1.7. A ceiling price, which the contractor would exceed at their own risk, will be placed on all T&M orders.

3.1.1.8. Standardize contractor's management reports as to the format and distribution.

3.1.1.9. Pre-award negotiations are conducted by the PCO. Terms and conditions should be established prior to issuance of an order. These should include (as a minimum) work specifications, repair schedule, team complement, required facilities, Government Furnished Property (GFP), starting date and completion date, and a dollar ceiling on T&M orders.

3.1.1.10. References from *The Engineering Society of Advancing Mobility Land, Sea, Air and Space International* (SAE) AS9100, Rev B *Quality Systems – Aerospace – Model for Quality Assurance in Design, Development, Production, Installation, and Servicing* requirements should be included in the contract.

3.1.1.11. To assure the quantity and quality of tool kits furnished by the contractor, the contractor is required to include in their management manual, the minimum contents of each tool kit to be furnished for each skill level. The contractor will also provide total tool kit contents.

3.1.1.12. Definition of a hazardous area must be established for premium pay purposes.

3.1.1.13. Incorporate a standard safety clause into the basic contracts. Users shall tailor additional or revised safety requirements for specific orders. Particular attention should be given to work on fueled aircrafts in hangars. The Appendix C attached to specific orders will specify the safety requirements, such as defueling an aircraft. If the host base/facility is to fuel/defuel the aircraft, the requirement will be included in an agreement with the base/facility.

3.1.2. A determination of contractor responsibility for specific orders against established contracts is not required; consequently, the conduct of a pre-award survey for order placement is not required. The elements, which are normally considered in reaching a determination of responsibility, are included as part of OC-ALC CFT contracting office recommendation for the selection of a contractor.

3.1.3. Order Placement. The CFT Program Office negotiates and places orders and modifications. These 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. The CFT Program Office will endeavor to adhere to processing times described in the current Tri-Service EMA. Proper timing of all actions, therefore, becomes essential for a successful program and for the prevention of costly, unproductive contractor standby time. To better assure successful CFT efforts, each contracting function follows these procedures in placing orders:

3.1.3.1. Pre-Planning. Assist the Maintenance Wing Commander in early planning for a CFT effort (ref [2.2.2.](#)).

3.1.3.2. Purchase Request. Verify the adequacy of PR documentation concerning the pre-planning described in **paragraph 3.1.3.1**. Special emphasis should be placed on reviewing the arrangements and agreements to provide contract administration assistance and host facility support. Return PR packages, which do not contain the necessary elements for a procurement action, to the initiator for correction. When the PR package is determined to be adequate, the CFT Program Office internal operating procedures concerning order placement must be followed to reflect the intent of the basic CFT contract, as well as to ensure conformance to FAR policy.

3.1.3.3. Contractor Selection. The government shall, at its sole discretion, select a contractor for each order after an assessment of the selection criteria established in the Request for Proposal (RFP) for each projected CFT task order.

3.1.3.4. The OC-ALC CFT Program Office will designate the source for each order using the criteria in the following paragraphs:

3.1.3.4.1. Unless otherwise publicized in the specific task order RFP, contractor selection is based upon overall assessment of the following criteria, the weighting of each to be described in the RFP for the individual task order:

3.1.3.4.2. Price. Comparison between proposed prices.

3.1.3.4.3. Contractor Performance: Overall CFT performance average score by contractor derived from monthly reporting of contractor performance-to-performance criteria in individual task orders. The CFT Program Office will accomplish monthly reporting via the DCMA Form 104 reporting process with scores maintained in the CFT Control Panel, and validated/approved.

3.1.3.4.4. Contractor Schedule: Overall CFT schedule average score by contractor derived from monthly reporting of contractor performance-to-schedule criteria in individual task orders. Monthly reporting will be accomplished via the DCMA Form 104 reporting process with scores maintained in the CFT Control Panel, and validated/approved by the CFT Program Office.

3.1.3.5. Best Value: The CFT Program Office is authorized to establish a best value analysis in particular situations wherein evaluation of additional factors is necessary provided the additional factors can be overcome in competition and all factors are identified with weightings delineated in the RFP for the particular task order.

3.1.3.6. Logical Follow-On. It is recognized that there are times when the competitive CFT contracts are not suitable. In these instances, the contracting activity at the prime ALC may award a contract in accordance with FAR, Part 15, Contracting by Negotiation, and justified IAW FAR Part 6, Competition Requirements. DCMA Dayton administers competitive and noncompetitive CFT contracts.

## Chapter 4

### CFT CONTRACT ADMINISTRATION

**4.1. Contract Administration.** Contract administration responsibility is assigned to DCMA as specified in a Memorandum of Agreement (MOA) between HQ DCMA and USAF IAW FAR, Part 42, *Contract Administration and Audit Services*. This responsibility is executed through an Administrative Contracting Officer (ACO). This office is designated on the basic contract and all orders as the contract management office, and embraces several contract related specialties such as quality assurance and production. The management office functions are to assure that the contractor accomplishes work according to the terms and conditions of the contract and the subsequent orders.

**4.2. Contract Administration Functions.** The primary functions are production and performance surveillance. The purpose of this effort is to determine the progress made by a contractor in meeting their schedule and identifying factors, which may delay delivery or performance. It includes the review and analysis by the government of a contractor's performance, plans, schedule and controls. In a CFT effort, a contractor's progress is frequently related directly to the responsiveness of government support, which is contractually required. Consequently, similar vigilance must be exercised over the government's role in the CFT effort. This role involves, for example, timely input of assets, Technical Order (TO) support, hardware and kit support, shop availability, and timely inspection/acceptance. When there is a possibility of a slippage of production schedules due to the failure of the government to perform the required function, the ACO and PCO must be notified immediately.

**4.3. Production Surveillance.** Recognizing that the CFT work is normally done at operational bases, a balance exists between the operational mission of the base and base support to the contractor. The production surveillance category is based on the criticality designator assigned by the contracting officer and other factors based on the guidance in FAR, Part 42.1104, *Contract Administration and Audit Services – Production Surveillance and Reporting* and *Defense FAR Supplement (DFARS)*, current edition. In addition, the nature of CFT work requires coordination of actions with the contractor and constant surveillance by the base-furnished PO who may be delegated, according to previous agreement with the using Command. On each order, the ACO/PCO establishes suitable reporting system with each PO and contractor to provide to the ACO/PCO timely information concerning projected and actual delinquencies (government or contractor), and anticipated schedule slippages.

**4.4. The Owning Maintenance Unit Commander will:**

4.4.1. Be the OPR for their particular weapon system or equipment. As such, it is the responsibility of the owning Wing Commander to maintain surveillance and control of maintenance programs and when necessary, initiate action to ensure timely and adequate accomplishment.

4.4.2. Appoint a PO, an on-site QAR and GFR/GGFR as required, to perform surveillance of the contractor.

4.4.3. Participate with the contract administration activity in the Post-Award Orientation Conference (PAOC), as required.

4.4.4. Through the period of performance, report monthly contractor performance to schedule and performance objectives via the CFT Form 104, *Reporting Process*, anticipate difficulties, and resolve problems that occur.

**4.5. CFT Management.** Because of the centralized administrative control of the CFT program at DCMA, all CFT management and contractor performance reports, which are required under the terms of the contracts, are sent to DCMA via the CFT Form 104, *Reporting Process*, for management indicators and for use by the CFT Program Office in the contractor selection process. Therefore, information concerning production problems, actual vs. negotiated hours, and other experience data is obtained from the ACO. DCMA will forward the performance information obtained in these reports to the CFT program office.

## Chapter 5

### SPECIAL CFT ADMINISTRATION PROCEDURES

**5.1. Special Administration Procedures.** When the modification installation does not conform to contract requirements, the following procedures apply in determining the action to be taken:

5.1.1. The contractor classifies each departure from contract requirements as either a Class I or Class II departure. For the purpose of this regulation, the departures are defined as follows:

5.1.1.1. Class I-Departure (Deviation). Any non-conformance that could by itself or by its relation to other components result in failure or malfunction, involves safety of personnel using or maintaining the item, adversely affects performance, durability, interchangeability, reliability, materially affect weight, or otherwise result in failure of the end product to properly perform its intended function (included are any departures affecting price).

5.1.1.2. Class II-Departure (Variation). Any departure from established standards or workmanship, or other similar standards, in a manner or to a degree which has no significant bearing on the effective use or operation of the item or related components and which does not involve any factors listed under Class I – Departure.

5.1.2. The ACO, or when authorized, the designated PO reviews the contractor's classification. If there is any disagreement with the contractor as to the proper classification, it must be treated as a Class I-Departure.

5.1.3. Class I & II Departures, unless corrected, cannot be accepted without approval of the System Program Depot Manager (SPDM) and PCO. Accordingly, requests for authorization to accept Class I & II Departures are prepared and submitted to the Wing Commander through the ACO for authorization.

## Chapter 6

### CONTRACTOR RESPONSIBILITY

#### 6.1. Contractor Responsibility.

6.1.1. **Contractor's Workbook.** A procedural element in the CFT contractor's system is the contractor's workbook. This is required for all but the most unsophisticated programs where the applicable Air Force Technical Order(s) (AFTO) Forms 349, *Maintenance Data Collection Record* (work card) or the Time Compliance Technical Order (TCTO) itself might suffice as the maintenance plan. The workbook is essential to assure uniform quality maintenance in accordance with the contract work specifications.

6.1.1.1. The workbook, which is prepared and maintained by the contractor, must provide specific and uniform step-by-step directions for accomplishing work accurately, economically, and safely.

6.1.1.2. Workbooks must specify component removals, inspections and reinstallations that affect quality and must include warning and caution notes where failure to follow prescribed procedures could result in injury to personnel or damage to government property. Removal and reinstallation of items (including lines, fittings, components, etc.), when required to gain access to another component, will be listed as separate entries in the workbook.

6.1.1.3. Include quantitative criteria (dimensions and tolerances) in the workbook, either by actual values or by references to the drawing or TO. The workbook also includes criteria essential for determining the acceptability of work performed.

6.1.1.4. The contractor maintains and retains workbooks and other pertinent records in accordance with the contract requirement. In addition, sufficient documentation must be maintained by the contractor for a period of not less than 12 months from date of activity, incident, or action to assist in any accident investigation that may be conducted in accordance with AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*, or other service equivalent programming directive.

6.1.2. **Skills Certification.** The requiring activity has the responsibility to establish training and certification requirements for CFT technicians. Each task order will specify qualification and certification requirements based on the work to be performed and the nature of the CFT. Specific certification must be readily available and a formally established program must exist to record and identify required task certification. For AF managed CFT efforts, the contractor shall comply with applicable requirements of AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*, Chapters 3 and 4 provide documentation of an equivalent system, which is verifiable by the contracting officer.

## Chapter 7

### PROPERTY CONTROL

**7.1. Property Control.** Property control on CFT should emphasize simplicity through the following procedures:

7.1.1. **Government Furnished Materiel (GFM).** Include an Appendix B, *Supply Instructions* in CFT delivery orders when appropriate. When not appropriate, a statement must be placed in the PR remarks block and accompany the PR to explain why an Appendix B is not required. The base or facility where the work is being performed is responsible for providing equipment and material support to the contractor and for maintaining the official property records for all GFM provided under the contract.

7.1.1.1. **Brand Compliance.** The PO may designate brand specific compliance in Appendix B, *Supply Instructions*. This direction should be used to align GFP with currently utilized equipment or tooling at the owning ALC.

7.1.2. **CFM.** When appropriate, and for T&M efforts, the contractor will acquire needed items as CFM.

7.1.3. **Turn-In.** The PO assures all GFP is turned in to the base supply activity when work is completed. When GFP is required at another worksite, approval of the owning activity is obtained prior to moving this property to another site.

7.1.4. **Tool Control.** Due to the potential of lost tools and the extremely critical nature of aerospace vehicle maintenance and repair, contractors are required to comply with identical tool control standards as AFMCI 21-107, *Tool Control and Accountability Program*. The contractor shall comply with applicable requirements of AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*, chapters 3 and 4 or provide documentation of an equivalent system that is verifiable by the contracting officer.

**7.1.5. Reporting for Task Orders including Government Property**

7.1.5.1. CFT Task Orders with a one-year period of performance shall require contractor reporting to the PO, a listing of Government Property on hand at the beginning and end of task orders.

7.1.5.2. CFT Task Orders, with a multi-year period of performance, shall require contractor reporting (material listing) of Government Property on hand to the PO at the beginning and end of task orders, as well as reporting on hand Government Property annually.

TIMOTHY L. DUES, Deputy Director  
Directorate of Logistics

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

DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, *Contractor's Flight and Ground Operations*

DoDD 4151.18, *Maintenance of Military Material*

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*

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

AFI 21-102, *Depot Maintenance Management*

AFMCI 21-107, *Tool Control and Accountability Program*

AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC)*

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer

**AFI**—Air Force Instruction

**AFMC**—Air Force Materiel Command

**AFTO**—Air Force Technical Order

**CAO**—Contract Administration Office

**CFM**—Contractor Furnished Materiel

**CFT**—Contract Field Team

**CO**—Contracting Officer

**CPIF**—Cost Plus Incentive Fee

**D&F**—Determination and Findings

**DCMA**—Defense Contract Management Agency

**DFARS**—Defense FAR Supplement

**DO-CATS**—Depot On-Site Contractor Augmentee

**DoD**—Department of Defense

**DPAS**—Defense Priorities and Allocation System

**EMA**—Expectation Management Agreement

**FAR**—Federal Acquisition Regulation

**FCF**—Functional Check Flight

**FFP**—Firm-Fixed Price

**FPI**—Fixed Price Incentive  
**GFM**—Government Furnished Materiel  
**GFP**—Government Furnished Property  
**GFR**—Government Flight Representative  
**GGFR**—Ground Government Flight Representative  
**IAW**—In Accordance With  
**MIPR**—Military Interdepartmental Purchase Request  
**MOA**—Memorandum of Agreement  
**OJT**—On-The-Job-Training  
**OPR**—Office of Primary Responsibility  
**PAC**—Production Acceptance Certification  
**PAD**—Program Action Directives  
**PAOC**—Post-Award Orientation Conference  
**PCO**—Procuring Contracting Office  
**PO**—Project Officer  
**PPLAN**—Programming Plans  
**PR**—Purchase Request  
**PWS**—Performance Work Statement  
**QA**—Quality Assurance  
**QAR**—Quality Assurance Representative  
**QASP**—Quality Assurance Surveillance Plan  
**RFP**—Request for Proposal  
**SPDM**—System Program Depot Manager  
**T&M**—Time and Material  
**TCTO**—Time Compliance Technical Order  
**TO**—Technical Order  
**WLA**—Workload Agreement

### ***Terms***

**Administrative Contracting Officer (ACO)**—A contracting officer assigned the responsibility for administration of a U.S. Government contract.

**Contract Administration Office (CAO)**—The Government office, which performs assigned pre-award and post-award functions as they pertain to contract administration.

**Contracting Activity**—Then Oklahoma City ALC (OC-ALC/PK) CFT Program Office is responsible for negotiating and awarding the basic competitive CFT contracts.

**Contract Field Team (CFT)**—Contractor maintenance personnel who may be provided with Government-furnished equipment, supplies and special tools to accomplish depot level maintenance/modification at operational Government location(s) identified in the contract. The work involves depot-level maintenance tasks and may include concurrent organizational and intermediate level tasks. The contractor provides supervision, personnel and hand tools for required work.

**Contractor Furnished Material (CFM)**—Property procured or otherwise provided by the contractor for the performance of the Time and Material (T&M) effort of a contract.

**CFT Technician**—May be any approved skill, which is listed in the team compliment and required by a using activity to perform a specific task in relation to performance of a CFT order.

**Direct Labor**—Labor which (1) increases the value or utility of a product by altering the composition, condition, conformation, or construction of the product, or provides a service directly to the customer rather than in support of other direct labor of the Directorate of Maintenance; (2) can be accurately, consistently, and economically identified to a product, group of products, or customer; (3) is supported by official work requests and authorized by prescribed workload agreement documents indicating the specific nature of work to be done.

**Government Flight Representative (GFR)**—Individuals designated by the host base (or host activity) Commander to provide surveillance over risk to Government Aircraft in accordance with DCMAI 8201.1, *Contractors Flight and Ground Operations*. (AFI 10-220/AR 95-20/NAVAIRINST 3710.1). The Commander, which maintains tactical control over the aircraft, appoints this individual. The CAO also provides a GFR who is the liaison that assists site GFRs.

**Ground Government Flight Representative (GGFR)**—Individuals designated by the host base (or host activity) Commander to provide surveillance over risk to Government Aircraft in accordance with DCMAI 8201.1, *Contractors Flight and Ground Operations*, (AFI 10-220/AR 95-20/NAVAIRINST 3710.1), where Contractor Flight Operations (crewmember duties, engine/APU runs) are not being conducted. The Commander that maintains tactical control over the aircraft appoints this individual. The CAO also provides a GGFR who is the liaison, which assists site GGFRs.

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

**Logical Follow On**—When the requiring activity provides supporting information to the OC-ALC CFT contracting office, that it is in the best interest of the Government not to perform a competitive source selection. In addition, a Determination and Finding (D&F), shall be documented and approved at the appropriate level.

**Oklahoma City Air Logistics Center (OC-ALC)**—CFT contracting office. The office at Tinker Air Force Base with the primary responsibility for issuance of CFT orders.

**Procuring Contracting Office (PCO)**—A contracting officer assigned the responsibility for issuance of a U.S. Government contract. This designation is used to differentiate from an ACO, or supporting ACO when one is appointed.

**Project Officer (PO)**—Individual designated by the host base (or host activity) Commander to provide the contractor team the required logistical and base support. Person charged with the overall surveillance of the CFT operation at their work site. When approved/agreed to by the host activity/base Commander,

the project officer may be delegated contract administration functions or tasks by the CAO. Any contract administration function or tasks must be delegated in writing and must clearly define the functions and/or tasks to be performed.

**Quality Assurance Representative (QAR)**—The Government's host base representative normally designated by host base (or host activity) Commander who performs surveillance over the contractor's quality assurance program. This individual will ensure all quality assurance functions are accomplished and documented in accordance with the host base policy and CAO guidance. The on-site QAR will perform in-process inspections, final inspection, process proofing and acceptance of all contractually specified items.

**Using Commands**—DoD departments, major Air Force Commands, including the Air National Guard, Air Force Reserves, Security Assistance Recipients and other federal agencies.