This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-220, Contractor’s Flight and Ground Operations (Defense Contract Management Agency (DCMA) Instruction 8210.1C) and AFI10-220 Air Force Materiel Command Supplement (AFMCSUP) dated 13 Aug 2015, Contractor’s Flight and Ground Operations. This supplement describes the Air Force Test Center procedures for use in conjunction with the basic AFI and AFMC Supplement as it relates to contracts with the Ground and Flight Risk Clause (GFRC) or Aircraft Flight Risk Clause (AFRC) delegated to the Edwards AFTC Government Flight Representative (GFR) from the AFTC Test Wings under the AFMC Five Center construct. It also applies to any contract with the GFRC or AFRC on contract under the Distributed Flight Test concept of operations delegated to the Edwards AFTC GFR as required. This instruction does not require tiers at or below the Wing level. Waiver authority for this Air Force Test Center (AFTC) supplement is the Air Force Test Center Commander. This publication may not be supplemented or further implemented/extended. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. System of Records Notice F011 AF AFMC A Contractor Flight Operations covers required information. The authorities to collect and/or maintain the records prescribed in this publication are Title 10 United States Code, Section 8013, and Executive Order 9397 as amended by Executive Order 13478, Amendments

This supplement applies to the contracts and contractor personnel as well as government personnel assigned to the various AFTC wings, whose duties pertain to the operation and maintenance or oversight of aircraft for which the government is assuming some of the risk of loss or damage under Defense Federal Acquisition Regulation Supplement (DFARS) 252.2287001, *Ground and Flight Risk Clause* (GFRC) or DFARS 252.2287002, *Aircraft Flight Risk Clause* (AFRC) which are delegated to the AFTC Edwards GFR. All other GFRs at the other center locations will operate according to the parent regulation and the AFMC Supp only. If a contractor believes compliance with this Supplement would result in a constructive change to a contract, the contractor should contact the applicable government Procuring Contracting Officer (PCO) before incurring costs beyond those authorized by that contract. Test Wing government personnel assigned to oversee contracts delegated to the AFTC Edwards GFR 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 the AFTC Test Range Specialized Contracting Division (AFTC/PZZ).

1.33.1. (Added) The GFR assigned to Air Force Test Center (AFTC) is a rated USAF officer or a government civilian with rated USAF experience, and is the single point of contact for all contractor flight and ground operation issues for all Center Test Wing contracts which are delegated to the Edwards AFTC GFR. The Head of Contracting Activity (HCA) is the Approving Authority who appoints the AFTC assigned GFR the responsibility for approving contractor flights, Procedures, crewmembers/personnel, engine run certifiers/qualifiers, and ensuring contractor compliance with applicable provisions of the appropriate version of AFI 10220. The AFTC assigned GFR authority only extends to contracts that incorporate GFRC and/or AFRC, and is delegated in writing by the appropriate DCMA or System Program Office for contracts that are not AFTC originated.

1.33.2. (Added) The Alternate GFR(s) assigned to the AFTC is a rated USAF officer or a government civilian with rated USAF experience, and acts in the absence of the primary GFR for contractor flight and ground operation issues at the AFTC. The HCA is the Approving Authority who appoints the AFTC assigned Alternate GFR(s) the responsibility for approving contractor flights, Procedures, crewmembers/personnel, engine run certifiers/qualifiers, and ensuring
contractor compliance with applicable provisions of the appropriate version of AFI 10-220. The AFTC assigned Alternate GFR(s) authority only extends to contracts that incorporate GFRC and/or AFRC, and is delegated in writing by the appropriate DCMA of System Program Office for contracts that are not AFTC originated.

2.2.2.1. (Added) For contractor waiver requests, the GFR shall ensure the contractor develops/presents a letter justifying the waiver and procedures for mitigating risk to Government aircraft affected by the waiver. This letter shall be signed by the Contractor Requesting Official (CRO), and the Squadron Commander or Operations Officer (if a commitment of resources is required, e.g. local training). The GFR and Administrative Contracting Officer (ACO) (if a commitment of resources is required shall also sign the letter request) signifying their concurrence. Afterwards the contractor shall complete an AFMC Form 73, AFMC Flight Operations Waiver Request and forward it to the GFR for processing. The GFR is listed on AFMC Form 73 as the Action Officer. The GFR shall forward the AFMC Form 73, along with supporting documentation, to A3V SharePoint waiver folder and the 412th Operations Group (412 OG/OGV Workflow folder).

3.9.1 (Added) For contracts not originally delegated to AFTC/PZZ at Edwards AFB, contractors are encouraged to incorporate Edwards AFB site specific Procedures into an annex/section of their parent company’s flight and ground operations Procedures. The AFTC assigned GFR shall coordinate with the DCMA GFR on reviewing and approving the contractor’s Procedures.

3.13.1. (Added) The contractor shall present changes to the GFR no later than the first week of the 12th month from the date of the previous GFR Procedures approval. The GFR shall present a letter to the contractor stating the completion of the review and approval of the Procedures.

3.17.1. (Added) If the contractor is part of a Combined Test Force (CTF)/Integrated Test Force (ITF)/Test Pilot School (TPS), the CTF/ITF/TPS Director/Commandant shall ensure the GFR/Aviation Program Team (APT) members have access to the aircraft and facilities.

4.1.3.1. (Added) Contractors shall work with their assigned CTF/ITF or TPS to develop flight profiles for each flight. Squadron representative shall approve the flight profile using the AF Form 4327, ARMS Flight Authorization (FA).

4.1.10 The contractor shall provide the GFR with the following documents for their crewmembers: (1) FAA medical certificate (2) AF Form 702, Individual Physiological Training Record (if required), (3) approved DD Form 2628, Request for Approval of Contractor Flight Crewmember or DD Form 2627, Request for Government Approval for Aircrew Qualifications and Training if the crewmember is in training, (4) DD Form 1821, Contractor Crewmember Record (accurate within 1 year) or similar document, (5) FAA pilot’s certificate (contractor pilots only), (6) FAA Flight Engineer Certification (contractor FEs only), (7) AFMC Form 80, Multiple Qualification Request and Authorization (if required).

4.1.13.5. For augmented aircrew duty period, the contractor shall follow guidance listed in AFI 11-202V3_AFMC, General Flight Rules.

4.2.3. The CTF/ITF or TPS shall work with the GFR to determine the required number of contractor crewmembers needed to perform the mission and to ensure sufficient flying time is available for currency and proficiency.
4.2.4.1 (Added) The GFR shall coordinate with the contractor’s assigned CTF/ITF or TPS to coordinate qualification or upgrade training. Additionally, the squadron is required to complete the EDWARDSAFB Form 5110 and route it to the GFR and ACO for concurrence.

4.2.5. If the contractor crewmember received his/her flight evaluation within the CTF/ITF or TPS, the squadron shall notify the GFR upon the completion of that flight evaluation. If the contractor crewmember is in training status and this is his/her initial flight evaluation, the contractor crewmember is prohibited from flying unsupervised without a GFR approved DD Form 2628.

4.2.6. The contractor is required to produce a qualification letter for each non-crewmember (to include non-rated crewmembers).

4.2.7. Additionally, the contractor shall notify the GFR in writing of changes in non-rated crewmembers and operational support flyers status.

4.3.5.1.1 Contractor crewmembers shall receive an annual FAA Class II (or higher) flight physical. Contractor non-crew members may have a FAA Class III physical (or higher).

4.5.8. The GFR shall confer with the contractor’s assigned CTF/ITF or TPS on the contractor’s recommended recurrency program. The CTF/ITF or TPS/CC (Commandant) or designated representative and the 412 OG/CC shall either concur or non-concur with the recommended program. The GFR shall either approve or disapprove the request.

4.6.1.2. For contractor MEPs, AFI 11-401_AFMCSUP, Aviation Management, shall be followed for egress training requirements.

4.6.1.4. Newly assigned contractor crewmembers that have not attended formal water survival training are not allowed to fly over water until completing the formal water survival course.

4.6.1.5. Newly assigned contractor crewmembers who have not attended formal initial land survival training, shall be scheduled and complete the first initial formal Land Survival Course available upon assignment to Edwards AFB. They shall not fly at Edwards until completion of the Edwards Local Land Survival course.

4.7.2. Contractor crewmembers are subject to government administered no-notice flight evaluations, testing, and publications checks. For HQ AFMC/A3V aircrew performance evaluations (APE), reference AFI 11-202V2_AFMC Supplement, Aircrew Standardization/Evaluation Program.

4.7.3.1. (Added) Documentation. Contractor’s primary crewmembers/non-rated crewmembers assigned to a CTF/ITF or TPS shall have their flight evaluations documented on an AF Form 8/8A. The final reviewer shall be IAW AFI 11-202V2. If the contractors require GFR oversight, then the GFR shall sign the AF Form 8, Certificate of Aircrew Qualification or AF Form 8A, Certificate of Aircrew Qualification (Multiple Aircraft) signifying concurrence with the flight evaluation.

4.8.1.1 (Added) The EDWARDSAFB Form 5499, Contractor Request for Flight Approval, shall be used for contractor flights at Edwards AFB. For AFTC deployed flight test operations, a separate EDWARDSAFB Form 5499 shall be required stating the off-station location and type of mission. In conjunction with the EDWARDSAFB Form 5499, the AF Form 4327 shall be used for flight execution for 412 TW assigned aircraft.
4.8.1.3. For all TW assigned aircraft containing the GFRC and/or the AFRC on contract, the names of all contractor crewmembers and non-crewmembers, flying on aircraft in accordance with AFI 10-220 and this Supplement, shall be depicted, or attached to the EDWARDSAFB Form 5499. The remarks section of the EDWARDSAFB Form 5499 will list any ground training items/prerequisites (grounding items and instrument refresher course only) and flight training events (sortie, takeoff, approach, landing, and night landing only) that will expire during the requested time period. All approved aircrew (contractor and government) shall be depicted on the AF Form 4327. If the contractor wishes to participate on orientation/passenger flights (either as a crewmember or passenger), then the contractor shall generate procedures detailing the process, to include completion of the EDWARDSAFB Form 5416, EDWARDSAFB Form 5499, and a formal letter signed by the CRO detailing the need for the individual to participate on the orientation/passenger flight for GFR/ACO concurrence. Refer to AFI 11401_AFMCSUP, Aviation Management for further requirements and approval authority.

4.8.1.4. The EDWARDSAFB Form 5499 shall be completed through Block 12. For all TW assigned aircraft containing the GFRC and/or AFRC on contract, the last name, first name, and middle initial of contractor’s crewmembers, non-crewmembers, and passengers shall be depicted on the Contractor’s Request for Flight Approval.

5.1.2.3. Contractors shall use AFI 32-7086 AFMCSUP Hazardous Materials Management, as a guideline for their Procedures pertaining to HAZMAT.

6.1. Mishap Prevention Program. Where contractors conduct flying operations and are colocated with a CTF/ITF or TPS, the contractor shall integrate their mishap prevention program, which meets or exceeds AFI 91-202.

6.1.7. The contractor shall notify the GFR of any damage to Government aircraft, or mandatory reportable events listed in AFMAN 91-223, aviation safety investigation and reports, and shall notify 412 TW/SE (Safety) and AFTC/PZZA of all Government aircraft/property damage. Government property damage mishaps shall be investigated and reported by 412 TW/SE (Safety) IAW AFI 91-204, and the discipline specific safety manual (AFMAN 91-223, Aviation Safety Investigations and Reports).

6.1.13. Pre-mishap Plan. Contractors assigned to a CTF/ITF or TPS shall jointly develop a premishap plan with their respective squadron, in lieu of developing a separate plan.

6.1.13.7.1 (AFMC-Added) Toxicological testing can be accomplished by the Flight Surgeon’s Office at Edwards AFB or by a Federal Aviation Administration (FAA) approved medical examiner within the local area. The contractor shall annotate in their procedures who and where the toxicological testing shall take place. However, toxicological testing shall be accomplished promptly IAW AFI 91-204.

6.1.13.7.3.1 The contractor shall annotate in their Procedures who shall accomplish the examination for a contractor involved in a physiological incident.

6.2.1 Aircraft Rescue and Fire Fighting (ARFF) Procedures. The 412th Civil Engineering Group Fire Department (412 CEG/CEF) provides the required ARFF protection at Edwards AFB, which includes contractor flight and ground operations.

7.2.2.1. (Added) At Edwards AFB, surveillance of contractor flight and ground operations are accomplished by the GFR and the 412 TW. The GFR shall certify that the contractor’s crewmembers/non-crewmembers are properly approved to fly under the terms and scope of the
contract and this supplement. Additionally, the GFR shall ensure that the contractor crewmembers/non-crewmembers, operating under his/her cognizance, are current and qualified to perform the contract mission. The GFR shall retain final approval authority for all contractor flights, not assigned to the 412 TW, under his/her cognizance. The 412 TW shall provide technical surveillance of specific flight test projects or programs, through a CTF/ITF, TPS, or an assigned project manager. Representatives from the 412th TW/SE and the AFTC GFR (AFTC/PZZ) shall participate in safety planning for AFTC tests as appropriate, IAW AFTC 91-202, AFTC Test Safety Review Process and the 412 TW/SE local supplement before the start of any contractor flight test activity at Edwards AFB. CTF/ITF or TPS, or designees shall approve flight test cards in support of contractor flights. Any disputes arising between a contractor and CTF/ITF or TPS personnel concerning flight test points, mission profiles, etc., that can't be agreed upon shall be referred immediately to the GFR. The CTF/ITF or TPS shall not approve any disputed test cards until the issue is resolved by the GFR or ACO.

7.8.1.1 Contractor Procedures. The GFR oversees multiple contractor operations, therefore a schedule shall be established for reviewing each contractor flight and ground procedures anytime a change in the primary GFR occurs. This timeframe shall not exceed 90 days.

7.8.4. Temporary Duty (TDY) Support. TDY Government and contractor aircrews shall be briefed on AFTC applicable procedures and local flight rules by their respective/assigned CTF/ITF or TPS. Additionally, TDY crews shall have access to their supported CTF/ITF or TPS flight planning and briefing facility.

7.8.5. For aircraft assigned to a CTF/ITF or TPS, the respective CTF/ITF Director or designee, or TPS Commandant or designee shall determine flight profiles and approve flight test cards for each mission. The GFR shall ensure that the contractor’s flight operations Procedures reflect this policy.

7.8.6. The Aviation Program Team (APT) members responsible for providing contractor’s flight and ground operations surveillance at Edwards AFB includes the GFR, Government Ground Representative (GGR), Contract Safety Specialist (CSS), Quality Assurance (QA), Property Administrator (PA), and ACO. The GFR leads the APT.

7.8.7.2. When a contractor is assigned to a CTF/ITF or TPS, the GFR shall rely on the respective squadron and contractor to determine the appropriate number of crewmembers to support the program and to ensure they have sufficient flying time for maintaining currency in accordance with AFI 10-220 and AFI 11-2FTV1, Flight Test Aircrew Training. The GFR shall not approve any crewmember until the procedures have been approved.

7.8.9.3. (Added) When contractor crewmembers are assigned to a CTF/ITF or TPS, the squadron shall ensure no contractor crewmember flies without a valid DD Form 2628 approved by the GFR. If the crewmember’s Flight Evaluation Folder (FEF) exists in Center Operations On-Line (COOL), the completed DD Form 2628 shall be loaded in Section I (other documents section). If the FEF is not loaded in COOL, then a copy of the completed DD Form 2628 shall be placed underneath the contents of Section I.

7.8.9.3.1. (Added) Non-Crewmember/Non-Rated Crewmembers Approval. The contractors are required to produce a qualification letter for all non-crewmembers/non-rated crewmembers. The qualification letter shall list the following: company, contract number, individual’s qualifications to include, work experience, education, job/task to be performed on the aircraft, and stating that its mission essential/within scope of the contract. The qualification letter shall be
signed by the CRO and approved by the GFR. In addition, the contractor shall provide the GFR with the applicable FAA Class medical certificates and physiological training certificates (if applicable). Contractor non-crewmembers/non-rated crewmembers shall be listed on the EDWARDSAFB Form 5499. The approved qualification letter is required before the GFR is allowed to sign off the contractor non-crewmembers/non-rated crewmembers that are listed on the EDWARDSAFB Form 81, Flight Authorization for Crewmember and Operational Support Flyer (Civilian) or EDWARDSAFB Form 5416, EDWARDSAFB Flight Request/Approval and the EDWARDSAFB Form 5499, Contractor Flight Approval unless they are still in training.

7.8.9.2.1. **(Added)** The GFR, within the terms of the supporting contract administrative delegation (if applicable), shall approve all contractor crew members/non-crew members under his/her cognizance using the EDWARDSAFB Form 5499. Before requesting approval for any test flights, contractors shall comply with AFTCI 91-203 Edwards Sup. The GFR signature on the EDWARDSAFB Form 5499 states that contractor crewmembers/non-crewmembers are qualified to fly, within the scope of the contract listed, and authorized to fly. Contractors covered under the GFRC or AFRC are prohibited from flying without a GFR approved EDWARDSAFB 5499. The GFR shall forward a signed copy of the EDWARDSAFB Form 5499 to the respective CTF/ITF or TPS. In turn, the CTF/ITF and TPS shall incorporate the approved EDWARDSAFB 5499 into their go/no go process for contractor aircrew flight authorization.

7.8.9.2.2. **(Added)** The 412 OG/CC, is the approving authority for day-to-day contractor flights for test and test support aircraft assigned to the 412 TW. The EDWARDSAFB Form 81 or EDWARDSAFB Form 5416 is used to document flight management authority. Coordinate the EDWARDSAFB Form 81 and EDWARDSAFB Form 5416 through the GFR to verify that the contractor’s crewmembers/non-crewmembers are allowed to fly within the scope of the contract. Only with contractual justification shall contractor crewmembers/non-crewmembers be scheduled for support/proficiency/orientation flights with the 412th Test Wing in response to a specific request from the respective CTF/ITF or TPS. Flight authorization shall be in accordance with AFI 11-401, and AFI11-401_AFMCSP_EDWARSDFBSP, Aviation Management. The contractor, the GFR, and the squadron shall monitor crewmembers/non-crewmembers currency and qualifications.

7.8.9.2.3. **(Added)** The AF Form 4327 shall be used as the contractor’s flight authorization, however is not valid without a GFR approved EDWARDSAFB Form 5499. For non-412 TW aircraft not assigned to a CTF/ITF or TPS, the EDWARDSAFB Form 5499 alone is used for the contractor’s flight authorization.

7.8.9.2.4 For aircraft containing the GFRC and/or AFRC on contract delegated to the AFTC Edwards GFR, the time period for the EDWARDSAFB Form 5499 shall be based on a one month period, starting at the beginning of the month (e.g., 1 – 30 Apr 08, or 15 – 30 Apr 08). The contractor shall present the completed EDWARDSAFB Form 5499 for GFR approval 3 working days prior to the start of the affected month. For aircraft not assigned to the AFTC, the EDWARDSAFB Form 5499 shall be on a daily basis, however may be authorized up to 7 days in advance.

7.11.1. The GFR and Wing OG/OGV shall jointly perform surveys as a combined team using appropriately devised checklists as appropriate.
7.11.3. The AFTC GFR is considered a resident GFR for the programs at Edwards AFB. The timeframe for a survey is one approximately every 12 months, not to exceed 18 months. This survey is in addition to the GFR’s routine surveillance of the contractor. For contracts delegated to the Edwards GFR that are not at Edwards AFB the Edwards GFR is considered a non-resident GFR and the time for a survey is every 6 months not to exceed 12 months.

7.11.4. Conduct a formal in-brief. A formal in brief with the squadron, contractor, and inspection team establishes the objectives of the SAV.

7.11.5. Exit Briefing. The formal out-brief shall be attended by the Squadron/CC or his designated representative, the contractor, and the inspection team.

7.11.6. The GFR shall provide a report to the AFTC Test Range Specialized Contracting Division (AFTC/PZZ) and applicable ACO within 20 working days after completion of the survey.

DAVID A. HARRIS, Maj Gen, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 10-220, Contractor’s Flight and Ground Operations, 21 August 2013
AFI 10-220 AFMC Supplement, Contractor’s Flight and Ground Operations, 13 August 2015
AFI 11-2FTV1, Flight Test Aircrew Training, 20 September 2011
AFI 11-202V3_AFMCSUP, General Flight Rules, 25 August 2011
AFI 11-401, Aviation Management, 10 December 2010
AFI 11-401_AFMCSUP, Aviation Management, 13 Aug 2015
AFI 32-7086, Hazardous Materials Management, 04 Feb 2015
AFI 33-360, Publications and Forms Management, 1 Dec 2015
AFTCI 91-202, AFTC Test Safety Review Policy, 12 April 2016
AFI 91-204, Safety Investigations and Reports, 12 February 2014
DFARS 252.228-7001, Ground and Flight Risk Clause (GFRC), June 2010
DFARS 252.228-7002, Aircraft Flight Risk Clause (AFRC) Sep 1996
AFMAN 91-223, Aviation Safety Investigations And Reports, 16 May 2013

Adopted Forms
AF Form 8, Certificate of Aircrew Qualification
AF Form 8A, Certificate of Non-Aircrew Qualification (Multiple Aircraft)
AF Form 4327, ARMS Flight Authorization (FA)
AFMC Form 80, Multiple Qualification Request and Authorization
DD Form 2628, Request for Approval of Contractor Flight Crewmember
DD Form 2627, Request for GFR Approval for Aircrew Qualifications and Training
DD Form 1821, Contractor Crewmember Record
EDWARDSAFB Form 81, 412 TW Flight Approval for Contractor Aircrew & MESP
EDWARDSAFB Form 5110, 412 TW Training Request/Approval
EDWARDSAFB Form 5416, 412 TW Flight Request/Approval
EDWARDSAFB Form 5499, Contractor Aircrew Authorization Request
**Abbreviations and Acronyms**

ACO - Administrative Contracting Officer
AFMC - Air Force Material Command
AFB - Air Force Base
AFRC - Aircraft Flight Risk Clause
AFTC - Air Force Test Center
APE - Aircrew Performance Evaluation
APT - Aviation Program Team
ARFF - Aircraft Rescue and Fire Fighting
ARMS - Aviation Records Management System
CEG - Civil Engineering Group
COOL - Center Operations On-Line
CRO - Contract Requesting Official
CSS - Contract Safety Specialist
CTF - Combined Test Force
DCMA - Defense Contract Management Agency
DFARS - Defense Federal Acquisition Regulation Supplement
FAA - Federal Aviation Administration
FEF - Flight Evaluation Folder
GFR - Government Flight Representative
GFRC - Ground and Flight Risk Clause
HCA - Head of Contracting Agency
ITF - Integrated Test Force
MEP - Mission Essential Personnel
OG - Operations Group
PA - Property Administrator
QA - Quality Assurance
SAV - Staff Assistance Visit
TDY - Temporary Duty
TPS - Test Pilot School
USAF - United States Air Force