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DEPARTMENT OF DEFENSE

**DEFENSE  
LOGISTICS  
AGENCY**

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**CONTRACTOR'S FLIGHT  
AND  
GROUND OPERATIONS**

**VOLUME 1**

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**DEFENSE LOGISTICS AGENCY,  
DEPARTMENTS OF THE ARMY, THE NAVY,  
AND THE AIR FORCE  
WASHINGTON, DC**

**VOLUME 1**

**FOREWORD**

(Supplementation is permitted by the Components.)

Volume 1 establishes requirements for all ground and flight operations involving all work performed on Government aircraft. Volume 2 establishes policy and procedures to be followed by Government Flight Representatives (GFRs). Service contracting activities will include chapters 1 through 9 of volume 1 and applicable supplements in all contracts involving Government aircraft for which the Government is assuming some of the risk of loss or damage. This volume describes the content of the contractor's aircraft ground and flight operations procedures (hereafter identified as Procedures) and defines the method of obtaining approval for these Procedures. It provides for the delegation of authority for such approvals, regardless of Service affiliation. This volume applies to all Army, Navy, Air Force, and DLA GFRs who approve contractor's Procedures and to contractor personnel whose duties pertain to the operation of any aircraft for which the Government is assuming some of the risk of loss or damage. Volume 1 has been coordinated with and concurred in by the Military Services (hereafter referred to as the Services). This volume does not apply to undergraduate contract flight training, operation of aircraft leased from the Government by a contractor in accordance with 10 U.S.C. 2667, or Corps of Engineers, Civil Works owned and operated aircraft. It is affected by the Privacy Act of 1974 and requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 U.S.C. 8013 and 44 U.S.C. 3101. Each form required by this manual which requires a Privacy Act statement has that statement incorporated in the body. Recommendations for new policies or procedures should be submitted through channels to HQ DLA, ATTN: DLA-QF (the Office of Primary Responsibility (OPR) for this joint military regulation) for review. Changes will be coordinated with all Services and DLA prior to incorporation into this manual. For specific guidance from each DoD Component, contact the following:

HQ DLA: DLA-QF, Cameron Station, Alexandria, VA 22304-6100  
Army: HQDA, DALO-AV, Washington, DC 20310-0505  
Navy: NAVAIRSYSCOM (AIR-09F), Washington, DC 20361-0901  
Air Force: HQ AFSC/TEO, Andrews AFB, DC 20334-5000

**BY ORDER OF THE DIRECTOR, DEFENSE LOGISTICS AGENCY, AND THE SECRETARIES OF  
THE ARMY, THE AIR FORCE, AND THE NAVY**

3 Each

1. Format for Request for Approval for Qualification Training
2. Format for Request for Approval of Contractor Flight Crewmember
3. Format for Designating Government Flight Representatives

**GARY C. TUCKER**  
Colonel, USA  
Staff Director, Administration

**MERRILL A. McPEAK, General, USAF**  
Chief of Staff

## Chapter 6

### FLIGHT CREWMEMBER/NONCREWMEMBER APPROVAL

**6-1 Requesting Officials.** Only contractor-designated requesting officials may submit requests for flight crewmember approval and for qualification training. Send a list of these officials to the GFR. The contractor or subcontractor revises the list, as necessary, to ensure currency.

**6-2 Government Approval for Qualification Training.** The contractor's requesting official forwards two copies of a request for approval for qualification training to the GFR for review/approval. The GFR keeps and files the original and returns the duplicate to the contractor. The contractor makes sure that flight crewmembers do not fly or initiate qualification training before receipt of Government approval. Observe the following guidelines:

a. The GFR is allowed 10 workdays for processing, reviewing, and approving or rejecting contractor requests for qualification training.

b. Following approval, training must be initiated within 90 days and completed without interruption. If interrupted for any reason, the contractor will coordinate resumption of training with the GFR.

c. Formal training courses offered by "Government activities" may be requested by the contractor to qualify or update the contractor's employees when in the best interest of the Government. Unless otherwise provided in the contract, the contractor may be required to reimburse the Government for such training.

**6-3 Government Approval for Flight Crewmember Status.** On completion of qualification training, the contractor's requesting official forwards two copies of a request for approval for flight crewmember status to the GFR. The GFR indicates action taken and returns a signed copy to the contractor within 10 workdays. The contractor will not use the flight crewmember in their aircrew specialties until receipt of Government approval.

**6-4 Contractor Approval for Noncrewmember Status.** The contractor's requesting official issues written approval to each contractor and subcontractor for noncrewmember(s) required to fly in Government aircraft, before the individual's first flight, with a copy to the GFR. The contractor's re-

questing official makes sure that each person is required and qualified to serve in a specific capacity while aboard military aircraft. The contractor keeps the written approval on file until the individual is no longer authorized to fly. In addition:

a. The contractor limits approved personnel to those needed to perform on the contract.

b. If the GFR determines that the written approval has been signed without adequate justification, the contractor is asked to remove the affected individual from flight status. If the contractor still believes that the individual should be allowed to fly, the contractor will resubmit the justification to the GFR who will refer the matter to the ACO. The contractor then makes sure that the above-mentioned individuals are not allowed to fly, pending the result of any appeal.

c. The contractor will review personnel assignments every 6 months. An updated listing of this review will be sent to the GFR for approval.

#### 6-5 Contractor Instructor Flight Crewmember

a. Only the most highly qualified, proficient, and experienced personnel are designated as instructor flight crewmembers as outlined in the Procedures. The GFR approves the instructor and documents the certification of instructor status (see enclosure 2).

b. Contractor instructor flight crewmembers may administer flight evaluations to other flight crewmembers employed by the contractor, if approved by the GFR.

c. Instructor pilots on Army contracts must possess a current FAA Flight Instructor Certificate with appropriate ratings or have completed a Department of the Army Instructor Pilot (IP) course in the category of aircraft. IP candidates who do not meet either of these requirements must complete an IP equivalency evaluation. These IP evaluations will be coordinated with the Directorate of Standardization and Evaluation at Fort Rucker, AL.

#### 6-6 Termination of Approvals

a. Approvals of flight crewmembers are automatically cancelled upon termination of employment, physical disqualification, or revocation of FAA

rating. The contractor notifies the GFR of such action by the most expeditious means and confirms, in writing, within 10 calendar days.

b. The contractor may request the GFR to terminate any approval. The contractor's requesting official makes this request in writing.

c. After completion of an appropriate investigation, the GFR will withdraw the approvals of flight crewmembers who have:

(1) Failed to meet the general requirements of basic airmanship and normal flight operations and to exercise sound judgment in the conduct of test or other flights.

(2) Exhibited evidence of personal instability or similar undesirable tendencies or have conducted themselves contrary to the Government's interests in promoting safety.

d. The GFR may withdraw the approvals of flight crewmembers who have failed to accomplish semiannual proficiency requirements.

e. The GFR promptly notifies the contractor and ACO when an approval is withdrawn. A written statement by the GFR to the contractor must set forth in detail the reasons for the action taken. If the contractor believes that the approval should not have been withdrawn, he/she may request a review of the matter by the ACO.