



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 3710.39A
Ser N33
7 Oct 13

CNATRA INSTRUCTION 3710.39A

Subj: GOVERNMENT FLIGHT REPRESENTATIVE (GFR)

Ref: (a) NAVAIRINST 3710.1F (DCMAINST 8210.1)

1. Purpose. To establish guidance and procedures for Naval Air Training Command (NATRACOM) Government Flight Representatives (GFR) and Ground Government Flight Representatives (GGR). Reference (a) is applicable to all Chief of Naval Air Training (CNATRA) contracts involving contractor flight or ground operations. This instruction provides amplifying guidance for CNATRA implementation of reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. CNATRAINST 3710.39

3. Scope. This instruction is applicable to all Training Air Wings (TRAWING).

4. Responsibilities

a. CNATRA GFR - Primary GFR

(1) Approve all contractors Flight Operating Procedures (FOP) and Ground Operating Procedures (GOP) prior to the contractor conducting maintenance or flying government aircraft. Also, review all FOPs and GOPs within 90 days of assuming the duties Primary GFR.

(2) Ensure each Training Air Wing (TRAWING) with contract maintenance has a TRAWING GFR designated in writing.

(3) Conduct annual surveys of all CNATRA contract sites. Ensure that TRAWING GFRs are conducting semi-annual/annual safety surveys.

(4) Conduct periodic, contract specific refresher training for TRAWING GFR's and GGR's.

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(5) Process waivers submitted by contractors related to flight operations. Forward waivers that require NAVAIR approval to AIR-00, Aviation Safety Manager, AIR-09F1/5.0F1 with a CNATRA GFR endorsement. The CNATRA GFR may grant waivers for TWO series of the same model aircraft without NAVAIR approval (Example T-45A/C).

(6) Forward all semi-annual safety surveys to the appropriate CNATRA and/or DCMA ACO.

b. TRAWING GFR

(1) Serve as the single point of contact with the contractor flight operations department at the respective TRAWING.

(2) Inform all relevant contractors and the CNATRA GFR in writing when a TRAWING GFR changes.

(3) Approve/disapprove highly repetitive contractor flights (defined as flights originating from one of our main operating bases/depots/factories) on a weekly basis in writing using DD Form 644 or an approved equivalent. For non repetitive flights (defined as rescues/repositions/FCFs/ferry flights from locations other than those specified above), a separate 644 (or under extenuating circumstances, an email) must be generated and approved in writing by the TRAWING GFR prior to the flight occurring. If an email is used, it must include the statement: "I CERTIFY that this flight is per the flight program authorized by the contract and will be conducted in accordance with the approve flight operations procedures," per reference (a). Text messages are not acceptable for approval purposes. TRAWING GFR's will ensure that all necessary government entities are informed prior to granting approval of non repetitive flights. Ensure that completed 644's (including sections 10-13) are kept on file for a minimum of six months.

(4) If unscheduled maintenance occurs away from the home base that requires contract flight support, coordinate the rescue with the site Flight Operations Manager (FOM) or Chief Pilot (CP). The FOM/CP will develop a plan for retrieval of the aircraft. The TRAWING GFR will approve/disapprove the FOM/CP's plan.

(5) Contact the CNATRA GFR with any concerns/questions regarding contract flight operations, ground procedures, or contract specifics.

(6) Act as the TRAWING Commander's resident expert with regard to the specifics of contract flight operations and the limitations of the contractor's pilots. Coordinate with CNATRA DET regarding specific maintenance issues requiring flight support.

(7) Review the flight and ground operating procedures for contracts on an annual basis. If changes need to be made, coordinate the changes with the designated reviewer for the appropriate contract (section c.1. of this instruction).

(8) Conduct "no-notice" safety check flights with each contract Functional Check Pilot (FCP) at least once every six months. If unable to personally fly the safety check, identify another military FCP to conduct the flight. Evaluate for compliance with current FCF checklists, NATOPS, SOPs, etc., ensuring standardization and safety is maintained in gathering accurate flight data. This requirement is not a substitute but is in addition to the annual NATOPS check. A minimum of two (2) safety check flights shall be conducted every 12 months. Ensure these flights are properly documented. The documentation format is at the TRAWING GFR's discretion. At a minimum the check shall be documented on an OPNAV 3710/4 NAVAL FLIGHT RECORD comments block. Safety checks may be accomplished in conjunction with a normal student event for the T-39 contract pilots.

(9) Update Facility Data Sheet (Ref (a) Attachment 9) whenever information changes. Forward updated FDS to the CNATRA GFR and Administrative Contracting Officer (ACO). Ensure you have a current one on file at all times.

(10) Conduct semi-annual Safety surveys in January and July. Coordinate with CNATRA DET to receive notification of any special interest items. Use reference (a) Chapter 6 and Attachment 8 as a guide. The items to be covered are at the discretion of the TRAWING GFR. At the completion of each semi-annual Safety Survey, complete the Executive Summary (Reference (a) Attachment 8) and forward the results to the CNATRA GFR and the contractor flight operations department within 10 working

days. Pay special attention to pilot annual qualifications, check rides and medical exams.

(11) Ensure contract pilots are kept informed of all relevant information concerning flight operations, NATOPS changes and HAZREPS.

(12) Ensure the TRAWING Safety Officer is aware of his/her duties in the event of a mishap involving contract maintenance personnel or crews regardless of aircraft location. Ensure written procedures exist covering these matters (the aircraft remains in the custody of the TRAWING Commander regardless of who is operating it). Ensure there is good communication between the contractor's flight operations department safety official and the TRAWING safety department.

(13) Prior to approving all new contract pilots to fly in CNATRA aircraft, TRAWING GFR's will forward a copy of the perspective contract pilots' DD Form 1821 Contractor Crew Record for the CNATRA GFR's review. An approval from the CNATRA GFR is required before signing the initial DD Form 2627/644 for the new hire.

c. Annual Operating Procedures Review Requirements

(1) Contractors shall conduct a review of their procedures at least every 12 months. At the completion of the review, recommended changes shall be forwarded to the designated TRAWING GFR for reviews to the FOP's and to the designated CNATRA DET for review of GOP's. The designated GFR/CNATRA DET is responsible for coordinating with other site GFR/CNATRA DET's within CNATRA under the same contract to ensure changes and procedures are uniform at all sites under the same contract. The designated GFR/CNATRA DET is responsible for forwarding a list of changes and the review date to the CNATRA GFR within 10 days of review.

FOP Review

T-34/T-44/T-6

T-45

T-39

TH-57

Designated Reviewer

TRAWING FOUR GFR

TRAWING TWO GFR

TRAWING SIX GFR

TRAWING FIVE GFR

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GOP Review

T-34/T-44/T-6

T-45

T-39

TH-57

Designated Reviewer

CNATRA DET Corpus Christi

CNATRA DET Kingsville

CNATRA DET Pensacola

CNATRA DET Whiting Field

C. HOLLINGSWORTH
Chief of Staff

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