



Acquisition

COMMERCIAL AIRLIFT MANAGEMENT CIVIL AIR CARRIERS

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This instruction outlines policy, duties and responsibilities, provides guidance, and establishes uniform procedures for managing commercial airlift missions under contract to United States Transportation Command (USTRANSCOM). The guidance contained in this instruction is applicable to Department of Defense (DOD) agencies whenever they are charged with responsibilities by appropriate authority and or concur in carrying out aspects of the policies and procedures contained herein according to inter-Service agreements. Provisions of this instruction pertain to DOD-acquired commercial airlift. This instruction applies to USTRANSCOM and Transportation Component Command personnel. This instruction covers contract management, contract coordination, supervision, and mission support. Responsibilities carried out according to this instruction will have the same priority as normal mission operations support given Air Mobility Command (AMC) military airlift aircraft. This instruction is for Government use and does not create any rights or remedies among civil air carriers or other entities. Matters that relate to contract formation, administration, and content are controlled by appropriate acquisition laws, regulations, and documents. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Roles and Management Oversight:

2.1. Oversight and management of commercial airlift operations by the following entities is essential to safe and reliable mission execution.

2.1.1. USTRANSCOM Acquisition Directorate (TCAQ) has responsibility for the contracting and administration of international and domestic commercial air transportation contracts.

2.1.1.1. Administrative Contracting Officers (ACO)/Contract Administrators (CA) are responsible for the management of assigned contracts acting within specific authority as delegated by the Procuring Contracting Officer (PCO) and outlined in this instruction.

2.1.1.2. Contracting Officers Representatives (COR) are charged with the responsibility to monitor and record contract performance in accordance with the Quality Assurance Surveillance Plan (QASP) and USTRANSCOM Instruction 63-5, *Contracting Officers Representative Program*.

2.1.2. AMC, in accordance with 32 Code of Federal Regulations (CFR) Part 861, conducts capability surveys with emphasis on safety and provides continuous analysis of each carrier participating, or desiring to participate, in the commercial movement of DOD traffic.

2.1.2.1. DOD Commercial Airlift Review Board (CARB). The CARB reviews recommendations provided by the DOD Commercial Airlift Division regarding the capability and eligibility of an air carrier or operator performing or seeking to perform airlift services for DOD. Using survey and analysis data, the CARB approves or disapproves an air carrier's initial entry into the DOD Air Transportation Program and approves the continued use or nonuse of a carrier based on safety. The CARB approves carriers under the requirements of 10 USC 2640, *Charter Air Transportation of Members of the Armed Forces*. The CARB is governed by DODI 4500.53, *Department of Defense (DOD) Commercial Air Transportation Quality and Safety Review Program*, and its procedures and standards for review are listed in 32 CFR 861. CARB actions may include approval, non-approval, temporary nonuse, suspension, or reinstatement. A carrier's failure to satisfy DOD contractual requirements, not related to safety, will be addressed by TCAQ.

2.2. Duties and Responsibilities: Responsibilities for contracted airlift support carried out according to this instruction will have the same priority as normal mission operations support given AMC's military airlift aircraft. Various functional specialties participate as a contract management team to ensure proper mission execution. All personnel assigned to contract airlift operations will read, understand, and comply with the provisions of DOD 5500.7-R, *Joint Ethics Regulation* implementing DOD Directive 5500.7, *Standards of Conduct*.

2.2.1. Duties and Responsibilities of Administrative Contracting Officers (ACO).

2.2.1.1. An ACO is designated and warranted by TCAQ. International Airlift contracts are delegated for administration by the International Airlift Procurement Branch (TCAQ-CP) PCO and include specific contracts under jurisdiction of USTRANSCOM. In order to establish responsible supervision, International Airlift Management Branch (TCAQ-CM) is established at TCAQ within International Charter Division (TCAQ-C).

2.2.1.1.1. USTRANSCOM/TCAQ-C Responsibilities.

2.2.1.1.1.1. Delegate ACO at appropriate Operating Location as coordinator to manage the program, assist functional areas.

2.2.1.1.1.2. Ensure the Functional Director or Function Commander is informed of the COR appointment policy and the policy is properly carried out.

2.2.1.1.1.3. Appoint worldwide CORs, as required, and ensure functional training is provided to ensure CORs are technically competent.

2.2.1.1.1.4. Ensure CORs are furnished copies of the contract statement of work and other applicable documents.

2.2.1.1.1.5. Perform station visits to ensure surveillance is being done properly. This responsibility may be delegated.

2.2.1.2. Specific duties and responsibilities for TCAQ-CM are as follows:

2.2.1.3. Resolve operational problems on missions that occur outside the 24 hours of operation execution window according to terms of the applicable contract and in coordination with AMC.

2.2.1.4. Resolve problems involving failure of the contracting parties (government or carrier) to comply with contract provisions.

2.2.1.5. Ensure inspections of performance and operation of contract missions are performed according to the contract and QASP.

2.2.1.6. Monitor schedule reliability of a civil air carrier's performance and take action when performance falls below contract standard.

2.2.1.7. Perform en route inspections utilizing USTRANSCOM Form 166c, *In-flight Surveillance Activity Checklist* (For Use by Range Riders).

2.2.1.8. Perform as TCAQ-C Duty Officer for all problems regarding commercial contract airlift that arise during non-duty hours at TCAQ-C, and which cannot be resolved by the field ACOs/CAs.

2.2.2. Duties and Responsibilities of Operating Locations at McGuire AFB NJ and Travis AFB CA.

2.2.2.1. Operating Location (OL) ACOs/CAs are an extension of the TCAQ staff and function as primary members of the senior on-site AMC commander's staff with authority to communicate directly on all international and domestic airlift contract matters. The OL ACO is a duly appointed contracting officer.

2.2.2.2. In addition to performing delegated contract administration functions and CA duties as specified in paragraph 2.2.3., specific duties and responsibilities are as follows:

2.2.2.3. Provide advisory service to AMC commanders and staff on all contract airlift matters.

2.2.2.4. Resolve operational problems that occur within the 24 hours of operation execution window according to the terms of the applicable contract and in coordination with AMC.

2.2.2.5. Establish a Host Carrier/Station visitation schedule required by Attachment 2.

2.2.3. Duties and Responsibilities of Regional ACOs and CAs:

2.2.3.1. The basic responsibilities of regional ACOs and CAs are to monitor and enforce the civil carrier's compliance with the contract provisions.

2.2.3.2. In addition to those ACO duties outlined in this instruction, and listed in their letters of delegation, specific duties of regional ACOs and CAs may include:

2.2.3.2.1. Report on contract carrier performance and contract compliance to the appropriate OL ACO.

2.2.3.2.2. Coordinate with CORs, inspectors, and other concerned government agencies.

2.2.3.2.3. Monitor all contracts to preclude unauthorized actions.

2.2.3.2.4. Maintain liaison with the appropriate medical authorities.

2.2.3.2.5. Conduct host carrier meetings in accordance with Attachment 2.

2.2.3.2.6. Assist in conducting initial/refreshers COR training on contract requirements.

2.2.3.2.7. Perform Range Rides (in-flight inspections) on commercial contract air carriers as directed by the respective Contract Airlift Management Office (CAMO) using USTRANSCOM Form 166c as a checklist and record violations using USTRANSCOM Forms 166b, *Contract Discrepancy or Violation Notice-Civil Airlift*, and 166d, *Pre-flight/In-flight Surveillance and Violation Report*.

2.2.3.2.8. ACOs/CAs may use Mission Route Support designation for Range Rides when approved by their OL. Mission Route Support approval numbers are issued by HQ AMC on a request basis.

3. Base Support and Documentation:

3.1. In keeping with established policy, USTRANSCOM contracts require carriers to obtain services, supplies, and facilities from commercial sources, whenever possible, except as provided for in the contract and paragraphs 3.3. through 3.4. below.

3.2. Contract Carrier-Provided Support:

3.2.1. The USTRANSCOM CRAF contract carrier will provide for all their own services through commercial sources when transiting non-military locations, except at those locations where services are provided under a gateway or Contracted Air Terminal Operation contract.

3.2.2. When transiting a military base, the USTRANSCOM CRAF contract carrier will provide personnel, facilities, supplies, and equipment necessary to perform air transportation services called for in the airlift services contract, except as provided for in paragraphs 3.3. and 3.4. below.

3.3. Government-Furnished Services and Equipment. The ACO/CA will ensure the government furnishes all necessary equipment and personnel to provide the services listed in the Performance Work Statement of the current USTRANSCOM CRAF international air transportation services contract. Among others, the following are called out in the contract:

3.3.1. If AMC stations have the capability, provide an unclassified route briefing to contract carrier crews when they request it. This briefing will include information on the existence of buffer zones and procedures to follow so as to prevent inadvertent overfly of sensitive areas.

3.3.2. AMC will provide, and keep current, briefing material on buffer zones/sensitive area boundaries and procedures to all carriers. Material will be limited to unclassified data and sent to the attention of the vice president for operations. The ACO will assist as necessary.

3.3.3. Classified briefings will be provided as directed by appropriate concept of operations.

3.4. Emergency Maintenance Support for Contracted Aircraft. Normally, the government is not obligated to provide aircraft maintenance repair support to civil carriers operating into military installations. However, under emergency conditions or unusual circumstances, it may be necessary. If maintenance support is provided it must be accomplished and/or supervised by Federal Aviation Administration (FAA) certified technicians.

3.5. Reimbursable Support. AFI 10-1001, *Civil Aircraft Landing Permits*; AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Fields*; AFMAN 23-10, *USAF Supply Manual*; AR 37-49, *Budgeting, Funding and Reimbursement for Base Operations support of Army Activities*; Memorandum of Agreement (MOA) between Air Mobility Command and Commander, Navy Installations Command (CNIC); and this instruction, provide policy

concerning furnishing of services, equipment, and supplies to civil air carriers. Generally, carriers operating under contract are required to reimburse the government for all items and services, except as provided for in paragraph 3.3. This includes, but is not limited to, such things as labor for maintenance, parts, food, antifreeze, and the sale of aviation fuel and oil.

3.5.1. Requests for Logistical Support Not Authorized by the Contract. The carrier representative or aircraft commander will make requests, in writing, to the local support group commander.

3.5.2. AMC may delegate to the support group commander or a designated representative authority to determine if support will be provided (except for support authorized by the contract).

3.5.3. AMC may delegate to the support group commander or designated representative responsibility for ensuring receipt of cash or captain's check reimbursement, or charge sale documents, for all logistical reimbursable support furnished prior to departure of the commercial aircraft.

3.5.3.1. Policy with Respect to Cash, Captain's Check, or Credit Sales. Requirements for cash or credit sales will be in accordance with AFI 10-1001, AFI 10-1002, AFMAN 23-10, AR 37-49, and MOA between AMC and CNIC.

3.5.4. Determination of Charges:

3.5.4.1. Petroleum Sales. Charges will be according to the contract and DOD 4140.25M, *DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*.

3.5.4.2. Food Service:

3.5.4.2.1. Ground feeding charges, including surcharge, will be according to AFI 34-239, *Food Service Management Program*; AR37-49; and MOA between AMC and CNIC.

3.5.4.2.2. In-flight meal reimbursement will be according to AFI 34-239, AR37-49, and MOA between AMC and CNIC.

3.5.4.3. Billeting. Charges will be according to AFI 34-246, *Air Force Lodging Program*, AR37-49, and MOA between AMC and CNIC.

3.5.4.4. Supplies, equipment, and services. Charges will be according to AFI 10-1001, AFI 10-1002, AFMAN 23-110, AR37-49, and MOA between AMC and CNIC.

3.6. USTRANSCOM Form 8, *Civil Aircraft Certificate*. USTRANSCOM Form 8 is a document for certifying transportation taxes and customs and immigrations fees rendered by commercial carriers pursuant to terms of the USTRANSCOM international air transportation services contract for full planeload lots. It will only be used on passenger and combi missions departing and arriving in Continental United States (CONUS), Hawaii, and Alaska. For the purpose of this paragraph, CONUS represents the lower 48 states, Alaska, and Hawaii.

3.6.1. Normally, the contract administrator will prepare Sections I and II of the USTRANSCOM Form 8, and will furnish the port-level COR at the CONUS originating and terminating stations the original and two copies. The COR at all applicable CONUS originating and terminating stations will complete USTRANSCOM Form 8, Section III. On missions with multiple CONUS departures, the last location prior to the overseas leg will complete the Form 8. On in-bound missions with multiple CONUS arrivals, the first arrival will complete the USTRANSCOM Form 8. The COR will ensure the original of the USTRANSCOM Form 8 is returned to the

carrier's representative and one copy is sent to the appropriate OL. When a mission originates at a station without the services of a CA, the COR will initiate and prepare the USTRANSCOM Form 8, Sections I, II, and III.

3.6.2. Documenting USTRANSCOM Form 8. The CA or COR will enter the following data on USTRANSCOM Form 8:

3.6.2.1. Number of Certificate. Enter the four-letter ICAO location identifier code with a four-digit number to be assigned consecutively, beginning with 0001; i.e., KSUU 0001. After the number reaches 9999, it reverts to 0001. The completion of a fiscal or calendar year does not change the sequence.

3.6.2.2. Contract Terms Block I. Obtain the information needed to complete the carrier, guaranteed allowable cabin load and contract number blocks from the contract; item/delivery order number from AMC Passenger Schedule, scheduling message or other mission setup directives, as appropriate. Enter the carrier's name as shown on the face of the contract. Carriers will be required to show the correct trip price on their billing, which will be verified by the Defense Finance and Accounting Services payment office prior to payment. In the date block, enter date the USTRANSCOM Form 8 is issued, name, grade, and title of issuing official (CA or COR), and signature. The USTRANSCOM Form 8 must bear the signature of the issuing official.

3.6.2.3. Trip Data Block II. Obtain the information needed to complete blocks in this section from the AMC Passenger Schedule, or other mission set-up directive, as appropriate.

3.6.2.3.1. Enter the four-letter station identifier code for all stations scheduled to be transited as specified in the AMC Passenger Schedule or scheduling message. If this routing is different than purchased, also enter the four-letter identifier code for all stations as purchased. For a round trip USTRANSCOM Form 8, R/T may be added in lieu of station codes on the return mission if routing is the same as for the outbound mission. Enter ferry legs as en route stations and identify as ferry legs.

3.6.2.3.1.1. Examples: For R/T Mission: KSEA-PANC-RJTY-RKSO R/T (applicable only when scheduled return routing is through all the stations shown for outbound leg); or,

3.6.2.3.1.2. For R/T Mission: KBWI-EDAF-ferry to EGUN-KBWI

3.6.2.3.1.3. For O/W Mission: KSUU-PHNL-PGUM

3.6.2.3.1.4. For O/W Mission: KSEA-PANC-RJTY(T)-RODN

NOTE: (T) signifies a traffic stop procured to meet a known requirement.

3.6.2.3.2. Trip Number Block. Enter data obtained from the AMC Passenger Schedule or other mission setup directive, as appropriate. Enter both trip numbers if a round trip. Enter the complete trip number including all prefixes; that is, TBP R1A1/20, or for a special mission TAM/N2649/04.

3.6.2.3.3. Month of operation (enter both the month and the last two digits of the year; e.g., July 04). The USTRANSCOM Form 8 will always reflect the month in which the trip is scheduled to operate, regardless of the fact that the mission may be the return portion of a round trip which originated during the previous month.

3.6.2.3.4. Type Aircraft. Enter data obtained from the AMC Passenger Schedule or other mission setup directive, as appropriate.

3.6.2.3.5. Tail Number. Enter FAA registration number(s) (or designated tail number) of the aircraft performing the contract mission to include any alpha prefixes and suffixes.

3.6.2.4. Certificate of Services Performed and Accepted Block III. Complete the columns provided in the flight log summary, as follows:

3.6.2.4.1. Station Column. Enter the four-letter location identifier code for all stations actually transited as a traffic stop, or an operational stop when traffic is actually off or unloaded. Traffic stops are all originating and terminating stations, and those en route stations set forth in the AMC Passenger Schedule identified by the letter "T," and are shown in the routing block of USTRANSCOM Form 8 by the (T) following the station identifier.

3.6.2.4.2. Offload, Onload, and Departure Load Columns. COR will enter in the appropriate columns, the traffic moved in passengers, as follows:

3.6.2.4.2.1. Passenger Trips. Enter number of passengers carried in the offload, onload and departure block.

3.6.2.4.2.2. Reflect no weights in pounds in the departure load block and make no remarks until the baggage weight (including mail, cargo, courier materials, etc.) becomes excess baggage.

3.6.2.4.3. Certifying Signature of Station/Aerial Port COR or Assistant COR. Only officers or fully qualified traffic (2T2XX) personnel who possess a 5-level Air Force Specialty Code or higher or equivalent civilian personnel will be delegated the authority to sign the Flight Log Summary of the Certificate of Services Performed and Accepted (onload/offload departure load data). Delegation of authority to certify the certificate will be made, in writing, by the aerial port commander/operations officer (or comparable authority in other military activities). Individuals will not sign on behalf of others, but will sign only in their own name.

3.6.2.5. Block IV, Carrier's Certificate of Services Performed. At destination station, the COR is responsible for securing carrier's certification of services performed. In appropriate spaces, enter date the mission was completed and name and signature of carrier's representative (or aircraft commander, if acting as a representative).

3.6.3. Correction of Erroneous USTRANSCOM Form 8:

3.6.3.1. The USTRANSCOM Form 8 will include in the remark section any data available that could affect carrier payment. In the event discrepancies in documentation which could affect payment are discovered after release of contractual documents, COR will expedite, by message, necessary information to the OL.

3.6.3.2. Minor discrepancies which do not affect payment discovered after release of contractual documents will be forwarded within three workdays in a message to the OL explaining the discrepancies.

3.6.4. Issuance of Supplemental USTRANSCOM Form 8: For the purpose of making corrections after USTRANSCOM Form 8 distribution has been made, the respective CAMO will be responsible for issuing supplemental USTRANSCOM Form 8.

4. Commercial Airlift Performance Evaluation:

4.1. Scope. Commercial airlift evaluation provides contract performance surveillance in support of the AMC commercial passenger and cargo airlift system. This evaluation is in accordance with FAR Part 46 and outlines responsibilities for personnel involved with the program. This evaluation is implemented to ensure the government pays only for services received, meeting the requirements of USTRANSCOM commercial airlift contracts. This is achieved by systematically and fairly evaluating the contract carrier's total performance throughout the contract period by:

4.1.1. Reviewing the contract carrier's quality control program to ensure it covers all phases of the airlift contract. The Inspection of Services Clause makes this program mandatory on the carrier.

4.1.2. Ensuring evaluations are performed per guidance contained in the QASP, performing pre-flight inspections using USTRANSCOM Form 166a, *Preflight Surveillance Activity Checklist*, and record violations using USTRANSCOM Forms 166b and 166d.

4.1.3. Properly training CORs before performing their duties.

4.1.4. Ensuring the surveillance program is designed and implemented to evaluate carrier in-flight services.

4.2. Inspection of Services Clause. An inspection clause will be placed in Section E of applicable solicitations and contracts. This clause delineates rights and responsibilities of both the government and carrier in conforming to contract requirements. Authority to perform Range Rides (in-flight inspections), ramp inspections, and medical inspections; and personnel designated as CORs stem from this clause.

4.3. Commercial Airlift Performance Evaluation Program Objective.

4.3.1. Responsibility for Program. USTRANSCOM/TCAQ-C is responsible for ensuring a surveillance program is established to evaluate contract carrier performance for airlift contracts.

4.3.2. Methods of Surveillance, Evaluation, Inspection. These are fully explained in the QASP.

4.3.2.1. Range Rider Inspection (RRI) Program is a periodic surveillance program as defined by the QASP. A RRI is conducted on contract charter missions to observe in-flight performance of the overall service provided by the carrier to the DOD. At a minimum, each carrier is inspected no less than annually (see attachment 2).

4.3.2.2. USTRANSCOM/TCAQ-CM is responsible for monitoring performance of the RRI program.

4.3.2.2.1. Selection of Flights for Inspection. Channel missions. The method for selecting flights for inspection is according to the available choice of flights published through various sources. Although a goal of no more than 5% missions annually are to be scheduled, primary focus will be given to those carriers not performing above contract standards.

4.3.2.3. RRI can be performed anytime contract performance can be observed. Only one RRI can be performed on each mission. When the mission number changes, another RRI can be performed (i.e., on the return mission).

4.3.2.4. RRIs will be performed only by ACOs, CAs, and designated CORs who are fully

qualified and trained. Aerial Port Commanders wishing to select CORs for RRI duties will send a letter of request to the regional CA for review and forwarding to the appropriate OL. Final approval is at USTRANSCOM/TCAQ-CM.

4.3.2.5. USTRANSCOM Form 166c is the checklist used for performing RRIs. In addition, any contract requirement may be inspected and documented as it pertains to in-flight service. The RRI report will be submitted to the responsible OL.

4.3.3. During the course of the RRI, the inspectors:

4.3.3.1. Will blend in with passengers and give the appearance of a regular passenger and will not reveal to the passengers or crew on arrival for the flight their purpose as a Range Rider.

4.3.3.2. May, at their discretion, discuss the findings with the senior flight attendant near the completion of the RRI.

4.3.3.3. Will not interfere with duties of flight attendants or the cockpit crew.

4.3.3.4. Are not allowed to enter the cockpit during flight. Only Federal Aviation Regulation-authorized personnel may do this.

4.3.3.5. Will always follow orders of the cockpit and cabin crew.

5. Prescribed Forms:

USTRANSCOM Form 8, *Civil Aircraft Certificate*

USTRANSCOM Form 166a, *Pre-flight Surveillance Activity Checklist*

USTRANSCOM Form 166b, *Contract Discrepancy or Violation Notice-Civil Airlift*

USTRANSCOM Form 166c, *In-flight Surveillance Activity Checklist*

USTRANSCOM Form 166d, *Pre-flight/In-flight Surveillance and Violation Report*

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Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Operating Location/Host/Carrier-Station Visitation Frequency

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Section A - References

10 U.S.C. 2640, *Charter Air Transportation of Members of the Armed Forces*
DOD 4140.25M, *DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*
DODD 4500.53, *Department of Defense (DOD) Commercial Air Transportation Quality and Safety Review Program*
DODD 5500.7, *Standards of Conduct*
DOD 5500.7-R, *Joint Ethics Regulation*
AFI 10-1001, *Civil Aircraft Landing Permits*
AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Fields*
AFI 34-239, *Food Service Management Program*
AFI 34-246, *Air Force Lodging Program*
AFMAN 23-110, *USAF Supply Manual*
AR 37-49, *Budgeting, Funding and Reimbursement for Base Operations Support of Army Activities*
AMC 24-101, V14, *Military Airlift – Passenger Service*
Memorandum of Agreement (MOA) between Air Mobility Command (AMC) and Commander, Navy Installations Command (CNIC)

Section B - Abbreviations and Acronyms

ACO - Administrative Contracting Officer
AMC - Air Mobility Command
CA - Contract Administrator
CAMO - Contract Airlift Management Office
CARB - Commercial Airlift Review Board
CFR - Code of Federal Regulation
CNIC – Commander, Navy Installations Command
CONUS – Continental United States
COR - Contracting Officer’s Representative
CRAF - Civil Reserve Air Fleet
DOD - Department of Defense
FAA - Federal Aviation Administration
FAR - Federal Acquisition Regulation
OL – Operating Location
PCO - Procuring Contracting Officer
QASP - Quality Assurance Surveillance Plan
RRI - Range Rider Inspection
TCAQ - Acquisition Directorate
TCAQ-C – International Charter Division
TCAQ-CM – International Airlift Management Branch
TCAQ-CP – International Airlift Procurement Branch
USTRANSCOM - United States Transportation Command

Section C – Terms

Administrative Contracting Officer (ACO). Contracting officers assigned to manage airlift contracts acting within specific authority as delegated by the PCO and Federal Acquisition Regulations.

Airlift Service. The movement of passengers and/or cargo by air and all services incidental thereto.

Category "B" - Transportation in full planeload lots of passengers/or cargo on chartered flights contracted by USTRANSCOM. Passenger missions are sometimes referred to as Patriot Express.

USTRANSCOM Form 8, Civil Aircraft Certificate. Form documenting actual number of passengers departing and arriving CONUS for purposes of Taxes and Customs/Immigration Fees reimbursement.

USTRANSCOM Form 166a, Preflight Surveillance Activity Checklist (For Use by COR). Checklist used for inspecting civil air carrier passenger and cargo aircraft prior to departure at originating, en route and turn-around stations.

USTRANSCOM Form 166b, Contract Discrepancy or Violation Notice-Civil Airlift. Form used for reporting contract discrepancies or violations to higher headquarters.

USTRANSCOM Form 166c, In-flight Surveillance Activity Checklist (For Use by Range Riders). Form used for inspecting international civil air passenger missions during flight.

USTRANSCOM Form 166d, Pre-Flight/In-Flight Surveillance and Violation Report (For Use by Domestic Range Riders)

Operating Locations (OL). Located at Travis AFB CA (OL-F) and McGuire AFB NJ (OL-G).

Contract Administrator (CA). Individuals assigned by USTRANSCOM/TCAQ-CM at strategic locations throughout the world as a representative of the ACO. The CA assists in the management of assigned contracts acting within specific authority as delegated by the ACO or as specified in this regulation.

Contract Carrier. A civil air carrier operating pursuant to a contract.

Procuring Contracting Officer (PCO). A contracting officer designated to solicit, negotiate, and award airlift contracts.

Contracting Officer's Representative (COR). An individual delegated to perform functions at strategic originating, en route, and terminating stations with duties and responsibilities as outlined herein. The "eyes and ears" of the ACO.

Special Assignment Airlift Mission (SAAM). A mission requiring special pickup/delivery at locations other than those established within the approved channel structure or requiring special consideration because of the number of passengers, weight or size of the cargo, urgency or sensitivity of movement, or other special factors.

Range Riders. Those personnel designated by USTRANSCOM/TCAQ-CM to perform in-flight service and cabin inspections.

Ramp Inspection. A ramp inspection (prior to operation or flight) of an aircraft by military, FAA or other designated personnel knowledgeable in basic aircraft maintenance and safety of flight.

Attachment 2**Operating Location/Host/Carrier-Station Visitation Frequency**

<u>QUARTERLY</u>	<u>SEMI-ANNUAL</u>	<u>ANNUAL</u>
Baltimore	*Al Udeid **Andersen	*Atlanta
Seattle	*Bahrain *Diego Garcia	Charleston
	*Cairo **Elmendorf	*Guantanamo
	*Dover **Hickam	*Jacksonville
	*Fujairah *Iwakuni	*Lajes
	*Incirlik **Kadena	
	*Kuwait **Osan	
	*McGuire **Travis	
	*Naples **Yokota	
	*Norfolk	
	*Ramstein	
	*Rota	
	*Sigonella	

*Contractual surveillance visit in lieu of host/carrier meetings.

**Two visits and two host/carrier meetings.

Note: Meeting/visitation frequencies for all other stations within the CA's geographic area of responsibility which are transited by AMC missions will be on an "as required" basis and coordinated with and/or as directed by USTRANSCOM/TCAQ-C. Any change to the above frequency must have ACO approval. Required station visitation frequency is automatically waived for any station where there is no contract activity scheduled. Patriot Express operations continually evolve and frequency of visits may be monitored and revised by the ACO as appropriate.

Aerial Port Squadron Commanders will be informed (by briefing or correspondence) on the results of the visit. If there are discrepancies, a follow-up will be made within 30 days. If discrepancies are not corrected, the CA will send a report to the ACO. Station visit reports will be maintained in the CA's office. If there are no discrepancies, these reports are not required to be forwarded to a higher level.