

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 21-110**

**1 AUGUST 2000**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**3 NOVEMBER 2003**

**Equipment Maintenance**

**ENGINEERING AND TECHNICAL SERVICES  
MANAGEMENT AND CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ USAF/ILMM  
(Mr. Timothy M. Werling)  
Supersedes AFI 21-110, 31 August 1994.

Certified by: HQ USAF/ILM  
(Brig Gen Terry L. Gabreski)  
Pages: 55  
Distribution: F

---

This instruction implements AFD 21-1, *Air Force Maintenance Management*, DoDD 4205.2, *DoD Advisory and Assistance Services (A&AS)*, 10 February 1992, along with AFI 63-401, *Contracted Advisory and Assistance Services*. It gives guidance for the management and control of Engineering and Technical Services (ETS) provided by Air Force civilian specialists and DoD contractors. Send comments and suggested improvements on AF Forms 847, **Recommendation for Change of Publications**, through channels to HQ USAF/ILMM. Maintain and dispose of records created as a result of the processes prescribed in this instruction IAW AFMAN 37-139, Records Disposition Schedule.

This publication requires collecting and maintaining information protected by the Privacy Act authorized by 10 USC 8013. Privacy Act system of records notice F033 AF CIC C "Privacy Act Request File".

Major Commands (MAJCOMs) are to forward proposed MAJCOM-level changes to HQ USAF/ILMM. MAJCOMs and units participating in the ACC centrally managed Combat Air Forces (CAF) Engineering and Technical Services (ETS) Program will submit proposed supplements or recommended changes to the ACC CAF Program Director for coordination and approval prior to publication. Field units below MAJCOM level **will not** supplement this publication.

---

**(AFRC)** The OPR for this supplement is HQ AFRC/LGQMT (Sandra L. Druhl). This supplement implements and extends the guidance of Air Force Instruction (AFI) 21-110, 1 August 2000. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision deletes outdated material and simplifies instructions. In addition, some previous incorporation of Multi-command guidance (CAF only) has been changed to include MAJCOMs.

**(AFRC) This document is substantially revised and must be completely reviewed.**

**(AFRC)** This revision incorporates the procedures formerly in AFI 21-110/AFRC Sup 1, 5 April 1996, and aligns our supplement with current instructions within AFI 21-110.

<b>Chapter 1—PROGRAM MANAGEMENT</b>	<b>5</b>
1.1. Purpose. ....	5
1.1. (AFRC)Purpose. ....	5
1.2. Exclusions. ....	5
1.3. Limits. ....	5
1.3. (AFRC)Limits. ....	5
1.4. Developing ETS Support. ....	6
1.5. Multi-Command ETS Programs. ....	7
1.6. Programming, Budgeting, and Funding ETS. ....	7
1.6. (AFRC)Programming, Budgeting, and Funding ETS. ....	7
1.7. Annual ETS Plan. ....	9
1.7. (AFRC)Annual ETS Plan. ....	9
Figure 1.1. Schedule of Reports and Events. ....	10
<b>Chapter 2—AIR FORCE ENGINEERING AND TECHNICAL SERVICES (AFETS) AND CONTRACTOR ENGINEERING AND TECHNICAL SERVICES (CETS)</b>	<b>11</b>
2.1. AFETS. ....	11
2.2. CETS. ....	13
<b>Chapter 3—RESPONSIBILITIES</b>	<b>16</b>
3.1. HQ USAF/ILMM. ....	16
3.2. ASC/PKWRN. ....	16
3.3. Major Activities and MAJCOMs will designate ....	16
3.3. (AFRC)Major Activities and MAJCOMs will designate ....	16
3.4. Using Activity: ....	17
3.5. General Personnel Management Records. ....	21
3.6. ETS TDY/Deployment Policies. ....	22

3.7.	Adverse Action, Appeal and Grievance Procedures (AFETS).	23
3.8.	Air Force Certifying Officer (AFCO).	25
3.9.	(CAF only) AF Form 4027 Engineering Technical Services Monthly Activity Summary.	25
3.9.	(AFRC)(CAF only) AF Form 4027 Engineering Technical Services Monthly Activity Summary.	25
3.10.	AFETS Responsibilities.	26
3.11.	CETS Contractor Responsibilities.	26
3.12.	CETS Management Visit Requests.	26
3.13.	CETS Employees' Responsibilities.	26
3.14.	Local CPFs.	27
3.15.	Mobility Folder.	27

#### **Chapter 4—CONTRACTING**

**29**

4.1.	General.	29
4.2.	Calculating Travel Pay.	29
4.3.	CETS Replacement.	30
4.4.	Calculating Overtime.	30
4.5.	Overseas Hostilities.	30
4.6.	Routine Contracting Procedures.	30
4.6.	(AFRC)Routine Contracting Procedures.	30
4.7.	Emergency Contracting Procedures.	30
4.8.	Contract Distribution.	31
4.9.	Funding.	31
4.10.	Call-Up.	31
4.11.	Special Orders.	31
4.12.	Certificate of Service (COS).	33
4.13.	Contract Termination for Unsatisfactory Performance.	34
4.14.	Contract Termination at the Convenience of the Government.	34
4.15.	Invoices.	34
4.16.	Privileges and Support.	35
4.17.	Emergencies Such as Serious Injuries, Detention, or Death.	36
4.18.	Contractor Managers' Overseas Travel.	36
4.19.	Forms Prescribed.	36

4.19. (AFRC)Form Prescribed: .....	37
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>38</b>
<b>Attachment 2—REPORTS AND DOCUMENTS</b>	<b>43</b>
<b>Attachment 3—GUIDELINES FOR SUBMISSION OF ETS REQUIREMENTS</b>	<b>48</b>
<b>Attachment 4—ENGINEERING AND TECHNICAL SERVICES MONTHLY ACTIVITY SUMMARY, RCS; ACC-LSG(M)7701, INSTRUCTIONS</b>	<b>49</b>
<b>Attachment 5—SAMPLE AIR FORCE CERTIFYING OFFICER (AFCO) DESIGNATION LETTER</b>	<b>50</b>
<b>Attachment 6 (Added-AFRC)—INSTRUCTIONS TO COMPLETE CETS ACTIVITY REPORT</b>	<b>52</b>
<b>Attachment 7 (Added-AFRC)—SAMPLE MONTHLY ACTIVITY REPORT FOR CONTRACTOR ENGINEERING AND</b>	<b>54</b>

## Chapter 1

### PROGRAM MANAGEMENT

**1.1. Purpose.** The Air Force must maintain its weapons systems and equipment to meet mission operational needs at a reasonable cost. To do this, units need the capability to quickly resolve complex or unusual technical problems and provide enhanced system-specific technical training to Air Force technicians and operators. It is not cost effective to train all technicians to this high level of expertise. Therefore, the Air Force authorizes Engineering and Technical Services (ETS) programs to accomplish these critical technical tasks. ETS is provided by both Contractor Engineering and Technical Services (CETS) and Air Force Engineering and Technical Services (AFETS).

**1.1. (AFRC) Purpose.** AFRC commanders using Contractor Engineering and Technical Services personnel (CETSP) are responsible for compliance with the provisions of the basic instruction and this supplement. HQ AFRC/LGQMT, 155 Richard Ray Boulevard, Robins AFB GA 31098-1635, is the office of primary responsibility (OPR) for ensuring suspense dates for all CETS reports are met. The administrative contracting officer (ACO) is located at ASC/PKWRN, 1940 Allbrook Drive Suite 3, Wright Patterson AFB OH 45433-5309. Numbered Air Force (NAF) staff agencies will coordinate with HQ AFRC/LGQMT to ensure adequate planning is made for CETS coverage and CETSP are retained for a minimum utilization period.

**1.2. Exclusions.** ETS covered in this AFI excludes:

- 1.2.1. Engineering review and resolution of service-revealed deficiencies reported through normal maintenance data collection systems.
- 1.2.2. Material deficiency reports covered in TO 00-35D-54.
- 1.2.3. The engineering determination of material integrity.
- 1.2.4. The engineering or technical services using 35-series instructions.

**1.3. Limits.** AFETS are the primary source of ETS support in the Air Force. AFETS field engineers should be used and retrained as necessary to meet technical needs. CETS are important elements in developing an independent Air Force capability on new systems; however, units must develop their own organic and AFETS capability whenever possible. Organizations should normally terminate CETS within 12 months after obtaining self-sufficiency. However, when considering software issues, numerous modifications and extended life programs of most Mission Design Series (MDS), an appropriate level of CETS support over the weapon system life cycle may be considered necessary. ETS requirements within the AF will normally be satisfied through the use of AFETS where practical. Approval of all CETS beyond 3 years will require a waiver from HQ USAF/ILMM.

**1.3. (AFRC) Limits.** Requests for HQ USAF/ILMM waivers containing complete justification originate at the unit level and state the date the unit will attain or has attained self-sufficiency in the use of the new equipment or system. Send waiver through NAF/LG for endorsement to arrive at HQ AFRC/LGQMT by 1 August for the programmed fiscal year (13 months prior to the beginning of services). Units reporting self-sufficiency for a period of 12 months and still requiring continued CETS coverage must address how the loss of the CETS personnel would affect the self-sufficiency status. Explore all other means of fulfilling training requirements before submission of the request for waiver.

1.3.1. Public Law and Air Force directives preclude CETS personnel from being under the supervision, direction, or evaluation of a Federal officer (military or civilian official). CETS personnel provide services as called for by the Task Work Specification (TWS), with the contractor held accountable for providing acceptable services. The TWS must state the objective of CETS is to elevate the technical skills and abilities of AF personnel (military and civilian) responsible for the operation and maintenance of the equipment/system to a self-sustaining level of proficiency. Therefore, to ensure the CETS effort is focused on the objective of attaining technical proficiency in the shortest possible time, using activities will develop CETS Utilization/Training Plans for each assigned CETS representative to cover the projected assignment period. Every plan developed must provide for a maximum effort to be expended in training and certifying USAF and AFETS personnel to ensure they are trained in minimum time and prepared to provide coverage when the CETS contract expires. A copy of this plan will be forwarded to the MAJCOM Office of Primary Responsibility (OPR). To ensure the above is accomplished and the full training potential of CETS personnel is properly utilized, the unit OPR will ensure that each newly assigned CETS representative meets and confers with the appropriate training officer and AFETS supervisor (Lead). The TWS and unit objectives for CETS should be discussed and a utilization/training plan developed to meet the objective of attaining technical proficiency in assigned systems in minimum time. Since training is the primary function of CETS personnel, duties other than training will be held to an absolute minimum and will not be used as the basis for initiating a requirement for CETS support, or for continuing CETS service to the unit. Organizational training requirements will be the determining factor as to whether the training should be conducted either in a classroom or conducted through demonstrations on the equipment or both. By identifying training requirements in advance through the use of a training plan, it will be possible for the using activity to program the services and realize positive training benefits derived from those services.

1.3.1. (AFRC) An electronic copy of the CETS Utilization/Training Plan will be forwarded to HQ AFRC/LGQMT within 30 days of arrival of CETSP, with an informational copy to NAF/LG.

**1.4. Developing ETS Support.** ETS is a key Integrated Logistics Support (ILS) element for "cradle-to-grave" support in the planning process for new systems or major modifications. Consider the following factors when developing an ETS program for a new system or major modification: complexity of the system or modification; maintenance concept; and other forms of programmed support such as Interim Contract Support (ICS) and Contract Logistics Support (CLS).

1.4.1. Identify total requirements for field engineering, technical advice, assistance, and training. Use, in priority order, Air Education and Training Command (AETC), AFETS, and CETS.

1.4.1. (AFRC) On-site training is fulfilled by field training detachments (FTD), mobile training teams (MTT), and CETS, in that order.

1.4.2. Train AFETS specialists early on new systems and modifications and involve them in system development, technical reviews and testing, and schedule them to arrive on site before equipment delivery to help the unit plan for the new systems and to ensure early self-sufficiency. Schedule CETS, when required, to coincide with equipment delivery. When both AFETS and CETS are needed on a system, every effort should be made to co-locate them for maximum transfer of knowledge. Release CETS as soon as AFETS become proficient and capable of meeting long-term ETS requirements.

1.4.3. AFETS are long-term assets whose value to the AF increases over time. AFETS will receive priority consideration for technical and/or instructor training consistent with effective/efficient training planning and established unit priorities.

**1.5. Multi-Command ETS Programs.** MAJCOMs and Field Operating Agencies (FOAs) with similar systems may merge ETS resources and management under a single OPR. They must establish a coordinated plan for programming, budgeting, funding and reporting requirements to avoid duplication. The single OPR then acts for the combined commands. The single OPR may establish operating locations in other commands to assist in management and control.

**1.6. Programming, Budgeting, and Funding ETS.** Major activities normally program, budget, and fund both AFETS and CETS with Operations and Maintenance (O&M) money. However, when appropriate, use research and development (R&D) funds, industrial funds, other funds authorized to Air National Guard (ANG) and Air Force Reserve Command (AFRC), or Defense Working Capital Fund (DWCF).

**1.6. (AFRC) Programming, Budgeting, and Funding ETS.** HQ AFRC/LGQMT is responsible for programming and submitting budget through HQ AFRC/FMAPS for the funding of CETS requirements. Requirements are coordinated by LG Resource Advisor, and approved by the AFRC financial working group and financial management board.

1.6.1. Each MAJCOM is responsible for programming and defending ETS requirements over the Future-Year Defense Program (FYDP).

**1.6.2. CETS/AFETS Programming for Initial Operational Test and Evaluation/Follow-On Test and Evaluation (IOT&E/FOT&E).**

1.6.2.1. The test agency is responsible for CETS requirements through IOT&E.

1.6.2.2. Each MAJCOM Director of Requirements (DR) or equivalent function will be responsible for ensuring CETS and/or AFETS requirements in support of command-sponsored FOT&E are included in appropriate test planning documents and the Program Objective Memorandum (POM) process.

1.6.2.3. ETS requirements for OT&E must be submitted to the MAJCOM ETS OPR with sufficient budget lead time. The MAJCOM OPR should participate when meetings, conferences, and briefings are conducted discussing ETS requirements in support of OT&E programs/projects. The MAJCOM DR will identify and justify firm CETS and AFETS requirements to the MAJCOM OPR by 1 September for the programmed Fiscal Year (FY). (13 months prior to date services will begin.)

1.6.3. Program, budget, and fund ETS according to AFI 65-601, *US Air Force Budget Policies and Procedures*, and current Defense Acquisition Executive Summary guidance.

1.6.3.1. Include CETS budget requirements in Budget Exhibit PB-25, per DoD Directive 4205.2.

1.6.3.2. Include all ETS costs such as travel, overtime, and other reimbursable items.

1.6.3.3. Fund CETS requirements for the entire anticipated period.

1.6.3.4. Include the proper Advisory and Assistance Services code IAW AFI 63-401 on all CETS funding documents.

1.6.3.5. Each CAF command headquarters is responsible for centrally budgeting and funding CETS requirements within the MAJCOM.

1.6.3.6. Program AFETS manpower requirements over the Future-Year Defense Plan (FYDP) through command manpower channels. Code all AFETS manpower with an AF Manpower Remarks Code of 8G.

1.6.3.6.1. **New AFETS Requirements.** All MAJCOM OPRs will program and budget for full costs (salaries, benefits, awards, Permanent Change of Station (PCS), and training costs) through the POM process for additional AFETS positions needed to support new requirements.

1.6.3.6.2. MAJCOMs participating in the ACC centrally managed Combat Air Forces (CAF) ETS Program, will transfer required end strength and funding (civilian pay, TDY & Training, and PCS) for new AFETS to ACC through HQ USAF/PEP and SAF/FMB. This info will be sent via message to ACC MSO for the budget execution year NLT 1 March.

#### 1.6.4. **Budget and Funding Responsibilities.**

1.6.4.1. **PCS and Temporary Duty (TDY) En Route PCS Funding .** Each MAJCOM will budget and fund for AFETS PCS and TDY en route PCS for those AFETS supporting their respective commands.

1.6.4.2. **TDY Funding .** Each MAJCOM OPR will develop a TDY and training budget to include all conferences and meetings necessary to ensure AFETS remain current and involved on assigned systems and command and Air Force policy, procedures, and processes relating to ETS. The MAJCOM AFETS TDY budget may include funding for AFETS conferences, conferences in support of the unit's mission, technical services in support of MAJCOM functional managers and higher headquarters, training at other locations, Product Improvement Working Groups (PIWGs), and so forth.

1.6.4.2.1. Requests for MAJCOM-funded TDY will be by message to the MAJCOM OPR with complete justification and an explanation of why unit funding is not available or appropriate.

1.6.4.3. **Special Funding.** The unit of assignment will budget and fund TDY for command-sponsored training (i.e., Training Detachment), and will program training for AFETS to support new equipment or missions through the Site Activation Task Force (SATAF) process.

1.6.4.3.1. The Host Base Civilian Personnel Flight will budget and fund locally funded training (OPM courses, supervisor's courses, college courses etc.) for all AFETS.

1.6.4.3.2. The AFETS TDY budget will include funding for projected mission related deployments and the following activities when considered mission related: PIWGs, conferences in support of the unit's mission, AFETS conferences, technical services in support of higher headquarters, training at other locations, and so forth. Funding for AFETS TDY should be included in the unit's total TDY budget request.

1.6.4.4. **ETS Management Staff Travel Funding.** Each MAJCOM OPR will budget and fund travel for assigned ETS management staff to support field visits necessary for proper management and oversight of the command ETS program, attendance at semiannual ETS Regional Manager's Meetings, AFETS conferences, and TDY in support of the command of assignment.

1.6.5. **Instructor Training.** Instructor training such as the Academic Instructor Course (AIC), the Technical Instructor Course (TIC), Instructional Systems Development (ISD), public speaking courses, or equivalent training/public speaking experience is desired for all AFETS personnel.

1.6.6. **ETS Review and Utilization.** Quality of service, as well as technical competence and standards of conduct, should be determined as soon as possible for all newly assigned ETS personnel with any unsatisfactory conditions reported, in writing, to MAJCOM OPRs. Unsatisfactory service must be reported to ASC/PKWRN on the Certificate of Service (COS) (see para 4.13.). Units will conduct a continuous review of ETS requirements. CETS personnel will not be retained on contract beyond which time AFETS personnel or in-house technicians have attained a satisfactory degree of proficiency on assigned systems and can provide a level of technical assistance normally associated with CETS support. In addition, all CETS extensions beyond 3 years will be reviewed by HQ USAF/ILMM.

1.7. **Annual ETS Plan.** [Figure 1.1](#) shows the schedule of ETS reports and events.

1.7. (AFRC) **Annual ETS Plan.** HQ AFRC/LGQMT has responsibility for the Annual ETS Plan.

1.7.1. Major activities develop an ETS plan IAW Attachment 2 and update it annually. The ETS plan will be the basis for ETS programming, budgeting, and manpower actions with adjustments for mission changes or other uncontrollable factors. Send the plan to HQ USAF/ILMM as the *RCS: HAF-ILM (A)7150 Engineering and Technical Services (ETS) Report*. This report has emergency status code D. Immediately discontinue this report during emergency conditions. The short name for this report is the 7150 Report.

1.7.2. The 7150 Report includes all AFETS and CETS requirements for the next FY. HQ USAF/ILMM reviews, validates, and approves the ETS plan requirements by man-months. The validated requirements become the basis for CETS financial and AFETS manpower requirements. The ETS plan will include a short narrative summary (one page or less) for each Program Element Code (PEC) to outline the systems supported, the MAJCOM ETS plans (philosophy), justification for each CETS requirement, and the MAJCOM estimate for becoming self sufficient. See [Attachment 2](#) for instructions on preparing the 7150 Report. The 7150 Report will include narrative justification for all CETS by line item and an overall weapons system narrative for AFETS. MAJCOMs with CETS requirements will include a current copy of their President's Budget Exhibit, PB-15 Advisory and Assistance Service (ASAS) input.

1.7.3. Major activities manage ETS programs within approved man-months. MAJCOMs notify HQ USAF/ILMM of significant program adjustments. MAJCOMs may reduce ETS as needed, but additions to CETS need HQ USAF/ILMM validation. MAJCOMS centrally managed may consolidate 7150 reports into one document.

1.7.4. **Organizations/Units** will submit ETS requirements to the appropriate MAJCOM OPR by 1 August for the programmed fiscal year (13 months prior to the beginning of services). This submission will be prepared as prescribed in Section D, attachment 3 and will include identification of each CETS and AFETS requirement by equipment specialty. Include complete justification for each CETS, for each new AFETS requirement, and a short narrative for any recommended AFETS position realignments. ETS requirements received from the field units will be reviewed with the MAJCOM staff office responsible for the specified equipment or system to determine validity of the requirements. The MAJCOM staff offices (Office of Coordinating Responsibility OCR) will evaluate field

inputs against the programming documents and provide a consolidated validated list to the MAJCOM OPR NLT 1 October for the programmed fiscal year.

1.7.4. (AFRC) AFRC Maintenance commanders (MXG/CCs) will submit ETS requirements through NAF/LG to HQ AFRC/LGQMT. CETS requirements will be coordinated with appropriate HQ AFRC/LGM weapon system managers.

1.7.4.1. **Out-of-cycle requirements** must show why the requirements were not included in prior year programmed submissions and reasons why the unit is unable to perform services with in-house resources.

1.7.4.2. **Request for CETS** with less than 150 days before the start date for the service is an emergency procurement action requiring MAJCOM DCS/LG/SC approval. The unit initiating requests for such services must follow the criteria in paragraph 4.8. and forward the information necessary to justify the emergency action(s) to the MAJCOM OPR.

**Figure 1.1. Schedule of Reports and Events.**

<b>Due Date</b>	<b>From</b>	<b>To</b>	<b>Report/Event</b>
1 Nov	MAJCOM/LG/ SC/XO	HQ USAF/ ILMM	Annual ETS Plan (RCS HAF ILMM (A) 7150 Report listing programmed ETS requirements
1 Dec	MAJCOM/OPR	ASC/PKWRN	CETS purchase request packages for programmed FY (AF, ANG and AFRC)
15 Jan	HQ USAF/ILMM	MAJCOM OPR	Letter approval of MAJCOMs AFETS and CETS Program by Man Months
15 Jan	MAJCOM OPR	MAJCOM FM	PB 15 Advisory and Assistance Services (A&AS) exhibit
1 Aug	MAJCOM OPR	ACO	Notification of CETS line item call-ups for programmed FY
31 Aug	ASC/PKWRN	MAJCOM OPR	Distribution of programmed FY CETS contracts
Upon receipt of funds	ACO	Unit and MAJCOM OPRs, Contractor	CETS assignment orders

## Chapter 2

### AIR FORCE ENGINEERING AND TECHNICAL SERVICES (AFETS) AND CONTRACTOR ENGINEERING AND TECHNICAL SERVICES (CETS)

**2.1. AFETS.** AFETS positions satisfy long-term ETS requirements for on-site field engineering support and specialized technical training. AFETS field engineers are highly experienced and thoroughly trained civilian technical specialists. AFETS are typically limited to civilians because of the advantages of long-term continuity and decreased retraining costs provided by a civilian work force. They help units and MAJCOM functional managers in resolving complex system problems. They assist in troubleshooting and repairing the critical maintenance problems and research, analyze, and provide solutions for long-term and Air Force-wide support equipment problems. AFETS design special test equipment, develop special maintenance procedures, develop and conduct technical training for unit maintainers and operators, and recommend changes to maintenance processes. AFETS also serve as the unit technical liaison and work with MAJCOM functional managers, depot technicians, engineers and item managers, and equipment manufacturers to resolve equipment problems. AFETS will certify tasks IAW AFI 36-2201, Developing, Managing and Conducting Training, and AFMAN 36-2247, Planning, Conducting, Administering, and Evaluating Training, in USAF personnel training records when training is provided to the go/no-go level. **AFETS will not be authorized to overcome manning shortfalls or to perform duties considered organic to the unit's manning**

**2.1.1. Allocation of ETS Positions.** Allocations will be based on operational requirements as determined by the MAJCOM OPR. AFETS and CETS may be authorized together. Due to the complexity of the equipment associated with certain programs, as well as the number of systems fielded, it is not always practical to provide separate ETS support to each unit. In these instances, ETS personnel may be assigned to strategically located units with each command to provide services to specific geographical areas or may be assigned to installations where collocated units have like equipment. When ETS are assigned to installations where units have like equipment, training requirements will be coordinated between units and technical advice and assistance services will be based on unit priorities.

**2.1.1.1.** All CAF AFETS manpower authorizations are established on the ACC MSO UMD. Each participating CAF MAJCOM OPR will forward AFETS requirements and justifications to the ACC CAF OPR under the signature of the MAJCOM Directorate having ETS functional responsibility (typically LG) NLT 1 October for inclusion in the ACC consolidated input of RCS: HAF-ILM(SA)7150 Report. PACAF and USAFE retain responsibility for major activity reports and funding for CETS and AFETS TDY, training and PCS, and for justifying and defending all MAJCOM ETS requirements, but may negotiate other arrangements with ACC.

**2.1.1.2.** AFETS personnel duty assignments, other than to provide field engineering and technical advisory services, and/or to conducting technical training, will be held to a minimum. AFETS will not: (1) perform direct maintenance except in emergencies or when skilled personnel are not available, and never for prolonged periods of time, (2) perform tasks organic to the unit such as routine OJT training, suggestion monitor, etc., (3) assume unit training responsibilities, and (4) supervise or manage military, civilian or contract maintenance personnel, except for subordinate AFETS.

**2.1.1.2.1.** A supervisory AFETS position (lead AFETS) may be established by the MAJCOM OPR to function as the first line supervisor and team leader of all other AFETS personnel assigned to the unit.

- 2.1.1.2.2. Prior to establishing a supervisory position, the MAJCOM/OPR will seek advice and guidance from the servicing Manpower Office and servicing civilian personnel classification specialists. When an AFETS supervisory position (lead AFETS) is established, the incumbent will report directly to the using activity (unit) OPR (refer to paragraph 3.4.1.). Second level review of the AFETS supervisor will be by the MAJCOM OPR (AFETS Regional Manager), with the using activity OPR providing second level review for other assigned AFETS. When no AFETS supervisory position is established, first level supervision for all assigned AFETS will remain a direct responsibility of the using activity OPR, with the MAJCOM OPR providing second level review, unless delegated otherwise. AFETS on TDY assignments will work under the guidance of the local unit ETS OPR or assigned AFETS supervisor.
- 2.1.2. AFETS duties and responsibilities are detailed in individual position descriptions (core documents). The position descriptions are prepared by the ETS program manager and are classified by applicable Civilian Personnel Flight. Locally devised position descriptions are not authorized.
- 2.1.3. The CAF ETS Program is centrally managed and administered by the CAF ETS Program Director assigned to ACC (ACC MSO). This management includes final determination for the geographical location of authorized spaces, the assignment of duties to each position, and the selection of personnel for each position. This centrally-managed program enhances flexibility and provides for PCS mobility and controlled flow of AFETS specialists between overseas commands and ACC, while eliminating much of the administrative burden from local managers.
- 2.1.3.1. Each MAJCOM OPR is responsible for programming, budgeting, and defending manpower to support new command requirements for AFETS. Manpower end strength and associated civilian pay funding for participating CAF Units and commands will be transferred to the ACC OPR (ACC MSO) in the budget execution year.
- 2.1.3.2. The CAF ETS Program Director (ACC OPR) is the operating official and sponsors all formal CAF AFETS personnel actions. These actions include filling vacancies, reassignments, promotions, review of performance evaluations, review of proposed disciplinary and adverse personnel actions, and so forth.
- 2.1.3.3. The OPR initiates all SF 52s, **Requests for Personnel Action**, except resignation/retirement. With instances regarding retirement, resignation, and leave without pay (LWOP), the employee completes the required forms and submits it to the supervisor.
- 2.1.4. **Mobility:** Mobility is a condition of employment for all CAF AFETS personnel. This includes PCS mobility worldwide, TDY mobility to support units deployed either within the CONUS or overseas and TDY worldwide to support higher headquarters and other OPR taskings. **NOTE:** AF PAM 10-231 provides policy guidance for deploying civilian AFETS.
- 2.1.4.1. Units operating under a worldwide mobility commitment will maintain a TDY mobility processing folder for each assigned AFETS, IAW paragraph 3.18., to enable short notice deployment.
- 2.1.4.2. All AFETS employees assigned to units with worldwide mobility commitments or designated emergency essential will apply for and maintain an official (RED) passport within 90 days of hire or assignment.

2.1.4.3. AFETS employees who are not designated emergency essential or assigned to units without a mobility tasking will immediately apply for an official passport when notified of a pending overseas TDY.

2.1.5. **(CAF only) Physical Qualification Standards for AFETS.** This instruction establishes physical standards for employees in the AFETS Program. The objective is to ensure AFETS employees are physically qualified to perform the required duties regardless of the geographic location of assignment (any worldwide location) for extended TDY. Any proposed action to adversely affect an employee because of failure to meet physical qualification standards established by this instruction is subject to directives governing the particular action proposed.

2.1.5.1. AFETS supervisors will schedule appropriate physical examinations with assistance of the local base Civilian Personnel Flight (CPF), if required. The medical facility at the base of assignment will perform the required physical upon request from the AFETS supervisor, will advise the supervisor of the results, and will retain the medical records in the Employee Medical File (EMF) until advised by the supervisor to destroy them. If the employee passes the examination, an entry will be made on the individual's AF Form 971, **Supervisor's Employee Brief**, to record the date of the last worldwide qualifying physical and due date for the next periodic physical.

2.1.5.2. At units with a mobility tasking, a copy of the second page of the SF 78 will be retained in the mobility folder. The original will be forwarded to the MAJCOM CPF. Should the examination identify the individual as physically unqualified, the local supervisor will forward the result with his/her recommendation(s) (waive physical requirements, retake physical at a later date, move to position requiring less stringent physical requirements, medically retire, and so forth) through unit ETS OPR to the MAJCOM OPR. The MAJCOM CPF, in coordination with the MAJCOM OPR, will determine appropriate actions.

2.1.5.3. The local base medical facility accomplishes a physical examination in accordance with attachment 5 & 6 when requested, completes the SF 78 Certificate of Medical Examination, including parts A and D of the second page, and forwards the second page (parts A,D,E,&F) to the requesting supervisor. The supervisor files a copy in the employee's folder and forwards the original SF 78, second page, to the applicable CPF. Upon completion of periodic physical, file the completed SF-78 in the EMF at the applicable CPF.

2.1.5.4. **(CAF only) Types of Physical Examinations** : Refer to MAJCOM or CAF ETS Director Policy Letter or supplement.

**2.2. CETS.** Air Force units use CETS to provide on-site proficiency training, technical advice, and technical assistance for initial system beddown or major modifications when AFETS are unavailable. Units desiring services of strategically assigned CETS will direct their requests to the MAJCOM OPR. When CETS and AFETS are assigned to the same unit, CETS will support and train AFETS. CETS will certify tasks IAW AFI 36-2201, Developing, Managing and Conducting Training, and AFMAN 36-2247, Planning, Conducting, Administering, and Evaluating Training, in USAF personnel training records when training is provided to the go/no-go level.

2.2.1. **Limits.** CETS are restricted to the duties and responsibilities outlined in this AFI and specific tasks listed in the TWS. MAJCOM OPRs may grant exceptions to these limits only on a case-by-case basis based on mission need. Do not use CETS to avoid manpower ceilings or other personnel rules

and regulations. CETS will not: (1) perform non-ETS duties or normal unit duties, (2) make policy or represent the using activity at meetings or conferences, (3) supervise or control Air Force personnel or personnel of other contractors, (4) hold engineering decision-making positions, and (5) perform direct maintenance except in emergency situations.

2.2.1. (AFRC) Limits. Within 5 workdays after arrival, the AFRC MXG commander or designated representative briefs all CETSP on the items contained in AFRC Form 68, **CETSP Briefing Checklist**. CETSP are used for classroom instruction during unit training assemblies and the workweek is adjusted accordingly. The Maintenance Group Commander ensures CETSP do not participate in direct labor or unauthorized activities. CETSP may participate in aerial flights as passengers, and, if required, for airborne maintenance troubleshooting system check flights. They may not participate on Functional Check Flights (FCF).

2.2.2. **CETS Security.** A contract that requires contractor personnel to have unescorted entry to restricted areas (AFI 31-101, *Air Force Physical Security Program*) or controlled areas (AFI 31-209, *Air Force Resource Protection Program*) but no access to classified information, is not a classified contract under the DoD regulation. However, contractor employees must meet investigative requirements in AFI 31-501, *Personnel Security Program Management*, for restricted or controlled area access. When major activities determine that CETS personnel require access to classified information, AFI 31-601, *Industrial Security Program Regulation*, applies.

2.2.2. (AFRC) Within this command, the following security procedures are observed:

2.2.2.1. (Added-AFRC) If CETSP lack required security clearance on arrival at the duty station, commanders can use such personnel to the fullest extent practicable without compromising security information or restricted areas. Such use may include classroom instruction and other training or advisory duties, which do not compromise security. AFRC may request replacement of CETSP who have not received the required security clearance after 60 days. ASC/PKWR ensures the current clearance status of CETSP appears on all assignment orders.

2.2.2.2. (Added-AFRC) Unit commanders desiring to verify clearance on CETSP may check visitor access lists (VAL) provided by the Contractor's home office.

2.2.2.3. (Added-AFRC) When CETSP are required to perform temporary duty away from their home station, they inform the installation to be visited by message of the dates, length of the intended visit, and the name and security clearance of the individual.

2.2.3. **Assignment, TDY, and Overtime for CETS.**

2.2.3.1. The MAJCOM OPR controls assignment and relocation of CETS personnel. AF Form 1293, **Request and Authorization for Assignment and Relocation of Contractor Personnel**. Using activities will not contact contractors concerning call-up or termination of CETS personnel. Requests for call-up/termination will be directed to the MAJCOM OPR.

2.2.3.2. All TDY or overtime for CAF CETS personnel must be approved by the MAJCOM OPR prior to implementation. This assures both the appropriateness of the request and that adequate funds are available. Requests for approval will be forwarded to MAJCOM OPR. All telephone requests and approvals will be confirmed by letter or message. Overtime/TDY will not be performed prior to receipt of approval. Approval for CETS use of rental vehicles is retained and evaluated by the MAJCOM OPR on an individual basis. A copy of the TDY orders and approval letter/message must be attached to the certificate of service for the month in which TDY is per-

formed. In addition, a copy of the TDY orders will be sent to the MAJCOM OPR. Requests for TDY of CETS personnel will include the following:

2.2.3.2. (AFRC) This section also applies to AFRC units. HQ AFRC/LGQMT approves all over-time/TDY requests for CETSP unless otherwise designated in the TWS. All telephone requests are followed up in writing by unit and confirmed by memorandum or message from this headquarters.

2.2.3.2.1. Name of traveler, company, contract number and contract line item number.

2.2.3.2.2. Purpose, location, and period of TDY.

2.2.3.2.3. Mode of travel (commercial/government).

2.2.3.2.4. Complete justification for hire of special conveyance (that is, rental car) when such hire is required for official travel between commercial transportation facilities. Hire of special conveyance is normally prohibited when CETS personnel accompany organic personnel on the same TDY.

2.2.3.2.5. Government or commercial quarters. **NOTE:** When government quarters are authorized by the MAJCOM OPR and not used, a statement of nonavailability from the billeting officer must be attached to the monthly COS. Complete justification, including rationale, why AFETS and/or military personnel are unable to provide the required services for the TDY.

2.2.3.3. Use Letter of Authorization (LOA) or MAJCOM-specific form, Request and Authorization for Temporary Duty, for TDY of CAF CETS personnel. When prior approval has been obtained from MAJCOM OPR, the unit of assignment, issues TDY orders IAW paragraph 4.12.5 and AFI 37-128. The unit OPR or the designated representative signs block 18 of the form. In USAFE, units will include the following in block 25 of the form: "1-HQ USAFE CONTRACTING CENTER/LGCZA."

2.2.3.3. (AFRC) AFRC units should use a Contractor Letter of Identification (LOI) for TDY of CETS personnel. Although not standardized, an example Contractor LOI memorandum may be found in the Joint Travel Regulation (JTR), Vol 2, Appendix E, Part I, Paragraph E.8.

## Chapter 3

### RESPONSIBILITIES

#### 3.1. HQ USAF/ILMM. HQ USAF/ILMM directs the overall ETS program and:

- 3.1.1. Approves MAJCOM's total ETS requirements.
- 3.1.2. Assists MAJCOMs by coordinating and defending MAJCOM ETS funds and manpower requirements consistent with AF mission requirements.
- 3.1.3. Ensures training for AFETS receive proper priority in AF training plans.
- 3.1.4. Assists MAJCOMs in redistribution of ETS resources between major activities when mission changes dictate such realignment.

#### 3.2. ASC/PKWRN. Performs all central acquisition contracting functions for CETS.

#### 3.3. Major Activities and MAJCOMs will designate a single point ETS OPR in the appropriate Directorate (typically LG, SC or XO), or Field Operating Activity (FOA) to serve as the MAJCOM ETS OPR and direct the overall command of the ETS program.

3.3. (AFRC) Major Activities and MAJCOMs will designate a single point ETS OPR in the appropriate Directorate (typically LG, SC or XO), or Field Operating Activity (FOA) to serve as the MAJCOM ETS OPR and direct the overall command of the ETS program. HQ AFRC/LG delegates these responsibilities to HQ AFRC/LGQMT. Direct communication is authorized between NAF/LGM and CETSP at using activities. CETSP, when required at HQ AFRC, are assigned to LGM.

- 3.3.1. Notify HQ USAF/ILM under Directorate or commander signature of the MAJCOM ETS OPR appointment.
- 3.3.2. When possible LG and SC ETS OPR may be combined. MAJCOM ETS OPR serves as the single point of contact for ETS program.
- 3.3.3. Major Activity OPR: Develops and distributes MACOM ETS Policy designating the Using Activity (unit) ETS OPR who:
  - 3.3.3.1. Determines and validates ETS requirements.
  - 3.3.3.2. Develops TWS and initiates procurement packages for each approved CETS requirement using appropriate and A&AS coding.
  - 3.3.3.3. Requires mobility statements in AFETS position descriptions (AFI 36-202) and designate positions Emergency-Essential or Key, as appropriate.
  - 3.3.3.4. Establishes procedures to notify subordinate activities of CETS termination.
  - 3.3.3.5. Manages, administers and controls ETS.
  - 3.3.3.6. Prepares the Annual ETS Plan described in [1.7](#).
  - 3.3.3.7. Coordinates AFETS placement and position descriptions (core documents) with manpower and civilian personnel offices.
  - 3.3.3.8. Maintains the knowledge, training and skill of the AFETS work force.

- 3.3.3.8.1. Updates AFETS on new weapon systems and equipment conversions.
- 3.3.3.8.2. Programs AETC, Type I, or other types of training for their AFETS on a priority basis for current and new systems.
- 3.3.3.8.3. Provides AFETS instructor training.
- 3.3.3.9. Realigns AFETS resources as needed when the mission, system, or equipment changes.
- 3.3.3.10. Verifies a need for CETS to have a security clearance and keep the level of access as low as possible.
- 3.3.3.11. Includes Personnel Reliability Program guidance in the TWS of contractors whose duties involve nuclear weapons.
- 3.3.3.12. Develops assessment criteria to ensure activities are effectively using and properly controlling ETS.
- 3.3.3.13. Reports ETS requirements to HQ USAF/ILMM for validation.
- 3.3.3.14. Submits ETS reports to HQ USAF/ILMM.
- 3.3.3.15. Consolidates subordinate units' requirements and establish a validation process through the MAJCOM LG or SC.

**3.4. Using Activity:** Use ETS resources effectively and efficiently IAW AF and MAJCOM guidance.

3.4.1. **(CAF only) Using Activity OPR Responsibility.** The MAJCOM ETS OPR or CAF ETS Program Director establishes policy to designate the appropriate Using Activity OPR. The Using Activity OPR will be as follows if not otherwise designated by the MAJCOM ETS OPR:

3.4.1. (AFRC) This section, to include subparagraphs, applies to AFRC units where applicable and unless otherwise indicated. Using activity (Unit) OPRs must be thoroughly familiar with AFI 21- 110, the applicable TWS, and individual CETSP contract requirements concerning travel and lodging. They must ensure: 1) VOQ facilities are used whenever available/authorized, 2) CETSP are billeted in quarters with a private bath (if unavailable, contract quarters may be utilized), 3) government transportation is used to the maximum extent possible, and 4) temporary duty (TDY) expenditures are monitored.

3.4.1.1. In aircraft wings assigned to CAF, the Logistics Group Commander (LG/CC), or equivalent, will be the single-point OPR for ETS and will serve as the focal point for all wing ETS requirements.

3.4.1.1. (AFRC) In AFRC units, the Maintenance Group Commander designates a single office as the OPR for CETS matters. This responsibility may be placed in the office of the Maintenance Group Commander or designated to an appropriate office. Furnish the name, rank, unit/office symbol, and DSN number of personnel designated as using activity OPRs in writing to HQ AFRC/LGQMT and the appropriate NAF/LGM. The using activity OPR does not necessarily have to be the designated AFCO.

3.4.1.2. In communications and information units, the OPR for ETS will vary according to the organizational structure of the various units as follows: the OPR for ETS within the operations groups, air operations groups, combat communications groups, and air defense sectors will be the senior communications information logistics officer. At all wing communications squadrons and

air control squadrons, the senior communications information officer will be the using activity OPR for ETS. The ETS OPR at operating locations (OLs) and detachments (DETs) will be the OL/DET commanding officer.

**3.4.1.3. Facility/Equipment Requirements:** When AFETS are assigned, the Using Activity OPR will ensure adequate workspace, furniture, computers and equipment, and classroom space are provided to effectively accomplish the AFETS mission. Office space should be consistent with that typically provided to company grade officers. Desk and/or computer station should be of sufficient size to facilitate technical order utilization and training/classroom preparation. Book shelves/lockers should be large enough to contain professional books and/or provide storage for training materials. Each AFETS specialist should be provided a computer system comparable to the unit "standard" for CPUs. **Note:** Each AFETS specialist serving in a "one-deep" position (i.e. isolated within a work center away from a "core" of AFETS) should have his/her own computer system. In units where AFETS specialists are co-located (core), a minimum of one computer system per three AFETS specialists is an acceptable standard. One computer must have Internet access, via LAN or modem, to access engineering drawings. E-mail capability for the AFETS personnel should coincide with the number of computer systems assigned (i.e. each "AFETS" computer will have E-Mail access by either LAN or modem). Ensure AFETS have access to FAX capability and the unit's duplicating equipment. At the AFETS workstation/area, provide DSN and class A telephone to ensure telecommunications availability for working maintenance issues. **Note:** CETS authorization for DSN access is IAW comptroller general decisions.

3.4.1.3. (AFRC) AFRC will follow this guidance for assigned CETSP.

3.4.1.4. Maintain a General Personnel Management Record for Lead AFETS (when a Lead is assigned) reference para 3.5.

3.4.1.5. Budget and fund AFETS TDY in support of the unit's mission, and TDY for specified training activities within the MAJCOM. Ensure AFETS requirements for training for new missions or equipment is given priority and included in the unit's training plan.

3.4.1.6. Ensures that a "newcomers" briefing on the purpose/goals/etc. of the AFETS and CETS functions is given to maintenance officers and NCOs newly assigned to the unit.

3.4.1.7. Ensure special clothing requirements are issued when authorized.

3.4.1.8. Notify the major activity OPR when AFETS and/or CETS performance is unsatisfactory.

3.4.1.9. Security:

3.4.1.9.1. Controls classified material received for CETS according to established security procedures.

3.4.1.9.2. Provides adequate facilities for classified material, preferably located in the immediate CETS work area.

3.4.1.9.3. Makes CETS fully aware that classified material must be stored in government controlled facility.

3.4.1.9.4. Disposes of classified material, coordinating with the contractor as appropriate.

3.4.1.9.5. Authorizes classified reports from CETS to their home office only when there is a need to know and adequate transmittal safeguards are established.

3.4.1.9.6. Provides required security training to CETS personnel.

3.4.1.10. Appoints and trains commissioned officers as primary and alternate Air Force Certifying Officers (AFCOs) when CETS are assigned. The MAJCOM may act as the AFCO for remote or isolated areas.

3.4.1.10. (AFRC) The Air Force certifying officer (AFCO) is normally the Maintenance Group Commander at each using activity. The Maintenance Group Commander may appoint an alternate AFCO in writing to HQ AFRC/LGQMT. Only duly appointed primary/alternate AFCOs are authorized to sign the COS.

**3.4.2. Unit Training Management Responsibilities.** ETS training requirements will be identified and scheduled in the same manner as other training requirements in MAJCOM training publications as appropriate. When CETS/AFETS are programmed to perform training, training management will provide each CETS/AFETS representative with the monthly requirements and identify the classroom/work center to be used. This plan must allow the CETS/AFETS sufficient lead-time for course preparation.

3.4.2. (AFRC) Training management at unit level ensures the training conducted by CETSP is properly scheduled in the monthly training schedule, and is documented accordingly.

3.4.2.1. **Training for AFETS.** All requirements for AETC training will be processed through the requesting base/unit training office. Management training, tuition assistance, and career broadening for AFETS registered in the Logistics Civilian Career Enhancement Program (LCCEP) and other career programs must be included on the Career Enhancement Plan (CEP).

3.4.2.2. All CAF AFETS CEPs will be forwarded to the ACC Program Director through the designated MAJCOM ETS OPR or Regional Manager for certification.

3.4.2.3. All AFETS personnel identified for possible mobilization/deployment into a high threat area (HTA) will receive initial chemical warfare defense training within 90 days after assignment to the position. Refresher training will be attended every 12 months IAW AFI 32-4001.

3.4.2.4. Any training received by AFETS personnel will be reflected on their AF Forms 971, **Supervisor's Employee Brief**, and AF Form 4027, **Engineering Technical Services Monthly Activity Summary**.

**3.4.3. AFETS First Level Supervisor Responsibilities.** Supervisors (LG, OG, SC, etc) will comply with the guidelines outlined in this instruction, Air Force 36-series instructions, and stipulations outlined below:

3.4.3.1. Supervisors must ensure effective utilization of assigned AFETS personnel. In support of this effort, AFETS will be made available to support maintenance shops, flight line, training, quality control, analysis, supply, and so forth, on assigned equipment/systems. Training requirements will be coordinated with training management. AFETS utilization will be based on day-to-day priorities as determined by the AFETS supervisor and unit OPR.

3.4.3.2. Supervisors will ensure AFETS personnel are contacting ALL functions that use or could use their services. Broad objectives and specific projects must be identified so the AFETS can establish a work schedule for the coming month. Projects would include attendance at conferences, training to be conducted, problems requiring resolution, analysis to be conducted, assis-

tance required by quality control, and special projects relating to the AFETS assigned equipment/systems.

3.4.3.3. AFETS supervisors will review the monthly summaries (AF Form 4027) as required and ensure that the original plus one copy is forwarded to the MAJCOM OPR under a cover letter signed by the unit ETS OPR to arrive no later than the 10th working day of each month. When disagreements occur between the AFETS, the supervisor, and unit personnel, the report will be signed and annotated with appropriate comments attesting to the area of disagreement. The monthly summaries should reflect a true picture of activities. Section IV is specifically limited to technical remarks. Non-technical concerns should be addressed by letter through appropriate channels.

3.4.3.4. Supervisors are responsible for continuous evaluation of work performance of AFETS employees under their immediate supervision. It is recommended that supervisors of bargaining unit employees (non supervisory CONUS based AFETS employees) counsel employees in relation to their performance on a quarterly basis IAW the agreement between Local R4-106 of The National Association of Government Employees (NAGE) and the host Air Force base. The goal of performance reviews is to identify deficiencies early, assist, and motivate the employee to correct the deficiencies.

3.4.3.4.1. Employee's performance will be evaluated and a rating established under the Performance Management Plan IAW AFI 36-1001.

3.4.3.4.2. The appraisal period for all GS employees starts 1 April and ends 31 March.

3.4.3.4.3. AFETS supervisors are responsible for completing a performance appraisal any time the employee or supervisor departs. If this change in supervision occurs on or after 1 Jan, the rating is the rating of record and is processed normally. If earlier than 1 Jan, it is an advisory rating and is forwarded to the gaining supervisor with a copy to the MAJCOM OPR.

3.4.3.5. Quality Control Review. The unit OPR or lead AFETS will establish a quality review procedure for the performance plan and rating using the guidelines IAW AFI 36-1001. Detailed guidance will be provided by MAJCOMs each year when appraisal forms are distributed.

3.4.3.6. When an AFETS employee fails to meet established standards for one or more elements of the performance plan during the reporting period, the supervisor will refer to AFI 36-1001 for guidance and will contact the MAJCOM OPR for assistance.

3.4.3.6.1. Supervisors will determine if additional training can be reasonably expected to improve the employee's performance and will assist the employee in arranging the training when the supervisor determines training is needed.

3.4.3.6.2. If the employee is failing to meet the standards for a non-critical element, the supervisor will discuss the deficiencies with the employee and give the employee a reasonable time to improve.

3.4.3.6.3. An out of cycle "unacceptable" rating will be submitted through review channels to the CPF servicing the particular AFETS any time the employee fails to meet the standards for any critical element. If the deficiency involves critical elements or the employee has failed to improve performance on non-critical elements, the employee must be advised of the specific deficiencies in writing (Letter of Opportunity). In addition, the employee will be given an opportunity and reasonable time (typically 30 days) to improve and be advised of the conse-

quences if they fail to improve. The letter must be coordinated with the MAJCOM OPR and the host base CPF prior to delivery to the employee. The Servicing (host base) CPF will provide the supervisor with a draft Letter of Opportunity. A record of all performance discussion must be made on the employee's AF Form 971. The AF Form 971 becomes part of the case file should adverse action become warranted.

3.4.3.6.4. Should the employee still fail to meet established standards after being given assistance and an opportunity to improve, the supervisor will contact the MAJCOM OPR for assistance and initiate the appropriate action. If adverse action becomes necessary, the procedures of paragraph 3.8.2.1. will apply.

**3.5. General Personnel Management Records.** General personnel management records will be maintained at the unit of assignment on all ETS personnel to assure proper management and administration of ETS resources. Maintenance of these records is according to AFMAN 37-123 (first line supervisor is normally responsible for maintaining personnel records). As a minimum, these records shall contain the following:

3.5.1. At activities where the AFETS are assigned.

3.5.1.1. AF Form 971, **Supervisor's Record of Employee**, and AF Form 1378, **Civilian Personnel Position Description** (core Documents). See AFP 36-106 for uses and filing of AF Form 971.

3.5.1.2. AF Form 860, **Civilian Performance and Promotion Performance Plan** (core document) and a copy of the most recent completed performance appraisal AF Form 860a, **Civilian Performance and Promotion Appraisal - Performance Rating**.

3.5.1.3. Projected leave schedule by calendar year.

3.5.1.4. DD Form 2365, **DOD Civilian Employee Overseas Emergency-Essential Position Agreement**, when the position is designated emergency-essential.

3.5.1.5. AF Form 4027, **Engineering Technical Services Monthly Activity Summary**, RCS: ACC/LSG(M)7701 as applicable.

3.5.1.6. Mobility Folder (applies to units with a mobility commitment, see paragraph 3.15.).

3.5.1.7. Copy of page 2 (parts A, D, E, & F) of the SF 78, Certification of Medical Examination, for the last physical, annotated with due date for the next mobility physical IAW paragraph 2.1.10.2. of this instruction.

3.5.1.8. The ACO verifies with the major acting OPR, Contractor, and DFAS office to initiate actions to close all PKWRN contracts.

3.5.2. At units where CETS are assigned, certifying officers maintain records on assigned CETS personnel to include the following:

3.5.2.1. AF Form 1293, **Request and Authorization for Assignment and Relocation of Contractor Personnel**.

3.5.2.2. Task Work Specification.

3.5.2.3. Monthly Certificate of Service.

3.5.2.4. Data necessary to verify Certificates of Service, including a daily attendance record (locally produced), TDY overtime authorizations, on-base mileage authorization, and so forth.

3.5.2.5. AF Form 4027, **Engineering Technical Services Monthly Activity Summary**, RCS: ACC/LSG(M)7701 as applicable.

3.5.2.5. (AFRC) AFRC units are not required to use this specific form; however, they must maintain copies of monthly activity reports. (See paragraph [3.9.](#))

3.5.2.6. (Added-AFRC) Copies of TDY approvals.

3.5.2.5. (Added-AFRC) Copy of CETS contract.

3.5.2.7. (Added-AFRC) CETSP briefing checklist, AFRC Form 68.

**NOTE:** Maintain and dispose of records/files according to AFMAN 37-139, Records Disposition Schedule.

**3.6. ETS TDY/Deployment Policies.** Units are authorized to deploy AFETS to support mission requirements. AFETS employees may be substituted against military positions on the Deployment Manning Document. CETS representatives are typically not deployed, but may be deployed on specific approval of the MAJCOM OPR, subject to contract provisions. Refer to AF Pamphlet 10-231 for additional direction concerning Civilian deployment.

3.6.1. AFETS or CETS specialists will not be required to commence travel overseas to HTAs until official passport and visa requirements for civilians, as outlined in the Foreign Clearance Guide, are obtained. Note: passport and visa requirements for civilian and military members often differ.

3.6.2. TDY orders for AFETS participating in deployments will be prepared on DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, IAW AFI 37-128, JTR, volume 2, and instructions in [Chapter 2](#) of this instruction to ensure civilian benefits are included and provisions are made for emergency leave/evacuation.

3.6.3. Overseas TDY deployment times for AFETS employees will not exceed that of their military counterparts (normally 179 days maximum) and will be limited to minimum essential time necessary to complete deployment requirements. Extended assignments/TDY must be evaluated in light of the impact on the balance of payments (JTR, volume 2, C4455 and C4459). Requests for exceptions to these limits will be submitted through the MAJCOM OPR for approval.

3.6.4. Replacement AFETS from other units may be rotated in when either continued long term technical support is required or when the required ETS resources are not available for the initial deployment within the deploying unit. Requests for replacement AFETS will be submitted to MAJCOM OPR in sufficient time to allow for coordination with the losing organization and affected employee and to provide ample time to obtain theater clearances and visas. Normally, a minimum of 30 days should be allowed.

3.6.5. AFETS may be required to wear military clothing during overseas deployments IAW AFI 36-801. The military clothing will clearly identify AFETS as civilians as described in AFI 36-801. The wearing of military rank will not be authorized at any time. Only the theater commanders can authorize the wearing of military clothing by civilians. Battle dress or other military uniforms will be issued by the using activity IAW AFMAN 23-110 when authorized by the theater commander. AFETS are authorized to wear approved subdued AFETS patches on their uniforms.

3.6.6. TDY orders will contain the following statement, "In the event of a limited war or mobilization, you will proceed as scheduled. In the event of general war or if the Continental United States is

attacked by a foreign military force while you are en route to the port, you will report to the nearest Air Force Installation as soon as possible."

3.6.7. The DD Form 93, **Record of Emergency Data**, will be completed by the AFETS Specialist prior to deployment. A copy of this record will be retained by the AFETS supervisor, and one copy will be forwarded to ACC MSO.

3.6.8. DD Form 489, **Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces**, will be removed from the mobility folder and remain in each AFETS employee's possession as long as they are TDY outside of the CONUS. Upon return to the CONUS, DD Form 489 will be replaced in the mobility folder.

3.6.9. Immunizations IAW AFJI 48-110 will be accomplished at the earliest practical dates prior to departure and may be obtained at the nearest Medical Treatment Facility.

3.6.10. Individuals on deployments of undetermined length will be required to deploy with a 6-month supply of all prescription medication as medicines may not be readily available at the TDY site.

3.6.11. Travel will be on basis of valid OFFICIAL (RED) US PASSPORT only. Provisions of USAF Foreign Clearance Guide will be complied with prior to commencing travel. (NOTE: All AFETS in mobility positions will apply for and maintain an official (RED) passport within 90 days of hire.)

3.6.12. AFETS personnel will be afforded the same privileges as a Company/Field Grade Officer with regard to lodging accommodations, local transportation, messing and military logistical support. Comparable rank for professional civilian employees is determined by the installation commander.

3.6.13. The DD 1172, **Application for Uniformed Services Identification Card - DEERS Enrollment**, will be completed, if required, IAW AFI 36-3001.

3.6.14. Payment of foreign/non-foreign post differential and per diem is approved, if authorized and applicable.

3.6.15. Emergency medical treatment will be furnished as prescribed in AFI 41-115 (NOTE: Routine medical treatment is not authorized).

3.6.16. Time and Attendance Records will be retained at home station of the AFETS, maintained as directed by the AFETS supervisor or OPR, and submitted biweekly. The home station will be notified by message of any differences from the normal 80-hour biweekly period which would change the information submitted on the time cards (that is, overtime, annual leave, sick leave, LWOP, and so forth).

**3.7. Adverse Action, Appeal and Grievance Procedures (AFETS).** Refer to the appropriate AFI, and Negotiated Labor Management (Union) Agreement, if applicable, before proceeding

**3.7.1. Appeal and Grievance Procedures (AFETS).**

3.7.1.1. Appeals will be submitted in accordance with the Air Force regulations covering the particular matter being appealed.

**3.7.2. Adverse Action and Discipline Procedures (AFETS).** Disciplinary and adverse actions will be processed IAW AFI 36-704 and this instruction.

**3.7.2.1. Adverse Action.**

3.7.2.1.1. First level supervisor will coordinate with the MAJCOM Regional Manager/Operations Team Chief when a situation arises which indicates a possible adverse action such as removal, change to lower grade, or suspension of more than 14 days. If it is felt that a notice of adverse action may be appropriate, the first level supervisor forwards all case material to the MAJCOM (MAJCOM OPR).

3.7.2.1.2. Any letters proposing adverse action will be coordinated with the MAJCOM Regional Manager and the CPF. The first level supervisor will sign the letter after coordination, deliver it to the employee, and record the date of delivery on a copy. The first level supervisor will return a copy of the notice to the CPF and MAJCOM Regional Manager, properly annotated to show date of delivery.

3.7.2.1.3. Sufficient time must be afforded the employee so that a mailed reply will have time to be received by the MAJCOM Regional Manager. The letter of proposal will advise the employee that if he or she desires to make an oral reply, the MAJCOM Regional Manager should be so advised by telephone or in writing. The MAJCOM Regional Manager will arrange to hear the reply.

### 3.7.3. **Disciplinary Action Procedures.**

3.7.3.1. As soon as the supervisor identifies a problem indicating the need for disciplinary action, all facts and evidence concerning the case will be documented. The supervisor will then contact the MAJCOM Regional Manager by telephone to discuss the specifics of the case. When warranted, the MAJCOM Regional Manager will notify the CPF who will furnish a draft disciplinary letter to the first level supervisor.

3.7.3.2. If it is decided that a proposed suspension is appropriate or that the supervisor will pursue procedures for a notice of reprimand, the first level supervisor will prepare the necessary background documentation, coordinate it by telephone with the MAJCOM OPR and forward it to the CPF. The CPF will prepare a draft of the proposed suspension or notice of reprimand and will FAX it to the immediate supervisor for final typing, signature, and presentation to the employee. The supervisor will not deliver the letter until notified by the CPF. The supervisor first forwards two copies of the signed and dated letter to the CPF and retains the original and one copy. If the letter is a notice of reprimand, a written summary of the interview with the employee must also be forwarded. All copies of the letters must be signed and dated. Upon receipt of the signed letters, the CPF Labor Employee Management Relations (LEMR) specialist will coordinate with the MAJCOM OPR, the Judge Advocate Office, and the Civilian Personnel Flight as appropriate. The LEMR specialist will then contact the supervisor by telephone and advise that the letter may be delivered to the employee. The coordination copy will be returned to the supervisor. The supervisor will forward a copy to the CPF properly annotated to show date of delivery.

3.7.3.3. In the case of suspensions of 14 days or less, the employee's reply will be in writing and addressed to the MAJCOM Regional Manager. The Regional Manager will review the employee's reply and the case file forwarded by the first level supervisor. The Regional Manager will then notify the MAJCOM OPR of the decision, and contact the CPF for a draft final decision letter. The Regional Manager will finalize and sign the notice of final decision on the suspension. This notice will be coordinated with the MAJCOM OPR and Personnel Specialist before being sent to the employee's supervisor for delivery to the employee. If the decision is to suspend the employee, the supervisor will notify the MAJCOM Regional Manager on the day the letter is

given to the employee, and forward a copy of the decision letter to the CPF, annotated to show the delivery date. The Regional Manager will promptly notify the MAJCOM OPR who will complete a SF 52 to accomplish the suspension. Sufficient time must be allowed for processing by the CPF before the effective date of the suspension. The CPF will prepare a SF 50 and forward it to the employee's supervisor for delivery to the employee.

**3.8. Air Force Certifying Officer (AFCO).** The using activity OPR will serve as or designate AFCOs for CETS personnel and provide the name, office symbol, signature, and telephone number of the AFCO to the ACO, with a copy to the MAJCOM OPR, no later than 30 days after the CETS assignment or within five workdays of any AFCO change. The CETS contract line items assigned to each certifying officer will be clearly identified in this designation. The letter format in attachment 5 may be used to designate an AFCO and alternate. It is recommended that the using activity delegate the AFCO responsibilities to the maintenance supervisor of the squadron primarily using the individual CETS employee's services. The designated certifying officer will be a commissioned officer. When it is impractical to designate a commissioned officer or one is not available, requests for approval to appoint a senior NCO or AF civilian (GS-11 or above) as AFCO will be submitted by the using activity OPR in writing to the MAJCOM OPR. Each request will be evaluated on an individual basis.

**3.8.1. Air Force Certifying Officer (AFCO) Basic Responsibilities.**

3.8.1.1. Serves as the Government's on-site representative to ensure CETS contract performance meets the TWS.

3.8.1.2. Certifies entries on the monthly Certificate of Service (COS). Certification is subject to contract funding document issue.

3.8.1.3. Monitors CETS services, attendance, duty hours, vacation/sick time, TDY, overtime, and approved on-base mileage.

3.8.1.4. Reports marginal or unsatisfactory performance to the MAJCOM and documents the monthly COS to ensure contract performance meets the TWS and report discrepancies to the MAJCOM OPR.

3.8.2. Ensure all entries on the COS are correct and that supporting documentation is attached when required (i.e., vehicle rental approvals, required overtime and TDY approvals, etc.). The AFCO will process the COS IAW paragraph 4.13. through 4.13.3.

**3.9. (CAF only) AF Form 4027 Engineering Technical Services Monthly Activity Summary.**

Ensure each assigned CETS submits a Monthly Activity Summary, RCS: ACC/LSG(M)7701, AF Form 4027, through the using activity to the MAJCOM OPR IAW **Attachment 4** of this instruction. This report is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence. Submit report as prescribed, but it may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

**3.9. (AFRC) (CAF only) AF Form 4027 Engineering Technical Services Monthly Activity Summary.** AFRC units submit monthly activity reports to HQ AFRC/LGQMT, with a copy to NAF/LGM. (See **Attachment 6 (Added)** and **Attachment 7 (Added)** for format.)

**3.9.1. Basic Responsibilities of the Air Force Administrative Contracting Officer (ACO).**

3.9.1. (AFRC) ASC/PKWRN is the ACO for all AFRC CETS contracts.

3.9.1.1. Administers all CETS contracts according to the Federal Acquisition Regulation (FAR), the applicable contract, and this AFI.

3.9.1.2. Issues the task call-ups for CETS personnel, funds contracts, negotiates assignment dates, assigns personnel to contracts, reviews contractors' invoices, approves charges, terminates assignments, and takes action when performance or conduct of CETS is unsatisfactory.

3.9.1.3. Develops and distributes a certifying officer handbook.

3.9.1.4. Makes the final decision related to obligations by the government under the terms of each applicable contract.

### **3.10. AFETS Responsibilities.**

3.10.1. Provide field engineering, technical advice, assistance, and training for maintaining and operating unit equipment.

3.10.2. Investigate equipment failures and mishaps and train personnel to prevent recurrence.

3.10.3. Develop contacts with contractor, depot, and AFMC engineers, technicians, and item managers to resolve maintenance problems, design deficiencies, and supply problems.

3.10.4. Develop special test equipment and maintenance procedures to resolve complex system problems.

3.10.5. Perform emergency maintenance (direct assistance) on equipment when temporary skill or manning shortages prevent accomplishment by other assigned personnel.

3.10.6. Advise the unit OPR on the best utilization and management of CETS.

### **3.11. CETS Contractor Responsibilities.**

3.11.1. Provides ETS through CETS employees who perform the duties described in the TWS.

3.11.2. Selects, supervises, and exercises sole and autonomous control and direction over CETS employees.

3.11.3. Comply with the administrative and security regulations of the using activities.

3.11.4. Provides copies of the TWS to CETS employees.

3.11.5. Provides CETS security clearance certification to the unit security office.

### **3.12. CETS Management Visit Requests.**

3.12.1. All CETS supervisory management personnel desiring to visit CAF units will comply with the DoD 5220.22-R, Industrial Security Regulation and will direct their request to the MAJCOM OPR with an informational copy to the unit OPR (logistics group commander or equivalent) at the unit being visited. Travel should not start without approval since base access may be denied.

3.12.2. The group or unit commander at CAF units are authorized to cancel the visitation privileges of any or all visiting CETS management personnel.

### **3.13. CETS Employees' Responsibilities.**

- 3.13.1. Give on-site technical advice and hands-on training on all aspects of equipment maintenance and operation including modifications and retrofits.
- 3.13.2. Advise and train on special tools, handling equipment, test equipment, and other related items.
- 3.13.3. Comply with and emphasize Air Force safety precautions.
- 3.13.4. Provide maintenance and operational information from the manufacturer.
- 3.13.5. Assist in mishap investigations and failure data reporting.
- 3.13.6. Perform direct maintenance only under unusual or emergency circumstances, and only for a short time.
- 3.13.7. Submit monthly activity reports and Certificates of Service.
- 3.13.8. Retain a copy of the TWS in their personnel files.

**3.14. Local CPFs.** Provide courtesy servicing such as issuing ID and privilege cards and providing initial base orientation to new arrivals. Local CPFs may also be requested by the MAJCOM/AFB CPF to conduct certain actions; i.e., position surveys, overseas processing to include orders preparation, assistance with annuity benefits, grievances, and so forth.

3.14.1. **Overseas CPFs.** Overseas CPFs will provide the following specific servicing:

- 3.14.1.1. **Position Classification:** conduct job classification audits when requested by the MAJCOM CPF.
- 3.14.1.2. **Pay and Allowances:** assist AFETS personnel in obtaining proper living quarters allowance (LQA), transient living allowance (TLA) and other authorized overseas entitlements.
- 3.14.1.3. **Equal Employment Opportunity (EEO) Complaints:** provide advisory services to AFETS throughout the informal stages of the EEO complaint process and process the complaint through the informal stage as the agent of the MAJCOM appointing authority.
- 3.14.1.4. **Disciplinary/Adverse Actions, Grievances and Appeals:** provide available regulatory and policy references and explain administrative procedural requirements to AFETS employees on request. Accept case files for grievances and appeals not resolved at the informal/local level and forward them to the next level of ETS management, as described in paragraph **3.7.1.** of this instruction, for resolution.
- 3.14.1.5. **Employee Development:** include AFETS supervisors in required supervisory training sponsored by the CPF. Offer management development and other training available locally to AFETS on a space available basis as coordinated between overseas CPFs and the MAJCOM CPF.

**3.15. Mobility Folder.** The mobility folder will include the following:

- 3.15.1. A current official (RED) US Passport. To obtain a passport, complete DSP Form 11, **Application for Passport**, along with supporting documents IAW DoD 1000.21, will be submitted to the designated passport agent on all new AFETS employees. The DSP Form 11 must include the most likely deployment destination and proposed travel dates to be processed. At the time of mobility notification, the required visas will be obtained. In the event of actual deployment, AFETS will not proceed without meeting the requirements for passports and visas for civilians as outlined in the Foreign

Clearance Guide, unless otherwise approved for travel by the Department of State. In the event of emergency deployment, MAJCOM OPRs will assist in obtaining required passports and visas from the Department of State.

3.15.2. PHS Form 731, **International Certificate of Vaccination**. Immunizations required for a particular geographical area should be obtained and documented at the time of TDY as provided in AFJI 48-110. When AFETS are identified for actual deployment, immunizations will be brought up to date.

3.15.3. DD Form 489, **Geneva Convention Identity Card for Civilians Who Accompany the Armed Forces**. Requests are made on AF Form 279, **Application for Geneva Convention Card** (reference AFI 36-3001). This identification must be carried by the employee at all times when deployed outside the United States or US territories.

3.15.4. **A DD Form 1172**, Application for Uniform Services Identification Card - DEERS Enrollment.

3.15.5. DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**. A DD Form 1610 with blocks one through eight and the remarks section completed (at time of travel) and maintained in the mobility folder for use at the time of TDY. Orders will be prepared and issued in accordance with Joint Travel Regulations (JTR), volume 2, and AFI 37-128. Local offices issuing these TDY orders will ensure provisions are included for such contingencies as emergency leave, emergency evacuation (in case of natural disaster, amount of hold baggage authorized, pay differential (where authorized), and so forth).

3.15.6. SF Form 78, **Certificate of Medical Examination**. A copy of the second page (parts A,D,E,&F) of the latest completed mobility physical, SF Form 78, annotated with the due date for the next periodic physical. The ETS supervisor will ensure that the original copy of the second page of the SF 78 is mailed to the MAJCOM CPF, for insertion into the employees OPE. The medical records are returned to the medical facility supporting the unit, clearly marked "Do not Destroy without contacting the (unit) AFETS supervisor at (phone #)."

## Chapter 4

### CONTRACTING

**4.1. General.** AFMC is the central contract agency for CETS. AFMC has designated the Aeronautical Systems Center (ASC), Logistics Contracting Support Branch (PKWRN), 1940 Allbrook Drive, Suite 3, Wright Patterson AFB OH 45433-5309 as the single procurement contracting office (PCO) for CETS. ASC/PKWRN is the ACO and is responsible for administering CETS contracts for all MAJCOMs and FOAs except HQ ACC, USAFE, and AIA. These commands establish an internal ACO. ASC/PKWRN only accepts CETS requirements initiated by the MAJCOM OPRs. See Attachment 2 for instructions on filling out the forms mentioned in this chapter. **Government Facilities and Services.** The government provides the contractor the following facilities and services, which will be specified in the CETS contract:

4.1.1. Suitable transportation for contractor personnel, baggage, and equipment at the work site and on official business. If the Government fails to provide this transportation, it will reimburse the contractor for transportation expenses. All travel requires advance approval from the MAJCOM OPR or designee.

4.1.2. Electronic message services to the contractor subject to appropriate regulations.

4.1.3. Telephone services for official business according to the same local directives applicable to government employees. CETS may use DSN only in overseas areas with prior approval according to AFI 33-106, *C4 Management Systems Practices*.

4.1.4. The contractor may use government services and agencies to transmit and exchange funds for employees when commercial services are not adequate or available.

**4.2. Calculating Travel Pay.** Include authorized CETS pay rates for travel by private auto in the contract. Compute mileage for domestic travel using the current "Rand McNally Standard Highway Mileage Guide" for locations approved by the contractor, the ACO and the major activity OPR. Overseas units may use actual odometer readings or may compute pay based on established distances and frequency of trips. The COS will reflect the computation method chosen. In addition to mileage, bridge, ferry, and turnpike tolls are reimbursable. There is no payment for travel to and from work, convenience, or unofficial travel.

4.2.1. Travel time counts as duty time for pay purposes except as follows:

4.2.1.1. Time for pay purposes is time actually spent in travel. It will not exceed the time needed to travel the distance at a set daily rate by the most direct route.

4.2.1.2. This rate will be set in each contract. This limitation does not include travel at the work site.

4.2.1.3. Travel normally occurs during the standard 40-hour workweek. This will not prevent travel at other times when determined essential by mutual agreement between the contractor, ACO and major activity OPR. There will be no extra billing for services against the contract for travel on non-work days or holidays except the usual travel pay discussed above.

4.2.1.4. Billable services under a CETS contract start with the first 8-hour day that contractor employees are assigned to the contract under special order. Time spent traveling to and from the contractor's plant and around the work site is time spent in the performance of the contract. The

expiration date of the specific contract line item is the last billable day. CETS personnel returning to plant at the end of their line item will arrive before close of business on the last billable day for pay purposes.

**4.3. CETS Replacement.** CETS remain with a task line item as set forth in the contract. The contractor is responsible for all expenses associated with replacement of employees who have not completed the task line item assignment, except:

4.3.1. When the ACO and OPR determine that replacement is in the best interests of the government under 64-series instructions based on the needs of the using activity.

4.3.2. When the CETS dies or is incapacitated as described in the TWS and FAR 52.249-8C, *Termination for Default*.

4.3.3. The contractor pays all replacement costs for CETS dismissed by the ACO and OPR for misconduct. The contractor has discretionary authority under the TWS to replace CETS at government expense after the required number of months set forth in the contract. Time spent under prior CETS contracts issued by ASC/PKWRN counts in addition to service under the existing contract. Time spent under other contracts will not count as part of the consecutive months of performance.

**4.4. Calculating Overtime.** Except where modified in the TWS, a normal workweek is 40 hours in seven consecutive days. A reduced workweek consists of 40 hours minus vacation leave, sick leave, or holidays, provided such time off occurs on a day on which the contractor employee normally works. Overtime is work in excess of a normal or reduced workweek. Time spent in travel is not overtime work. The MAJCOM OPR is the approval authority for overtime and will limit overtime to an absolute minimum. Include the fixed hourly rate for overtime in the contract.

**4.5. Overseas Hostilities.** The MAJCOM OPR specifies in the TWS when a CETS overseas is mission essential during hostilities. The PCO puts the "Outbreak of Hostilities (CETS)" clause in the contracts of mission essential CETS. When hostilities do occur, the PCO will modify the CETS contract with up-to-date guidance from the State Department naming the obligations of the Government and the contractor.

**4.6. Routine Contracting Procedures.** Send routine requirements for CETS contracting to ASC/PKWRN, 1940 Allbrook Drive Suite 3, Wright-Patterson AFB OH 45433-5309. Send basic packages for FY CETS requirements by 1 Dec of calendar year prior to year of the FY they are to be effective (ten months prior to effective date). Submit all other basic requirements to the PCO (ASC/PKWRN) 195 days before the effective date of the requirement.

**4.6. (AFRC) Routine Contracting Procedures.** HQ AFRC/LGQMT submits all CETS requirements to ASC/PKWRN.

**4.7. Emergency Contracting Procedures.** Emergency contracting procedures may apply if less than 150 days lead time is available. The MAJCOM OPR should contact ASC/PKWRN to determine if a Part I Justification & Authorization (J&A) for Urgency is required by FAR 6-302.2, *Unusual and Compelling Urgency*. Lack of planning or funds is not a valid reason for emergency contracting.

4.7.1. The OPR notifies the PCO verbally or by message of a CETS contracting emergency and follows up with 3 copies of AF Form 255a, **Technical Service Requirements**, and the TWS. The PCO

discusses the situation with the major activity OPR and decides what type of contractual action to initiate. Forward the requirements package and J&A for Urgency Part I to the PCO as soon as possible, but not later than five workdays after the verbal request.

**4.8. Contract Distribution.** ASC/PKWRN distributes CETS contracts to the OPR and the ACO. The OPR makes further distribution to subordinate units as necessary.

**4.9. Funding.** The PCO/ACO will not obligate funds on contracts until:

4.9.1. The PCO has awarded the CETS contract

4.9.2. The OPR certifies requirements and funds on AF Form 9, **Request for Purchase**, or SF Form 30, **Amendment of Solicitation/Notification of Contract**. AFCOs will not certify services until the SF Form 30 or other funding document has been issued.

**4.10. Call-Up.** The MAJCOM OPR notifies the ACO of each line item to be called up not later than 45 days and not earlier than 90 days before the required start date. The OPR may change or cancel an authority to call up verbally with written follow-up. The notification states whether CETS can be temporarily assigned with a security clearance less than specified in the TWS (e.g., company confidential) and which category of labor is needed.

4.10.1. The ACO gets assignment and security clearance data from the contractor using AF Form 1635, **Task Order**. The telephone or message is appropriate in an emergency, but must be followed up with AF Form 1635. The ACO tells the contractor the specific date assignment information will be provided.

4.10.2. The contractor and the ACO must agree on the ultimate date employees are placed on contract for payment purposes. The ACO coordinates with the OPR when a significant deviation from OPR's requested start date is offered by the contractor. Put the agreed date in AF Form 1293, **Request and Authorization for Assignment and Relocation of Contractor Personnel**, block 10.

**4.11. Special Orders.** The ACO will use AF Form 1293 for CETS assignment actions and AF Form 973, **Request and Authorization for Change in Administrative Orders**, for administrative changes.

4.11.1. Since a contractor may have more than one facility furnishing CETS personnel, the initial assignment special order should specify the plant to which the employee is normally assigned. The contractor may specify other locations for initial and terminal travel if there is no extra cost to the Government.

4.11.2. The USAF does not normally authorize rental vehicles in CONUS. OPR may authorize rentals overseas under special circumstances.

4.11.3. CETS completing one assignment may be reassigned to fill a new task line item without returning to the plant if the Government and the contractor so agree. The gaining activity will pay all authorized transportation costs for the start and termination of the assignment unless the contract provides otherwise.

4.11.4. If the CETS requires access to classified information in an assignment outside the United States, send two copies of the AF Form 1293 to the theater MAJCOM SPI.

4.11.5. Use Letter of Authorization (LOA) or MAJCOM-specific form, Request and Authorization for Temporary Duty - Contractor Personnel, for CETS TDY travel. The MAJCOM OPR may delegate authority to approve and issue TDY orders to the unit. The OPR must exercise sufficient management to prevent overspending. The following special instructions apply:

4.11.5. (AFRC) See paragraph 2.2.3.3. for MAJCOM-specific form. Final approval for TDY of CETSP rests with HQ AFRC/LGQ, unless otherwise delegated in the TWS. Confirm all telephone requests and approvals by memorandum or message. NAF/LGM submits quarterly TDY estimates when applicable to HQ AFRC/LGQMT on CETSP 30 days in advance. TDY arrangements should not be finalized and travel of CETSP shall not occur until authorization has been received from HQ AFRC/LGQMT. At no time should a fund cite from the CETS contract be cited on the LOI. Approved CETSP TDY travel may reference the contract number and note that the TDY travel will be charged against the contract.

4.11.5.1. Authorize rental cars only to unit members when CETS and unit members travel together.

4.11.5.1. (AFRC) Rental cars are authorized only when using activities have confirmed that other means of transportation are not available. If rental vehicles are authorized, any cost attributable to personal convenience travel will not be approved for reimbursement.

4.11.5.2. CETS contracts provide for CETS refresher training. The contractor must justify training in writing to the MAJCOM OPR. Upon approval, the OPR advises the ACO and the unit. The unit issues travel orders and the ACO tells the contractor. The MAJCOM OPR approves CETS' TDYs to the plant for other than programmed refresher training only when:

4.11.5.2.1. The supported unit will benefit significantly.

4.11.5.2.2. The on-site mission can do without the CETS for the period of absence.

4.11.5.2.3. The period of performance after the TDY is long enough to offset the cost.

4.11.6. CETS contracts will specify that the Government should provide TDY transportation. Use commercial transportation only when suitable government transportation is not available. "Suitable" transportation is that which would normally be authorized Air Force company grade officers traveling on official Air Force business under circumstances and conditions similar to those under which the CETS representatives must travel. Authorize travel by private auto only when clearly advantageous to the Air Force. Do not directly reimburse the employee.

4.11.6.1. (Added-AFRC) If available, the use of government base transportation is obtained from vehicle operations at the unit being visited when accompanying AFRC personnel on the same TDY mission.

4.11.6.2. (Added-AFRC) TDY travel by CETSP in the CONUS is by military aircraft when accompanying AFRC personnel using the same mode of transportation. CETSP traveling individually may use commercial transportation when suitable government transportation is not available. CETSP may use personal vehicles for travel when advantageous to the government but not when accompanying AFRC personnel on the same TDY mission.

4.11.7. Distribute TDY orders as follows:

4.11.7. (AFRC) Following the TDY of CETSP, the using activity OPR sends a copy of the itemized contractor expense report that shows the actual TDY expenditures to HQ AFRC/LGQMT.

- 4.11.7.1. Contractor (CETS), three copies;
- 4.11.7.2. AFCO, three copies;
- 4.11.7.3. ACO, one copy;
- 4.11.7.4. Accounting and Finance Office, one copy;
- 4.11.7.5. Major activity OPR, one copy.

**4.12. Certificate of Service (COS).** The COS is a legal and binding document, and is used to reimburse the contractor for services performed. To preclude any possibility of duplicate payments, only one original COS will exist. In the event additional typing is required to obtain necessary copies, the second and all succeeding originals will be destroyed. The original copy of the certificate will be signed by the Air Force certifying officer (AFCO). All other copies may be reproduced. However, the signature will be legible on all copies. In no instance will an alternate AFCO sign "FOR" the primary AFCO. The alternate will sign own name and title. One copy of CETS COS and supporting documentation including authority for travel and overtime will be forwarded to the major activity ACO as identified in paragraph 3.9.1 as well as subsequent paragraphs.

4.12.1. The contractor prepares the COS and submits it to the AFCO when notified in writing that funds have been obligated. A COS is required for each CETS for each calendar month or a part of a month of performance. A single COS for a calendar month will show all service and official travel of that CETS. Whenever the COS reflects TDY or other travel, attach a copy of the special travel order to each copy of the COS. Each COS will reflect the applicable line item number. CETS will arrange for the COS to arrive on time during leave, TDY, or other absences. When services are performed at more than one location during a reporting month, the contractor will submit a single consolidated COS to the AFCO at the CETS' permanent assignment location or as determined by the OPR. The AFCO will coordinate with remote locations to ensure services were properly performed.

4.12.2. The AFCO is not responsible for interpreting the contract and should not delay the processing of the COS to resolve any differences of opinion. When differences of opinion occur, the AFCO enters exceptions in the Remarks section of the COS. The AFCO:

- 4.12.2.1. Indicates if travel took place without prior approval by the OPR.
- 4.12.2.2. Identifies any convenience travel to the ACO and may estimate a percentage of time the vehicle was used for official business if necessary.
- 4.12.2.3. May defer certification of initial and terminal travel to ACO.

4.12.3. The AFCO certifies the COS by signing the original and two copies after the funding document has been issued. The AFCO:

4.12.3. (AFRC) The AFCO or alternate AFCO at each using activity ensures each certificate of service is properly executed before submission. Each COS will reflect the applicable line item number. Send one copy of each certificate of service with original signature to HQ AFRC/LGQMT. The certifying signature must be original, clear, and distinct. Initials, stamped signatures, or unrecognizable signatures are not acceptable.

- 4.12.3.1. Gives one to the CETS.

4.12.3.2. Sends the original with signature to the ACO within 7 workdays with any additional entries as needed.

4.12.3.3. Files one.

4.12.3.4. Not required to show the ACO's copy to the CETS.

4.12.3.5. AFCOs shall advise base (responsible) Commanders that CETS are on the installation.

**4.13. Contract Termination for Unsatisfactory Performance.** The AFCO immediately notifies the MAJCOM OPR and ACO when services provided on a line item do not meet the TWS. Initial reporting can be by telephone with written follow-up. If the contractor corrects the deficiencies in a timely manner, no further action may be required. If the contractor fails to take positive action, the ACO may terminate the task line item. If the contractor fails to furnish a qualified replacement within a reasonable period of time, the ACO follows the Federal Acquisition Regulation (FAR) on termination for default. The ACO makes the final determination on unsatisfactory performance based on input from the OPR and AFCO and current legal advice. Examples of unsatisfactory performance are:

4.13.1. Failure of the contractor to furnish all services in accordance with TWS.

4.13.1.1. Failure to provide continuity of service when the CETS representative(s) are released before completing the task. Normally 15 days plus travel time is reasonable for replacement unless extended by agreement between the ACO and the contractor.

4.13.1.2. Moral or ethical misconduct.

4.13.1.3. Failure to maintain security clearance.

4.13.2. AFCOs fully document the conditions leading to the declaration of unsatisfactory performance and also must document that the contractor was fully aware of the action pending. The MAJCOM OPR will forward all facts to the ACO with a copy to the contractor and ASC/PKWRN.

4.13.3. If the conduct warrants revocation of a personal security clearance, the using activity gives a copy of the letter revoking the clearance to the Chief, Defense Industrial Security Clearance Office (DISCO).

**4.14. Contract Termination at the Convenience of the Government.** Termination at the convenience of the Government will be handled in accordance with the terms of the contract and the FAR. Use AF Form 1633, **Task Line Item Termination Notice**, to terminate specific line items within a contract.

**4.15. Invoices.** The contractor sends invoices for services to the ACO. All invoices must be signed by a person authorized to obligate the contractor and contain one copy of the COS with any TDY orders for each CETS representative.

4.15.1. The ACO verifies the invoice's accuracy and processes it for payment. The ACO may use a photocopy or faxed copy of the contractor's invoice with signed COS until the AFCO's copy arrives, then check to ensure identical entries. The Accounting and Finance Office processes payment after receipt of the certified invoice from the ACO.

4.15.2. The ACO resolves as many discrepancies and questionable items on the COS as possible. The ACO prepares an AF Form 1626, **Notice of Cost Suspended or Disapproved**, indicating the

items and amounts to which exception is taken and any action required of the contractor. The Accounting and Finance Office pays the contractor the approved amount.

**4.16. Privileges and Support.** CETS normally get the same privileges and support as an AF company grade officer. CETS privileges and support furnished by the government will be specified in the CETS contract..

4.16.1. Domestic including Alaska and Hawaii. CETS will not have exchange or commissary privileges but normally receive the following subject to local approval:

4.16.1.1. Bachelor officer quarters (BOQ) only when excess to eligible personnel and the contract provides a rate based on government-furnished quarters. Use BOQs while TDY whenever possible.

4.16.1.2. Appropriated-fund dining facilities only when other eating facilities are not readily available.

4.16.1.3. Military family housing only when specifically approved in individual cases by HQ USAF under AFI 32-6001, *Family Housing Management and Operations*, and charged, at a fair rental rate under AFI 32-9003, *Outgrant of Real Property*.

4.16.1.4. Adequate working space at no charge.

4.16.1.5. General base privileges such as officers' club membership, vehicle registration, etc.

4.16.2. Foreign countries. The extent of privileges and logistics support provided in foreign areas is set by the local commander, guidance in AFI 20-103, *Logistic Support of United States Nongovernmental, Nonmilitary Agencies and Individuals in Overseas Military Commands*, and SOFAs. Privileges and support normally consist of the following:

4.16.2.1. Government quarters except when the contract specifically prohibits.

4.16.2.2. Base Exchange, Class VI, dry-cleaning, and laundry services.

4.16.2.3. Commissary privileges subject to approval by the Secretary of the Air Force.

4.16.2.4. Banking.

4.16.2.5. Vehicle registration.

4.16.2.6. Gas and oil.

4.16.2.7. Mail and electronic communications.

4.16.2.8. Emergency medical and dental services charged by applicable directives.

4.16.2.9. Recreation facilities.

4.16.2.10. Adequate work space at no charge.

4.16.2.11. General base privileges as authorized locally.

4.16.2.12. CETS in bachelor status will not be granted dependents schools. CETS in accompanied status may use dependents schools charged at a rate set by the school's operator.

4.16.2.13. CETS must have MAJCOM approval for dependents in overseas theaters. The contractor requests approval through the ACO. The CETS representative must agree to perform the

assigned task for the period specified in the contract unless the task is completed earlier. CETS dependents will not be authorized in areas where AF dependents are not authorized; however, MAJCOMs may make exceptions in individual situations when AF approval would be beneficial to satisfactory contractor performance. The contractor is responsible for dependents' passports, visas, immunizations, etc. MAJCOMs will include available logistics support in the administration section of the TWS.

4.16.3. U. S. Possessions and Trusts. Privileges and support in Puerto Rico, Guam, Johnston Island, and other U. S. possessions will be the same as at domestic locations. Exchange privileges may be granted in accordance with AFI 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*. Commissary privileges will not be granted without the approval of the Secretary of the Air Force.

#### **4.17. Emergencies Such as Serious Injuries, Detention, or Death.**

4.17.1. The local commander or the commander of the nearest AF activity will immediately notify the contractor of CETS personal emergencies and send copies of the notification to the ACO and OPR. The contractor is responsible for notifying the next of kin, for disposition of the CETS, and for all personal affairs related to the emergency.

4.17.2. When a contractor dies outside the CONUS, the government may provide mortuary services and supplies from government operated mortuaries on a reimbursable basis as described in AFI 34-501, *Mortuary Affairs*.

**4.18. Contractor Managers' Overseas Travel.** Contractors desiring to send managers overseas to perform official business in connection with their CETS must get an area or US. embassy clearance. The contractor prepares the request in accordance with the Foreign Clearance Guide and submits it to the ACO and OPR at least 75 days in advance.

4.18.1. The ACO approves requests if in the interest of the Government and forwards them to the MAJCOM IM. The IM processes the request in accordance with the Foreign Clearance Guide.

4.18.2. The ACO issues a letter of authorization to the contractor and provides one copy to the OPR and two copies to the theater MAJCOM SPI. The letter of authorization will include the same information listed in the clearance request and will identify the document authorizing the visit.

4.18.3. Contractors may use government transportation authorizations in overseas areas if commercial transportation is unavailable and reimburse the Government for all costs.

4.18.4. Local commanders should authorize minimum essential support.

4.18.5. The contractor will be responsible for all costs and travel arrangements.

**4.19. Forms Prescribed.** AF Form 255a, AF Form 1626, AF Form 1633, AF Form 1635, AF Form 1771, AF Form 4027.

**4.19. (AFRC) Form Prescribed: AFRC Form 68, CETSP Briefing Checklist.**

MICHAEL E. ZETTLER, Lt General, USAF  
DCS/Installations and Logistics

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

AFI 20-103, *Logistic support of United States Nongovernmental, Nonmilitary Agencies and Individuals in Overseas Military Commands*

AFI 31-101, *Air Force Physical Security Program*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-501, *Personnel Security Program Management*

AFI 31-601, *Industrial Security Program Regulation*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 32-6001, *Family Housing Management and Operations*

AFI 32-9003, *Outgrant of Real Property*

AFI 33-106, *C4 Management Systems Practices*

AFI 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*

AFI 34-501, *Mortuary Affairs*

AFI 36-202, *Civilian Mobility*

AFI 36-704, *Discipline and Adverse Action*

AFI 36-801, *Uniforms for Civilian Employees*

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-3001, *Issuing and Controlling Identification Cards*

AFI 37-128, *Joint Travel Regulation, Volume 2*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*

AFI 63-401, *Contracted Advisory and Assistance Services*

AFI 65-601, *US Air Force Budget Policies and Procedures*

AFI 48-110, *Immunizations and Chemoprophylaxis*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluate Training*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFPAM 10-231, *Federal Civilian Deployment Guide*

AFPAM 36-106, *Supervisor's Record*

DoDD 4205.2, *DoD Contracted Advisory and Assistance Services (CAAS)*

DoD 5220.22-R, *Industrial Security Regulation*

FAR 52.249-8C, *Termination for Default*

FAR 6-302., *Unusual and Compelling Urgency*

### ***Abbreviations and Acronyms***

**AAS**—Advisory and Assistance Service

**AFETS**—Air Force Engineering and Technical Services

**ACO**—Administrative Contracting Officer

**AFCO**—Air Force Certifying Officer

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**ANG**—Air National Guard

**ASC**—Aeronautical Systems Center

**BOQ**—Bachelor Officer Quarters

**CAF**—Combat Air Forces

**CEP**—Career Enhancement Plan

**CETS**—Contract Engineering and Technical Services

**COS**—Certificate of Service

**DWCF**—Defense Working Capital Fund

**DISCO**—Defense Industrial Security Clearance Office

**DoD**—Department of Defense

**EEO**—Equal Employment Opportunity

**EMF**—Employee Medical File

**ETS**—Engineering and Technical Services

**FAR**—Federal Acquisition Regulation

**FOA**—Field Operating Agency

**FOT&E**—Follow-on Operational Test and Evaluation

**FTD**—Field Training Unit

**FY**—Fiscal Year

**FYDP**—Five Year Defense Plan

**HTA**—High Threat Area  
**IOT&E**—Initial Operational Test and Evaluation  
**J&A**—Justification and Authorization  
**LEMR**—Labor-Employee Management Relations  
**LQA**—Living Quarters Allowance  
**MAJCOM**—Major Commands  
**MSO**—Maintenance Support Office  
**NAGE**—National Association of Government Employees  
**OCR**—Office of Coordinating Responsibility  
**OPR**—Office of Primary Responsibility  
**O&M**—Operations and Maintenance  
**PCO**—Procuring Contract Office or Officer  
**PCS**—Permanent Change of Station  
**PEC**—Program Element Code  
**PIWG**—Product Improvement Working Group  
**POM**—Program Objective Memorandum  
**PR**—Purchase Request  
**R&D**—Research and Development  
**SATAF**—Site Activation Task Force  
**SOFA**—Status of Forces Agreement  
**TLA**—Transient Living Allowance  
**TDY**—Temporary Duty  
**TWS**—Task Work Specification  
**UMD**—Unit Manning Document

### *Terms*

**Administrative Contracting Officer (ACO)**—The contracting officer assigned contract management and administration responsibilities under each CETS contract exhibit. ASC/PKW is the ACO for all agencies except ACC, USAFE, and AIA. Those agencies will establish an internal ACO or negotiate an ACO agreement with ASC/PKW.

**Air Force Certifying Officer (AFCO)**—AFCOs are appointed by the using activity OPR to be the government's on-site representatives to ensure the contractor meets the requirements of the Task Work Specification (TWS) and monitor CETS personnel time and attendance.

**Air Force Engineering and Technical Services (AFETS)**—AFETS is on-site field engineering support and specialized technical training provided by highly experienced and technically qualified Air Force

civilian or military personnel. May also refer to the people who perform these duties.

**Combat Air Forces (CAF)**—As used in this instruction, CAF refers to the units and echelons within the active Combat Air Forces (CAF) (ACC, PACAF, USAFE, AETC, ANG, and other MAJCOMs who have agreed to centralized management of ETS by ACC).

**CAF AFETS Program**—The consolidated AFETS Program managed by the ACC OPR.

**CAF OPR**—The OPR assigned overall responsibility for management and control of ETS in the CAF. The CAF OPR and Director of the CAF ETS Program is the Chief of the Maintenance Support Office, ACC MSO.

**Certificate of Service (COS)**—The contractor's statement of services provided. Not an Air Force form.

**Contractor Engineering and Technical Services (CETS)**—CETS is on-site ETS provided by technically qualified defense contractor representatives to elevate the skills and abilities of AFETS Air Force military and civilian personnel to the self-sufficiency level. May also refer to the people who perform these duties.

**Engineering and Technical Services (ETS)**—ETS provides Air Force units with full engineering support and instruction, technical advice, and training in the installation, operation, and maintenance of aircraft and aerospace equipment, weapon systems, and ground-based communications, radar, and computer equipment. Air Force or contractor ETS specialists provide these services using hands-on training or other forms of instruction.

**MAJCOM ETS Regional Manager**—The MSO manager assigned to manage and administer the ETS program within ACC, PACAF, and USAFE. The PACAF and USAFE Regional Managers function as MAJCOM OPR for their host command.

**MAJCOM OPR**—The office assigned the responsibility for central management of the command's ETS program. This responsibility will be the MAJCOM director of Logistics or equivalent. Commands with similar equipment or weapon systems may appoint one MAJCOM to function as OPR for all involved MAJCOMs.

**Major Activities**—Those MAJCOMs or FOAs that own, operate, and maintain aircraft, aerospace equipment, weapon systems, ground-based communications, radar, or computer systems, equipment, and components.

**Procuring Contracting Officer (PCO)**—The contracting officer, Wright-Patterson Aeronautical System Center Division PKW, who negotiates and executes the basic CETS contract.

**Self-Sufficient**—A unit is self-sufficient when validated and verified technical data are delivered; support equipment is installed, checked out and operational; resident and field technical training schools are available; and sufficient numbers of AF personnel are trained to support the assigned system or equipment. The clear spirit and intent of the self-sufficiency concept is that the unit have the technical orders, equipment, and skill to do the majority of required tasks. It does not mean that a unit is 100 percent self-sufficient.

**Training Provided by ETS** —System-specific technical training, provided by ETS personnel within a unit to increase the technical qualifications of assigned personnel, using any media deemed practical to meet unit requirements.

**Using Activity**—The unit receiving ETS support. The using activity is subordinate to the major activity.

**Using Activity OPR**—The office within the using activity assigned responsibility for ETS program management. Typically, the logistics group commander is the using activity OPR.

**Attachment 2****REPORTS AND DOCUMENTS**

**RCS: HAF-ILM (A) 7150 ETS Report.** Automate reports when possible (PowerPoint slide format preferred). NOTE: Centrally managed MAJCOMS may consolidate reporting. Prepare as follows:

Cover Slide:

Office Symbol, name, DSN, commercial and e-mail address of the MAJCOM OPR.

Year - FY of the ETS program.

As of Date - The date of the report. This date will change each time the report is updated.

Reports Control Symbol - (RCS)- HAF-ILM(A)7150.

System/Equipment (MDS) Slides:

List each major system supported and the total number of AFETS and or CETS required.

Annotate if CETS supports more than one unit (rover status).

Summary Slide: - The last slide is a summary sheet and consists of the grand total for each category of ETS.

CETS Purchase Request (PR) Packages. PRs include all programmed CETS requirements for the next FY. Submit 3 copies of AF Form 255a, Technical Services Requirements, with Task Work Specifications for each CETS line item or group of line items. Include two copies of Justification for Other Than Full and Open Competition, and one copy of the DD Form 254, DoD Contract Security Classification Specification, and one copy of the applicable Assistance and Advisory Services (A&AS) documentation. Submit routine PRs with 195-day lead time.

AF Form 255a, Purchase Request. Extract information for the AF Form 255a from the ETS report and complete it as follows:

Source - Name of contractor, if sole source. If a contractor has more than one plant, identify the specific plant/location. If requirements are for competitive bid, this block will reflect "TBD" and will be broken out by category of equipment. For example, put all ground radar on one form and all airborne radar on another. If the requirements are covered under an option in a contract awarded through competition (TBD) the prior year, list the incumbent contractor, contract number, and request to exercise the option.

Command - Major activity designation (i.e., ACC, PACAF, AFMC, etc.).

Purchase Requisition Number - Use the MAJCOM codes in Table 4.2 followed by the last two digits of the FY, the three-digit serial number assigned by the MAJCOM, and the two-digit number used for amendments if applicable. For example: FA 2011 9X 00001-00

As of the Date - Date form is submitted.

Page of Pages - This will identify the number of pages for each contracting source.

Organization and Location - Unit designation and specific location (e.g., 57 FW, Nellis AFB NV).

Type of Equipment/System -Specific nomenclature of the equipment and weapon system (e.g., AN/ALQ-Radar/F-111).

Requirement -Reflect FY entries by quarter in the appropriate blocks.

Procurement Authorization Block - Only the designated command authority can sign the original copy.

Estimated Total Cost -Enter the total estimated dollar value for MMs, TDY, overtime, relocation, and other projected reimbursable expenditures on original only.

Total MMs and Personnel -Enter the total of each line. Recap the totals on the last page.

Remarks -Enter the applicable codes from Appendix 1. Indicate CETS used in rover status. Indicate the AFCO's name.

**Figure A2.1. MAJCOM Codes.**

ACC	FA 4818
AETC	FA 3002
AFMC/LGM	FA 2818
AFRC	FA 6641
AFSOC	FA 2011
AFSPC	FA 2509
AGMC	FA 2003
AIA	FA 7025
AMC	FA 3302
NGB	FA 6004
OC-ALC	FA 2039
OO-ALC	FA 2020
PACAF	FA 5234
SA-ALC	FA 2059
SM-ALC	FA 2047
USAFE	FA 5612
WR-ALC	FA 2094

**Amended CETS Purchase Requests.** The MAJCOM OPR prepares amendments to AF Form 255a reflecting the original purchase request number.

Number each amendment with the original PR number followed by the amendment number starting with "01" for each basic AF Form 255a submitted.

Reproduce the most recent AF Form 255a

Insert the PR/amendment number

Insert the current date in the date block.

Make any deletions/additions.

Insert an asterisk in the left margin opposite the applicable line item number(s) the amendment affects.

Update the total MM and total personnel blocks, if applicable.

On the first copy only, complete the "procurement authority" and "estimated total costs" blocks. The estimated total cost block will only reflect the estimated increase or decrease.

**AF Form 255a Remarks .** Use the following codes in the remarks column of the AF Form 255a for each line item:

"NT" a task being procured for the first time (new) and not expected to continue into the next contracting period (terminating).

"NC" a task being procured for the first time (new) and expected to continue into the next contracting period (continuing).

"CT" a task being procured which has been performed during the preceding contracting period (continuing) and not expected to continue beyond the period shown (terminating).

"CC" a task being procured which has been performed during the preceding contracting period (continuing) and expected to continue beyond the period shown (continuing).

**Task Work Specification (TWS).** The TWS identifies the function the CETS will perform and becomes a part of the CETS contract. Prepare the TWS on regular paper listing the following basic requirements:

Major activity and contractor.

System and equipment.

Task line item and task location (e.g., L1 2-A, 354 FW/MA, Myrtle Beach SC).

General purpose.

Work specification.

Recommended qualifications of contractor employees.

List specific equipment.

CONUS:

Extent of TDY and travel.

Overtime requirements.

Security clearances required.

Work schedule.

Requirements for private vehicle.

General report for duty instructions.

Requirement that the contractor ensure that each CETS has a copy of the TWS and meets with the using activity OPR and AFCO on arrival to discuss specific task and performance requirements.

Overseas requirements in addition to CONUS requirements:

Estimated government mess, government quarters, commercial mess, and commercial quarters cost.

Availability of government on-base transportation.

**AF Form 1635, Task Order.** The ACO uses this form to:

Initiate task call-ups.

Obtain assignment and security clearance data from contractors.

**Remarks Section of AF Form 1635** includes specific "Report To" instructions. This advises the contractor employee and ACO where the employee is to report upon arrival at an Air Force base, municipal airport, or in a foreign country. Report To instructions will include the job title/name, office symbol, telephone number and extension, and location such as building number, area, Air Force base, or airport. Give a complete address. For example: "Upon arrival in the Netherlands, individual will report to American Embassy, Chief, ODC Lange Voorkout 102, the Hague, Netherlands, telephone 070624911, extension 325, for briefing." In an emergency, the ACO may use message or telephone to get CETS assignment date, then process AF Form 1635 after the fact.

**AF Form 1633, Task Line Item Termination Notice.** The ACO uses this form to advise the contractor when services are no longer required. Since the assignment order establishes the termination date, use this form only for early termination. The ACO amends the assignment order when CETS personnel are released prior to the "through" date on the special order.

**AF Form 1626, Notice of Costs Suspended and/or Disapproved.** The ACO uses this form to disallow entries on the invoice submitted by the contractor.

**CETS Certificate of Service (COS).** The CETS representative prepares the COS and presents it to the AFCO each month for certification. The AFCO notes any exceptions or unsatisfactory services.

**AF Form 1293, Request and Authorization for Assignment and Relocation of Contractor Personnel.** The ACO uses AF Form 1293 to assign CETS to specific tasks and locations and to relocate them.

Letter of Authorization (LOA) or MAJCOM-specific form, **Request and Authorization for Temporary Duty for Contractor Personnel.** The MAJCOM OPR prepares Letter of Authorization (LOA) or MAJCOM-specific form following AFI 37-128, *Administrative Orders*. The MAJCOM may delegate authority for TDY orders to the unit.

**AF Form 973, Request and Authorization for Change of Administrative Orders.** The ACO uses AF Form 973 to amend orders.

**AF Form 1771, Contract Engineering Technical Service Funding Document.** The ACO may use this form as an alternate method for funding "C" contracts

**AF Form 9, Request for Purchase.** Certifies funds commitment.

**SF 30, Amendment of Solicitation/Modification of Contract.** The PCO uses this form to issue "P" mods to change the terms of "C" contracts. The ACO uses this form to issue "A" mods to fund requirements for "C" contracts.

**DD Form 1155, Order for Supplies or Services.** The ACO issues this form to fund requirements under "D" contracts.

SF Form 78, Certificate of Medical Examination.

**Attachment 3****GUIDELINES FOR SUBMISSION OF ETS REQUIREMENTS**

The following guidelines will be used for the ETS submission to this headquarters:

1. First list all CETS requirements for the next fiscal year (FY) using format below.
2. Next list all AFETS currently authorized, additions required, and note any deletions or changes from current authorizations.
3. Provide full narrative justification for each CETS needed and for each new AFETS requirement. Include a brief rationale for any proposed AFETS realignments. Narrative should be clearly identifiable to the requirement listed. Format required:

CETS EQUIPMENT SUPPORTED	CONTRACTOR	START	STOP
<u>(System Nomenclature or Functional Area)</u>	<u>(Company Name)</u>	<u>                    </u>	<u>                    </u>
AFETS EQUIPMENT SUPPORTED	NAME		START DATE
<u>(Nomenclature or Functional Area)</u>	<u>(If continuing)</u>		<u>(New requirements only)</u>

**NARRATIVE JUSTIFICATION****NOTES:**

1. Provide complete company name and address (if known) for new CETS requirements. Common name will suffice for continuing requirements.
2. For new requirements, start date for CETS will be date services are first needed. For continuing services, start date will be date (month/yr) when first assigned. CETS stop date will be your best projection for reaching self-sufficiency and deleting the CETS requirements.
3. Start date for AFETS will be blank if continuing.

**Attachment 4****ENGINEERING AND TECHNICAL SERVICES MONTHLY ACTIVITY SUMMARY,  
RCS; ACC-LSG(M)7701, INSTRUCTIONS**

1. The ETS monthly activity summary will be submitted by each AFETS/CETS representative assigned to the using activity OPR within three working days after the last day of the reporting month. Section IV of the summary should be conscientiously prepared to identify specific maintenance/equipment/training problem areas and provide effective cross feed to units with similar equipment. This is a technical report, used to collectively identify problem areas and provide cross feed between units and the HQ functional managers. It is not intended to be used as either a report on unit management or on time and attendance.
2. When disagreements occur between ETS personnel and unit maintenance personnel, the report will be signed as written. However, appropriate comments attesting to the area(s) of disagreement will be added as an endorsement by the unit ETS OPR prior to forwarding the report.
3. MAJCOM equipment/systems OPRs may require special reports/information to be submitted on the (ACC/PACAF/USAFE) AF Form 4027. When required, this data will be included in Section IV.
4. The ETS summary will be prepared in sufficient quantity to make distribution as reflected below:
  - a. Original and one copy to MAJCOM OPR under letter of transmittal signed by the using activity OPR, to arrive by the 10th working day of each month. MAJCOM OPR will distribute one copy to the headquarters staff office responsible for the specific equipment/system for their review and appropriate action.
  - b. One copy will be retained by the MAJCOM OPR for one year in the ETS files.
  - c. One copy should be forwarded to units operating with like equipment for cross-feed.
  - d. One copy will be submitted to the Air Force Material Command system program manager/item manager and/or AFSC system office (SPO) if significant problem areas warrant their attention. However, submission of the ETS Summary for Material Command does not alleviate the requirement to report problems through prescribed reporting procedures.
  - e. One copy will be retained for the AFETS personnel file at the unit of assignment.

**Attachment 5**

**SAMPLE AIR FORCE CERTIFYING OFFICER (AFCO) DESIGNATION LETTER**

REPLY TO

ATTN OF:

SUBJECT: Air Force Certifying Officer for CETS Personnel

TO: (Appropriate ACO as identified in paragraph 3.9.1. of this supplement)

1. The following individuals are designated as Air Force Certifying Officers (AFCOs) for contract number \_\_\_\_\_ IAW AFI 21-110.

Contractor name \_\_\_\_\_

Contract Line Item Number(s) \_\_\_\_\_

**PRIMARY**

Signature \_\_\_\_\_

Name/Rank (commissioned officer - please print) \_\_\_\_\_

Duty Title \_\_\_\_\_

Duty Phone \_\_\_\_\_

**ALTERNATE**

Signature \_\_\_\_\_

Name/Rank (commissioned officer - please print) \_\_\_\_\_

Duty Title \_\_\_\_\_

Duty Phone \_\_\_\_\_

2. The information above is current and supersedes all previously submitted names.

SIGNATURE OF UNIT OPR

cc: MAJCOM OPR

---

(signature)

---

Name/Rank

---

Title

---

Unit

**Attachment 6 (Added-AFRC)****INSTRUCTIONS TO COMPLETE CETS ACTIVITY REPORT**

**A6.1. (Added-AFRC)** Use the attached activity report as an example. You are not required to use this precise format, since content is what's important. A sample outline is provided and some of the blanks have been filled in with example data. Monthly activity reports for each tech rep will include as a minimum:

**A6.2. (Added-AFRC) Basic Report:**

- A6.2.1. (Added-AFRC) Unit Name/Location
- A6.2.2. (Added-AFRC) Name of CETSP/Duty Phone (DSN)
- A6.2.3. (Added-AFRC) Reporting Month
- A6.2.4. (Added-AFRC) Date of Report
- A6.2.5. (Added-AFRC) Purchase Request (PR) Line Item
- A6.2.6. (Added-AFRC) Contractor Name
- A6.2.7. (Added-AFRC) Weapon system/Equipment
- A6.2.8. (Added-AFRC) Narration on Technical Services (Suggest you use a separate page.)
  - A6.2.8.1. (Added-AFRC) Problem Areas
  - A6.2.8.2. (Added-AFRC) Technical Assistance
  - A6.2.8.3. (Added-AFRC) Training (OJT/Classroom)

**A6.3. (Added-AFRC) Metrics Portion:**

- A6.3.1. (Added-AFRC) Number of Unit Personnel that received training (i.e. OJT, Classroom) from tech rep for the reporting month (by AFSC). Break down by Air Reserve Technicians/Reservists (ART/RES).
- A6.3.2. (Added-AFRC) Subjects trained on
- A6.3.3. (Added-AFRC) Type of Training (OJT, Classroom) and Location of Training
- A6.3.4. (Added-AFRC) Signature of CETSP/Date

**A6.4. (Added-AFRC) Responsible Supervisor:**

- A6.4.1. (Added-AFRC) Number of Unit personnel needing to be trained to proficiency on the new weapon system by tech rep in FY\_\_ (by AFSC). Break down by ART/RES.
- A6.4.2. (Added-AFRC) Number of Unit personnel in each AFSC that have been trained to proficiency on the new weapon system by tech rep as of current reporting month (non-cumulative). Break down by ART/RES.
- A6.4.3. (Added-AFRC) Number of Unit Personnel remaining to be trained to proficiency on the new weapon system by tech rep in FY\_\_ (by AFSC). Break down by ART/RES.

A6.4.4. (Added-AFRC) Signature of Applicable Work Station Superintendent/Date

**Attachment 7 (Added-AFRC)****SAMPLE  
MONTHLY ACTIVITY REPORT  
FOR CONTRACTOR ENGINEERING AND**

1. UNIT/LOCATION: 111 Fighter Group, Cactus AFB AZ
2. NAME OF CETSP/DUTY PHONE: John A. Smith/DSN 896-1111
3. REPORTING MONTH: January 200\_
4. DATE OF REPORT: 1 Feb 200\_
5. PR LINE ITEM: 1-1A (Contract # F33600-0\_-C-0001)
6. CONTRACTOR: Desert Avionics Company
7. WEAPON SYSTEM/EQUIPMENT: F-16C/D Aircraft/Avionics Test Station

---

**8. TECHNICAL SERVICES PROVIDED - NARRATIVE****PROBLEM AREAS**

- Assistance was required to troubleshoot a failed Line Replaceable Unit. The problem was traced to an intermittent connection of the channel B card.

-

-

**TECHNICAL ASSISTANCE**

- Technical assistance was provided to train avionics personnel in the proper use of automated test equipment for troubleshooting, repair, CND screening, etc.

-

-

**TRAINING**

- The automated test station experienced complete failure, which led to the ordering of a relay matrix. This provided an opportunity for OJT on the automated test station.

-

-

METRICS  
TRAINING ACCOMPLISHED

9. AFSC	Students (ART/RES)	10. Subject	11. Type Training	Location
2A3X2	3/1	Change in T.O. Procedure	Classroom	Same
2A0X1B	4/2	Mod to LRU Air Conditioner	OJT	Flightline
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX
XXXXX	X/X	XXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX

12. CETSP SIGNATURE: \_\_\_\_\_ DATE: 1 Feb 200\_

13. # Of Unit Personnel Needing to be Trained To Proficiency on New Wpn Sys or equip. by Tech Rep in FY 200_ (By AFSC) (ART/RES)	14. # Of Unit Personnel in Each AFSC Trained to Proficiency on New Wpn Sys or equip. by Tech Rep as of Current Report Month (Non-cumulative) (ART/RES)	15. # Of Unit Personnel Remaining to be Trained to Proficiency on New Wpn Sys or equip. by Tech Rep In FY 200_ (By AFSC) (ART/RES)
2A3X2   8/5	0/0	8/5
2A0X1B   7/3	1/0	6/3
XXXXX   X/X	X/X	X/X
XXXXX   X/X	X/X	X/X

16. SIGNATURE OF APPLICABLE

WORK STATION SUPERINTENDENT: \_\_\_\_\_ DATE: 2 Feb 200X