



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE LIFE CYCLE MANAGEMENT CENTER
WRIGHT-PATTERSON AIR FORCE BASE OHIO

CIRCULAR
AC-20-06A
5 JUL 2022

AIRWORTHINESS CIRCULAR
RECOMMENDED STATEMENT OF WORK LANGUAGE

1. Purpose. This Airworthiness (AW) Circular (AC) provides guidance on recommended language for the Statement Of Work (SOW) when Airworthiness assessments are required by an air system's contract, with focus on the Contractor's engagement in the AW process.

2. Scope. This AC applies to SOWs that support government AW assessments of new aircraft programs, modifications to previously certified aircraft, and/or use of Contractor-Owned Contractor Operated (COCO) Air Systems.

3. Attachments.

Attachment 1: Standard AW Process Recommended SOW Language

Attachment 1.1: CDRL Delivery Schedule

Attachment 2: Contractor-Owned Contractor-Operated Air System's Recommended SOW Language

4. Cancellations. This revision replaces the original issuance of this AC published on 16 June 2021.

5. Referenced Documents.

DoDD 5030.61, *DoD Airworthiness Policy*

AFPD 62-6, *USAF Airworthiness*

DAFI 62-601, *Airworthiness*

AWB-100, *Airworthiness Process Overview and Terminology*

AWB-110, *AW Planning*

AWB-130, *Certification Basis*

AWB-140, *Compliance Report*

AWB-150, *AW Risk Assessment and Acceptance*

AWB- 330, *Propulsion System Type Certification*

AWB-340, *USAF AW Requirements for COCO Air Systems*

AC-18-02, *USAF Maintenance & Operations Airworthiness Evaluations of Contractor Owned & Contractor Operated Air Systems*

AWB-360, *Commercial Derivative Aircraft*

6. Background. DoDD 5030.61, DoD Airworthiness Policy, requires all aircraft and air systems owned, leased, operated, used, designed, or modified by the DoD to have an AW assessment in accordance with Military Department policy. AFPD 62-6 and DAFI 62-601 provide the policy and implementation instructions for the USAF. This AC provides additional guidance to augment USAF policy.

Program Offices (PO) are encouraged to cite the appropriate AW Bulletins (AWB), as they apply to the program's SOW; AWB-100 is a good resource for all AWBs.

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This AC may be utilized by a PO for contract support to assist in developing AW documents required throughout the process.

7. Discussion. The SOW should include a minimum but sufficient amount of information that will assist the program in the AW approval assessment process, with assistance from their Contractor(s). All phases of the AW process and supporting documentation should be considered including: the AW Execution Plan, Certification Basis, Compliance Report, and Risk Assessment. The PO should specify the details of the information required in the SOW. Attachments to this AC provide recommended SOW language that can be used to ensure that AW activities are properly addressed in the SOW. The recommended language may not fully address all AW requirements for every program. The PO is responsible for tailoring the recommended language for their own contracting usage. The PO is responsible for AW products that are submitted to the TAA; the recommendations herein assume the Contractor will be developing these AW products and the PO will tailor the recommendations for its usage. The PO should consider contractually defining method(s) of data access and the implications of the method(s). This includes definition of methods such as “made available,” “delivered,” and “accessible” as well as determining the CDRLs required to ensure sufficient show of compliance to the TAA. If data are planned for delivery, the appropriate DIDs (e.g. Acquisition and Sustainment Data Package Technical Report, DI-SESS-82361; Data Accession List, DI-MGMT-81453B; Software Test Report, DI-IPSC-81440A) should be addressed within the SOW paragraph for compliance report (paragraph 1.2.3 in attachment 1).

The SOW should clearly define the USAF AW process by means of an approved Airworthiness Plan which must be consistent with the airworthiness planning section of the program Life Cycle Management Plan (LCMP), as appropriate.

The Airworthiness Plan will be generated and approved by the appropriate government authority. The contractor will provide an Airworthiness Execution Plan to support the government’s Airworthiness Plan.

The system specification should satisfy the requirements of the Government approved certification basis (CB).

8. Recommendations. POs should consider attachments to this AC, as applicable, to address AW.

9. Point of Contact. USAF AW Office, USAF.Airworthiness.Office@us.af.mil.

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Attachment 1: Standard AW Process Recommended SOW Language
[An additional table with DID suggestions can be found in Attachment 1.1]

1.1. Airworthiness

The Contractor shall provide subject matter support for AW activities required by the Government to conduct an AW assessment and receive an AW approval. These AW activities include development of an AW Execution Plan and Certification Basis, executing compliance verification activities to obtain airworthiness data supporting development of a Compliance Report and documentation and assessment of residual risk(s).

1.1.1. Systems Engineering (SE): The Contractor shall integrate AW processes and oversight into their SE processes to ensure integration in program requirements, development, verification and certification processes and tools.

1.1.2. Digital Engineering: The Contractor shall use validated Digital Engineering (DE) and Model-based Systems Engineering (MBSE) tools, where practical, to support allocation of AW requirements and design criteria, design, analysis and compliance verification activities necessary to satisfy AW certification requirements and standards detailed in the approved Certification Basis. [Review the Digital Guide for guidance on certifications and integrity programs.]

1.2. Airworthiness Process

1.2.1. Airworthiness Plan

The Contractor shall develop and deliver its AW Execution Plan. This plan shall depict how the Contractor will implement AW throughout development, execution, and support the USAF AW process and government AW products.

(CDRL #, DI-MGMT-80004A/T, Management Plan, Airworthiness Plan)

1.2.1.1. Design Configuration Description: The Contractor shall develop, deliver, and maintain the baseline description document to define the as-designed configuration. The baseline description document shall align with the Configuration Status Accounting (CSA) for each end item. For any modifications the baseline description document shall be updated in order to align with the latest CSA.

(CDRL #, DI-SESS-81121A, Baseline Description Document)

1.2.1.2. Commercial Derivative Aircraft: The Contractor shall develop and deliver a plan to receive and maintain FAA type certification for Commercial Derivative Aircraft (CDA) and modifications of CDA. The AW Execution Plan for CDA shall be in accordance with the requirements of *AWB-360 CDA*. The Contractor shall submit all FAA related projects through

the FAA Military Certification Office (MCO). The Contractor will assist the USAF and FAA MCO in identifying and satisfying their respective AW responsibilities for certification. The Contractor will also invite the Government to attend formal meeting between the Contractor and the FAA. The Contractor shall provide the Government the data required by the FAA certification process to verify the seam.

(CDRL #, DI-SESS-81984, Commercial Derivative Aircraft (CDA) Airworthiness Certification Data)

1.2.2. Certification Basis

The Contractor shall develop and deliver the certification basis document associated with the program. The Certification Basis shall comply with *AWB-130* and contain the system description, applicable criteria, standards, and methods of compliance from MIL-HDBK-516, as designated by the government for this effort, and rationale for non-applicability.

(CDRL #, DI-SESS-81766/T, Airworthiness Certification Basis)

1.2.2.1. The Contractor shall assist the Government in updating the Certification Basis ahead of each system review or compliance report review. An updated Certification Basis shall include rationale for the criteria that have been updated.

1.2.2.2. Commercial Derivative Aircraft: The Contractor shall comply with the FAA type certification of the system to the maximum extent IAW USAF AW policy and the AW Execution Plan. The Contractor shall obtain FAA acceptance of the Project Specific Certification Plan (PSCP) prior to System Requirements Review (SRR); the PSCP may be revised as the program progresses. For aspects that are not covered by the FAA type certification, the Contractor shall assist the Government in identifying the applicable criteria from MIL-HDBK-516 for the USAF activities, based on the AW seam defined in the AWP. The Certification Basis for CDA shall meet the requirements of *AWB-360 CDA*.

[For CDAs, paragraph 1.2.2.1. and 1.2.2.2. should both be used as guidance.]

1.2.3. Compliance Report

The Contractor shall develop and deliver the Compliance Report. The Compliance Report shall comply with *AWB-140* and provide a mapping of substantiating data to each applicable criterion in the Certification Basis from MIL-HDBK-516. Any documentation used to substantiate the AW of the design shall be [made available/made accessible/delivered] to allow the Government to review and analyze information in preparation to show AW compliance even if the substantiating documentation is not otherwise specific as a contract deliverable.

(CDRL #, DI-SESS-81768/T, Airworthiness Compliance Report)

[Note: See 7. Discussion regarding substantiating data to support the Compliance Report. The ASDP Technical Report DID (DI-SESS-82361) may be tailored to support data deliverables and is recommended over DI-MISC-80508B.]

1.2.3.1. The Contractor shall support, develop, and deliver updates of the Government's Compliance Report, to include rationale for criteria that have been updated.

1.2.3.2. The Contractor shall assist the Government in updating the Compliance Report ahead of each phase (e.g. flight test, operations). An updated Compliance Report shall include rationale for the criteria that have been updated.

1.2.3.3. Commercial Derivative Aircraft: The Contractor shall make the necessary data available to the FAA, and USAF for completion of the necessary certifications identified within the AW Execution Plan and Certification Bases. This may include all FAA-approved data required to verify the AW seam. The Compliance Report for CDA shall meet the requirements of *AWB-360 CDA*.

[Note: For CDAs, paragraph 1.2.3.1. and 1.2.3.2. should both be used as guidance.

Note: A single data product may support both FAA and USAF compliance findings, that approval FAA approval of data does not preclude that data from also being used to show compliance to aspects of the USAF CB or vice versa.]

1.2.4. Risk Assessment and Acceptance

The Contractor shall identify and assess hazards for each non-compliant criteria for each iteration of the Compliance Report, recommend restrictions that will minimize the risk, and identify work remaining to achieve full compliance or to minimize the risks. This information shall be captured in the Compliance Report, the associated Program Safety Assessment Report, and the AW Risk Acceptance (AWRA) package. The Contractor shall support the Government's risk acceptance efforts in accordance with AWB-150.

(CDRL #, DI-SAFT-80102C, Safety Assessment Report)

1.2.5. Configuration Description

The Contractor shall provide documentation on the air system configuration for each individual aircraft to support the AW process.

(CDRL #, DI-SESS-82333A, Acquisition and Sustainment Data Package (ASDP) Configuration Status Accounting (CSA) Information)

(CDRL #, DI-SESS-81253E, Configuration Status Accounting (CSA) Information)

1.2.6. Support to Obtain Airworthiness Approval

The Contractor shall provide the necessary resources (e.g. information, meeting attendance, etc.) enabling the Government's effort to obtain the necessary AW Approvals. The AW Approval must be issued prior to conducting any flight operations, to include flight test. The Contractor shall maintain configuration control of data used to support Military AW Certification approvals and make data access available to the Government during the development of the air system and the air system's Service Life.

(CDRL #, DI-SESS-81768/T, Airworthiness Compliance Report)

1.2.7. Mishap Incident

Per AFI 91-202 and FAA 49CFR830.5 the Contractor shall immediately notify the contracting organization in the event of a Class A mishap or reportable incident involving the aircraft while operating under contract. The Contractor shall cooperate with and provide access to evidence, data, and personnel requested by the Government or the Safety Investigation Board for any mishap involving the system.



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Attachment 1.1: CDRL Delivery Schedule

The latest DID should be used in the contract (<https://quicksearch.dla.mil/qsSearch.aspx>).

ACA: After Contract Award

ACT: Airworthiness Certification Tool

SOW Paragraph	DID	DID Title	Approval	Delivery Timing	Notes
1.2.1	DI-MGMT-80004A/T	Management Plan, Airworthiness Plan (AWP)	Y	30 days ACA; Updated as needed	Should be evaluated to ensure the contractor's plan is in agreement with the PO's plan. Should use AWB-110 and AWB-120 as guidance for the contractor to provide AWP.
1.2.1.1	DI-SESS-81121A	Baseline Description Document	Y	30 days ACA; Updated as needed for configuration changes	
1.2.2	DI-SESS-81766	Airworthiness Certification Basis (CB)	Y	30 days ACA; Update at CDR for Government approval; Updated as needed	Should be reviewed by the PO. The final CB is approved by the Government. Typically the PO requires the Contactor to submit an initial CB around the SRR, and the PO then refines and approves it prior to the CDR. Delivered in ACT data import format; if using ACT.
1.2.1.2	DI-SESS-81984	Commercial Derivative Aircraft	Y	30 days ACA; As required per the DID; Update as needed	USAF needs to ensure, at a minimum, access to all FAA-approved; keep this in

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		(CDA) Airworthiness Certification Data			mind if if DI-SESS-81984 is tailored to remove deliverable data
1.2.3	DI-SESS-81768	Airworthiness Compliance Report (CR)	Y	Allow sufficient time for the government to review the data before an AW Approval is required.	Should be reviewed by the PO. The final CR is approved by the Government. Delivered in ACT data import format; if using ACT.
1.2.4	DI-SAFT-80102C	Safety Assessment Report	N	With the Airworthiness Compliance Report Update as required	Should be the same DID used by System Safety; as applicable
1.2.5	DI-SESS-82333A,	Acquisition and Sustainment Data Package (ASDP) Configuration Status Accounting (CSA) Information	Y	30 days ACA and monthly updates	This DID will most likely be the used for other areas of the contract.
1.2.5	DI-SESS-81253E	Configuration Status Accounting (CSA) Information	Y	30 days ACA and monthly updates	This DID will most likely be the used for other areas of the contract.



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Attachment 2: Contractor-Owned Contractor-Operated Air Systems Recommended SOW Language

1.1 Airworthiness Process

1.1.1 Airworthiness Plan

The Contractor shall develop and deliver its AW Execution plan. This plan shall depict how the Contractor will implement AW through development and support the USAF AW process and government AW products, which will comply with *AWB-110 Airworthiness Planning* and *AWB-340 USAF AW Requirements for COCO Air Systems*.

(CDRL #, DI-MGMT-80004A/T, Management Plan, Airworthiness Plan)

1.1.1.1 The Contractor shall provide and maintain a description of the air system approved for Government contract activities. The Contractor shall notify the Government of any configuration description changes prior to flights under this contract, including usage, modifications, reconfigurations, or operations that deviate from existing AW approvals and certificates.

1.1.1.2 The Contractor shall support the development of an AW Execution Plan for modifications to be performed on the air system under the contract as well as an approach for operations and maintenance oversight.

1.1.2 Technical AW Assessment

The Contractor shall support and provide access to the data, as required by contract CDRLS, for the USAF technical AW assessment for the baseline air system and modifications in accordance with usage, and environment required by the contract. The scope of the Technical AW Assessment for the baseline air system shall follow the guidelines in *AWB-340* and will be either a Standard Technical AW Assessment or a Non-Standard AW Assessment. This assessment may employ any criteria from MIL-HDBK-516. This assessment shall document critical findings, mitigating actions, and risks (*IAW AWB-150 Airworthiness Risk Assessment and Acceptance*).

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1.1.3 Maintenance & Operations (M&O) AW Assessment

The Contractor shall support the M&O AW assessment, which shall be executed by the Government in accordance with AWB-340 utilizing the M&O Assessment Checklist (USAF AC-18-02) to determine that the air system is using proper M&O procedures and is in an approved configuration for safe operation.

1.1.4 Finalize Civil Aircraft Operations (CAO) or Public Aircraft Operations (PAO) Assessment.

The Contractor shall provide an attestation that flights may or may not be conducted under their FAA Certificate of AW, based upon a review of the FAA certification and the Government's contractual air system operations and configuration.

1.1.4.1 The Contractor shall provide the FAA Program Letter and FAA Certificate of AW.

(CDRL #, DI-MISC-80711A/T, Scientific and Technical Reports, FAA Airworthiness Certificate Program Letter)

1.1.4.2 The Contractor shall maintain compliance with regulatory requirements of the civil aviation authority.

1.1.5 Risk Assessment

The Contractor shall support identified hazards with additional data, as necessary, as defined in the AW Assessment. The Contractor shall also support the Government's risk acceptance efforts, Contractor documentation, and mitigation of risk, IAW AWB-150 *Risk Assessment and Acceptance*, to support Government contracted flights.

(CDRL #, DI-SAFT-80102C, Safety Assessment Report)

1.1.6 Support to Obtain Airworthiness Approval

The Contractor shall provide sufficient data (e.g. data, information, meeting minutes, etc.) that is necessary to the Government's effort of obtaining the AW Approval prior to conducting any flight operations.

1.1.7 Quality Assurance

The Contractor and subcontractors shall maintain a quality program for the modification, maintenance, and operation of the air system.

1.2 Regulatory Oversight.

1.2.1 The Contractor shall support site visits by the FAA, contracting organization, COCO supporting unit or end user.

1.3 Mishap Incident

Per AFI 91-202 and the Contractor shall immediately notify the contracting organization in the event of a Class A mishap or reportable incident (as defined in 49 CFR830.5) involving the aircraft while operating under contract or such incidents not operating under contract, that impact operations under contract. The Contractor shall cooperate with and provide access to evidence, data, and personnel requested by the Government or the Safety Investigation Board for any mishap involving the air system.