



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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NAVAIRINST 5442.4A
AIR-5.0D
OCT 31 2016

NAVAIR INSTRUCTION 5442.4A

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND UNMANNED AIRCRAFT SYSTEMS
INVENTORY RESPONSIBILITIES AND PROCEDURES

Ref: (a) NAVAIRINST 13034.1E
(b) OPNAVINST 3710.7U
(c) COMNAVAIRFORINST 4790.2B
(d) NAVAIRINST 3700.4A
(e) NAVAIRINST 3710.1G
(f) NAVAIRINST 13100.16A
(g) NAVAIR 00-25-8
(h) NAVAIRINST 3960.4C
(i) NAVAIRINST 3710.13
(j) OPNAVINST 3750.6S
(k) OPNAVINST 8000.16D
(l) SECNAVINST 5400.15C CH-1

1. Purpose. To establish policy and procedures for Unmanned Aircraft (UA) and Unmanned Aircraft System (UAS) inventory management and asset accountability while operating under the Aircraft Controlling Custody (ACC) of Naval Air Systems Command (NAVAIR). This is a major revision and should be reviewed in its entirety.

2. Cancellation. This instruction cancels NAVAIRINST 5442.4.

3. Scope. This instruction applies to all UA regardless of size, group, or mission categorization, in the physical or reporting custody of NAVAIR, on loan, lease or operated by NAVAIR activities, to include non-program of record (Non-POR) regardless of size, group, or mission categorization. This includes pre-accepted UA under the cognizance of NAVAIR ACC.

4. Policy

a. All aircraft are assigned to a reporting custodian. The reporting custodian is the lowest echelon of command accepting command responsibility for aircraft (to include UA and UAS), as designated by the Chief of Naval Operations (N98) or NAVAIR ACC Office (AIR-5.0D). For the purpose of this instruction the acronym UA will be used in lieu of other terms such as unmanned aerial vehicle, remotely piloted aircraft, drones or any other such accepted terminology or acronym for UA. The acronym UAS will refer to the UA, along with the

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equipment necessary to operate it, including the Ground Control Station (GCS), Mission Control Station (MCS), Networks, and ancillary equipment directly contributing to aircraft operation.

b. Reporting requirements for this instruction are limited to UA in NAVAIR inventory to include all UA assigned to NAVAIR ACC, Non-POR UA, and pre-accepted UA supporting United States Navy (USN) Public Aircraft Operation (PAO) requirements. UA that are operated as civil aircraft, or fall under the airworthiness authority of another agency, service or government, are exempt from the reporting requirements of this instruction. NAVAIR inventory tracking commences when UA transition from the contractor facility for flight testing purposes.

c. Range Safety Officers, Test and Evaluation Coordination Team members, and Project Engineers that support non-USN UAS PAO operations and leverage usage of NAVAIR Ranges, facilities, and personnel, will clearly understand the agencies responsible for airworthiness of these UA or UAS operating on their facilities.

d. USN policies related to management of aviation operations, safety, maintenance, and inventory are found in references (a) through (l).

e. POR Group 3 thru 5 UA are maintained per reference (c) and tracked via the Decision Knowledge Programming for Logistics Analysis and Technical Evaluation (DECKPLATE) Aircraft Inventory Readiness Reporting System (AIRRS). UA procured by the USN for other U.S. Government agencies or for foreign military sales do not enter the USN or U.S. Marine Corps inventory, however the ACC needs to understand liabilities when NAVAIR personnel or facilities are used to support the operation of these aircraft. The original delivery date for Group 3 thru 5 UA will be the acceptance date regardless of who accepted the UA for the government. This date will normally coincide with the final DD Form 250 Final Material Inspection and Receiving Report, or DD Form 1149 Requisition and Invoice Shipping Document, signature date.

f. UA not tracked in DECKPLATE AIRRS or Catalog Ordering Logistics Tracking System (COLTS), and or all Group I and II Non-POR UAS, the Small UAS Manager (SUASMAN) will be used to meet NAVAIR asset accountability requirements. In addition, SUASMAN may be used to track and record operator training and be used as an electronic record logbook. Other SUASMAN functions (include technical directives, configuration management, and airspace management tracking) may be used but are not mandatory.

5. Responsibilities

a. AIR-5.0D will:

(1) Execute inventory management and asset accountability for all UA assets under NAVAIR authority;

(2) Coordinate acceptance and delivery of all new production UA and UAS with Office of the N98, respective Program Manager, AIR (PMA), Defense Contract Management Agency (DCMA), and Commander, Naval Air Force's Class Desk;

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(3) Coordinate bureau number (BUNO) assignment, validation and entry into DECKPLATE AIRRS for Groups 3 through 5. Ensure UA not entered into DECKPLATE AIRRS (Groups 1 and 2) have a unique identifier to facilitate inventory tracking and accountability in SUASMAN;

(4) Provide asset accountability and manage total UA inventory, to include UA movement between reporting custodians via Aircraft Transfer Orders; UA transfer inspection requirements; UA temporary loan to other reporting custodians; and strike authorizations;

(5) Support continuing airworthiness, to include maintenance, safety and operational authorization, and safe for flight assessments per references (b) through (e);

(6) Establish and monitor the Navy Marine Corps Intranet group address: "NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL" for collecting reports, data, and questions via email; and,

(7) Provide training to the reporting custodian SUASMAN point of contact for management of the system.

b. Procuring Activity (Program Manager or Non-POR Activity) will:

(1) Ensure compliance with enclosure (2) of reference (l), which assigns COMNAVAIR acquisition cognizance for aircraft and subsystems, to include UAS. Reporting Custodians, operational commanders, and government civilian personnel seeking to acquire UA are responsible for ensuring compliance with applicable USN acquisition policies and regulations prior to UA (or like product) procurement. All NAVAIR personnel are reminded to not enter into contracts, or otherwise procure, UA capabilities without COMNAVAIR authorization;

(2) Request BUNO assignment for Groups 3 through 5 UA from AIR-5.0D via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL). At a minimum, include the procurement funding fiscal year; official UA designation; contract number; quantity; service branch; and a brief program or requirements description. For Groups 1 and 2 UA submit unique identifier to AIR-5.0D via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL);

(3) Request Mission Design Series and Popular Name for newly acquired UA per reference (f);

(4) Request UA and Engine Type Equipment Code per reference (g), for Group 3 thru 5 UA; and,

(5) Provide AIR-5.0D via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL) with a contract delivery and distribution schedule for all new production UA and UAS acquisitions to include DCMA, PMA, and contractor point of contact, Type/Model/Series (T/M/S), BUNO, serial number (SERNO), sequence and construction, contract DD Form 250 date, planned delivery date, ACC, and reporting custodian.

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c. Reporting Custodians will:

(1) Designate in writing a SUASMAN point of contact for reporting custodian operating a UAS that is not tracked in DECKPLATE AIRRS or COLTS. Designation will be signed by the commanding officer or equivalent;

(2) Provide AIR-5.0D via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL) a copy of the DD Form 1149, or DD Form 250, which can be found in the Wide Area Workflow; or a commercial bill-of-sale (newly acquired UA). Copies are required for all UA, whether new production, pre-accepted, received from another ACC, or received from another Government agency. If the documents or logbook entries are not available, the UA data plate may be used to document original acceptance;

(3) Provide AIR-5.0D upon strike authorization receipt, the required disposition documentation, DD Form 1348 Material Release Document or DD Form 1149 for all UA or UAS, via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL);

(4) Report UA acceptance;

(a) Group 3 thru 5 new production UA are reported using DECKPLATE AIRRS.

(b) Group 1 and 2 or Non-POR UA not in DECKPLATE AIRRS, the reporting custodian will notify AIR-5.0D via email (NAVAIR_ACC_INVENTORY_TEAM@NAVY.MIL), of inventory changes to include: Unit Name, Type and or T/M/S, Manufacturer, BUNO or SERNO, Action Code, Status, Location, and remarks. For UA that do not have a model designation, report the UA commercial name (e.g., Neptune, Silver Fox, Dakota, etc.).

(5) Report inventory changes (realized from purchase, sale, loan, transfer, loss, or damage) for all UA, regardless of circumstances, as they occur; and,

(a) Report Group 3 thru 5 inventory changes using Optimized Organizational Maintenance Activity (OOMA) or DECKPLATE AIRRS when OOMA is unavailable. GCS, MCS, Networks, and ancillary equipment will not be reported individually.

(b) Report Group 1 and 2 using SUASMAN. GCS, MCS, Networks, and ancillary equipment will not be reported individually.

(6) Ensure all UA Operators, to include non-squadron personnel supporting Non-POR UA, are subject and compliant to references (a) through (l).

6. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per SECNAV Manual 5210.1 of January 2012.

7. Review. Per OPNAVINST 5215.17A, AIR-5.0D will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal,

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DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

8. Forms. DD 250 Final Material Inspection and Receiving Report, DD Form 1149 Requisition and Invoice Shipping Document, and DD Form 1348 Material Release Document are available electronically at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



P. A. GROSKLAGS

Releasability and Distribution:

This instruction is not cleared for public release. Electronic only via the NAVAIR Directives Web site at: <https://directives.navair.navy.mil>