Naval Air Systems Command (5.0D)

New Member Guide

Aircraft Controlling Custodian

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I. INTRODUCTION

This guide is designed to introduce you to the Naval Air Systems Command Aircraft Controlling Custodian (NASC ACC). The basic tenet is to provide an overview of the organization and basic reference points as you familiarize yourself with your particular duties and responsibilities. As a new member, you are encouraged to contact your supervisor regarding specific policies that may pertain to you in regards to routine and special circumstances.

II. BACKGROUND

A. The NASC ACC is one of five designated Aircraft Controlling Custodians (ACC). Within the Naval Aviation Headquarters (NAVAIR) organization, the Aircraft Controlling Branch is responsible for the execution of all ACC matters as they pertain to NAVAIR controlled aircraft.

B. The Chief of Naval Operations (CNO) approved the establishment of the Naval Air Systems Command, Aircraft Controlling Custodian on 01 October 1995. The ACC charter is to provide a single entry point for all aspects of aircraft, aeronautical equipment maintenance, and logistics support to activities operating NAVAIR controlled aircraft. In general, the ACC is responsible for providing all aircraft controlling custodian maintenance support functions delineated in the OPNAVINST 4790.2G and OPNAVINST 3710.2. These functions include the broad areas of material management, on-site evaluation of Naval Aviation Maintenance Program (NAMP) policy compliance, support equipment management, metrology, calibration guidance, configuration management, and direct maintenance program support.

III. AIRCRAFT CONTROLLING CUSTODIAN MISSION

A. The people, skills, knowledge, experience, processes and equipment required to meet CNO directed readiness and safety standards while optimizing total resource requirements in support of all assigned Research, Development, Test and Evaluation (RDT&E) or Fleet Support (FS) under the direct cognizance of Commander Naval Air Systems Command (COMNAVAIRSYSCOM). This includes determination and execution of Aviation Depot Level Repairables (AVDLR) and Flight Hour Funding, analysis and influence of military manpower, training coordination, aviation material management, and aircraft assignment and Aviation Support Equipment management. Responsibilities include management of repair of aeronautical equipment and the most economic level of maintenance and protection of weapons systems through effective preventative maintenance programs and the efficient use of data as a management tool to improve aircraft and Support Equipment (SE) material condition and safety.

IV. GOALS

A. Establish a readily accessible, responsive, single-site maintenance program and resource team.

B. Generate and implement NAVAIR maintenance instructions and guidance for policy uniformity that address compliance with the NAMP as it applies to the nature of RDT&E and Depot maintenance.

C. Promote the team concept through improvement of maintenance practices and procedures by drawing on current expertise on a closely coordinated manner.

D. Expand the positive influence of aircraft controlling custodian responsibilities without adding bureaucratic layers or hindering project installation/testing.

E. Reduce operating costs by:

1. Improving aircraft readiness.

2. Seeking and establishing more standardized aircraft and aeronautical equipment configuration and thereby reducing AVDLR standard charge expenditures.

F. Sustaining the role of military quality assurance and maintenance management oversight in order to preserve maintenance standards.

G. Improve the quality of aircraft returning from Defense Contract Management Command (DCMCs), Naval Aviation Depot (NADEPs) and commercial activities.

H. Expand site advisory role of the Aviation Maintenance Management Team (AMMT).

V. ORGANIZATION AND SECTION RESPONSIBILITIES

The Department is divided into four distinct groups of personnel known as sections. The following is a list of the ACC sections and some of the specific areas of responsibility for each. Tab B of this guide reflects the organization of the ACC.

VI. ACC DEPARTMENT HEAD

A. Operate the ACC in accordance with Navy Regulations and all pertinent laws, regulations, and instructions.

B. Ensure and promote a safe and harmonious work environment.

C. Determine and assign workload.

D. Routinely interface with Commander Naval Aviation Systems Command (COMNAVAIRSYSCOM) leadership to ensure continuity of ACC purpose and to disseminate information relevant to significant ACC events and personnel matters of mutual interest.

E. Approve and coordinate Type Commander level aircraft maintenance waivers, deviations, and configuration changes for NAVAIR controlled aircraft.

F. Provide logistics management policy and direct support to the NAVAIR field activities for centralized control and management of all NAVAIR controlled aircraft. Assist in the effective use of manpower, material, training of aviation maintenance personnel and assignment guidance of aircraft and personnel to NAVAIR field activities.

G. Provide liaison and interface with Chief of Naval Education and Training (CNET), Commander, Naval Air Reserve Forces (COMNAVAIRESFOR), Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), and Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT) force maintenance counterparts.

1. Maintenance Section

The people, skills, knowledge, experience, processes, facilities and equipment to coordinate logistics and maintenance support for all assigned aircraft, support equipment and facilities under Naval Air Systems Command cognizance. Coordinate and direct Support Equipment Controlling Custodian authority, aircraft and support equipment configuration management, and Naval Aviation Maintenance Program (NAMP) compliance.

a. Support Equipment Controlling Authority (SECA)

The people, skills, knowledge, processes facilities and equipment required to exercise overall planning, direction, and control functions for execution of the Aircraft Maintenance Material List (AMMRL) Program for activities under Naval Air Systems Command cognizance. Reviews and distribute Support Equipment Resources Management Information System (SERMIS) products, maintains SERMIS data, submits Source Data Revision.

b. Aircraft Programs and Configuration

The people, skills, knowledge, and processes to develop, plan, coordinate, schedule and implement the incorporation of approved modifications and technical directives into NAVAIR assigned RDT&E aircraft, Aircraft Armament Equipment (AAE) and Aviation Life Support Systems (ALSS). Provides RDT&E aircraft engine management authority and guidance for scheduling aircraft engine and engine module overhaul and assignment. Provides liaison to aircraft Program Management Activities (PMA) and Fleet Type Commanders with regard to the management and installation of RDT&E projects on aircraft and systems. Also, other responsibilities include, Material Management/Logistic Support in regards to Airframe, Avionics, Aviation Life Support, Aircraft Engine Systems and Aircraft Information Security (TEMPEST) and Metrology and Calibration (METCAL) programs.

c. Logistics Analysis/Administration

The people, skills, knowledge, processes to identify and expedite material support for subordinate activities, provide Navy Inventory Control Point (ICP) interface for shore station supply asset determination, manage and support automated training and logistics management/analysis systems. Provide Program Management Activity (PMA) interface with regard to support of aircraft assigned as contractual Government Furnished Equipment (GFE) or lease. Perform routine administrative tasks.

d. Maintenance Programs/Aviation Maintenance Management Team

The people, skills, knowledge, and processes to provide on-site evaluation of RDT&E activities, NADEP and designated Contractor operated sites to determine overall performance and compliance with naval aviation maintenance programs and policies. Provides Material Condition Inspections (MCI) of designated aircraft to evaluate identify aircraft maintenance deficiencies that detract from readiness and or safety. Provides advice and training to activities to enhance maintenance effectiveness, logistic support and personnel usage.

2. Aircraft Inventory Management Section

The people, skills, knowledge and processes to plan, coordinate, schedule, collect and monitor data for aircraft assignment custody and material condition status within RDT&E operating commands. Schedule depot level maintenance, Integrated Maintenance Concept (IMC), Modifications Corrosion and Preservation Paint Program (MCAPP), and the Aerospace Maintenance and Regeneration Center (AMARC). Overall knowledge for the daily monitoring of the NAVAIRSYSCOM assigned aircraft inventory for RDT&E utilization/support for CNO required programs/projects.

3. Operations / Training Section

The people, skills, knowledge, and processes to manage, and process requests for orientation, and indoctrinate flights, flight demonstrations and static displays for qualified military, civilian and foreign personnel in order to familiarize them with the aircraft's operation, capabilities, limitations and concepts of employment. Coordinates training quotas for naval aviators and Government Flight Representatives (GFR) within Naval Air Systems Command (NASC) activities.

4. Budget Analyst Section

The people, skills, knowledge and processes to provide budget analytical support (planning, formulation, and execution) of RDT&E aircraft programs for the Aircraft

Controlling Custodian. Serves as technical budget expert in the planning and development of budgetary requirements and the Program Objectives Memorandum (POM). Provides guidance, coordinates and consolidates budget submissions from Naval Air Warfare Center, Aircraft Division; Naval Air Warfare Center, Weapons Division; and Coastal Systems Station, Panama City.

VII. GENERAL RESPONSIBILITIES

A. Section/Branch Supervisors shall:

1. Assist the Department Head and Section Heads as directed.

2. Assign and track section workload, ensuring timely completion of tasks.

3. Prepare and submit evaluations/fitreps for personnel under their cognizance.

4. Prepare and submit change recommendations for policy in their cognizant areas.

5. Comply with all policy statements promulgated by appropriate executive personnel.

B. Section/Branch personnel shall:

1. Comply with job requirements delineated in billet descriptions or other defining documents (e.g. Position Descriptions, Statements of Work).

2. Be a good steward of Government assets.

3. Respect and support the privacy of other members.

4. Ensure safety and work environment degraders are made known to their supervisor.

5. Comply with all policy statements promulgated by appropriate executive personnel.

NAVAIR ACC SUPPORTED FACILITIES AND SITES

FLYING ACTIVITIES ACTIVITIES	**NON-FLYING**
NAWCAD Patuxent River	NAWCAD Indianapolis
NAWCWD China Lake	NAWCAD Lakehurst
NAWCWD Point Mugu	NSWC Crane
NSWC Panama City	

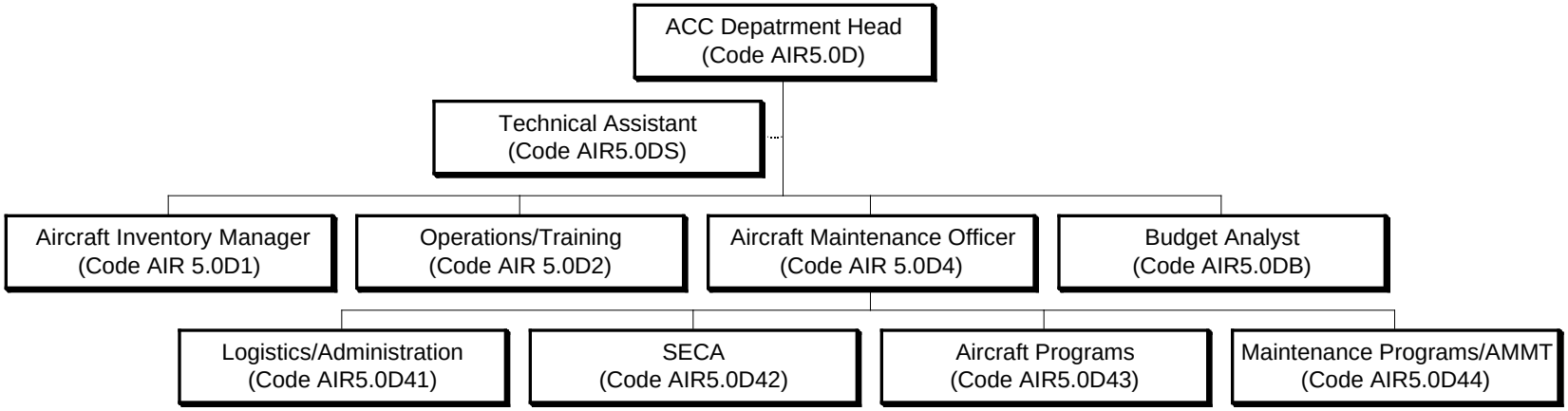
NADEPs	**DCMCs**	**COMMERCIAL ACTIVITIES**
Cherry Point	Bell Fort Worth	AVTEL Aviation
Jacksonville	Boeing Seattle	Mojave, CA
North Island	Grumman Bethpage	Chrysler Technologies Waco, TX
	IBM Owego	Raytheon Aircraft Van Nuys, CA
	Kaman Bloomfield	
	St. Louis	
	Sikorsky	

MISCELLANEOUS

Weapons Station Seal Beach Fallbrook Annex
Weapons Station Yorktown
Naval Air Weapons Maintenance Unit ONE Guam
NAVAIRPRA Atsugi
NAVAIRPRA Detachment Guam
Aerospace Maintenance and Regeneration Center (AMARC) Davis Monthan AFB Tucson, AZ

NAVAIR

AIRCRAFT CONTROLLING CUSTODIAN ORGANIZATION (5.0D)



TAB B