DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO
NAVAIRINST 13900.1B
NAWC-23
16 Mar 92

NAVAIR INSTRUCTION 13900.1B

From: Commander, Naval Air Systems Command

Subj: PROCUREMENT, ISSUE, AND CONTROL OF SPECIAL FLIGHT TEST INSTRUMENTATION

Ref: (a) MIL-D-8708C(AS)
(b) MIL-D-23222A(AS) Amendment 1
(c) NAVAIRINST 4205.4B

1. Purpose. To provide procedures and assign responsibility for the procurement, issue, and control of Naval Air Systems Command (NAVAIR) Special Flight Test Instrumentation (SFTI).

2. Cancellation. This instruction supersedes NAVAIR Instruction 13900.1A of 18 January 1983. Since this is a major revision, changes have not been indicated.

3. Definition. For the purpose of this instruction, SFTI is military property used for the purpose of acquiring data during flight test programs for development, test and evaluation (T&E) projects incidental to the development or procurement of aircraft and related aircraft systems. It includes instrumentation necessary for Board of Inspection and Survey (INSURV) trials, contractor development engineering flight tests, demonstration flight, and technical evaluations required by applicable military specifications and NAVAIR directives. Instrumentation for aircraft, associated equipment, systems, and subsystems being tested in the air and on the ground are also included.

4. Background. Instrumentation for flight T&E purposes is increasingly complex and costly, and involves a variety of data acquisition, telemetry, and data handling systems. In the interest of cost savings, standardization, and reduction of long procurement lead times, SFTI requirements are identified for NAVAIR sponsored programs as government-furnished and/or contractor-acquired. At the time a contract is signed, it is usually known whether SFTI will be required. However, it is not usually known what particular SFTI will be required, and if the SFTI will be available as government-furnished or will have to be contractor-acquired. Therefore, a contractual provision must be included to allow the contractor to procure any required SFTI for the account of the Government which cannot be provided as

government-furnished from existing inventory of SFTI, or made available for use from another contract. References (a) and (b) specify that activities having cognizance of SFTI equipment will submit annual inventory status reports or SFTI excess equipment reports to the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV Patuxent River (RD71)).

5. Responsibilities

a. Naval Air Systems Command Headquarters (NAVAIRHQ)

(1) Designated Program Managers will:

(a) Ensure all contracts providing for government-furnished and/or contractor-acquired SFTI include a requirement for the reports specified in paragraphs 3.11.3.3.3 (SFTI Inventory and Status Report), 3.11.3.3.4 (SFTI Excess Equipment Report), and 3.11.3.3.5 (SFTI Requisition and Technical Report) of reference (a), or identical reports specified in paragraphs 3.19.2.1.2, 3.19.2.1.3, and 3.19.2.1.4 of reference (b).

(b) Ensure that all contracts specifying the use of SFTI require that all SFTI procured by the contractor for use on the contract be procured for the account of the Government. It is recommended that this be accomplished by including an unpriced line item for the procurement of SFTI.

(2) Systems Engineering Management Division (AIR-511) Class Desk and Assistant Commander for Systems and Engineering (AIR-05) Advanced Development Project Officers will:

(a) Provide the procurement request (PR) writer with a completed form DD 1423, Contract Data Requirements List, for the data required by paragraphs 3.11.3.3.3, 3.11.3.3.4, and 3.11.3.3.5 of reference (a) for all contracts for airplanes which provide government-furnished and/or contractor-acquired SFTI.

(b) Provide the PR writer with a completed form DD 1423 for the data required by paragraphs 3.19.2.1.2, 3.19.2.1.3, and 3.19.2.1.4 of reference (b) for all contracts for helicopters which provide for government-furnished and/or contractor-acquired SFTI.

(3) Test and Evaluation Division (AIR-120) will:

(a) Provide NAVAIRWARCENACDIV Patuxent River (RD71) with test proposals and other guidance materials for management of SFTIP.

(b) Make recommendations to NAVAIRWARCENACDIV Patuxent River (RD 71) for use of SFTI on non-NAVAIR programs.

(c) Ensure the inclusion of the revisions to references (a) and (b) concerning SFTI for procurements requiring flight testing when applicable. This is done during the review of the detailed design specifications and the documents accompanying the PR.

(d) Ensure the procurement contract contains a requirement for the SFTI to be returned to NAVAIRWARCENACDIV Patuxent River (RD71) for additional use.

b. Naval Air Warfare Center Headquarters (NAWCHQ) Programs Division Head (NAWC-20) will:

(1) Provide funds for the operation of a SFTI pool (SFTIP) and procurement of new SFTI. However, required procurement of SFTI peculiar to an aircraft program will be funded by the requiring program offices.

(2) Provide NAVAIRWARCENACDIV Patuxent River (RD71) with instructions, reporting guidelines, and other guidance materials for management of SFTIP.

c. The Commander, NAVAIRWARCENACDIV Patuxent River (COMNAVAIRWARCENACDIV Patuxent River) will:

(1) Maintain a SFTIP which will consist of equipment acquired by NAVAIR contracts or otherwise funded by NAVAIR.

(2) Control the issue and return of SFTI.

(3) Issue instructions, as necessary, to maintain accountability and control of SFTI.

(4) Establish local control procedures to ensure SFTI control, accountability, identification, inventory, and timely transfer and shipment. Provide and maintain a file of technical instructions, diagrams, and manuals to ensure effective utilization of SFTI.

(5) Designate the type and category of SFTI to be included in the SFTIP.

(6) Review instrumentation proposals and test plans to make recommendations to NAWCHQ Aircraft Control Branch (NAWC-23)

concerning the types and quantities of SFTI to be used in test operations contracted for or required by NAVAIR or INSURV.

(7) Determine disposition of SFTI installed in aircraft prior to transfer to another location.

(8) Submit a SFTIP equipment inventory status report to NAWCHQ (NAWC-23) annually (report symbol NAVAIR 13900-1) by 30 October each year. This report will be as of 30 September of the past fiscal year (FY) to assist NAWCHQ in planning, budget preparation, and justification. The report should include

(a) losses/gains in SFTI equipment inventory during the past FY;

(b) acquisition cost of the inventory at the end of the past FY;

(c) management/accounting economies affected during the past FY;

(d) SFTIP operating budget requirements covering the past FY and the next three FY's. Estimated replacement and repair costs must be specifically identified;

(e) plans and milestones; and

(f) SFTIP procurement requirements for the upcoming FY. Identify items by priority, critical requirements, quantities, unit costs, total costs, and the overall total requirements.

(9) Receive and resolve requests from government activities for use of SFTI which will, in the case of approval, include negotiating and signing of a memorandum of agreement (MOA). The MOA should include, but is not limited to, conditions of loan and requirements for any necessary status reports.

(10) Verify the existence of a contractual requirement to provide SFTI to a contractor; and a contractual requirement for the contractor to furnish reports described in paragraphs 3.11.3.3.3, 3.11.3.3.4, and 3.11.3.3.5 of reference (a); or paragraphs 3.19.2.1.2, 3.19.2.1.3, and 3.19.2.1.4 of reference (b) prior to the release of SFTI to a contractor.

c. Heads of NAVAIR Field Activities will:

(1) Submit SFTIP equipment inventory status reports to NAVAIRWARCENACDIV Patuxent River (RD71) by 30 May each year. SFTIP excess equipment reports will be submitted at the time the equipment becomes excess. Reports must contain the serial number, nomenclature, manufacturer's model number, location, and status of each SFTIP item. This data will be used to complete the annual report required by paragraph 5b(8) above.

(2) Maintain cognizance over all SFTIP equipment at their activity.

(3) Request disposition instructions from NAVAIRWARCENACDIV Patuxent River (RD71) when any SFTIP equipment is no longer required, or when an aircraft containing SFTIP is transferred to another location.

(4) Return or transfer SFTIP equipment as directed by COMNAVAIRWARCENACDIV Patuxent River. Forward with the equipment any operating manuals and/or specifications furnished or procured with the equipment, plus information on any approved modifications.

6. Procedures

a. Requesting SFTI

(1) Demonstration and INSURV. (SFTIP reserved for contractor demonstrations of aircraft.) Instrumentation conferences are required by references (a) and (b) for aircraft demonstrations. At these conferences, instruments available from SFTIP are committed for a specific test program. These instruments are held in the SFTIP until needed by the user. Similarly, available SFTI is reserved for INSURV aircraft to be instrumented by the contractor. These instruments are identified as "NAVAIR-furnished" in the instrumentation specification prepared for the guidance of the contractor. Reserved instruments should be requested by letter to NAVAIRWARCENACDIV Patuxent River (RD71) via cognizant contract administration office (CAO).

(2) All Other Programs and Agencies. In compliance with references (a) and (b), SFTI required by other programs (other than aircraft) or agencies such as the Air Force, Army, National Aeronautics and Space Administration, Department of Transportation, Federal Aviation Agency, etc., should be requested by letter to NAVAIRWARCENACDIV Patuxent River (RD71).

On major programs COMNAVAIRWARCENACDIV Patuxent River will either have prior approval or obtain Commander, Naval Air Warfare Center (NAWC-23) approval.

b. Modifying SFTI. Items of SFTI will not be modified in any way without the written approval of NAVAIRWARCENACDIV Patuxent River (RD71). The letter requesting permission for modification must include full justification for the modification and complete engineering information concering the proposed change.

c. SFTI Repair. The repair of SFTI will normally be accomplished by the contract or program to which the instrumentation is assigned. To expedite the repair of instruments, COMNAVAIRWARCENACDIV Patuxent River may elect to utilize NAVAIRWARCENACDIV Patuxent River in-house capability or to instruct the CAO to send repairable items directly to the instrument manufacturer per reference (c). The SFTIP will maintain the instruments that are in stock at the SFTIP.

7. Reports. Report symbol NAVAIR 13900-1 is assigned to the SFTIP report contained in paragraph 5b(8) above. This report is approved for 3 years only from the date of this directive.

8. Forms. Form DD 1423, Contract Data Requirements List, is stocked in the NAVAIRHQ Forms Stock room for NAVAIRHQ use only.

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Vice Commander

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