BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 63-1401

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Acquisition

AIRCRAFT INFORMATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 63-14, Aircraft Information Programs. It defines responsibilities and procedures for appropriate organizations in implementing the Aircraft Information Program (AIP). The AIP ensures information needs of the operational, maintenance, and safety communities are addressed on all aircraft. This instruction further defines the objectives, membership, and responsibilities of Aircraft Information Working Groups (AIWG) established to implement the AIP. AIWGs include acquisition/ logistics personnel, operational aircrews, and safety professionals in information management planning at the earliest stages of development and modification. This policy applies to all US Air Force systems, including those of the Air National Guard (ANG) and US Air Force Reserve. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule.

1. Terms Explained:

   1.1. Aircraft Information Working Group (AIWG). The working group is comprised of operational, acquisition, test and evaluation, logistics and safety professionals that ensure aircraft information needs are considered in the aircraft and subsystem design.

   1.2. Aircraft Information Handbook. Document that guides acquisition personnel in the implementation of AFPD 63-14 and formation of an AIWG.

   1.3. Aircraft Information Management Plan (AIMP). Plan delineating what aircraft information is to be recorded and how it will be managed.

2. Establishing an AIWG. Establish an AIWG for every Air Force aircraft weapons system to include both fixed wing and rotary wing; manned and unmanned. The AIWG is responsible to the program manager via the AIWG chairperson.

3. AIP Objectives:

3.1. Provide the program director with technical guidance and a current operational perspective to evaluate the proposed aircraft information collection and management concept.

3.1.1. Provide the program director with specific recommendations to ensure information is crash survivable for mishap investigations.

3.2. Provide formal lead command and safety community liaison with the system program office and prime contractor in the earliest stages of the design process.

3.3. Provide an audit trail for decisions on information management issues.

4. Attendees. AIWGs include members and advisors:

4.1. Members make recommendations to the AIWG chairperson. Members need a broad understanding of their organization and its concerns. Members should be appointed for at least 2 years to guarantee continuity of critical information.

4.1.1. Members include:

4.1.1.1. The AIWG chairperson (Program Director or representative).

4.1.1.2. Program Office Chief Engineer, or representative.

4.1.1.3. Experienced subject matter experts from the requirements, operations, and logistics offices of the lead command.

4.1.1.4. Air Force Safety Center (AFSC) representative.

4.1.1.5. Test and Evaluation representative.

4.1.2. The AIWG chairperson may also select other members as deemed necessary. For joint acquisition programs, the AIWG includes members from the lead operating command of all involved services.

4.2. Advisors identify issues and provide technical input that members can use as the basis for recommendations. The AIWG chairperson selects advisor participation based on recommendations by other AIWG members. However, aircraft information customers such as the Aircraft and Engine Structural Integrity Programs should be considered the minimum set of advisors. Representatives of the weapons system manufacturer and/or other applicable contractors also should be included as advisors. Representatives from the Air Force Materiel Command (AFMC), test centers, and other agencies (such as NASA) advise as needed.

5. Responsibilities. The AIWG offers a unified government position to the program manager. The AIWG bases its position on members' collective experience and technical knowledge.

5.1. Program Management. The following responsibilities apply to all aircraft weapon systems involving development, sustainment, or substantial modification and are the responsibility of the Program Manager:

5.1.1. Establishes an AIWG as early as possible.

5.1.2. Chairs or appoints an AIWG chairperson from the system program office

5.1.3. Writes a specific AIWG charter and Aircraft Information Management Plan (AIMP).

5.1.4. Assures AIWG members receive appropriate training before they begin working on the project.

5.1.5. Reviews and evaluates AIWG recommendations.

5.1.6. Maintains a database of AIWG issues and design decisions to track the design changes.

5.1.7. Keeps up-to-date, accurate AIWG meeting records.

5.1.8. Appoints, if needed, additional AIWG advisors.

5.1.9. Assures AIWG lessons learned and recommendations are documented for future revisions of AFH 63-1402.

5.1.10. Develops AIP funding requirements and establish implementation timelines.

5.2. Lead Command:

5.2.1. Appoints experienced subject matter expert(s) to represent operational, maintenance and logistical information requirements of the command at AIWG meetings.

5.2.2. Evaluates mission scenarios for information requirements.

5.2.3. For each aircrew position, determines the information recording requirement.

5.2.4. Advocates funding requirements in the budgeting process.

5.3. Air Force Material Command (AFMC):

5.3.1. Appoints engineers and scientists who know aircraft information system designs to advise the AIWG.

5.3.2. Evaluates proposed designs for information acquisition processes that capture system performance and operation.

5.3.3. Provides AIWG training for the chairperson, members, and advisors. Trains them before they have to participate in AIWG meetings.

5.3.4. Shares information with AIWG members and advisors concerning standardization requirements.

5.3.5. Maintains AIWG databases to store accumulated information and to allow various AIWGs to standardize data.

5.3.6. Recommends changes to AFH 63-1402 and acts as co-approval authority of changes with HQ AFSC/SEF.

5.3.7. Maintains database interface requirements and standards to allow data transfer between Operational, Logistical, and Maintenance databases.

5.4. Air Force Safety Center, Aviation Safety Division (AFSC/SEF):

5.4.1. Appoints experienced aviation mishap investigator as a member of the AIWG.

5.4.2. Provides lessons learned and statistical summaries of safety information systems.

5.4.3. Educates the AIWG of applicable national and international standards.

5.4.4. Acts with AFMC as a co-approval authority of AFH 63-1402.

5.5. Advisor Organizations' Responsibilities:

5.5.1. Appoints appropriate personnel as advisors to the AIWG.

5.5.2. Evaluates proposed designs in terms of the particular concerns of the participating organization.

5.6. Technical Authority (Program Chief Engineer)

5.6.1. Acts as advisor to the Program Manager for configuration control and certification of aircraft systems in the AIWG according to AFI 63-1201, Assurance of Operational Safety, Suitability, and Effectiveness."

5.6.2. Conducts periodic reviews of the AIWG products to ensure their currency.

5.6.3. Reconciles AIWG initiatives with policies and objectives of other Air Force initiatives and programs.

5.6.4. Assures adequate procedures are in place to periodically validate and report on the content and accuracy of recorded information.

LAWRENCE J. DELANEY
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 63-14, Aircraft Information Programs

AFI 63-1201, Assurance of Operational Safety, Suitability, and Effectiveness

AFI 63-1401, Aircraft Information Program

AFH 63-1402, Aircraft Information Program

Abbreviations and Acronymns

AFMC—Air Force Material Command

AFSC—Air Force Safety Center

AIMP—Aircraft Information Management Plan

AIP—Aircraft Information Program

AIWG—Aircraft Information Working Group

ANG—Air National Guard

NASA—National Aeronautics & Space Administration