

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 16-4

20 NOVEMBER 2018



Operations Support

**ACCOUNTING FOR AEROSPACE
VEHICLES AT UNITS AND
INSTALLATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Policy Directive establishes Air Force policy for the accounting of units, installations, and military aerospace vehicles to include the naming of military aerospace vehicles. This directive implements policies in Department of Defense Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*, and Department of Defense Manual 4160.21-V1, *Defense Material Disposition: Disposal Guidance and Procedures*. It applies to all Air Force personnel, including Air National Guard and Air Force Reserve, who review, validate, approve, and manage the accounting of units, installations, and military aerospace vehicles and the naming of military aerospace vehicles. Refer recommended changes and questions about this publication to the office of primary responsibility using the Air Force Form 847, *Recommendation for Change of Publication*. Route Air Force Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This directive has been revised to change the name of the publication, remove acronyms and update office symbols to reflect current Headquarter Air Force organization.

1. Policy. It is Air Force policy to:

- 1.1. As the Department of Defense Executive Agent, lead the other Department of Defense Components in developing uniform guidance on designating and naming aerospace vehicles, and assigning approved designators and popular names to the same.
- 1.2. Maintain an accurate accounting of military aerospace vehicles at installations and units.
- 1.3. Distribute and dispose of excess aerospace vehicles according to established guidelines.

2. Roles and Responsibilities.**2.1. The Deputy Chief of Staff, Plans and Programs (AF/A8):**

2.1.1. Coordinates with other Department of Defense Components and publishes an Air Force instruction with Joint applicability governing the designating and naming functions for military aerospace vehicles in accordance with Department of Defense Directive 4120.15E.

2.1.2. Assigns mission design series designators to all military aerospace vehicles, coordinates the assignment of popular names to all aerospace vehicles to include establishing guidance to the same, and publishes and updates a list of approved mission design series designators and names for military aerospace vehicles in a single Department of Defense-wide source document in accordance with Department of Defense Directive 4120.15E.

2.1.3. Establishes guidance, processes and procedures for worldwide programming and ensures accurate programmed accounting of active military aerospace vehicles at current installations and units in accordance with *Chairman of the Joint Chiefs of Staff Instruction 4410.01G, Standardized Terminology For Aerospace Vehicle Inventory Management*.

2.1.4. Following the completion of each President's Budget exercise, publishes the *United States Air Force Aerospace Vehicles and Flying Hours* document and reports.

2.2. The Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4):

2.2.1. Establishes guidance, processes and procedures for documenting: assignment, transfer, distribution, accounting, and termination of Air Force aerospace vehicles.

2.2.2. Establishes direction to ensure the transfer and disposal of excess Air Force aerospace vehicle in accordance with Department of Defense 4160.21-V1, *Defense Materiel Disposition Manual*.

HEATHER WILSON
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Department of Defense Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*, 29 November 2004

Department of Defense Manual 4160.21-V1, *Defense Materiel Disposition Manual*, 22 October 2015

Air Force Manual 33-363, *Management of Records*, 9 June 2016 (Change 2)

Chairman of the Joint Chiefs of Staff Instruction 4410.01G, *Standardized Terminology For Aerospace Vehicle Inventory Management*, 11 October 2013

Prescribed Forms

None

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

HQ—Headquarters

RDS—Records Disposition Schedule

Terms

Aerospace Vehicle—Term for military aerospace, rockets, guided missiles, boosters, satellites, probes, airborne lasers, unmanned aerial vehicles/remotely piloted aircraft, and control segments used to launch, control, and recover unmanned aerial vehicles/remotely piloted aerospace.

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base (see Joint Pub 1-02). Installations are Headquarter United States Air Force controlled.

Mission Design Series—The official designation for aerospace vehicles used to represent a specific category of aerospace vehicles for operations, support, and documentation purposes.

Remotely Piloted Aircraft—See Unmanned Aerial Vehicle.

Unmanned Aerial Vehicle—A powered aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or is piloted remotely, and can be expendable or recoverable. Ballistic or semi ballistic vehicles, cruise missiles, and artillery projectiles are not considered unmanned aerial vehicle.