

# FAA Runway Incursion Information Evaluation Program (RIIEP)

## Frequently Asked Questions (FAQ)

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## **1. How Can I contact the RIIEP program office?**

- Policy: Ed Jarvis, National RIIEP Program Manager, [9-AWA-RIIEP@faa.gov](mailto:9-AWA-RIIEP@faa.gov), 202-385-4886
- RIIEP web-application account, ID, password, and login help: John Frye, [john.frye@faa.gov](mailto:john.frye@faa.gov), 703-661-0263.

## **2. Where can I obtain current RIIEP guidance?**

Updated RIIEP guidance will be forthcoming as a Notice accessible on FSIMS.

## **3. Where can I obtain a copy of RIIEP questionnaires?**

On the FAA website at the following address:

[http://www.faa.gov/airports\\_airtraffic/airports/runway\\_safety/riiep/](http://www.faa.gov/airports_airtraffic/airports/runway_safety/riiep/)

## **4. Who initiates a RIIEP investigation?**

By policy, the FAA investigation of all surface incidents, including runway incursions, is begun with the RIIEP process. The FAA is required to take the first step to determine if the pilot is eligible for RIIEP: The ASI contacts the involved individual, informs him of the availability of RIIEP, and describes the advantages to aviation safety, and of enforcement incentives.

If the FAA fails to do so, pilots and maintenance technicians are encouraged to make inquiry with the FAA on their own initiative. Airmen are encouraged to use, where appropriate, the FAA Customer Service Initiative in this regard.

To protect the agency, and the pilot, regarding due process concerning voluntary safety programs, privacy, confidentiality, and confidence in the program, and given all RIIEP investigations are formal FAA investigations, an FAA inspector must conduct RIIEP investigations. The inspector must establish direct contact with the affected pilot, and acquire data from that pilot, which the inspector, only, may transcribe onto the RIIEP questionnaire and, in turn, upload into the FAA RIIEP computer.

Involved ASAP individuals: The Administrator strongly encourages ERCs, through their respective FAA representative, to acquire the RIIEP data, which he will forward to the local-office RIIEP inspector for data entry. In the alternative, the FAA representative may request the appropriate local-office to provide a RIIEP inspector to contact the individual.

## **5. Does RIIEP cover non-U.S. airports?**

Not at this time.

## **6. Is RIIEP training available for Aviation Safety Inspectors (ASI)?**

Policy guidance is available through Ed Jarvis, [ed.jarvis@faa.gov](mailto:ed.jarvis@faa.gov) and technical issues concerning the application can be obtained through John Frye, [john.frye@faa.gov](mailto:john.frye@faa.gov) .