



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**Aircraft Certification Policy**

**ORDER  
8000.93B**

Effective Date:  
09/16/2011

**SUBJ:** Aircraft Certification Service - National Technical Training Plan

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This order describes the Aircraft Certification Service's (AIR) technical training planning and program requirements. Policy guidance is provided on minimum technical training requirements; the process for identification of organizational and individual training needs; requests for temporary and permanent waivers; course attendance guidelines; and when continued service agreements are required.

*Dorenda D. Baker*  
For

Dorenda D. Baker  
Director, Aircraft Certification Service, AIR-1

## Table of Contents

<i>Paragraph</i>	<i>Page</i>
<b>Chapter 1. General Information</b>	
1-1. Purpose of This Order .....	1
1-2. Audience .....	1
1-3. Where Can I Find This Order?.....	1
1-4. Cancellation.....	1
1-5. Explanation of Changes. ....	1
1-6. Background. ....	2
<b>Chapter 2. Training Requirements Identification Process</b>	
2-1. Assessment of Need .....	3
2-2. Identification of the Organization’s Training Needs .....	3
2-3. Technical Training Requirements.....	4
2-4. Identification of Employee Training Needs .....	5
2-5. Determination of Training Priority .....	6
2-6. Documentation of Annual Call for Training Requirements.....	6
2-7. Submission of Training Requirements to AIR-520.....	7
<b>Chapter 3. Course Prerequisites, Waivers, Attendance and Continued Service Agreement</b>	
3-1. Prerequisites.....	8
3-2. Waivers.....	8
3-3. Course Attendance.....	9
3-4. Completion Credit.....	9
3-5. Continued Service Agreements.....	10
<b>Chapter 4. Administrative Information</b>	
4-1. Authority to Change This Order.....	11
4-2. Records Management.....	11
4-3. Suggestions for Improvement .....	11

**Table of Contents (continued)**

Appendix A. Roles and Responsibilities.....	A-1
Appendix B. Definitions.....	B-1
Appendix C. Related Publications.....	C-1
Appendix D. Request for Waiver Form.....	D-1
Appendix E. Training Non-Attendance Justification Form.....	E-1
Appendix F. FAA Form 1320-19, Directive Feedback Information.....	F-1

## Chapter 1. General Information

**1-1. Purpose of This Order.** This order provides guidance to AIR managers and employees on the administration of the technical training program and ensures compliance with Service level training requirements. It describes the process for the identification of organizational and individual employee technical training needs in preparation for the Annual Call for Training. The order is used in combination with the AIR Technical Training Requirements Summary Table maintained on the MyFAA website at <https://employees.faa.gov> under AIR Training. Supplemental training guidance for flight test pilots (FTP) and flight test engineers (FTE) is identified in Order 8110.41, *Aircraft Certification Service FAA Flight Test Responsibilities, Procedures, and Training* as well as in the *AIR Flight Test Operations Manual*.

**1-2. Audience.** All AIR managers and employees must comply with the requirements of this order.

**1-3. Where Can I Find This Order?** You can find this order on the Federal Aviation Administration (FAA) Orders and Notices website at [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/) or the FAA's Regulatory and Guidance Library (RGL) website at <http://rgl.faa.gov>.

**1.4. Cancellation.** Order 8000.93A, *Aircraft Certification Service National Training Plan*, dated December 21, 2009, is cancelled.

**1-5. Explanation of Changes.**

- a. Formats the order in accordance with guidelines in FAA Order 1320.1E, *FAA Directives Management*.
- b. Aligns terminology used for staffing categories with the FAA Workforce Plan.
- c. Adds requirement to consider the need for a continued service agreement for technical training with considerable cost to the service.
- d. Adds definition and responsibilities for directorates/divisions training points of contact (POC) that assist the AIR Training Manager (ATM) with the management of the training functions.
- e. Removes reference to grandfather clause as a permanent waiver option. The term is obsolete as the time period it covered has expired.
- f. Clarifies the identification and documentation of training needs.
- g. Clarifies the waiver process.
- h. Clarifies the use of the Training Non-Attendance form.



**1-6. Background.**

**a.** The increasing requirements for certification of aircraft utilizing new technology concepts in design and construction make it essential that the knowledge and skills of the AIR workforce are developed and maintained to a high level of proficiency. This requires training attendance in state-of-the-art technical, job functions, project management, and other general training courses.

**b.** This order consolidates AIR technical training requirements, roles, and responsibilities into one order and is used by supervisors and employees to identify individual training needs and establish training priorities.

## **Chapter 2. Training Requirements Identification Process**

**2-1. Assessment of Need.** Each FAA-funded learning and development activity is based on an objective assessment of need. This requires a clear justification that the funded activity is intended to improve or enhance organizational and/or individual performance. As a part of the training identification process, each directorate/division/office analyzes its own operational needs and policy drivers to determine Full Service Office (FSO) requirements. The FSO requirements are defined as the collective knowledge and skills needed for the employees of a service unit to effectively provide all the products and services demanded by the unique customer base of the service unit. Policy drivers are the principal statutory and regulatory requirements that identify training needs. Each office also considers other mandates in assessing its office needs, such as directives or standard operating practices, congressional mandates, comptroller decisions, and union agreements. At a basic level, this means that an operational perspective takes precedence over an individual employee's desire for training.

**a.** Supervisors must identify organizational training requirements and consult with employees to identify individual employee training needs. Supervisors with input from their employees identify training needs based on current/anticipated duties and responsibilities. Part of the process is to jointly review training records to ensure that all mandatory training requirements are requested, scheduled, or completed. Supervisors shall ensure that the identification of individual employee training needs is performed and documented:

- (1) Within 30 days of entry on duty in AIR for a new employee,
- (2) Within 30 days of the beginning of the performance cycle,
- (3) As part of the performance evaluation reviews, and/or
- (4) As part of the annual call for training process.

**b.** Employees work with their supervisors to identify training needs based on current/anticipated duties and responsibilities, and jointly review training records to ensure all mandatory training requirements are requested, scheduled, or completed. (Note: Employees must receive approval from their supervisors in advance for any training taken during duty hours or requiring the use of government resources.)

**2-2. Identification of the Organization's Training Needs.** Annually, a specific plan is developed to accommodate training needs for the next fiscal year (FY). A process initiated by AIR-520, called the "Annual Call for Training" is a tool used to identify those training needs and facilitate the scheduling/procurement of training events. For technical and non-technical subjects, supervisors assess whether or not their organization has the minimum competency in the identified subject areas to accomplish the work that is planned for the next fiscal year. The ATM/POC in each directorate/division/office provides the supervisors with resources to use to identify organizational training needs. Supervisors should consider the following when identifying training requirements to support the organization for the next fiscal year:

- a.** FSO organizational requirements;

- (1) Changes in technology,
- (2) Proposed new work,
- (3) Reductions in work,
- (4) Assignment changes,
- (5) Employee input,
- (6) Retirements/attrition,
- (7) Proposed new hires (new employees);

b. AIR/Aviation Safety (AVS) training requirements;

c. Flight test guidelines/requirements;

d. New courses;

e. Recurrent training requirements;

f. Training available through other than formal courses (for example, details);

g. Training requested for the current FY that is not currently scheduled. A training requirement should only carry over to the following FY if it is still valid and no current FY scheduled offering is available; and

h. Amount of training that is reasonably supported by the organization during the next FY. It is important to look at the “big picture” to include time out of the office (in terms of each individual employee and the cumulative impact on the office) with reference to operational requirements.

**2-3. Technical Training Requirements.** Supervisors and employees should use the AIR Technical Training Requirements Summary Table as a guide to determine annual training needs. The table is located on the MyFAA employee website at <https://employees.faa.gov> under AIR Training. The table lists technical training classified in the following categories; initial, mandatory, position essential or continuing development. For the purposes of this order, training categories are determined using the following criteria:

**a. Initial Training.** Training that is required of AIR safety critical operational staff employees within the first 24 months of service.

**b. Mandatory Training.** Training that is required by an AIR order or policy, and/or updates to orders or policy (as mandated by memorandum from a directorate/division manager or policy owner). This includes training that is required on a recurring basis and may take the form of informational briefings designed to bridge the gap between old and new policy. No exceptions or waivers are permitted for mandatory training unless specified in the applicable order or policy.

**Note:** Other organizations (Department of Transportation (DOT), FAA, or AVS) may mandate training in law or a policy; however, only training mandated by AIR is covered in this order.

**c. Position Essential Training.** AIR technical training that is assigned by management and is essential to performing a job function or tasks carried out by an employee.

(1) AIR safety critical program staff and operational support staff employees may attend initial and mandatory technical training when deemed necessary for their job functions or tasks.

(2) Even though a course is not a Service requirement, individual directorate/division/office managers may designate it as position essential for their directorate/division/office personnel.

**d. Continuing Development Training.** Training that is not considered necessary to perform a basic job function, but is beneficial to enhance workforce performance or to prepare for future job assignments.

**2-4. Identification of Employee Training Needs.** Supervisors in conjunction with the information contained in the AIR Technical Training Requirements Summary Table, and considering the FSO requirements, use the following steps to determine the priority of training required:

- a. Review career level definition and job competency requirements;
- b. Review documented assessment of employee training needs (as outlined in paragraphs 2-1. a. and b.);
- c. Review employee's electronic Learning Management System (eLMS) learning plan and learning history;
- d. Determine if the employee has completed mandatory training as described in the AIR Technical Training Requirements Summary Table;
- e. Determine if training is required by AIR, such as in a regulation, order or policy memorandum. Refer to the AIR Technical Training Requirements Summary Table for a list of mandatory courses and target audience information;
- f. Determine if the employee possesses the knowledge and skills required to perform necessary job tasks. The supervisor must determine whether training is position essential or for continuing development;
- g. Determine if this training is needed to update or enhance required skills. If yes, the training is considered continuing development; and

h. Determine if the employee will perform activities that require this skill within the next year. If not, this training is identified through the employee's learning plan as a means of assisting the employee in achieving their career goals.

**2-5. Determination of Training Priorities.** Priorities are determined by the supervisor and provide an objective means to determine the criticality of the training requirements. The training priorities are documented in the annual call for training process as required in section 2-6. of this order. A training priority is required for each training need identified. Table 2-1 contains further guidance and definition of the priorities used by AIR.

**Table 2-1. Training Priorities**

<b>Priority 1</b>	The minimum training required by AIR safety critical operational staff to achieve the Service's mission in the FSOs. The focus of Priority 1 training is to provide knowledge/skill to assist the Service and its aviation safety staff to do the following: <ul style="list-style-type: none"> <li>a. perform continued operational safety functions;</li> <li>b. work with aviation authorities, manufacturers, and other stakeholders to successfully improve the safety of the international transportation system;</li> <li>c. administer safety standards governing the design, production, and airworthiness of civil aeronautical products; and</li> <li>d. oversee design, production, and airworthiness certification programs to ensure compliance with the prescribed safety standards.</li> </ul>
<b>Priority 2</b>	The minimum training required by safety critical program staff and operational support staff (those managers and employees not classified as safety critical operational staff) to achieve the Service's mission. It includes executive, management, supervisory, position essential and general training. This training, like Priority 1, is delivered for the organization to accomplish its mission.
<b>Priority 3</b>	Additional training required to operate the organization effectively and efficiently. This priority covers training for all employees. Priority 3 training allows the organization to become more operationally efficient, rather than achieving only minimum training requirements identified in Priorities 1 and 2. The aggregate of Priorities 1, 2, and 3 represents the optimum training requirements of the organization.
<b>Priority 4</b>	Training requested by employees or managers that is job-related, but the focus is on the employee's needs and goals, not those of the organization.
<b>Priority 5</b>	Training that includes all other training requested. It is not job-related. An example is an inspector requesting to take a budget course that could help in the transition to a new career field.

**2-6. Documentation of Annual Call for Training Requirements.** Once the organizational and individual employee assessment of training needs is completed, the managers within each directorate/division/office document the directorate/division/office requirements in preparation for the Service-wide Annual Call for Training. The ATM/POC in each directorate/division/office assists supervisors with documentation for completing the Annual Call for Training based on AIR-520 call solicitation guidance. At a minimum, the documentation will include employee names or position titles (such as in the case of projected new hires), training items including any out-of-agency training, priority of training items requested for each employee/position, and training category (e.g. initial,

mandatory, position essential, continuing development). Refer to the AIR Technical Training Requirements Summary Table for a list of AIR-sponsored training. This list is located on the MyFAA website at <https://employees.faa.gov> under AIR Training. Completed data is submitted to the ATM for the office.

**2-7. Submission of Training Requirements to AIR-520.** ATMs review and consolidate their directorate/division/office approved training requirements in accordance with the annual call for training guidance. Approved training requirements are submitted to AIR-520 by the established suspense date.

### **Chapter 3. Course Prerequisites, Waivers, Attendance and Continued Service Agreement**

**3-1. Prerequisites.** Completions of all FAA course prerequisites or approved course waivers (temporary or permanent) are required prior to attending training.

**3-2. Waivers.** (Refer to Appendix D: Request for Waiver Form). With sufficient justification, action may be taken to waive attendance at a course, temporarily or permanently, as appropriate.

**a. Waiver Request.** Requests for waivers are submitted by the supervisor using the Request for Waiver Form, FAA Form 8000-48. The form is posted on the MyFAA employee website at <https://employees.faa.gov/> under AIR Training.

**b. Permanent Waiver.** A request for a permanent waiver for attendance at a learning event/course is appropriate when documented work experience, education, and/or other outside training is deemed equivalent by the manager. Approval of a permanent waiver is not granted under any circumstances for initial training courses, such as Part 21, if the course is a Priority 1 for that employee. Permanent waivers also are not granted for mandatory training courses unless specifically provided for in the document that defines the training requirement. All permanent waiver requests are approved (signed) by both the immediate supervisor and the directorate/division/AIR-40 manager using the FAA Form 8000-48, Request for Waiver Form.

**c. Temporary Waiver.** A request for a temporary waiver for attendance at a learning event/course is appropriate when the employee will attend at a later date. All temporary waiver requests are approved (signed) by the employee's immediate supervisor using FAA Form 8000-48, Request for Waiver Form. Temporary waivers are appropriate in the following circumstances:

(1) To alter the training sequence. For example, a waiver may be granted to request permission to attend Aviation Safety Inspector Job Functions course before the Part 21 course. This waiver does not exempt the employee from taking Part 21, but if granted, allows the employee to take Aviation Safety Inspector Job Functions course prior to Part 21.

(2) To address alternatives to training attendance sequence as directed by an order or policy. For example, the designee management policy stipulates that under certain conditions an employee who oversees designees may perform designee management functions with an assigned mentor until the employee has completed designee management training.

(3) For critical illness as documented.

(4) For military duty.

**d.** The supervisor will submit the signed Request for Waiver Form, FAA Form 8000-48 to the responsible ATM. All waiver requests are due to the ATM no less than six weeks prior to the start of a class and must include a justification statement. If the employee is identified as a candidate for the course less than 6-weeks prior to the start date of the course, the manager will submit the form within two business days of identifying the employee for the course.

e. The ATMs will assist supervisors with coordinating approval for waivers as requested. The ATM may request that the course manager, if appropriate, work directly with the immediate supervisor to resolve any questions or concerns regarding waiver requests. In the case of a field office that is not located in the same facility as the directorate/division manager, immediate supervisors may request the assistance of the ATM to obtain the final signature.

f. The ATM will retain the original copy of the waiver per records management guidance. All permanent waivers are recorded in eLMS as equivalencies. In addition, the ATM will send a copy of a temporary waiver to the AMA-220 course manager who will maintain a copy of the temporary waiver request(s) according to the records retention schedule.

### **3-3. Course Attendance.**

a. All employees are expected to attend training as scheduled, abiding by both course dates and class times. Employees are expected to be on time and stay through the completion of the course. They must not make travel or other arrangements (for example, to return home) that will result in an interruption of the scheduled training. If the employee does so, he/she may not receive credit for attending the course and may have to re-take all or part of the course at a later date. The employee is expected to coordinate missed class time with his/her supervisor, ATM, and course manager, or appropriate vendor representative to avoid possible loss of credit.

b. In cases involving illness, injury, emergencies, or other situations that are beyond the employee's control, the course manager and the employee's immediate supervisor will assess the situation and determine completion requirements. Each situation is evaluated individually, considering factors such as the total course time missed and the ability of the employee to make up course work missed.

c. When an employee is enrolled in a scheduled offering of a training course, but does not attend, the circumstances surrounding the non-attendance/cancellation are to be documented on the Training Non-Attendance Justification Form, FAA Form 8000-47. The form is posted on the MyFAA employee website at <https://employees.faa.gov/> under AIR Training. The immediate supervisor completes and signs the form as soon as it is known that the employee will not attend training. The original is provided to the ATM and a copy is maintained by the supervisor. (Refer to Appendix E for a sample of the training non-attendance justification form.) This form is to be used in the following cases:

(1) Employee does not attend as scheduled.

(2) Employee withdraws from the course without being immediately rescheduled to another scheduled offering.

(3) Employee withdraws within 30 calendar days of the class start and the slot goes unused, regardless of whether or not the employee is immediately rescheduled.

**3-4. Completion Credit.** All employees' training is recorded in the eLMS system. Credit for course attendance is awarded to employees who successfully complete the prototype or regular



scheduled offering, and includes completing all course exercises and activities. Employees participating in a course walk-through do not receive credit.

**3-5. Continued Service Agreements.** At the discretion of the AIR Director or directorate/division/office manager in consultation with the ATM, individuals attending training course(s) with significant cost to the organization may be required to sign a continued service agreement. Employees are notified of the requirement prior to attending the training event. (Reference Human Resource Policy Manual, Volume 5: Learning and Development – Administration (LD5.5.7)).

## **Chapter 4. Administrative Information**

**4-1. Authority to Change This Order.** This training order is reviewed annually by the Training Branch (AIR-520) in coordination with AIR management teams and AIR ATMs. Revisions to this order are made based on organizational needs and management approval. The Planning and Program Management Division, Training Branch, AIR-520, is responsible for the maintenance of this order.

**4-2. Records Management.** Refer to Orders 0000.1, FAA Standard Subject Classification System; 1350.14, Records Management; and 1350.15, Records Organization, Transfer, and Destruction Standards; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

**4-3. Suggestions for Improvement.** If you find deficiencies, need clarification or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information, (written or electronically) to the Aircraft Certification Service, Administrative Services Branch, AIR-510, Attention: Directives Management Officer. If you urgently need an interpretation, you can contact the Planning and Program Management Division (AIR-500) at 202-267-9372. Always use Form 1320-19, in appendix F, to follow up each verbal conversation.

## Appendix A. Roles and Responsibilities

**a. Training Branch.** AIR-520 oversees and directs AIR's technical training program, plans, policies and procedures; and designs, develops, and delivers technical courses, in coordination with the FAA Academy, Aircraft Certification Branch, AMA-220. For technical training, AIR-520 ensures appropriate delivery methods for the AIR technical workforce, manages the AIR training budget, provides ongoing support to the ATMs on all technical training issues, leads the ATMs in managing AIR's Annual Call for Training and coordinates AIR's training requirements with other organizations. AIR-520, in conjunction with AIR management teams and the ATMs, is responsible for reviewing and updating this order and the AIR Technical Training Requirements Summary Table annually or as needed.

**b. Supervisors** are responsible for ensuring that their employees meet the training requirements of their specific positions. In the annual call for training process, supervisors identify and prioritize organizational and individual employee training needs in accordance with AVS and AIR guidance. In accordance with Chapter 2 of this order, supervisors will review each employee's specific training profile at least annually to determine if any initial, mandatory, position essential, or continuing development training is required. Supervisors document their rationale for waivers in accordance with the waiver process guidance located in Chapter 3 of this order.

**c. Employees** are to work with their supervisors in identifying their training needs in consideration of current job requirements and career development goals. At least annually, employees should evaluate position requirements to determine if additional knowledge or skills are required to improve specific job performance or functions. This may include identification of self-development activities that broaden knowledge and skills. Training needs should be brought to the attention of the supervisor by the employee as soon as possible. Employees are responsible for verifying the accuracy of training completion information in eLMS. For any missing training history information, employees must provide proof of training completions to their ATMs.

**d. Course Manager**, for the purposes of this order, works with the responsible supervisor and ATM to review and approve training waivers when appropriate. For resident course attendance issues, the course manager coordinates with the employee's supervisor and ATM to determine appropriate action.

**e. AIR Training Managers (ATM)** are representatives within each directorate or division who serve as focal points regarding the AIR training program. ATMs provide training information and resources to directorate/division/office employees; advise managers and employees on training policies and guidance; and manage the Annual Call for Training Process and enrollments within their respective directorates/divisions. The AIR-500 ATM also serves as the focal point for AIR-1 and AIR-40 offices. The ATMs ensure that permanent waivers are recorded in eLMS in accordance with the waiver process guidance located in Chapter 3 of this order.

**f. AIR training Point of Contact (POC)** supports the ATM within their directorate/division/office with the management of training program activities and functions.

## Appendix B. Definitions

**a. AIR Technical Training Requirements Summary Table.** A listing of mandatory, position essential, and continuing development training available on the MyFAA employee website at <https://employees.faa.gov/> under AIR Training.

**b. Annual Call for Training.** Process to determine training needs for the upcoming fiscal year.

**c. Continuing Development Training.** Training that is not considered necessary to perform a basic job function, but is beneficial to enhance workforce performance or to prepare for future job assignments.

**d. Continued Service Agreement (CSA).** A written agreement completed in advance of attendance at a training event that requires a specified employment commitment by the attendee.

**e. Electronic Learning Management System (eLMS).** The system of record for all employees' training activities.

**f. Equivalency.** An approved substitution for an AIR training requirement. Equivalencies are determined on a course-by-course basis as referenced in eLMS and the AIR Technical Training Requirements Summary Table.

**g. Full Service Office (FSO).** The collective knowledge and skills needed for the employees of a service unit to effectively provide all the products and services demanded by the unique customer base of the service unit.

**h. Initial Training.** Training that is required of AIR safety critical operations staff within the first 24 months of service. Safety critical program staff and operational support staff may attend initial training when deemed necessary for their job functions. Also, refer to the AIR Technical Training Requirements Summary Table.

**i. Mandatory Training.** For the purpose of this order, is training required by an AIR order or policy, and/or updates to orders or policy (as mandated by memorandum from a directorate/division manager or policy owner). This includes training that is required on a recurring basis and may take the form of informational briefings designed to bridge the gap between old and new policy. Also, refer to the AIR Technical Training Requirements Summary Table.

**j. Operational Support Staff.** This category includes all AIR staff not classified as safety critical operational staff or safety critical program staff. This includes all AVS personnel, including managers, in functions such as planning, finance, and administration.

**k. Position Essential.** AIR technical training that is assigned by management and is essential to performing a job function carried out by an employee. Note: Even though a course is not a Service requirement, individual directorate/division/office managers may designate it as position essential for

their directorate/division/office personnel. Also, refer to the AIR Technical Training Requirements Summary Table.

**l. Prerequisites.** Training, briefings, readings, and/or other informal workshops required in advance of attending another learning event.

**m. Recurrent Training.** Training required on an ongoing basis in order to maintain proficiency. Recurrent training intervals are determined by an order, regulation, or by the Director of the Aircraft Certification Service. Supervisors may also require recurrent training on a more frequent basis as performance circumstances warrant.

**n. Safety Critical Operational Staff.** For the purpose of this order, this includes, but is not limited to, aviation safety inspectors (ASI), aerospace engineers (ASE), flight test pilots (FTP), flight test engineers (FTE), transportation industry analysis officers, and social sciences human factors employees. This category includes positions where the duties have a direct operational impact on the AVS safety mission for which the Service has responsibility. This staffing category includes, but is not limited to, all AIR staff whose jobs are to:

(1) Certify aircraft, aircraft alterations, equipment, and avionics;

(2) Monitor and enforce industry compliance with safety regulations, through inspections, data analysis, risk management, or other means; and

(3) Investigate accidents.

**o. Safety Critical Program Staff.** This category includes all staff, not included above, who directly support the safety critical operational staff, and without whose assistance the safety critical operational staff could not efficiently and effectively do their jobs. This includes, but is not limited to, AIR personnel who:

(1) Evaluate and analyze the effectiveness of existing certification, regulatory and compliance programs, activities, and methods;

(2) Develop new programs, activities, and methods for improved oversight activities and enhanced industry safety, including new programs and revised approaches directed by Congress or recommended by oversight organizations (e.g., Government Accountability Office (GAO), Office of the Inspector General (OIG), and the National Transportation Safety Board (NTSB));

(3) Design, develop, and deliver the technical training curriculum for the safety critical operational staff;

(4) Oversee and monitor the designee or delegation programs; and

(5) Provide information technology support.

**p. Training Category.** An AIR training designation. Training categories include initial, mandatory, position essential, and continuing development.

**q. Waiver.** A request to substitute work experience, education, and/or other outside training in lieu of position essential training; alter the training delivery sequence; or substitute alternatives to training attendance until training is completed.

### Appendix C. Related Publications

a. **FAA Order 8100.5, *AIR Mission, Structure, Responsibilities and Relationships*.** The order is available on the MyFAA employee website at <https://employees.faa.gov/> under Orders and Notices.

b. **AIR Technical Training Requirements Summary Table.** The table is maintained on the MyFAA employee website at <https://employees.faa.gov/> under Aircraft Certification Service – Aircraft Certification Training.

c. **AVS Competency Awareness and Training QMS Procedure, AVS-001-012.** The procedure is maintained on the MyFAA employee website at <https://employees.faa.gov/> under Aviation Safety Quality Management System.

d. **FAA Order 8110.41, *Flight Test Pilot Training, Responsibilities, and Procedures*.** The order is available on the MyFAA employee website at <https://employees.faa.gov/> under Orders and Notices.

e. **Mandatory Training for all AVS Employees.** The list is maintained on the MyFAA employee website at <https://employees.faa.gov/> under the Aviation Safety (AVS) organization.

f. **Aircraft Certification Service (AIR) Flight Test Operations Manual.** This manual is maintained by the AIR Flight Test Program manager, with copies distributed to all AIR flight test crewmembers.

### Appendix D. Request for Waiver Form (Sample)

<b>Waiver Request</b>		<b>Aircraft Certification Service Technical Training Program</b>													
Name of Employee: Joe Engineer		Office Location: City, State													
Routing Symbol: ANE-MIDO															
Item Number: FAA21016		Item Waived: Part 21													
To Attend: FAA21020, ASI Job Functions		Schedulcd Offering: 36568													
		Class Start Date: Aug 23, 2011													
<p><b>1. Indicate the type of waiver:</b></p> <p><b>A. Temporary</b> (A temporary waiver of prerequisite requirement requires Immediate supervisor approval).</p> <p><input checked="" type="checkbox"/> To alter the sequence in which training is taken, a waiver may be granted. For example, a waiver may be granted to request permission to attend Aviation Safety Inspector Job Functions training before Part 21 training. This waiver does not exempt the employee from taking Part 21, but if granted, allows the employee to take Aviation Safety Inspector Job Functions prior to Part 21.</p> <p><input type="checkbox"/> To address alternatives to training attendance until training can be completed, a waiver of training may be considered as specified by AIR policy. For example, the Designee Management Policy stipulates that under certain conditions an employee who oversees designees may perform designee management functions with an assigned mentor until the employee has completed Designee Management training</p> <p><input type="checkbox"/> Extended sick leave or military leave</p> <p><b>B. Permanent</b> (A permanent waiver requires both immediate supervisor and directorate/division/AIR-40 manager)</p> <p><input type="checkbox"/> To substitute work experience, education, and/or other outside training in accordance with the AIR Technical Training Requirements Summary table and the Aircraft Certification Service National Technical Training Plan Order.</p> <p><b>2. Management must document rationale.</b></p> <p>Justification for waiver (i.e. other training experience, FAA/industry experience, why satisfactory completion of training is predicted, planned or unplanned, start date and expected end date of the leave):</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>While in industry, Joe served as the focal point for the XYZ Helicopter Corporation Production Certificate and for coordinating with MIDO-123. He has an in-depth knowledge of Part 21 based on his experience at XYZ Helicopter and I am comfortable that he will be able to successfully complete the ASI Job Functions class prior to taking Part 21.</p> </div> <p><b>3. Approval.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">John Doe, Manager, ANE-MIDO</td> <td style="width: 50%; border-bottom: 1px solid black;">5/23/2011</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Immediate Supervisor-Name and Title</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">/s/</td> <td style="border-bottom: 1px solid black;">123-456-7890</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature</td> <td style="border-bottom: 1px solid black;">Telephone</td> </tr> </table> <p><b>For permanent waiver of item attendance, the directorate/division/AIR-40 manager's approval is also required</b></p> <p><input type="checkbox"/> Concur                      <input type="checkbox"/> Non-concur</p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Directorate/Division/AIR-40 Manager-Name and Title</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature</td> <td style="border-bottom: 1px solid black;">Telephone</td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><i>Original: Directorate/Division ATM, Copy to AMA-220 if required</i></p>				John Doe, Manager, ANE-MIDO	5/23/2011	Immediate Supervisor-Name and Title	Date	/s/	123-456-7890	Signature	Telephone	Directorate/Division/AIR-40 Manager-Name and Title	Date	Signature	Telephone
John Doe, Manager, ANE-MIDO	5/23/2011														
Immediate Supervisor-Name and Title	Date														
/s/	123-456-7890														
Signature	Telephone														
Directorate/Division/AIR-40 Manager-Name and Title	Date														
Signature	Telephone														



**Appendix E. Training Non-Attendance Justification Form  
(Sample)**

Training Non-Attendance Justification		Aircraft Certification Service Technical Training Program	
Name of Employee: Joe Engineer	Office Location: Washington, DC	Routing Symbol: AIR-520	
Item Number: FAA21016	Item Name: Part 21		
Scheduled Offering: 52089		Class Start Date: Jul 26, 2011	
Conducted By: <input checked="" type="checkbox"/> Academy <input type="checkbox"/> CMEL <input type="checkbox"/> Other			
<b>1. Reason for Training Cancellation.</b> Based on the employee consultation with health care provider, physical training sessions should not be missed. The course conflicts with physical training sessions.			
<b>2. Approval.</b>			
Jane Doe, Manager, AIR-520		7/22/2011	
Immediate Supervisor-Name and Title		Date	
_____ /s/		_____ 202-555-1234	
Signature		Telephone	
Sally Smith, Manager, AIR-500		7/22/2011	
Directorate/Division/AIR-40 Manager-Name and Title		Date	
_____ /s/		_____ 202-555-5678	
Signature		Telephone	
Original: Directorate/Division ATM, Copy to Manager			

**Appendix F. FAA Form 1320-19, Directive Feedback Information**

U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**Directive Feedback Information**

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA Order 8000.93B

To: Administrative Services Branch, AIR-510

*(Please check all appropriate line items)*

- ☐ An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.
- ☐ Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
*(attach separate sheet if necessary)*
- ☐ In a future change to this directive, please include coverage on the following subject  
*(briefly describe what you want added):*

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_