

Aviation Safety Action Program (ASAP)
Memorandum of Understanding (MOU) Automated Generator User Guide

This guide provides step-by-step instructions for using the ASAP Automated MOU Generator to create a ready-to-print standardized ASAP MOU Word documents.

The generator supports Traditional and Corporate ASAP MOUs:

- **Traditional ASAP MOU:** An agreement between the FAA and **one** certificated/authorized aviation organization covering **one** defined employee group.
- **Corporate ASAP MOU** – An optional ASAP MOU that covers multiple, defined employee groups in an aviation organization under a single MOU. It can include multiple aviation organizations owned by the same parent company/corporation and overseen by a single responsible Flight Standards office.
 - **Corporate ASAP MOU (Single Organization):** Covers multiple defined employee groups within a single aviation organization under one MOU.
 - **Corporate ASAP MOU (Multi-Organization):** Covers multiple aviation organizations owned by the same parent company and overseen by a single responsible Flight Standards office under one MOU. Each covered organization may have one or more defined employee groups.

 Key Rules Before You Begin

1. **Exact Text:** All entries will appear in the generated Word document *exactly as typed*. Verify all spelling, capitalization, names, and titles prior to submission.
2. **Required Fields:** System architecture requires entries in all required fields.
3. **Non-Aircraft Operating Entities:** For organizations that do not operate aircraft enter 0 in **Field #4 (Number of Aircraft)** if field is not grayed out.

Additional Assistance: For questions or policy guidance regarding ASAP MOUs, contact AFS-940 at ASAP@faa.gov.

Aviation Safety Action Program (ASAP)

Memorandum of Understanding (MOU) Automated Generator User Guide

Scenario 1: Traditional ASAP MOU

(One Aviation Organization with One Employee Group)

Example

MEMORANDUM OF UNDERSTANDING (MOU)

We the parties of this MOU agree to work together to review, analyze, and resolve safety events submitted to the Aviation Safety Action Program (ASAP).

This MOU is between the Federal Aviation Administration (FAA), SPEEDY AIRLINES, and participating labor groups for employees if they wish to participate.

1. AVIATION ORGANIZATION INFORMATION. Speedy Airlines who wholly owns the below listed entities which hold FAA operation certificates or specification issued by the FAA to conduct operations as authorized by either Ops Specs or M Specs. Speedy Airlines

Entity Information:

Designator	FAR Part	Aircraft	Employees	Group Type	Labor Association Representative
SPDA	Part121	10	60	PILOT	

Step-by-Step Instructions

Step 1. Organization Details:

- **Field #1:** Enter the full legal name of the aviation organization.
- **Field #2:** Enter the 4-character FAA designator code assigned to the organization (e.g., SPDA).
- **Field #3:** Select the 14 CFR part under which the organization is certificated (e.g., Part 91, 121, 135, 145).
- **Field #4:** Enter the number of aircraft operated (if applicable).

Step 2. Employee Group:

- **Field #5:** Select the specific group covered (e.g., PILOT, MAINTENANCE, DISPATCH). Selecting *Other* opens a free-text field.
- **Field #6:** Enter the approximate number of employees within the covered group.
- **Field #7:** Select **Yes** or **No**.
 - If **No** → Skip to **Step 4**.
 - If **Yes** → Proceed to **Step 3**.

Aviation Safety Action Program (ASAP)

Memorandum of Understanding (MOU) Automated Generator User Guide

Step 3. Labor Association Signatory Info:

- **Field #8:** Enter the labor association name or recognized abbreviation (e.g., ALPA, AFA, IAM).
- **Field #9:** Enter the full name of the labor representative who will sign.
- **Field #10:** Enter the official position/title of the labor representative.

Step 4. Complete Signatories:

- **Field #11:** Enter the full name of the aviation organization signatory.
- **Field #12:** Enter the position/title of the organization signatory (e.g., Director of Safety, COO).
- **Field #13:** Select **Yes** or **No** to indicate if a third-party ASAP facilitator is used.
 - If **No** → Skip to **Field #17**.
 - If **Yes** → Complete **Fields #14–#16** (Name of Facilitator, Representative Name, and Representative Title).
- **Field #17:** Enter the full name of the designated FAA manager who will sign on behalf of the FAA.
- **Field #18:** Enter the official job title of the FAA Manager (e.g., Office Manager, Front Line Manager).

Step 5. **Generate Document:** Select **Create MOU** → **Download Memorandum of Understanding Document** → **Click here to Save/Open the MOU Document**.

Aviation Safety Action Program (ASAP)

Memorandum of Understanding (MOU) Automated Generator User Guide

Scenario 2: Corporate ASAP MOU (Single Organization)

(One Aviation Organization with Multiple Employee Groups)

Important Note: Corporate MOUs require an initial Summary Row (**C-ASAP-ALL**) to capture total company employee coverage, followed by each Subgroup in additional rows for each specific employee group.

Example

MEMORANDUM OF UNDERSTANDING (MOU)					
We the parties of this MOU agree to work together to review, analyze, and resolve safety events submitted to the Aviation Safety Action Program (ASAP).					
This MOU is between the Federal Aviation Administration (FAA), SPEEDY AIRLINES, and participating labor groups for employees if they wish to participate.					
1. AVIATION ORGANIZATION INFORMATION. Speedy Airlines who wholly owns the below listed entities which hold FAA operation certificates or specification issued by the FAA to conduct operations as authorized by either Ops Specs or M Specs. Speedy Airlines					
Entity Information:					
Designator	FAR Part	Aircraft	Employees	Group Type	Labor Association Representative
SPDA	Part121	10	75	C-ASAP-ALL	
SPDA	Part121	10	60	PILOT	
SPDA	Part121	10	10	MAINTENANCE	
SPDA	Part121	10	5	DISPATCH	

Step-by-Step Instructions

Step 1. Organization Summary Row:

- **Field #1:** Enter the legal name of the aviation organization.
- **Field #2:** Enter the 4-character FAA designator code.
- **Field #3:** Select the applicable FAR Part.
- **Field #4:** Enter the total aircraft operated (if applicable).
- **Field #5:** Select **C-ASAP-ALL**.
- **Field #6:** Enter the total aggregate employee count across all groups to be covered.
- **Field #7:** Select **No**.

Aviation Safety Action Program (ASAP)
Memorandum of Understanding (MOU) Automated Generator User Guide

Step 2. First Employee Group:

- Click **Action (+)** to add a new row.
- **Field #2–#4:** Re-enter the FAA Designator, FAR Part, and Aircraft count.
- **Field #5:** Select the specific group (e.g., PILOT).
- **Field #6:** Enter the approximate number of employees in this specific group.
- **Field #7:** Select **Yes** or **No**.
 - If **No** → Skip to **Step 4**.
 - If **Yes** → Proceed to **Step 3**.

Step 3. Labor Association Signatory Info for First Group:

- **Field #8:** Enter the Employee Labor Association name or abbreviation (e.g., ALPA).
- **Field #9:** Enter the full name of the labor association representative.
- **Field #10:** Enter the position/title of the labor representative.

Step 4. Add Additional Employee Groups:

- Click **Action (+)** to add a new row for the second employee group.
- Repeat **Steps 2–3** for the second group and any subsequent groups.

Step 5. Complete Signatories:

- **Field #11:** Enter the full name of the aviation organization signatory.
- **Field #12:** Enter the position/title of the organization signatory (e.g., Director of Safety, COO).
- **Field #13:** Select **Yes** or **No** to indicate if a third-party ASAP facilitator is used.
 - If **No** → Skip to **Field #17**.
 - If **Yes** → Complete **Fields #14–#16** (Name of Facilitator, Representative Name, and Representative Title).
- **Field #17:** Enter the full name of the designated FAA manager who will sign on behalf of the FAA.
- **Field #18:** Enter the official job title of the FAA Manager (e.g., Office Manager, Front Line Manager).

Step 6. Generate Document: Select **Create MOU** → **Download Memorandum of Understanding Document** → **Click here to Save/Open the MOU Document**.

Aviation Safety Action Program (ASAP)

Memorandum of Understanding (MOU) Automated Generator User Guide

Scenario 3: Corporate ASAP MOU (Multi-Organization)

(Multiple Aviation Organizations with One or More Employee Groups in Each)

Important Note: Corporate MOUs with multiple aviation organizations with one or more employee groups require an initial Summary Row (**C-ASAP-ALL**) to capture total employee coverage for each organization, followed by each Subgroup in additional rows for each specific employee group.

Example

MEMORANDUM OF UNDERSTANDING (MOU)

We the parties of this MOU agree to work together to review, analyze, and resolve safety events submitted to the Aviation Safety Action Program (ASAP).

This MOU is between the Federal Aviation Administration (FAA), FLY SLOW AVIATION CHARTERS INC., and participating labor groups for employees if they wish to participate.

1. AVIATION ORGANIZATION INFORMATION. Fly Slow Aviation Charters Inc. who wholly owns the below listed entities which hold FAA operation certificates or specification issued by the FAA to conduct operations as authorized by either Ops Specs or M Specs. Fly Slow Aviation Charters Inc.

Entity Information:

Designator	FAR Part	Aircraft	Employees	Group Type	Labor Association Representative
XYZA	Part135	5	16	C-ASAP-ALL	
XYZA	Part135	5	12	PILOT	
XYZA	Part135	5	4	DISPATCH	
LPSR	Part145		12	C-ASAP-ALL	
LPSR	Part145		9	MAINTENANCE	
LPSR	Part145		3	OTHER	

Step-by-Step Instructions

Step 1. Parent Organization Name:

- **Field #1:** Enter the parent or primary holding company name.

Step 2. First Organization Summary Row:

- **Field #2:** Enter the 4-character FAA designator for the **first** organization.
- **Field #3:** Select the FAR Part for the **first** organization.
- **Field #4:** Enter the aircraft count for the **first** organization (if applicable).

Aviation Safety Action Program (ASAP)

Memorandum of Understanding (MOU) Automated Generator User Guide

- **Field #5:** Select **C-ASAP-ALL**.
- **Field #6:** Enter the total aggregate employee count for the **first** organization.
- **Field #7:** Select **No**.

Step 3. First Organization Employee Group(s):

- Click **Action (+)** to add a new row.
- **Field #2–#4:** Re-enter the FAA Designator, FAR Part, and Aircraft count.
- **Field #5:** Select the specific group (e.g., PILOT).
- **Field #6:** Enter the approximate number of employees in this specific group.
- **Field #7:** Select **Yes** or **No**.
 - If **No** → Skip to **Step 5**.
 - If **Yes** → Proceed to **Step 4**.

Step 4. Labor Association Signatory Info for First Group:

- **Field #8:** Enter the Employee Labor Association name or abbreviation (e.g., ALPA).
- **Field #9:** Enter the full name of the labor association representative.
- **Field #10:** Enter the position/title of the labor representative.

Step 5. Add Additional Employee Groups:

- Repeat **Steps 3–4** for any subsequent groups.

Step 6. Additional Aviation Organization(s):

- Click **Action (+)** to add a new row for the **additional** organization.
- **Field #2:** Enter the 4-character FAA designator for the **additional** organization.
- **Field #3:** Select the FAR Part for the **additional** organization.
- **Field #4:** Enter the aircraft count for the **additional** organization (if applicable).
- **Field #5:** Select **C-ASAP-ALL**.
- **Field #6:** Enter the total aggregate employee count for the **additional** organization.
- **Field #7:** Select **No**.
- Repeat **Step 3-5** to add each employee group for the **additional** organization.

Aviation Safety Action Program (ASAP)
Memorandum of Understanding (MOU) Automated Generator User Guide

Step 7. Complete Signatories:

- **Field #11:** Enter the full name of the aviation organization signatory.
- **Field #12:** Enter the position/title of the organization signatory (e.g., Director of Safety, COO).
- **Field #13:** Select **Yes** or **No** to indicate if a third-party ASAP facilitator is used.
 - If **No** → Skip to **Field #17**
 - If **Yes** → Complete **Fields #14–#16** (Name of Facilitator, Representative Name, and Representative Title).
- **Field #17:** Enter the full name of the designated FAA manager who will sign on behalf of the FAA.
- **Field #18:** Enter the official job title of the FAA Manager (e.g., Office Manager, Front Line Manager).

Step 8. Generate Document: Select **Create MOU** → **Download Memorandum of Understanding Document** → **Click here to Save/Open the MOU Document**.