

HIMS AME - HUDDLE ELECTRONIC CASE SUBMISSION

(Updated 01/27/2021)

At this time, **only** HIMS AMES may submit cases electronically via Huddle. To do so, HIMS AMES must first complete initial Huddle training. If you do not have a Huddle account or have not completed training, send requests to 9-AAM-HIMS@faa.gov.

- Submit only first- and second-class HIMS cases.
- Do **NOT** send **third-class** cases via huddle.

Steps for Electronic Submission

- A. Log into your Huddle account
- B. Create a folder for the airman. Use PI# if available, type of case (HIMS, HIMS+SSRI). Each airman case must have a separate folder.
- C. Upload all relevant files in the designated order with correct naming conventions as indicated on the [HIMS AME Checklist](#).
- D. Share completed folder with HIMS Analyst Team.
- E. Follow any instructions you receive from your assigned HIMS Analyst.*

*When the HIMS Analyst determines the file is complete, they will move the folder from the Huddle workspace for FAA review.

For detailed instructions, log into your [Huddle account](#) and go to the "Huddle Training and Updates" page.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the preferred format for uploaded documents?

Use PDF or Microsoft Word format.

2. Is there a limit to the number of folders or limit on size of the files?

There is no limit on the number of folders. File size is limited to 20 GB.

3. How do I identify different reports from the same consultant? I might have a Neuropsychologist initial report, followed by a second report or a follow up report, etc.

Place the naming conventions at the beginning of the document. If you have additional documents as described above, place a dash after the naming

convention then add the description. (EX: Neuropsychologist Report – follow up.)

4. Should I wait until the airman’s folder has all the required files before sharing them or should I share them as they come in?

Do not share the folder with the HIMS Analyst Team until ALL the required documents are present.

5. How do I provide missing or additionally requested information after I have already shared the folder?

If you need to submit a document after you have already shared a folder, simply create another folder with the airman’s identifying information, label it “additional documents,” add the additional files, and then share the new folder with the HIMS Analyst Team.

6. Once I share the files in Huddle, do I also have to mail them to the FAA?

No, once you share the file electronically, do NOT mail the same file. Duplicate copies will slow down the review process.

7. What happens to the folders once they are shared with the HIMS Analyst Team?

Once an entire folder is shared, the analyst checks for any missing information. If the folder is complete, it moves into the process for FAA review.

8. Will the Aerospace Medical Certification Division (AMCD) staff have access to the Huddle space as well?

Yes, they will have as-needed access to the files in your Huddle workspace.

9. What about third-class Drug and Alcohol cases?

Third class cases are processed at the Aerospace Medical Certification Division in Oklahoma City and should be **mailed** to the address indicated on the HIMS Checklist.