

HIMS AME - STEP DOWN TRANSITION INFORMATION

(10/25/2023)

If the pilot is on a Special Issuance for substance dependence, with or without any other condition, the HIMS AME has the option to transition pilots from:

- Early Phase to the Advanced Phase (Phase - 2 to Phase - 3) and
- Advanced Phase to the Maintenance Phase (Phase - 3 to Phase - 4)

For the steps to determine if a pilot is eligible for this option, see the guidance below.

HOW-TO GUIDANCE:

1. HIMS AME reviews all documentation and interviews the pilot to verify:

- Time-in-phase requirement has been met:
 - The required “time-in-phase” start date is calculated from the date the initial Special Issuance is authorized.
 - If the pilot relapses or there is a withdrawal of authorization at **ANY TIME**, the “time-in-phase” start date is re-set to the date any **NEW** Special Issuance authorization is granted. (See [Drug and Alcohol Monitoring/HIMS FAQs](#))
- The pilot has demonstrated complete compliance with the current monitoring requirements;
- The interview unequivocally demonstrates the pilot is sober from all substances of concern and is in good recovery; and
- The HIMS AME has no concerns.



If any concerns or if the authorization letter explicitly advises that the HIMS AME cannot initiate step down, the pilot should NOT be transitioned to the next phase by the HIMS AME.

2. If criteria in #1 is met, the HIMS AME may:

- Transition the pilot to the appropriate new Phase.
- Advise the pilot of the new follow-up requirements that are effective as of the HIMS AME decision.

3. HIMS AME may then issue the medical certificate AND must:

- Annotate the changes to the Step Down Phase in Block 60.
- State in the AME’s 6-month HIMS letter that they have transitioned the pilot.

4. Submit all required documents.

5. The FAA will review the HIMS AME decision.*

- If the FAA agrees, the pilot will receive a new Special Issuance Authorization with the new requirements.
- If the FAA does NOT agree with the HIMS AMEs decision, a letter will be sent to both the pilot and the HIMS AME.

***NOTE: The FAA retains the option to modify the requirements put into effect by the HIMS AME and/or require the pilot to remain in the prior phase.**