

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.320

National Policy

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8/21/15

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8/21/16

**SUBJ:** Personnel Authorized to Issue the Logbook Endorsement Required by  
14 CFR Part 61, § 61.195(k)(7) and Their Qualifications and Limitations

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- 1. Purpose of This Notice.** This notice provides policy and guidance to aviation safety inspectors (ASI) concerning the Title 14 of the Code of Federal Regulations (14 CFR) part 61 limitations for night vision goggle (NVG) instructors. It is the intent of this notice to clarify the limitations regarding the ability to issue the endorsement required by part 61, § 61.195(k)(7). This notice will ensure uniform application of policy.
- 2. Audience.** The primary audience for this notice is personnel performing NVG operations and Flight Standards District Office (FSDO) ASIs with oversight responsibilities for pilot and flight instructor certification. The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters (HQ).
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee Web site at [https://employees.faa.gov/tool\\_resources/orders\\_notices](https://employees.faa.gov/tool_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration's (FAA) Web site at <http://fsims.faa.gov>. This notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).
- 4. Background.** On August 21, 2009, the FAA issued Final Rule (74 FR 42500), Pilot, Flight Instructor, and Pilot School Certification, which revised the training, qualification, certification, and operating requirements for pilots, flight instructors, ground instructors, and pilot schools. The final rule includes detailed requirements for NVG operations, including pilot and flight instructor training and qualifications. This final rule can be downloaded from the following Web site: <http://www.gpo.gov/fdsys/pkg/FR-2009-08-21/pdf/E9-19353.pdf>.
- 5. Flight Instructor Requirements to Provide Training and Endorsement for Pilot-in-Command (PIC) NVG Qualifications.** A flight instructor authorized to conduct NVG training, to conduct NVG proficiency checks, and to issue ground and flight training endorsements required by § 61.31(k) must meet the qualifications outlined in § 61.195(k). The logbook endorsement required by § 61.195(k)(7) must state that the flight instructor is authorized to perform the NVG PIC qualification and recent flight experience requirements under §§ 61.31(k) and 61.57(f) and (g). This logbook endorsement must be provided by an FAA

ASI (Operations) or a person who is authorized by the FAA to provide that logbook endorsement.

**6. NVG Instructor Endorsement.** The endorsement required by § 61.195(k)(7) is an administrative function requiring only a logbook review to ensure the requirements of § 61.195(k)(1)–(6) have been met by the NVG instructor applicant. No further testing is required.

**a. If Requirements of § 61.195 (k)(1)–(6) are Met.** If the requirements have been met, the endorsement required by § 61.195(k)(7) can be issued by the ASI (Operations) or a person who is authorized by the FAA to provide that logbook endorsement, as defined in subparagraph 7a.

**b. Endorsement Authorizing an NVG Instructor.** The FAA finds the following verbiage acceptable for the endorsement required by § 61.195(k)(7). “Position,” as mentioned in the signature block of the endorsement, is the authority of the person issuing the endorsement as outlined in subparagraph 7a.

I certify that Joe Pilot, 1234567CFI, meets the Night Vision Goggle Instructor requirements of 14 CFR section 61.195(k) and is authorized to perform the night vision goggle pilot in command qualification and recent flight experience requirements under sections 61.31(k) and 61.57(f) and (g). This endorsement does not provide the authority to endorse another flight instructor as a night vision goggle instructor.

[ Date ]

Name, CFI Number, and Position

**c. If Requirements of § 61.195(k)(1)–(6) are Not Met.** If the requirements have not been met, the person performing the logbook review should return the documentation to the applicant and not issue the endorsement.

**7. Authorization to Issue the Endorsement Required by § 61.195(k)(7).** The authorization to provide the endorsement required by § 61.195(k)(7) will be issued in writing in the form of a letter of authorization (LOA) as described in this notice. A logbook endorsement is not sufficient authority to provide the endorsement required by § 61.195(k)(7). FAA ASIs (Operations) do not require that they be authorized in writing and, therefore, the requirements of this paragraph do not apply to them. Requirements that ASIs (Operations) must meet in order to issue this authorization are outlined in the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

**a. Person Who is Authorized by the FAA.** For the purposes of § 61.195(k)(7), the FAA considers “a person who is authorized by the FAA to provide that logbook endorsement” as a person who holds one of the following positions and meets the requirements of subparagraphs 7b and 7c. These FAA programs under which these individuals hold their positions are the means by which the FAA can maintain oversight of the authorized NVG endorsement function.

(1) A Designated Pilot Examiner (DPE).

(2) A chief instructor, assistant chief instructor, or check instructor operating in an approved 14 CFR part 141 NVG course, when properly qualified in that course.

**Note:** Because § 61.195 addresses the limitations and qualifications of certificated flight instructors under part 61, check pilots under 14 CFR part 135 and Training Center Evaluators (TCE) under 14 CFR part 142 will not be authorized to provide the endorsement required by § 61.195(k)(7). These individuals, if properly authorized, may still be considered authorized instructors for the purpose of providing NVG training and endorsements required by § 61.31(k)(1) or (2).

**b. Qualifications for a Person Who is Authorized by the FAA to Issue the Logbook Endorsement Required by § 61.195(k)(7).**

(1) Personnel must be able to show that they meet the requirements of § 61.195(k)(1)–(6) in order to initially receive authorization to issue the logbook endorsement required by § 61.195(k)(7), and must continue to meet these requirements in order to maintain authorization.

(2) Personnel must meet the requirements of subparagraph 7a.

(3) Personnel must be authorized in writing by the Administrator, as outlined below, in order to issue the logbook endorsement required by § 61.195(k)(7).

**c. Authorization in Writing.** The authorization to issue the logbook endorsement required by § 61.195(k)(7) must be accomplished by the method described below. Only the Administrator can issue the authorization to give the endorsement required by § 61.195(k)(7). The LOA will be issued using the Web-based Operations Safety System (WebOPSS) when issuing an FAA authorization to an individual to issue the pilot logbook endorsements required by § 61.195(k)(7), provided he or she meets the requirements of this notice. Appendix A, Sample LOA B011, Authorization to Issue the Logbook Endorsement Required by 14 CFR § 61.195(k)(7): 14 CFR Part 61, has an example of the LOA that will be generated in WebOPSS.

(1) The issuance of an LOA through WebOPSS in paragraphs A001, A004, and B011 grants authorization to issue the endorsement required by § 61.195(k)(7).

(2) The WebOPSS approval process is mostly the same process as issuing a 14 CFR part 91 LOA, except for the following steps, which are specific to a person who is authorized by the FAA to issue the logbook endorsements required by § 61.195(k)(7).

(a) When adding the authorized individual to WebOPSS under “General Data” in the “Add Operator” function, enter the following information:

1. Name—Enter the official name of the individual, up to 60 characters.
2. Type—Select “Real.”
3. Certificate status—Select “Active.”

4. Effective date.
5. Office code.

(b) Identification number. You should assign the “Identification Number” under the “Designator Code” tab. In the first field, you will select “061.” In the next field, enter three alphanumeric characters of your choice. Symbols are not acceptable for use in identification numbers. Then, select “Q” as the fourth digit.

1. FAR—Select “061.”
2. Last character—Select “Q.”

3. Designator code—Begin typing three alphanumeric characters of your choice (no symbols). WebOPSS will return a list of unique codes based on the character combination entered. Select or enter an available code.

(c) Click on the “Next” button.

(d) Continuing on the next screen, assign the last four alphanumeric characters of the identification number (even though it says “certificate number”). As a suggestion, you can use the certificate-holding district office (CHDO) designation for these last four characters (e.g., WXYZEA23).

(3) The LOA will expire when a person leaves a position outlined in subparagraph 7a. This includes leaving one position to move to the same position with a different operator. In this situation, the LOA should be surrendered to the managing FSDO immediately.

**8. Flight Instructor Limitations.** In addition to the flight instructor limitations outlined in § 61.195, the following limitations apply to NVG instructors.

**a. Improperly Endorsed NVG Instructors.** Those NVG instructors who have received the NVG instructor endorsement from a source other than an FAA ASI (Operations) or a person authorized by the FAA to provide that logbook endorsement, as described in paragraph 7, are no longer authorized to act as NVG instructors. Those instructors who are no longer authorized to give NVG instruction must follow the process outlined in this notice to obtain the NVG instructor endorsement required by § 61.195(k)(7) in order to resume giving instruction in NVG operations.

**Note:** It would be impractical to validate whether or not the large number of endorsements given to satisfy the requirements of § 61.31(k)(1) and (2) were given by instructors who were properly endorsed. Additionally, these endorsements present a low level of risk when analyzed. Due to this, any training conducted prior to the date of this notice to satisfy the requirements of § 61.31(k)(1) or (2) is to be considered valid. After the effective date of this notice, the training required by § 61.31(k)(1) or (2) may only be accomplished by a properly qualified and endorsed instructor in accordance with § 61.195(k)(7) and this notice.

**b. Additional Regulatory Requirements to Meet Before Providing NVG Instruction.**

NVGs are defined in § 61.1(b) as “an appliance worn by a pilot that enhances the pilot’s ability to maintain visual surface reference at night.” With this definition in mind, the authorization to provide instruction utilizing NVGs is not specific to category, class, or type.

(1) The endorsement required by § 61.195(k)(7) is a one-time endorsement, which is not category-, class-, or type-specific.

(2) Section 61.195(k) requires the instructor to ensure that he or she meets the requirements of § 61.195(k)(1), (2), and (5), as required, if he or she wishes to provide instruction in an additional category, class, or type (if appropriate) of aircraft. This is much like the requirement outlined in § 61.195(f).

(3) Each instructor must individually meet the currency requirements of § 61.57(f) or (g) before conducting training for NVG operations.

**9. Disposition.** This is a special-emphasis notification. The Flight Standards Service (AFS) will incorporate the information in this notice into Order 8900.1 before this notice expires. In addition, AFS is in the process of publishing additional guidance regarding the certification of airmen wishing to utilize NVGs. This will include an advisory circular (AC) and an update to Order 8900.1. Direct questions pertaining to the information in this notice to Shawn Hayes in the Airmen Certification and Training Branch (AFS-810) at (202) 267-0863 or via email at [shawn.hayes@faa.gov](mailto:shawn.hayes@faa.gov).



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**Appendix A. Sample LOA B011, Authorization to Issue the Logbook  
Endorsement Required by 14 CFR § 61.195(k)(7): 14 CFR Part 61**

1. [LOAD Name] is authorized to issue the logbook endorsement required by 14 CFR part 61, § 61.195(k)(7).

2. Personnel Qualifications and Limitations.

a. Unless sooner recalled, this letter becomes invalid if the individual named in subparagraph 1 position of [drop-down list of positions from subparagraph 7a of this notice] terminates.

b. This person is prohibited from issuing the logbook endorsement required by § 61.195(k)(7) if he or she no longer meets the requirements of § 61.195(k)(1)–(6) until the time that he or she meets these requirements.

3. NVG Instructor Endorsement. The logbook endorsement required by § 61.195(k)(7) must state:

I certify that Joe Pilot, 1234567CFI, meets the Night Vision Goggle Instructor requirements of 14 CFR section 61.195(k) and is authorized to perform the night vision goggle pilot in command qualification and recent flight experience requirements under sections 61.31(k) and 61.57(f) and (g). This endorsement does not provide the authority to endorse another flight instructor as a night vision goggle instructor.

[ Date ]

Name, CFI number, and Position

4. Additional Regulatory Requirements Before Providing NVG Instruction.

a. The endorsement required by § 61.195(k)(7) is a one-time endorsement which is not category-, class-, or type-specific.

b. The person issuing the endorsement required by § 61.195(k)(7) should advise the applicant that § 61.195(k) requires the instructor to ensure that he or she meets the requirements of § 61.195(k)(1), (2), and (5), as required, if wishing to provide instruction in an additional category, class, or type (if appropriate) of aircraft.

c. The person issuing the endorsement required by § 61.195(k)(7) should advise the applicant that each instructor must individually meet the currency requirements of § 61.57(f) or (g) before conducting training for NVG operations.

5. This letter of authorization (LOA) must be carried in the personal possession of the person when exercising the privileges authorized and will expire 24 calendar-months from the date of issuance or upon being surrendered. Additionally, this LOA will expire when a person leaves a position outlined in subparagraph 2a. This includes leaving one position to move to the same position with a different operator. In this situation, the LOA should be surrendered to the managing Flight Standards District Office (FSDO) immediately. The FAA may amend, suspend, or rescind this authorization as necessary.