

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.508

National Policy

Effective Date:
4/15/19

Cancellation Date:
4/15/20

SUBJ: National Appointment and Termination of Designees

1. Purpose of This Notice. This notice provides guidance on national appointment and termination of Flight Standards Service Designated Pilot Examiners (DPE), Administrative Pilot Examiners (Admin PE), Specialty Aircraft Examiners (SAE), Designated Mechanic Examiners (DME), Designated Parachute Rigger Examiners (DPRE), and Designated Airworthiness Representatives–Maintenance (DAR-T). This notice also identifies additional procedures for Flight Standards offices managing those designees.

2. Audience. The audience for this notice is Flight Standards offices that manage designees as noted in paragraph 1. Flight Standards personnel required to comply with this notice include those who manage designees and managers who have employees managing designees. This may include other Federal Aviation Administration (FAA) management, operational, and administrative employees as appropriate.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_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 FAA’s website at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Authority to Change This Notice. The Regulatory Support Division has the authority to revise material in this notice.

5. Background.

a. We have discontinued the National Examination Board (NEB) due to the deployment of the Designee Management System (DMS) for designees. Designee applicants are now required to use the DMS for the application process, and Flight Standards District Offices (FSDO) will use the DMS for selection and appointment of new designees. The FSDO will have the authority to select and appoint new designees when the office has identified a need. The Regulatory Support Division, with concurrence from the General Aviation Safety Assurance-cognizant division manager, can also make a determination of a need for additional designees in a particular area. Ability to manage designees will no longer be a limiting factor for the FSDO to initiate the selection and appointment process. If the FSDO does not have the ability to manage

new or existing designees, the Regulatory Support Division will assist in finding resources from other offices to manage those designees.

b. This notice provides information about the local and national appointment and termination after the implementation of the DMS for the affected Flight Standards designees.

6. Appointment of Designees. The FSDO can initiate the selection and appointment process contained in FAA Order 8000.95, Designee Management Policy, and the DMS tool with the following considerations:

a. Determine a Need. The need for additional designees in a particular area or for particular designated work functions are often discovered through public complaints about long wait times, or extensive delays due to designee availability. Other indicators include an abnormally high activity rate for existing designees, an increase in the number of certifications done by “out of area” designees, or a large number of applicants travelling out of their local area to obtain designee services. Additionally, the office should consider the number of certification or inspection work functions conducted by inspectors that could be assigned to designees. When the FSDO, Regulatory Support Division, or General Aviation Safety Assurance-cognizant division manager becomes aware of a need for additional designees for a specific location or designated work function, the responsible Flight Standards office and the Regulatory Support Division must coordinate to take the appropriate actions.

b. Ability to Manage. Both the FSDO and the Regulatory Support Division will be involved in the consideration of the ability to manage designees. When a FSDO needs additional designees but does not have the ability to manage them, the Regulatory Support Division will assist in finding managing specialists (MS) from another office. An individual office’s ability to manage designees will no longer be a limitation to begin the appointment processes or the approval of designated work functions.

c. DMS Appointment Process.

(1) When a FSDO has identified a need for additional designees, the office will search for and select candidate(s) for consideration using the DMS. The office will determine which candidates to select for the appointment process and initiate an Evaluation Panel (EP). The office will include a member from the Regulatory Support Division as part of the EP. If the FSDO has the ability to manage the designee, the office will assign an MS. If the FSDO does not have available resources, the Regulatory Support Division, with concurrence from the General Aviation Safety Assurance-cognizant division manager, will locate an office that has the resources to manage the new designee. The responsible Flight Standards office will appoint the new designee, and then transfer the designee in the DMS to the other office that has the available resources.

(2) When the Regulatory Support Division determines a need for additional designees, it will consult with the FSDO in that area to determine if the office has the resources to manage an additional designee. If the office has the resources to manage additional designees, the office will follow the selection and appointment process in the DMS. If it is determined that the office does not have the resources, the same process will be followed as in the paragraph above. In either

case, the responsible Flight Standards office will help to determine the highest quality candidates to fill the need. The responsible office's participation and input to the process is vital to the success of the delegation program. Inspectors who are aware of an individual they believe would be a good designee should encourage them to apply for designation.

d. Surveillance and Inspections. The MS will conduct oversight of their assigned designees in accordance with Order 8000.95 and the surveillance activities generated within the DMS. The MS and office management must use interdependence to coordinate between Flight Standards offices, as necessary, to conduct required observations when managing designees who are not limited by geographic boundaries. The Regulatory Support Division will monitor and assist in finding resources when a responsible Flight Standards office is having trouble completing required surveillance.

7. Suspension or Termination of Designees. The managing office can initiate suspension and/or termination of designees in DMS in accordance with the policies and procedures contained in Order 8000.95 and the DMS tool with the following considerations:

a. Designee Suspension. When the FAA becomes aware of inappropriate testing activity, has reason to believe a designee is not acting in accordance with FAA regulations or policy, or is unqualified to hold the designation, the managing office must suspend the designee from conducting further testing and investigate the concerns. Suspension is done using the DMS suspend function. MS will release the designee from suspension following counseling, retraining or requalification, as appropriate. Procedures for designee suspension are contained in Order 8000.95 and in the DMS tool.

b. Designee Termination. When a managing office decides to terminate a designee, for whatever reason, the managing office will initiate the termination process in DMS. In the case of termination for cause, the designee will have the right to appeal as described in Order 8000.95.

c. Special Emphasis Evaluation of Designees (SEED). The Regulatory Support Division will notify the designee's managing office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing office is responsible to process the suspension or termination. In the event the Regulatory Support Division and the managing office disagree on the termination of a designee, the Regulatory Support Division will make the final determination.

8. Disposition. We will incorporate the information in this notice, and the related guidance in FAA Order 8900.1, into Order 8000.95 before this notice expires. Please direct questions pertaining to this notice to the Regulatory Support Division at (405) 954-4431.



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