

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.596

National Policy

Effective Date:
9/8/21

Cancellation Date:
9/8/22

SUBJ: Adding Email Fields to OpSpecs/MSpecs/LOAs A001, A006, and A007

- 1. Purpose of This Notice.** This notice announces revisions to operations specifications (OpSpec), management specifications (MSpec), and Letters of Authorization (LOA) A001, A006, and A007, as applicable, for Title 14 of the Code of Federal Regulations (14 CFR) parts 91, 91 subpart K (part 91K), 121, 121/135, 125 (including part 125 Letter of Deviation Authority (LODA) holders), 133, 135, 141, and 145 operators and agencies to capture email address information for responsible personnel.
- 2. Audience.** The primary audience for this notice is the Flight Standards Safety Assurance offices' and International Field Offices' (IFO) principal inspectors (PI) and aviation safety inspectors (ASI) assigned to operators under parts 91, 91K, 121, 121/135, 125, 125 LODA holder, 133, 135, 141, and 145. The secondary audience includes the Safety Standards and Foundational Business offices.
- 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 <https://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration's (FAA) website at <https://fsims.faa.gov>. This notice is available to the public at https://www.faa.gov/regulations_policies/orders_notices.
- 4. Background.** Title 14 CFR regulations on air operator and air agency management and technical personnel identify the positions and qualifications for those personnel by title or equivalent role according to the 14 CFR part of operations. Additionally, Title 49 of the United States Code (49 U.S.C.) § 46103 requires air carriers to designate an agent for service to receive legal correspondence on behalf of the operator or agency. All of the personnel accountable to the FAA are listed on the operator's or agency's OpSpecs, MSpecs, or LOAs, as applicable, primarily through OpSpecs/MSpecs/LOAs A006 and A007. However, the OpSpecs/MSpecs/LOAs do not include business contact information for FAA-accountable personnel. This notice revises the OpSpec/MSpec/LOA templates identified in the table below to add a field to capture email address information.

5. Discussion.

a. Email Address Fields. In light of more widespread use of email as a communication method, the FAA is adding email fields to the templates for the following OpSpecs/MSpecs/LOAs:

Part	OpSpec/MSpec/LOA	Table(s) Where Email Field is Added
91	LOA A001, Issuance and Applicability	New Table 1
91	LOA A007, Agent for Service	Table 1
91K	MSpec A007, Designated Persons	Tables 1, 2, 3, and 4
121	OpSpec A006, Management Personnel	Table 1
121/135	OpSpec A006, Management Personnel	Table 1
125	OpSpec A006, Management Personnel	Table 1
125 LODA holder	LOA A006, Management Personnel	Table 1
133	LOA A006, Management Personnel	Table 1
133	LOA A007, Other Designated Persons	Table 1
135	OpSpec A006, Management Personnel	Table 1
141	LOA A006, Training Personnel	Tables 1, 2, and 3
141	LOA A007, Designated Persons	Table 1
145	OpSpec A007, Designated Persons	Table 1

b. Additional Changes. Most individual part 91 LOAs authorize the responsible person for the particular operations to include contact information with an email address. The General Aviation and Commercial Division (AFS-800) has added a section for the responsible person to the part 91 LOA A001 to identify a central responsible person for the operator with an email address. In addition, AFS-800 has:

- Made minor editorial changes to subparagraph 2b of the part 91 LOA A001 template,
- Removed pilot certification information from the part 133 LOA A006 template, and
- Added a telephone number field to the part 133 LOAs A006 and A007 templates.

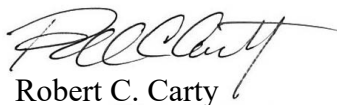
c. OpSpecs/MSpecs/LOAs. Appendices to this notice show revised language and placement of the added email fields. This notice contains the following:

- The sample LOA A001 template in Appendix A applies to part 91.
- The sample LOA A007 template in Appendix B applies to part 91.
- The sample MSpec A007 template in Appendix C applies to part 91K.
- The sample OpSpec A006 template in Appendix D applies to part 121.
- The sample OpSpec A006 template in Appendix E applies to part 121/135.

- The sample OpSpec A006 template in Appendix F applies to part 125.
- The sample LOA A006 template in Appendix G applies to part 125 A125 LODA holders.
- The sample LOA A006 template in Appendix H applies to part 133.
- The sample LOA A007 template in Appendix I applies to part 133.
- The sample OpSpec A006 template in Appendix J applies to part 135.
- The sample LOA A006 template in Appendix K applies to part 141.
- The sample LOA A007 template in Appendix L applies to part 141.
- The sample OpSpec A007 template in Appendix M applies to part 145.

6. Action. This is a nonmandatory template revision to the affected A001, A006, and A007 templates. Inspectors should read this notice and, if applicable, refer to guidance in FAA Order 8900.1, Volume 3, Chapter 18, Section 2 for processing nonmandatory revisions.

7. Disposition. We will not incorporate the information in this notice into Order 8900.1 before this notice expires. Relevant guidance can already be found in Order 8900.1, Volume 3, Chapter 18, Section 3. Direct questions and comments concerning the information in this notice to the Flight Technologies and Procedures Division (AFS-400) at 202-267-8790.



Robert C. Carty
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Appendix A. Sample LOA A001, Issuance and Applicability: 14 CFR Part 91

1. These authorizing documents are issued to _____, whose principal base of operations is located at:

Principal Base of Operations:

2. A change in the principal base of operations location constitutes an administrative change only to this Letter of Authorization (LOA) A001 and would not require nor preclude a new inspection.

a. The existing authorizing documents issued to the operator are still valid and not intended to be reissued due to a change in the operator's principal base of operations location.

b. If the operator relocates its principal base of operations listed in subparagraph 1 above, it must notify, in writing, the losing Flight Standards office of its new location and mailing address within 30 calendar-days following relocation and, if applicable, advise the losing Flight Standards office of the receiving responsible Flight Standards office to which the operator has relocated.

3. The attached waiver, authorization, and/or deviation documents are effective as of the "Date Approval is Effective" listed in each document, and those issued without an expiration date shall remain in effect as long as the operator listed in subparagraph 1 above continues to comply with all applicable regulations and the requirements, limitations, or provisions of each authorizing document, or until any of the following:

a. It is voluntarily surrendered by the operator for cancellation;

b. The operator ceases to be the operator of the aircraft listed in the applicable authorization;

c. It is canceled, rescinded, or revoked by the FAA;

d. The responsible person signing the authorizing document relinquishes responsibility;

e. The aircraft or listed equipment is no longer used for that operation and should be removed from the authorization;

f. The aircraft listed on the authorization change(s) registration number(s); or

g. The aircraft listed on the authorization is issued an experimental Special Airworthiness Certificate for research and development (R&D) or changes projects associated with an experimental Special Airworthiness Certificate for the purpose of R&D.

4. Responsible Person. If the responsible person as the signee changes for an authorization, the responsible person or the operator should notify the issuing office of the change, identify the responsible person replacement, and request an updated authorizing document. The responsible person should have ongoing knowledge of the operations of the aircraft and may be the

individual who acts as operator or, if the operator is a legal entity, an officer, employee, or person duly designated to sign on behalf of the operator.

a. The name, email address, and/or telephone number of the responsible person signing this LOA are listed in Table 1.

Table 1 – Responsible Person

Name	Email Address	Telephone No.

Appendix B. Sample LOA A007, Agent for Service: 14 CFR Part 91

The following person is designated as the operator's agent for service:

Table 1 – Agent for Service

Name	Address	Telephone No.	Email Address

Appendix C. Sample MSpec A007, Designated Persons: 14 CFR Part 91K

a. The following person is designated as the agent for service in accordance with 14 CFR Part 91, § 91.1015(a)(6):

Table 1 – Designated Agent for Service

Name	Title	Mailing Address	Email Address

b. The following personnel are designated to officially apply for and receive management specifications for the program manager as indicated below.

Table 2 – Management Specifications

Name	Title	Parts Authorized	Email Address

c. The following personnel are designated by the program manager as points of contact and required positions for those authorized a Continuous Airworthiness Maintenance Program (CAMP) regarding specific areas of expertise.

Table 3 – Designated CAMP Point of Contact

Name	Title/Point of Contact	Equivalent Company Title	Email Address

d. The program manager has requested, and been granted, the opportunity to participate in a temporary test program allowing the program manager indicated below to participate in the Voluntary Disclosure Reporting Program (VDRP). The following personnel are authorized to submit Voluntary Disclosure Reports on behalf of the program manager:

Table 4 – Designated Voluntary Disclosure Reporting Program Personnel

Name	Title	Contact Phone Number	Email Address

e. The following personnel or company email boxes are designated to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO) messages for the program manager as indicated below. A receipt of the information by a program manager or person is not required.

Table 5 – Personnel Designated to Receive SAFOs and/or InFOs

Name	Email Address	Telephone No.	Type of Information to Receive

Appendix D. Sample OpSpec A006, Management Personnel: 14 CFR Part 121

a. The certificate holder is authorized the following named personnel in the 14 CFR Part 121 management positions listed below.

Table 1 – Authorized Management Positions and Personnel

Part 119 Position Title	Name	Company Equivalent Position Title	Email Address

Appendix E. Sample OpSpec A006, Management Personnel: 14 CFR Part 121/135

a. The certificate holder is authorized to use the named personnel in the 14 CFR Part 121/135 management positions listed in Table 1 below. The Director of Operations and Chief Pilot listed in this operations specification must be direct employees of the certificate holder. The Part 135 Director of Maintenance may or may not be a direct employee as indicated with their 14 CFR Part 119 position title. The Part 121 Director of Maintenance must be a direct employee.

Table 1 – Authorized Management Positions and Personnel

Part 119 Position Title	Name	Company Equivalent Position Title	Email Address

Appendix F. Sample OpSpec A006, Management Personnel: 14 CFR Part 125

- a. The certificate holder is authorized the following named personnel in the 14 CFR Part 125 management positions listed below.

Table 1 – Authorized Management Positions and Personnel

Part 125 Position Title	Name	Company Equivalent Position Title	Email Address

**Appendix G. Sample LOA A006, Management Personnel: 14 CFR
Part 125 (A125 LODA Holder)**

1. The Operator/Company, authorized to conduct operations in accordance with the Letter of Deviation Authority (LODA A125), uses the following named personnel in its 14 CFR Part 125 management positions:

Table 1 – Company Management Personnel

Part 125 Title	Name	Company Equivalent Position Title	Email Address

Appendix H. Sample LOA A006, Management Personnel: 14 CFR Part 133

The certificate holder is authorized the following management positions. The certificate holder uses the following named personnel in the 14 CFR Part 133 management positions and required Chief Pilot position listed below:

Table 1 – Authorized Management Positions and Personnel

Part 133 Position Title	Name	Company Equivalent Position Title	Part 133 Classes Authorized	Email Address	Telephone No.

Appendix I. Sample LOA A007, Other Designated Persons: 14 CFR Part 133

1. The following person is designated as the certificate holder's agent for service:
2. The following personnel are designated to officially apply for and receive Letters of Authorization (LOA) for the certificate holder as indicated in Table 1. This table also designates the FAA-required Chief Pilot for the 14 CFR Part 133 certificate holder.

Table 1 – Designated Persons to Apply for and Receive Authorizations

Title	Name	Parts Authorized	Email Address	Telephone No.

3. The following personnel or company email boxes are designated to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt of the information by a carrier or person is not required.

Table 2 – Personnel Designated to Receive SAFOs and/or InFOs

Name	Email Address	Telephone No.	Type of Information to Receive

Appendix J. Sample OpSpec A006, Management Personnel: 14 CFR Part 135

a. The certificate holder is authorized to use the named personnel in the 14 CFR Part 135 management positions listed in Table 1 below. The Director of Operations and Chief Pilot listed in this operations specification must be direct employees of the certificate holder. The Director of Maintenance may or may not be a direct employee as indicated with their 14 CFR Part 119 position title.

Table 1 – Authorized Management Positions and Personnel

Part 119 Position Title	Name	Company Equivalent Position Title	Email Address

Appendix K. Sample LOA A006, Training Personnel: 14 CFR Part 141

1. In accordance with 14 CFR Part 141, § 141.35, the following individual(s) are designated as chief instructors for the Part 141 courses listed in Table 1:

Table 1 – Designated Chief Instructors

Name	Course of Training	Date of Designation	Email Address

2. In accordance with § 141.36, the following individual(s) are designated as assistant chief instructors for the Part 141 courses listed in Table 2:

Table 2 – Designated Assistant Chief Instructors

Name	Course of Training	Date of Designation	Email Address

3. In accordance with § 141.37, the following individual(s) are designated as check instructors for the Part 141 courses listed in Table 3:

Table 3 – Designated Check Instructors

Name	Course of Training	Date of FAA Approval	Limitations	Email Address

Appendix L. Sample LOA A007, Designated Persons: 14 CFR Part 141

The following individuals are designated to officially apply for and receive Letters of Authorization (LOA) for the certificate holder as indicated below.

Table 1 – Designated Persons

Title	Name	Parts Authorized	Email Address

Appendix M. Sample OpSpec A007, Designated Persons: 14 CFR Part 145

- a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

Table 1 – Designated Persons to Apply for and Receive Authorizations

Title	Name	Parts Authorized	Email Address

- b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

Table 2 – Designated to Receive InFO Messages

Name	Email Address	Telephone No.	Type of Information to Receive