



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
4040.9E**

National Policy

Effective Date:
02/25/11

SUBJ: FAA Aircraft Management Program

1. Title 49 of the United States Code (49 U.S.C.) authorizes the Federal Aviation Administration (FAA) to acquire and expend funds for the acquisition, operation, and maintenance of aircraft as necessary in the exercise and performance of the powers and duties of the Administrator. The FAA operates aircraft within individual FAA flight programs and for the FAA in furtherance of the Agency's mission. The Office of Management and Budget (OMB) establishes standards and requirements for the operation of government aircraft through a series of guidance documents. See the current editions of:

- OMB Circular A-11, Preparation, Submission, and Execution of the Budget,
- OMB Circular A-76, Performance of Commercial Activities,
- OMB Circular A-123, Management's Responsibility for Internal Control, and
- OMB Circular A-126, Improving the Management and Use of Government Aircraft,

2. The Administrator delegates certain oversight responsibilities to the Flight Program Oversight Executive (FPOE) who establishes the general requirements for the FAA Aircraft Management Program.

3. This order sets forth FAA Aircraft Management Program objectives, policy, approval authority, and assignment of responsibility for the safety, operation, maintenance, and management of FAA aircraft. This order applies to all flight program participants and outlines the minimum requirements for participation in the individual FAA flight programs. It also directs the FAA FPOE to issue necessary standards and procedures for the operation, certification, maintenance, management, and use of FAA aircraft, including aircraft operated by, as well as aircraft operated for, the FAA in accordance with the policies and guidance in this order.

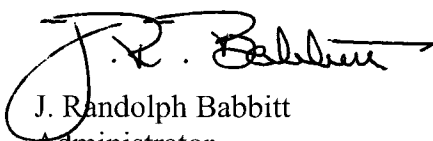

J. Randolph Babbitt
Administrator

Table of Contents

<i>Paragraph</i>	<i>Page</i>
Chapter 1. General	
Section 1. General Information.....	1-1
1. Purpose of This Order.....	1-1
2. Audience	1-1
3. Where You Can Find This Order.....	1-1
4. What This Order Cancels.....	1-1
5. Explanation of Policy Changes.....	1-1
6. Authority to Change This Order	1-2
7. Authority to Issue or Change an Appendix.....	1-2
8. Scope.....	1-2
9. Suggestions or Comments.....	1-2
10. Use FAA Form 1320-19	1-2
11. Urgent Interpretation.....	1-2
Section 2. Objectives	1-3
12. Objectives	1-3
Section 3. Policy	1-5
13. General.....	1-5
14. Flight Program Oversight	1-5
15. Flight Program Policy Committee (FPPC)	1-5
16. Aircraft Rental Operational Standards.....	1-5
17. Flight Program Requirements	1-5
18. Flight Program Establishment.....	1-6
19. Carriage of Passengers.....	1-6
20. Management and Use of FAA Aircraft.....	1-6
21. OMB Requirements	1-6
22. Environmental Reporting Requirements.....	1-7
23. Accounting for Costs	1-7
24. Information System Requirements	1-7
Section 4. Roles and Responsibilities	1-8
25. FAA Administrator	1-8
26. Flight Program Oversight Executive (FPOE)	1-8
27. FAA SFSO	1-9
28. FAA FPOO Manager	1-9
29. Flight Program Manager	1-10
30. Flight Program Participant.....	1-10

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Section 5. Flight Programs.....	1-11
31. FAA Aircraft Management Program Structure.....	1-11
Figure 1-1. FAA Aircraft Management Program Structure.....	1-11
32. Flight Program Management	1-11
33. Flight Inspection Flight Program.....	1-11
34. Washington Flight Program (Hangar 6)	1-12
35. Flight Standards Service (AFS) Flight Program.....	1-13
36. Aircraft Certification Service (AIR) Flight Program.....	1-13
37. WJHTC Flight Program.....	1-14
38. FAA Academy Flight Program.....	1-14
 Chapter 2. Acquisition and Disposal of FAA Aircraft	
Section 1. General.....	2-1
1. General.....	2-1
2. Purpose.....	2-1
Section 2. Acquisition of Aircraft, Simulators, FTDs, and Aircraft Parts.....	2-1
3. Compliance with Government Guidance.....	2-1
4. Justification of Aircraft Purchase.....	2-1
5. Budgeting for Acquiring Aircraft, Simulators, and FTDs	2-2
6. Rental Aircraft.....	2-2
7. Payment for Rental Aircraft and Associated Services	2-2
8. Exclusive-Use Lease.....	2-2
9. Approval Authority for Aircraft Acquisition.....	2-2
10. Assumption of Liability	2-3
11. Acquisition of Aircraft Parts.....	2-3
Section 3. Disposal of Aircraft and Aircraft Parts	2-4
12. General.....	2-4
13. Purpose.....	2-4
14. Disposal of Aircraft and Aircraft Parts	2-4
15. Declassified Aircraft	2-4
16. Reporting Requirements	2-4
17. Disposing of Aircraft Parts	2-5
 Chapter 3. FAA Aircraft Use	
Section 1. General.....	3-1
1. General.....	3-1
2. Retention of FAA Aircraft.....	3-1
3. Flight Hours	3-1

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Section 2. Approved Uses of FAA Aircraft.....	3-1
4. Administrative Approval for Use of FAA Aircraft.....	3-1
5. Approved Uses of FAA Aircraft.....	3-2
6. Travel	3-4
7. Use of a Non-FAA Aircraft to Perform an FAA Job Function.....	3-5
8. Use of FAA Aircraft by Other Government Agencies	3-5
9. Other Uses and Emergencies	3-6
10. Flight Hour Rates.....	3-7
Section 3. Documentation of FAA Aircraft Use.....	3-7
11. Documentation Requirements.....	3-7
12. Retention of Records.....	3-7
13. Federal Aviation Interactive Reporting System (FAIRS).....	3-7
Section 4. Reporting Requirements	3-8
14. FAA Requirements	3-8
15. FAA FPOO Reporting Requirements	3-8
16. Accident/Incident Data	3-9
17. Cost Comparison Studies.....	3-9
18. Aircraft Assets	3-9
19. Other Reports	3-9
 Chapter 4. Travel on FAA Aircraft	
Section 1. General.....	4-1
1. General.....	4-1
2. Purpose.....	4-1
Section 2. Categories of Travel and Travelers.....	4-1
3. Categories of Travel.....	4-1
4. Categories of Travelers.....	4-2
Section 3. Approval Authority for Travel on FAA Aircraft	4-2
5. Approval Authority	4-2
Section 4. Cost Comparison.....	4-4
6. Performing Cost Comparison and Cost Effectiveness.....	4-4
7. Use of FAA Aircraft for Travel	4-5
Section 5. Reimbursement for Travel	4-6
8. Reimbursement for Travel	4-6

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Section 6. Request for Travel on FAA Aircraft.....	4-8
9. Request for Travel on FAA Aircraft.....	4-8
10. Official Travel Orders.....	4-8
11. Written Travel Authorizations	4-8
12. Mission Travel	4-9
13. Non-Mission Travel (Other Official Travel)	4-10
14. Required Use Travel	4-12
15. Space Available Travel.....	4-13
Section 7. Special Travelers or Circumstances.....	4-16
16. Travel in Emergency or Disaster Situations	4-16
17. Congressional Travel	4-16
18. Travel of Spouses, Dependents, and Other Non-Federal Travelers.....	4-16
19. International Visitors	4-17
20. Use of FAA Aircraft for Political Travel.....	4-18
21. Carriage of Hazardous Cargo.....	4-18
Section 8. Documentation and Reporting	4-18
22. Reimbursement to the FAA	4-18
23. Consideration of Use of FAA Aircraft versus Commercial Travel	4-19
24. Monthly Reporting Requirements.....	4-19
25. Retention of Records.....	4-20
 Chapter 5. Flight Program and Participant Requirements	
Section 1. General.....	5-1
1. Procedures.....	5-1
Section 2. Flight Program Documentation.....	5-3
2. Manual(s).....	5-3
3. Appendix.....	5-3
4. Recordkeeping System.....	5-3
Section 3. Pilot Records Improvement Act (PRIA) Compliance	5-4
5. General.....	5-4
6. Applicability	5-4
7. Requesting Records	5-4
8. PRIA Records	5-5
9. Furnishing Records	5-5
10. Post-Separation PRIA Records.....	5-5

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Section 4. Flight Program Participants	5-5
11. Requirements	5-5
12. MOA	5-6
13. Individual Participation.....	5-6
14. Records	5-7
15. Participant Review and Revalidation.....	5-7
16. New Entrant Requirements	5-7
17. Transfer Instructions	5-7
18. Qualifications and Training	5-8
19. Use of Out-of-Agency Accomplishments for Recent Flight Experience	5-8
20. Fitness	5-9
 Chapter 6. Safety Program	
Section 1. General.....	6-1
1. Purpose.....	6-1
2. Objective.....	6-1
3. Applicability	6-1
Section 2. Safety Requirements and Responsibilities.....	6-1
4. Appointment of Qualified Flight Safety Officers	6-1
5. Safety Program Administration	6-1
6. Flight Program Manager Responsibilities	6-1
7. Safety Program Elements.....	6-1
8. FSO Requirements	6-3
9. FSO Responsibilities.....	6-3
10. Flight Program Participant Responsibilities	6-5
Section 3. Safety Committee.....	6-5
11. Safety Committee.....	6-5
Section 4. Integration of Safety Management System (SMS) Elements	6-5
12. SMS Integration	6-5
Section 5. Accident/Incident/SSE Investigation and Reporting	6-6
13. Program Requirements for Accident/Incident/SSE Investigation and Reporting.....	6-6
14. FAA Safety Hotline	6-8
Section 6. Training and Education.....	6-8
15. Training and Education Requirements.....	6-8
16. Feedback	6-9

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
 Chapter 7. Oversight	
Section 1. General	7-1
1. General	7-1
2. Tools	7-1
Section 2. External Audits	7-1
3. Objectives	7-1
4. Audit Team	7-1
5. Audit Scheduling	7-2
6. Effect of Special Audits by External Sources	7-2
7. External Audit Report	7-2
8. Closing an External Audit Report	7-2
9. Discovery of Potential 14 CFR Noncompliance	7-3
Section 3. Internal Evaluation	7-3
10. General	7-3
11. Evaluation Objectives	7-3
12. IEP Coordinator	7-3
13. Evaluation Schedule	7-3
14. IEP Evaluation Report	7-4
Section 4. Responsibilities	7-4
15. FAA FPOO Audit Team	7-4
16. Flight Program Manager	7-5
17. Flight Program IEP Coordinator	7-5
18. Distribution	7-6
 Chapter 8. Aircraft Operated for the FAA	
Section 1. General	8-1
1. General	8-1
2. Commercial Aviation Services (CAS)	8-1
Section 2. Contracting for and Using CAS	8-1
3. Compliance with Office of Management and Budget (OMB) Guidance	8-1
4. Acquiring CAS	8-2
5. CAS Contracting Responsibilities	8-2
6. CAS Contract Requirements	8-2
Section 3. Managing CAS Operations	8-2
7. Management Responsibilities	8-2

Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Section 4. Documentation and Reporting Requirements	8-3
8. Documenting Aircraft Use	8-3
9. Reporting Aircraft Use	8-3
Appendix A. Definitions (11 pages)	A-1
Appendix B. FAA Forms and Codes (2 pages)	B-1
Appendix C. FAA Supplemental Instructions for Federal Aviation Interactive Reporting System (FAIRS) Reports (3 pages)	C-1
Appendix D. Transportation (5 pages)	D-1
Appendix E. Federal Guidance Documents (6 pages)	E-1
Appendix F. FAA Aircraft Use Record (3 pages)	F-1
Appendix G. FAA Aircraft Accident/Incident Response Plan (20 pages)	G-1
Appendix H. Flight Inspection Flight Program (2 pages)	H-1
Appendix I. Washington Flight Program (Hangar 6) (1 page)	I-1
Appendix J. Flight Standards Flight Program (1 page)	J-1
Appendix K. Aircraft Certification Service (AIR) Flight Program (1 page)	K-1
Appendix L. William J. Hughes Technical Center Flight Program (1 page)	L-1
Appendix M. FAA Academy Flight Program (1 page)	M-1
Appendix N. Directive Feedback Information (1 page)	N-1

Chapter 1. General

Section 1.General Information

- 1. Purpose of This Order.** This order is an implementing directive in accordance with Department of Transportation (DOT) Order 6050.1, Management and Use of Department of Transportation Aircraft, current edition. This order provides policy and procedures for the Federal Aviation Administration (FAA) Aircraft Management Program, and assigns responsibility for and authority within the FAA Aircraft Management Program. This order also establishes minimum requirements for flight program establishment, operations, and flight program participants.
- 2. Audience.** The primary audience is FAA Aircraft Management Program flight programs and flight program personnel, including flight program participants and other personnel involved in the operation of aircraft, simulators, flight training devices (FTD), and aircraft-related services.
- 3. Where You Can Find This Order.** You can find this order on the MyFAA employee Web site 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.aversusfaa.gov>. Operators may find this information on the Federal Aviation Administration (FAA) Web site at <http://fsims.faa.gov>.
- 4. What This Order Cancels.** This order cancels Order 4040.9D, FAA Aircraft Management Program, dated December 4, 1991, Order 4040.24B, FAA Flight Program Responsibilities and Operational Standards for FAA Aircraft, dated December 9, 1996, and Order 4040.25, FAA Aircraft/Incident Response Plan, dated April 5, 1999.
- 5. Explanation of Policy Changes.** This revision incorporates updated information, procedural and policy changes, and new guidance with respect to the FAA Aircraft Management Program. This order incorporates:
 - a. Specific delegation of authority for each flight program,
 - b. Use of industry standard language mandating safe operations (replacing highest level of safety language), with regard to flight operations,
 - c. Clarification regarding approval authority for different types of aircraft acquisition (including allowing the delegation of approval authority for open market rental, contract rental, loan, bail, borrow, and military agreements for aircraft with a maximum approved takeoff weight of more than 12,500 pounds and/or requiring a type rating no lower than a flight program manager),
 - d. Allowing flight program management personnel specifically designated in Chapter 1 to observe flights regardless of duration,
 - e. Approval authority for a Memorandum of Agreement between two flight programs changing from Associate Administrator (or equivalent) to flight program manager,

f. Policy guidance regarding FAA compliance with the Pilot Records Improvement Act of 1996 (PRIA),

g. Definition of the role of the Flight Program Oversight Executive (FPOE), and

h. Separate policies and procedures for aircraft operated by, versus for, the FAA.

6. Authority to Change This Order. The Administrator reserves the authority to approve revisions and changes that establish policy, delegate authority, or assign responsibility as set forth in this chapter. The Administrator may delegate the authority to the FPOE to issue other changes as required.

7. Authority to Issue or Change an Appendix. Each flight program must develop an appendix describing how it will comply with this order. Such appendices and related supplements may contain additional requirements but must not prescribe standards lower than this order. Changes to flight program appendices must be approved in accordance with flight program procedures and submitted for policy review by the FAA Flight Program Oversight Office (FAA FPOO) and approval by the FPOE.

Note: Flight program appendices, as referenced above, do not include the manual system(s) incorporated by reference in the flight program appendix. Such manual system(s) are subject to change or revision in accordance with flight program procedures.

8. Scope. This order applies to the operation of aircraft, simulators, FTDs, and aircraft-related services by the FAA. This includes aircraft used under the provisions of FAA interagency agreements and any aircraft used to perform an FAA job function. Chapter 8 contains guidance regarding the operation of aircraft for, rather than by, the FAA.

Note: This order does not apply to aircraft rentals or charters reimbursed under the Federal Aviation Administration Travel Policy (FAATP).

9. Suggestions or Comments. The FAA FPOO welcomes all of your suggestions or comments regarding this order.

10. Use FAA Form 1320-19. For your convenience, use Form 1320-19, Directive Feedback Information (Appendix N) to submit suggestions or comments. Please use the “Other Comments” block on Form 1320-19 to provide a complete explanation of why the suggested change is necessary. You may attach, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

11. Urgent Interpretation. If you urgently need an interpretation, please contact the FAA FPOO via telephone or e-mail. Please use the attached Form 1320-19 (Appendix N) as a followup to any verbal conversation.

Section 2. Objectives

12. Objectives. The FAA Aircraft Management Program must accomplish the following objectives within its management/administration structure:

Note: The standards, guidelines, and procedures in this order must comply with the applicable Federal guidance documents listed in Appendix E.

a. Establish Responsibility. Establish responsibility for the oversight, administration, operation, safety, training, maintenance, technical support, and financial needs of the FAA Aircraft Management Program (including establishing minimum requirements for these items in any commercial contracts).

b. Describe Roles. Develop guidance describing the roles, responsibilities, and authority of FAA Aircraft Management Program personnel (e.g., managers, pilots, check pilots, other crewmembers, flight safety personnel, maintenance personnel, dispatchers, administrative personnel, and technical support personnel).

c. Identify FAA Mission Requirements. Mission requirements are activities that constitute the discharge of FAA statutory or official responsibilities.

d. Develop Standards. Develop standards, procedures, and criteria for the safe and economic use of all aircraft used in the FAA Aircraft Management Program.

e. Develop Controls. Develop a planned, controlled system of acquisition, operation, maintenance, and disposal (where applicable) of all FAA aircraft.

f. Aircraft Assignment. Develop criteria for the assignment of FAA aircraft.

g. Review and Evaluate. Develop criteria for periodically reviewing and evaluating the management and use of FAA aircraft to ensure compliance with the applicable Federal guidance documents. (See Appendix E.)

h. Cost Benefit Analysis. Develop procedures for performing cost benefit analysis in accordance with the applicable Federal guidance documents and the FAA's acquisition management system (AMS) for acquiring aircraft and aircraft-related equipment. (See Appendix E.)

i. Evaluate Continuing Need. Develop a process to evaluate the continuing need for the aircraft in accordance with the applicable Federal guidance documents. (See Appendix E.)

j. Criteria for Cost. Develop criteria to account for cost and utilization, and associated data for FAA aircraft based on the applicable Federal guidance documents. (See Appendix E.)

k. Criteria for Reimbursements. Establish criteria for reimbursable agreements covering services and material provided by the FAA to other Federal and non-Federal parties based on FAA Order 2500.35, Reimbursable Agreements Covering Goods and Services Provided by the FAA, current edition.

l. Method of Cost Recovery. Develop a method for appropriate cost recovery in accordance with the applicable Federal guidance documents. (See Appendix E.)

m. Documentation. Develop criteria and procedures for documenting, recording, distributing, reviewing, and evaluating the use of FAA aircraft program resources.

n. Compliance. Develop procedures for the compliance and recording of information pertaining to crewmembers, qualified non-crewmembers, and passengers traveling on FAA aircraft in accordance with the applicable Federal guidance documents. (See Appendix E.)

o. External Reporting Requirements. Develop criteria for accomplishing external organization reporting requirements.

p. Management Information System. Establish an FAA management information system designed to record and report data pertaining to the following:

- (1) FAA missions and related information that supports the FAA Aircraft Management Program.
- (2) Flight operations (including dispatch, and scheduling).
- (3) Procedures to record and track flight time, duty time, and training of crewmembers.
- (4) Procedures to record and track hours (duty time) worked and training of maintenance personnel.
- (5) Aircraft hourly data, cost and utilization, and associated information.
- (6) Office of Management and Budget (OMB), General Services Administration (GSA), and other Federal agency reporting requirements.
- (7) Data pertaining to travel on FAA aircraft.
- (8) Data in support of the FAA organizations and national requirements.

q. Coordination. Coordinate flight and aircraft program requirements, national issues, and local issues with the FAA FPOO and the Flight Program Policy Committee (FPPC).

r. Develop Required Memoranda. Establish a process for developing a Memorandum of Understanding (MOU) and a Memorandum of Agreement (MOA) between internal FAA organizations, DOT, external agencies, and non-Federal entities.

Section 3. Policy

13. General. The FAA has statutory responsibility to maintain a safe, common system for the use of airspace and the operation of aircraft therein. To effect a safe air transportation system, the FAA will pursue an aggressive research, development, test, and evaluation program of the air navigation, control, communications, and aircraft operating system, including standards development and training. In carrying out this mission, personnel should maintain firsthand knowledge of the air transportation system whose safety and efficiency they are responsible for promoting. It is the policy of the FAA to provide recent flight experience and continued exposure in the aviation environment to safety-related positions responsible for regulating, operating, or maintaining the air transportation system. To accomplish this, the FAA will acquire, manage, and operate aircraft to perform its mission. Aircraft and services operated or performed by the FAA will be managed according to agency policy and standards developed through the FAA Aircraft Management Program. This order also governs aircraft operated for the FAA.

14. Flight Program Oversight. The FPOE is the focal point in all matters relating to the FAA Aircraft Management Program. The FPOE administers the regulatory surveillance and inspection program that ensures each flight program meets its approved regulatory standards. The FPOE will investigate and process regulatory infractions by a flight program participant or flight program in accordance with FAA Order 2150.3, FAA Compliance and Enforcement Program, current edition.

a. External Oversight. The FPOE administers the external oversight program, which documents the effectiveness of each flight program's compliance with this order and related policies and directives; and tracks corrective actions taken for identified program deficiencies and/or potential areas of noncompliance.

b. Internal Oversight. Each flight program manager must administer an Internal Evaluation Program (IEP), which measures the flight program's effectiveness and efficiency in meeting its objectives.

15. Flight Program Policy Committee (FPPC). The FPPC is the advisory council for the FAA Aircraft Management Program. The FPPC analyzes issues, provides advice, and recommends flight program policy to the FPOE. The FPPC is comprised of the FPOE, the flight program managers, the Senior Flight Safety Officer, and the FAA FPOO Manager. The FPOE serves as the chair of the FPPC and sets the meeting schedule. The FPPC conducts periodic meetings to address flight program policy issues, review flight program requirements, and provide updates regarding flight program activities.

16. Aircraft Rental Operational Standards. The minimum standard for operating rental aircraft in the FAA Aircraft Management Program is Title 14 of the Code of Federal Regulations (14 CFR) part 91.

17. Flight Program Requirements. Each flight program must:

- a.** Operate to accomplish its mission.

- b. Operate and maintain aircraft in accordance with the 14 CFR part appropriate to the aircraft and mission.
- c. Comply with Federal Government policy, directives, regulations, and this order.
- d. Develop and maintain an appendix describing how it will comply with this order.
- e. Have written approval from the Administrator to carry passengers for transportation.
- f. Establish and maintain an IEP.
- g. Integrate Safety Management System (SMS) elements.

18. Flight Program Establishment. Upon approval of the Administrator, organizations may establish flight programs as necessary to meet mission requirements.

19. Carriage of Passengers. The Administrator authorizes each flight program to carry passengers in accordance with this order.

20. Management and Use of FAA Aircraft. Each flight program must use FAA aircraft only for official purposes in order to meet mission requirements. In order to meet transportation requirements effectively and economically, use commercial transportation for the transportation of passengers and cargo to the extent practicable. Chapter 3 governs FAA aircraft use.

21. OMB Requirements.

a. OMB Circular A-11 and A-76 Requirements. The FAA Aircraft Management Program must meet all applicable requirements of the current editions of OMB Circulars A-11, Preparation, Submission and Execution of the Budget, and A-76, Performance of Commercial Activities before purchasing, leasing, or otherwise acquiring aircraft and related services to ensure that aircraft and services available from and operated by the private sector are less cost effective.

b. OMB Circular A-123 Requirements. The FAA must review all components of its aircraft management program annually for compliance with the internal control requirements of OMB Circular A-123, Management's Responsibility for Internal Control, current edition.

c. OMB Circular A-126 Requirements. The FAA Aircraft Management Program must comply with the requirements of OMB Circular A-126, Improving the Management and Use of Government Aircraft, current edition, for the management, use, travel, accounting for the use of/disposal of aircraft, and reporting requirements.

d. Reports. Submit all OMB-required reports to the FAA FPOO.

22. Environmental Reporting Requirements. Flight programs must comply with the applicable requirements of the National Energy Conservation Policy Act (NECPA), the Energy Policy Act of 2005 (EPACT), and Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management. The flight programs must enter and confirm their annual aircraft fuel usage and cost data, as entered into the FAA's Aircraft Management Program management information system, in accordance with the procedures and schedule published by the FAA FPOO. The FAA FPOO will consolidate and submit the report to the required organization.

23. Accounting for Costs. FAA must account for operational and ownership costs of government aircraft per the U.S. Government Aircraft Cost Accounting Guide (CAG) and OMB Circular A-126, current edition. FAA must accumulate costs into the cost elements of OMB Circular A-126, Federal Aviation Interactive Reporting System (FAIRS), and the CAG. Capture other costs associated with applicable guidance documents in Appendix E. Since FAA owns Federal aircraft and/or operates bailed Federal aircraft, FAA must maintain an automated system to collect the aircraft costs as required by OMB and General Services Administration (GSA). The data definitions for FAIRS are located in the CAG.

24. Information System Requirements. OMB Circular A-126, current edition, and Title 41 of the Code of Federal Regulations (41 CFR), part 102-33, Management of Government Aircraft, require the FAA to maintain an automated system to account for aircraft costs by collecting the cost data elements required by FAIRS. The intent is to improve the management of FAA aviation resources and, where possible and cost effective, ensure reliance on commercial airline or aircraft services to meet our aircraft support needs. Accumulate the cost associated with FAA aircraft programs to:

- a. Justify the use of FAA aircraft in lieu of commercially available aircraft, and the use of one FAA aircraft in lieu of another;
- b. Recover costs of operating FAA aircraft when appropriate;
- c. Determine cost effectiveness of various aspects of FAA Aircraft Programs; and
- d. Conduct the cost comparisons required by OMB Circular No. A-76 to justify in-house operation of FAA aircraft versus procurement of commercially available aircraft services.

Note: Follow OMB Circular A-126, Attachments A and B when accomplishing the above.

Note: The Information System Requirements for the FAA system must also meet the standard specifications and data definitions related to Federal aviation operations as required by the Common Aviation Management Information Standard (C-AMIS).

Section 4. Roles and Responsibilities

25. FAA Administrator. The Administrator is responsible for the FAA Aircraft Management Program and for establishing its safety policy. The Administrator delegates responsibility for oversight of the FAA Aircraft Management Program to the FPOE in accordance with this order. The Administrator delegates administration of the flight programs to the appropriate Associate Administrator(s) (or equivalent).

26. Flight Program Oversight Executive (FPOE). The FPOE is the Senior Aviation Management Official in accordance with 41 CFR § 102-33.30. The Administrator delegates the following responsibilities to the FPOE who must:

- a.** Implement FAA Aircraft Management Program policy regarding management of FAA aircraft; establishing qualifications for flight program participants;
- b.** Provide leadership and direction for FAA Aircraft Management Program safety initiatives; and
- c.** Conduct periodic evaluations of the FAA Aircraft Management Program to ensure that all FAA facilities in all lines of business comply with applicable policy and directives.
- d.** Serve as Chair of the FPPC.
- e.** Oversee FAA aircraft, as delegated by the Administrator.
- f.** Serve as the official liaison and point of contact for the FAA Aircraft Management Program.
- g.** Establish and maintain an evaluation program that identifies program deficiencies and potential areas of noncompliance, as well as ensuring appropriate corrective action when required.
- h.** Review FAA Aircraft Management Program policy to ensure consistency with stated objectives.
- i.** Implement forms, records, and reports required for the administration of the FAA Aircraft Management Program.
- j.** Ensure the FAA Safety Program, managed by the Senior Flight Safety Officer (SFSO), is an integral part of the FAA Aircraft Management Program.
- k.** Review proposed and existing legislative, regulatory, and legal actions for impact on the FAA Aircraft Management Program.
- l.** Represent the FAA on the Interagency Committee for Aviation Policy (ICAP) and designating an alternate representative.

m. Coordinate flight program policy with DOT and other government entities including Office of the Inspector General (OIG), GSA, and OMB.

n. Develop aircraft management policies and standards as required by OMB Circular A-126, current edition.

o. Ensure the availability of a comprehensive management information system that will serve as the official program database for the collection, retrieval, analysis, and distribution of FAA aircraft and flight program activity.

Note: The management information system must meet OMB Circular A-126, 41 CFR part 102-33, and GSA reporting requirements, as well as FAA Aircraft Management Program requirements.

p. Custodianship of this order.

27. FAA SFSO. The FAA SFSO must:

a. Promote safety in the FAA Aircraft Management Program.

b. Develop training courses, seminars, and materials.

c. Administer the FAA Safety Hotline.

d. Collect and analyze aircraft accident/incident data.

e. Participate as a member of the FPPC.

f. Coordinate the use of IEP resources.

g. Manage the Safety Awards Program.

28. FAA FPOO Manager. The FAA FPOO Manager must:

a. Participate as a member of the FPPC.

b. Implement and coordinate FAA Aircraft Management Program policy.

c. Develop and administer the FAA Aircraft Management Program external audit program to perform periodic audits on the flight programs using SMS principles, in accordance with this order.

d. Provide centralized oversight of the FAA Aircraft Management Program.

e. Act as the official property custodian for all FAA aircraft and associated mission equipment except Aviation System Standards aircraft and equipment.

f. Facilitate compliance and serve as the focal point with OMB, DOT, and GSA requirements.

- g.** Maintain this order.
- h.** Ensure all internal and external reports that pertain to the FAA Aircraft Management Program are completed.
- i.** Maintain oversight of the FAA comprehensive management information system, which serves as the official FAA Aircraft Management Program database for the collection, retrieval, analysis, and distribution of FAA aircraft and flight program activity.
- j.** Serve as the FAA Component Program Manager (CPM) for the Aviation Fuel Card Program.
- k.** Participate in ICAP activities.
- l.** Coordinate with the flight programs to establish the reimbursable rate for each aircraft type.

29. Flight Program Manager. A flight program manager oversees each flight program and must:

- a.** Participate as a member of the FPPC, or designate a representative.
- b.** Develop an appendix to this order detailing how the flight program complies with the requirements of this order.
- c.** Develop and maintain a system of manuals in accordance with this order.
- d.** Administer the flight program in compliance with this order and all applicable regulations, policies, and guidance documents.
- e.** Develop and implement an IEP.
- f.** Assign all flight program participants to the appropriate flight program.
- g.** Maintain required reports and data entry in a timely and accurate manner.
- h.** Provide the FAA FPOO with information regarding all matters pertaining to aircraft acquisition and disposal, including information associated with these actions.

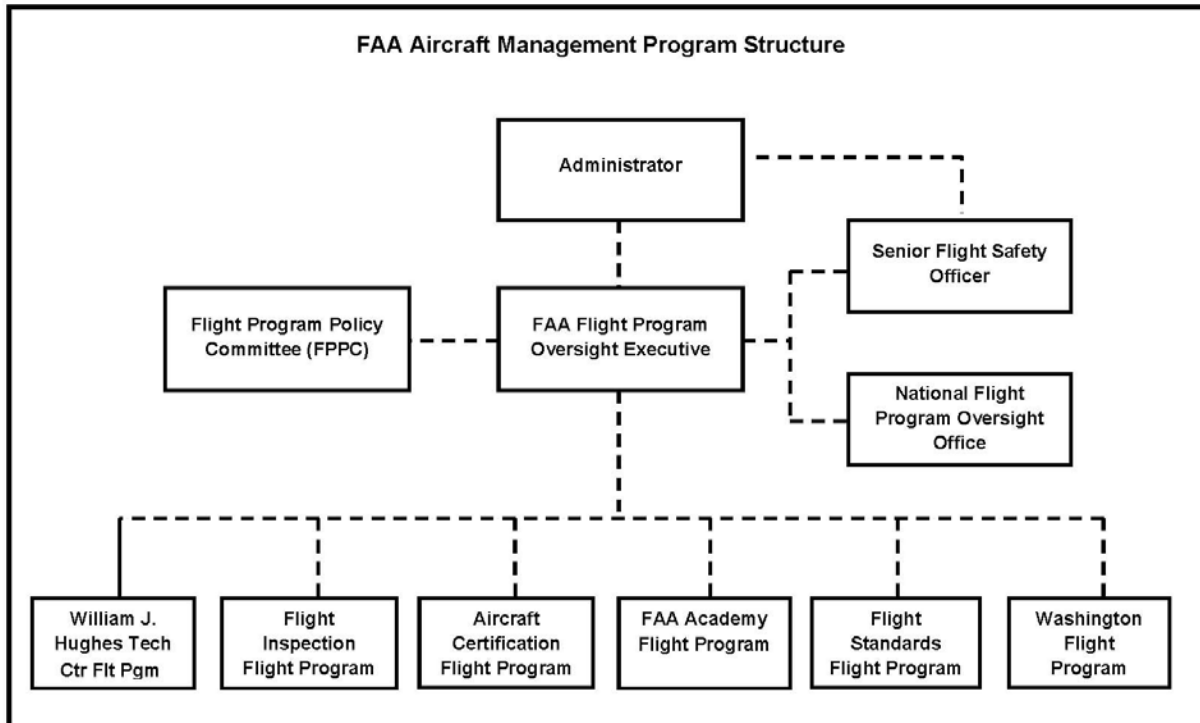
30. Flight Program Participant. Each flight program participant must:

- a.** Meet the requirements of the flight program to which assigned.
- b.** Have prior authorization to serve as a crewmember or qualified non-crewmember (if applicable) on the aircraft.

Section 5. Flight Programs

31. FAA Aircraft Management Program Structure. The FAA FPOO Manager, SFSO, and flight program managers are responsible to the FPOE for FAA Aircraft Management Program policies and issues. (See Figure 1-1.)

Figure 1-1. FAA Aircraft Management Program Structure



32. Flight Program Management. The FPOE is responsible for oversight of the FAA aircraft management program. Management personnel specifically designated in paragraphs 33 through 38 below are responsible for management of their respective flight programs. Management personnel may fly onboard the flight program's aircraft to observe flight program activities without prior approval (e.g., crewmember observation, multiple-workday trip).

33. Flight Inspection Flight Program. The Chief Operating Officer of the Air Traffic Organization (AJO-0) is responsible for this program, which includes aircraft used globally for flight inspection. The Flight Inspection Flight Program is certificated under 14 CFR part 119, and must operate in accordance with 14 CFR part 135, except for those operations regulated by part 91, public use statutes, or this order.

a. Operational Control. AJO-0 delegates the responsibility for operational control of aircraft to the Director of Aviation System Standards, who is the Flight Program Manager.

b. Assignment Into/Removal from Flight Program. AJO-0 delegates the responsibility for authorizing the assignment into/removal from the Flight Inspection Flight Program to the Director of Aviation System Standards, who re-delegates this authority no lower than the Flight Inspection Operations Manager.

c. Authorizing Flights. AJO-0 delegates the responsibility for authorizing Flight Inspection Flight Program flights to the Director of Aviation System Standards, who re-delegates this authority no lower than the Flight Inspection Operations Manager, Maintenance and Engineering Manager, or the Chief Pilot (part 135), as appropriate.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to the Chief Operating Officer of the Air Traffic Organization (AJO-0), who re-delegates this authority to the Director of Aviation System Standards, who re-delegates this authority to the Flight Inspection Operations Manager.

e. Maintenance. Maintain Flight Inspection Flight Program aircraft in accordance with part 135, unless otherwise authorized by the Administrator.

34. Washington Flight Program (Hangar 6). The Assistant Administrator for Regions and Centers (ARC-1) is responsible for this program, which operates aircraft used for training and proficiency of Washington Headquarters flight program crewmembers, training crewmembers from other facilities, and providing mission-related transportation for Federal Government entities. Hangar 6 aircraft will operate under its part 135 air carrier certificate, except for those operations regulated by part 91, public use statutes, or this order.

a. Operational Control. ARC-1 delegates the responsibility for operational control of aircraft to the Manager, Washington Flight Program (Hangar 6), who is the Flight Program Manager.

b. Assignment Into/Removal From Flight Program. ARC-1 delegates the responsibility for authorizing the assignment into/removal from the Hangar 6 Flight Program to the Manager, Washington Flight Program (Hangar 6), who re-delegates this authority no lower than the Assistant Manager (Hangar 6), as appropriate.

c. Authorizing Flights. ARC-1 delegates the responsibility for authorizing Hangar 6 Flight Program flights to the Manager, Washington Flight Program (Hangar 6), who re-delegates this authority no lower than the Assistant Manager (Hangar 6) or the Director of Maintenance (Hangar 6), as appropriate.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to ARC-1, who re-delegates this authority in accordance with this order to the Manager, Washington Flight Program (Hangar 6).

e. Maintenance. Maintain Hangar 6 Flight Program aircraft in accordance with part 135 at all times.

35. Flight Standards Service (AFS) Flight Program. The Associate Administrator for Aviation Safety (AVS-1) is responsible for this program, which operates aircraft used to accomplish currency and proficiency requirements for AFS Flight Program crewmembers. The AFS Flight Program is certificated under part 119, and must operate in accordance with part 135, except for those operations regulated by part 91, public use statutes, or this order.

a. Operational Control. AVS-1 delegates the responsibility for operational control of aircraft to the AFS Flight Program Manager.

b. Assignment Into/Removal from Flight Program. AVS-1 delegates the responsibility for authorizing the assignment into/removal from the AFS Flight Program to the AFS Flight Program Manager, who may re-delegate this authority no lower than Facility Manager through the AFS Flight Program Flight Operations Manual (FOM).

c. Authorizing Flights. AVS-1 delegates the responsibility for authorizing AFS Flight Program flights to the AFS Flight Program Manager, who may re-delegate this authority no lower than FAA GS/GM-15, FG/FM-K, or Facility Manager responsible for approved flight hours and aircraft program resources through the AFS FOM.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to AVS-1, who re-delegates the responsibility for authorizing the carriage of passengers in accordance with this order to the AFS Flight Program Manager.

e. Maintenance. Maintain AFS Flight Program aircraft in accordance with part 135.

36. Aircraft Certification Service (AIR) Flight Program. AVS-1 is responsible for this program, which operates aircraft used to accomplish currency and proficiency requirements for AIR Flight Program crewmembers. In addition, AIR crewmembers fly on job task aircraft operated by applicants for certification activities. These aircraft operate in accordance with part 91, public use statutes, or this order.

a. Operational Control. AVS-1 delegates the responsibility for operational control of this program to the Director of the Aircraft Certification Service (AIR-1) who may further delegate this responsibility.

b. Assignment Into/Removal from Flight Program. AVS-1 delegates the responsibility for authorizing the assignment into/removal from the AIR Flight Program to the Director of the Aircraft Certification Service (AIR-1) who may further delegate this responsibility no lower than individual Directorate/Division Managers.

c. Authorizing Flights. AVS-1 delegates the responsibility for authorizing AIR Flight Program flights to AIR-1, who may further delegate this responsibility to managers with budget authority for the rental program. Authorize certification flights as specified in the current edition of FAA Order 8110.4, Type Certification.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to AVS-1, who re-delegates the responsibility for authorizing the carriage of

passengers in accordance with this order to AIR-1 who may further delegate this responsibility to a designated AIR Flight Program Executive.

e. Maintenance. Maintain AIR Flight Program rental aircraft in accordance with 14 CFR part 43 at all times.

37. WJHTC Flight Program. The Senior Vice-President for NextGen and Operations Planning (ATO-P) is responsible for this program, which maintains aircraft used for research, development, test, and evaluation. These aircraft operate in accordance with part 91, public use statutes, and this order.

a. Operational Control. ATO-P delegates the responsibility for operational control of these aircraft to the Director, WJHTC (AJP-7), who re-delegates this authority to the Manager, Flight Program Team (AJP-787), who is the WJHTC Flight Program Manager.

b. Assignment Into/Removal from Flight Program. ATO-P delegates the responsibility for authorizing the assignment into/removal from the WJHTC Flight Program to AJP-7, who re-delegates this authority to AJP-787.

c. Authorizing Flights. ATO-P delegates the responsibility for authorizing WJHTC Flight Program flights to AJP-7, who re-delegates this authority to AJP-787.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to the Chief Operating Officer of the Air Traffic Organization (ATO-0), who re-delegates the responsibility for authorizing the carriage of passengers in accordance with this order to ATO-P, who re-delegates the responsibility to AJP-7, who re-delegates this authority to the WJHTC Flight Program Manager.

e. Maintenance. Maintain WJHTC Flight Program aircraft in accordance with part 43.

38. FAA Academy Flight Program. ARC-1 is responsible for this flight program, which maintains aircraft used to accomplish formal flight training, currency, and proficiency. These aircraft operate in accordance with part 91, public use statutes, and this order.

a. Operational Control. ARC-1 delegates the responsibility for operational control of these aircraft to the Manager, Regulatory Standards Division (AMA-200), who is the Academy Flight Program Manager.

b. Assignment Into/Removal from Flight Program. ARC-1 delegates the responsibility for authorizing the assignment into/removal from the Academy Flight Program to AMA-200.

c. Authorizing Flights. ARC-1 delegates the responsibility for authorizing Academy Flight Program flights to AMA-200, who may re-delegate this authority no lower than FAA GS/GM-15, FG/FM-K, responsible for approved flight hours and aircraft program resources through the AMA FOM.

d. Authorizing Carriage of Passengers. The Administrator delegates the authority to carry passengers to ARC-1, who re-delegates the responsibility for authorizing the carriage of passengers in accordance with this order to the Academy Flight Program Manager.

e. Maintenance. Maintain Academy Flight Program aircraft in accordance with part 43.

Note: This order authorizes all delegation of approval authority set forth in paragraphs 33 through 38 above. Any further delegation or re-delegation of approval authority must be in writing.

[THIS PAGE INTENTIONALLY LEFT BLANK]

Chapter 2. Acquisition and Disposal of FAA Aircraft

Section 1. General

1. General. Title 49 of the United States Code (49 U.S.C.) allows the Federal Aviation Administration (FAA) to acquire, maintain, dispose of, and operate aircraft as necessary to perform its statutory missions, as well as exercise and perform the powers and duties of the Administrator.

2. Purpose. This chapter outlines the approval authority and procedures involved in the acquisition and disposal of aircraft and aircraft parts. In addition to the regulatory documents listed in this chapter, the acquisition and disposal of aircraft, aircraft parts, simulators, and flight training devices must comply with the guidance listed in Appendix E and other documents that address acquisition and disposal.

Note: The definition of FAA Aircraft includes aircraft, simulators, and flight training devices (FTD).

Section 2. Acquisition of Aircraft, Simulators, FTDs, and Aircraft Parts

3. Compliance with Government Guidance.

a. The FAA may acquire Government aircraft when it meets the requirements for operating an in-house aviation program contained in the current edition of:

- (1) Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities,
- (2) OMB Circular A-11, Preparation, Submission, and Execution of the Budget,
- (3) Title 41 of the Code of Federal Regulations (41 CFR) part 102-33, Management of Government Aircraft, and
- (4) The FAA acquisition management system (AMS) or other applicable Federal guidance.

b. The FAA must meet all applicable requirements of OMB Circulars A-11, A-76, or any other applicable OMB circulars and documents before purchasing, leasing, or otherwise acquiring FAA aircraft and related services to ensure that aircraft and services available from and operated by the private sector are not more cost-effective.

4. Justification of Aircraft Purchase. After completing the purchase of an aircraft, the flight program must forward a copy of the final justification study to the FAA Flight Program Oversight Office (FAA FPOO).

Note: The FAA aircraft inventory and the personal property report must include the aircraft. Provide the aircraft information to the FAA FPOO.

5. Budgeting for Acquiring Aircraft, Simulators, and FTDs.

Note: Title 49 U.S.C. § 40110 (d) exempts the FAA from many existing Federal procurement laws and management systems.

a. Policy. The AMS sets forth acquisition policy, which establishes policy and guidance for all aspects of lifecycle acquisition management for the FAA. It defines how the FAA manages its resources-money/people/assets-to fulfill its mission. The objectives of the policy are to increase the quality, reduce the time, manage the risk, and minimize the cost of delivering safe and secure services to the aviation community and flying public. Acquisition management policy promotes these objectives through partnership among service providers and customers to ensure FAA plans, programs, and budgets address priority aviation needs.

b. Accountability. For aircraft accountability and planning purposes, inform the FAA FPOO of dates of mission needs statement (MNS) submissions, OMB Circular A-11, part 7, Exhibit 300 submissions, approvals, and all scheduled aircraft delivery dates.

Note: Consult the General Services Administration (GSA) Aircraft Management Policy Division (MTA) for guidance on preparing Exhibit 300.

c. Reporting Requirements. Report acquisition of Federal aircraft to the FAA FPOO no later than 5 days after actual delivery. However, if the flight program has the pertinent information, the flight program can submit this information before the official delivery date. The FAA FPOO will provide an appropriate reporting format upon request.

6. Rental Aircraft. This is a subprogram activity within the FAA Aircraft Management Program that involves the acquisition of open market rental aircraft (e.g., from an outside vendor). Acquire these aircraft locally and use them on an hourly or contracted flight-hour basis. Rental aircraft should have maximum use when the flight program determines aircraft rental to be the most effective, efficient, and/or cost beneficial method of job accomplishment. At a minimum, flight programs must ensure that any rental aircraft complies with civil standards in accordance with Title 14 of the Code of Federal Regulations (14 CFR) and this order.

7. Payment for Rental Aircraft and Associated Services. Individual flight programs will follow the appropriate requirements of the AMS when renting aircraft.

8. Exclusive-Use Lease. Exclusive-use lease aircraft operated by the FAA are considered FAA aircraft during the contract period. FAA must document the use of these aircraft in accordance with this order.

9. Approval Authority for Aircraft Acquisition. The acquisition of all aircraft, simulators, and FTDs by the FAA is subject to the following approval authority.

Note: All delegation and re-delegation of approval authority must be in writing.

a. Purchase or Lease. The Administrator or Deputy Administrator approves the purchase, interagency transfer, lease of all flyable aircraft, simulators, and flight training devices regardless of type or size.

b. Exclusive-Use Lease, Long-Term Bail, Borrow, Loan or Lease, and Non-Flyable Aircraft. The Administrator or Deputy Administrator may delegate the following approval authority no lower than the Flight Program Oversight Executive (FPOE) or an Associate Administrator (or equivalent):

(1) The acquisition of all non-flyable aircraft, regardless of the method of acquisition, obtained for purposes other than flying (e.g., ground training, research, etc.).

(2) The exclusive-use lease or long-term lease (longer than 6 months) of all turbojet and turboprop aircraft.

c. Rental, Contract Rental (Not Lease), Loan, Bail, Borrow. Each flight program can make a determination with regard to the level of approval authority required for open market rental, contract rental (not lease), loan, bail, borrow; and agreements with the military and other government agencies is as follows:

(1) Approval authority for open market rental, contract rental (not lease), loan, bail, borrow, and agreements with the military and other government agencies for aircraft with a maximum approved takeoff weight of more than 12,500 pounds and/or requiring a type rating may be delegated no lower than the flight program manager.

(2) Approval authority for open market rental, contract rental (not lease), loan, bail, borrow, and agreements with the military and other government agencies for aircraft with a maximum approved takeoff weight equal to or less than 12,500 pounds that do not require a type rating may be delegated no lower than an FAA GS/GM-15, FG/FM-K, or Facility Manager responsible for approved flight hours and aircraft program resources. Chapter 1 specifies approval authority for each flight program.

d. Rental of Simulators or FTDs. Approval authority for the open market rental of simulators and FTDs may be delegated no lower than to the FAA GS/GM-15, FG/FM-K, or Facility Manager responsible for approved flight hours and aircraft program resources. Chapter 1 specifies approval authority for each flight program.

10. Assumption of Liability. The FAA self-insures. In the event of damage, loss, or destruction of an FAA aircraft, flight program participants must follow the applicable flight program reporting procedures.

11. Acquisition of Aircraft Parts. When acquiring or replacing parts by exchange or sale, FAA must follow the provisions of 41 CFR part 102-33, subpart B.

Section 3. Disposal of Aircraft and Aircraft Parts

12. General. The FAA operates and maintains Government aircraft. The FAA must develop a disposal plan to excess or replace these aircraft.

13. Purpose. This section outlines the approval authority and procedures covering the disposal of aircraft and aircraft parts.

14. Disposal of Aircraft and Aircraft Parts. When disposing of aircraft and aircraft parts, FAA must follow the provisions of 41 CFR parts 102-33, 102-36, 102-37, and 102-39, as appropriate.

Note: The GSA can conduct sales for FAA. Contact GSA, Region 9, for more information.

15. Declassified Aircraft. If an aircraft is lost or destroyed, or is otherwise non-operational and FAA wants to retain it, the FAA can declassify it and remove it from the FAA aircraft inventory. When an aircraft is declassified, the FAA must remove the data plate permanently and the resulting “aircraft parts or other property” are for ground-use only and are no longer considered an aircraft. To declassify an aircraft, the flight program must:

a. Request to GSA. Send a letter to GSA, MTA requesting approval to declassify the aircraft and stating that the aircraft is non-operational (including lost or destroyed). In this letter, identify the Federal Supply Classification (FSC) group(s) the declassified aircraft/parts will fall under, if applicable, describe the condition of the aircraft (crash-damaged, unrecoverable, parts unavailable, etc.), and include photographs, as appropriate.

b. After GSA Approval. Within 14 calendar-days of receiving GSA’s approval to declassify the aircraft, request approval from the jurisdictional FAA Flight Standards District Office (FSDO) to remove the manufacturer’s data plate in accordance with 14 CFR part 45, § 45.13.

c. Return of Data Plate and Certificate of Airworthiness. Within 14 calendar-days of receiving approval from the jurisdictional FSDO to remove the data plate, inform GSA (MTA) of the approval, send the data plate by courier or registered mail to the jurisdictional FSDO, and remove any Certificate of Airworthiness and the aircraft’s registration form from the aircraft. Complete the reverse side of the registration form, and send both documents to the FAA FPOO.

d. Aircraft Inventory List. The flight program must report the declassified aircraft to the FAA FPOO. The FAA FPOO must delete the aircraft from the FAA’s active aircraft inventory list, and update the personal property records, deleting the declassified aircraft from the aircraft category and adding it to another Federal Supply Classification group or groups, as appropriate.

e. Property Remaining After Declassification. For disposal of the property remaining after declassification of an aircraft, the FAA must follow the property disposal regulations in 41 CFR parts 102-36, 102-37, and 102-39.

16. Reporting Requirements. Within 5 calendar-days of disposal of the aircraft, either by excess, replacement of an aircraft, or declassification of an aircraft, the flight program must

report the change in inventory to the FAA FPOO. The FAA FPOO submits this information to FAIRS (the GSA automated system) and updates the FAA personal property list, as appropriate. In its report to the FAA FPOO, the flight program must include:

- a.** The disposal method (e.g., reassignment, inter-agency transfer, donation, sale as surplus or scrap, declassification, or exchange/sale);
- b.** The disposal date; and
- c.** The identity and type of recipient (e.g., State, educational institution, executive agency, commercial vendor).

Note: The FAA FPOO will provide a report format upon request.

17. Disposing of Aircraft Parts. When disposing of aircraft parts, the flight program must follow the procedures in 41 CFR parts 102-33, 102-36, and 102-39.

[THIS PAGE INTENTIONALLY LEFT BLANK]

Chapter 3. FAA Aircraft Use

Section 1. General

1. General. Under the Federal Aviation Administration (FAA) Aircraft Management Program, assign FAA aircraft to an FAA flight program to support defined official programs. Use FAA aircraft for official purposes for which they were acquired. However, to achieve maximum efficiency, the FAA authorizes use of FAA-operated aircraft for other official purposes when such use is practical or economically desirable.

2. Retention of FAA Aircraft.

a. Acquisition. Regulations permit acquisition of aircraft on an exclusive-use basis only when continuous annual flight-hour use projections make such acquisition/ownership economically advantageous or when, due to the nature of the mission, it is not possible to provide for program requirements by other means, such as short-term assignment or intermittent lease/rental.

b. Retention Standards. Base retention of aircraft on the minimum flight-hour or other standards developed in the aircraft acquisition process, or should circumstances warrant, on standards amended by the flight program in coordination with the FAA Flight Program Oversight Office (FAA FPOO).

3. Flight Hours. Each flight program determines and budgets for flight hours to support flight program goals.

Section 2. Approved Uses of FAA Aircraft

4. Administrative Approval for Use of FAA Aircraft. Regardless of location or assignment, and whether for official purposes of the FAA or other Government agencies on a reimbursable basis, all flights involving use of FAA aircraft are subject to the following:

Note: All delegations and re-delegations of approval authority must be in writing.

a. Approval Authority for Mission Flights. The approval authority for FAA aircraft flights may be delegated no lower than FAA GS/GM-15, FG/FM-K, or the Facility Manager responsible for the use of allocated flight hours and fiscal resources. In addition to the specific approval authority set forth by each flight program in Chapter 1, the following restrictions apply:

(1) In Washington headquarters, officials ranked below the Associate Administrator (or the equivalent level); and in the field, officials ranked below the regional Flight Standards Service (AFS) division managers, center directors, or the Director, Aviation System Standards, must not approve their own mission flights. Officials below these levels may approve their own mission flights only when prior approval is not practical and on exception basis (e.g., unscheduled flights, emergencies). Report such flights to and obtain approval by the appropriate officials as soon as possible after completion of the flights.

(2) Crewmembers and qualified non-crewmembers (senior Federal officials (SFO) or non-SFO) must acquire approval for mission flights (no travel involved) on FAA aircraft from at least one level above.

Note: If the flight program is a certificated Title 14 of the Code of Federal Regulations (14 CFR) part 135 operator, the 135 flight will be approved in accordance with the flight program's operations specifications (OpSpecs).

b. Telephone Approvals. You may obtain telephone approvals for flights originating at locations remote from the approving offices.

5. Approved Uses of FAA Aircraft. Use FAA aircraft for mission requirements and in other circumstances when justified by cost-effectiveness and efficiency. Mission requirements are activities that constitute the discharge of FAA statutory or official responsibilities, and include but are not limited to, activities of the FAA Aircraft Management Program such as flight inspection, training, research and development, airborne evaluation, inspector/pilot currency, and in certain situations, transportation. Mission requirements do not include official travel to give speeches, attend conferences or meetings, or to make routine site visits.

a. Flight Inspection. This mission provides for evaluation and certification inspection of air navigation aids, landing systems, instrument flight procedures, radars, airports, and other airspace system components.

b. Training. This mission pertains to all flights and flight hours directly related to training courses, including instructor qualification and standardization, and recurrent training. For record purposes, this includes all training accomplished in FAA-operated aircraft or simulators, including contracted training flight hours. Only those organizations providing approved training courses may use aircraft for this purpose.

c. Research, Development, Test, and Evaluation (RDT&E). This mission pertains to all flights directly related to research, development, test, and evaluation of new electronic aids, air traffic procedures, aircraft improvement, and aviation medical research, under established agency projects, evaluation of the National Airspace System (NAS), the air traffic control system, NAS programs, NAS systems (including the investigation of radio frequency interference problems), personnel, aircraft, equipment, and procedures. The William J. Hughes Technical Center (WJHTC) normally approves and/or monitors this function.

d. Support. This mission provides FAA organizations the vehicle for flight evaluation of personnel (including pre-employment flight experience and proficiency evaluations of designated personnel prior to selection or assignment to the FAA). The program includes movement of personnel, equipment, and cargo by air in logistics support of other mission requirements, aircraft maintenance support when commercial sources are not available or timely, use of aircraft for authorized aviation education purposes, and missions that directly support the executive branch of government.

e. Recent Flight Experience (Currency). This mission involves flight time logged by flight program participants in order to become or remain current to operate FAA aircraft according to requirements of 14 CFR parts 61 and 135 (if applicable), Chapter 5, and the appropriate flight program appendix to this order.

f. Proficiency, Qualification, and Standardization. This mission involves flight time in an aircraft and/or simulator used to maintain pilot skills through practice of flight maneuvers, emergency procedures, and instrument approaches. This time includes:

(1) Informal instructional flights and initial qualification check flights other than those provided in approved training courses;

(2) Flights required by a pilot to remain in the flight program and recent flight experience required by regulation, or to meet specific proficiency levels required by position performance standards or job functions; and

(3) Flights for familiarization in specific aircraft types or aircraft systems when needed to perform a job function or to meet the requirement that the employee have current knowledge of specific aircraft types or equipment in order to develop regulations, approve manuals and procedures, and/or provide expert opinions.

g. Transportation. This mission involves flight time expended in the movement of people and cargo from point-to-point in order to perform assigned job functions to meet specific Government needs. Official transportation may be required use, mission, or non-mission (other official travel). Transportation required to accomplish official FAA responsibilities in times of emergency or disaster, or in support of National Transportation Safety board (NTSB) accident investigation, is mission transportation. Most other official travel, such as travel to give speeches, attend conferences or meetings, or make routine site visits, is considered non-mission (other official travel), and is normally accomplished using commercial transportation. Use FAA aircraft for such transportation:

(1) When it is cost effective,

(2) When no commercial airline or aircraft (including charter) service exists, or

(3) When no commercial service is reasonably available to meet the traveler's departure and/or arrival requirements within a 24-hour period (unless the traveler demonstrates that extraordinary circumstances require a shorter period) to effectively fulfill the agency requirement.

Note: Transportation flights may be crewmember only or involve the carriage of crewmembers, qualified non-crewmembers, or passengers.

h. Aircraft Certification. This mission involves qualitative and quantitative flight tests on new or critically modified aircraft or aircraft parts/appliances. Qualitative tests include flight characteristics, critical engine determination, and helicopter height-velocity testing. Quantitative tests include aircraft performance such as takeoff and landing distances, stall speed determinations, and minimum control speeds. Qualitative and quantitative testing involves those conditions where pilot opinion is a factor in determining compliance with the regulations.

i. Special Observation Flights. This mission involves observation flights scheduled for the primary purpose of demonstrating the operation of FAA aircraft, aircraft equipment, crew, or conduct of a mission to major sponsors and interested parties within the FAA, other Government agencies, and industry. Observation flights must be in the best interest of the Government and provide no transportation. Observers must return to the point of origin without intermediate deplaning, except as required for personal comfort during stops for aircraft servicing or normal meal breaks during the workday, or for ground briefings and demonstrations directly related to the subject observed or demonstrated in flight. The FAA SFO director or program manager of the organization operating the aircraft must authorize these flights. This authority may be re-delegated to the managers of the WJHTC Flight Program; Washington Flight Program; Aircraft Certification Directorates; Flight Standards Divisions in the regions; Superintendent of the Academy; and Flight Inspection Operations Manager. Observers are considered approved along with the flight.

Note: No special approval and reporting requirements are necessary for SFO and non-Federal personnel observers since transportation is not provided.

Note: Observation may be the secondary purpose of the flight.

6. Travel. The source of funding and method of payment for aircraft transportation determines whether that use is governed by this order or the FAATP. If travel funds are used and the individual traveler(s) receive reimbursement for expenses he or she incurs in the use of an aircraft for transportation, the operation comes under the FAATP.

a. Use of Commercial Transportation (Including Charter). FAA policy provides for the use of commercial transportation (including air charter) to the maximum extent practical and consistent with effectively and economically meeting mission needs. Charter of an aircraft (with crew) for transportation, when justified by cost-effectiveness or as essential to mission accomplishment, is governed by the FTR as is carriage of travelers on such flights. However, the General Services Administration (GSA) requires that all chartered flights, whether for transportation or other purposes, be reported. Therefore, report the use of chartered aircraft and submit documentation of travelers to the FAA FPOO on a monthly basis, for inclusion in semi-annual reports on senior Federal travelers and non-Federal travelers, to the Department of Transportation (DOT), GSA, and Congress, and the quarterly Charter report to GSA. The FAA FPOO provides the format for reporting charter cost and utilization information, as well as senior Federal and non-Federal traveler information. (See Chapter 4 and Appendices C and D.)

b. Use of FAA Aircraft (e.g., Owned, Rented, Leased, Borrowed) for Travel. When the Government pays a vendor directly for rental of an aircraft operated by a flight program participant, regardless of the type of FAA funds (including travel) used, that aircraft use must be justified and approved in accordance with this order. Direct payment includes purchase order and/or appropriate government credit card. The appropriate official must authorize flight time on an FAA aircraft use record, (e.g., Form 4040-5, Daily Flight Log and Load Manifest or Form 4040-6, FAA Aircraft Request and Use Record). The pilot must be a participant who is qualified in a flight program. All authorization, documentation, reporting, and traveler approval criteria of this order apply. Report contract and rental transportation flights to the FAA FPOO on a monthly basis for inclusion in FAA's semi-annual reports on senior Federal travelers and non-Federal travelers to GSA and Congress, and quarterly Rental and Contract reports to GSA. (See Chapter 4 and Appendix D.)

c. Use of Private and Non-FAA Aircraft for Transportation under 41 CFR 301-304, FTR. FAA policy authorizes and encourages all FAA personnel qualified as pilots to use private, rented, or club aircraft on official travel when that mode of transportation is at least as economical as other available means in accordance with the FTR. In these cases, use travel funds to reimburse the individual traveler incurring the cost of renting an aircraft or operating their club or personal aircraft. The travel order and the applicable 14 CFR part govern the carriage of travelers. The traveler is not required to be a participant in a flight program, and the quarterly charter or rental report to GSA does not need to contain the use of the aircraft. If the traveler is a participant in a flight program, the flight time may be creditable to recent flight experience flight hours and reported on a crew data only worksheet.

7. Use of a Non-FAA Aircraft to Perform an FAA Job Function. Performing FAA work or completing an FAA job function using an aircraft piloted by an FAA employee comes under this order. This applies to missions such as flight inspection, research and development, flight training, and pilot currency. It also extends to the intermittent or occasional use of rental aircraft to perform such functions as communication, navigation, surveillance, and control. The performance of FAA work with or in the aircraft determines if the operation falls under this order. The source of funding (e.g., R&D, F&E, or Operations) and the accounting cost element (travel, aircraft program, contracts, or other) used is not a factor. An FAA employee operating an aircraft in support of an FAA program or project must be a qualified participant in a flight program.

Note: FTR classify reimbursement to an employee for use of his or her aircraft or club aircraft for anything other than his or her official travel as a conflict of interest and prohibit such payments.

8. Use of FAA Aircraft by Other Government Agencies. FAA policy provides aircraft with crews for use by officials of other Government agencies through an interagency reimbursable agreement developed according to Office of Management and Budget (OMB) Circular A-126, Improving the Management and Use of Government Aircraft, current edition, cost elements when:

a. FAA Use. FAA personnel have not scheduled the aircraft for official use.

b. Prior Agreement. The agency agrees in advance to appropriate FAA reimbursement.

c. The Aircraft Use Meets Transportation and Documentation Requirements. If use of FAA aircraft by another Government agency involves transportation, it will be controlled and authorized as above. Report flight time using an appropriate aircraft use record. The requesting agency must provide, at a minimum, before the flight, a written statement of the purpose of flight, type (mission, required use, non-mission (other official travel), space available, and a complete list of travelers with their agency routing symbol, grade/rank/title, phone number, emergency contact information to attach to the aircraft use record. Travelers must present to the aircraft management office that operates the FAA aircraft a copy of their written travel authorization, including a blanket travel authorization, if applicable, approved in accordance with the 41 CFR 301-10.262 and valid photo identification, such as a Government identification card or a state-issued driver's license. Certain travelers must be reported on the FAA's semiannual Senior Federal and non-Federal travel reports. The requesting agency is responsible for traveler approval per OMB Circular A-126, current edition, and the 41 CFR parts 300-3, 301-10, and 301-70. This includes approval of senior executive branch officials and senior Federal officials and non-Federal travelers as travelers by their own agency's senior legal official. The approval must be on file with the requesting agency for 3 years. A cost comparison may be required.

Note: The reimbursement provision may be waived using procedures contained Order 2500.35, Reimbursable Agreements Covering Goods and Services Provided by FAA, current edition.

d. Recovery of Costs. The FAA must recover the costs of operating FAA aircraft for use by other agencies and services provided in variable cost recovery rate. These methods are described in the current editions of OMB Circular A-126, the U.S. Government Cost Accounting Guide (CAG), and other supporting documents.

9. Other Uses and Emergencies. Compelling circumstances may require the use of FAA aircraft for other purposes. In these situations, the following procedures apply:

a. Reassignment of Aircraft to Meet Special Requirements. Situations that involve the reassignment of an aircraft by a flight program other than the flight program to whom the aircraft is assigned (e.g., aircraft used by the FAA Academy for training purposes) must be coordinated between the requester and the organization to whom the aircraft is assigned. The Associate Administrator, Flight Program Oversight Executive (FPOE), or the equivalent, of the flight program normally operating the aircraft must approve the request. For tracking purposes, the flight program that normally operates the aircraft must notify the FAA FPOO of the effective dates and purpose of the reassignment.

b. Emergencies. Compelling circumstances that require the use of FAA aircraft for emergency transportation or logistics support purposes will take precedence over regular aircraft assignments.

c. Transportation to Accident Scenes. On a priority basis, make aircraft available to transport key personnel of FAA and the NTSB to scenes of accidents in accordance with the Memorandum of Agreement (MOA) between the two agencies.

d. Federal Emergency Management Agency (FEMA) Flights to Disaster Areas. On a priority and reimbursable basis, aircraft may be made available to transport key FEMA and Emergency Support Team personnel to disaster scenes in accordance with Title 42 of the United States Code (42 U.S.C.) § 5121-5207.

e. National Emergency. Upon declaration of a national emergency by the President, FAA aircraft will be made available in accordance with Order 1900.1, FAA Emergency Operations Plan, current edition.

10. Flight Hour Rates. Each FAA aircraft is assigned to a flight program. Each flight program is responsible for calculating the flight hour rate(s) for any aircraft assigned to the flight program in accordance with the guidelines in the current edition of OMB Circular A-126 and applicable FAA orders. The flight programs must provide the flight hour rates to the FAA FPOO. The FAA FPOO submits the flight hour rates for publication. The flight hour rates are for estimating and billing purposes in connection with facility flight inspection, transportation or other services performed for Federal and non-Federal, domestic and overseas users. Use these rates for cost reimbursement and for cost comparison purposes. (Reference: Order 2500.36, Application of Flight-Hour Rates, current edition.)

Section 3. Documentation of FAA Aircraft Use

11. Documentation Requirements. Record FAA aircraft use on Form 4040-5 or Form 4040-6 or equivalent.

a. Aircraft Use Record Content. In addition to the information required by FAA to support its mission, national requirements, and organizational information, each aircraft use record must include the information contained in Appendix F.

b. Explanation of Justification. An adequate justification must be included in the aircraft use record. The justification must specifically indicate why the aircraft was used.

Note: Vague or ambiguous justifications such as “official business”, “official transportation”, etc., are insufficient by themselves to support the determination that the FAA aircraft was used for official purposes and must not be used when transportation of travelers (either primary or secondary purpose) is involved.

12. Retention of Records. Aircraft use records (and any applicable attachments) must be retained for a minimum of 3 years in accordance with Department of Transportation DOT Order 6050.1, Management and Use of Department of Transportation Aircraft, current edition.

13. Federal Aviation Interactive Reporting System (FAIRS). FAIRS is a GSA data system used to collect and maintain government aircraft data in accordance with OMB Circular A-126, current edition. The FAA submits information to FAIRS to meet the requirements of OMB Circular A-126.

a. GSA establishes reporting responsibilities and report formats for all government agencies pursuant to 41 CFR part 102-33.

b. The FAA FPOO coordinates and consolidates the FAA's FAIRS report and provides it to GSA.

c. Flight program managers must report the following information to the FAA FPOO:

(1) Changes to aircraft and facility inventories as they occur.

(2) Support service contracts and agreement data as they become effective.

(3) Aircraft cost and utilization, information that relates to aircraft acquisition and disposals, and other information that is required as per the current editions of OMB Circulars A-126, A-76, Performance of Commercial Activities, and A-11, Preparation, Submission, and Execution of the Budget Federal Management Regulation and Federal Travel Regulation, 41 CFR part 102-33, and FAIRS.

d. The FAA FPOO must provide a quarterly FAIRS report of cost/use data to GSA.

Note: FAIRS Reporting Procedures are contained in Appendix C.

Section 4. Reporting Requirements

14. FAA Requirements. Appendix E specifies the data required for reports. Enter and extract all data using the FAA's automated management information system that supports all aspects of the FAA Aircraft Management Program. Submit data manually if the automated management information system is not available. In order to have sufficient time to review the information for reports before submission, the FAA FPOO must:

a. Notify each flight program of the data needed to complete the report.

b. Establish due dates for each flight program to submit and certify the data to the FAA FPOO.

c. Report the information to the respective Federal entities.

15. FAA FPOO Reporting Requirements. The FAA FPOO is responsible for reviewing and submitting the following reports:

a. **Title 41 CFR Part 102-33, Management of Government Aircraft, Reports.** Part 102-33 requires certain reports relating to the management of Government aircraft.

b. **Certain Travelers.** Report travel on Government aircraft by a senior Federal official, and a non-Federal person. The FAA FPOO must report any FAA aircraft use by a SFO or non-Federal person, as a passenger, crewmember, or qualified non-crewmember, to GSA. Flight programs must maintain information on classified trips. (Do not report classified trips to GSA.) Each month, the flight programs submit the required information to the FAA FPOO until such time as the data can be entered daily into the FAA automated management information system. At that time the data will be extracted from the FAA automated management information

system. The reporting periods are October 1 through March 31 and April 1 through September 30 of each fiscal year. (See Appendix D.)

c. Department of Energy (DOE). DOE reporting requirements include:

(1) An annual report to the President on how the agency is meeting energy and greenhouse gas reduction goals. The National Energy Conservation Policy Act (NECPA), the Energy Policy Act of 2005 (EPACT) and Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, specify that Federal agencies are to report energy activities annually. DOE issues reporting guidance each year.

(2) Reporting Avgas Fuel consumption in gallons and dollars for the calendar-year to the FAA FPOO.

(3) Reporting Jet Fuel consumption in gallons and dollars for the calendar-year to the FAA FPOO.

16. Accident/Incident Data. The FAA Senior Flight Safety Officer (SFSO) reports accident and incident data to GSA.

17. Cost Comparison Studies. The flight program reports the results of cost-comparison studies in compliance with OMB Circular A-76, current edition, to justify purchasing, leasing, modernizing, replacing, or otherwise acquiring aircraft and related aviation services. Forward these reports to the respective organization. Forward the final report to the FAA FPOO.

18. Aircraft Assets. The FAA FPOO must report on aircraft assets as required by OMB Circular A-11, part 7, current edition.

19. Other Reports. The FAA FPOO may request additional reports to support requests by the Government Accountability Office (GAO), OMB, DOT, Inspector General (IG), or other governmental entities.

[THIS PAGE INTENTIONALLY LEFT BLANK]

Chapter 4. Travel on FAA Aircraft

Section 1. General

1. General. Use of Federal Aviation Administration (FAA) aircraft for travel of passengers, crewmembers, qualified non-crewmembers, and cargo is primarily incidental to requirements for mission accomplishment. Therefore, regulations stringently limit the use of FAA aircraft for travel related to other than mission-driven objectives. The FAA must follow procedures in the applicable Federal guidance documents listed in Appendix E regarding use of FAA aircraft for travel.

2. Purpose. This chapter describes the following:

- a. Approving the use of FAA aircraft for travel.
- b. Ensuring that travel on an FAA aircraft is the most cost-effective alternative that will meet the travel requirement.
- c. Categories of travelers.
- d. Categories of travel and their uses based on regulations.
- e. Cost comparisons.
- f. Request for travel on FAA aircraft.
- g. Approval authority.
- h. The information and documents the travelers are to have prior to flight.
- i. Reimbursement.
- j. Documentation.
- k. Reporting.
- l. Special travelers or circumstances.

Section 2. Categories of Travel and Travelers

3. Categories of Travel. Unless otherwise noted, travel discussed in this order is official travel to conduct official Government business. The purpose of official travel and/or the special needs of the traveler determine the category of travel, a designation that accords a traveler specific privileges and confers obligations. This section addresses the following categories of travel, based upon Office of Management and Budget (OMB) Circular A-126, Improving the Management and Use of Government Aircraft, current edition, and Title 41 of the Code of Federal Regulations (41 CFR) parts 300-3, 301-10 and 301-70, Federal Travel Regulation (FTR), Use of Government Aircraft. The categories of travel are listed below and are described throughout this chapter:

- a. Mission Travel.
- b. Non-mission Travel (Other Official Travel).
- c. Required Use.
- d. Space-Available Travel.

Note: Chapter 3 discusses Special Observation flights.

4. Categories of Travelers. The types of travelers on FAA aircraft are Federal and non-Federal travelers in accordance with 41 CFR parts 301-10.260 through 266 and 301-70.800 through 901. The types of travelers are listed below (see Appendix D):

a. Federal Travelers:

- (1) Senior Federal Official (SFO).
- (2) Passenger (not a crewmember or qualified non-crewmember).
- (3) Crewmember.
- (4) Qualified non-crewmember.
- (5) FAA Employees.
- (6) Congressional employees (e.g., elected officials, staff).
- (7) Federal government employees.
- (8) Military employees.

b. Non-Federal Travelers:

- (1) Dependents and other family members of Federal travelers.
- (2) Manufacturer representatives, industry personnel.
- (3) Contractor, under contract with an executive agency.
- (4) Others (e.g., state and local government employees).

Section 3. Approval Authority for Travel on FAA Aircraft

5. Approval Authority. The FAA Aircraft Management Program must use the following guidelines for approval authority:

Note: All delegations and re-delegations of approval authority (as referenced in this chapter) must be in writing.

a. Approval. The Administrator or his/her designee must approve the use of FAA aircraft for carrying passengers, crewmembers, or qualified non-crewmembers who are also traveling. This approval must be in writing and may be for recurring travel.

b. Re-delegation Authority. Approval authority for flights for travel and transportation of cargo assigned by this order must not be re-delegated without prior approval of the Administrator. Specific exceptions may cover emergency and certain repetitive situations. However, inform the approving official identified in this chapter as soon as practical. This official retains final responsibility for approval of a flight, even if after the fact.

c. Legal Authorization. The Senior legal official or his/her principal deputy must authorize required use travel on a trip-by-trip basis, in advance, in writing, and in compliance with the FAA's written policies describing the special circumstances under which the agency will require a traveler to use FAA aircraft, unless:

(1) The President has determined that all travel (or travel in specified categories) for the Department of Transportation (DOT) Secretary, FAA Administrator, or any other agency head or cabinet secretary qualifies as required use travel; or

(2) The person is not the DOT Secretary or the FAA Administrator, and the DOT Secretary or the FAA Administrator has determined in writing that the individual's travel qualified as required use travel.

d. Prior Approval. The senior legal official or his/her principal deputy (AGC-1/2, or in the Office of the Secretary, C-1/2) must authorize all SFO travel on FAA aircraft in advance and in writing, except for required use travel in paragraph 4-55. An emergency situation permits prior verbal approval with an after-the-fact written authorization by FAA's senior legal official. SFOs who are crewmembers or qualified non-crewmembers on a flight in which they are also traveling are considered travelers and must be authorized to travel on FAA aircraft, according to this paragraph.

e. Non-Federal Travelers. The senior legal official or his/her principal deputy in the agency sponsoring a non-Federal traveler must authorize travel on FAA aircraft in advance and in writing. An emergency situation permits prior verbal approval with an after-the-fact written authorization by the sponsoring agency's senior legal official.

f. Approving Official. The designated travel-approving official, who must be at least one level above all other Federal travelers, must authorize all other Federal travelers on FAA aircraft, in advance and in writing. An emergency situation permits prior verbal approval with an after-the-fact written authorization by the agency-designated travel-approving official. A blanket travel authorization for official travel that authorizes travel on FAA aircraft must define the requirements for using FAA aircraft and must comply with Federal Travel Regulations and any additional agency policies. Federal Travel Regulations and other applicable agency policies require authorization on a trip-by-trip basis for travel on FAA aircraft that does not meet the circumstances specified in the blanket travel authorization.

g. Other Travel. For all other travel on FAA aircraft by passengers, crewmembers, or qualified non-crewmembers not covered in subparagraphs c, d, and e of this paragraph, a designated travel-approving official, at least one level above the traveler, must authorize the travel in advance and in writing. An emergency situation permits prior verbal approval with an after-the-fact written authorization by the FAA-designated travel-approving official. FAA blanket travel authorizations that authorize travel on FAA aircraft must define the requirements for using FAA aircraft in compliance with this regulation and any additional agency policies. Travel on FAA aircraft that does not meet the circumstances specified in the blanket travel authorization must be authorized on a trip-by-trip basis in accordance with this regulation and other applicable agency policies.

Section 4. Cost Comparison

6. Performing Cost Comparison and Cost Effectiveness.

a. Responsibility. The flight program that owns or hires the FAA aircraft for FAA user(s) must compare the cost of travel alternatives and provide the information to the designated travel-approving official, who must approve the most cost-effective alternative listed below:

- (1) Travel on a scheduled commercial airline.
- (2) Travel on a Federal aircraft.
- (3) Travel on Commercial Aviation Services (CAS) aircraft.
- (4) Other available modes of travel include using an aircraft owned by another agency, as reported by the owning agency, if not charged for the use of the aircraft.
- (5) Non-FAA users are responsible for any cost comparison required.

b. Requirements. When performing a cost comparison, the FAA must do the following:

- (1) Prepare a written cost comparison when considering the use of an aircraft for the primary purpose of transporting travelers and/or cargo.

Note: Exceptions for required use generally involve security reasons and the flight record must clearly show the reason and the approximate cost for the aircraft.

- (2) Develop a variable cost rate for each type of Federal aircraft in the inventory (ensure that bailed, borrowed, and loaned aircraft that FAA is using has the rates developed) as outlined in the current edition of OMB Circular A-126, Attachment A, using the cost elements in OMB Circular A-126, Attachment B, and the U.S. Government Cost Accounting Guide (CAG).

- (3) Cost comparison must:

- (a) Be completed in accordance with the current edition of DOT Order 6050.1, Management and Use of Department of Transportation Aircraft, and CAG, for all travel that is

not for mission requirements or required use, except when there is not a commercial airline or charter reasonably available.

(b) Be included as part of the aircraft use record (e.g., FAA Form 4040-5, Daily Flight Log and Load Manifest or Form 4040-6, FAA Aircraft Request and Use Record, or equivalent).

(c) Include commercial travel cost for travel in accordance with the Travel Manual. The cost comparison for justifying the use of an FAA aircraft must use the current government contract airfare or lowest fare known. Do not consider actual space available on an airline in cost comparison.

(d) Consider travel related expenses including lost work time, which is gross hourly cost times the number of hours lost using an airline (see DOT Order 6050.1, Attachment 1, current edition.)

(e) When travelers from other agencies are transported on space-available basis for official business (for the primary purpose of the flight), they must be used in the cost comparison.

(f) Use the variable cost of using an aircraft owned by another agency, as reported by the owning agency, if not charged for the use of the aircraft.

(4) Perform cost comparisons prior to authorizing the use of commercial services by:

(a) Developing a standard trip cost justification schedule; or

(b) Doing a cost justification on a case-by-case basis.

(5) For cargo, consider the difference between the variable cost of an FAA aircraft and the commercial services.

7. Use of FAA Aircraft for Travel. The use of FAA aircraft for travel must comply with the following guidelines:

a. Variable Cost. The variable cost of using the FAA aircraft for travel is not more than the cost of using a commercial airline or aircraft (including charter) service. If this occurs, justification and approval is required.

b. Commercial Availability. FAA aircraft must not be used if commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24-hour period).

c. Personal or Political Use. Except for required use travel, any use of FAA aircraft for personal or political activities must not cause an increase in the actual costs to the Government of operating the aircraft.

d. Comparing Costs. The FAA must compare the actual cost of using an FAA aircraft to the cost of using a commercial airline or aircraft (including charter) service. The actual cost of using the FAA aircraft is:

- (1) The amount the FAA will be charged by the organization that provides the aircraft;
- (2) The variable cost of using our own aircraft; or
- (3) If the FAA is not charged for the use of another departmental element's aircraft, use the variable cost of using the aircraft as reported to FAA by the departmental element owning/operating the aircraft.

e. Cost of Lost Work Time. Consider the cost of non-productive or lost work time while in travel status and certain other costs when comparing the costs of using FAA aircraft in lieu of a scheduled commercial airline service and other available modes of travel. The current edition of the CAG and OMB Circular A-126 contain information on costs included in the cost comparison.

f. Other Considerations. In weighing alternatives for travel on FAA aircraft, you must also consider the following:

- (1) If a follow-on trip is not scheduled, all the time required positioning the aircraft to begin the trip and to return the aircraft to its normal base of operation.
- (2) If a follow-on trip requires repositioning, charge the cost to the associated follow-on trip.
- (3) If an aircraft supports a multi-leg trip, the use of the aircraft for the total trip may be justified by comparing the total variable cost of the entire trip to the commercial aircraft (including charter) cost for all the legs of the trip.
- (4) The use of foreign aircraft as CAS is authorized when the agency has determined that an equivalent level of safety exists as compared to U.S. operations of a like kind. The safety of travelers must be the overriding consideration for the selection of travel mode when comparing foreign sources of scheduled commercial airlines and CAS.

Section 5. Reimbursement for Travel

8. Reimbursement for Travel. Reimbursement for use of an FAA aircraft must be in accordance with OMB Circular A-126, Attachment A, current edition, and applicable FAA orders. The guidelines apply to reimbursing the FAA for travel on an FAA aircraft.

a. Official Travel. No reimbursement is required for official travel on an FAA aircraft.

b. Personal Travel. For personal travel on an FAA aircraft, reimbursement depends upon the following special cases:

(1) For required use travel. The traveler must reimburse the Government for the excess of the full coach fare for all flights taken over the full coach fare for flights that you would have taken had you not engaged in personal activities during the trip (i.e., for a wholly personal trip, you must pay the full coach fare for the entire trip). Reimbursement for required use travel is required also when:

(a) Reimburse the FAA for required use travel that also includes “space available” travel, other than for the conduct of official Government business.

(b) Reimburse the FAA for required use travel that also involves official travel in which incidental political activity occurs. See OMB Circular A-126, current edition, and other applicable guidance.

(c) Except for required use travel, any use of an FAA aircraft for personal or political activities must not cause an increase in the actual costs of operating the aircraft to the Government.

(d) Reimburse the FAA the full coach fare for the trip for a wholly personal or political trip.

(e) Reimburse the FAA the appropriate share of the full coach fare for the entire trip, for an official trip during which the employee engages in political activities.

(f) Reimburse the FAA for an official trip during which the employee flies to one or more locations for personal reasons. The employee must pay the excess of the full coach fare of all flights taken on the trip over the full coach fare of the required official flights.

(2) For travel authorized when the traveler or the traveler’s dependents are stationed by the Government in a remote location with no access to regularly scheduled commercial airline service and are authorized to use FAA aircraft, the traveler does not have to reimburse the Government for:

(a) Space-available travel for the conduct of other than official Government business, whether on mission or other flights, the Government must be reimbursed at the full coach fare except by civilian employees and their dependents in remote locations specifically identified in the departmental element’s implementing directive (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

(b) Reimburse the full coach fare to the FAA for space-available travel that is not official business.

(c) Reimburse the FAA for travel of SFOs that is space-available and not for the conduct of official government business.

(d) Reimburse the Government for space-available travel (that is not for the conduct of official Government business) at the full coach fare, except by civilian employees and their dependents in remote locations specifically identified in the FAA’s implementing directive.

(e) Non-Federal travelers transported space-available on FAA aircraft for other than official Government business must reimburse the Government at the full coach fare, except for civilian personnel and their dependents in remote locations.

(f) Reimburse the Government for political travel on an FAA aircraft (i.e., for any trip or part of a trip during which you engage in political activities), the excess of the full coach fare for all flights taken on the trip over the full coach fare for the flights that you would have taken had you not engaged in political activities. If other law or regulation specifies a different amount (e.g., Title 11 of the Code of Federal Regulations (11 CFR) part 106, § 106.3, Allocation of Expenses between Campaign and Non-Campaign Related Travel), the amount reimbursed is the amount required by such law or regulation.

Note: Reimburse the FAA for a share of the full coach fare for the time on the trip spent on political activities.

Section 6. Request for Travel on FAA Aircraft

9. Request for Travel on FAA Aircraft. Written requests documenting information about the traveler, purpose of travel, and approvals are required. Certain categories of travel also require documentation of cost benefits, availability of extra space, etc. Travel on FAA aircraft only when it is the most cost-effective mode of travel. Most categories of travel by senior Federal officials and non-Federal travelers require the advance approval of the agency's senior legal official or deputy (for FAA officials, AGC-1/2 or the assistant chief counsel in a region/center).

10. Official Travel Orders. All FAA employees must be on official travel orders in accordance with the travel regulations in the FTR. Except where noted, travel must be approved by at least one level above the person traveling. FAA employees who participate in local familiarization flights while on duty status do not have to be on official travel orders.

11. Written Travel Authorizations. Every traveler on an FAA aircraft must have a written travel authorization from an authorizing executive agency. He or she must present that written authorization (including a blanket travel authorization, if applicable, approved in accordance with paragraph 4-20) and a valid photo identification card (e.g., a Government identification card or a state-issued driver's license), to the aircraft manager or designee's office in the organization that owns or hires the FAA aircraft before the flight. In addition to all passengers, those crewmembers and qualified non-crewmembers on a flight in which they are traveling from point to point are travelers and must receive authorization to travel on FAA aircraft. The travel authorization for senior Federal officials or non-Federal travelers must include the following, in accordance with 41 CFR part 301:

- a. Traveler's name with an indication that the traveler is either an SFO or a non-Federal traveler.
- b. Traveler's organization and title or descriptive information (i.e., dependent, press).
- c. Name of the authorizing agency.
- d. Official purpose of the trip.

- e. Departure and destination(s).
- f. Amount that the traveler must reimburse the Government for personal or political travel (the full coach fare or appropriate share of that fare).
- g. The comparable city-pair fare (if available to the traveler) or full coach fare if a city-pair fare is not available for official travel.
- h. Approvals.

12. Mission Travel. Travel is a mission when the movement of people or cargo by an FAA aircraft is an essential part of carrying out the FAA's official responsibilities for management, operation, maintenance, and use of the National Airspace System (NAS). Mission travel flights may include situations in which response time is critical, such as in accident investigation. Generally, flights scheduled for the primary purpose of travel are not mission flights and use a commercial airline or aircraft. In accordance with OMB Circular A-126, current edition, mission travel does *not* include official travel to give speeches, attend meetings, make routine site visits, etc.

a. Authorizations and Approvals.

(1) Travel as the Primary Purpose of a Mission Flight. Other than the Administrator, such travel requires approval by at least one organizational level above the person(s) (including SFOs) traveling and must be no lower than the following:

(a) For flights originating from Washington, DC, the assistant/associate administrator, or the equivalent.

(b) For flights originating in the field, the appropriate service director, center director, or Program Director, Aviation System Standards. The Flight Standards Service (AFS) director's approval authority may be re-delegated to a regional Flight Standards division manager. The Aircraft Certification Service director's approval authority may be re-delegated to an Aircraft Certification directorate manager. The re-delegation must be in writing.

(2) Cargo Flights. The authority to approve flights to transport cargo must be no lower than the assistant or associate administrator level for flights originating in the Washington, DC area, or the FAA GS/GM-15, FG/FM-K, or Facility Manager who is responsible for the use of flight hours and fiscal resources for flights originating from the field.

b. Cost Comparisons. A cost comparison may be required for mission flights that incur travel. (See Section 4 of this chapter.)

c. Special Documentation and Reporting Requirements. Report Senior Executive Branch Officials (SEBO), SFOs and non-Federal travelers on mission flights on the semiannual Senior Federal Travel Report.

13. Non-Mission Travel (Other Official Travel). This is official travel for the conduct of FAA business activities, but not considered a mission. The travel is a means to an end, not an end in itself. Non-mission travel (other official travel) may include travel for activities such as giving speeches, attending conferences or meetings, and making routine site visits. Accomplish by using commercial travel except when FAA aircraft is more cost effective or when other compelling circumstances exist. A cost comparison or statement of other criteria justifying the flight is required. Use non-mission travel (other official travel) only when:

a. Availability. No scheduled commercial airline service (or charter) is reasonably available (i.e., able to meet departure and/or arrival requirements within a 24-hour period, unless demonstrated that extraordinary circumstances require a shorter period) to fulfill the travel requirement.

b. Cost. The cost of using an FAA aircraft is less than the cost of the city-pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available.

c. Lost Time. Consider the cost of non-productive or lost work time while in travel status and certain other costs when comparing the cost of using an FAA aircraft in lieu of a scheduled commercial airline service.

d. Additional Information. The CAG, available from the General Services Administration (GSA), Office of Government-wide Policy, MTA, contains additional information on costs included in this cost comparison.

(1) Non-mission Travel (other official travel) as the Primary Purpose for Scheduling the Flight. Do not use FAA aircraft for travel if a commercial airline or aircraft (including charter) service is reasonably available, unless such travel is justified by cost or efficiency benefits. A cost comparison is required (for exceptions, see paragraph 4-30.) Non-mission travel flights may be crew-only or may involve travel of additional passengers.

(a) Authorizations and Approvals.

1. When travel is the primary purpose of the flight, obtain approval in advance and in writing. Issue such approvals on a trip-by-trip basis only, by at least one organizational level above the person(s) traveling and no lower than the following:

(i) For flights carrying SFO, SEBO or non-Federal travelers, the senior or deputy senior legal official of the traveler's agency. This is AGC-1/2 for flights originating in Washington, DC; or the assistant chief counsel in the regions/center for flights originating from the field. Certain emergency situations may permit an after-the-fact written certification by the appropriate agency senior legal official;

(ii) For flights originating from Washington, DC, the Deputy Administrator;
or

(iii) For flights originating in the field, the appropriate service director, center director, or Program Director, Aviation System Standards. The Flight Standards Service

director's approval authority may be re-delegated to a regional Flight Standards division manager. The Aircraft Certification Service director's approval authority may be re-delegated to an Aircraft Certification directorate manager. The re-delegation must be in writing.

2. When crew-only (non-travelers) travel, the approval authority for crew-only flights is the FAA GS/GM-15, FG/FM-K, or Facility Manager responsible for the use of allocated flight hours and fiscal resources. Crew-only travel flights occur when FAA employees fly themselves with no additional travelers in an FAA aircraft.

Note: Designate aviation safety and cabin safety inspectors not on flight program status on Form 4040-6 "special project crewmembers" under the generic crew number 888 when they are performing an essential part of the work itinerary or accident investigation mission for which the crew-only flight is scheduled. See Chapter 6 for more information on special project crewmembers.

Note: SFO and/or SEBO crew-only travel flights are subject to the approvals required in paragraph 4-53(a)(1) above.

3. When transporting cargo is the primary purpose of the flight, approval authority must be no lower than the assistant or associate administrator, or the equivalent, level for flights originating in the Washington, DC area. The FAA GS/GM-15, FG/FM-K, or Facility Manager who is responsible for the use of allocated flight hours and fiscal resources approves flights originating in the field. The pilot in command (PIC) of an approved flight originating away from home may carry eligible cargo subject to the criteria of this paragraph.

(i) A cost comparison is required.

(ii) Report SEBOs, SFOs, and non-Federal travelers on non-mission flights semiannually. (See Appendix D.)

(2) Travel as the Secondary Purpose of the Flight. Multipurpose flights ensure the achievement of maximum productivity of human and aircraft resources and cost-effectiveness benefits. A flight already scheduled to meet an official FAA purpose may accommodate travel as a secondary purpose when it results in no more than a minor additional cost and a larger aircraft is not needed. A cost comparison may be required. The secondary purpose of travel must not interfere with the accomplishment of the primary mission or purpose for which the flight was scheduled. The travel in this case may be for a crewmember, qualified non-crewmember, or passengers to conduct business, give a speech, attend a meeting, etc. If accommodating a secondary purpose does require substantial route, layover, or aircraft size adjustments, it may still result in an overall savings to the Government, but a cost comparison must support the additional cost.

(a) Authorizations and Approvals.

1. When travel is the secondary purpose of the flight, approve must come from at least one organizational level above the person(s) traveling and can be no lower than:

(i) For flights originating in the Washington, DC, area, the assistant administrator or associate administrator level, or the equivalent.

(ii) For flights originating in the field, the appropriate service director, center director, or Program Director, Aviation System Standards. The Flight Standards Service director's approval authority may be re-delegated to a regional Flight Standards division manager. The Aircraft Certification Service director's approval authority may be re-delegated to an Aircraft Certification directorate manager. The re-delegation must be in writing.

(iii) For flights carrying SFO, SEBO, or non-Federal travelers, the senior or deputy senior legal official of the traveler's agency. This is AGC-1/2 for flights originating in Washington, DC, or the assistant chief counsel in the regions/center for flights originating from the field. Certain emergencies permit an after-the-fact written certification by the appropriate agency senior legal official.

(iv) Report secondary purpose of travel of SEBOs, SFOs, and non-Federal travelers semiannually. (See Appendix D.)

2. For carriage of cargo as the Secondary Purpose of Flight, the approval authority must be no lower than the FAA GS/GM-15, FG/FM-K, or Facility Manager who is responsible for the use of allocated flight hours and fiscal resources. The PIC of an approved flight originating away from the home office may carry eligible cargo subject to the criteria of this paragraph.

Note: Cost Comparisons may be required unless needed to justify any additional costs involved to accommodate the secondary purpose. Compare the additional costs only to the cost of accommodating the secondary purpose by commercial means.

14. Required Use Travel. This category of travel addresses the special needs of the person traveling rather than the purpose of the travel. The FAA must establish written standards for determining the special circumstances under which it will require travelers to use FAA aircraft. Required use travel can be authorized for certain officials with bona fide communications or security needs, or when exceptional scheduling requirements must be met in the official conduct of business. This authorization must be on a trip-by-trip basis. Officials in the FAA, including the Administrator, are not authorized for this category of travel on a continuous basis. If any FAA official is allowed to be required use in the future, please consult the FTR on Government travel regulation. Once required use travel is determined to be necessary, then the use of the aircraft is also appropriate without further approval for staff members who are accompanying the official. For required use travel, the following occurs:

a. Communications and Scheduling. The FAA may use an FAA aircraft for bona fide communications (e.g., 24-hour secure communications), security reasons (e.g., highly unusual circumstances that present a clear and present danger), or exceptional scheduling requirements (e.g., a national emergency or other compelling operational considerations).

b. Required Use. Required use travel may include travel for official, personal, or political purposes, but must be approved in accordance with 41 CFR part 301, §§ 301-10.262(a) and 301-70.803(a).

(1) **Authorizations and Approvals.** The senior legal official (or deputy) in the traveler's agency has the authority to approve required use flights on a case-by-case basis (in the FAA, this would be AGC-1/2; in the Office of the Secretary, C-1/2). Emergencies may permit an after-the-fact written certification by the agency senior legal official.

(2) **Cost Comparisons.** Cost comparisons may be required.

(3) **Special Documentation and Reporting Requirements.** The flight record must contain adequate written justification and approval showing clearly the reasons for the use of an FAA aircraft under these conditions. While a cost comparison is not required, the flight record must contain documentation showing the estimated hourly variable cost of the aircraft used or data supporting the appropriate flight-hour cost of the aircraft. (Reference: FAA Order 2500.36, Application of Flight-Hour Rates, current edition.) Report SEBOs and SFOs using required use travel, semiannually to GSA. (See Appendix D.)

c. Travel Approval Synopsis. The Travel Approval Synopsis available on the FAA Flight Program Oversight Office (FAA FPOO) Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/, provides a brief summary of many of the traveler categories, approval levels, and documentation requirements discussed throughout this order.

15. Space Available Travel. The possibility of space-available travel exists when traveler space on an already-scheduled FAA aircraft exceeds mission or travel needs. Flight programs must certify in writing before the flight that the aircraft is performing a governmental function and carrying travelers on a space available basis on FAA aircraft that meet the following:

a. Conditions. Space-available travel must be under conditions in which an aircraft is performing a bona fide mission activity and the space-available travel does not exceed minimum mission requirements.

b. Restrictions. The need for space-available travel must not serve as the basis for establishing mission requirements or using a larger aircraft than needed for the official purpose.

c. Best Interest of the Government. Such travel must be at no more than minor additional cost to the Federal Government, not alter the schedule of the flight, and not interfere with the accomplishment of the mission. It must be properly approved and unquestionably in the best interest of the Government.

d. Travel Orders. Except for recurring classes covered by subparagraph j(1)(d) below, employees are expected to be on official travel orders. Non-Federal travelers should reimburse the FAA in accordance with Section 5 of this chapter.

e. Remote Locations. A Federal traveler or a dependent of a Federal traveler stationed by the Government in a remote location not accessible to commercial airline service and authorized to use FAA aircraft.

f. Mission Verification. When a SFO, SEBO, or non-Federal traveler travels space-available, the FAA must certify in writing, prior to flight, that the aircraft is performing a bona fide mission and that transporting the space-available traveler will not exceed minimum mission requirements.

g. Document Retention. The flight program's aircraft management office must retain this certification for 3 years.

h. Emergencies. Emergencies may permit verbal approval with an after-the-fact written certification.

i. Travel Authorization. Use an official travel authorization to approve and document space-available travel on FAA aircraft.

(1) Authorizations and Approvals. Except for recurring classes covered by subparagraph (d) below, the approval levels for space-available travel must be at least one level above the person traveling and must be no lower than:

(a) For flights originating in the Washington, DC area, the Associate Administrator level, or the equivalent.

(b) For flights originating outside the Washington, DC area, regional director; center director; Director, Aviation System Standards; or Mike Monroney Aeronautical Center (MMAC) Director responsible for administering the region/center/Flight Inspection/Academy Flight Program.

(c) For flights carrying SFO, SEBO, or non-Federal travelers, AGC-1/2 for flights originating in Washington, DC, or the assistant chief counsel in the region/center for flights originating in the field. Emergencies may permit an after-the-fact written certification by the appropriate agency senior legal official.

(d) Recurring classes of Federal and non-Federal travelers eligible for space-available travel are identified in priority order below. Except for blanket approval of recurring situations in remote locations and recurring classes of travelers specifically identified in FAA implementing directives, the approval authority for travelers in these recurring classes can be delegated no lower than the FAA Deputy Administrator.

Note: The pilot in command (PIC) of an approved flight originating away from the home office may carry eligible passengers subject to the criteria of this paragraph.

1. FAA employees who are in official travel status, or are essential to the proper and appropriate accomplishment of the total FAA mission, but are not crewmembers.

Note: FAA employees who participate in local familiarization flights while on duty status do not have to be on official travel orders.

2. FAA employees and families to and from remote duty stations in Alaska and the Pacific. (See paragraph 18.c.)

3. Federal (including FAA), State, or local Government employees specifically authorized by the FAA to travel on official business or to observe aircraft operations where there is a clear connection between the travelers' official responsibilities and the observation of FAA aircraft operations, and where such travel is necessary for the accomplishment of an authorized FAA purpose.

Note: FAA employees who participate in local familiarization flights while on duty status do not have to be on official travel orders.

4. Manufacturers' representatives, airline personnel, or other industry personnel who have specifically requested permission and are authorized by the FAA to observe FAA aircraft flight or ground operations and only when it is necessary for the accomplishment of an authorized FAA purpose. These personnel are non-Federal travelers. Exercise care to ensure that contractor personnel provided travel funds as a condition of contract are not subsidized with free travel from the FAA.

5. Persons or groups of persons who are on assigned missions to foster interest in civil aviation. This category of persons includes aviation science-oriented students, Civil Air Patrol participants, and members of other similar groups when in the national and public interest. These travelers are non-Federal travelers.

6. Other U.S. Government personnel in official travel status and military personnel when en route to or from a military base on military leave.

7. The agency senior or deputy senior legal official approves on a case-by-case basis for other non-Federal travelers.

(2) Cost Comparisons may be required.

(3) Special Documentation and Reporting Requirements.

(a) General. If the criteria in this paragraph are met, include a statement that space-available travel is being provided at no additional cost to the Government. Provide the traveler(s) identification and approval (include the reason the traveler is on the flight) in the documentation for the use of the aircraft (FAA Form 4040-5, FAA Form 4040-6, or equivalent).

(b) Special Certification Requirement for SFO, SEBO, and non-Federal travelers on Space-Available Travel. The approving authority for the mission flight must certify in writing prior to the flight that the aircraft is performing a bona fide mission, and that transporting space-available travelers does not exceed the minimum mission requirements. This certification is also required for space-available travel by SFO and SEBO family members or other

non-Federal travelers. Emergencies may permit an after-the-fact written certification. The original of the written certification must be included as part of the official flight records.

(c) Special Reporting Requirement for SFO, SEBO, and non-Federal Travelers on Space-Available Travel. Report SEBOs, SFOs, and non-Federal travelers traveling space-available on the semiannual Senior Federal Travel Report. (See Appendix D.)

(4) Reimbursement required for flight exceeding costs.

Section 7. Special Travelers or Circumstances

16. Travel in Emergency or Disaster Situations. Where expediency precludes normal approval actions, officials responsible for approving use of flight hours (approval authority for mission flights is delegated no lower than the flight program manager) are authorized to approve travelers and cargo on FAA aircraft in emergency or disaster situations. Such uses would include support in meeting DOT/FAA responsibilities arising from emergencies and natural or man-made disasters (to include after-accident investigations). In these cases, officials authorizing travel must notify and secure after the fact approval from the appropriate approving official as soon as possible. Provide circumstances and documentation, including cost data if required and include with aircraft use records.

17. Congressional Travel. Congressional travelers may use FAA aircraft when DOT determines such use is in the best interest of the Federal Government.

a. Approvals. The Assistant Secretary for Governmental Affairs (I-1) must approve all requests for travel on FAA aircraft for members of Congress, their staffs, spouses, and dependents.

b. Requests Received Directly by the FAA. The FAA must forward requests promptly to I-1 through the Assistant Administrator for Governmental Affairs (AGI-1). A report of the estimated cost (complete cost comparison analysis) of such travel must also be included.

c. For Non-Routine Situations. Where expediency precludes normal approval actions (e.g., requests that occur on weekends, holidays, etc., that require prompt action), the approval authority for handling Congressional requests must be the Administrator, Deputy Administrator, regional administrators, center directors, or Director, Aviation System Standards, in the field. Submit documentation of the justification and cost data for such to I-1 through AGI-1 as soon as possible after the requirement has been satisfied.

18. Travel of Spouses, Dependents, and Other Non-Federal Travelers. Spouses, dependents, and other non-Federal travelers may travel as travelers aboard FAA aircraft only under the following circumstances.

a. Best Interest of Government. Spouses of DOT and FAA senior level officials may travel if the DOT and FAA senior level officials involved determine that such travel is unquestionably in the best interest of the Federal Government (i.e., when the spouse of the official accompanies that official on a mission where the spouse will participate, or when such travel provides a diplomatic benefit to the country). The approval authority for travel that

involves spouses as covered in this subparagraph, whether the travel is the primary or secondary purpose of the flight, or accomplished on a space-available basis, must be no lower than the agency's senior or deputy senior legal official (for FAA, AGC-1/2 or the assistant chief counsel in a region or center).

b. Permanent Change of Station (PCS). Spouses and dependents may travel on FAA aircraft when they are in an official travel status (e.g., PCS travel). The approval authority for travel that involves spouses and dependents as covered in this subparagraph, whether the travel is the primary or secondary purpose of flight, must be no lower than the agency's senior or deputy senior legal official (AGC-1/2 or the assistant chief counsel in a region or center).

c. Remote Duty Locations. DOT and FAA officials, employees, and their families may travel to and from remote duty stations not adequately serviced by commercial modes of travel for reassignment, medical attention, or other legitimate purposes where it is in the best interest of the Government and when the travel can be accomplished on a space-available basis. Remote locations in Alaska (except Anchorage, Fairbanks, and Juneau) and the Pacific area (except the Hawaiian Islands, Guam, and those locations west of Guam) have received authorization for this type of travel. The approval authority for these flights can be delegated no lower than the approval authority for mission flights (see Chapter 3, paragraph 4).

19. International Visitors.

a. Invitational Travel Orders. This order considers international visitors on invitational travel orders (see 41 CFR part 301-304) as official travelers. The FAA may pay or reimburse their travel costs or other travel expenses while they are conducting the business for which they were invited. Weigh travel on FAA aircraft against commercial air or other modes of travel as if the visitor were an FAA employee. Justifications, cost comparisons, and other considerations apply. The FAA Office of International Aviation (API) or the organization issuing the travel order (forward through API) will initiate requests for such travel.

b. Other Visitors. International visitors who are *not* on invitational travel orders are non-Federal travelers. The FAA will not pay or reimburse the travel costs or other travel expenses. International visitors not on invitational travel orders may not use FAA aircraft for travel. Requests for exceptions may be considered.

(1) For flights scheduled to provide travel, API may initiate requests and provide justification in rare and unusual cases where providing travel to international visitors on FAA aircraft is unquestionably in the best interest of the Government. AGC-1, AOA-1, and the funding organization must review and approve the requests. Order 2500.35, Reimbursable Agreements Covering Goods and Services Provided by the FAA, current edition, contains procedures to possibly waive reimbursement.

(2) For space-available travel, API may initiate requests to provide travel for international visitors on flights when traveler space on an FAA aircraft exceeds mission or travel needs. Requirements include advance:

- (a) Approval from the agency's senior or deputy senior legal official, and

(b) Reimbursement at coach fare cost. Order 2500.35, current edition, contains procedures to possibly waive reimbursement.

c. Space-Available Observation. Requests may be made for the accommodation of international visitors on flights to observe the operation of the aircraft, crew, or conduct of the mission on flights that return to field of departure. Such flights primarily refer to non-stop flights in the local area. Observation on longer flights is permissible only when no travel is involved and no other business is conducted at stops en-route. The observer returns to the point of origin without intermediate deplaning, except as required for traveler comfort during stops for aircraft servicing or normal crew meal breaks during the workday. Reimbursement is not required on flights for observation only (i.e., when no travel is involved).

(1) International participants in Formal FAA Training Programs. The flight program manager responsible for the use of allocated flight hours and fiscal resources may approve observation on FAA flights by foreign civil aviation authority participants in formal FAA-arranged training courses and on-the-job training, when the already-scheduled flight directly relates to the participant's field of study.

(2) Official International Visitors to the FAA. Observation on FAA flights by foreign civil aviation authority visitors other than as described in subparagraph c(1) above, must be approved at the associate administrator level for flights originating in Washington, DC For flights originating in the field, the appropriate service director, center director, or Program Director, Aviation System Standards must approve the observation. The Flight Standards Service director's approval authority may be re-delegated to a regional Flight Standards division manager. The Aircraft Certification Service director's approval authority may be re-delegated to an Aircraft Certification directorate manager. The re-delegation must be in writing.

20. Use of FAA Aircraft for Political Travel. Do not use FAA aircraft for political travel, except that travelers may participate in incidental political activities that add no additional costs (other than costs reimbursed fully by the political entity) and require no additional stops to fulfill the official purpose of the trip. The traveler must reimburse the FAA with respect to incidental political activities of the traveler.

21. Carriage of Hazardous Cargo. Carriage of such cargo on FAA aircraft must comply with 49 CFR, Hazardous Materials Regulations, and any other applicable regulations.

Section 8. Documentation and Reporting

22. Reimbursement to the FAA. Certain travel on FAA aircraft requires reimbursement to the Government equivalent to full coach fare. In general, reimbursement is required for that portion of the trip that is for personal or political reasons. This generally excludes incidental personal or political activity on an employee's own time while he is on official travel status that does not result in any additional cost to the Government. The following paragraphs discuss the criteria and situations for consideration of reimbursement that must comply with the current version of OMB Circular A-126 and the FTR:

a. Required Use Travel. Employees must reimburse the Government at the full coach fare rate, or appropriate share of that rate, when required use travel is for a wholly personal or political trip. When the employee engages in political activities during an official trip or flies to one or more locations for personal reasons during an official trip, the employee must reimburse the Government for the non-Federal portion of the trip.

b. Non-mission Travel. Travelers must reimburse the Government the appropriate share of the full coach fare for any portion of the trip spent on political activities (except as provided in subparagraph d below).

c. Space-available Travel. When non-Federal travelers are transported on FAA aircraft on a space-available basis for other than the conduct of official Government business, whether on mission or other flights, the Government must be reimbursed at the full coach fare, except by civilian employees and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service) specifically identified in this order.

d. Political Travel. Reimbursement must be made in the amount required by law or regulation (e.g., 11 CFR § 106.3) if greater than the amount otherwise required by the foregoing reimbursement rules.

23. Consideration of Use of FAA Aircraft versus Commercial Travel. When use of an FAA aircraft for the primary purpose of travel of travelers and/or cargo is considered, the organization requesting the aircraft must perform an advance written cost comparison analysis. Do not use FAA aircraft when the cost comparison reflects that such use is more costly than commercial travel, unless no commercial service is reasonably available. (See Appendix D.)

a. Availability. FAA aircraft may be used without the preparation of a cost comparison analysis if the DOT or FAA senior level officials involved determine that no commercial airline or aircraft service is reasonably available to effectively fulfill the travel requirements. Officials must consider factors such as availability of commercial service, frequency, timeliness, service to location, etc., scheduling flexibility needs, communications requirements, security requirements, or other criteria that affect the use of FAA aircraft to meet the travel requirements. Make this determination in writing and include it as a part of the aircraft use records.

b. Cost Comparisons. OST staff must perform cost comparisons required for the Office of the Secretary of Transportation (OST) for travel flights involving the Secretary or another member of OST by, except for OST travel when accompanying a principal traveler who is not in OST.

24. Monthly Reporting Requirements. Each flight program is responsible for submitting the required monthly reports to the FAA FPOO.

a. The FAA FPOO Will:

(1) Provide a format of data fields to fill in and send to each office that submits these reports to the FAA FPOO. (When recording the information in the FAA national automated system, the FAA FPOO will extract the information from the system. Until that time, submit reports to the FAA FPOO.)

- (2) Provide each office with due dates for the reports.
- (3) Review and submit the reports to DOT.

b. Semi-Annual Reports. Except when the trips are classified, FAA must report SFO and non-Federal traveler data to the GSA (via DOT) on a semi-annual basis. Do not submit reports on classified trips to GSA. The FAA will maintain these reports and make them available for review as authorized.

c. Non-Mission Flights. Non-mission flights transportation/travel, and specific mission flights other than transportation (travel) on FAA and Government aircraft must be reported to GSA via DOT, if the traveler is SFO or a non-Federal traveler. Any FAA or Government aircraft use by an SFO or non-Federal traveler (e.g., as a passenger, crewmember, or qualified non-crewmember), must be reported to GSA by the agency that owns or hires the Government aircraft.

d. Required Records. Non-SFO FAA employees are exempt from the reporting requirements; however, the FAA is still required to maintain records on all passengers with the aircraft flight records. The records and reports must include specific flight log data, traveler information and cost comparison figures as specified. The flight log data is input, accumulated, stored, and disseminated through the FAA's Automated Management Information System using forms and documents specified in procedures contained in this order. The reporting periods are October 1 through March 31 and April 1 through September 30 of each fiscal year. This report is due to GSA no later than 30 calendar-days after the close of each reporting period and must contain FAA FPOO-provided information.

Note: The FAA FPOO also submits similar reports (sometimes the data requested is more than required for regular reporting) to Congress, OMB, DOT, etc.

25. Retention of Records. Travel documentation (e.g., FAA forms, travel authorizations) associated with travel on FAA aircraft must be retained for 3 years.

Chapter 5. Flight Program and Participant Requirements

Section 1. General

1. Procedures. Document all Federal Aviation Administration (FAA) flight program processes and related procedures. The processes and procedures must comply with the applicable Federal guidance documents (see Appendix E), including Title 41 of the Code of Federal Regulations (41 CFR) part 102, subpart C, Managing Government Aircraft and Aircraft parts. Flight programs must incorporate the following standards, at a minimum:

a. Management/Administration.

(1) A management structure responsible for the administration, operation, safety, training, maintenance, and financial needs of the aviation operation (including establishing minimum requirements for any commercial contracts).

(2) Guidance describing the roles, responsibilities, and authority of flight program personnel (e.g., managers, crewmembers, qualified non-crewmembers, flight safety personnel, maintenance personnel, and dispatchers).

(3) Procedures to record and track flight time, duty time, and training of crewmembers.

(4) Procedures to record and track hours (duty time) for maintenance personnel.

(5) A Department of Transportation (DOT) Drug Testing Program.

(6) A Hazardous Materials Will-Carry or Will-Not Carry Program (if applicable) in accordance with Title 49 of the Code of Federal Regulations (49 CFR).

b. Operations.

(1) Basic qualifications and currency requirements for crewmembers, qualified non-crewmembers, maintenance personnel, and other mission-related personnel.

(2) Limitations on duty time and flight time for pilots and other crewmembers.

(3) Compliance with applicable published FAA guidance documents.

(4) Flight following or dispatch procedures to initiate search and rescue operations for lost or downed aircraft.

(5) A system to notify management in the event of a lost or downed aircraft.

(6) Compliance with FAA notices and operational bulletins, as applicable.

(7) Dissemination of a disclosure statement to all crewmembers and qualified non-crewmembers who fly aboard FAA aircraft on public use flights.

c. Airworthiness/Maintenance.

(1) Aircraft maintenance and inspection programs must comply with the applicable maintenance program listed below:

- (a) Programs for ex-military aircraft.
- (b) Manufacturers' programs.
- (c) Applicable 14 CFR parts.
- (d) Programs accepted/approved by the FAA.

(2) Procedures for operating aircraft with inoperable equipment.

(3) A quality control system for acquiring replacement parts, ensuring that the acquired parts have the documentation needed to determine that they are safe for flight and are inspected and tested, as applicable.

(4) Procedures for recording and tracking maintenance actions; inspections; and the flight hours, cycles, and calendar times of life-limited parts and flight safety critical aircraft parts (FSCAP), if applicable.

d. Data Entry and Recordkeeping. Each flight program must have a system that documents crewmember records.

Note: A flight program may use the Flight Activity and Crewmember Tracking System (FACTS) as the official recordkeeping system for crewmembers.

Note: The FAA Aircraft Management Program will maintain a standardized platform to document crewmember records with a consistent reporting tool for record keeping and data collection. The FAA Aircraft Management Program automation system requires standardized documentation for accurate reporting.

e. Accident/Incident Response. Each flight program's accident/incident response process must comply with Chapter 6 and Appendix G.

f. Safety Management. The safety management process must comply with Chapter 6.

g. Training. Each flight program must establish or require (contractually, where applicable) an instructional program to train flight program participants initially, and on a recurrent basis, on responsibilities and operational skills relevant to the types of operations conducted, as applicable. (See Chapter 6 for specific requirements for flight safety officer training.)

Section 2. Flight Program Documentation

2. Manual(s). Each flight program is responsible for developing and maintaining a manual(s) describing its procedures and processes as required by this order. Since procedures require continuous update, incorporate the manual(s) by reference in the applicable flight program appendix.

a. Currency. Each flight program is responsible for keeping its manual(s) current.

b. FAA Flight Program Oversight Office (FAA FPOO) Copies. Each flight program must provide a copy the relevant manual(s) to the FAA FPOO and forward any changes and/or revisions to the FAA FPOO.

c. Responsibilities. Each flight program is responsible for ensuring that all operations standards, maintenance standards, and flight program personnel qualifications meet or exceed the policies and standards of this order.

3. Appendix. Each flight program must develop an appendix to this order that describes how it will comply with this order. The appendix should incorporate the flight program operations manual by reference. The procedures may be more, but not less, restrictive than the policy guidance in this order. Each flight program must submit its appendix to the FAA FPOO for review, publication, and distribution. Each appendix must include:

a. General. This section describes the Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates and the purpose of the flight program's appendix.

b. Background. This section describes the purpose/mission of the flight program's operation of aircraft.

c. Responsible Person. A section identifying the person responsible for approving and making changes to the appendix.

d. Manuals and Approvals. A section identifying the manuals that will be used to meet or exceed the requirements of this order and the person responsible for approving and maintaining the manuals.

4. Recordkeeping System. This order requires specific documentation, maintenance, and retention of flight program and participant records. Each flight program must retain documents in accordance with this order. Documents must be accurate, current, and readily accessible. The recordkeeping system must provide:

a. A systematic way to track documents so that at any given time, it is clear what documents and what revision, change, or re-issuance of each document is in effect.

b. A systematic way to track intermittent changes to pages or portions of text within a document, such as dating pages, page control pages, etc.

- c. A centralized control point for issuing document numbers or other means of identification for tracking.
- d. A designated approval authority.
- e. An internal process for approving and issuing documents.
- f. An index of documents in effect.

Note: Electronic Recordkeeping is encouraged and allowed under this order. The flight program's electronic recordkeeping program must comply with this order and AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, current edition. Each participant's records must include, at a minimum, the documents listed in the Record Retention Matrix available on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/. Changes to the Record Retention Matrix will be coordinated through the FPPC.

Section 3. Pilot Records Improvement Act (PRIA) Compliance

5. General. Title 49 of the United States Code (49 U.S.C.) § 44703, The Pilot Records Improvement Act of 1996 (PRIA) was enacted to ensure that air carriers and air operators adequately investigate a pilot's background before allowing that pilot to conduct commercial air carrier flight. Under PRIA, a hiring employer cannot place a pilot into service until it obtains and reviews the last 5 years of the pilot's background and other safety-related records as specified in PRIA. (See AC 120-68, Pilot Records Improvement Act of 1996, current edition.)

6. Applicability. For requesting records, any flight program operating under 14 CFR part 135 is subject to PRIA requirement for those flight participants assigned as pilots to the 14 CFR part 135 certificate. For furnishing records, all flight programs are subject to PRIA.

Note: For the purpose of PRIA compliance, the FAA employs each flight program participant who serves as a pilot in a flight program as the pilot of a civil or public aircraft. PRIA requirements for requesting and furnishing records do not apply to individuals employed by the FAA who are not pilots in a flight program.

7. Requesting Records. Each flight program operating under 14 CFR part 135 must obtain signed records request forms from the potential flight program participant hired to be a pilot assigned to the 14 CFR part 135 certificate, as well as obtain and evaluate the records required before the person may operate under the 14 CFR part 135 certificate.

Note: Safeguard PRIA records in accordance with FAA policy because they contain personally identifiable information. Only personnel directly involved in the assignment process may view and evaluate PRIA records. All personnel responsible for handling PRIA records and files must maintain the confidentiality of the information contained in the records.

8. PRIA Records. Each flight program is responsible for developing procedures to maintain PRIA records in an accessible format.

Note: The PRIA records may be maintained electronically (in whole or in part) when such electronic records comply with PRIA content and retention requirements and the information remains available for 5 years after the pilot separates from the FAA.

9. Furnishing Records. Each flight program must develop procedures and maintain PRIA records for employees who have separated from the flight program for 5 years. The FAA is required to furnish records under PRIA when it receives a request from a potential employer.

Note: Each flight program will develop procedures to ensure that all requests for former flight program participants are processed.

a. Release from Liability. Ensure each applicant (former pilot) signs a Release from Liability. The former pilot must sign and return the release; however, do not withhold the records past the 30-calendar-day period allowed by PRIA. Maintain the signed release in the PRIA file.

b. Response Time. Process PRIA records request from potential employers within 30 calendar-days of receiving the request.

10. Post-Separation PRIA Records. After separation from the flight program, maintain PRIA records for 5 years for pilots assigned to a 14 CFR part 135 certificate. Each flight program must develop adequate procedures to ensure that the required information is maintained and accessible for 5 years from the date of separation, if applicable.

Section 4. Flight Program Participants

11. Requirements. To maintain efficiency and effectiveness in the use of flight program resources, the FAA established the following criteria to limit participation in any of the FAA flight programs.

a. Participation. The employee's position description must specifically require him or her to use aircraft to meet job requirements. Such position description may require the employee to:

- (1) Have the ability to operate and maintain recent flight experience in one or more aircraft to evaluate or inspect pilots, aircraft, airways, airports, navigation aids, or air traffic control (ATC) system operations, performance, procedures, and equipment,
- (2) Perform in-flight manipulation of equipment for mission accomplishment, or
- (3) Maintain familiarity with aircraft, airways, airports, and air traffic control (ATC) system operations, performance, procedures, or equipment in the performance of mission assignments.

Note: For the purpose of this order, employees include military and contract personnel assigned or under contract to the FAA who are required to operate FAA

b. Assignment. Use FAA Form 4040-7, Flight Program Crewmember Authorization and Data, to designate and authorize all crewmembers.

Note: A properly completed and approved FAA Form 4040-7 is equivalent to a work assignment.

12. MOA. Flight programs or facilities may use an MOA to satisfy flight program requirements.

a. Components. An MOA must include the following:

(1) **Purpose.** The MOA must include a purpose statement defining the extent of the affiliation between the requesting and sponsoring flight program (e.g., safety program) or the two facilities.

(2) The MOA must include a background statement outlining the requesting flight program/facility's requirements satisfied by the affiliation with the sponsoring flight program/facility, as well as sufficient information to document the relationship.

(3) **Responsibilities.** The responsibilities of the requesting flight program/facility, as well as the sponsoring flight program/facility. For MOAs between flight programs, the responsibilities should clearly set forth the approval authority for assignment into/removal from the flight program, approval authority for aircraft use, as well as the policies and procedures governing the affiliation. The MOA should also address any issues related to aircraft use (including restrictions, if applicable) and financial arrangements.

b. MOA Between two Flight Programs. Flight program managers may affiliate with a different flight program, to satisfy flight program requirements, pursuant to an MOA. The flight programs may address and document such funding arrangements, the participant approval process, approval authority for aircraft use, and other requirements in the MOA. The flight program manager for the requesting and sponsoring flight programs should sign the MOA. Provide a copy of the MOA to the FAA FPOO. The FAA FPOO will distribute a copy of the MOA to the Flight Program Oversight Executive (FPOE) and appropriate Associate Administrator(s) (or equivalent).

c. MOA Between two Facilities in the Same Flight Program. Facilities with five or fewer crewmembers in the same flight program may affiliate with another facility, pursuant to an MOA between the facility managers, to comply with the flight program requirements. The two facility managers and the flight program manager should sign the MOA.

13. Individual Participation. The supervisor of an individual outside of a flight program may enter into an agreement with a Flight Program Manager for the individual to participate in the flight program, at the Flight Program Manager's sole discretion. Use FAA Form 4040-7 to authorize such individuals to participate in the program.

14. Records. Each flight program must maintain complete, accurate, and readily accessible records for each program participant. Each participant's records must include, at a minimum, the documents listed in the Record Retention Matrix available on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/. Changes to the Record Retention Matrix will be coordinated through the FPPC.

15. Participant Review and Revalidation. Flight program managers are responsible for conducting periodic reviews of crewmember records (e.g., FACTS database information) to ensure all active flight program participants are maintaining currency. Failure to remain current is a basis for reevaluation of continued eligibility to remain in the program. Place participants temporarily unable to maintain currency in inactive status. Remove participants unable to maintain currency due to job assignments, resource limitations, medical situations, etc., from the program. Participants may be:

a. Active. A participant appropriately authorized to participate in the flight program.

(1) Current. Appropriate training, check rides, medicals, and flight time activities accomplished and recorded in a timely manner.

(2) Non-current. Participant's medical, check ride, currency task completion, training, or currency flight time has expired or does not meet requirements.

b. Inactive. Make crewmembers unable to maintain currency for 180 days inactive. Inactive status is appropriate only when the crewmember or qualified non-crewmember expects to return to active status. After 18 months, remove the inactive crewmember from the flight program.

Note: Accomplish change of status or removal from a flight program with a properly authorized FAA Form 4040-7.

Note: A flight program may develop an electronic recordkeeping system in lieu of written documentation if that electronic recordkeeping system includes a process to verify the information on the original document.

16. New Entrant Requirements. A new entrant may not rent FAA aircraft until fully qualified in the program in accordance with the requirements of the flight program.

17. Transfer Instructions. When a participant transfers from one flight program to another, complete the following procedure:

a. Responsibilities of Losing Flight Program. The losing flight program must initiate an FAA Form 4040-7 and attach the form to the participant's records and forward to the gaining Flight Program Manager within 30 days after notification of transfer.

b. Responsibilities of Gaining Flight Program. Complete FAA Form 4040-7 within 30 days of receipt of the flight program participant's records.

Note: Instructions for completing FAA Form 4040-7 are available on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/.

18. Qualifications and Training.

a. Regulatory Compliance. All FAA flightcrew members must comply with 14 CFR parts 61, 63, 91, 135, and 142, as applicable.

b. Qualifications. Each flight program will define the qualifications for each crewmember and qualified non-crewmember (as applicable) assigned to the flight program for the participant to be designated to perform the type of operations involved.

(1) For crewmembers, each flight program will address the following areas to determine the qualifications for the designation assigned, as applicable:

(a) Certificates.

1. Ratings.
2. Medical Certificates.
3. FCC Radiotelephone Operators Permit.

(b) Initial and recurrent training.

1. Initial and recurrent qualification.
2. Requalification.
3. Initial and recurrent Crew Resource Management (CRM) training.
4. Recency of flight experience.
5. Physiological training.
6. Survival training.

(c) Each flight program must determine the applicable qualifications for check pilots and instructor pilots.

c. Post Accident or Incident Flights. The FPOE or flight program manager may require a special check flight after an accident or incident when competency could be a factor.

19. Use of Out-of-Agency Accomplishments for Recent Flight Experience. All flight time, whether accomplished in FAA, military, or privately owned aircraft, may be creditable toward the recent flight experience requirements. Out-of-agency flight accomplishments, civil and military, (including accomplishments in approved training devices and simulators) may be

creditable toward the recent flight experience requirements. The crewmember must provide a written record of the flight activities for review, approval, and entry in the crewmember records. Each flight program will determine the approval authority for out-of-agency flight time.

20. Fitness. Crewmembers are responsible for maintaining physical and mental fitness.

a. Flight Restrictions After Use of Drugs or Medicines.

(1) Except in an emergency, no pilot in command (PIC) will permit a person who is obviously intoxicated or under the influence of drugs (except a medical patient under proper care) to be aboard his or her aircraft.

(2) No FAA employee or other person may act as a crewmember on an FAA aircraft while under the influence of any medications/drugs that affect the person's faculties in any way contrary to safety.

(3) No FAA employee or other person may act as a crewmember on an FAA aircraft within 24 hours after receiving inoculations (except smallpox and oral polio, which require no waiting period).

b. Flight Restrictions After Consumption of Alcoholic Beverages. No person may act or attempt to act as a crewmember of an FAA aircraft:

(1) Within 8 hours after the consumption of any alcoholic beverage;

(2) While under the influence of alcohol; or

(3) While having .02 percent by weight or more alcohol in the blood.

c. Flight Restrictions After Blood Donations. Because of the potentially adverse effect of temporary blood deficiencies, observe the following restrictions after blood donations:

(1) No FAA employee may act as a crewmember on an FAA aircraft for a period of 24 hours after donating 1 unit (500 ml) of blood.

(2) No FAA employee may act as a crewmember on an FAA aircraft for a period of 72 hours after donating more than 1 unit (500 ml) of blood.

d. Flight Restrictions After Scuba and Diving Chamber Exposures. Within 24 hours after scuba diving (compressed air dives) or a diving chamber (hyperbaric—high pressure) exposure, crewmembers will not fly an aircraft, nor participate in altitude chamber (hypobaric—low-pressure) training unless cleared for such activities by an FAA flight surgeon.

e. Flight Restrictions After Accidental Exposure to an In-Flight Decompression or the Completion of Altitude Chamber Training. Within 24 hours after accidental exposure to an in-flight decompression or the completion of altitude chamber (hypobaric—low-pressure) training, which includes a rapid decompression demonstration, crewmembers will not fly an aircraft unless cleared for such activities by an FAA flight surgeon.

[THIS PAGE INTENTIONALLY LEFT BLANK]

Chapter 6. Safety Program

Section 1. General

- 1. Purpose.** This chapter outlines the Federal Aviation Administration (FAA) Aircraft Management Program Safety Program objective, requirements, responsibilities, and elements.
- 2. Objective.** The objective of the Safety Program is to ensure that flight programs conduct safe flight operations.
- 3. Applicability.** The Flight Program Oversight Executive (FPOE) administers the Safety Program through the FAA Senior Flight Safety Officer (SFSO). The Safety Program is applicable to all flight program participants.

Section 2. Safety Requirements and Responsibilities

- 4. Appointment of Qualified Flight Safety Officers.** In accordance with Title 41 of the Code of Federal Regulations (41 CFR) part 102-33.180, each flight program must appoint a qualified flight program flight safety officer (FPFSO), and if required, establish a network of flight safety officers (FSO) sufficient to ensure compliance with the Safety Program.
- 5. Safety Program Administration.** FPFSOs administer the Safety Program on behalf of flight program management in accordance with 41 CFR part 102-33, FAA policies and directives, this order, and safety management system (SMS) principles. FSOs cannot be members of flight program management. The flight program manager and the FPFSO must approve delegation of flight program management duties to an FSO. Those duties are limited to facilities with five or fewer crewmembers.
- 6. Flight Program Manager Responsibilities.** Flight program managers must:
 - a. Objectives.** Foster a climate that promotes achievement of Safety Program objectives and enforce high standards of conduct in the flight program's flight operations.
 - b. Commitment.** Ensure the flight program is committed to the Safety Program and define expectations for each flight program participant.
 - c. Assignment.** Assign FSOs by memorandum stating:
 - (1) The FSO reports directly to the facility manager on matters relating to aviation safety,
 - (2) Safety is the FSO's primary or collateral duty, and
 - (3) The FSO has an open line of communication with the facility manager.
 - d. Internal Evaluation Program (IEP).** Implement the IEP in accordance with Chapter 7.
- 7. Safety Program Elements.** The following Safety Program elements are required of each flight program:

a. Safety Awareness. Each flight program must integrate safety in the flight program's procedures, training program, operations, maintenance, and other functions pertinent to flight operations.

b. Safety Manual. Each flight program must develop a safety manual addressing at least the elements, requirements, and responsibilities outlined in this chapter.

Note: The flight program may incorporate the safety manual in its Operations Manual, or other appropriate directive. Approve the manual in accordance with the procedures established by the flight program.

c. Safety Meetings.

(1) Safety meetings must:

(a) Disseminate information and provide interaction among flightcrew members on a regular basis.

(b) Include content appropriate to the flight program's operations and crewmembers.

(c) Be recorded as defined in the flight program safety manual. The date of the meeting will be entered in the appropriate flightcrew member records (e.g., Flight Activity and Crew Tracking System (FACTS)), where appropriate, and tracked as a currency requirement, if applicable.

(2) Each flight program must establish a process for recording safety meeting attendance.

(3) Each flight program must establish a process for ensuring that flightcrew members who were absent from a safety meeting meet the attendance requirements in this paragraph.

(4) The FPFSSO may approve an alternate means of compliance for the safety meeting attendance requirements (e.g., safety seminars, training modules, and presentations that address flight safety).

(5) Flightcrew members are required to attend a safety meeting each quarter.

Note: The applicable requirements of 14 CFR part 135 meet the safety meeting requirement for flightcrew members assigned to a 14 CFR part 135 certificate holder.

Note: Each flight program addresses safety meeting attendance requirements for other than flightcrew members.

d. Safety Information. Flight programs must maintain and distribute aviation safety information, publications, and other safety-related materials, as appropriate, for flight program participants and the aircraft operated.

8. FSO Requirements. All FSOs must:

- a. Possess at least an FAA commercial pilot certificate.
- b. Actively participate in a flight program.
- c. Successfully complete the formal FSO initial training course before assignment or within one year after assignment as required by 41 CFR part 102-33.175.
- d. Successfully complete the formal FSO recurrent training course biennially to maintain assignment as an FSO.

Note: The flight program manager and the FPFSSO may approve individual exceptions/waivers to the above requirements on a case-by-case basis.

9. FSO Responsibilities.

a. **SFSO.** The FPOE assigns the SFSO who reports to the Manager, Accident Investigation. The SFSO is responsible for the requirements listed in Chapter 1, paragraph 27 and:

- (1) The maintenance, review, and revision of the Safety Program.
- (2) Providing timely advice and assistance on safety matters to flight program managers and staff at all levels.
- (3) Maintaining an appropriate reporting system to identify hazards.
- (4) Monitoring the progress of safety reports and addressing hazards in a timely manner.
- (5) Providing feedback about ongoing safety issues.
- (6) Reporting all FAA aircraft accidents and incidents that are National Transportation Safety Board (NTSB)-reportable to the General Services Administration (GSA), within 14 calendar-days of the accident or incident. The SFSO should send reports to the Aircraft Management Policy Division (MTA).
- (7) Distributing relevant and current safety information to staff and management.
- (8) Identifying safety training requirements.
- (9) Providing Crew Resource Management (CRM) and FSO training, as required.
- (10) Managing the safety award program.
- (11) Administering the FAA Flight Safety Hotline.
- (12) Serving as chairperson of the FAA National Safety Council.

(13) Maintaining the FAA Aircraft Management Program Accident/Incident Response Plan (Appendix G).

(14) Managing the FAA Safety Program IEP.

(15) Managing the FAA Aircraft Management Program disaster response exercises required by 41 CFR part 102-33.185.

(16) Notifying the FAA's National Employee Safety and Workers' Compensation Division (AHP-500), by telephone within 8 hours of being informed of any of the following events (See current editions of FAA Order 3900.19, Occupational Safety and Health Program, and Department of Transportation (DOT) Order 3903.1, Occupational Safety and Health: Incident Investigation, Reporting and Recordkeeping):

(a) Any FAA Aircraft Management Program incident that is fatal to one or more FAA employees; and

(b) Any FAA Aircraft Management Program incident that results in the hospitalization of three or more FAA employees involved in the same incident, or which involved property damage of \$100,000 or more.

(17) Collecting data on accidents, NTSB-reportable incidents and Safety Significant Events (SSE) involving FAA aircraft and/or FAA crewmembers; reviewing and analyzing to identify trends and procedures or practices that could affect the safety of FAA Aircraft Management Program operations.

b. FPFSSO. FPFSSOs are responsible for:

(1) Providing timely advice and assistance on safety matters to the flight program manager and staff at all levels.

(2) Identifying and recommending hazard controls based on risk analysis.

(3) Maintaining the flight program's Safety Program records.

(4) Coordinating safety issues with the SFSO.

(5) Investigating accidents, incidents, and SSEs.

Note: FPFSSOs may delegate this responsibility to a Facility Flight Safety Officer (FFSO).

(6) Analyzing accidents, incidents, and SSEs for trends.

(7) Providing proactive leadership in all safety matters.

(8) Maintaining the flight program's accident/incident response plan.

(9) Participating in FAA National Safety Council (NSC) meetings and all relevant aviation safety events and issues.

c. **FFSO.** If applicable, the facility manager assigns the FFSO and receives reports from him/her. FFSO responsibilities are set forth in the applicable flight program operations manual.

10. Flight Program Participant Responsibilities. All flight program participants must:

a. Emphasize safety awareness.

b. Comply with safety manual requirements, standard operating procedures (SOP), Aircraft Flight Manuals (AFM), General Operations Manuals (GOM), operations specifications (OpSpecs), FAA orders, and other regulatory requirements, as applicable.

c. Report safety issues.

d. Report accidents and incidents in accordance with the requirements of 49 CFR part 830, and the applicable flight program safety manual. Attach a statement, as specified in 49 CFR part 830, § 830.15(b), to NTSB Form 6120.1, Pilot/Operator Aircraft Accident/Incident Report as required by Title 49 of the Code of Federal Regulations (49 CFR) part 830, § 830.15(a), in the event of an accident or NTSB-reportable incident.

e. Report SSEs, including those incurred in rental aircraft and job task aircraft, to the FFSO as soon as possible, in accordance with the flight program safety manual.

f. Attend safety meetings as required.

g. Have the ability to report safety issues directly to any FSO within their flight program or directly to the SFSO. Use the Safety Hotline, (866-230-3679) to make such reports to the SFSO anonymously.

Section 3. Safety Committee

11. Safety Committee. Each flight program must establish a safety committee that is composed of appropriate members, as determined by the flight program. The primary responsibility of the safety committee is safety risk management and providing recommendations to the flight program manager. Each flight program must determine the frequency of its safety committee meetings. Each flight program must keep a record of safety committee meetings, recommendations, and management responses to safety committee recommendations.

Note: Safety committee meetings may coincide with safety meetings.

Section 4. Integration of Safety Management System (SMS) Elements

12. SMS Integration. Flight programs must integrate SMS elements into the flight program. Incorporate the following common elements of SMS:

a. **Safety Policy.**

- b. **Safety Risk Management.**
- c. **Safety Assurance.**
- d. **Safety Promotion.**

Section 5. Accident/Incident/SSE Investigation and Reporting

13. Program Requirements for Accident/Incident/SSE Investigation and Reporting. Each flight program must:

- a. **Disclosure Statements.** For public use flights, provide the disclosure statements in 41 CFR § 102-33.165(e) to all persons aboard FAA aircraft.
- b. **Disseminating Information.** For public use flights, develop procedures for disseminating information about eligibility for benefits contained in the disclosure statements in 41 CFR § 102-33.165(e) to anyone injured, an injured or deceased person's point of contact (listed on the manifest), and/or to the families of injured or deceased crewmembers and qualified non-crewmembers.
- c. **Response Plan.** Establish and comply with an Accident/Incident Response Plan in accordance with 41 CFR § 102-33.185 and Appendix G, which is modeled on the NTSB "Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies," and conduct periodic disaster response exercises to test the plan.
- d. **Participating with the NTSB.** Establish procedures for participating as a party in the NTSB investigation of accidents or incidents involving FAA aircraft and conducting parallel investigations when appropriate. (See 49 CFR part 831, § 831.11.)
- e. **Aircraft Accidents.** Establish a system to collect and report information on FAA aircraft accidents and NTSB-reportable incidents (as required by 49 CFR part 830, §§ 830.5 and 830.15(a), 41 CFR § 102-33.180, and Appendix G). Each flight program may enhance the guidance and include additional procedures, as required, to meet the flight program's needs and operating parameters. The notification required by 49 CFR part 830, §830.5 must contain the information detailed in 49 CFR part 830, §830.6(a-i), if available. Preservation of aircraft wreckage, mail, cargo, and records must meet the requirements of 49 CFR part 830, § 830.10.
- f. **Job Task Accidents.** Establish a system to collect and report information on job task aircraft accidents and NTSB-reportable incidents, as applicable. Each flight program safety manual will outline specific reporting procedures.
- g. **SSEs.** Establish and implement a procedure to report SSEs (in accordance with 41 CFR § 102-33.185) that have occurred in FAA aircraft (including rental aircraft) or job task aircraft, as soon as possible to the FPFSSO, who will forward the report to the SFSO. The following guidelines apply to SSE reports:

(1) The SFSO should analyze SSE reports to identify practices and trends that affect the Safety Program when developing appropriate response measures. In addition, sharing SSE reports increases safety awareness and may serve to prevent future events.

Note: If the SFSO chooses to share SSE reports among the flight programs, redact identifying information (e.g., crewmember(s) or aircraft registration number).

(2) An SSE report must not be a source for retribution, enforcement, or disciplinary action against the crewmember(s) or flight program involved.

(3) SSE reports should contain at least the following information:

(a) Description of the event.

(b) Pertinent circumstances (e.g., day, night, local time, weather, type of airspace, communications).

(c) Aircraft make/model/series.

(d) Causal factors (if known).

(e) Corrective/preventive action taken or recommended (if applicable).

(4) Crewmembers wishing to ensure complete confidentiality may use the Safety Hotline (866-230-3679) to make SSE reports without providing their names or other identifying information.

(5) Each flight program safety manual will outline specific reporting procedures.

h. Reporting Safety Issues. Report all safety issues (SIR) in accordance with 41 CFR part 102-33.180. The report should include, at a minimum, a description of the perceived issue and a recommendation for corrective action. Report all SIRs to the FPFSSO as soon as possible. The FPFSSO will forward the report to the SFSO. Specific instructions are located in each flight program safety manual. Flight program participants wishing to ensure complete confidentiality may use the Safety Hotline (866-230-3679) to make SIRs, without providing their names or other identifying information.

i. Family Assistance Responsibilities. Comply with Family Assistance Responsibilities as outlined in Appendix G.

j. Drug/Alcohol Testing. Establish criteria for crewmembers to submit to a toxicological test as part of an accident investigation. DOT Order 3910.1, Drug and Alcohol-Free Departmental Workplace and DOT Drug and Alcohol Testing Guide, current edition, requires such testing.

k. International Incidents. Develop procedural guidance for addressing notification, investigation, and reporting for international accidents/incidents for flight program participants operating outside the United States.

14. FAA Safety Hotline. The Safety Hotline (866-230-3679) is for the exclusive use of FAA Aircraft Management Program flight program participants. The Safety Hotline is located at the office of the SFSO, and only safety program staff will answer calls. All calls received through the Safety Hotline will be confidential, except in the event of a Freedom of Information Act (FOIA) request. The caller should not provide name or other identifying information to assure of anonymity and freedom from reprisal. If the caller desires feedback on the issue reported, the SFSO can make provisions for a method of response at the time of the initial call. The SFSO is responsible for appropriate follow-up action on all calls received. The SFSO will return calls received outside of normal business hours on the next business day. Do not use the Safety Hotline to report an aircraft accident or NTSB-reportable incident. (See Appendix G for reporting procedures for accidents and NTSB-reportable incidents.)

Section 6. Training and Education

15. Training and Education Requirements. Each flight program must establish procedures to comply with the following requirements:

a. FSO Training. FSOs must complete the applicable initial and recurrent FSO training courses.

b. Initial CRM Training. Each pilot must receive CRM initial training within 12 months of his or her flight program establishment date. The FPFSSO must submit a request for an extension of this requirement (if needed) through the flight program manager to the SFSO for processing.

c. Recurrent CRM Training. Ensure CRM recurrent training, as described in the flight program safety manual, is completed. Additionally, document the course completion date in the crewmember's records (e.g., enter in FACTS) and track as a currency requirement. The FPFSSO and SFSO may approve courses that are equivalent to FAA-approved CRM courses. A CRM recurrent training waiver requires:

(1) Crewmembers requesting a waiver meet all of the following requirements:

(a) Schedule training for the crewmember in the applicable CRM training course.

Note: Crewmembers who are scheduled to retire within 6 months of their CRM due date will be granted a waiver based on their retirement date. There is no need to schedule or request CRM training for these crewmembers.

(b) The crewmember submits a written request via e-mail or fax for a waiver to the appropriate FPFSSO and supplies the following required information:

1. Name.

2. Flightcrew number.

3. Course/class number of scheduled CRM recurrent training.

(2) Upon approval of the waiver request by the FPFSSO, the FPFSSO will forward the request via e-mail or fax to the SFSO.

(3) Upon confirmation of the CRM training date, the SFSO will grant the waiver via written notification to the appropriate flight program manager. The notification will state the waiver expiration date based upon the projected CRM training completion date.

(4) The flight program manager will document the waiver expiration date.

Note: For flight programs that use FACTS, enter the waiver expiration date as the CRM “Non-Current” date in FACTS, and in the remarks section of FACTS, enter “CRM waiver issued on (date) by FAA SFSO; CRM training is scheduled (date).” The crewmember’s facility manager is responsible for the removal of the comment regarding the waiver from the remarks section after the crewmember completes the course.

Note: Do not extend a CRM recurrent training waiver beyond 12 months of the CRM training expiration date.

16. Feedback. Direct questions; suggestions; requests for information, materials, or course enrollments; and FPFSSO reports to the SFSO. The Safety Program Web site contains SFSO contact information.

[THIS PAGE INTENTIONALLY LEFT BLANK]

Chapter 7. Oversight

Section 1. General

1. General. The FAA Flight Program Oversight Office (FAA FPOO) provides the Flight Program Oversight Executive (FPOE) with an overview of the Federal Aviation Administration (FAA) Aircraft Management Program's effectiveness in safety and efficiency in meeting its objectives and ensures compliance with the applicable Federal guidance. (See Appendix E.) Use an internal evaluation and external audit process to evaluate each flight program. The oversight function of the FAA Aircraft Management Program provides managers and staff with the information needed to assess:

- a. Compliance with Federal Government policy, directives, regulatory standards, and this order,
- b. Achievement of program objectives,
- c. Efficient use of flight program resources, and
- d. Use of the Internal Evaluation Program (IEP) as a tool to make program improvements.

2. Tools. The tools used by the FAA to perform oversight must be accurate and current. Resources include Federal Government policy, directives, regulatory standards, this order, the FAA national database (e.g., Flight Activity and Crew Tracking System (FACTS)), documentation supporting each flight program's operation (such as training records), documentation that supports the FAA national database (e.g., aircraft use records, pilot certificates, crewmember check records). Additional resources include IEPs that specify Safety Management System (SMS) elements for identifying and analyzing risks and hazards, in accordance with the current editions of Orders 8000.369, Safety Management System Guidance and 8040.4, Safety Risk Management, as well as any other resources identified, as necessary.

Section 2. External Audits

3. Objectives. The objectives of audits are to assist the FPOE and flight program managers to:

- a. **Identify.** Identify and correct systemic problems that may result in noncompliance with Federal Government policy, Department of Transportation (DOT) orders, FAA orders, regulatory standards, and directives relevant to the FAA Aircraft Management Program.
- b. **Measure.** Measure the effectiveness and efficiency of each flight program's IEP.
- c. **Evaluate.** Evaluate the effectiveness of each flight program's safety program.

4. Audit Team. The FAA FPOO audit team is responsible for conducting external audits of the flight programs within the FAA Aircraft Management Program. The FAA FPOO will assign to the audit team qualified personnel trained in the methods and techniques of American National Standards Institute (ANSI), International Organization for Standardization (ISO), American

Society for Quality (ASQ), FAA Quality Management System (QMS) and Government Auditing Standards.

5. Audit Scheduling. The FAA FPOO conducts both periodic and special audits of flight programs.

a. Periodic Audits. Conduct periodic audits of flight programs on a cyclical 3-year schedule.

b. Special Audits. At the direction of the FPOE, the FAA FPOO may conduct special audits of flight programs at any time. Before initiating a special audit, the FAA FPOO will provide the flight program manager with a written description of the timing and scope of the special audit. This communication will identify the specific aspects of the flight program to review during the special audit, and the special audit will be limited in scope to the issues identified.

Note: The conduct of a special audit will not affect the timing of a regularly scheduled periodic audit of the flight program by the FAA FPOO.

6. Effect of Special Audits by External Sources. Special audits conducted by other external organizations will not affect regularly scheduled periodic audits or special audits conducted by the FAA FPOO.

7. External Audit Report. The FAA FPOO audit team will prepare a report, including any violations, to submit to the flight program manager and the FPOE. The report must include the following, at a minimum:

a. The audit objectives.

b. Best practice observations from the auditors.

c. Flight program non-conformities (corrective action plan (CAP) required), including actual or potential noncompliance with the requirements of this order, as well as actual or potential violations of applicable regulations.

d. FAA FPOO observations and recommendations.

e. Any necessary attachments.

8. Closing an External Audit Report. The audit is completed (closes) after completion of all activities described in the audit plan and distribution of the approved audit report to the FPOE and the flight program manager. The FAA FPOO will close an external audit report when the auditee submits an acceptable CAP with all findings addressed and documented accordingly.

9. Discovery of Potential 14 CFR Noncompliance. If an auditor discovers potential 14 CFR noncompliance during the course of an audit, the Lead Auditor will confirm and document the potential 14 CFR noncompliance. The Lead Auditor must notify the FAA FPOO Manager, and the Lead Auditor must notify the flight program manager of the requirement to make a report. The FAA FPOO Manager will notify the FPOE of potential 14 CFR noncompliance discovered during the audit.

Note: The Lead Auditor will use the FAA FPOO QMS process for notification of 14 CFR noncompliance.

Section 3. Internal Evaluation

10. General. Each flight program must establish and use an IEP to provide management a means to measure the effectiveness and efficiency of their program's objectives.

11. Evaluation Objectives. The objectives of the IEP are as follows:

a. Systemic Problems. The identification and correction of systemic problems found during the flight programs internal evaluation that may result in:

(1) Noncompliance with Federal Government Policy, DOT orders, FAA orders, regulatory standards, and directives relevant to the FAA Aircraft Management Program, and

(2) Failure to meet the organizations objectives.

b. Effectiveness. To measure the effectiveness of the organization's IEP objectives.

c. Efficiency. To measure the efficiency of the organizations IEP in meeting its objectives.

d. Evaluate. To evaluate the effectiveness of its safety risk management process for identifying risks and hazards.

12. IEP Coordinator. Each flight program must identify an IEP Coordinator who has the responsibility and authority to:

a. Perform the internal evaluation for their organization,

b. Identify and record the findings,

c. Prepare a CAP and track the findings,

d. Verify the corrective actions within a specific time, and

e. Continuously monitor their operations for efficiency and ongoing compliance with all applicable FAA standards and policy.

13. Evaluation Schedule. Each flight program must establish a defined schedule for conducting the IEP. This includes an annual review cycle for specific areas covered by the IEP.

14. IEP Evaluation Report. Each flight program's IEP evaluation team will prepare a report, including the findings, when the evaluation is completed, and provide it to the flight program manager. The report must include the following, at a minimum:

- a. Results of the evaluation,
- b. Identification of the deficiencies and plans for solving the problems,
- c. Identification of person(s) responsible for actions on the CAP,
- d. Documentation of the deficiencies that will be addressed in the CAP,
- e. Establishment of timelines and a schedule of the dates when action is to be initiated and completed on the CAP, and
- f. IEP Coordinator timeline for updating the IEP and monitoring the effectiveness of the CAP after implementation.

Section 4. Responsibilities

15. FAA FPOO Audit Team. The FAA FPOO audit team must:

- a. **Documentation.** Ensure maintenance and currency of written documentation of the audit process.
- b. **Notifications.** Notify the flight programs scheduled for audit by October 15 of that fiscal year. The FAA FPOO Web site, at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/ contains this schedule, and any periodic updates or changes.
- c. **Audit Plan.** Provide the audit plan to the flight program during the first quarter of the fiscal year.
- d. **Compliance.** Comply with the following Audit System:
 - (1) Conduct flight program audits in accordance with the standards referenced in paragraph 4.
 - (2) Prepare audit reports detailing discrepancies (non-conformities) and submit them to the FAA FPOO Manager for distribution to the flight program and FPOE.
 - (3) Prepare monthly audit status reports and submit them to the FAA FPOO Manager for distribution to the audited organization and the FPOE. The status reports must track the flight program actions related to each non-conformity using the following categories:
 - (a) Open-The FAA FPOO has not yet received and accepted the CAP.
 - (b) Closed-The FAA FPOO accepted the CAP.

(c) Transferred-Transfer a non-conformity when Corrective Action (CA) lies in another organization's area of responsibility.

(d) Terminated-Terminate a non-conformity when:

1. A flight program produces evidence that the non-conformity was found in error, or

2. Upon the direction of the FPOE.

(4) Verify the effectiveness of any implemented CAP.

16. Flight Program Manager. Each flight program manager must:

a. Principal Point of Contact (POC). Provide the FAA FPOO with the name of the employee who is the principal POC for the organization during the audit within 15 days of receipt of the initial audit notification.

b. Workspace. Provide the audit team with sufficient administrative workspace and allow the audit team access to crewmember training and flight program records, as well as aircraft and maintenance facilities.

c. Compliance. Comply with audit process and procedures received from the audit team.

d. Response. Respond to the FAA FPOO within 15 days of issuance of the Draft Audit Report.

e. CAP. Submit a CAP acceptable to the FAA FPOO addressing all non-conformities within 90 days of issuance of the Final Audit Report.

f. Changes to CA. Notify the FAA FPOO when changes occur in the status of the CA.

g. Quarterly Reports. Provide the FAA FPOO with a quarterly written status report (e-mail acceptable) on all open CA until receipt of Final Audit Closure.

17. Flight Program IEP Coordinator. IEP coordinators must follow their respective IEP, which includes, but is not limited to:

a. A current copy of the written evaluation process,

b. A current copy of the written evaluation schedule for the upcoming fiscal year,

c. A process to address discrepancies found within their flight program,

d. A process to document flight program discrepancies in their IEP,

e. A process to do the CAP and root cause analysis,

f. A process to verify and close discrepancies in their CAP, and

- g. A process to comply with external audits.

18. Distribution. This order will be distributed to office level in Washington headquarters; division level in regions and centers; to the Operations Centers; branch level in the Flight Standards Service (AFS), Aviation System Standards, the Mike Monroney Aeronautical Center (MMAC) FAA Academy Regulatory Standards Division, the Aircraft Certification Service (AIR), and the William J. Hughes Technical Center (WJHTC) Flight Program; AFS Field Offices; Flight Inspection Offices; Aircraft Certification Offices (ACO); the Washington Flight Program; and the FAA Flight Program Oversight Office (FAA FPOO).

Chapter 8. Aircraft Operated for the FAA

Section 1. General

1. General. This chapter outlines policy and procedures for contracting, using, managing, and reporting requirements for aircraft operated for the Federal Aviation Administration (FAA). Aircraft operated for the FAA include certain aircraft and aircraft services operated by an outside vendor. Pilots who are not flight program participants operate such aircraft, and those aircraft are not under the operational control of an FAA flight program. Specify operational standards for aircraft operated for the FAA in the contract for such commercial aviation services.

Note: Aircraft operated by FAA flight program participants are considered aircraft operated by the FAA, and such flight program participants are subject to the policies and procedures contained in this order.

2. Commercial Aviation Services (CAS). Aircraft acquired for FAA use and operated for the FAA by pilots who are not flight program participants are one type of CAS. CAS include:

- a. Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- b. Chartering or renting aircraft for exclusive use;
- c. Contracting for full services (i.e., aircraft and related aviation services for exclusive use) or obtaining full services through an inter-service support agreement (ISSA); or
- d. Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Section 2. Contracting for and Using CAS

3. Compliance with Office of Management and Budget (OMB) Guidance. The FAA must meet all applicable requirements of OMB Circular A-76, Performance of Commercial Activities (current edition), or any other applicable OMB circulars and documents before purchasing, leasing, or otherwise acquiring FAA aircraft and related services to ensure that these aircraft and services cannot be obtained from and operated by the private sector more cost-effectively. Generally, the FAA meets the requirements of OMB Circular A-76 for CAS when:

- a. Aircraft are the best possible means of supporting its official business, and
- b. Using commercial aircraft and services is safe (e.g., conforms to applicable laws, safety standards, and regulations) and is more cost effective than using Federal aircraft, aircraft from any other Governmental source, or scheduled air carriers.
- c. The FAA may not acquire:
 - More aircraft than are necessary to carry out the FAA's official business;

- Aircraft of greater size or capacity than the FAA needs to perform Governmental functions cost-effectively;
- Aircraft that Congress has not authorized the FAA to acquire; or
- Aircraft or commercial aircraft and services for which the FAA has not followed the requirements in OMB Circular A-76 or any other applicable OMB circulars, documents, etc.

4. Acquiring CAS. Methods of acquisition include:

a. Rental. Rental, exclusive use contract rental, or agreement with military or other Government agency for use of aircraft on an as-needed basis without any maintenance responsibilities (except line services) assumed by the FAA.

b. Charter. Charter for exclusive use.

c. Contract. Contract for full services (i.e., aircraft plus crew and related aviation services from a commercial source).

d. ISSA. ISSAs with other executive agencies for aircraft and services.

5. CAS Contracting Responsibilities. In accordance with Title 41 of the Code of Federal Regulations (41 CFR) part 102, § 102-33.100, when contracting to purchase or lease-purchase an FAA aircraft or to award a CAS contract, the FAA must follow the AMS.

6. CAS Contract Requirements. In accordance with 41 CFR part 102-33, § 102-33.105, contracts and agreements must require that any provider of CAS, at a minimum, comply with:

- a.** The applicable 14 CFR part to the type of operations the contractor will be conducting;
- b.** Military standards (if applicable); or
- c.** Certain requirements of the FAA Aircraft Management Program specifically incorporated into the CAS contract.

Section 3. Managing CAS Operations

7. Management Responsibilities. In accordance with 41 CFR part 102-33, § 102-33.130, flight programs and other FAA organizations that hire CAS must:

- a.** Require compliance with the applicable standards set forth in this order in CAS contracts and agreements;
- b.** Account for the cost of aircraft and services hired as CAS;
- c.** Account for use of aircraft hired as CAS; and
- d.** Report the cost and usage data for CAS hires to the FAA Flight Program Oversight Office (FAA FPOO), as required.

Section 4. Documentation and Reporting Requirements

8. Documenting Aircraft Use. With regard to aircraft operated for the FAA, such aircraft use and cost(s) must be accounted for and documented in accordance with 41 CFR part 102-33, §§ 102-33.130 and 102-33.440 and the requirements set forth in this order. (See Chapter 3 and Appendix F.)

9. Reporting Aircraft Use. With regard to aircraft operated for the FAA, such aircraft use must be reported in accordance with 41 CFR part 102-33, §§ 102-33.130 and 102-33.440 and the requirements set forth in this order. (See Chapters 3 and 4, and Appendices C, D, and F.)

[THIS PAGE INTENTIONALLY LEFT BLANK]

Appendix A. Definitions

1. Accident. An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight, and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

2. Acquisition Date. The date that the acquiring executive agency took responsibility for the aircraft, e.g.:

- a. Received title (through purchase, exchange, or gift),
- b. Signed a bailment agreement with the Department of Defense (DOD),
- c. Took physical custody (in the case of reassignment or interagency transfer),
- d. Received a court order (in the case of forfeiture),
- e. Put into operational status an aircraft that is newly manufactured by the agency, or
- f. Otherwise accepted physical transfer (for example, in the case of a borrowed aircraft).

3. Affiliation. An affiliation is a relationship between two flight programs or two facilities in the same flight program to satisfy the requirements of this order, documented by a Memorandum of Agreement (MOA).

4. Bailed Aircraft. A Federal aircraft owned by an executive agency, but in the custody of or operated by another executive agency under an agreement that may or may not include cost-reimbursement. Bailments are executive agency-to-executive agency agreements and involve only aircraft, not services.

5. Block to Block Time. Total elapsed flight time expressed in hours and tenths of an hour, calculated from the time the aircraft begins to move under its own power until it comes to a rest and shuts down after completion of the flight. Used for recording crewmember flight time.

6. Borrowed Aircraft. An aircraft owned by a non-executive agency and provided to an executive agency for use without compensation. The executive agency operates and maintains the aircraft.

7. Chartered Aircraft. An aircraft that an executive agency hires commercially under a contractual agreement specifying performance and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

8. Commercial Aviation Services (CAS). CAS include:

- a. Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- b. Chartering or renting aircraft for exclusive use;

c. Contracting for full services (i.e., aircraft and related aviation services for exclusive use of obtaining full services through an inter-service support agreement (ISSA)); or

d. Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

9. Crewmember. In accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 1.1, a person assigned to perform duty in an aircraft during flight time. All crewmembers must be flight program participants. (See also, Title 41 of the Code of Federal Regulations (41 CFR) part 102-33.20, "...crewmembers perform duties directly related to the operation of the aircraft or duties assisting in operation of the aircraft.")

10. Crisis Response. The level of response to a critical incident involving Human Resource Management services and/or family assistance.

11. Critical Incidents. Accidents/incidents, such as an aviation disaster with loss of life, acts of terrorism, bomb threats, exposure to toxic materials, prolonged rescue or recovery operations, and natural disasters such as earthquakes and hurricanes. When a critical incident occurs, employees, including management officials, may experience distress. The accompanying investigative activities following the major critical incident, as well as excessive media coverage may place additional demands on employees.

12. Declassify. To remove a non-operational aircraft from the Federal aircraft inventory. Agencies may declassify only non-operational aircraft that they will retain for ground use only. Agencies must declassify an aircraft following the rules in 41 CFR part 102-33.

13. Disposal Date. The date that the disposing executive agency relinquishes responsibility for an aircraft, for example:

- a. When the agency transfers title in the case of a sale or exchange;
- b. Returns the aircraft to the lessor or bailer;
- c. Declassifies it (for fairs, declassification is considered a "disposal" action, even though the agency retains the property); or
- d. Relinquishes custody to another agency (i.e., in the case of excess (transferred) or surplus (donated or sold) aircraft).

14. Donated Aircraft. An aircraft disposed of as surplus by the General Services Administration (GSA) through donation to a non-Federal government, a tax-exempt nonprofit entity, or other eligible recipient, following the rules in 41 CFR part 102-37. (Some agencies, for example DOD, may have independent donation authority.)

15. DOT Senior-Level Officials. For the purpose of this order, Department of Transportation (DOT) senior-level officials refer to the Secretary of Transportation, the Federal Aviation Administration (FAA) Administrator, as well as the Deputy Secretary of Transportation, and the FAA Deputy Administrator when these officials are representing their principals.

16. Emergency Equipment. Equipment that protects occupants aboard an aircraft and assists with safe escape, survival, and recovery during an accident or other emergency.

17. Employee Assistance Program (EAP). A contract counseling and family support service paid for by the FAA. The EAP offers up to eight counseling sessions for employees, families, and household members. The 24-hour toll free number to access EAP services is 1-800-234-1327.

18. Employing Office. The office having direct supervisory responsibility for the affected employee.

19. Equivalent Form. A form developed by a flight program that includes the required components of an existing 4040 form.

20. Exclusive Use. A condition under which:

- a. An aircraft is operated for the sole benefit of the U.S. Government; and
- b. The executive agency using the aircraft has operational control of the aircraft and the authority to define departure times, origins and destinations of flights, payloads, passengers, and cargo.

21. External Audit. A planned review of a flight program's internal evaluation program, conducted external to the flight program, to ensure systems are in place that meet the requirements of this order. Do not use an external audit to evaluate specific operational standards.

22. FAA Aircraft. Includes aircraft, simulators, and flight training devices (FTD) rented, leased, bailed, borrowed, loaned, or operated by the FAA and/or used exclusively in FAA Aircraft Management Program activities.

23. FAA National Safety Council (FAA NSC). The FAA NSC is comprised of the FAA flight program flight safety officers (FPFSO) and chaired by the FAA Senior Flight Safety Officer.

a. The FAA NSC:

- (1) Recommends safety policy for the FAA Aircraft Management Program to the Flight Program Oversight Executive (FPOE) through the Flight Program Policy Committee (FPPC),
- (2) Develops the FAA Flight Safety Program Strategic Plan, and approves CRM training waivers, resolves Safety Hotline issues, and
- (3) Investigates accidents, incidents, and SSEs applicable to the FPFSO's flight program.

b. **Resolution.** Each flight program will have one vote on matters requiring resolution.

c. Travel. Travel and accommodation expenses are the responsibility of the FAA NSC member's flight program.

24. Facility. Any office, staff, service, directorate, center, division, branch, or field office operating FAA aircraft and/or having FAA Aircraft Management Program flight program participants.

25. FAA Pilot. A person employed by or assigned to the FAA authorized and qualified as prescribed herein to fly aircraft.

26. Family Member. For family assistance purposes, family members include spouse and parents thereof; children, including adopted children, and spouses thereof; parents, brothers, and sisters and spouses thereof; and any individual who is related by blood or affinity, and whose close association with an employee is the equivalent of a family relationship.

27. Fatal Injury. An injury that results in death within 30 days of the occurrence that caused the injury.

28. Federal Traveler. In accordance with 41 CFR parts 301-10 and 301-70, a person who travels on an FAA aircraft and who is either a civilian employee in the government service, a member of the uniformed or foreign services of the United States Government, or a contractor working under a contract with an executive agency.

29. Flight Activity and Crew Tracking System (FACTS). A system used that may be used by flight programs as a tool for overall management and tracking of crewmembers and qualified non-crewmembers, including the ability to manage and track flightcrew activity and currency.

30. Federal Aviation Interactive Reporting System (FAIRS). The comprehensive data system used by GSA to collect and maintain government aircraft data in accordance with Office of Management and Budget (OMB) Circular A-126, current edition.

31. Ferry Flight. A FAA aircraft flight made for initial operational assignment or operational reassignment between FAA organizational elements; or moving an aircraft for maintenance or modification, or returning the aircraft to its assigned operational location after maintenance or modifications; or moving an aircraft, maintenance personnel, and/or equipment to return an aircraft to service, or for emergency.

32. Flight Operations Activity. An element of the FAA's organizational structure having primary program responsibilities that require significant use of FAA aircraft and personnel whose primary function is piloting aircraft.

33. Flight Program. An FAA flight program, established by the Administrator, in accordance with this order to meet mission requirements. (Also referred to in this order as an FAA flight program.)

34. Flight Program Manager. The manager of one of the FAA flight programs designated by this order.

35. Flight Program participant. Any person authorized by an FAA Form 4040-7, Flight Program Crewmember Authorization and Data, or equivalent to:

- a. Act as a crewmember or qualified non-crewmember in an FAA aircraft, or
- b. Use an aircraft or simulator to accomplish a job function.

36. Flight Time. This time (block-to-block) begins when the aircraft first moves under its own power for the purpose of flight and ends when it comes to rest at the next point of landing. Block-to-block time includes, and is usually greater than, time-in-service. The pilot in command (PIC) or a designated flightcrew member must accurately record this time on FAA Form 4040-6, FAA Aircraft Request and Use Record, FAA Form 4040-5, Daily Flight Log and Load Manifest, or an equivalent form.

37. Forfeited Aircraft. An aircraft acquired by the Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States.

38. Full Coach Fare. The price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.

39. Full Service Contract. A contractual agreement through which an executive agency acquires an aircraft and related services (for example, pilot, crew, maintenance, catering) for exclusive use. Aircraft hired under full service contracts are CAS, not Federal aircraft, regardless of the length of the contract.

40. Government Aircraft. An aircraft operated for the exclusive use of an executive agency or of a contractor working under a contract or cooperative agreement with an executive agency and is a:

- a. Federal aircraft, which an executive agency owns (i.e., holds title to), leases, bails, loans, or borrows; or

Note: When an executive agency loans or bails an aircraft that meets the criteria for Federal aircraft, the loaned or bailed aircraft is still considered a Federal aircraft in the owning agency's inventory except when the DOD is the owning agency of the bailed aircraft. In such cases, record the aircraft in the bailee inventory.

- b. Commercial aircraft hired as CAS, which an executive agency—
 - (1) Leases or lease-purchases with the intent to take title;
 - (2) Charters or rents; or
 - (3) Hires as part of a full service contract or an inter-service support agreement (ISSA).

41. Incident. An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. It requires immediate notification to the National Transportation Safety Board (NTSB) when any of the following occur:

- a. Systems.** Flight control system malfunction or failure.
- b. Crewmembers.** Inability of any required flightcrew member to perform his normal flight duties as a result of injury or illness.
- c. Structure.** Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
- d. Fire.** In-flight fire.
- e. Collision.** Aircraft collide in flight.
- f. Property Damage.** Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
- g. Large Aircraft.** For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
 - (1) In-flight failure of electrical systems that requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator, to retain flight control or essential instruments.
 - (2) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
 - (3) Sustained loss of the power or thrust produced by two or more engines.
 - (4) An evacuation of an aircraft that uses an emergency egress system.

42. Internal Evaluation. An independent review and analysis, internal to the flight program, of organizational policies, procedures, and systems to determine their effectiveness. Evaluations make use of auditing and inspection techniques, but go beyond what is strictly included in either method.

43. ISSA. Any agreement between two or more executive agencies (including the Department of Defense (DOD)) in which one agency consents to perform aviation support services (i.e., providing an aircraft and other aviation services or providing only services) for another agency with or without cost-reimbursement. An executive agency-executive agency agreement that involves only the use of an aircraft, not services, is a bailment, not an ISSA.

44. Job Task Aircraft. An aircraft provided by an operator in which certification, research, or special procedures require an on-board FAA crewmember.

45. Jurisdictional NTSB Regional Office. The NTSB regional office having responsibility for the geographical area in which the accident/incident occurs.

46. Jurisdictional Regional Operations Center (ROC). The regional operations center serving the FAA region in which the accident/incident occurs.

47. Lease Aircraft. An aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.

48. Lease-Purchase Aircraft. A leased aircraft for which the leasing executive agency holds an option to purchase.

49. Loaned Aircraft. A Federal aircraft owned by an executive agency, but in the custody of a non-executive agency under an agreement that does not include compensation.

50. Mission Aircraft. Aircraft whose current approved configuration and primary mission tasking are in operational support of one or more specific FAA missions. Mission aircraft may have the capability for carrying passengers and cargo but their primary task is not to carry out administrative support of FAA missions. Mission aircraft may include, but are not limited to, aircraft used for evaluation, proficiency, formal training, research and development, flight inspections, etc.

51. Mission Requirements. Activities, other than transporting passengers and/or cargo, required to carry out the FAA's statutory responsibilities.

52. New Entrant. A participant newly-hired into the organization or an existing participant who is transferring from one organization's flight program into another.

53. Non-Federal Traveler. An individual who travels on an FAA aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on FAA aircraft are non-Federal travelers within the same regulation defined above.

54. Nonofficial Travelers/Nonofficial Passengers. Includes all persons for whom the FAA may not pay or reimburse transportation or other travel expenses for a particular trip. In most cases, this would include spouses, dependents, and other non-Government travelers.

55. Observer. A person onboard an FAA aircraft to observe the operation of the aircraft, crew, or conduct of the mission, when no travel is involved. Observers may conduct no other business at stops en route. The observer returns to the point of origin without intermediate deplaning, except as required for personal comfort during stops for aircraft servicing or normal crew meal breaks during the workday, or for ground briefings and demonstrations directly related to the subject observed on a special demonstration flight.

56. Official Government Business, in Relation to FAA Aircraft:

a. Includes. Includes, but is not limited to:

(1) Carrying crewmembers, qualified non-crewmembers, and cargo directly required for or associated with performing Governmental functions (including travel-related Governmental functions);

(2) Carrying passengers authorized to travel on Government aircraft per OMB Circular A-126, current edition) and 41 CFR parts 301-304; and

(3) Training pilots and other aviation personnel.

b. Does not Include:

(1) Using Government aircraft for personal or political purposes, except for required use travel and space available travel as defined in OMB Circular A-126, current edition and 41 CFR parts 301-304; or

(2) Carrying passengers not officially authorized to travel on Government aircraft.

57. Official Travel. Official travel means travel to meet mission requirements, required use travel, and other travel for the conduct of agency business.

58. Official Traveler.

a. A person for whom the FAA (or DOT element) is authorized to pay or reimburse the transportation costs or other travel expenses for a particular trip, and

b. Federal travelers from other Government agencies on official Government business transported on DOT aircraft.

59. Originating Office. The office having responsibility for conduct of the flight either through operational control of the aircraft and/or assignment/approval of the PIC or aircraft commander for the flight.

60. Originating ROC. The regional operations center for the region in which the originating office is located.

61. Passenger. Includes all persons transported on FAA aircraft except crewmembers, qualified non-crewmembers, or observers. Nevertheless, for purposes of determining if the flight involves transportation, persons including the aircraft crew are considered to be passengers if they disembark the aircraft to perform an official administrative function such as attending a conference or meeting other than that which is necessary to the official purpose of the flight (e.g., flight inspection coordination meeting at an airport).

62. Position Description. The general term used in this order to include an individual's position description, job tasks, work assignment, job analysis tool, or any other document that sets forth the individual's duties and/or responsibilities.

63. Privately Owned Aircraft. An aircraft owned or leased by an employee for personal use. A Government agency does not own, lease, charter, or rent the aircraft, nor is it rented or leased by an employee for use in carrying out official Government business.

64. Public Aircraft. The status of an aircraft when it is being used only in the service of the Government for inherently governmental purposes such as firefighting, search and rescue, law enforcement, aeronautical research, etc. Except in limited circumstances (mostly related to above activities), it does not include any Government-owned aircraft engaged in transporting passengers. (See Advisory Circular (AC) 00-1.1, Government Aircraft Operations, current edition, and 49 U.S.C. § 40102.)

65. Qualified Non-Crewmember. A person flying onboard a Government aircraft whose skills or expertise are required to perform or are associated with performing the Governmental function during flight operations. Qualified non-crewmembers are not passengers. Each flight program will define qualified non-crewmember flight program participation. (See 41 CFR § 102-33.20.)

66. Quality Management System (QMS). A set of interrelated or interacting processes with regard to quality, accomplished by the management of an organization by establishing policy and objectives, and by achieving those objectives.

67. Rental Aircraft. An aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon time. The executive agency operates, but does not maintain, a rental aircraft. FAA-operated civil aircraft obtained through open market or contract agreements and used within the FAA rental program.

68. Rental Time. This time begins and ends according to the terms of the contract or based on a recording tachometer. When using crew-recorded times, record them accurately to ensure an equitable payment obligation.

69. Required Use Travel. Travel by Federal travelers that requires use of Government aircraft to meet bona fide communications needs (e.g., 24-hour secure communications), security requirements (e.g., highly unusual circumstances that present a clear and present danger), or exceptional scheduling requirements (e.g., a national emergency or other compelling operational considerations) of an executive agency. Request approval for required use travel according to this order.

70. Risk. An expression of the impact of an undesired event in terms of event severity and probability.

71. Risk Analysis and Management. A systematic process for identifying risks associated with alternative courses of action involved in an aviation operation; and choosing from these alternatives the course(s) of action that will promote optimum aviation safety.

72. Risk Assessment. The process of identifying hazards and systematically quantifying or qualifying the degree of risk they pose for exposed individuals, populations, or resources.

73. Safety Significant Event (SSE). Any ground or flight event that does not qualify as an incident or accident, as defined in 49 CFR part 830, that affects or could affect the safety of an FAA aircraft (including rental aircraft) or crewmember.

74. Safety Management System (SMS). An integrated collection of processes, procedures, and programs that ensures a formalized and proactive approach to system safety through risk management. Risk analysis and assessment are required for all changes to identify safety impacts. The SMS is a closed-loop system ensuring documentation of all changes and tracking of all problems or issues to conclusion. When properly implemented, an SMS establishes a safety philosophy or culture that permeates the entire organization in the monitoring and continuous improvement of safety of the operation.

75. Senior Executive Branch Official (SEBO). Civilian officials appointed by the President with the advice and consent of the Senate, and civilian employees of the Executive Office of the President (EOP). In the FAA, these positions are limited to the Administrator and Deputy Administrator. There are special approval and reporting requirements for travel by such officials.

76. Senior Federal Official (SFO). An individual who is:

a. Paid according to the Executive Schedule established by Title 5 of the United States Code (5 U.S.C.) § 53, Subchapter II, including Presidential appointees who are confirmed by the Senate; employed in the U.S. Government's Senior Executive Service or an equivalent "senior" service;

b. A civilian employee of the Executive Office of the President appointed by the President to a position under 3 U.S.C. § 105(a) (2)(A), (B), or (C), or by the Vice President to a position under 3 U.S.C. § 106(a)(1)(A), (B), or (C); or

c. A contractor working under a contract with an executive agency paid at a rate equal to or more than the minimum rate for the Senior Executive Service (SES) and has senior executive responsibilities.

Note: The term senior Federal official, as used in the Federal Travel Regulations (FTR), does not mean an active duty military officer.

77. Serious Injury. Any injury which:

a. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;

b. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);

c. Causes severe hemorrhages, nerve, muscle, or tendon damage;

d. Involves any internal organ; or

e. Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.

78. Space Available Travel. Travel in space available on an FAA aircraft already scheduled for an official purpose.

79. Subject Pilot. FAA or non-FAA personnel who are required and approved as flightcrew members for specific research project flights.

80. Substantial Damage. Damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Do not consider the following items “substantial damage” for accident reporting:

- a. Engine failure or damage limited to an engine if only one engine fails or is damaged,
- b. Bent fairings or cowlings,
- c. Dented skin,
- d. Small puncture holes in the skin or fabric,
- e. Ground damage to rotor or propeller blades, and
- f. Damage to landing gear, wheels, tires, flap, engine accessories, brakes, or wingtips.

81. System Safety. The application of engineering and management principles, criteria, and techniques to optimize all aspects of safety within the constraints of operational effectiveness, time, and cost throughout all phases of the system lifecycle.

82. Test Flight. A flight to verify the airworthiness of an aircraft and installed equipment necessary for safe flights.

83. Time-in-Service. This time begins when the aircraft leaves the surface of the earth and ends when it touches the earth at the next point of landing. In the event of several full-stop landings, time-in-service shall not include ground taxi time between the initial takeoff and final landing. The PIC or designated representative shall accurately record time-in-service in the FAA Form 4100-8, Aircraft Logbook. Whenever the aircraft contains an oleo actuated elapsed time meter, use time recorded thereon in lieu of crew-recorded times.

84. Transportation. Movement of a person from point to point. Transportation occurs when a passenger deplanes at a point other than the point from which the flight originates. On crew-only flights, transportation occurs if a crewmember deplanes and conducts any business, attends any meeting or functions, on or away from the airport, other than ordinary aircraft servicing or meal breaks in the workday. In this order, transportation and travel are synonymous.

Note: See FAA Flight Program Oversight Office (FAA FPOO) Web site at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight for additional and updated definitions.

Appendix B. FAA Forms and Codes

1. General. This appendix provides guidance about Federal Aviation Administration (FAA) Aircraft Management Program forms and the codes used when completing the forms. The FAA Flight Program Oversight Office (FAA FPOO) Web site at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight includes a master copy or a link to the master copy of each FAA Aircraft Management Program form, as well as the instructions.

2. Forms. Complete the forms identified in this appendix in accordance with the instructions maintained on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight. Each flight program must develop a process to ensure the accuracy of the data contained on the forms and in the electronic database, as applicable.

Note: Flight programs may develop and use equivalent forms, which will be included in the flight program operations manual.

a. FAA Form 4040-2, FAA Crewmember Check Record. The information reported using this form is essential data required to verify and validate qualifications of flightcrew members.

b. FAA Form 4040-5, Daily Flight Log. The pilot in command (PIC), or a designated representative, completes this form for each aircraft flown by the PIC. The form records Flight Inspection Flight Program workload accomplishments.

c. FAA Form 4040-6, FAA Aircraft Request and Use Record. The information reported on this form is essential data required to authorize and document the use of FAA aircraft program resources, and for entering this information into the Flight Activity and Crew Tracking System (FACTS), if applicable. The reports generated by this management information system provide the necessary information for budget review, program monitoring, internal management control of aircraft program resources, and reports mandated by external sources.

d. FAA Form 4040-7, Flight Program Crewmember Authorization Data. The approving official uses this form to authorize qualified personnel to participate in the FAA Aircraft Management Program. Following approval and entry into FACTS, place the original in the participant's records. Use it to update crewmember data in FACTS.

e. FAA Form 4040-9, Cost Comparison Analysis Form. Use this form when an FAA aircraft flight is for the primary purpose of transportation of passengers and cargo, except as provided in Chapter 4.

f. FAA Form 4040-10, Department of Transportation Air Transportation Agreement. This agreement, when signed by nonofficial passengers, signifies the release and discharge of the United States from any liability claims resulting from such travel. FAA Form 4040-10 is an approved form that flight programs may elect to use.

g. Crew Data Only Worksheet. Use this worksheet to record out-of-agency accomplishments used to meet recent flight experience and currency requirements. You may

record multiple flights on the “Crew Data Only” worksheet, but must enter each individual flight into FACTS, or an equivalent database, separately.

3. Purpose of Flight (POF) Mission Codes. The conversion table on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/, references the old Federal Aircraft Management Information System (FAMIS) and FACTS POF mission codes and defines the current mission codes used by the General Services Administration (GSA). Conversion to the GSA Federal Aviation Interactive Reporting System (FAIRS) Mission Codes is required in accordance with this order. The complete list of GSA FAIRS Mission Codes is available on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight.

Appendix C. FAA Supplemental Instructions for Federal Aviation Interactive Reporting System (FAIRS) Reports

1. FAIRS Reports. FAIRS reports required by Title 41 of the Code of Federal Regulations (41 CFR) part 102-33, Management of Government Aircraft, contain three major segments:

- a. Inventory Data on Federal Aircraft.**
- b. Aircraft Cost and Utilization for Government Aircraft.**
- c. Cost and Utilization on Commercial Aviation Services (CAS) and Related Aviation Services.**

Note: Paragraphs 2, 3, and 4 below explain these reports. See the FAIRS User Manual, published by the General Services Administration (GSA), and the U.S. Government Aircraft Cost Accounting Guide (CAG), current edition, for a complete list of requirements and definitions of the FAIRS Federal inventory data elements.

2. Federal aircraft Inventory. Initial Federal Aviation Administration (FAA) aircraft inventory reports were submitted to GSA, Personal Property Management Policy Division (MTA) in 1999 on a per aircraft basis. These initial reports constitute the FAA's inventory portion of the FAIRS database. Federal aircraft inventory data includes information on each of the operational and non-operational Federal aircraft. Federal aircraft include aircraft that are owned (i.e., hold title to) or borrowed for any length of time, as well as loaned or bailed aircraft that meet the criteria for Federal aircraft. (For example, a Federal aircraft in FAA's inventory except when the Department of Defense (DOD) is the owning agency of bailed aircraft.) These reports are now required only when a change in any data element occurs; new aircraft are added; aircraft are modified; or aircraft previously reported have been removed or deleted.

a. Changes.

(1) The FAA must report any changes to the Federal aircraft inventory within 14 calendar-days to GSA.

(2) The flight programs and other FAA organizations that are not in the FAA Aircraft Management Program must report any changes to their Federal aircraft inventory within 5 calendar-days to the FAA Flight Program Oversight Office (FAA FPOO).

(3) Report acquisition of new aircraft or removal of existing aircraft from the inventory.

(4) Examples of other types of changes to existing aircraft that must be reported include, but are not limited to change from flyable to non-flyable status; change of N-number; and modifications or additions/deletions of equipment that change the configuration or value of the aircraft.

(5) FAA FPOO will provide a format for submitting this information on Federal aircraft. The FAA FPOO will confirm corresponding changes have occurred in the related database and submit these reports to the Office of Security and Administrative Management.

b. Reports. The FAA FPOO will use this data to complete reports designed to evaluate the efficiency or effectiveness of FAA Aircraft Management Program aircraft operations.

3. Aircraft Cost and Utilization Segment. All flight programs and other FAA organizations (if applicable) must provide aircraft cost, utilization and other associated data to the FAA FPOO for the previous quarter. The FAA FPOO publishes due dates for these reports on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight.

a. CAS.

(1) CAS includes information on:

(a) Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title,

(b) Chartering or renting aircraft for exclusive use,

(c) Contracting for full services (i.e., aircraft and related aviation services for exclusive use) or obtaining full services through an inter-service support agreement (ISSA), or

(d) Obtaining related aviation services acquired to support a Federal aircraft.

(2) The FAA organization enters the required data into the FAA management automated system.

(3) The FAA FPOO extracts the data to support CAS information and submits to FAIRS.

(4) For organizations that do not have access to the FAA management information system or the Flight Activity and Crew Tracking System (FACTS), please submit Contract/Charter/Rental Aircraft Cost and Utilization Segment (GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization) to the FAA FPOO. Download the form and instructions from the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/.

b. Contract or ISSA Aircraft. All FAA organizations procuring aircraft through formal contractual agreements must complete a GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization for each day's contract activity.

c. Charter Aircraft. All FAA organizations procuring aircraft through an agreement arrangement or one-time charter fully operated by the vendor must complete a GSA Form 3551

for each day's charter activity. This requirement applies to all FAA organizations whether or not the organization operates aircraft or otherwise participates in an FAA flight program.

d. Rental Aircraft. All FAA operating organizations procuring open market rental aircraft must complete a GSA Form 3551 for each day's rental activity if not affiliated with an FAA flight program or FAA Form 4040-6, Aircraft Request and Use Record (or equivalent), if affiliated with an FAA flight program.

e. Federal aircraft Cost and Utilization Data. Each flight program must submit Federal aircraft cost and utilization data by aircraft registration number to the FAA FPOO.

4. FAA FPOO Due Dates. Flight programs can find due dates for submission of FAIRS data to the FAA FPOO on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight.

Appendix D. Transportation

Section 1. Requests

1. Guidelines. A written request is required for travel on Federal Aviation Administration (FAA) aircraft. Where approval by legal or other entities are required, it is the traveler's responsibility to secure such approval in writing and provide the approval to the flight scheduler before the flight. (Certain emergencies may permit approval after the fact.) This does not preclude the traveler contacting the scheduling office formally or informally to coordinate arrangements while formal approval is pending. This appendix provides general guidelines and the minimum information that must be included in such requests.

Note: Chapter 4 of this order contains specific guidelines for requests, approvals, reporting and other specific requirements.

2. Format for Requests. The format for requests varies somewhat depending on the category of transportation requested. (See Chapter 4.) The FAA Flight Program Oversight Office (FAA FPOO) Web site at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight/ includes additional information about traveler approval.

a. Required Use. Submit requests for approval, on a case-by-case basis, for required use transportation to the senior legal official in the passenger's agency (FAA Chief Counsel (AGC-1) or region/center assistant chief counsel in the FAA; C-1 in the Department of Transportation (DOT)). Requests must include the following:

- (1) Names, titles, grade/rank of all travelers.
- (2) Purpose of travel, including why the travel category is required use.
- (3) Itinerary, including required departure or arrival times.
- (4) Any special travel requirements (i.e., secure communications or others).
- (5) Approval and date line for senior legal official in the passenger's agency.

b. Mission Transportation. Established standard procedures exist for scheduling recurring FAA mission transportation (e.g., transportation of accident investigators to sites of major accidents). In cases in which the senior Federal official deems the transportation itself is for a bona fide mission purpose, submit requests to the authority responsible for approving mission flights and scheduling the aircraft, and must include the following information:

- (1) Names, titles, grade/rank of all travelers.
- (2) Purpose of travel, including why the travel category is considered mission.
- (3) Itinerary, including required departure or arrival times.

(4) Any special travel requirements.

(5) Signature of requesting senior Federal official attesting that this transportation is to carry out an agency statutory responsibility (mission).

c. Nonmission Transportation. Submit requests by senior Federal officials (SFO) for transportation on Government aircraft to accomplish official agency business (i.e., attending conferences and meetings, giving speeches, and making routine site visits) to AGC-1. For travelers who do not qualify for required use category, and the official business does not comprise a statutory (mission) responsibility submit requests to the region/center assistant chief counsel for approval. When all travelers will be below SFO level, the official indicated in Chapter 4 must approve the request. Requests must include the following:

(1) Names, titles, grade/rank of all travelers.

(2) Travelers' department/agency.

(3) Purpose of travel.

(4) Itinerary, including required departure or arrival times.

(5) Justify use of FAA aircraft based on cost effectiveness and include cost comparisons with commercial service. Requesters should use FAA flight-hour cost data (including any positioning or repositioning hours) for the requested aircraft type found in tables of aircraft reimbursement rates reflected in the current edition of FAA Order 2500.36, Application of Flight Hour Rates. If basing the justification on unusual scheduling requirements, explain why scheduling requirements cannot change to permit the use of commercial air. Requesters must determine and document whether commercial service is reasonably available. To determine that commercial service is not reasonably available, clearly demonstrate that a valid official reason for the use of FAA aircraft exists, other than for personal convenience.

Note: Chapter 4 contains instructions for cost comparisons.

(6) Signature of the senior official traveling. Do not delegate this signature. Approval and date line for AGC-1, or region/center assistant chief counsel, or senior legal official in the SFO passenger's agency if other than FAA, or other appropriate approving official indicated in Chapter 4.

d. Space-Available Transportation. Requests from any traveler for space-available transportation on FAA aircraft must include the following:

(1) Names, titles, grade/rank of all travelers.

(2) Traveler's department/agency.

(3) Purpose of travel.

(4) SFO level and non-Federal travelers must include a written statement, signed by the official authorizing the flight, that the aircraft is scheduled to perform a bona fide mission activity, and that space is available on the flight without exceeding minimum mission requirements.

Note: This is a required part of the aircraft use documentation. While not required in the request from the traveler, in most cases AGC-1 and/or region/center counsel will want verification that such a statement is/will be provided before approving the SFO and non-Federal traveler's request.

(5) Approval and date line for AGC-1 or region/center assistant chief counsel, the senior legal official in the SFO passenger's agency if other than FAA, or other appropriate approving official indicated in Chapter 4.

3. Persons Using FAA Aircraft. The types of travelers on FAA aircraft are Federal and non-Federal travelers.

4. Passenger, Crewmember, and Qualified Non-Crewmember Travel Synopsis. The FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight, includes a Travel Approval Synopsis, which provides a brief summary of many of the traveler categories, approval levels, and documentation requirements discussed throughout this order.

Section 2. Reporting

5. Report Due Dates. Due dates for reports to be submitted to the FAA FPOO are listed on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight. The FAA FPOO retains and consolidates this data for the semiannual reporting required by Congress, the General Services Administration (GSA), or other Federal agencies.

6. Report Documents. Submit the following documents when a Travel Report is required.

- Data formatted in a worksheet supplied by the FAA FPOO to FAA Aircraft Management Program flight programs;
- FAA Aircraft Use Record (FAA Form 4040-5, Daily Flight Log and Load Manifest, Form 4040-6, FAA Aircraft Request and Use Record, or equivalent);
- GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization, for each leg of the flight (if the organization is not an FAA flight program); and
- Complete list of passengers or passenger manifest with all the required information.

7. Determining When a Report is Required. Certain information is needed on each passenger in order to determine whether the passenger fits into a category where reporting to Congress and/or GSA is required. The information is also useful in determining if the level of the passenger's approval is appropriate, and if all necessary justification and documentation are provided. FAA aircraft operators should make it a point to collect this data before the flight. The

guidance below specifies the passenger data to be collected, and provides guidance on how to use that information to determine if a report is required.

a. Passenger Data to Collect. The collection of the information that is listed in Appendix F of this order in the aircraft use record helps eliminate certain persons from the reporting requirements and captures all the required information to review and report the required data.

Note: If the flight planning stage includes collecting passenger information, the list of passengers must be reconciled at the time of flight with those who actually board the aircraft.

b. DOT Senior Executive Branch Officials (SEBO). The FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight, includes a list of DOT appointed officials-SEBO.

c. Non-DOT Government Travelers. If the traveler is a non-DOT Federal employee, it will be necessary to call the traveler's personnel office to determine the traveler's status as an SFO.

d. Non-Federal Government Travelers. Report any traveler who is not a Federal employee and not on invitational travel orders.

e. Exceptions for Observation Flights/Observers. When travel is not provided (i.e., passenger deplanes at point of origin without intermediate stops) a report is not required regardless of the status of those onboard.

f. GSA versus Congressional Reporting Requirements. Congressional reporting requirements usually exceed those of GSA. Collect information to meet the most exacting requirements. If a special SFO or other category traveler is onboard, Congress requires a report regardless of the passenger's purpose of travel, and a list of all (not just the special category) passengers on that flight.

8. What to Report for Federal Travel. Each FAA flight program must submit the following to the FAA FPOO:

a. Worksheet. A worksheet with the list of data provided by the FAA FPOO until such time the FAA automated system allows data extraction.

b. Aircraft Use Record (FAA Form 4040-5, Form 4040-6, or Equivalent). These documents are the official flight record. Retain for 3 years for every flight. This is required whether or not there are passengers aboard and whether or not congressional and GSA passenger reporting requirements apply. (See Appendix E for additional information required with the Aircraft Use Record.)

9. GSA Form 3641, Senior Federal Travel Form. FAA organizations that do not participate in the FAA Aircraft Management Program use this form. If the traveler's status meets the criteria for an SFO, spouse or dependent, or non-Federal traveler, a report is required on GSA Form 3641, Senior Federal Travel. Instructions for completing each block are on the back of the

form. Download blank copies of GSA Form 3641 and instructions from the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight.

a. Each Leg. Complete a form for each leg of a flight (i.e., a flight from DCA to ICT to DCA requires two forms). A separate report form is not required, however, for refueling stops where no one boards or deplanes.

b. Cost Reporting. Report the following costs on GSA Form 3641:

- (1) Total cost of the flight.
- (2) Appropriate allocated share of actual cost of each trip for each passenger; and
- (3) Corresponding commercial cost for the trip for each passenger.

c. Reporting Reimbursement. GSA Form 3641 requires the Department of Transportation (DOT) to report reimbursement from an individual to the Government for travel that was personal and/or political, or otherwise not for Government business. Documentation of reimbursement by other agencies should be a part of the official flight records.

d. Mandatory Information for Each Flight. See Appendix E and Chapter 4 for information regarding the data maintained on each flight regardless of the mission an FAA aircraft performs.

10. Updated Instructions. The FAA FPOO will issue detailed supplementary instructions as needed to support changes dictated by Congress, GSA, or any other Federal agency.

Appendix E. Federal Guidance Documents

1. General. The Federal Aviation Administration (FAA) Aircraft Management Program must establish standards and procedures to administer, acquire, and use aircraft, as well as satisfy reporting requirements. The FAA Aircraft Management Program and FAA flight programs must comply with the standards, guidelines, and procedures contained in the Federal guidance documents included in this appendix, as well as any updated or new relevant Federal guidance documents, as applicable.

2. Federal Guidance and Compliance Methodology for the FAA. The Federal guidance documents, current editions, listed in this paragraph address several aspects of the FAA Aircraft Management Program including management, administration, operations, maintenance, training, travel, aircraft use, reporting, and other general requirements.

a. Title 49 of the United States Code (49 U.S.C.), Transportation. Title 49 U.S.C. codifies Department of Transportation (DOT) and modal agency statutory authority.

Note: Title 49 U.S.C. empowers the FAA to acquire, maintain, and operate aircraft as necessary to perform its statutory missions, and in the exercise and performance of the powers and duties of the Administrator.

b. Title 5 U.S.C. § 552, Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings. Section 552 lays out the procedures for Federal agency response to public requests for information and records.

c. Office of Management and Budget (OMB) Circular A-126, Improving the Management and Use of Government Aircraft. OMB Circular A-126 implements policies for improving Executive Agency management and use of government aircraft.

d. OMB Circular A-123, Management's Responsibility for Internal Control. This circular addresses management responsibility for internal control in Federal Agencies, providing guidance on establishing assessment, correction, and reporting programs and operations on internal controls.

e. U.S. Government Aircraft Cost Accounting Guide (CAG). The CAG provides U.S. Government aircraft cost accounting requirements and a government standard system based on 'Chart of Accounts.'

f. Title 41 of the Code of Federal Regulations (41 CFR) Part 102, §§ 102-2.60 through 102-2.110, Federal Management Regulation, Deviation from the Rules. These sections outline the appropriate procedures to follow when deviating from the regulations.

g. Title 41 CFR, Part 102-33, Federal Management Regulation (FMR), Subchapter B, Personal Property, Management of Government Aircraft. The FMR sets forth the responsibilities and duties of executive agencies in the management of government aircraft.

Note: FAA must meet or exceed applicable civil or military rules. When the civil rules do not apply, FAA must use safety management system (SMS) principles to develop flight program standards.

h. Title 41 CFR Parts 300-304, Federal Travel Regulation (FTR). The FTS sets forth responsibilities and policy for Federal travelers and agencies transporting Federal travelers.

i. Title 49 CFR, Hazardous Materials Regulations. Title 49 CFR sets forth the hazardous materials regulations.

j. DOT Order 6050.1, Management and Use of Department of Transportation Aircraft. This DOT order sets forth policies and procedures for the management and use of DOT aircraft. FAA Order 4040.9E is an implementing directive of DOT Order 6050.1.

k. Title 14 CFR, Federal Aviation Administration, Department of Transportation, parts 1 through 145. Title 14 CFR contains the Federal aviation regulations.

l. FAA Order 1350.15, Records Organization, Transfer, and Destruction Standard. Order 1350.15 provides guidance to FAA employees concerning the retention of FAA documents.

m. FAA Order 8040.4, Safety Risk Management. Order 8040.4 establishes safety risk management policy and procedures for implementing safety risk management as a decision making tool within the FAA.

n. FAA Advisory Circular (AC) 00-1.1, Government Aircraft Operations. This AC provides guidance on distinguishing between government and civil aircraft operations under the statutory “public aircraft” definition.

o. FAA AC 43-9, Maintenance Records. This AC describes methods, procedures, and practices for demonstration of compliance with statutory general aviation maintenance and recordkeeping requirements.

p. FAA AC 120-68, Pilot Records Improvement Act of 1996. This AC sets forth PRIA requirements for requesting and furnishing pilot/applicant information regarding qualification, safety background, and employment history.

q. FAA AC 120-92, Introduction to Safety Management Systems for Air Operators. This AC introduces aviation service providers to the concept of safety management system (SMS) and provides guidance for SMS development.

r. FAA System Safety Handbook. This FAA Handbook provides system safety engineering and management guidelines for FAA personnel.

s. International Organization for Standardization (ISO) Management Systems Process.

3. Aircraft Acquisition. The Federal guidance documents (current editions) listed in this paragraph provide additional guidance regarding aircraft acquisition.

a. Title 31 U.S.C. § 1343, Buying and Leasing Passenger Motor Vehicles and Aircraft. This statute addresses the transfer of passenger motor vehicles and aircraft by an executive agency.

b. OMB Circular A-11, Preparation, Submission, and Execution of the Budget and Supplement to OMB Circular A-11, Capital Programming Guide. This OMB circular provides updates on development in capital planning, base practices, and improvements concerning project and acquisition management of capital assets.

c. OMB Circular A-11, Part 7, Planning, Budgeting, Acquisition, and Management of Capital Assets. This circular includes instructions for Exhibit 300 reporting.

d. OMB Circular A-76, Performance of Commercial Activities. This OMB Circular establishes Federal policy for the competition of commercial activities.

e. OMB Circular A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs. This OMB circular provides general guidance on benefit-cost and cost-effectiveness analysis and specific guidance on discount rates for Federal programs.

f. Title 48 CFR parts 1 through 53, Federal Acquisition Regulation. These regulations address contracting:

- (1) To purchase or lease-purchase a Federal aircraft, or
- (2) To award a commercial aviation services (CAS) aircraft.

g. FAA Acquisition Management System (AMS). The AMS governs the FAA acquisition process, including the acquisition of aircraft.

Note: In addition to aircraft documents for acquiring aircraft, the FAA must follow the AMS process when acquiring aircraft, aircraft-related equipment, simulators, and training devices.

h. Interagency Committee on Aviation Policy (ICAP) Fleet Modernization Planning Guide.

i. OMB Circular A-11, Part 7, Exhibit 300, Aircraft and Vehicle Capital Asset Planning Guide. This is a cradle-to-grave, life cycle management and acquisition planning tool that is based on requirements contained in OMB Circular A-11, Part 7 (Exhibit-300) and the Capital Programming Guide.

j. Financial Manual Volume 5 Capitalization. Available at https://employees.faa.gov/org/staffoffices/aba/financial_manual.

4. Aircraft Disposal. The Federal guidance documents listed in this paragraph provide additional guidance regarding aircraft disposal.

a. Title 41 CFR Part 102-36, Disposition of Excess Personal Property. The regulations address the acquisition, transfer, and disposal of executive agencies' excess personal property located in U.S. territory.

b. Title 41 CFR Part 102-37, Donation of Surplus Personal Property. These regulations cover Federal personal property located within a State.

c. Title 41 CFR Part 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority. These regulations address the exchange/sale authority applicable to all personal property owned by executive agencies worldwide.

5. Aircraft Parts. The Federal guidance documents listed in this paragraph provide additional guidance regarding aircraft parts.

a. FAA AC 21-29, Detecting and Reporting Suspected Unapproved Parts. This AC provides updated information and guidance to the aviation community for detecting and reporting on suspected unapproved parts.

b. FAA AC 20-142, Eligibility and Evaluation of U.S. Military Surplus Flight Safety Critical Aircraft parts, Engines, and Propellers. This AC provides information and guidance in evaluating and determining eligibility of US military surplus flight safety critical aircraft parts for installation on FAA type-certificated products.

6. Travel on Government Aircraft. The Federal guidance documents listed in this paragraph provide additional guidance regarding several aspects of travel on government aircraft.

a. Presidential Memorandum dated February 10, 1993, Restricted Use of Government Aircraft. This Presidential Memorandum lays out restrictions for use of government aircraft by Federal officials.

b. Title 5 U.S.C. Part III, Subpart D, Chapter 53, Pay Rates and Systems. This statute sets forth the policy on Federal pay rates and systems.

c. OMB Bulletin No. 93-11, Fiscal Responsibility and Reducing Perquisites, Dated April 19, 1993. This OMB Bulletin provides guidance and instructions to agencies concerning the implementation of new measures on the government use of vehicles, aircraft and fiscal responsibility and reducing perquisites.

d. Title 11 CFR Part 106, § 106.3, Chapter I, Federal Election Commission, Allocation of Expenses between Campaign and Non-Campaign Related Travel. These regulations address the allocation of campaign and non-campaign related travel expenses for Federal office candidates.

e. Title 41 CFR §§ 102-33.215 and 102-33.220. Section 102-33.215 sets forth restrictions on the use of government aircraft to carry passengers. Section 102-33.220 sets forth a Federal

agency's responsibilities in an aviation program that justifies the use of government aircraft to transport passengers.

f. FAA Order 1500.14, Travel Manual. Order 1500.14 includes FAA travel policies and procedures.

7. Energy Compliance and Reporting. The Federal guidance documents listed in this paragraph provide additional requirements regarding energy compliance and reporting requirements.

a. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management. This Executive Order covers policy goals for agency heads to implement to improve energy efficiency.

b. Title 42 U.S.C. § 8287 et seq., National Energy Conservation Policy Act (NECPA). This Act authorized Federal agency heads to conclude contracts for achieving energy savings and related benefits.

c. Title 42 U.S.C. § 15801 et seq., The Energy Policy Act of 2005 (EPACT).

d. FAA Order 1053.1, Energy and Water Management Program for FAA Buildings and Facilities. FAA Order 1053.1 addresses FAA policy compliance with the national mandate on natural resource management.

8. Audit and Evaluation. The Federal guidance documents listed in this paragraph, current editions, provide additional guidance regarding audit and evaluation guidelines.

a. FAA Order 1900.1, FAA Emergency Operation Plans. FAA Order 1900.1 sets forth the FAA's emergency operation plan.

b. FAA AC 00-58, Voluntary Disclosure Reporting Program. AC 00-58 provides information and guidance material on voluntary disclosures to the FAA by certificate holders and qualified ownership programs under 14 CFR.

c. FAA AC 120-59, Air Carrier Internal Evaluation Programs. AC 120-59 provides information and guidance material for air carrier certificate holders operating under 14 CFR concerning the establishment of an Internal Evaluation Program.

9. Safety. The Federal guidance documents listed in this paragraph address safety program compliance requirement, including accident/incident notification and investigation procedures.

a. Title 49 CFR Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records. Part 830 covers initial and post incident/accident reporting procedures pertaining to U.S. civil aircraft and foreign civil aircraft within U.S. territory.

b. Title 49 CFR Part 831, Accident/Incident Investigation Procedures. Part 831 establishes the procedures for accident/incident investigations under the organization and control of the National Transportation Safety Board (NTSB).

c. DOT Order 3903.1, Occupational Safety and Health: Incident Investigation, Reporting and Recordkeeping. DOT Order 3903.1 contains DOT policy for the department-wide employee safety and health program.

d. FAA Order 3900.19, Occupational Safety and Health Program. Order 3900.19 contains FAA policy for the agency-wide employee safety and health program.

10. Aircraft Costs, Utilization, and Management Systems. The Federal guidance documents (current editions) listed in this paragraph provide additional guidance regarding aircraft costs, utilization, and management systems.

a. Title 31 U.S.C. § 1535, Agency Agreements, (Aircraft Cost Recovery). Section 1535 sets forth the authority of agency heads to conclude agency agreements.

b. OMB Circular A-25, User Charges. This OMB Circular establishes Federal policy regarding fees assessed for government services and sale/use of government goods or resources.

c. FAA Order 2500.35, Reimbursable Agreements Covering Goods and Services Provided by the FAA. Order 2500.35 establishes policy concerning the preparation, approval, and management of reimbursable agreements by the FAA.

d. FAA Order 2500.36, Application of Flight-Hour Rates. Order 2500.36 contains the current flight hour rates for aircraft owned/exclusively leased by the FAA.

e. (DESC-OSP) DOD Order 4140.25M Volume II Chapter 16, Government Fuel Card Program.

11. Public Use Aircraft. The Federal guidance documents listed in this paragraph include statutes relevant to public use aircraft.

a. Title 49 U.S.C. § 40102, Definitions.

b. Title 49 U.S.C. § 40125, Qualifications for Public Aircraft Status.

Appendix F. FAA Aircraft Use Record

1. General. This appendix addresses documentation requirements for Federal Aviation Administration (FAA) aircraft usage.

2. Aircraft Use Record. Master copies, or link(s) to the master copies of FAA forms used to document aircraft use, as well as instructions to document aircraft costs and utilization requirements, are available on the FAA Flight Program Oversight Office (FAA FPOO) Web site at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flight_program_oversight.

a. Record Content. In addition to the information required by FAA to support the mission and organizational information, each aircraft use record must include specific flight details applicable to the particular flight(s) for each leg of the flight including:

Note: Use FAA Form 4040-5, Daily Flight Log, FAA Form 4040-6, FAA Aircraft Request and Use Record, or an equivalent form, to document aircraft use.

Note: The required information applicable to the flight must be included on the aircraft use record.

- (1) Name of the authorizing agency (owner and/or operator).
- (2) Source of the aircraft (e.g., FAA or rental).
- (3) The tail/registration number of the FAA aircraft used.
- (4) Aircraft manufacturer, model, class, etc., for aircraft that are requested and actually used (if aircraft).
- (5) Type, level, etc., of simulator or flight training device (FTD) requested and actually used (if simulator or FTD).
- (6) Type of flight (e.g., Title 14 of the Code of Federal Regulations (14 CFR) part 91, part 135, other).
- (7) Purpose(s) of flight (mission) and if required, a full written justification (e.g., space-available traveler(s), official traveler(s), cargo).
- (8) Requestor's title, routing symbol, and signature.
- (9) Approval authority's title, routing symbol, and signature.
- (10) Counsel/Legal person's title, routing symbol, and signature authorizing the carriage of passengers, crewmembers/qualified non-crewmembers who are senior Federal officials (SFO), and non-Federal travelers, if applicable.
- (11) Budget information such as user codes, cost centers, project number, estimated costs and hours, and reimbursement information, if inter-agency travel is used. If the flight was

- (12) Points of origin.
- (13) En route stops.
- (14) Proposed itinerary and actual itinerary (that includes each leg of the trip) that includes purposes of flight (mission), departure and destination information that includes flight dates and times, International Civil Aviation Organization (ICAO) codes, and the associated city, state, and country (where applicable).
- (15) Crewmember and qualified non-crewmember positions, names, numbers, and any other crewmember/qualified non-crewmember information required for each leg of the trip.
- (16) Time-in-service.
- (17) Block-to-block time (flight time).
- (18) Rental cost data that includes cost of aircraft rental, fuel and lubricants cost and usage, indication of wet or dry rentals, instructor or check airman fees, and other costs associated with flight.
- (19) Fuel and lubricant cost, usage (quantity), types of fuel, unit of measures, fuel ticket number, purchase methods, and other applicable information.
- (20) Rental, contract, or charter vendor information.
- (21) Payment methods for the aircraft, reference numbers, and other associated items.
- (22) Full names and status of all the travelers with indication that the traveler is either a Senior Executive Branch Official (SEBO), Senior Executive Service (SES), non-Federal traveler, employee, or others.
- (23) An indication if the flight is reportable to General Services Administration (GSA).
- (24) Number of travelers and each traveler's authorizing agency, organization, routing symbol, contact information, title, and/or other appropriate descriptive information (e.g., dependent, press).
- (25) The official purpose of the trip for the traveler (a list of travel codes will be provided on the form), as well as the type of travel (e.g., required use, space available, official travel).
- (26) For personal or political travel, the amount the traveler must reimburse the Government (i.e., the full coach fare or appropriate share of that fare).
- (27) For official travel, the comparable city-pair fare (if available to the traveler) or full coach fare if a city-pair fare is not available.

(28) Emergency contact information (name, telephone number, etc.) for each person onboard the aircraft. Crewmember and qualified non-crewmember information should be on file with the flight program or facility, as applicable, which satisfies this requirement.

(29) Cost comparison and reimbursement information (including method of payment) associated with trip that carries travelers.

b. Reporting Requirements. Tracked and report aircraft use record information to the FAA FPOO. Reporting requirements are available on the FAA FPOO Web site, https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/national_flightprogram_oversight.

3. Retention of Aircraft Use Record. Retain FAA aircraft use records (including any applicable attachments) for a minimum of 3 years.

Appendix G. FAA Aircraft Accident/Incident Response Plan

1. General. This appendix establishes a plan prescribing procedures and guidance for Federal Aviation Administration (FAA) Aircraft Management Program flight program participants and other entities that have communications and/or support functions related to FAA response to accidents and incidents involving FAA aircraft and/or FAA flight program participants.

2. Background. Title 41 of the Code of Federal Regulations (41 CFR) § 102-33.185 requires Federal agencies that operate aircraft to establish an accident/incident response plan, modeled on the National Transportation Safety Board (NTSB) “Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies,” for responding to aircraft accidents and incidents.

a. Aircraft Accidents Involving Government Owned or Leased Aircraft. The Presidential Executive Memorandum, Assistance to Families Affected by Aviation and Other Transportation Disasters, signed September 9, 1996, established the White House Commission on Aviation Safety and Security. In its final report issued February 12, 1997, Recommendation 4.2, the Commission states: “The families of civilians killed while traveling on Government aircraft face the same traumas and challenges as those whose loved ones were killed on commercial flights. However, the response to aircraft accidents involving Government aircraft is covered under different laws and procedures.” The White House Commission asked the Department of Transportation (DOT) to coordinate with the Department of Defense (DOD) and the NTSB to develop a plan to respond to accidents involving civilians injured or killed while traveling on Government aircraft.

b. Family Assistance. The DOT in coordination with the DOD, NTSB, and the American Red Cross, published their final recommendations in NTSB Document SPC-99/04, Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies, October 7, 1999.

3. Authority to Change This Appendix. The Flight Program Policy Committee (FPPC) will approve and coordinate any changes to this appendix.

4. Procedures. This appendix provides standardized guidance for all organizations operating FAA aircraft and/or responding to an FAA aircraft accident or incident. The FAA Aircraft Accident/Incident Response Plan outlines basic steps and responsibilities required in the event of an accident or incident involving an FAA aircraft or flight program participant. Each flight program may enhance the plan by including additional procedures, as required, to meet the flight program’s needs and operating parameters. Additionally, for public use flights, the flight program must provide the disclosure statement in 41 CFR § 102-33.165(e) to all crewmembers and qualified non-crewmembers aboard FAA aircraft.

5. Initial Notification. The person first receiving information regarding an accident/incident involving an FAA aircraft and/or FAA flight program participant must immediately notify the jurisdictional regional operations center (ROC). (See Figure G-7, Regions and Aeronautical Center Operations.) The ROC should obtain as much of the information as possible indicated on Figure G-1, Aircraft Accident/Incident Preliminary Notice. Figure G-3, FAA/Job Task Aircraft

Accident/Incident Notification Responsibilities, indicates the notification sequence. (See Figure G-4, FAA/Job Task Aircraft Accident/Incident Notification Responsibilities (International) for the notification sequence for international accidents/incidents).

a. ROC. The jurisdictional ROC must immediately notify:

- (1) The jurisdictional NTSB regional office.
- (2) The Washington Operations Center (WOC).
- (3) The regional Administrator.
- (4) The jurisdictional Flight Standards District Office (FSDO).
- (5) The jurisdictional regional Flight Standards Division.
- (6) The regional Public Affairs staff.
- (7) Additional entities required by the operations center call list.

b. WOC. The WOC must immediately notify at least:

- (1) The Administrator and the Deputy Administrator.
- (2) The Associate Administrator for Aviation Safety (AVS-1).
- (3) The Chief Operating Officer of the Air Traffic Organization, if Aviation System Standards, and/or the William J. Hughes Technical Center is involved.
- (4) The Assistant Administrator for Regions and Center Operations (ARC-1), if Hangar 6 and/or the FAA Academy is involved.
- (5) The FAA Flight Program Oversight Executive.
- (6) The Director, Flight Standards Service (AFS-1).
- (7) The affected flight program manager.
- (8) NTSB Headquarters (HQ).
- (9) The FAA Office of Accident Investigation.
- (10) The FAA Office of Public Affairs (APA-1).
- (11) The FAA Senior Flight Safety Officer (SFSO).

c. Flight Program Oversight Executive (FPOE). The FPOE is the overall focal point in coordinating FAA response to accidents/incidents involving FAA aircraft and/or FAA flight program participants. The FPOE must:

- (1) Identify the aircraft's operating organization.
- (2) Notify the originating office and region. (A ROC other than the one in the region from which the aircraft originated could have received the original accident/incident report.)
- (3) Notify the originating ROC.
- (4) Confirm with the appropriate flight program manager that the responsible office is taking appropriate actions.
- (5) Activate crisis response if serious injuries/fatalities occur.

d. Flight Program Manager. The flight program manager is the focal point in coordinating flight program response to an accident/incident. The flight program manager must:

- (1) Confirm notification and check status with the originating office and the appropriate chain of command.
- (2) Coordinate accident investigation and response in accordance with the appropriate flight program manual.
- (3) Quarantine flight program participant and aircraft records for the accident/incident.
- (4) Notify the flight program flight safety officer (FPFSO).

e. Originating Office. When notified of an FAA or job-task aircraft accident/incident, the manager of the originating office must immediately initiate the following steps:

- (1) Verify the identity of the aircraft and crew involved. Complete Figure G-1 or the flight program equivalent.
- (2) Ascertain the status and location of crew and passengers, and determine the immediate assistance needed. (Provide all crewmembers with a method of recording information similar to the list depicted in Figure G-6, Crew Checklist.)
- (3) Evaluate the level of response needed and accomplish the applicable actions in Figure G-2, Accident/Incident Preliminary Notice (Addendum) (or the flight program equivalent).
- (4) Contact the employing offices and/or points of contact listed for passengers and flight program participants not employed by the originating office, if appropriate.
- (5) Complete FAA Form 8020-23, FAA Accident/Incident Report.
- (6) Accomplish the following actions, as applicable:
- (7) Monitor recovery operations conducted by the local jurisdiction and offer assistance, if needed.

- (8) Assist the local medical examiner in the identification of fatalities.
- (9) Ensure, to the fullest extent possible, provision of all possible support services to all victims and their families, including employees of other organizations and nonemployees.
- (10) Provide frequent briefings to family members on the progress of recovery efforts, identification of victims, and other areas of concern.
- (11) Provide for the return of victims' personal effects to their families.
- (12) Maintain ongoing contact with the victims and their families to provide updates on the progress of the investigation and related matters. While it may be necessary for families to have more than one contact point with the agency, families should do their best to limit the number of contacts per family. After the first few days following an accident, families should designate a point of contact for the purpose of receiving updates and sharing that information with family members.

f. FAA SFSO. The SFSO must notify the FAA's National Employee Safety and Workers' Compensation Division (AHP-500) by telephone within 8 hours of being informed of any of the following events: (Reference the current editions of FAA Order 3900.19, Occupational Safety and Health Program, and DOT Order 3903.1, Occupational Safety and Health: Incident Investigation, Reporting and Recordkeeping.)

- (1) Any FAA Aircraft Management Program incident that is fatal to one or more FAA employees; and
- (2) Any FAA Aircraft Management Program incident that results in the hospitalization of three or more FAA employees involved in the same incident, or which involved property damage of \$100,000 or more.

6. Release of Information. Other than notifications indicated on Figure G-2, no information regarding the accident/incident should be released.

a. NTSB Investigation. As the NTSB always investigates accidents/incidents involving FAA aircraft and/or FAA flight program participants, only the NTSB releases information. The FAA Office of Public Affairs (APA-1) may provide press releases or briefings on the FAA mission/action during the event.

b. Federal Bureau of Investigation (FBI) Investigation. If the cause of the accident is determined to be a result of criminal activity, the FBI becomes the official investigating agency. For criminal investigations conducted by the FBI, the FBI Office of Victim Assistance (OVA) is responsible for release of information and keeping family members informed of the status of the criminal investigation.

7. Notification of Next of Kin. Following an accident involving injuries and/or fatalities, notification of the victims' families is an immediate priority. All organizations operating FAA aircraft must have family emergency notification information available for each FAA flight program participant. (See Figure G-5, FAA Flight Program participant Emergency Information.)

a. Initial Notification. At least two people from the flight program participant/passenger's employing office must make the initial notification to family members, to the extent possible. The originating office must coordinate with other employing offices, as necessary, in making notifications. If non-FAA employees are involved, the originating office must arrange for notification through the contact identified in the information provided by the person before the flight. Accomplish the notification as soon as possible.

(1) Notify family members before releasing victims' names to the public. Families should be given appropriate time to notify other family members and friends before public release of the victims' names.

(2) Inform family members of availability of facilities designated for family member use and provide them with all available logistics support.

(3) It may be necessary to request that family members contact their dentist to obtain the victim's dental records and X-rays to assist the medical examiner with the identification process.

(a) This information should be in the FAA Flight Program Participant Emergency Information form. If the information is not current, then request this information at an appropriate time. (See Figure G-5.)

(b) The local medical examiner is legally responsible and retains jurisdiction for victim identification and cause of death determinations.

b. Responsibility. The DOD is responsible for notification and initiating family assistance for military personnel. Notify the National Military Command Center (NMCC) at the Pentagon at 703-695-0100 to provide for next-of-kin notification if a death or injury involves DOD personnel.

c. Transition to Support Services. After the initial notification, persons from the employing office must help the victims' families transition to the support services provided by qualified professional providers. The employing office must provide this service to the victims' families as long as needed.

d. Freedom of Information Act (FOIA). Consider the rights of living relatives and associates of the deceased. The Privacy Act and the privacy exemptions of the FOIA do not protect the privacy of deceased persons. Records about the deceased, however, may be withheld under FOIA or the Privacy Act to protect the privacy of living relatives and associates if the records contain private, personal information about the family or other background of persons still living.

8. Crisis Response Actions. If there are serious injuries and/or fatalities in an FAA or job-task aircraft accident, the FPOE initiates crisis response. The initial point of contact for crisis response and family assistance is the Headquarters Office of Human Resource Management (AHR). Regional Human Resource Management Divisions provide more localized assistance. As needed, Human Resource Management will activate an Employee Assistance Program (EAP) team, including Critical Incident Stress Debriefings (CISD), coordinating appropriate local, regional, and national resources.

a. EAP Services. The EAP is a national contract and can pool team members on a national basis to provide wide geographic coverage and supply assistance to victims from other agencies in the event of an FAA aircraft mishap involving victims from more than one agency. The EAP can send a team or person to the accident site. Licensed EAP counselors provide professional counseling services for the victim, family members, and coworkers. The EAP provides short-term assistance and referrals to the appropriate community and health care resources for long-term assistance. The EAP generally provides eight visits; however, it tailors its services to meet the need.

b. Assistance in Obtaining Benefits. AHR will provide a benefits specialist to work with employees and/or families with the completion of forms for medical, disability, retirement, and life insurance claims. The benefits staff ensures that all death claims receive special handling. Worker's compensation claims usually process within 45 days and life insurance within 30 days.

c. Transportation of Deceased Employees. The FAA will assist families in contacting a mortuary to arrange for transportation of the deceased to the burial site on an appropriate commercial carrier. This service will be coordinated between the employing office and the EAP response team. The mortuary will arrange for the transportation and send the bill for any applicable charges to the Office of Workers' Compensation Programs contractor, Affiliated Computer Services (AQS), Inc. for payment consideration. Do not use FAA aircraft to transport deceased employees.

d. Transportation of Injured Employees. Review the provisions for transportation of an injured employee in each case. The FAA will assist the victim and/or family to arrange for transportation through coordination between the employing office and the EAP response team. The flight program manager of the requested FAA aircraft may authorize transportation of injured employees aboard FAA aircraft as an alternative to commercial transportation.

(1) Travel regulations cover transportation back to the point of origin for an injured employee who is able to travel.

(2) The Office of Workers' Compensation may cover return transportation for an injured employee who requires special transportation, such as air ambulance.

e. Transportation of Nonemployees. To the extent possible, family members of the affected employee wishing to travel to the accident site, or other locations related to the accident aftermath may receive transportation aboard FAA aircraft.

f. Memorial Services/Memorials. If planning agency-sponsored memorial services and/or memorials, an FAA representative must consult with victims' family members regarding their

wishes. To the fullest extent possible, the agency should honor the wishes of family members regarding memorial services and memorials, including the text of any inscription placed on a memorial. In no case should an agency-sponsored memorial service conflict with a service planned by family members.

9. Disposition of Personal Effects. The manager of the employing office or his or her representative will advise families that personal items at the site that are identified as belonging to a specific deceased person will be returned to the family with the body by the medical examiner, if possible. Before return, complete an inventory list to track receipt and transfer of the items.

a. Items from the Aircraft. After an accident, the NTSB assumes responsibility for the accident site. Personal effects recovered from the aircraft cabin and cargo areas are stored in a secured area and generally processed later. The NTSB and FAA coordinate the return of personal effects to the victim or victim's family. The manager of the employing office or his or her representative will contact the victim or victim's family and ask how they would prefer the recovered items be returned. The items may be cleaned, left in the condition found, repaired, or, at the family's request, destroyed. The manager of the employing office or his or her representative carries out the desires of the victim or victim's family. The FAA must obtain a signed release from the family if the family requests that the FAA dispose of the items.

b. Unallocated Items. The NTSB and FAA coordinate the return of unallocated items. Make an inventory of items untraceable to a specific victim. The employing office facilitates distribution of the list to the victims' families to aid identification and return of those items.

c. Personal Effects at the Office. At least two people from the office must inventory personal effects at the victim's office. The office provides the inventory of personal effects to the victim's family. The inventory should include a brief description of each item and note the condition of the items. The FAA must obtain a signed release from the family if the family requests that the FAA dispose of the items.

10. Critical Incident Stress Management (CISM) Program. The CISM is an internal program designed to help employees identify and cope with trauma-related distress associated with the occurrence of an aircraft accident or other disaster. Studies of incidents that result in loss of life or severe physical injuries indicate there may be an adverse residual effect on employees' work-related behavior and sense of personal wellbeing. Rapid initiation of CISD for affected personnel can eliminate or minimize the duration and severity of the after-effects of trauma. Methods of CISD include peer-to-peer debriefing as an immediate and temporary support system and effective interim effort until professional support services can become involved. FAA Order 3210.5, Critical Incident Stress Debriefing Program, current edition, describes the FAA EAP CISD Program for all FAA employees and their family members.

11. List of Relevant Documents. The following list of documents (current editions) includes source material and supplemental information that expands on the information provided in this appendix:

- a.** FAA Order 1220.2, FAA Procedures for Handling National Transportation Safety Board Recommendations.
- b.** FAA Order 3210.5, Critical Incident Stress Debriefing Program.
- c.** FAA Order 3900.19, FAA Occupational Safety and Health Program.
- d.** FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.
- e.** Title 14 CFR Part 243, Passenger Manifest Information. These regulations resulted from the Pan American Flight 103 accident over Lockerbie, Scotland because the Department of State (DOS) experienced difficulties in securing complete and accurate passenger manifest information to notify the families of victims of the aircraft bombing.
- f.** Title 20 CFR Part 10, Claims for Compensation under the Federal Employees' Compensation Act.
- g.** Title 49 CFR, Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft and Preservation of Wreckage, Mail, Cargo, and Records.
- h.** Title 49 CFR, Part 831, NTSB Accident Investigation Procedures.
- i.** Title 49 U.S.C. § 1136, Assistance to Families of Passengers Involved in Aircraft Accidents.
- j.** Title 49 U.S.C. § 41313, Plans to Address Needs of Families of Passengers Involved in Foreign Air Carrier Accidents.
- k.** International Civil Aviation Organization (ICAO) Annex 13, Aircraft Accident and Incident Investigation.
- l.** Memorandum of Agreement (MOA) between the DOT and NTSB, dated June 1997, to provide Family Assistance for Families of Victims of Aircraft Accidents.
- m.** NTSB/SPC-99/04, Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies, October 1999.
- n.** NTSB Federal Family Assistance Plan for Aviation Disasters, August 2000.
- o.** United States Air Force (USAF) Document AFI 34-1101, Assistance to Survivors of Aviation Mishaps.
- p.** USAF Document AFI 34-242, Mortuary Affairs Program.
- q.** White House Task Force on Assistance to Families of Victims of Aircraft Disasters.
- r.** White House Task Force Executive Summary on Aviation Safety and Security.

s. 1975 Reimbursable Memorandum of Agreement (MOA) between the NTSB and DOT. This MOA, pursuant to the Transportation Safety Act of 1975 (PL 93-633), establishes working relationships, notification procedures, coordination requirements and reporting responsibilities between the NTSB and DOT for accident investigation, exchange of data, resources, and other services. Appendix A of the MOA addresses the relationship between the NTSB and FAA regarding aircraft accident investigations.

t. Amendment to Appendix A of the 1975 NTSB/DOT Reimbursable Memorandum of Agreement. In December 1986, NTSB/DOT amended Appendix A of the NTSB/DOT MOA to address FAA services, roles, and responsibilities during NTSB aircraft accident investigations.

u. Memorandum of Understanding (MOU) between the FAA, DOT, OSHA, and the Department of Labor, to enhance safety and health in the aviation industry (dated August 7, 2000).

v. DOT/FAA Notice: Occupational Safety or Health Standards for Aircraft Crewmembers.

w. Natural Disaster Information provided by the DOS.

x. Agency Administrator's Guide for Managers for Critical Incident Response.

y. Professional Safety Crisis Response Plan, Understanding Crisis Management, Risk Assessment, and Planning.

z. Office of Personnel Management (OPM): A Manager's Handbook: Handling Traumatic Events, February 2003.

Figure G-1. FAA Form 8020-9, Aircraft Accident/Incident Preliminary Notice

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION			
AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE			
FROM (Office of origin):		TO:	DATE (UTC):
			TIME (UTC):
CODE	(First words of text) AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE-Part 1		
A	1. INFORMATION FROM:		
B	1. REGISTRATION NO:	2. MAKE AND MODEL:	3. OPERATOR OF AIRCRAFT:
	4. TYPE OF ACTIVITY (Air taxi, instruction, pleasure, aerial appl., business, executive, sightseeing, etc.) IF KNOWN:		
	5. BRIEF DESCRIPTION OF CIRCUMSTANCES SURROUNDING OCCURRENCE:		
	6. WEATHER DATA:		
C	7. AIRCRAFT DAMAGE: A <input type="checkbox"/> DESTROYED B <input type="checkbox"/> SUBSTANTIAL C <input type="checkbox"/> MINOR D <input type="checkbox"/> FIRE E <input type="checkbox"/> NONE		
	OCCUPANTS – INDICATE INJURIES: FATAL, SERIOUS, MINOR, NONE		
	1. NAME AND ADDRESS OF PILOT/INJURY:	2. NAMES OF CREW/INJURIES:	3. NO. OF PASSENGERS/INJURIES:
D	1. LOCATION OF OCCURRENCE (Nearest city, town, and state) (Give route if overdue or missing):		
E	1. UTC DATE AND UTC TIME OF OCCURRENCE:		
F	1. INFORMATION ON COVERAGE OF OCCURRENCE BY FAA, NTSB, OTHER:		
G	FAA AIR TRAFFIC SERVICES SUMMARY OF FLIGHT HANDLING		
	1A. LAST DEPARTURE POINT:	1B. UTC DATE AND UTC TIME:	1C. INTENDED DESTINATION:
	2. LAST RADIO CONTACT/POSITION AND/OR RADAR POSITION:		
	3. LAST ATC CONTROL CLEARANCE:		
	4. FLIGHT PLAN:		
	A <input type="checkbox"/> IFR B <input type="checkbox"/> VFR C <input type="checkbox"/> NONE D <input type="checkbox"/> UNKNOWN		
	5. PILOT BRIEFING:		
	A <input type="checkbox"/> YES B <input type="checkbox"/> NO C <input type="checkbox"/> UNKNOWN		
6. OTHER:			
RECEIVED AT:		DELIVERED TO:	TIME:
RECEIVED VIA:		RECEIVED BY (Signature and Title):	
A <input type="checkbox"/> IN PERSON B <input type="checkbox"/> RADIO C <input type="checkbox"/> TELEPHONE			
NOTE: Part 2			
A <input type="checkbox"/> ON OTHER SIDE B <input type="checkbox"/> ON SEPARATE FORM C <input type="checkbox"/> NOT REQUIRED			

FAA Form 8020-9 (10-03) Supersedes Previous Edition

Page 1

NSN:0052-00-036-8003

Figure G-1. FAA Form 8020-9, Aircraft Accident/Incident Preliminary Notice (Page 2)

AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE									
FROM (<i>Office of origin</i>):			TO:			DATE (<i>UTC</i>):		TIME (<i>UTC</i>):	
CODE	(First words of text) AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE-Part 2								
H	1. REGISTRATION NO:		2. MAKE AND MODEL:			3. UTC DATE OF ACCIDENT/INCIDENT:			
I	STATUS OF POTENTIALLY INVOLVED AIRWAY FACILITIES (CHECK [v] MARK STATUS AS INDICATED BY MONITOR OR REPORTED BY A.F. TECHNICIAN)								
1. FACILITY TYPE:		2. LOCATION RUNWAY IDENTIFIER:		3. JUST PRIOR TO OCCURRENCE:		4. AT TIME OF OCCURRENCE:		5. FLIGHT INSPECTION:	
				A NORMAL B ABNORMAL OR OUT OF SERVICE		A NORMAL B ABNORMAL OR OUT OF SERVICE		CON- DUCTED Satis- FACTORY A YES B NO C YES D NO	
6. REMARKS (<i>Explain briefly any entry above that is check marked as abnormal, or out of service</i>):									
J	STATUS REPORT RECEIVED FROM PILOTS OR OTHERS List below any facilities reported by pilots or other persons as either operating normally, abnormally, or out of service just prior to, at the time of, or immediately following the time of the accident.								
1. FACILITY TYPE:		2. LOCATION/ RUNWAY IDENTIFIER:		3. IDENTIFICATION NO. OF AIRCRAFT AND NAME OF PERSON FROM WHOM REPORT WAS RECEIVED:			4. STATUS REPORT (<i>Normal, abnormal, out of service, etc.</i>):		5. TIME OBSERVATION (<i>UTC</i>):
6. REMARKS (<i>Briefly describe the nature of any reported abnormally, reason for being out of service, etc.</i>):									
RECEIVED AT:			DELIVERED TO:			TIME:			
RECEIVED VIA:					RECEIVED BY (<i>Signature and Title</i>):				
A <input type="checkbox"/> IN PERSON B <input type="checkbox"/> RADIO C <input type="checkbox"/> TELEPHONE									
NOTE: Part 1									
A <input type="checkbox"/> ON OTHER SIDE B <input type="checkbox"/> ON SEPARATE FORM									

Figure G-2. Aircraft Accident/Incident Preliminary Notice (Addendum)**COLLECT THE FOLLOWING INFORMATION:**

Complete all sections of checklist if the information is available. Use information collected in this checklist to complete FAA Forms 8020-9 and 8020-23, and the SSE Form.

Time of day: (UCT)	_____		
Date:	_____		
Name of caller:	_____		
Caller's address	_____		

Caller's telephone #:	_____		
Is the caller an eyewitness?	(Circle One)	Yes	No
Location of accident (City/Town, State):	_____		

Aircraft Color:	_____	N-Number:	_____
		Type:	_____
Local police notified?	(Circle One)	Yes	No
Name:	_____	Phone number:	_____
Can caller direct emergency equipment to the scene?	(Circle One)	Yes	No
			N/A
Are there other eyewitnesses?	(Circle One)	Yes	No
			Unknown
Name/Telephone #:	_____		
Name/Telephone #:	_____		
PIC:	_____	SIC:	_____

Figure G-2. Aircraft Accident/Incident Preliminary Notice (Addendum-Continued)
Names, Location, and Condition of Passengers/Crew/Others Involved:

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Name/Location/Condition: _____

Last point of departure: _____

Point of intended landing: _____

Last radio/radar contact: _____

Description of any radioactive materials, or any other dangerous materials onboard
(if applicable):

Comments or additional information: _____

Figure G-2. Aircraft Accident/Incident Preliminary Notice (Addendum-Continued)

This checklist will assist the originating office to complete all required actions.

1. Notify the jurisdictional Regional Operations Center (ROC), if not already reported. Provide the ROC with information from the Aircraft Accident/Incident Preliminary Notice (Figure G-1).
2. Secure passenger manifest.
3. Arrange for aircraft wreckage preservation in accordance with 49 CFR, § 830.10 (below).

“49 CFR, § 830.10, Preservation of aircraft wreckage, mail, cargo, and records.

“(a) The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to §831.12(b) of this chapter.

“(b) Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

“(1) To remove persons injured or trapped;

“(2) To protect the wreckage from further damage; or

“(3) To protect the public from injury.

“(c) Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.

“(d) The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.”

4. Provide timely notification to family members of victims (see Notification of Next of Kin).
5. If applicable, notify the Office of Governmental Affairs with the necessary information on Congressional passengers to facilitate interaction with appropriate Congressional officials.
6. Notify the National Military Command Center (NMCC) at the Pentagon at 703-695-0100 to provide for next-of-kin notification if a death or injury involves DOD personnel.

- 7.** If applicable, notify the Office of International Aviation (API) with the necessary information on foreign passengers to facilitate interaction with appropriate foreign government officials.
- 8.** If applicable, notify the Office of International Aviation (API) with the necessary information on an FAA aircraft accident or incident occurring in a foreign country.
- 9.** Ensure notification to all flight program participants and employees in the affected organization of the accident/incident.
- 10.** When requested, provide the NTSB the most current reconciled copy of the passenger manifest. Annotate each copy to distinguish it from previous copies.
- 11.** Coordinate the disposition of personal effects with the victim's family.
- 12.** Submit NTSB Form 6120.1 to the NTSB within 10 days after an accident or within 7 days if an overdue aircraft is still missing.
- 13.** Submit a report on an incident to the NTSB only if requested by an authorized representative of the Board.

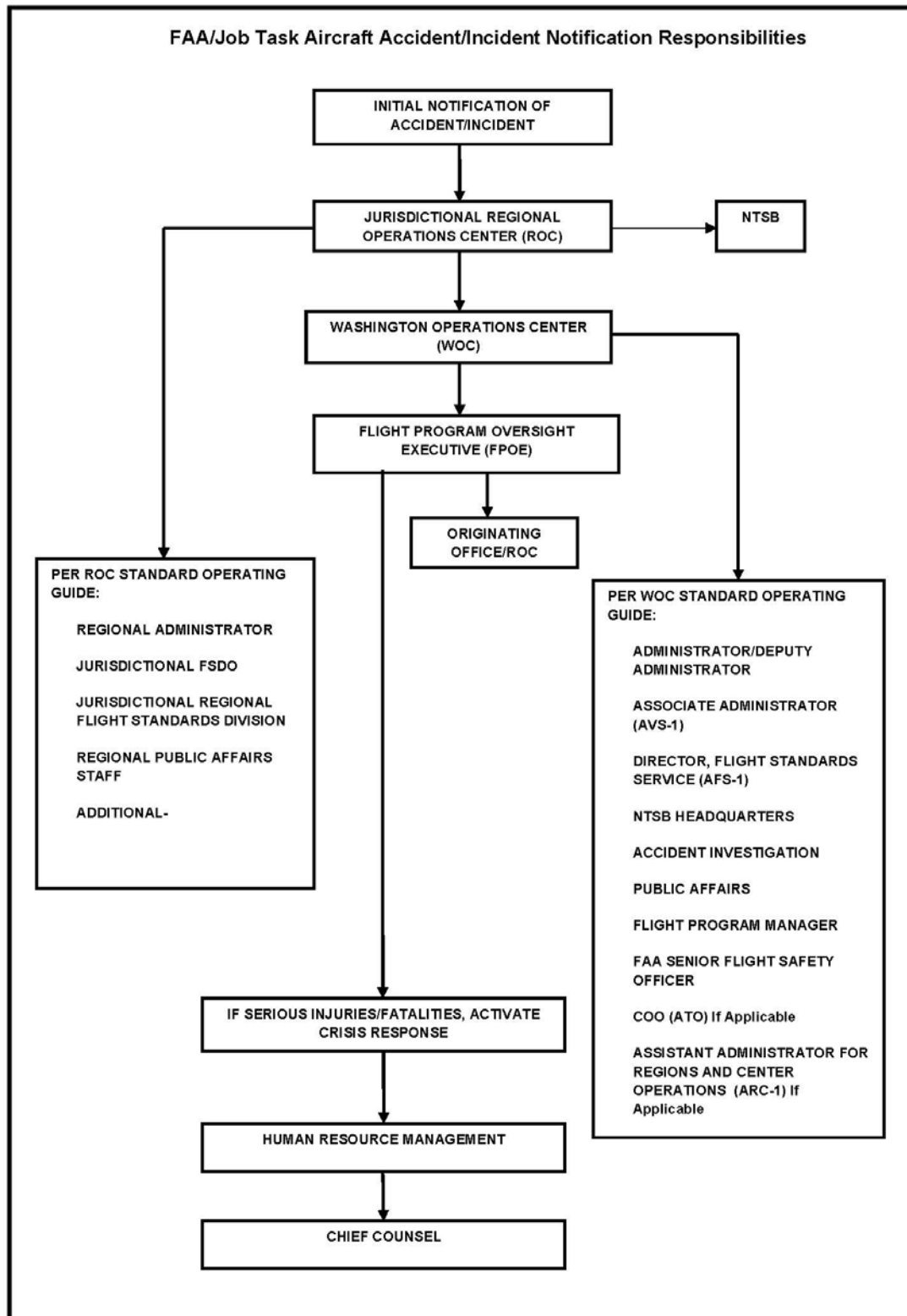
Figure G-3. FAA/Job Task Aircraft Accident/Incident Notification Responsibilities

Figure G-4. FAA/Job Task Aircraft Accident/Incident Notification Responsibilities (International)

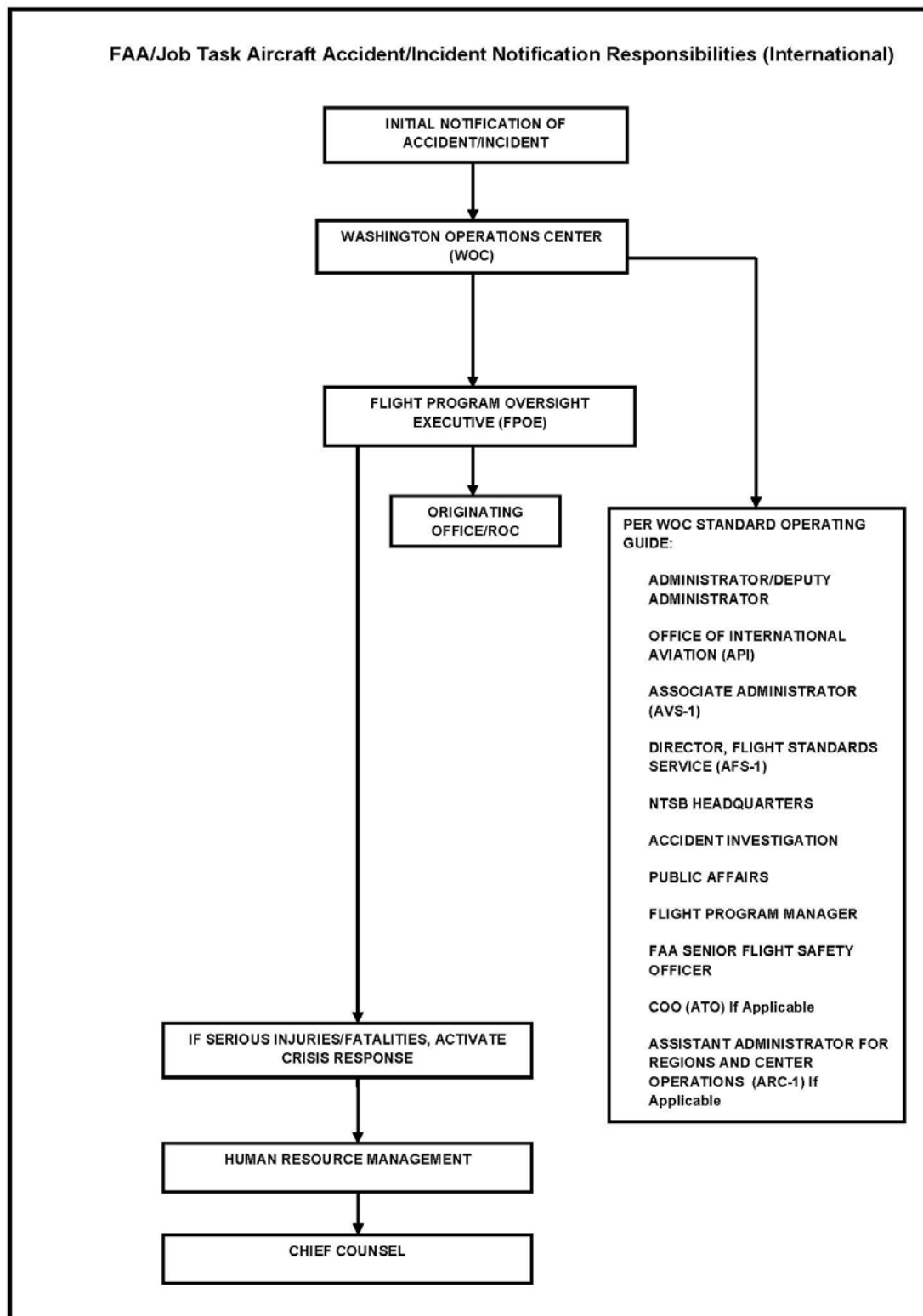


Figure G-5. FAA Flight Program Participant Emergency Information

FAA FLIGHT PROGRAM PARTICIPANT EMERGENCY INFORMATION To the extent possible, obtain the following information from each flight program participant. This information is confidential; keep it in a secure location. This is a sample format only. Any appropriate format may be used.
NAME:
ADDRESS:
HOME TELEPHONE:
NEXT OF KIN:
RELATIONSHIP:
ADDRESS:
HOME TELEPHONE:
WORK ADDRESS:
WORK TELEPHONE:
LOCATION OF DENTAL RECORDS:
REMARKS:
SECONDARY NEXT OF KIN:
RELATIONSHIP:
ADDRESS:
HOME TELEPHONE:
WORK ADDRESS:
WORK TELEPHONE:
DATE OF LAST REVIEW:
SPECIAL INSTRUCTIONS:

Figure G-6. Crew Checklist**CREW CHECKLIST**

This basic checklist should be completed by a crewmember at the scene of the accident/incident if possible. Obtaining information regarding the status, condition, and location of crewmembers and passengers will assist in expediting emergency notifications. This is a sample format only. Any appropriate format may be used.

1. Determine the status and condition of all members of the crew and passengers.
2. Assist in any rescue or first-aid efforts in progress.
3. List the condition and location of all personnel being removed from the scene.
4. Contact the office as soon as possible and give all available information listed on the Aircraft Accident/Incident Preliminary Notice (Addendum) (Figure G-2).
5. Refrain from offering opinions or giving nonessential information to unauthorized sources. Contact the employing office for guidance.

SITE SAFETY PRECAUTIONS

Aircraft wreckage sites can be hazardous for many reasons. Personnel involved in the recovery, examination, and documentation of wreckage may be exposed to physical hazards posed by such things as hazardous cargo, flammable and toxic fluids, sharp or heavy objects, and disease. It is important to exercise good judgment, utilize available protective devices and clothing, and use extreme caution when working in the wreckage.

SITE SECURITY PRECAUTIONS

Secure the accident site and arrange for on-going security at the site.

Figure G-7. Regions and Aeronautical Center Operations

Region	Telephone Number
HQ	202-267-3333
AAL	907-271-5936
ACE	
(Includes BNA FSDO, LOU FSDO, MEM FSDO)	816-329-3000
AEA	
(Includes CLT FSDO, GSO FSDO)	718-553-3100
AGL	847-294-8400
ANE	781-238-7001
ANM	425-227-1999
ASO	404-305-5180
ASW	
(Includes JAN FSDO)	817-222-5006
AWP	310-725-3300
MMAC	405-954-3583

Appendix H. Flight Inspection Flight Program

1. General. Chapter 5 of this order allows each flight program to develop and establish additional procedures and guidance specific to their own flight program due to the variation of the missions, type of aircraft, and the Title 14 of the Code of Federal Regulations (14 CFR) parts under which the flight program operates. This appendix establishes the Flight Inspection Flight Program policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order. The manual systems referenced by this appendix provide the Flight Inspection Flight Program procedures and instructions.

2. Background. Aviation System Standards operates uniquely equipped aircraft to conduct flight inspection of navigational aid (NAVAID) signals, instrument flight procedures, and air traffic surveillance systems to ensure the safety and integrity of the National Airspace System.

3. Authority to Change this Appendix. The Chief Operating Officer of the Air Traffic Organization (AJO-10) delegates the authority, in writing, to the Program Director of Aviation Systems Standards for the approval and coordination of any changes to this appendix. Submit changes to the FAA Flight Program Oversight Office (FAA FPOO) for review and issuance.

4. Flight Inspection Flight Program.

a. Operations. Conduct flight operations according to the current edition of the Aviation System Standards General Operations Manual (GOM) and the operations specifications (OpSpecs) approved under the Aviation System Standards part 135 Air Operator Certificate (number RU3A796U). This manual meets the requirements of this order and the applicable 14 CFR parts as required by the part 135 Air Operator Certificate. The Flight Inspection Flight Program Director of Operations maintains the GOM and the Oklahoma City Flight Standards District Office (FSDO) accepts the GOM.

b. Training. Conduct operations and maintenance training according to the requirements of this order and the applicable 14 CFR parts. Conduct training for crewmembers assigned to the part 135 Air Operator Certificate in accordance with the 14 CFR part 135 FAA-approved Training Program, approved by the Oklahoma City Flight Standards District Office (FSDO) and maintained by the Flight Inspection Flight Program Director of Operations.

c. Maintenance. Maintain flight inspection aircraft assigned to the part 135 Air Operator Certificate in accordance with the current edition of the Aviation System Standards General Maintenance Manual (GMM). This manual meets the requirements of this order and any 14 CFR regulations applicable to the part 135 Air Operator Certificate (number RU3A796U). The Flight Inspection Flight Program Director of Maintenance maintains the GMM and the Oklahoma City FSDO accepts the GMM.

(1) In addition to the part 135 maintenance privileges, the Aircraft Maintenance and Engineering Division exercises the maintenance privileges as a certificated repair station under 14 CFR part 145. The Aircraft Maintenance and Engineering Division also is authorized to determine compliance with applicable airworthiness standards in the approval of major and minor alterations and repairs, approve airplane flight manual supplements and revisions, approve major alterations and repairs, and issue Supplemental Type Certificates (reference the most

current edition of FAA Order 1100.2, Organization—FAA Headquarters). The procedures will be specified in procedures manuals acceptable to the Airplane Certification Service (AIR).

(2) A designated Aircraft Certification Office will provide supervision and oversight of this authorization and will follow and apply ODA policy and guidance issued by the Aircraft Certification Service. This authority is limited to engineering accomplished by Aircraft Maintenance and Engineering Division and is applicable only to FAA aircraft, other U.S. Government aircraft and foreign government aircraft while undergoing maintenance, overhaul, or alterations. Foreign technical assistance agreements for maintenance and/or engineering will be coordinated with API.

5. Special Flight Programs. Aviation System Standards may conduct other flight program operations not assigned to the 14 CFR part 135 Air Operator Certificate, as directed in writing by the Administrator or by Memorandum of Agreement (MOA) between the Federal Aviation Administration (FAA) and another Federal agency (e.g., United States Air Force). Conduct operations, maintenance, certification, and training for such special flight programs according to 14 CFR parts 91, 43, 61, and other applicable parts, unless otherwise specified.

Appendix I. Washington Flight Program (Hangar 6)

1. General. Chapter 5 of this order allows each flight program to develop and establish additional procedures and guidance specific to the flight program due to the variation of the missions, type of aircraft, and Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates. This appendix establishes Washington Flight Program (Hangar 6) policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order.

2. Background. Hangar 6 operates aircraft for the purpose of transportation, training, logistics, currency, research, and development. Hangar 6 operates in accordance with the standards and requirements of 14 CFR parts 91 and 135 (as provided by the Washington Flight Program Air Carrier Certificate (number W9FA693Y)), as appropriate, and the contents of this order.

3. Authority to Change This Appendix. The Assistant Administrator for Regions and Centers (ARC-1) delegates the authority, in writing, to the Manager, Washington Flight Program (Hangar 6), who is the Flight Program Manager for the approval and coordination of any changes to this appendix, which must be submitted to the FAA Flight Program Oversight Office (FAA FPOO) for review and issuance.

4. Hangar 6 Flight Program.

a. Operations. Conduct flight operations in accordance with the current editions of the Washington Flight Program Policy and Procedures Manual (PPM) and the General Operations Manual (GOM). These manuals meet the requirements of this order and any 14 CFR parts applicable to the Washington Flight Program part 135 Air Carrier Certificate (number W9FA693Y). These documents have a clearly defined revision system with a record of changes and a list of effective pages. The Washington Flight Program Director of Operations maintains the PPM and GOM. The Baltimore Flight Standards District Office (FSDO) accepts the GOM. The Washington Flight Program Manager approves revisions to the PPM.

b. Training. Conduct training in accordance with the current edition of the Hangar 6 Training Manual. This manual describes and implements the training program used by the Washington Flight Program to meet its training obligation as an operator. The Washington Flight Program Director of Operations maintains this manual, and the Baltimore FSDO approves it.

c. Maintenance. Maintain Washington Flight Program aircraft in accordance with the current edition of the Washington Flight Program General Maintenance Manual (GMM). This manual meets the requirements of this order and any 14 CFR parts applicable to the Washington Flight Program part 135 Air Carrier Certificate (number W9FA693Y). The Washington Flight Program Director of Maintenance maintains the GMM and the Baltimore FSDO approves it.

Appendix J. Flight Standards Flight Program

1. General. Chapter 5 of this order allows each flight program to develop and establish additional procedures and guidance specific to the flight program due to the variation of the missions, type of aircraft, and the Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates. This appendix establishes Flight Standards Service (AFS) Flight Program policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order. Document AFS Flight Program procedures and instructions in the AFS Flight Program manual system set forth in this appendix.

2. Background. Flight programs can best serve the interests of the public, the safety of the workforce, and the credibility of the organization by having qualified, proficient, and current inspectors conducting pilot evaluating, testing, and checking functions. Obtain the most efficient use of funds by ensuring that a systematic evaluation of organizational needs and activities determines individual inspector participation.

3. Authority to Change This Appendix. The Director, Flight Standards Service (AFS-1), delegates the authority, in writing, to the AFS Flight Program Manager for the approval and coordination of any changes to this appendix. Submit changes to the FAA Flight Program Oversight Office (FAA FPOO) for review and issuance.

4. Flight Standards Flight Program.

a. Operations. Conduct AFS Flight Program flight operations in accordance with the current edition of the AFS Flight Program Flight Operations Manual (FOM). This manual meets the requirements of this order and the applicable 14 CFR parts as required by the AFS Flight Program part 135 Air Operator Certificate (number FOAC787H). The AFS Flight Program General Operations Manual (GOM) documents AFS Flight Program Air Operator Certificate procedures, the AFS Flight Program Director of Operations maintains them, and the Fort Worth certificate-holding district office (CHDO) accepts them.

b. Training. Conduct training in accordance with the requirements of this order and the applicable 14 CFR parts. Training for crewmembers assigned to the AFS Flight Program part 135 Air Operator Certificate is conducted in accordance with the 14 CFR part 135 FAA-approved Training Program, maintained by the AFS Flight Program Director of Operations and accepted by the Fort Worth CHDO.

c. Maintenance. Maintain AFS Flight Program aircraft in accordance with the requirements of this order and the applicable 14 CFR parts as required by the AFS Flight Program part 135 Air Operator Certificate (number FOAC787H). The AFS Flight Program Director of Maintenance maintains AFS Flight Program maintenance procedures and Approved Aircraft Inspection Program (AAIP) manuals and the Fort Worth CHDO approves them.

Appendix K. Aircraft Certification Service (AIR) Flight Program

1. General. Chapter 5 of this order allows each flight program to develop and establish additional procedures and guidance specific to the flight program due to the variation of the missions, type of aircraft, and the Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates. This appendix establishes AIR Flight Program policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order.

2. Background. AIR Flight Program crewmembers are primarily responsible for certifying new and/or modified aircraft. Participation in the flight program helps ensure that AIR flight test crewmembers maintain a minimum level of proficiency.

3. Authority to Change This Appendix. The Associate Administrator for Aviation Safety (AVS-1) delegates the authority, in writing, to the Director of the Aircraft Certification Service (AIR-1) who may further delegate this responsibility to a designated AIR Flight Program Executive for the approval and coordination of any changes to this appendix. Submit changes to the FAA Flight Program Oversight Office (FAA FPOO) for review and issuance.

4. AIR Flight Program.

a. Operations. Conduct AIR flight operations in accordance with the current edition of the AIR Flight Test Operations Manual. This manual is a single document covering operations, safety, and reporting requirements. The AIR Flight Program Executive maintains the AIR Flight Test Operations Manual and approves revisions to it.

b. Maintenance. The AIR Flight Program does not document maintenance procedures because AIR does not operate Federal Aviation Administration (FAA)-owned aircraft, exclusive-use aircraft, or aircraft under bailment.

Appendix L. William J. Hughes Technical Center Flight Program

1. General. Chapter 5 of this order allows each flight program to develop and establish additional procedures and guidance specific to the flight program due to the variation of the missions, type of aircraft, and the Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates. This appendix establishes the William J. Hughes Technical Center (WJHTC) Flight Program policies, procedures, and guidelines to supplement the basic information and requirements set forth by this order. The WJHTC Flight Program is located at the William J. Hughes Technical Center, Atlantic City Airport, New Jersey. Document WJHTC Flight Program policies and procedures in the WJHTC Flight Program manual system set forth in this appendix.

2. Background. The WJHTC Flight Program maintains, modifies, and operates a fleet of testbed aircraft in support of all Federal Aviation Administration (FAA) programs that require airborne research. These aircraft may operate as public aircraft when mission needs dictate. However, the aircraft will be maintained and operated under 14 CFR part 91 and in compliance with this order.

3. Authority to Change this Appendix. The Senior Vice-President for NextGen and Operations Planning (ATO-P) delegates the authority to the Director, William J. Hughes Technical Center (AJP-7), who re-delegates the authority, in writing, to the Manager, Flight Program Team (AJP-787), who is the William J. Hughes Technical Center Flight Program Manager, for the approval and coordination of any changes to this appendix. Submit changes to the FAA Flight Program Oversight Office (FAA FPOO) for review and issuance.

4. WJHTC Flight Program.

a. Operations. Conduct flight operations in accordance with WJHTC Flight Program, Flight Operations Manual. This manual meets the requirements of this order and 14 CFR part 91, where applicable. The William J. Hughes Technical Center Flight Program Manager maintains and approves changes to the Flight Operations Manual.

b. Training. Due to the unique mission and needs of the WJHTC Flight Program, which requires its pilots to operate multiple kinds of aircraft, crewmembers must complete at least one simulator/training course each 12 calendar-months for each aircraft to which they are assigned for which a type rating is required, and for each turbine-powered aircraft in which flight status is maintained.

c. Maintenance. Maintain WJHTC Flight Program aircraft in accordance with their respective manufacturer or FAA-approved maintenance programs. The FAA Research and Development (R&D) Flight Program General Procedures Manual for Aircraft Maintenance (GPM-1) provides guidance. Perform the maintenance in accordance with the Repair Station and Quality Control Manual for FAA-approved Repair Station No. MV1R336K. The William J. Hughes Technical Center Flight Program Manager maintains the GPM-1 and the Philadelphia Flight Standards District Office (FSDO) approves it.

Appendix M. FAA Academy Flight Program

1. General. Chapter 1 of this order allows individual flight programs to develop and establish additional procedures and guidance specific to the flight program, due to the variation of the mission, type aircraft, and Title 14 of the Code of Federal Regulations (14 CFR) part under which the flight program operates. This appendix establishes Federal Aviation Administration (FAA) Academy, Regulatory Standards Division (AMA-200) Flight Program policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order. The FAA Academy provides training for the FAA Flight Standards Service (AFS), and will comply with the procedures and instructions documented in the AFS Flight Operations Manual (AFOM).

2. Background. AMA-200 provides education and training to the Office of Aviation Safety (AVS), Regions & Center Operations (ARC), and the Air Traffic Organization (ATO). The credibility of the organization is best served by having qualified, proficient, and current aviation safety inspectors (ASI) providing this training. These instructors come to the FAA academy from AVS and are at the Academy on a 3 to 7 year tour before returning to their respective AVS Organization. The Academy Flight Program will ensure that individual instructors are current in pilot evaluation, testing, and checking functions in order to provide up to date instruction while at the FAA Academy and will enable these employees to return to their respective organizations with the same or greater currency and proficiency as when they left.

3. Authority to Change This Appendix. The Director, Mike Monroney Aeronautical Center (MMAC), holds the authority for approval of any changes to this appendix. The Director may delegate this authority in writing to the Manager, Regulatory Standards Division (AMA-200).

4. FAA Academy Flight Program.

a. Operations. Conduct AMA Flight Program operations in accordance with the current edition of the AFOM. This manual meets the requirements of this order and the applicable 14 CFR parts.

b. Training. Conduct training in accordance with the requirements of this order and the applicable 14 CFR parts.

c. Maintenance. The Academy Flight Program does not document maintenance procedures because the Academy does not operate FAA-owned aircraft, exclusive-use aircraft, or aircraft under bailment.

Appendix N. Directive Feedback Information

U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to add to it. Also, if you find an error, please tell us about it.

Subject: Order 4040.9E, FAA Aircraft Management Program

To: FAA, Attn: National Flight Program Oversight Office, P.O. Box 25082, Oklahoma City, OK 73125

(Check all appropriate line items.)

___ An error (procedural or typographical) has been noted in paragraph _____ on page ____.

___ Recommend paragraph _____ on page ____ be changed as follows:
(Attach separate sheet if necessary.)

___ In a future change to this directive, please include coverage on the following subject:
(Briefly describe what you want added.)

___ Other Comments:

___ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____