



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
8000.4J

Effective Date:
7/26/10

SUBJ: Coordination with the Department of Defense Commercial Airlift Division

1. Purpose of This Order. This order provides coordination procedures between the Federal Aviation Administration (FAA) and the Department of Defense (DOD) Commercial Airlift Division (formerly the Air Carrier Survey and Analysis Office) in its evaluation of air carriers conducting contractual business with the DOD. The DOD Commercial Airlift Division is part of the Air Mobility Command (AMC) located at Scott Air Force Base (AFB), IL.

2. Audience. The primary audience for this order is the Flight Standards Service (AFS) branches and divisions in the regions and in headquarters; Flight Standards District Offices (FSDO)/certificate management offices (CMO) and International Field Offices (IFO).

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 order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at <http://fsims.faa.gov>.

4. Cancellation. Order 8000.4I, Coordination with the Department of Defense Air Carrier Survey and Analysis Office, dated October 29, 2002, is canceled.

5. Explanation of Changes. This order:

- Changes references from the Air Carrier Survey and Analysis Office to DOD Commercial Airlift Division.
- Updates the types of inspections currently being performed by the FAA and associated information from those inspections that may be requested by the DOD in paragraph 8 and subparagraph 9b.
- Changes the access to the cockpit form from Form 8430-6, Admission to the Flight Deck, to Survey and Analysis (S&A) Form 110B, DOD Commercial Air Carrier Evaluator's Credential in subparagraph 9e.
- Changes a reference from AFS-900, Flight Standards Safety Analysis Information Center (FSAIC) to AFS-20, Analysis and Information Staff, and changes AFS-4 to AFS-5, Headquarters (HQ) AMC Liaison to HQ FAA in subparagraph 12b.

- Inserts new subparagraph 12f into the order that requests that CMOs/certificate-holding district offices (CHDOs) refrain from entering the entire letter of concern or survey report into the Program Tracking and Reporting Subsystem (PTRS).
- Updates the Web site information for the DOD Commercial Airlift Division in paragraph 13.

6. Distribution. This order is distributed to the branch level in AFS; the branch level in all regional Flight Standards divisions (RFSD); all FSDOs/CMOs; all IFOs.

7. Background. The DOD contracts for passenger and air cargo movements from air carriers certificated by the FAA. The DOD is required by law to conduct capability evaluations of these carriers to ensure each is able to satisfy the unique requirements of the military contract and adhere to the DOD Commercial Air Transportation Quality and Safety Requirements published in Title 32 of the Code of Federal Regulations (32 CFR) part 861. Generally, DOD surveillance requirements include an initial onsite capability survey with a recurring onsite survey every 2 years thereafter, a performance evaluation every 6 months, and periodic ramp inspections and cockpit observations on selected air carriers.

8. Data Sharing. The DOD and FAA have agreed to share aviation safety data. DOD survey reports, letters of concern, DOD Commercial Airlift Review Board (CARB) actions, etc., will be provided to the FAA. FAA investigative reports such as CMO/CHDO evaluations, regional evaluations, National Air Carrier Evaluation Process (ACEP) results, etc., will be provided to the DOD. The exchange of air carrier and safety information is expected to occur on a routine and timely basis. In accordance with existing Memorandums of Understanding (MOU), each agency is responsible for understanding and safeguarding the sensitivity of the data exchanged.

9. DOD Responsibilities. The DOD Commercial Airlift Division can be expected to follow these procedures.

a. Pre-Survey Notification. The survey team will notify the FAA CHDO/CMO before embarking on capability surveys and will outline their inspection requirements.

b. Request for Information. Contacts by DOD personnel with FAA offices while conducting onsite surveys and performance evaluations may include requests for information which pertain to: aircraft accidents; incidents; enforcement actions; hazardous materials (hazmat) authorizations and security issues; National ACEP information/results; Regional Office (RO) and District Office (DO) safety inspection results; operations specifications (OpSpecs) changes; and any other changes in the carrier's operation that could affect its CFR compliance/safety posture.

c. Desktop Audits. Semiannual performance evaluations conducted by DOD will normally be desktop audits. These evaluations will include communications with appropriate FAA principal inspectors (PI) via telephone.

d. Inspection Notification. Normally, the CHDO/CMO PIs will not be notified that a no-notice ramp inspection has occurred unless a potential problem or concern involving the FAA's area of responsibility is revealed.

e. Cockpit Observation. DOD Commercial Air Carrier Operations Evaluators possess FAA cockpit authority (S&A Form 110B, DOD Commercial Air Carrier Evaluator's Credential) and will frequently conduct cockpit observations of commercial aircrews. These observations may or may not coincide with scheduled onsite surveys. The appropriate FAA CHDO/CMO PI will be notified if suspected violations of FAA regulations were observed.

f. Debriefing. The survey team will debrief the appropriate CHDO/CMO personnel after a survey has been completed. In accordance with DOD procedures, the team will not reach conclusions at this time, but will discuss its factual findings. The debriefing may be accomplished via telephone, if a face-to-face debriefing is impractical due to location, time, or non-availability of FAA personnel.

g. Formal Survey Report. The survey team will prepare a formal report for consideration by the CARB at AMC Headquarters, Scott AFB, IL. This board reviews and evaluates a commercial air carrier's eligibility and capability to provide airlift services to the DOD. Copies of all survey reports will be provided to the FAA liaison at HQ AMC for further FAA distribution as required. The FAA CHDO/CMO can expect to receive a copy of the DOD survey report within 30 to 60 days from completion of the onsite survey. Additionally, AFS-50, International Programs and Policy Division, will be provided copies of foreign air carrier surveys for their information and use.

h. FAA Representation. The FAA liaison to HQ AMC will represent the FAA as a non-voting advisor to the DOD CARB.

i. Survey Team Visit Schedule. Each FAA region will receive a proposed monthly schedule of survey team visits from the FAA Liaison. AFS-20 (Analysis and Information Staff) will send the DOD survey schedule to one ATOS point of contact (POC) for further distribution. Additionally, the ATOS program manager will provide a monthly schedule of National ACEP evaluations to AFS-20 for distribution to the DOD.

10. FAA Regional Responsibilities. Each region will take the following actions:

- Ensure that cooperation is given to the DOD survey team, especially at the CHDO/CMO level, and
- Appoint an FAA ASI (occupational code 1825) as the RFSD focal point for DOD survey activities to maintain liaison with the applicable CHDO/CMO as the DOD Coordinator.

11. FAA CHDO/CMO Responsibilities. Through MOU, the FAA and DOD have agreed to share information on air carriers. Each CHDO/CMO contacted by the DOD Commercial Airlift Division will provide the following support.

a. Ensure Cooperation. Ensure that full cooperation is given to all DOD Commercial Airlift Division team members. Provide all available requested information pertaining to the air carrier being evaluated. The DOD has access to FAA databases, including Vital Information Subsystem (VIS), Enforcement Information Subsystem (EIS), Accident Incident Data System (AIDS), OpSpecs, PTRS, ATOS and Safety Performance Analysis System (SPAS). FAA PIs or their representatives will attend DOD survey team in-briefings and debriefings and be available

during the inspection for consultation, whenever practical, to answer any questions that may arise.

b. Respond to Requests. The CHDO/CMO will also respond to all survey team requests for information after the survey is complete. The carrier responds directly to the DOD regarding specific findings. If a finding is a violation of the CFR or violates operations or airworthiness manual requirements, the CHDO/CMO will provide verification of FAA approval/acceptance of carrier solutions to the DOD, when requested.

c. Liaison, Investigation, Notification. On all surveys, maintain close liaison with the RFSD DOD Coordinator. Immediately investigate any survey team findings that contain possible violations of 14 CFR. The CHDO/CMO will notify the regional Flight Standards Division DOD Coordinator of validated DOD findings and the proposed followup plan of action by the CHDO/CMO as soon as practical, no later than 15 working-days from the DOD debrief.

d. Followup. The DOD relationship with the air carriers is one of a contractual nature where demands can be made beyond those required by FAA regulations. For this reason, the CHDO/CMO is primarily responsible for following up on findings that meet the criteria of subparagraph 11c.

12. CHDO/CMO PTRS Procedures.

a. Timely Closeout Action. Entering DOD survey/letter of concern findings into the PTRS provides HQ and regional personnel a method to ensure timely closeout action on each finding and eliminates the need to generate manual reports.

b. Forward Letter of Concern and DOD Report. The FAA liaison to HQ AMC will forward an electronic copy of the letter of concern when appropriate and the DOD survey report to the CHDO/CMO manager; the appropriate RFSD DOD Coordinator; AFS-20 and AFS-5 (HQ AMC Liaison to HQ FAA).

c. Review Findings. The RFSD DOD Coordinator will ensure contact is made with the CHDO/CMO within 15 working-days of the electronic mailing date to discuss the letter of concern or survey report. Together, they will review the letter of concern and/or survey report to determine whether any of the findings contain FAA regulatory concerns that will require corrective action by the carrier and further followup by the FAA.

Note: FAA CHDO/CMO personnel who have been verbally debriefed by the DOD survey team should not wait for receipt of the letter of concern or the survey report before beginning corrective action followup on any FAA regulatory concerns that were debriefed by the DOD. The CHDO/CMO should make a PTRS entry for each FAA regulatory discrepancy identified and begin followup action to resolve the discrepancy. The CHDO/CMO must communicate the results of the debriefing to the FAA Regional DOD Coordinator as soon as practical, no later than 15 working-days from the DOD survey debrief. This communication should identify whether or not there are any FAA regulatory issues, as well as any followup plan of action by the CHDO/CMO to resolve FAA concerns.

d. Enter Findings into PTRS. The CHDO/CMO will enter into PTRS, under activity code 1086 and using the Primary/Key entry of “A919” and the opinion of “I”, *all* findings from the letter of concern or survey report summary page including those findings that were corrected on site. Airworthiness personnel will have to use the CHDO/CMO manager’s initials to gain entry to PTRS under the 1086 code. The CHDO/CMO should also enter any additional findings from the body of the report, if applicable. Each finding that is of regulatory concern should be entered separately under its individual record ID number.

(1) If the report or letter of concern contains more than one finding that does not qualify as a FAA regulatory concern, then all of the non-regulatory findings may be entered and closed under one finding number. Be sure to include the electronic mailing date of the letter of concern/survey or the actual survey date in the finding for each entry to preclude confusion when more than one survey is accomplished on the carrier during that fiscal year.

(2) If there are FAA regulatory findings that meet the criteria outlined in paragraph 11c that involve systemic problems, the CHDO/CMO will make entries into PTRS explaining what specific actions the air carrier took to correct the root cause of the discrepancy; e.g., “ACTION 10/1/2010: XYZ Airlines has submitted revision 33 to the General Maintenance Manual (GMM) which formalizes new improved Continuing Analysis and Surveillance (CAS) procedures. ACTION 10/23/2010: Revision 33 to the GMM has been reviewed and accepted by the FAA. This finding is closed.” Be sure to keep the finding open in PTRS until the carrier has completed all of the required corrective actions to fully resolve the discrepancy.

(3) If the determination is made that a finding does not meet the criteria of paragraph 11c, the CHDO/CMO should make the following entry in PTRS for that finding: “This finding was found to contain no FAA regulatory concerns and is hereby closed.”

(4) If there are no findings in the entire survey report, the CHDO/CMO should make one PTRS entry stating the following: “The 10/12/2010 (date of survey) DOD survey report was reviewed and found to contain no FAA regulatory concerns and is hereby closed.” Any PTRS entry originating from a letter of concern in which there are no findings that meet the criteria outlined in subparagraph 11c should remain open until the DOD survey report is received and reviewed for any additional findings or corrections that may need to be addressed before final closeout.

(5) The CHDO/CMO should make the initial PTRS entries within 15 working-days of receipt of the letter of concern or DOD survey report, whichever is received first. Any finding that is duplicated in the letter of concern and survey report will be entered only once in PTRS.

e. Provide Support for Concern Resolution. When the determination is made that a finding is not regulatory in nature, but would increase the operational safety posture of a carrier, it is highly recommended that the CHDO/CMO provide support to satisfactorily resolve the DOD concerns.

f. Enter Relevant Portion of Letter of Concern or Survey Report. The FSDO/CMO should refrain from entering the entire letter of concern or survey report into PTRS as this serves no useful purpose and needlessly clutters PTRS.

g. CHDO/CMO Action Monitoring. Along with the host FAA region, the FAA liaison will monitor any required CHDO/CMO actions to ensure entry of all findings within 15 working-days and proper closure of the findings within 120 days of the electronic mailing date of the survey. Findings that are not entered within 15 working-days or those findings that remain open beyond 120 days may be brought to the attention of the respective FAA division manager through AFS-20 for resolution.

13. DOD Web Page. The DOD Commercial Airlift Division maintains a Web site where the following information can be found: Office Background, DOD Commercial Air Transportation Quality and Safety Requirements, DOD Model Programs, DOD Survey Checklists, and Newsletters. The DOD Web address is: <http://www.amc.af.mil/library/businesscustomers.asp>.

14. Contacts. Contact the FAA Liaison to HQ AMC for all matters concerning this order at the following address:

HQ AMC/A3B
Attn: FAA Liaison
402 Scott Drive, Unit 3A1
Scott AFB, IL 62225-5302
(618) 229-2105
(618) 256-5937 (fax)

15. Information Currency. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be forwarded to the originating office, Attn.: Directives Management Officer, AFS-140. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order. If an immediate interpretation is needed, please call the originating office for guidance. However, you should also use Form 1320-19 to follow up on your verbal conversation.



for

John M. Allen
Director, Flight Standards Service



U.S. Department
of Transportation

**Federal Aviation
Administration**

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: FAA Order 8000.J

To: Directives Management Officer:

(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: _____

Telephone Number: _____

Routing Symbol: _____