

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.8C  
CHG 4

Effective Date:  
09/29/2008

National Policy

**SUBJ:** Designee Management Handbook

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**1. Purpose.** This change—

**a.** Incorporates changes necessary to comply with Federal Aviation Administration (FAA) Order VS 1100.2, Managing AVS Delegation Programs; and

**b.** Updates documentation requirements for FAA Form 8130-14, Designee Management Report.

**c.** Adds implementation instructions for compliance with designee recurrent training attendance requirements and designee file management.

**2. Who this change affects.** This order is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices and International Field Offices; to all Aircraft Certification Offices (ACO); to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; and to the Aircraft Certification and Airworthiness Branches at the FAA Academy.

**3. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

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**Frank P. Paskiewicz**  
**Manager**

**Production and Airworthiness Division, AIR-200**

**TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)**

DER	DMIR/DAR/ODAR
	<p>the issuance of) original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p><b>b.</b> An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 10a above.</p> <p><b>11.</b> For the issuance of FAA Form 8130-3 for class II and III parts, domestic or export, at a PC holder’s distribution center, the following must apply:</p> <p><b>a.</b> The applicant must have 6 months of experience working within the PC holder’s quality system.</p> <p><b>b.</b> The applicant must have 6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.</p> <p><b>c.</b> The applicant must have 6 months of experience working with the data system used to track parts, verify inspections, and validate serial numbers.</p> <p><b>d.</b> The applicant must have 6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular part or product.</p> <p><b>e.</b> The applicant must have 6 months of experience and a working knowledge of acceptance, rejection, and material review board procedures and be able to access the applicable data when necessary.</p> <p><b>f.</b> The applicant must demonstrate the ability to determine that class II and III parts presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.</p>

**TABLE 4-3. INTERFACE APPOINTMENT CRITERIA**

<b>DER</b>	<b>DMIR/DAR/ODAR</b>
<p><b>1. Interpersonal Skills.</b></p> <p>Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.</p> <p>Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.</p> <p><b>2. Integrity, professionalism, and sound judgment:</b> All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)</p> <p><b>3. Three verifiable character references</b> are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references.</p> <p><b>4. The applicant must have significant experience</b> in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant’s experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant’s range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well-versed in all pertinent regulation(s).</p>	<p><b>1. Interpersonal Skills.</b></p> <p>Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.</p> <p>Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.</p> <p><b>2. Integrity, professionalism, and sound judgment:</b> All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)</p> <p><b>3. Three verifiable character references</b> are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.</p> <p><b>4. The applicant must have the ability</b> to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p><b>5. For DARs/ODARs,</b> the applicant must have significant experience in a direct working relationship with the FAA in which the applicant was actively involved in tasks leading to the issuance of airworthiness certificates or approvals.</p>

**TABLE 4-3. INTERFACE APPOINTMENT CRITERIA (CONTINUED)**

<b>DER</b>	<b>DMIR/DAR/ODAR</b>
<p><b>NOTE: The criteria in paragraph 4 above need not be met for identification as a candidate. The applicant must satisfy all other criteria.</b></p> <p>5. The applicant’s place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.</p> <p>6. For company DERs, the applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p>8. The applicant’s position within a company should not result in any significant conflict of interest.</p>	<p><b>NOTE: The criteria in paragraph 5 above need not be met for identification as a DAR candidate. The applicant must satisfy all other criteria.</b></p> <p>6. The DMIR applicant must have been in a responsible position (for example, supervisor, team leader, crew chief, or lead inspector) for a minimum of 1 year in connection with the type of work to be covered by the designation. Also, the DMIR/ODAR applicant must report to a level of management in the PAH or PAH’s approved supplier organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The DMIR/DAR applicant’s place of residence and place of business may be outside the United States if it has been determined there is no undue burden on the FAA. U.S. citizenship is not a requirement for appointment.</p>

**TABLE 4-4. STANDARDIZATION APPOINTMENT CRITERIA**

<b>DER</b>	<b>DMIR/DAR/ODAR</b>
<p>These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant’s successful completion of the DER initial seminar.</p>	<p>These criteria verify that the DMIR/DAR/ODAR applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant’s successful completion of the online initial part 1 seminar.</p>

**402. FAA EMPLOYEE APPLICATIONS.** Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within 3 years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the

Standardization and Interface portions of the application package, applicants must submit a letter of recommendation from the manager of their former office. If a former FAA employee cannot get a letter from their former manager, they must submit the Standardization and Interface portions. All other portions of the application package are required to be filled out and returned to substantiate their experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

**403. MULTIPLE APPOINTMENTS.** An individual may be appointed as more than one type of designee. For example: DAR and DMIR or DAR, DMIR, and DER, as long as all appointment criteria are met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required in the DIN for each appointment. A separate advisor should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two advisors. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations. If the delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

**NOTE: A designee performing engineering and manufacturing DMIR/DAR functions (or other combination thereof) may not perform both functions on the same product. For example, a manufacturing DMIR/DAR cannot perform a conformity inspection on the same part for which they approved the design as a DER.**

**404. SUPPLIER DMIR APPLICATIONS.**

a. Requests for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude, and it must be accompanied by a completed Form 8110-14. The request for appointment also must contain a letter from the PAH detailing the need for the DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment, including determining the need and ability to manage the designee, with the PAH's certificate management MIDO.

b. A supplier DMIR will be limited to perform authorized functions on products produced under a TC/STC for the PAH only for which the designee is appointed.

**NOTE 1: If a PAH is supplying parts to a TC/STC applicant that does not hold a production approval, a DAR/ASI or an authorized DMIR at the PAH must perform a conformity inspection.**

**NOTE 2: If a TC/STC applicant that does not hold a production approval is having parts manufactured at a supplier that does not hold a production approval, a DAR/ASI must perform a conformity inspection.**

**803. RECURRENT SEMINAR.**

**a. Manufacturing Recurrent Seminars.** These seminars familiarize manufacturing with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. These seminars are offered in various locations within the United States each year. Manufacturing designees should attend the recurrent seminars applicable to their authorized functions. Class schedules and enrollment are available online at <http://www.faa.gov>.

**(1) Parts, Propellers, and Engines Recurrent Seminar.** This seminar is required for those designees identified in paragraph 802a(1) above.

**(2) Aircraft Certification Recurrent Seminar.** This seminar is required for those designees identified in paragraph 802a(2) above.

**b. Maintenance Recurrent Seminar.** This seminar familiarizes maintenance designees with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. This seminar is offered in various locations within the United States each year. Class schedules and enrollment are available online at <http://www.faa.gov>.

**c. DMIR Code 53 Recurrent Seminar.** This seminar is online and provides the information necessary for a DMIR with this function code to continue to issue Form 8130-3 at the appropriate facility.

**d. DER Recurrent Seminar.** This seminar provides general information and technical breakout sessions. Technical breakout sessions are grouped by technical specialty (for example, powerplant or mechanical systems and equipment).

**e. Manufacturing and Maintenance Recurrent Seminar Attendance.** Manufacturing and maintenance designees and ODAR ARs covered under paragraph 803a through c above must successfully complete the appropriate recurrent seminar every 3 years after completion of the initial seminar.

**NOTE: The managing office will have an 18-month implementation period to transition to the 3-year designee recurrent training requirement. All manufacturing designees must be compliant with the 3-year training requirements by April 1, 2010.**

**(1)** Attendance at FAA Academy Course 27903, Part 21 Seminar may be substituted for a recurrent seminar on a one-time basis for AIR designees.

**(2)** Designees who apply under § 183.31 or § 183.33 and who previously have attended the initial seminar and are seeking multiple appointments or expanded authority need attend only a recurrent seminar within 1 year before or after appointment, not to exceed their renewal requirements. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

- (a) Performing inspections of production and prototype products and related parts.
  - (b) Issuing domestic Forms 8130-3.
  - (c) Issuing export Forms 8130-3 for class II and III products.
- (3) All ARs in the ODAR procedures manual must attend a recurrent seminar as prescribed in paragraph 803e above.
- (4) Failure to attend the recurrent seminar may be cause for termination.
- (5) Designees appointed with both manufacturing and maintenance authorized functions must attend both the manufacturing and the maintenance recurrent seminars to meet the renewal requirements.

**f. DER Recurrent Seminar Attendance.** DERs must attend a recurrent seminar every 2 years to maintain their knowledge of the regulations and policies and as a condition for renewal. A recurrent seminar consists of a general session, and a technical session for each of the technical delegations. Attendance at the seminar must include a general session, and a technical session for each engineering designation held by a DER.

**NOTE: For a DER who holds a single delegated function in one or more engineering designation types and who holds no other authorities in those designation types, attendance at a technical session may be accomplished by a special session deemed by AIR-100 to be appropriate to the delegated function. Software-only DERs and flammability DERs are examples of DERs with this type of authority. Otherwise a DER holding a single delegated function may accomplish his or her technical session attendance requirement by attending a technical session deemed by the advisor to be the most appropriate to the work performed.**

**804. ADDITIONAL PROVISIONS.** It is desirable that the FAA advisor and manager attend the recurrent seminar annually. Attendance at the seminar is a good opportunity to interface with the designee and allows for information sharing by the managing offices.

**805. SEMINAR ATTENDANCE RECORDS.** Attendance at a seminar/training will be entered into the DIN by the appropriate training organization at the conclusion of the seminar/training. AIR-140 and AFS-600 will enter designee seminar/training completion information into the DIN. FAA Academy courses (for example, part 21 seminar) will be entered into the DIN by the FAA Academy organization.

**806. SEMINAR REGISTRATION.**

**a.** Manufacturing and maintenance designees must register online at <http://www.faa.gov>. Manufacturing and maintenance designees must register, identifying which function codes they have been authorized on their COA. The designee's function codes will determine which seminar is appropriate.



followup on Form 8130-14, Designee Management Report. Ensure the DIN is updated to reflect this annual meeting.

**NOTE: Act on safety-related situations immediately.**

**b. Oversight Considerations Unique to ODARs.** It is the ODAR's responsibility to comply with all provisions of its organizational designation. The ODAR will perform and document self-assessment activities to ensure only qualified ARs perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The advisor will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities. The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures manual. This must include any additions or removals of individual ARs who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

**c. Monitoring Designee Activity.** The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy, and by observing the designee's activity to ensure that they use proper procedures and satisfactory inspection techniques or methods.

(1) At least once annually, witness the designee's inspection of a completed part to ensure satisfactory inspection techniques are used. Depending on part availability, it may be necessary to use either an in-process or a noncommercial part or product to fulfill this requirement. If the advisor determines that no suitable product is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

**NOTE: For designees who have established a satisfactory performance record located at Group III, Category 3, and Group IV facilities as defined in Order 8120.2, the managing office may conduct designee monitoring with the same frequency as the principal inspector evaluations for those facilities. For newly appointed designees, witnessing will be accomplished annually until a record of satisfactory performance can be established.**

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. The advisor should use their discretion based on the experience of the designee in establishing the level of review.

**d. Designee Oversight Tracking Requirements.** The advisor will track the designee's activity by documenting all data pertaining to the designee's activities.

(1) Document the tracking of designee activity on Form 8130-14 and attach it to the designee's DIN record.

(2) Document Annual Witnessing and the Annual One-on-One Meeting in the remarks section of Form 8130-14, and attach the form to the designee's DIN record.

(3) Document the designee's work activity on the Summary Activity Report form (refer to appendix 5, figure 4 of this order) or equivalent. The Summary Activity Report form may be reproduced and used to record summary data. This form will be retained in the designee's file.

**NOTE: Documenting the designee's work activity in the DIN is no longer required.**

(4) Establish an appropriate procedure with the PAH and/or designee to ensure the FAA managing office is provided either monthly, bimonthly, or quarterly information relating to the designee's accomplishments.

(5) Record all supervision and monitoring of a designee's activities in the DIN and update the information to indicate the most recent surveillance date.

**903. MANUFACTURING DAR CANDIDATE OVERSIGHT.** Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in paragraph 509 of this order. The MIDO must have the profile on file. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function of the profile.

a. Depending on the type of authorization sought, the MIDO advisor will document and file the date, a brief description of how and where the function was successfully performed, and/or area(s) needing improvement for the following:

(1) A minimum of three inspections of an ongoing TC or STC program.

(2) Inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

b. On completion of the profile, or within 1 year, the advisor will accomplish one of the following:

(1) Forward the updated application to the EP with a recommendation for appointment as a DAR.

(2) Determine if an extended candidacy is necessary to complete the profile.

(3) Coordinate with the office manager to terminate the candidate. The DPC will prepare and send a letter of notification to the candidate.

**CHAPTER 12. RESERVED****1200. DESIGNEE APPLICANT FILES.**

**a. Establishment and Maintenance of Files.** Managing offices will establish a designee file for each designee applicant and maintain the file throughout every designee status (that is, denied, candidate, active, terminated) until authorized for destruction by Order 1350.15.

**b. Records Storage.** Records may be stored as hardcopies and/or electronically in the DIN.

**c. File Content.** Designee file content is prescribed throughout this order.

**d. Inventory of Requirements.** An inventory of requirements is housed within the AVS Quality Management System in the Aircraft Certification Service Designee File Management document.

**NOTE: Managing offices will have a 12-month implementation period to comply with the requirements in the Quality Management System WI for Designee File Management. Designee files must be compliant with the Quality Management System WI on October 1, 2009.**



**APPENDIX 1. APPLICATION PACKAGE**  
**FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name \_\_\_\_\_

**GENERAL INTERFACE CRITERIA**

**Direct Interface With FAA Personnel and Procedures**

**Direct Interface With FAA Personnel and Procedures Explained:**

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

<i>DER APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
<b>CRITERIA DESCRIPTION</b>		<b>Adv</b>	<b>EP</b>
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment (you may use the same three as technical references):			
1. _____ Name	_____ Phone Number		
2. _____ Name	_____ Phone Number		
3. _____ Name	_____ Phone Number		
4. _____ Name	_____ Phone Number		
5. _____ Name	_____ Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.			
Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)			
Company applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.			
Applicant's title:		Executive Title Y/N (Circle One)	

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows:

“Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present).”

Supplementary Documentation (attach additional sheets as required).

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**APPENDIX 1. APPLICATION PACKAGE  
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name \_\_\_\_\_

**GENERAL STANDARDIZATION CRITERIA**

**Knowledge of the Standardized FAA DER System**

**Knowledge of the Standardized FAA DER System Explained:**

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. The certificate of completion of the DER Initial Seminar that you are provided upon successful completion of the seminar is used as evidence of your knowledge of DER functions. Submittal of a copy of this record of completion of the DER Initial Seminar is required by you before appointment or identification as a candidate. You may also list other experience, training, etc., that has helped you gain this knowledge. If evidence of completion of the DER Initial Seminar is not found recorded in the training section of the DIN, the appointing office will update the training file accordingly.

<i>DER APPLICANT INFORMATION</i>
CRITERION DESCRIPTION:
<b>Applicant completes DER Initial Seminar</b>

<i>FAA USE ONLY</i>		
Adv		EP
	<b>Review record of completion</b>	

List Relevant Experiences, Training, etc.

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**APPENDIX 1. APPLICATION PACKAGE**  
**FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name \_\_\_\_\_

**GENERAL INTERFACE CRITERIA**

**Direct Interface with FAA Personnel and Procedures**

**Direct Interface With FAA Personnel and Procedures Explained:**

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
<b>GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA</b>		<b>Adv</b>	<b>EP</b>
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.			
List a minimum of three verifiable character references:			
1.	_____		
	Name Phone Number		
2.	_____		
	Name Phone Number		
3.	_____		
	Name Phone Number		
4.	_____		
	Name Phone Number		
5.	_____		
	Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Command of the English Language – spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.			
Command of the English Language – written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)			
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.			
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA.			

DAR/ODAR applicants showing significant experience in a direct working relationship with the FAA will have their documentation in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example follows:

“Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present).”

Supplementary Documentation (attach additional sheets as required).

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