

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1100.25E

ALASKAN REGION

December 15, 2004

**SUBJ: REDELEGATION OF AUTHORITY TO ADMINISTER OATH OF OFFICE AND VERIFY
EMPLOYMENT ELIGIBILITY FOR NEW APPOINTEES**

1. **PURPOSE.** The purpose of this order is to update the designated officials within the region who may administer oaths of office incident to entrance on duty or any oath required by law in connection with employment, and to verify employment eligibility.
2. **DISTRIBUTION.** This order is distributed to all supervisors in the regional office and to each field office and facility.
3. **CANCELLATION.** AL 1100.25D, Redlegation of Authority to Administer Oath of Office, dated October 19, 1990, is canceled.
4. **REDELEGATION.** The Human Resource Management Officer delegates to the incumbents of the following positions, including those serving in an acting capacity, the authority to administer the oath of office, Standard Form 61 (See appendix 1), incident to entrance on duty or any other oath required by law in connection with employment and to verify employment eligibility, Form I-9 (See appendix 2):
 - a. System Management Office managers and assistant managers.
 - b. Managers, specialists, and assistants in the Human Resource Management Division.
 - c. Managers, assistant managers, supervisors and administrative officers of field offices and facilities.
 - d. Personnel Management Specialist at the Anchorage ARTCC.
5. **EXERCISE OF AUTHORITY.**
 - a. The employees and officials designated above are authorized to exercise the authority vested in them by this order, without fee and in accordance with applicable provisions of law and regulations as directed from the Human Resource Management Division.
 - b. In the event there is no one on duty who has been designated to administer the oath of office, it will be necessary for the oath to be executed before a Notary Public. If a Notary Public administers the oath of office, the date of expiration of his/her commission should be shown.
 - c. The Immigration Reform and Control Act of 1986 (Public Law 99-603, dated November 6, 1986) requires employers to hire only individuals who are eligible to work in the United States. Therefore, it will be the administering officer's responsibility to guard against impersonation and to determine beyond reasonable doubt the appointee's identity and eligibility for employment by completing Form I-9, Employment Eligibility Verification (See Appendix 2).

6. TIME OF EXECUTION:

- a. The Standard Form 61, Appointment Affidavits, is executed at or before the time the employee enters on duty under the appointment.
- b. The Form I-9, Employment Eligibility Verification, must be completed within three (3) business days of the appointment.

Erniestine Fleece
Human Resource Management Officer

DATE

ORDER NUMBER

STANDARD FORM 61(Appendix 1)

AND

FORM I-9 (Appendix 2)

CAN BE FOUND ON [feds.faa.gov](https://www.feds.faa.gov)