ORDER **4040.9D**

FAA AIRCRAFT MANAGEMENT PROGRAM

CHANGES 1 THRU 18 INCLUDED

December 04, 1991

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Flight Program Oversight Office – ASW 280

http://av-info.avr.faa.gov/asw280/

FOREWORD

This order describes the objectives of the Federal Aviation Administration (FAA) Aircraft Management Program, prescribes policy, delegates authority, and assigns overall responsibility for the safety, operation, maintenance, and management of FAA aircraft. It also directs the Director of the Aviation Standards National Field Office (AVN) to issue necessary standards and procedures for the operation, certification, maintenance, management, and use of FAA aircraft in accordance with the policies and guidance in this order.

James B. Busey
Administrator

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Original Signed By
JOHN M. ALLEN (for)

James J. Ballough
Director, Flight Standards Service

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Chapter 1. General

Section 1. Introduction

1. Purpose. This order provides policy, delegates authority, establishes procedures and guidelines, and assigns responsibility for the Federal Aviation Administration (FAA) Flight Program to include the management, operation, and maintenance of FAA aircraft. This order pertains to each user of the FAA Flight Program and outlines the MINIMUM requirements for participation. Requirements over and above the minimum, or that are specific and unique to an identified flight program, are defined in appendixes or manuals referenced in appendixes to this order. Other appendixes contain detailed instructions for the completion of revised aircraft use and participant qualification data forms. This order also implements Department of Transportation (DOT) Order DOT 6050.1B, *Management and Use of Department of Transportation Aircraft*.

2. Distribution. This order is distributed to division level in Washington headquarters, regions, and centers; to the branch level in the Flight Standards Service, and Aviation System Standards; to the Washington Flight Program Division; to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the William J. Hughes Technical Center Research and Development Flight Program; to all Flight Standards Field Offices; Flight Inspection Offices; International Flight Inspection Offices; to the Aircraft Certification Offices and Aircraft Certification Field Offices; and to the National Flight Program Oversight Office.

3. Cancellations. The following directives have been canceled:

a. Order 4040.9C, FAA Aircraft Management Program, dated December 16, 1985,

b. Order 4040.19A, Operation of National Headquarters Aircraft, dated December 30, 1985,

c. Order 4040.22, Operation of Region and Center Aircraft, dated December 30, 1985,

d. Order 4400.2, Assumption of Liability for Damage, Loss, or Destruction of Leased or Loaned Aircraft, dated February 24, 1969, and

e. **Order VN FP 4040.2**, Aviation Standards National Field Office Flight Programs Division Operations Manual, dated May 28, 1986.

4. Background. Under Title 49 of the United States Code (49 U.S.C.), the FAA is authorized 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. Independent initiatives by the National Flight Program Oversight Office staff (ASW-280) and recommendations from the Office of Inspector General and Government Accountability Office are being used to strengthen the management and enhance the operation of the FAA Flight Program. The Office of Management and Budget (OMB) Circular A-126 (revised), *Improving the Management and Use of Government Aircraft*, has been revised to emphasize the importance of FAA compliance with governmental policy guidance and to improve such compliance by establishing stronger linkage to the budget process and by requiring internal control reviews.

The circular also provides aircraft cost standards and strengthens the relationship of the circular to OMB Circular A-76 (revised), *Performance of Commercial Activities* In addition to implementing the OMB guidance, this order incorporates other changes to improve the management and use of FAA aircraft. The operation and management of any program are dependent upon the policies, procedures, and responsibilities assigned through written guidance. Program success and efficiency are functions of application and compliance with this guidance. The Director, Flight Standards Service (AFS-1), serves as the Flight Program Oversight Executive and is responsible for providing centralized policy, guidance, and oversight of the FAA Flight Program.

5. Scope. This order applies to all aircraft, simulators, training devices, and aircraft-related services operated by or for the FAA. For the purposes of this order, the term "AIRCRAFT" means any aircraft used exclusively in the service of the FAA and includes airplanes and rotorcraft owned, rented, leased, chartered, loaned, under military bailment, or otherwise in possession of the FAA for the purpose of flight, ground test, or formal training use. The term also includes aircraft simulators, when appropriate.

6. Authority to change this order. As the Flight Program Oversight Executive, AFS-1 may issue changes to this order as necessary to establish the detailed standards and procedures for the management, operation, and maintenance of FAA aircraft in accordance with the policies and guidance in this order. The Administrator reserves the authority to approve changes that establish policy, delegate authority, or assign responsibility.

7. Authority to publish supplements. Each flight program operating entity may publish supplements to this order for aircraft operations under its supervision. The standards for operations and crew may be strengthened by additional requirements, but shall not be lowered. Supplements shall be coordinated with all organizations affected and cleared through the National Flight Program Oversight Office, ASW-280, before issuance.

8. Information Currency. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the originating office, ASW-280, with a copy to the Directives Management Officer, ABA-20, for consideration. Your help is welcome. FAA Form 1320-19, *Directive Feedback Information*, has been included on the last page of this order for your convenience. If an interpretation is urgently needed, you may call the originating office for guidance, but you should also use the form as a follow-up to conversation.

9. − 14. RESERVED.

SECTION 2. POLICY

15. 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 test and evaluation program of the air navigation, control, communications, and aircraft operating system, including standards development and training. To accomplish this, the FAA will acquire, manage, and operate a fleet of aircraft to perform its mission. Aircraft operated by the FAA will be managed by individual flight programs according to agency policy and standards developed through the *FAA Aircraft Management Program* and monitored by AFS-1.

16. Flight Program Oversight Executive. AFS-1 is the FAA's focal point for all matters relating to the FAA Flight Program and is responsible for establishing FAA Flight Program policy regarding management of the FAA aircraft fleet and qualification requirements for participation in the FAA Flight Program; providing leadership and direction for FAA Flight Program safety initiatives; serving as chairperson of the Flight Program Policy Committee (FPPC), which serves as an advisory counsel to AFS-1; and conducting periodic evaluations of the FAA Flight Program to ensure that all organizations participating in the program comply with FAA policy and directives. Additional AFS-1 responsibilities are outlined in paragraph 40.

17. FAA Aircraft Operating Organizations. The following organizations operate aircraft that meet the criteria for inclusion on FAA's active aircraft inventory:

a. Air Traffic Organization (ATO). This organization operates and maintains three separate aircraft programs.

(1) Aviation System Standards. Responsibility for operational control of these programs rests with the Director of Aviation System Standards (AVN-1) and is executed as follows:

(a) The Flight Inspection Program. These aircraft are used to inspect and commission air navigation facilities around the world. Operational control responsibility for this fleet is executed by the director of operations and director of maintenance for this program.

(b) The Washington Flight Program. These aircraft are used for training and proficiency of Washington Headquarters Flight Program participants or other flight program participants and for other Federal government mission-related transportation. Operational control responsibility is executed by the director of operations and director of maintenance for this program.

(2) Air Traffic Organization (ATO-P). This organization operates and maintains a fleet of aircraft used for research and development (R&D) purposes. Operational control responsibility rests with the Director, William J. Hughes Technical Center, ACT-1.

b. Aviation Safety (AVS-1). This organization operates and maintains a fleet of aircraft used to provide flight currency and proficiency for Flight Standards Service (AFS) Flight Program participants and other participants through agreement with AFS. Operational control responsibility for this fleet rests with the Director, Flight Standards Service, AFS-1.

18. Operation and Maintenance Standards for FAA Aircraft. Each associate administrator for an organization responsible for aircraft on FAA's active aircraft inventory shall ensure, through the aircraft operating organization, that those aircraft are operated and maintained in accordance with the appropriate Federal aviation regulations, as required by 49 U.S.C., Section 40102(a)(37), and to the standards determined by FAA national policy and directives. Exemptions and deviations from regulatory requirements must be approved by the Director, Flight Standards Service. The aircraft operating organization shall ensure that the aircraft fleets assigned to it are operated to the following standards:

a. ATO.

(1) AVN shall operate and maintain its aircraft fleets in accordance with its Title 14 of the Code of Federal Regulations (14 CFR) Part 135 certificates and operations specifications. Deviations, waivers, or exemptions may be issued by AFS as appropriate.

(a) The Flight Inspection Program shall operate under Part 135 when positioning its aircraft point to point and performs its on site mission under 14 CFR Part 91. The aircraft listed on its Part 135 operations specifications shall be maintained in accordance with Part 135 operations specifications and operated in accordance with Part 91 requirements.

(b) The Washington Flight Program shall be certificated under Part 135 and operated to Part 135 standards when carrying persons or property for compensation or hire. At the discretion of AVN, when not carrying persons or property for compensation or hire, the aircraft may be operated under applicable visual or instrument flight rules of Part 91, or continue to operate under Part 135. The aircraft listed on its Part 135 operations specifications shall be maintained in accordance with Part 135 requirements at all times. Any aircraft that is not eligible to be placed on Part 135 operations specifications shall be maintained and operated in accordance with Part 91 requirements.

(2) ATO-P. ACT aircraft have special mission requirements. When transportation is not involved, these missions are public aircraft operations as defined by 49 U.S.C. Section 40102(a)(37). Transportation of property for commercial purposes or transportation of passengers other than those described in 49 U.S.C. Section 40102(a)(37)(B) are civil aircraft operations. When operating as civil aircraft, the applicable Federal aviation regulation for the type of aircraft involved will apply.

b. AVS. The AFS C-90 fleet shall operate and be maintained under Part 91. Only flight crew personnel authorized to participate in the FAA Flight Program under this order are authorized to fly in these aircraft. The carriage of passengers who are not participants in the FAA Flight Program requires the approval of the region's Flight Standards division manager on a case-by-case basis. The AFS F-90 aircraft program shall be certificated under Part 135. The aircraft shall be operated under Part 135 when carrying personnel who are not participants in the FAA Flight Program. When carrying only personnel authorized to participate in the flight program, the aircraft may be operated under the visual or instrument flight provisions of Part 91. The aircraft will be maintained under Part 135 at all times.

19. Flight Program Operational Approvals, Surveillance, and Oversight. Each aircraft operating organization will obtain appropriate Federal aviation regulation operating approval from its respective Flight Standards District Office (FSDO).

a. The Director, AFS-1, is responsible for providing a surveillance and inspection program appropriate to the regulatory standards for which each aircraft operating organization has been approved. Any infraction of a Federal aviation regulation by an airman or aircraft operating organization while operating an FAA aircraft will be investigated and processed in accordance with the procedures described in FAA Order 2150.3A, Compliance and Enforcement Program. Additionally, the infraction will be brought to the attention of the head of the respective aircraft operating organization for a determination of appropriate action in accordance with conduct and discipline procedures and the performance management system.

b. AFS-1 is responsible for establishing and maintaining an evaluation program to ensure that each organization participating in the FAA Flight Program complies with all flight program directives and to ensure appropriate corrective action when program deficiencies and potential areas of noncompliance are identified.

c. Organizations operating aircraft on the FAA active aircraft inventory shall establish an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives.

20. Moved to 15.

21. Operation of Rental Aircraft. Part 91 is the minimum standard for operation of rental aircraft under the FAA Flight Program.

22. Management and Use of FAA Aircraft. FAA aircraft shall be used only for official purposes (i.e., to meet mission requirements or to otherwise further the missions of the DOT, FAA, or the Federal Government). Commercial transportation shall be used for the transportation of passengers and cargo to the maximum extent practicable consistent with effectively and economically meeting transportation requirements.

a. The Use of FAA Aircraft for transportation shall comply with the latest editions of the Federal Aviation Regulations, DOTs Order 6050.1, and the requirements of this order. (Each functional manager of a flight program is responsible for being familiar with the latest edition of DOT Order 6050.1.) The personal convenience or travel desires of any DOT/FAA official, employee, or other passenger shall not determine or affect stopovers, diversions, re-routings, fuel stops, etc. (Reasonable stopovers, such as refueling stops that are prudent or necessary for reasons of safety or mission accomplishment, are not precluded by this paragraph.)

b. Whenever practical, flights should be planned and scheduled to accomplish two or more official mission requirements. Multipurpose flights ensure the achievement of maximum productivity of human and aircraft resources and cost-effective benefits.

c. Whenever possible, use shall be made of the most cost-effective FAA aircraft which meets the mission requirements.

d. The number of FAA aircraft shall be kept to the minimum necessary to meet mission requirements, and the sizes and operational capabilities of the aircraft shall not exceed the level necessary to meet mission requirements. This requirement does not preclude the aircraft selection process from considering realistic future functional requirements or other benefits such as fleet standardization, modernization, field deployment, and future training requirements.

e. ASW-280 will conduct periodic evaluations to ensure compliance with FAA, DOT, General Services Administration (GSA), OMB, and other applicable external directives as prescribed by the latest version of FAA Order 4040.24, *FAA Flight Program Responsibilities and Operational Standards for FAA Aircraft.*

23. Requirements of OMB Circular A-76 (Revised).

a. All applicable requirements of OMB Circular A-76 (revised) shall be met before purchasing, leasing, or otherwise acquiring FAA aircraft and related services to ensure that more cost-effective aircraft and services cannot be obtained from and operated by the private sector.

b. The FAA shall conduct periodic OMB Circular A-76 reviews (at least every 5 years) of the continuing need for FAA aircraft and the cost effectiveness of FAA aircraft operations that are subject to the requirements of the circular. A copy of each periodic review shall be submitted to the Assistant Secretary for Administration, M-1, when completed. After review, M-1 will provide a copy to GSA. A copy will also be provided to the Assistant Secretary for Budget and Programs, B-1, for submission to OMB with the FAA's next budget.

24. Requirements of OMB Circular A-123, *Internal Control Systems*. The FAA shall review all components of its flight program for compliance with the internal control requirements of OMB Circular A-123 and ensure inclusion in the Management Control Plan. Any material weaknesses in this program are to be reported to the Secretary of Transportation in the annual compliance statement.

25. Requirements of OMB Circular A-126 (Revised). The continuing need for all FAA aircraft and the cost effectiveness of FAA aircraft operations shall be reviewed biennially. The review shall include costs of operation, fleet composition, assigned missions, use and acquisition, and disposal plans. Additional details and requirements for the review shall be provided by the Assistant Secretary for Administration. Underused aircraft, which are not fully justified, shall be identified as candidates for reassignment or release. Copies of the review results shall be provided by June 30, every 2 years, to both B-1 and M-1. Negative reports are required.

26. Withdrawn − CHG 7.

27. Accounting for FAA Aircraft Costs and Use.

a. Information System Requirements. OMB Circular A-126 (revised) contains guidance on the requirements for accounting for aircraft costs. Circular requirements intend to improve the management of FAA aviation resources and ensure that the FAA relies on commercial airline or aircraft services to meet its aircraft support needs, where possible and cost effective. The information system shall, as a minimum, meet the requirements contained in OMB Circular A-126 (revised) Attachment A, *Accounting for Aircraft Costs*. Specifically, it shall provide information on costs associated with flight programs to:

(1) Justify the Use of FAA Aircraft. The FAA shall be able to justify the use of an FAA aircraft in lieu of commercially available aircraft or the use of one FAA aircraft in lieu of another. To make any cost comparison required by this order, the FAA shall compare the variable cost it will incur by using the FAA aircraft to the cost of using a commercial aircraft or airline service. The variable cost of using an FAA aircraft shall include all applicable variable cost elements contained in OMB Circular A-126 (revised), Attachment B, *Standard Aircraft Program Cost Elements Definitions*.

(2) Determine Cost Recovery of Aircraft Operation. The costs of operating FAA aircraft used to serve other Federal agencies or other departmental elements shall be recovered when recovery of such costs is appropriate. The full cost recovery rate shall be the method used for establishing the rates charged for using FAA aircraft.

(3) Determine Aircraft Program Cost Effectiveness. The FAA shall be able to provide complete cost analyses of the total FAA Flight Program. Although cost data are not the only measures of the success of flight programs, they can be very useful in identifying opportunities to reduce aircraft operational costs.

(4) Justify In-House Operation. The FAA shall, as appropriate, conduct cost comparisons in order to justify in-house operation of FAA aircraft versus obtaining commercially available aircraft services.

b. Information System Design and Operation. The FAA's aircraft information system for aircraft operations shall accumulate costs which can be summarized into the cost elements contained in OMB Circular A-126 (revised), Attachment B. These cost elements shall be used to account for aircraft costs for the four purposes discussed in paragraph 27a of this order.

c. Aircraft Management Information System (AMIS). The AMIS is FAA's aircraft management information system standards and software. Automated aircraft information and cost accounting systems must be used to conduct the cost analyses required by OMB Circular A-126 (revised). These systems, which include the AVN data warehouse, are the official system of records for the FAA Flight Program. These systems must meet the standard specifications and data definitions related to Federal aviation operations as required by the Common Aviation Management Information Standard (C-AMIS). FAA will continually improve these systems to ensure accurate aircraft management information is provided to FAA Flight Programs. AFS and AVN, with oversight by ASW-280, is responsible for maintenance and administration of these systems.

d. Federal Aviation Management Information System (FAMIS). OMB Circular A-126 requires GSA to establish a single coordinating office for aircraft management. Among GSA's responsibilities is the development and operation of a Government-wide aircraft management information system (i.e., FAMIS) to collect and maintain summary data including, but not limited to: aircraft and aviation-related facilities inventories; cost and utilization for owned aircraft and aviation facilities; cost and utilization for chartered, rented, or contracted aircraft; inventories of support services agreements; and senior Federal official (SFO) and special category travel data.

(1) GSA Federal Property Management Regulations, Amendment G - 109, 41 CFR, Part 101-37, *Government Aviation Administration and Coordination*, establishes reporting responsibilities and report formats for all Government agencies.

(2) The DOT Office of Security and Administrative Management, M-40, collects and consolidates FAMIS information from all DOT modal elements operating aircraft to report to GSA.

(3) The National Flight Program Oversight Office, ASW-280, is responsible for coordinating and consolidating the FAMIS report for the FAA, and serves as FAA's contact point with M-40 for all aspects of FAMIS. An annual FAMIS report of cost/use data for the previous fiscal year shall be provided by ASW-280 to M-40 no later than December 30 of each year. Changes to aircraft and facility inventories shall be reported by the flight program manager to ASW-280 as they occur throughout the year, and support services contract and agreement data as contracts and agreements become effective. ASW-280 will keep M-40 advised of the changes.

(4) Additional information on procedures for reporting information to ASW-280 on FAA aircraft and related facilities is contained in Appendix 5, *FAA Supplemental Instructions for Federal Aviation Management Information System (FAMIS) Reports*.

28. Engineering Approval of Repairs and Alterations. The Engineering Branch, AVN-340, of the Aircraft Maintenance and Engineering Division, AVN-300, 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*). This authority and the procedures used to implement this system will follow the Designated Alteration Station (DAS) authorization specified in 14 CFR Part 21, Subpart M and the Special Federal Aviation Regulation (SFAR) No. 36. The procedures will be specified in procedures manuals acceptable to the Airplane Certification Office, ASW-150. ASW-150 will provide supervision and oversight of this authorization and will follow and apply all DAS and SFAR 36 policy and guidance issued by the Aircraft Certification Service (AIR-1) and AFS-1. This authority is limited to engineering accomplished by AVN-340 and applicable only to FAA aircraft, other U.S. Government aircraft, and foreign government aircraft while undergoing maintenance, overhaul, or alterations by AVN-300.

29. Deviation from the Federal Aviation Regulations. Exemptions or waivers shall not be granted by directive. All waivers or exemptions must be obtained in advance as provided in the Federal aviation regulations for any operation requiring a deviation. Requests for waivers will be kept to an absolute minimum, and will be requested only when in the best interest of the Government.

30. Withdrawn − CHG 7.

31. Compensation/Reimbursement. Situations may arise in which reimbursements for travel or services provided to others in FAA aircraft are deemed necessary and appropriate. Compensation/reimbursement rates are to be established by the Office of Financial Services in consultation with ASW-280 and operators.

32. Pilot Proficiency. The FAA mission is to regulate air commerce in such a manner as to promote its development and safety; promote, encourage, and develop civil aeronautics; control the use of the navigable airspace; regulate both civil and military operations in such airspace in the interest of safety and efficiency; install and operate air navigation facilities; operate the air traffic control system; and assist law enforcement agencies in the enforcement of laws relating to controlled substances, to the extent consistent with aviation safety. In carrying out this mission, personnel are encouraged to maintain firsthand knowledge of the air transportation system whose safety and efficiency they are responsible for promoting.

a. It is the policy of the FAA to provide recent flight experience and continued exposure in the aviation environment to personnel who are responsible for regulating, operating, or maintaining the air transportation system.

b. Due to the technical complexity of the air transportation system, its multiple components, and its dynamic nature, it is imperative for senior level officials who establish policies affecting the system to stay in touch with all aspects of the system--from air traffic controller communications to airport and aircraft safety procedures.

c. The FAA Flight Program is designed to ensure that employees in safety-related positions and officials whose duties include the development of policies affecting the air transportation system maintain firsthand knowledge of that system. The program provides designated personnel flight hours to maintain flight proficiency and to evaluate the safety and efficiency of the system as users. All participants must meet qualification criteria contained in chapter 4 unless operating under an approved program detailed in an appendix to this order. Additional criteria to either chapter 4 or an appendix may be done by supplement to this order.

d. The number of flight hours specified in chapter 4 or the criteria established in the appropriate flight program appendix is the minimum necessary to ensure adequate proficiency and not compromise aviation safety. It is expected that some participants, because of the nature of their job or for operational reasons, will exceed the minimum flight times. This includes, but is not limited to, participants who operate multiengine turbojet aircraft and those who regularly transport agency officials. However, resource limitations, together with the overall objective of providing flight time to as many key safety personnel as possible, make it necessary to establish an upper level of flight hours above which specific approval is required. The Administrator must approve any flight time for the purpose of evaluation, currency, and transportation that exceeds the upper levels specified in chapter 4 for all Senior Executive Service (SES) headquarters participants or the Associate Administrator for Administration for all other headquarters participants. For regional, center, and AVN participants, approval must be obtained from the SES level director of the flight program providing the funding (such as AFS, ACT, Mike Monroney Aeronautical Center (AMC), and AVN).

33. Records and Reports. The GSA requires the establishment of recordation procedures for the use, operation, maintenance, and cost accounting of FAA aircraft and associated resources to meet A-126 requirements. The use of FAA aircraft, including the carriage of passengers and cargo, shall be recorded, reported, and maintained under such procedures as AFS-1 shall prescribe. Additional records and reports may be prescribed by the heads of responsible organizations.

34. Flight Program Policy Committee (FPPC). The FPPC analyzes issues, provides advice, counsel, and recommends flight program policy revisions to AFS-1. The FPPC is chaired by AFS-1, with membership from each organization participating in the FAA Flight Program. The FPPC:

a. Recommends changes to current FAA Flight Program policy.

b. Commissions working groups to examine areas of special concern regarding the flight program and submit recommendations to AFS-1 for appropriate action.

c. Serves as the principal advisory counsel to AFS-1 regarding all matters relating to the FAA Flight Program.

35. – 39. RESERVED

SECTION 3. ASSIGNMENT OF RESPONSIBILITIES

40. Flight Program Oversight Executive. AFS-1 implements national policy, enhances safety, provides oversight, and serves as the liaison and single point of accountability for the overall FAA Flight Program. AFS-1 is responsible for:

a. Providing management oversight of the FAA Flight Program. AFS-1, in this capacity, shall:

(1) Review proposed and existing legislative, regulatory, and legal actions for impact on the flight program, and maintain continuous coordination of flight program policy with the DOT and outside Government agencies such as the Office of the Inspector General (OIG), GSA, and OMB,

(2) Develop aircraft management policies and standards as required by OMB Circular A-126 (revised), to include the collection of aircraft information for GSA's FAMIS,

(3) Serve as chairman and incorporate input from the FPPC, and

(4) Ensure the FAA Flight Safety Program, managed by the Senior Flight Safety Officer (SFSO), is an integral part of the FAA Flight Program. The SFSO is responsible for enhancing safety in the flight program by establishing and managing the FAA Flight Safety Program, including:

(a) Development of training courses, seminars, and materials,

(b) Administration of the FAA Flight Safety Hotline, and

(c) Collection and review of FAA aircraft accident/incident data on a real time basis.

b. Ensuring the availability of a comprehensive management information system as the official program database for the collection, retrieval, analysis, and distribution of FAA Flight Program accomplishments. The system must ensure the availability of appropriate factual information to permit principal FAA officials to make sound, effective decisions regarding the flight program and be capable of meeting A-126 and GSA reporting requirements through FAMIS.

c. Serving as the official liaison and single point of contact for FAA Flight Program matters with external entities such as DOT, GSA, OMB, Interagency Committee for Aviation Policy (ICAP), National Transportation and Safety Board (NTSB), and the OIG. AFS-1 is also responsible for responding to all external Freedom of Information Act (FOIA) requests regarding the flight program, and serves as the agency focal point for all flight program activities associated with OMB Circulars A-76 and A-126.

d. Establishing and maintaining an evaluation program to ensure each organization participating in the FAA Flight Program complies with all program directives. ASW-280 is responsible for conducting periodic evaluations of each flight program, and for ensuring appropriate corrective action when program deficiencies and potential areas of noncompliance are identified. ASW-280 also provides the flight program offices with a self- inspection guide for use in the internal evaluation process. (See appendix 15.)

e. Continually reviewing FAA aircraft policy as developed and implemented to ensure it effectively meets intended objectives.

f. Prescribing the forms, records, and reports required to provide for effective administration of the policies and guidelines contained in this order.

g. Serving as national custodian for all FAA aircraft and avionics and overseeing and maintaining such documentation as necessary to ensure all aircraft and avionics asset accounts are properly reflected on MMAC property and accounting records.

41. Associate Administrators. Each associate administrator has ultimate responsibility for such flight programs as may be required to accomplish the unique mission(s) of that line of business. Such programs must be operated under the appropriate Federal aviation regulations and in compliance with Government and agency aircraft policy.

a. Responsibility for management of individual flight programs includes management of flight operations, maintenance of assigned aircraft, acquisition of replacement aircraft and fleet upgrades, and formulation and execution of flight program budgets. This responsibility may be delegated no lower than the functional manager of the aircraft operating organization (such as AVN-1, AFS-1, AIR-1, AMC-1 and ACT-1).

b. Approval of flight program participants may be delegated no lower than the FAA Executive System Executive or Officer or FG/FM-15 with overall responsibility for management and funding of the individual flight program. Certain exceptions are outlined in paragraphs 43 and 47.

c. Each associate administrator with flight program responsibilities is expected to participate actively in the development and analysis of agency aircraft policy through delegated representation and participation on the FPPC.

d. Additional flight programs may be established as necessary to meet mission requirements.

e. When requirements for flight program support are relatively minor or too widely dispersed to warrant operation of a separate flight program, associate administrators have the option of arranging, through mutual agreement, to affiliate with another operator's program. Funding arrangements, participant approval process, etc., should be addressed in an appropriate memorandum of agreement (MOA). Copies of such MOAs must be provided to ASW-280 (see example MOA in appendix 13).

f. Associate administrators with participants in the Washington Flight Program are also subject to paragraph 42.

42. Senior Managers with Participants in the Washington Flight Program. Assistant administrators, associate administrators, and headquarters office and service directors (with flight program participants in the Washington, DC area) are responsible for:

a. Designating, in writing (using FAA Form 4040-7, *Aircraft Program Crewmember Authorization and Data*), personnel at this organizational level authorized to participate in the Washington Flight Program. This responsibility shall not be delegated and shall be in accordance with the standards and qualifications criteria prescribed in chapter 4 of this order,

b. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations, and

c. Authorizing the carriage of passengers in FAA aircraft in compliance with the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2.

43. The Program Director For Aviation System Standards, AVN, is responsible for:

a. Administering the Flight Inspection Flight Program, ensuring safe and efficient flight operations in accordance with the applicable Federal aviation regulations, FAA policies, and procedures governing the program.

b. Developing directives and manuals detailing procedures for operation and maintenance of FAA aircraft assigned to AVN.

c. Designating, in writing (using FAA Form 4040-7), personnel in AVN authorized to participate in AVN flight programs. This responsibility may be delegated only to the director of operations in the flight inspection program operating under Part 135.

d. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations. This responsibility may be delegated only to the director of operations in the flight inspection program operating under Part 135.

e. Operating and maintaining AVN aircraft according to the Federal aviation regulations and operations specifications standards.

f. Serving as operating custodian of AVN aircraft, taking such actions as required by Order 4800.2C, *Utilization and Disposal of Excess and Surplus Personal Property,* for the disposal of AVN aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on minimum standards developed by AVN in the aircraft acquisition process, or, should a change in circumstances warrant, as amended by AVN in coordination with ASW-280.

g. Establishing an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives.

h. Formulating, justifying, allocating, and executing the AVN flight program budget.

i. Justifying and acquiring AVN aircraft, replacement aircraft, and fleet upgrades, to include:

(1) Open-market or contract rental, as specified in chapter 3 of this order, of small aircraft, including approved training devices or simulators, in support of the approved flight program.

(2) Designating special-purpose aircraft to be used to achieve mission requirements.

j. Authorizing the carriage of passengers in AVN aircraft in compliance with the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2, and Public Law (PL) 103−411.

k. Providing accurate and timely updates to the FAA Flight Program databases and responses to periodic and ad hoc requests for reports and information as requested by ASW-280 to meet internal and external agency requirements.

l. Establishing and maintaining an active flight safety program.

44. The Director, William J. Hughes Technical Center, ACT, is responsible for:

a. Administering the ACT flight program(s) ensuring safe and efficient flight operations in accordance with the applicable Federal aviation regulations, FAA policies, and procedures governing the program.

b. Developing directives and manuals detailing procedures for operation and maintenance of Technical
Center aircraft.

c. Designating, in writing (using FAA Form 4040-7), personnel at the Technical Center authorized to participate in an ACT flight program. This responsibility shall not be delegated and shall be in accordance with the standards and qualifications criteria prescribed in chapter 4 of this order.

d. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations.

e. Operating and maintaining ACT aircraft. The R&D aircraft have special mission requirements. They are excluded from the civil aircraft definition of PL 103−411 and may operate as public aircraft. The aircraft will, however, be maintained and operate in accordance with FAA national policy and directives and applicable airspace and air traffic Federal aviation regulations. Should the Technical Center have custody of or operate any non-R&D aircraft, those aircraft will be operated and maintained according to the appropriate Federal aviation regulations or certificate standards.

f. Serving as operating custodian of ACT aircraft, taking such actions as required by Order 4800.2C for the disposal of ACT aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on standards developed by ACT in coordination with ASW-280 for R&D aircraft, or on minimum standards developed by ACT in the aircraft acquisition process.

g. Establishing an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives.

h. Formulating, justifying, allocating, and executing the ACT flight program budget.

i. Justifying and acquiring ACT aircraft, replacement aircraft and fleet upgrades, to include:

(1) Open-market or contract rental, as specified in chapter 3 of this order, of small aircraft, including approved training devices or simulators, in support of the approved flight program.

(2) Designating special-purpose aircraft to be used to achieve mission requirements.

j. Authorizing the carriage of passengers in ACT aircraft in compliance with the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2.

k. Providing accurate and timely updates to the FAA Flight Program databases and responses to periodic and ad hoc requests for reports and information as requested by ASW-280 to meet internal and external agency requirements.

l. Establishing and maintaining an active flight safety program.

45. The Director, Mike Monroney Aeronautical Center (MMAC), AMC, is responsible for:

a. Administering the AMC flight program ensuring safe and efficient flight operations in accordance with the applicable Federal aviation regulations, FAA policies, and procedures governing the program,

b. Developing directives and manuals detailing procedures for operation and maintenance of AMC aircraft,

c. Designating, in writing (using FAA Form 4040-7), personnel at the MMAC authorized to participate in an FAA flight program. This responsibility shall not be delegated and shall be in accordance with the standards and qualifications criteria prescribed in chapter 4 of this order,

d. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations,

e. Authorizing the carriage of passengers in FAA aircraft in compliance with the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2,

f. Operating and maintaining AMC aircraft according to the Federal aviation regulations and certificate standards,

g. Should AMC be assigned aircraft on FAA's inventory, serving as operating custodian of AMC aircraft, taking such actions as required by Order 4800.2C for the disposal of AMC aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on minimum standards developed by AMC in the aircraft acquisition process, or, should a change in circumstances warrant, as amended by AMC in coordination with ASW-280,

h. Establishing an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives,

i. Formulating, justifying, allocating, and executing the AMC flight program budget,

j. Justifying and acquiring AMC aircraft, replacement aircraft, and fleet upgrades, to include:

(1) Open-market or contract rental, as specified in chapter 3 of this order, of small aircraft, including approved training devices or simulators, in support of the approved flight program. This authority may be delegated through the FAA Academy Superintendent to no lower than the Regulatory Standards and Compliance Division Branch Manager,

(2) Designating special-purpose aircraft to be used to achieve mission requirements.

k. Providing accurate and timely updates to the FAA Flight Program databases and responses to periodic and ad hoc requests for reports and information as requested by ASW-280 to meet internal and external agency requirements,

l. Establishing and maintaining an active flight safety program.

46. Withdrawn − CHG 17.

47. The Director, Flight Standards Service, AFS-1, is responsible for:

a. Administering the Flight Standards Flight Program, ensuring safe and efficient flight operations in accordance with the applicable Federal aviation regulations, FAA policies, and procedures governing the program.

b. Developing directives and manuals, detailing procedures for operation and maintenance of Flight Standards aircraft.

c. Approving, in writing (using FAA Form 4040-7), personnel authorized to participate in the Flight Standards Flight Program. This approval may be delegated to no lower than the Flight Standards division manager level in the regions and Aeronautical Center.

d. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations. This authority may be delegated to no lower than the Flight Standards division manager level in the regions and Aeronautical Center.

e. Operating and maintaining Flight Standards aircraft according to the Federal aviation regulations and certificate standards.

f. Ensuring the operating custodians of Flight Standards aircraft comply with agency procedures, taking such actions as required by Order 4800.2C for the disposal of AFS aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on minimum standards developed in the aircraft acquisition process, or, should a change in circumstances warrant, as amended by AFS in coordination with ASW-280.

g. Establishing an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives.

h. Formulating, justifying, allocating, and executing the Flight Standards Flight Program budget.

i. Justifying and acquiring Flight Standards Flight Program aircraft, replacement aircraft, and fleet upgrades, to include:

(1) Open-market or contract rental, as specified in chapter 3 of this order, of small aircraft, including approved training devices or simulators, in support of the approved flight program. This authority may be delegated through the regional Flight Standards Division manager to no lower than the FG/FM-15 or facility manager responsible for the use of approved aircraft funding.

(2) Designating special-purpose aircraft to be used to achieve mission requirements.

j. Developing, approving, and establishing appropriate workload, staffing, job performance standards, and criteria, for the general use of all flight standards aircraft user organizations in the development and execution of the annual flight programs (latest edition of Order 1800.56, *National Flight Standards Work Program Guidelines*).

k. Ensuring that the regional Flight Standards divisions function as the focal points for management of the support flight program under their jurisdiction.

l. Establishing and maintaining an active flight safety program.

48. Regional flight standards division managers. The managers of Flight Standards divisions in the regions, and of the Regulatory Support Division, AFS-600, are responsible for:

a. Administering regional or division flight programs, ensuring safe, efficient flight operations in accordance with governing FAA policies and procedures.

b. As delegated by AFS-1, designating, in writing (using FAA Form 4040-7), personnel to participate in the regional or division flight program. This responsibility shall not be delegated and shall be in accordance with the standards and qualifications criteria prescribed in chapter 4 or an appropriate flight program appendix of this order and the availability of flight program resources. Flight Standards branch and facility managers may review qualifications and recommend personnel for approval.

c. As delegated by AFS-1, removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency, or cannot be supported because of resource limitations based on the conduct of quarterly reviews. Removal authority may be delegated to no lower than division manager level in the regions.

d. As delegated by AFS-1, authorizing the carriage of passengers in FAA aircraft according to the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2.

e. Serving as operating custodians of Flight Standards aircraft, taking such actions as required by Order 4800.2C for the disposal of AFS aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on minimum standards developed in the aircraft acquisition process, or, should a change in circumstances warrant, as amended by AFS in coordination with ASW-280.

f. Providing accurate and timely updates to the FAA Flight Program databases and responses to periodic and ad hoc requests for reports and information as requested by ASW-280 to meet internal and external agency requirements.

g. Establishing and maintaining an active flight safety program.

49. The Director, Aircraft Certification Service, AIR, is responsible for:

a. Administering the AIR Flight Program, ensuring safe and efficient flight operations in accordance with the applicable Federal aviation regulations, FAA policies, and procedures governing the program.

b. Developing directives and manuals, detailing procedures for operation and maintenance of AIR aircraft.

c. Designating, in writing (using FAA Form 4040-7), AIR personnel authorized to participate in the flight program. This approval may be delegated to no lower than the aircraft certification directorate managers. Crewmember authorizations shall be in accordance with the standards and qualifications criteria prescribed in chapter 4 of this order.

d. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency or cannot be supported because of resource limitations.

e. Authorizing the carriage of passengers in FAA aircraft in compliance with the policy and guidelines prescribed in chapter 2 and summarized in figure 2-2. This authority may be delegated to Aircraft Certification Directorate managers.

f. Operating and maintaining AIR aircraft according to the Federal aviation regulations and certificate standards.

g. Should AIR be assigned aircraft on FAA's inventory, serving as operating custodians of AIR aircraft, taking such actions as required by Order 4800.2C for the disposal of AIR aircraft, and/or working with ASW-280 to ensure such actions are properly recorded on FAA's national inventory. Retention of aircraft shall be based on minimum standards developed in the aircraft acquisition process, or, should a change in circumstances warrant, as amended by AIR in coordination with ASW-280.

h. Establishing an internal evaluation program to ensure continued compliance with applicable requirements of the Federal aviation regulations and FAA internal directives.

i. Formulating, justifying, allocating, and executing the AIR flight program budget.

j. Justifying and acquiring open-market or contract rental of small aircraft as specified in chapter 3 of this order, including approved training devices or simulators, in support of the approved flight program. This authority may be delegated to no lower than the FG/FM-15 or facility manager responsible for the use of approved aircraft funding.

k. Providing accurate and timely updates to the FAA Flight Program databases and responses to periodic and ad hoc requests for reports and information as requested by ASW-280 to meet internal and external agency requirements.

l. Establishing and maintaining an active flight safety program.

50. Office of the Chief Counsel. The Office of the Chief Counsel (AGC) is responsible for the advance review and approval of use of required use transportation; and use of FAA aircraft for non-mission and space- available transportation by senior Federal officials (SFO), members of their families, and any non-Federal travelers (except as authorized under Title 10 of the United States Code (10 U.S.C.) 4744 and regulations implementing that statute); and for all transportation flights by Senior Executive Branch Officials (SEBO). SFOs include all Federal employees having a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service. SEBOs are civilian officials appointed by the President with the advice and consent of the Senate, and civilian employees of the Executive Office of the President.

51. Office of Financial Services. The Office of Financial Services is responsible for:

a. In consultation with ASW-280 and each flight program manager, setting appropriate reimbursable rates in compliance with the latest edition of Order 2500.35, *Reimbursable Agreements Covering Services and Materiel Provided by the FAA*.

b. Developing procedures for the preparation of reimbursable agreements pertaining to transportation, logistics, and services.

c. Reviewing, consolidating, and approving flight program requirements as part of each associate administrator's budget submission and allocating approved resources.

d. Providing cost accounting support that meets the needs of the flight program, including Circular A-126.

e. Developing procedures for interagency billing, collecting, and other related general accounting functions.

52. Office of Government and Industry Affairs. The Office of Government and Industry Affairs (AGI) is responsible for coordinating all requests for the transportation of congressional travelers requiring departmental approval.

53. Office of Public Affairs. The Office of Public Affairs is responsible for coordinating all requests for transportation and/or familiarization flights by the media.

54. − 199. RESERVED.

Chapter 2. Use of FAA Aircraft

Section 1. Objectives

200. General. The Flight Program Oversight Executive, AFS-1, has oversight responsibility for the FAA Aircraft Program, and will establish standards and procedures to administer and manage the program under the *FAA Aircraft Management Program*.

201. Objectives. The objectives of the FAA Aircraft Management Program are to provide:

a. A planned, controlled system of acquisition, operation, and maintenance of all FAA aircraft.

b. A means to efficiently and economically use aircraft resources in meeting the FAA mission requirements.

c. Standards, procedures, and criteria for the safe and economical use of all aircraft used in the FAA Aircraft Program.

d. An historical record on the use, operation, maintenance, and cost of the aircraft fleet and flight activities.

e. A flight inspection capability in support of the FAA's responsibility for operation and maintenance of the common system of air navigation and traffic control within federally controlled airspace. This includes private, public, military, and foreign government-owned and operated facilities.

f. Logistics services as required ensuring timely, cost effective transportation of cargo and services in support of FAA mission.

g. A formal flight program which provides recent flight experience, proficiency, and training hours for specified FAA personnel to establish, maintain, and ensure a level of proficiency and state-of-the-art awareness needed to perform the duties of the assigned position.

h. A means for the FAA to accomplish independent research and development programs in support of the National Airspace System (NAS), certification, and regulatory functions.

202. Applicability. To achieve these objectives, AFS-1 is responsible for:

a. Establishing criteria for the acquisition of FAA aircraft and the assignment of FAA-owned, loaned, borrowed, or exclusive-use leased aircraft.

b. Establishing criteria for the assignment of personnel designated to participate in the flight program.

c. Ensuring operators of FAA aircraft establish and maintain an aircraft maintenance and modification program to ensure the continued airworthiness of FAA-owned, leased, or operated aircraft.

d. Withdrawn, Change 4.

e. Establishing criteria and procedures for documenting, recording, distributing, reviewing, and evaluating the use of FAA aircraft program resources. Such records are to be maintained for post-audit and analysis.

f. Establishing criteria for a flight safety program and procedures for an operational evaluation of each operating organization's flight safety program.

203. – 209. RESERVED.

Section 2. Administration and use of FAA Aircraft

210. General. FAA aircraft are assigned to specific segments of the organization to support defined official programs. Generally, FAA aircraft are used 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.

211. Use Criteria for Acquisition and Retention of FAA Aircraft.

a. Acquisition of aircraft on an exclusive use basis is warranted 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 of aircraft shall be based on the minimum flight-hour or other standards developed in the aircraft acquisition process, or, should circumstances warrant, on standards amended by the operator in coordination with ASW-280.

212. Flight Hours. Flight hours to support respective programs are determined and budgeted by each flight program operating organization. Designated flight program organizational heads are directly responsible for efficient and economical use of allocated flight hours.

213. 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:

a. Each flight or series of flights constituting a one-time use of FAA-operated aircraft must be justified based on necessity, economy, and efficiency and shall be subject to prior administrative review and approval to ensure prudent, effective use of program resources.

b. Approval Authority for Mission Flights. The approval authority for mission flights of FAA aircraft shall be delegated no lower than GS-15 (or facility manager) who is responsible for the use of allocated flight hours and fiscal resources. In Washington headquarters, officials ranked below the Associate Administrators, and in the field, officials ranked below the regional flight standards division managers, center directors, or the Program Director, AVN, shall 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, etc.). Such flights must be reported to and approved by appropriate officials as soon as possible after completion of the flights. Telephone approvals may be obtained for flights originating at locations remote from the approving offices.

214. Approved Uses of FAA Aircraft. Use of FAA aircraft is authorized for mission requirements and in other circumstances when justified on the basis of cost-effectiveness, efficiency, etc. Mission requirements are activities that constitute the discharge of FAA statutory or official responsibilities, and include but are not limited to such activities of the FAA Aircraft Program 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 flight program provides for in-flight investigation and evaluation of air navigation aids and instrument flight procedures to ascertain or verify that aids and procedures meet established tolerances and provide safe operations for their intended use. The aircraft assigned for this flight activity are normally special purpose aircraft operated by AVN.

NOTE: Technical (non-flight crew) personnel and certificate holder's management personnel who fly on AVN aircraft to perform a function, either in-flight or on the ground, associated with the mission or purpose of flight, are to be considered and documented as crewmembers under paragraph 407 rather than as passengers under this order.

b. Training. This function pertains to all flights and flight hours directly related to formal training courses, including instructor qualification and standardization, and recurrent training. For record purposes, this includes all training accomplished in FAA-owned, leased, and rented aircraft or simulators, including contracted training flight hours. Only those organizations providing approved training courses are authorized the use of aircraft for this purpose. Formal in-agency training is normally accomplished by the FAA Academy supported by the Washington Flight Program Staff.

c. Research and Development (R&D). This function pertains to all flights directly related to research, development, and evaluation of new electronic aids, air traffic procedures, aircraft improvement, aviation medical research, etc., under established R&D projects. This function is normally conducted by or under the auspices of the FAA Technical Center.

NOTE: Non-flight crew personnel who fly on Technical Center aircraft to assist in or observe flight tests are to be considered and documented as crewmembers for special project flight activity under paragraph 408 rather than as passengers under this order.

d. Support. This flight program provides FAA organizations the vehicle for: flight evaluation of the National Airspace System, (NAS), the air traffic control system, aircraft, installed aircraft and avionics equipment, and personnel (including pre-employment flight experience and proficiency evaluations of designated personnel prior to selection or assignment to the FAA); recent flight experience and proficiency flights required to meet and sustain flight qualifications of designated personnel assigned to FAA headquarters, regions, and centers in the operation of specific aircraft or systems; and transportation of FAA personnel when it is cost-effective or mission- essential. The program also encompasses movement of personnel, equipment, and cargo by air in logistics support of other mission requirements, for aircraft maintenance support when commercial sources are not available or timely, and for use of aircraft for authorized aviation education purposes.

(1) Evaluation. Evaluation is a work assignment requiring use of an aircraft to perform an assigned job function. It is that flight time expended in performing work functions involved with appraisal, review, or familiarization of FAA operations and functional requirements. Evaluation flights include evaluation of NAS programs, NAS systems (including the investigation of radio frequency interference problems), personnel, aircraft, equipment, and procedures. All evaluation flights must be documented on the reverse side of FAA Form 4040-6, *FAA Aircraft Request and Use Record.* Air Traffic evaluations will also be documented in a written report.

(2) Recent Flight Experience (Currency). Recent flight experience is flight time logged by flight crewmember participants in order to become or remain fully qualified to operate FAA aircraft as pilots-in-command (PIC), seconds-in-command (SIC), or flight engineers (FE) according to requirements of 14 CFR Parts 61 and 135, chapter 4, and the appropriate flight program appendix to this order.

(3) Proficiency, Qualification, and Standardization. Flight time is that time used to maintain one's skills through practice of flight maneuvers, emergency procedures, instrument approaches, check flights, etc. This time includes informal instructional flights and initial qualification check flights other than those provided in approved training courses; 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; flights for familiarization in specific aircraft type 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, provide expert opinions, etc.

(4) Transportation. Transportation is that flight time expended in the movement of people and cargo from point to point in order for them to perform assigned job functions to meet specific Government needs. Official transportation may be either mission or non-mission. Transportation required to accomplish official FAA responsibilities in times of emergency or disaster, to support of NTSB accident investigation, etc., is considered mission transportation. Most other official travel, such as travel to give speeches, to attend conferences or meetings, or to make routine site visits, is considered non-mission, and is normally accomplished using commercial transportation. FAA aircraft may be used for such transportation, however, when it is cost effective, when no commercial airline or aircraft (including charter) service exists, or 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. *Transportation flights may be crew only or may involve the carriage of passengers*.

e. Special Observation Flights. Observation flights are 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. No transportation may be provided. Observers must be returned 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. Flights must be authorized by the FAA SES director or program manager of the organization operating the aircraft. This authority may be delegated to GS-15 managers of the R&D Flight Program, Washington Headquarters Flight Program, Aircraft Certification Directorates, Flight Standards Divisions in the regions, Superintendent of the Academy, and AVN Director of Operations. Observers are considered approved along with the flight. Observers must be documented on aircraft use records, and sign FAA Form 4040-10, *Department of Transportation Air Transportation Agreement*, as appropriate. No special approval and reporting requirements, however, are required for SES level observers, since no transportation is being provided.

215. Use of FAA Aircraft by Other Government Agencies. FAA policy provides aircraft with crews for use by officials of other Government agencies through interagency reimbursable agreement developed according to OMB Circular A-126 cost elements when:

a. The aircraft is not scheduled for official use by FAA personnel.

b. An agreement was reached in advance for appropriate reimbursement.

c. The agreement on file at the approving offices was coordinated with the appropriate associate administrator, and signed by one of the following officials:

(1) Director, Flight Standards Service, for regionally assigned aircraft.
(2) Center directors for Technical Center and Academy aircraft.
(3) Program Director, **AVN**, for AVN aircraft.
(4) Vice President, ATO, Technical Operations Services, for Hangar 6 aircraft.

d. Transportation and Documentation Requirements are Met. If use of FAA aircraft by another Government agency involves transportation, it will be controlled and authorized as above. Flight time will be reported using the appropriate aircraft use record (FAA Form 4040-5, *Daily Flight Log and Load Manifest*, and FAA Form 4040-6). The requesting agency must provide, before the flight, a written statement of the purpose of flight, type (mission, required use, non-mission), and a complete list of passengers with their agency routing symbol, grade/rank/title and phone number to attach to the aircraft use record. Certain passengers must be reported on the FAA's semiannual Senior Federal Travel reports. Passenger approval by appropriate officials of the requesting agency per OMB Circular A-126, including approval of senior executive branch officials and senior Federal officials as passengers by their own agency's senior legal official, is the responsibility of the requesting agency and must be on file with the requesting agency for 3 years. A cost comparison is not required. The reimbursement provision may be waived using procedures contained in the latest edition of Order 2500.35.

216. Other Uses and Emergency Situations. Compelling circumstances may require the use of FAA aircraft for other purposes. In these situations, the following apply:

a. Reassignment of Aircraft to Meet Special Requirements. Situations that involve the use of an aircraft by an organization other than the organization to whom the aircraft is assigned (e.g., regional aircraft used by the FAA Academy for training purposes) shall be coordinated between the requester and the organization to whom the aircraft is assigned. The request shall be approved by the Associate Administrator of the organization normally operating the aircraft, or his designated senior level executive. For fleet tracking purposes, the organization to which the aircraft belongs must notify ASW-280 of the effective dates and purpose of the reassignment.

b. Precedence in 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. Regional administrators, center directors, and regional Flight Standards division managers may use assigned aircraft in support of emergency situations within their jurisdiction.

d. NTSB and FAA Transportation to Accident Scenes. On a priority basis, aircraft shall be made available to transport key personnel of FAA and the NTSB to scenes of accidents according to the memorandum of understanding (MOU) between the two agencies.

e. Federal Emergency Management Agency (FEMA) Flights to Disaster Areas. On a priority and reimbursable basis, aircraft shall be made available to transport key FEMA and Emergency Support Team personnel to disaster scenes according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act,* as amended.

f. Upon declaration of a national emergency by the President, FAA aircraft will be made available according to the latest edition of Order 1900.1, *FAA Emergency Operations Plan*.

217. Use of FAA Aircraft for Official Travel. The source of funding and method of payment for aircraft transportation serve as gauges in determining whether that use is governed by this order or by Title 41 of the Code of Federal Regulations (41 CFR) Parts 302−304, *Federal Travel Regulation System*. If travel funds are used and the individual traveler(s) is reimbursed for expenses he incurs in the use of an aircraft for transportation, the operation comes under the travel order. If a vendor is paid directly by the FAA for use of the aircraft for transportation, whether travel or other type funds are used, the aircraft is considered to be an FAA aircraft for that operation, and the flight must be documented and reported. If crewed by FAA employees, crew qualifications under this order must be met.

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 Federal Travel Regulations (FTR) as is carriage of passengers on such flights. However, GSA requires that all chartered flights, whether for transportation or other purposes, be reported. Therefore, use of chartered aircraft and documentation of passengers must be reported to ASW-280 per paragraph 27 and appendix 5 of this order for inclusion in FAA's monthly and semi-annual reports on senior Federal travelers to Congress and GSA, and annual Charter report to GSA.

b. Use of FAA Aircraft (Owned, Rented, Leased, Borrowed, etc.) for Transportation. When the Government pays a vendor directly for rental of an aircraft crewed by FAA employees, regardless of the type of FAA funds (including travel) used, that aircraft use must be justified and approved per this order. Direct payment includes purchase order, FAA credit card, SF44, and third party checks. Flight time must be authorized by an appropriate official on an appropriate FAA aircraft use record (FAA Form 4040-5 or FAA Form 4040-6), the pilot must be a participant who is current in an FAA Flight Program, and all authorization, documentation, reporting, and passenger approval criteria of this order apply. Contract and rental transportation flights must be reported to ASW-280 per paragraph 27 and appendix 5 of this order for inclusion in FAA's monthly and semi-annual reports on senior Federal travelers to Congress and GSA and annual Rental and Contract reports to GSA.

c. Use of Private and Non-FAA Aircraft for Transportation under 41 CFR 301−304, Federal Travel Regulation System. 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, travel funds are used *to reimburse the individual traveler* incurring the cost of renting an aircraft or operating their club or personal aircraft, and the carriage of passengers is governed by the travel order and the applicable Federal aviation regulations. The traveler is not required to be a participant in an FAA Flight Program, and use of the aircraft does not have to be reported on the annual charter or rental report to GSA. If the traveler is a participant in the flight program, the PIC or SIC flight time is creditable to recent flight experience flight hours and may be reported on an FAA Form 4040-5 or FAA Form 4040-6, annotated "FOR CREW DATA PURPOSES ONLY" (see chapter 4).

218. Moved to Paragraph 241.

219. Incorporated in Sections 3 and 4.

220. Moved to Paragraph 251.

221. Moved to Paragraph 253.

222. Use of an Aircraft to Perform an FAA Job Function. If an aircraft piloted by an FAA employee is used to perform FAA work or accomplish an FAA job or function during any portion of the flight, the use of the aircraft comes under this order. This applies to major flight program functions 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 miscellaneous functions as site evaluations, air traffic control evaluations, navigational aid (NAVAID) Signal Evaluator (NASE), traffic alert and collision avoidance system (TCAS), or other airborne equipment or signal testing, aerial photography, etc. It is the fact that FAA work is performed with or in the aircraft that determines that the operation falls under this order. The source of funding (e.g., RE&D, F&E, or Operations) and the accounting cost element (travel, aircraft program, contracts, or other) used is not a factor.

a. Flight Crews Must Be Qualified. FAA employees operating aircraft in support of an FAA program or project must be qualified participants in the FAA Flight Program. The flight program provides a formalized framework to ensure participants hold to rigid performance and safety standards and maintain the professional standards expected of the FAA. FAA employees serving as pilots, regardless of certificate, privileges, or flight experience, are considered by the public to be professional airmen as well as representatives of the FAA, and their actions are judged accordingly. Even minor incidents can reflect adversely on the FAA, and improper handling of these situations could create an undesirable public perception and behavior.

b. Use of a Personal or Club Aircraft. Reimbursement of an employee for use of his/her own aircraft or club aircraft for anything other than his/her official travel is an apparent conflict of interest and should be avoided.

223. − 229. RESERVED.

Section 3. Use of FAA Aircraft for Transportation of FAA Passengers and Cargo

230. General. Use of FAA aircraft for transportation of passengers and cargo is primarily incidental to requirements for mission accomplishment. Consequently, stringent limitations are placed on the use of FAA aircraft for transportation related to other than mission-driven objectives. Restrictions, particularly on the part of travel by senior Federal officials, have increased in recent years as a result of OMB Circular A-126 (revised), and subsequent policy documents including Presidential Memorandum, *"Restricted Use of Government Aircraft,"* dated February 10, 1993; OMB Bulletin No. 93-11, *"Fiscal Responsibility and Reducing Perquisites*," dated April 19, 1993; and White House Memorandum, *"Use of Government Aircraft for Official Business,"* dated July 30, 1993. This section addresses basic policies relating to transportation of FAA and DOT passengers and cargo. Additional information on exceptional situations and transportation of non-FAA passengers is in section 4.

a. Categories of Travel. Unless otherwise noted, travel discussed in this order is official travel to conduct official Government business (rather than personal or political 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 OMB Circular A-126, which are discussed in more detail in paragraphs 232 through 234:

(1) Required Use Transportation,

(2) Mission Transportation, and

(3) Non-Mission Transportation (Other Official Travel).

b. Method of Travel. Because travel on Government aircraft is a premium mode of transportation involving high costs and limited resources, FAA aircraft are not to 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); the actual cost of using a Government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service; an emergency exists; or other compelling operational considerations make commercial transportation unacceptable.

c. Requests 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. Most categories of travel by senior Federal officials 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). Appendix 12 provides examples indicating the specific requirements for each category of travel.

d. Official Travel Orders. It is expected that all FAA employees will be on official travel orders per 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.

e. Approval Authority. Approval authority for flights for the transportation of passengers and cargo assigned by this order shall not be delegated without prior approval of the Administrator. Specific exceptions are provided to cover emergency and certain repetitive situations. However, the approving official identified in this chapter must be informed as soon as practical. This official retains final responsibility for approval of a flight, even if after the fact.

f. Passenger Transportation Synopsis. Figure 2-2 provides a brief summary of many of the passenger categories, approval levels, and documentation requirements discussed throughout the order.

231. Definitions Applicable to Use of DOT Aircraft for Transportation.

a. Official Traveler. 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. Federal travelers from other Government agencies on official Government business who are being transported on DOT aircraft are also considered official travelers.

b. Nonofficial Travelers. All passengers for whom a departmental element is not authorized to pay or reimburse for the transportation costs or other travel expenses for a particular trip.

c. Observer. A person on board an FAA aircraft for the purpose of observing the operation of the aircraft, crew, or conduct of the mission, when no travel is involved and no other business is conducted at stops enroute. 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 under paragraph 214e.

d. Passenger. The term "passenger" as used in this order refers to anyone aboard an FAA aircraft who is not an official crewmember or observer as defined in 231c.

e. Senior Federal Officials (SFO) include all Federal employees having a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service (SES). There are special approval and reporting requirements for transportation of senior Federal officials, family members of such senior Federal officials, and non-Federal travelers.

f. Senior Executive Branch Officials (SEBO). SEBOs are civilian officials appointed by the President with the advise 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. (For a list of additional SEBOs in the DOT see figure A5-1.) There are special approval and reporting requirements for travel by such officials.

g. Transportation. Transportation is 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.

232. Required Use Transportation.

This category of transportation addresses the special needs of the person traveling rather than the purpose of the transportation. It 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. No officials in the FAA, including the Administrator, are authorized for this category of transportation on a continuous basis. Once required use transportation is determined to be necessary, then use of the aircraft is also appropriate without further approval for staff members who are accompanying the official.

a. Authorizations and Approvals. The senior legal official (or deputy) in the passenger'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). In certain emergency situations, an after-the-fact written certification by the agency senior legal official is permitted.

b. Cost Comparisons. Cost comparisons are not required.

c. Special Documentation and Reporting Requirements. The flight record must contain adequate written justification and approval showing clearly the reasons for use of 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. A current version of a table such as *"Estimated Hourly Variable Costs for Selected DOT Aircraft"* depicted in attachment 2 of DOT 6050.1B is adequate for this purpose. Both SEBOs and SFOs using required use transportation must be reported on the semiannual Senior Federal Travel Report (see appendix 5).

233. Mission Transportation.

Transportation is considered a mission when the movement of people or cargo by FAA aircraft is an essential part of carrying out FAA’s official responsibilities for management, operation, maintenance, and use of the NAS. Mission transportation flights may include situations in which response time is critical, such as in accident investigation. Generally, flights scheduled for the primary purpose of transportation are not mission flights and are conducted using commercial airline or aircraft. Per OMB Circular A-126, mission transportation does NOT include official travel to give speeches, attend meetings, make routine site visits, etc.

a. Authorizations and Approvals.

(1) Passenger Transportation as the Primary Purpose of a Mission Flight. Such transportation must be approved by at least one organizational level above the person*(s)* traveling and shall be no lower than the following:

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

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

(c) SEBOs may approve their own mission transportation flights.

(2) Cargo Flights. The authority to approve flights to transport cargo shall be no lower than the assistant or associate administrator level for flights originating in the Washington, DC area, or the GS-15 (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 is not required for mission flights.

c. Special Documentation and Reporting Requirements. SEBOs on mission flights must be reported on the semiannual Senior Federal Travel Report (see appendix 5). SFOs on mission flights do not have to be reported.

234. Non-Mission Transportation (Other-Official-Travel).

This is official transportation for the conduct of FAA business activities, but the travel or transportation is not considered a mission. The transportation is a means to an end, not an end in itself. Non-mission transportation may include travel for activities such as giving speeches, attending conferences or meetings, and making routine site visits. It is normally accomplished using commercial transportation except when it is more cost-effective to use Government aircraft, or other compelling circumstances exist. A cost comparison or statement of other criteria (see paragraph 251) justifying the flight is required.

a. Non-mission Transportation as the Primary Purpose for Scheduling the Flight. FAA aircraft are not to be used for transportation if commercial airline or aircraft (including charter) service is reasonably available unless such transportation is justified by cost or efficiency benefits. A cost comparison is required. (For exceptions, see paragraph 251a.) Non-mission transportation flights may be crew only or may involve transportation of additional passengers.

(1) Authorizations and Approvals.

(a) Passenger Transportation as the Primary Purpose of the Flight. Such flights must be approved by at least one organizational level above the person*(s)* traveling and shall be no lower than the following:

1. For flights carrying SFO or SEBO passengers, the senior or deputy senior legal official of the passenger's agency. This is AGC-1/2 for flight originating in Washington, DC; or the assistant chief counsel in regions/center for flights originating from the field. In certain emergency situations, an after-the-fact written certification by the appropriate agency senior legal official is permitted.

2. For flights originating from Washington, DC, the Deputy Administrator; or

3. For flights originating in the field, the service director, center director, or Program Director, AVN. The Flight Standards Service director's approval authority may be delegated to a regional Flight Standards division manager. The Aircraft Certification Service director's approval authority may be delegated to an Aircraft Certification directorate manager.

(b) For crew-only (no passengers) transportation flights, the GS-15 or facility manager responsible for the use of allocated flight hours and fiscal resources. Crew-only transportation flights occur when FAA employees fly themselves with no additional passengers in an FAA aircraft.

1. Aviation Safety and Cabin Safety Inspectors not on flight program status may be designated (on FAA Form 4040-6) "additional 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 being scheduled. When an 888 crewmember is aboard, the flight crewmembers must meet passenger-carrying qualifications of 14 CFR Part 91.

2. SFO and / or SEBO crew-only transportation flights are subject to the approvals required in (1)(a)1. above.

(c) Transporting Cargo as the Primary Purpose of the Flight. The approval authority for non-mission flights approved to transport cargo shall be no lower than the assistant or associate administrator level for flights originating in the Washington, DC area; or the GS-15 (or facility manager) who is responsible for use of allocated flight hours and fiscal resources for flights originating in the field. The pilot-in-command of an approved flight originating away from home may carry eligible cargo subject to the criteria of this paragraph.

(2) Cost Comparisons. A cost comparison is required (see paragraph 251).

(3) Special Documentation and Reporting Requirements. Both SEBOs and SFOs on non-mission flights must be reported on the semiannual Senior Federal Travel Report (see appendix 5).

b. Transportation 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 be adjusted to accommodate transportation as a secondary purpose when it results in no more than minor additional cost and a larger aircraft is not needed. A cost comparison is not required. The secondary purpose of transportation must not interfere with the accomplishment of the primary mission or purpose for which the flight was scheduled. The request for transportation must meet the documentation and approval requirements of paragraph 3c in appendix 12. The transportation in this case may be for a crewmember or additional 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 the additional cost must be supported by a cost comparison (see subparagraph b (2) below).

(1) Authorizations and Approvals.

(a) Passenger Transportation as the Secondary Purpose of the flight. Such transportation must be approved by at least one organizational level above the person*(s)* traveling and can be no lower than:

1. For flights originating in the Washington, DC, area, the assistant administrator or associate administrator level.

2. For flights originating in the field, the regional, center, AVN division manager or Academy Superintendent responsible for administering region / center / AVN / Academy flight program.

3. For flights carrying SFO or SEBO passengers, the senior or deputy senior legal official of the passenger's agency. This is AGC-1/2 for flight originating in Washington, DC, or the assistant chief counsel in regions/center for flights originating from the field. In certain emergency situations, an after-the-fact written certification by the appropriate agency senior legal official is permitted.

(b) For Transportation of cargo as secondary purpose of flight, the approval authority shall be no lower than GS-15 (or facility manager) who is responsible for the use of allocated flight hours and fiscal resources. The pilot-in-command of an approved flight originating away from the home office may carry eligible cargo subject to the criteria of this paragraph.

Figure 2-1. Government Aircraft Transportation Simplified

TRANSPORTATION FLIGHTS SIMPLIFIED

Here are the basics to cover 95% of transportation on FAA aircraft.

OFFICIAL TRAVEL – NON-MISSION	
What for?	Schedule an airplane (FAA owned, rented, chartered, etc) to take people to do Government business such as: Attend meetings, conferences, Give speeches Make routine site visits, routine work itineraries
When?	It's cost-effective – i.e., as cheap as going by airline Other compelling reason: scheduling problems (better be good), no commercial transportation available
Who Approves	Associate Administrator, Assistant Administrator or Chief Counsel for flights from DC Center and service directors, AVN-1, region XXX-200's, directorate mgrs at least one level above traveler SEBO/SFO passengers** must be approved by AGC-1 or region/center counsel
Documentation	Usual flight records PLUS List of passengers with info on each Cost comparison or other justification Signed approval documents with info (titles, etc.) on approving officials SEBO/SFO passengers** - Report on Senior Federal Travel Report
SPACE AVAILABLE	
What for?	Official travel to do Government business, plus Orientation flights Employees, dependents to remote areas
When?	Going somewhere with extra seats available, and Putting passengers in those seats won't cost (much) more, and Passenger transportation won't interfere with the flight's primary purpose.
Who Approves?	For recurrent categories – The GS-15 (or facility manager) who approves mission (needs to be one level above traveler) or, The PIC is away from home, Except – SEBO/SFO** need approval by AGC-1 or region/center counsel!!!
Documentation	Usual flight records plus List of passengers with information on each signed approval document with info (titles, etc.) of approving officials; SEBO/SFO** Space Available Statement by mission approving official; Report on Senior Federal Traveler Report.

**SEBO / SFO / Dependent / Unofficial Traveler = any traveler who is a political appointee (Secretary, Administrator, and deputies), is an FAAES Executive or SES or has a rate of pay equal to lowest pay of one of those; is a family member of one of the above, or is an unofficial traveler (one that is not a US Government employee nor on invitational orders).

Figure 2-2. Transportation Approval Synopsis

PASSENGER TRANSPORTATION

Type Passengers	Circumstances	Transpo Purp. of Flt. P = Primary S = Secondary	Approval	Official Travel Order	Cost Comparison	FAA Form 4040-4/88	FAA Form 4040-10	Senior Federal Travel Report Form
ANYONE	Emergency	P	Temporary, 10	N/A	Later	Standard	Yes	
CONGRESSIONAL, Routine	DOT determines in best interest of Government	P & S	2	N/A	Yes - P	Standard	Yes	No
CONGRESSIONAL, Nonroutine	Emergency, expediency, weekends, etc.	P	3, 4, 7 or 8	N/A	AGI-1	Standard	Yes	No
NTSB (+ manufacturer/industry reps)	Major aircraft accidents, priority	P	Standing	Yes	No	Standard	Yes	SEBO
REQUIRED USE TRANSPORTATION: Person has bona fide security or communication needs, scheduling requirements								
SEBO	Bona Fide Comm or security needs, except sched.	P & S	5 or 1	Yes	No	12	No	Yes
Staff	Accompanying the official on required use status		Included in above	Yes		Standard	No	No
MISSION TRANSPORTATION: Movement of people or cargo in FAA aircraft essential to fulfill agency's statutory responsibilities (critical response times for accident investigation, emergencies, disasters)								
SEBO	Emergencies, disasters, accident investigation, etc.	S	Self	Yes	No	Standard	No	Yes
Employees/Staff (including SFO)	Emergencies, disasters, accident investigation, etc.	P	*4 or 8	Yes	No	Standard	No	No
NON MISSION TRANSPORTATION: Flight scheduled to transport personnel on official travel for speeches, meetings, routine site visits. Justified when cost effective or unusual scheduling remts								
SEBO/SFO	Travel to Meetings, Speeches, Site Visits, etc.	P	5	Yes	Yes	Standard	No	Yes
SEBO/SFO	Travel to Meetings, Speeches, Site Visits, etc.	S	5	Yes	No	Standard	No	Yes
Employees/Staff	Travel to Meetings, Speeches, Site Visits, etc.	P	*4 or 8	Yes	Yes	Standard	No	No
Employees/Staff	Travel to Meetings, Speeches, Site Visits, etc.	S	*6 or 9	Yes	No	Standard	No	No
Crew Only	Crew only performs accident investigation, work itinerary	P	10*	Yes	Yes	Standard	No	SEBO/SFO
FAA Spouse/Dependent	PCS moves	P or S	5	Yes	Yes-P, No-S	Standard	Yes	SEBO/SFO
Accompanying Spouses/ Dependents of SEBO's	Unquestionable in best interest of Fed Government (spouse actually participating in mission)	P or S	5	No	(Included)	Standard	Yes	Yes
Spouses/Dependents/Non official Travelers	Generally prohibited		5	No	No	Standard	Yes	Yes
SPACE AVAILABLE TRANSPORTATION: RECURRING Classes of Eligible Official and Non official Space-Available Travelers								
FAA Employees	Space Available: employee in official travel status or non-crewmembers essential to mission	N/A	10 * (5 for SFO/SEBO)	Yes	No	11	No	SEBO/SFO
Gov Employees - Fed, State, Local	Space available: business/observation	N/A	10	No	No	11	Yes	Fed SEBO/SFO
Manuf Rep, Industry Personnel	Space available: observe aircraft operations, etc.	N/A	10	No	No	11	Yes	No
Persons/Groups on Assigned Mission	Space available: CAP, etc.	N/A	10	No	No	11	Yes	No
Other: U.S. Gov Personnel	Space available: military personnel on leave	N/A	10	Yes	No	11	Yes	-
Others	Space available: case-by-case (See para. 235)	N/A	5	No	No	11	Yes	-

Legend for Approval Levels in Columns Above

1 DOT Secretary
2 Assistant Secretary for Government Affairs, I-1
3 FAA Administrator
4 Deputy Administrator
5 Senior Legal Official or region/center asst chief counsel on a trip by trip basis
6 Assistant Administrator or Associate Administrator Level
7 AAD-1
8 Center Directors, AVN-1, AFS-1, AIR-1 (or as delegated to FS Reg. Div./ Directorate Mgr.
9 Region/Ctr/AVN Div Mgr. Administering Fit Program
10 Manager/Facility Mgr. Responsible for allocated flt-hr use & fiscal resources
11 Advance written cert. of space available by official approving mission fit
12 Estimated hourly variable cost for aircraft used should be attached to Use record
* Approving Official must be at least one level above traveler

(2) Cost Comparisons are NOT required unless needed to justify any additional costs involved to accommodate the secondary purpose. The additional costs only should be compared to the cost of accommodating the secondary purpose by commercial means.

(3) Special Documentation and Reporting Requirements. Secondary purpose transportation of SEBOs and SFOs must be reported for the semiannual Senior Federal Travel Report (see appendix 5). On GSA Form 3641, however, this travel should be coded as space-available since the form does not make a provision for secondary purpose transportation.

235. Space-Available Transportation.

The possibility of space-available transportation exists when passenger space on an already-scheduled FAA aircraft exceeds mission or transportation needs. Space-available transportation must be under conditions in which an aircraft is scheduled to perform a bona fide mission activity, and the minimum mission requirements have not been exceeded. The need for space-available transportation shall not serve as the basis for establishing mission requirements or using a larger aircraft than needed for the official purpose. Such transportation must be at no more than minor additional cost to the Federal Government, not alter the schedule of the flight, not interfere with the accomplishment of the mission, and be properly approved and unquestionably in the best interest of the Government. Except for recurring classes covered by subparagraph (4) below, employees are expected to be on official travel orders. **Non**official travel should be reimbursed per paragraph 250.

a. Authorizations and Approvals. Except for recurring classes covered by subparagraph (4) below, the approval levels for space-available transportation must be at least one level above the person traveling and shall be no lower than:

(1) Flights originating in the Washington, DC area the associate administrator level,

(2) Flights originating outside the Washington DC area, the region/center/AVN division manager responsible for administering the region/center/AVN flight program,

(3) Flights carrying SFO or SEBO passengers, AGC-1/2 for flights originating in Washington, DC, or the assistant chief counsel in the region/center for flight originating in the field. In certain emergency situations, an after-the-fact written certification by the appropriate agency senior legal official is permitted. (Note additional documentation requirements in subparagraphs 235c(2) and 235c(3) below), and

(4) Recurring Classes. Recurring classes of official and nonofficial travelers eligible for space-available transportation are identified in priority order below. The approval authority for travelers in these recurring classes can be delegated no lower than the GS-15 (or facility manager) responsible for the use of allocated flight hours and fiscal resources.

NOTE: The PIC of an approved flight originating away from the home office may carry eligible passengers subject to the criteria of this paragraph.

(a) FAA Employees / Travel. FAA employees (who are not crewmembers) in official travel status, or essential to the proper and appropriate accomplishment of the total FAA mission who 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.)

(b) Remote Duty. FAA employees and families to and from remote duty stations in Alaska and the Pacific (see paragraph 242c - Remote Duty Locations).

(c) Government Employees. Federal (including FAA), State, or local Government employees specifically authorized by the FAA to travel on official business or to observe aircraft operations where here is a clear connection between the travelers' official responsibilities and the observation of FAA aircraft operations, and where such transportation 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.)

(d) Manufacturing Representatives, Airline, and Other Personnel. 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 classified as nonofficial travelers. Care must be exercised to ensure that contractor personnel provided travel funds as a condition of contract are not subsidized with free transportation from the FAA.

(e) Groups with Missions. Persons or groups of persons on assigned missions for the purpose of fostering interest in civil aviation. This category of persons includes aviation science-oriented students, Civil Air Patrol participants, and members of other similar groups when it is considered in the national and public interest. These passengers are nonofficial travelers.

(f) Military in Travel Status. Other US Government personnel in official travel status and military personnel when enroute to or from a military base on military leave.

(g) Other Nonofficial Passengers. For other nonofficial passengers, approval shall be made on a case-by-case basis by the agency senior or deputy senior legal official.

b. Cost Comparisons are NOT required.

c. Special Documentation and Reporting Requirements.

(1) General. If all the criteria in paragraph 235 are met, a statement that space-available transportation is being provided at no additional cost to the Government, along with the passenger(s) identification and approval (include the reason the passenger is on the flight) must be included in the documentation for the use of the aircraft (FAA Forms 4040-5 and 4040-6).

(2) Special Certification Requirement for SFO and SEBO Space-Available Travel. The approving authority for the mission flight must certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission, and that the minimum mission requirements have not been exceeded in order to transport such "space-available" travelers. This certification is also required for space-available travel by SFO and SEBO family members or other non-Federal travelers. In special emergency situations, an after-the-fact written certification is permitted. The original of the written certification shall be included as part of the official flight records.

(3) Special Reporting Requirement for SFO and SEBO Space A Travel. SEBOs and SFOs traveling space-available must be reported on the semiannual Senior Federal Travel Report (see appendix 5).

236. - 239. RESERVED.

Section 4. Special Passengers or Circumstances

240. Transportation 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 GS-15 (or facility manager)) are authorized to approve passengers 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 transportation shall notify and secure after the fact approval from the appropriate approving official as soon as practical. Circumstances and documentation, including cost data if required, are to be provided and included with aircraft use records.

241. Congressional Transportation. FAA aircraft may be used for the transportation of Congressional travelers when such use is determined by the Department of Transportation to be in the best interest of the Federal Government.

a. All Requests For Transportation on FAA Aircraft for Members of Congress, their staffs, spouses, and dependents must be approved by the Assistant Secretary for Governmental Affairs, I-1.

b. Requests Received Directly by the FAA shall be promptly forwarded to I-1 through the Assistant Administrator for Governmental Affairs (AGI-1). A report of the estimated cost (complete cost comparison analysis) of such transportation shall 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 shall be the Administrator, Deputy Administrator, or Associate Administrator for Administration in the Washington, DC area, and the regional administrators, center directors, or Program Director, AVN, in the field. Documentation of the justification and cost data for such use shall be submitted to I-1 through AGI-1 as soon as possible after the requirement has been satisfied.

242. Transportation of Spouses, Dependents, and Other Non-Official Travelers. The transportation of spouses, dependents, and other nonofficial travelers as passengers aboard FAA aircraft is permitted only under the following circumstances:

a. Best Interest of Government. Transportation of the spouses of DOT and FAA senior level officials is permitted if the DOT and FAA senior level officials involved determine that such transportation is unquestionably in the best interest of the Federal Government, e.g., under circumstances in which the spouse of the official is accompanying that official on a mission in which the spouse is actually to participate, or when such transportations deemed in the national interest as desirable because of a diplomatic benefit to the country. The **approval authority** for transportation that involves spouses as covered in this subparagraph, whether the transportation is the primary or secondary purpose of the flight, or accomplished on a space-available basis, shall 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 also be transported on FAA aircraft when they are in an official travel status (e.g., permanent change of station travel). The **approval authority** for transportation that involves spouses and dependents as covered in this subparagraph, whether the transportation is the primary or secondary purpose of flight, shall 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. Transportation is authorized for DOT and FAA officials, employees, and their families to and from remote duty stations not adequately serviced by commercial modes of transportation for reassignment, medical attention, or other legitimate purposes where it is in the best interest of the Government and when the transportation can be accomplished on a space-available basis. This authorization is granted for and limited to remote locations in Alaska (except Anchorage, Fairbanks, and Juneau) and the Pacific area (except the Hawaiian Islands, Guam, and those locations west of Guam). The approval authority for these flights can be delegated no lower than the approval authority for mission flights (see paragraph 213b).

243. International Visitors.

a. International visitors on invitational travel orders (per chapters 301−304, Federal Travel Regulation System) are considered official passengers in this order. The FAA is authorized to pay or reimburse their transportation costs or other travel expenses while they are conducting the business for which they were invited. Transportation on FAA aircraft may be weighed against commercial air or other modes of transportation as if the visitor were an FAA employee. Justifications, cost comparisons and other considerations apply. Requests for such transportation will be initiated by the Assistant Administrator for International Aviation, API (or initiated by the organization issuing the travel order and forwarded through API).

b. International visitors who are NOT on invitational travel are considered nonofficial passengers. The FAA is not authorized to pay or reimburse the transportation costs or other travel expenses. Use of FAA aircraft for transportation of international visitors not on invitational travel orders is generally not permitted and will be considered on an exception basis only.

(1) Flights scheduled to provide transportation: API may initiate requests and provide justification in rare and unusual cases where providing transportation to international visitors on FAA aircraft is unquestionably in the best interest of the Government. Review and approval from AGC-1, AOA-1, and the funding organization is required. The reimbursement provision may be waived following procedures contained in the latest edition of Order 2500.35.

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

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

(b) Reimbursement at coach fare cost. The reimbursement provision, however, may be waived following procedures contained in latest edition of Order 2500.35.

(3) Space-available observation: Requests may be made for the accommodation of international visitors on flights for the purpose of observing the operation of the aircraft, crew, or conduct of the mission on flights which return to field of departure. Such flights primarily refer to nonstop 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 enroute. The observer returns to the point of origin without intermediate deplaning, except as required for passenger 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 transportation is involved).

(a) International Participants in Formal FAA Training Programs. Observation on FAA flights by foreign civil aviation authority participants in formal FAA arranged training courses and on the job training, when the flight already scheduled is directly related to the participant’s field of study, may be approved by the GS-15 (or facility manager) responsible for the use of allocated flight hours and fiscal resources.

(b) Official International Visitors to the FAA. Observation on FAA flights by foreign civil aviation authority visitors other than as described in paragraph 3(a) above must be approved at the associate administrator level for flights originating in Washington, DC. For flights originating in the field, the region, center, or AVN division manager or Academy superintendent responsible for administering the region, center, AVN, or Academy flight program.

244. Use of FAA Aircraft for Political Transportation. FAA aircraft may not be used for political transportation, 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. Reimbursement with respect to incidental political activities of the traveler shall be in accordance with paragraph 250.

245. Carriage of Hazardous Cargo. Transportation of such cargo on FAA aircraft must comply with Title 49 of the Code of Federal Regulations, Parts 100−185, *Hazardous Materials Regulations*, and any other applicable regulations.

246. − 249. RESERVED.

Section 5. Documentation

250. Reimbursements for Travel on FAA Aircraft. 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. 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 is generally excluded. The criteria and situations for consideration of reimbursement must comply with the latest version of OMB Circular A-126, and are discussed in the following paragraphs:

a. Required Use Transportation. When required use transportation is for a wholly personal or political trip, or 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 Government shall be reimbursed at the full coach fare rate or appropriate share of that rate for the nonofficial portion of the trip.

b. Non-mission Transportation. The Government shall be reimbursed 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 Transportation. When nonofficial 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 shall 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 shall 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.

251. Consideration of the Use of FAA Aircraft Versus Commercial Transportation. When use of an FAA aircraft for the primary purpose of transportation of passengers and/or cargo is considered, an advance written cost comparison analysis shall be performed by the organization requesting the aircraft (see appendix 6, *Cost Comparison with Commercial Transportation*, for instructions). FAA aircraft shall not be used when the cost comparison reflects that such use is more costly than commercial transportation, unless no commercial service is reasonably available.

a. 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 transportation requirements (considering 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 transportation requirements. This determination shall be made in writing and made a part of the aircraft use records.

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

252. Air Transportation Agreement. No spouse, dependent, or other nonofficial traveler shall be authorized to fly on FAA aircraft before signing an air transportation agreement releasing the Government from any liability in connection with injury or death resulting from such transportation. Agreements will not be required for DOT/FAA officials, employees, their spouses, and other dependents traveling to or from designated remote areas. In the case of a dependent below the age of consent, the parent or legal guardian shall sign the agreement for the dependent. A responsible adult may sign for an incapacitated person or someone unable to sign for themselves. Signed agreements shall be retained as part of the aircraft use record. Appendix 10, *Instructions for the Preparation and Use of the Department of Transportation Air Transportation Agreement*, FAA Form 4040-10, contains instructions and a sample form used for these travelers.

253. Documentation of FAA Aircraft Use. The use of FAA aircraft (see paragraph 15) shall be recorded on FAA Form 4040-5 (permitted for Flight Inspection Program only), or FAA Form 4040-6 (all programs).

a. Record Content.

(1) Minimum Record Content. Each record of use shall include at a minimum, specific flight details applicable to the particular flight(s) such as:

- The aircraft used,
- Dates and times of arrival and departure,
- Number of hours flown; points of origin; enroute stops; destinations,
- Full name and status of all passengers,
- Emergency contact name and phone number for all passengers,
- Justification and approval of any space-available passengers,
- Justification and approval for the number and kind of official travelers,
- Type of cargo,
- The position title(s), (name(s), and signature(s) of the authorized individual(s) approving the flight and/or passengers, and
- Names/crew numbers of flight crewmembers.

(2) Justification. A full, detailed, written justification is to be included in the aircraft use record. Such justification shall clearly show why the aircraft was used. 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 shall not be used when transportation of passengers (either primary or secondary purpose) is involved.

(3) Additional Requirements. The following information, if applicable, shall also be part of the aircraft use record:

(a) Aircraft Use by SEBOs When Commercial Airline or Aircraft Service is not Reasonably Available to Effectively Fulfill the Transportation Requirement. In addition to the minimum information required in subparagraph 253a(1), the aircraft use record shall contain adequate written justification showing clearly the reasons for use of FAA aircraft under these conditions. Further, the aircraft use record shall also contain the approximate flight-hour costs of the particular aircraft.

(b) Cost Comparisons. When FAA aircraft are used for the primary purpose of transportation of passengers, except as provided for in subparagraph 253a(3)(a) above, the specific results of the comparison between the use of commercial transportation and use of FAA aircraft must be included with the aircraft use records.

(c) Exceeding Minimum Mission or Training Requirements. Pertinent data shall be contained in the aircraft use record to show that, or determine if, minimum mission or training requirements have been exceeded (other than minor deviations resulting from the requirements of a particular flight). If minimum mission or training requirements have been exceeded, justification for this occurrence shall also be contained in the aircraft use record.

(d) Air Transportation Agreements. Air transportation agreements signed by spouses, dependents, or other nonofficial travelers shall be retained as a part of the aircraft use record.

b. Retention of Records. Records of use of FAA aircraft (and any applicable attachments) shall be retained for a minimum of three (3) years.

c. Special Reporting Requirements. The General Services Administration (GSA) requires a semiannual report on all non-mission travel by SFOs on Government aircraft, members of the families of such officials, and any non-Federal travelers. Additionally, the semiannual report must include all mission and non-mission travel on Government aircraft by SEBOs. The reports shall include: *(i) the name of each such traveler; (ii) the official purpose of the trip; (iii) destination(s); (iv) where applicable, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip; and (v) the amount of reimbursements collected for non-mission travel.* (Reports on classified trips shall not be reported to GSA, but must be maintained by the FAA and available for review as authorized.) These reports shall be submitted to the Assistant Secretary for Administration who will submit a consolidated departmental response to GSA. See appendix 5 for forms to use in meeting this reporting requirement.

254. − 299. RESERVED.

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Chapter 3. Acquisition of Aircraft

300. General. Under 49 U.S.C., the FAA is empowered 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.

301. Purpose. This chapter outlines the authorities and procedures covering the acquisition of aircraft for FAA use.

302. Method of Acquisition. Aircraft are acquired for use of the FAA by:

a. Open-market rental, or 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. Lease of aircraft for exclusive use for a specific period of time with FAA bearing all responsibility for maintenance.*

c. Lease-purchase or lease-own contract.*

d. Outright purchase.*

e. Interagency transfer (either on bailment or transfer of ownership).*

f. Special-purpose limited contracted use of contractor-owned aircraft and crew.*

g. Loan.*

***NOTE**: Aircraft acquired by methods b through g must be carried on the FAA aircraft inventory (personal property entry 9), and information provided to ASW-280.

303. Application / Authority. The acquisition of all aircraft by and for the FAA is subject to the following approvals:

a. The Administrator or Deputy Administrator approves:

(1) The purchase, interagency transfer, lease with option to purchase, or lease-own of all flyable aircraft regardless of type or size.

(2) The lease, rental, or loan of all turbojet and turboprop aircraft with a maximum approved takeoff weight of 25,000 pounds or more. An exception to this approval level is granted to the Director of the Flight Standards Service, AFS-1, for open market rental of such aircraft necessary to comply with the Events Based Currency (EBC) program. AFS-1 may delegate approval authority to Flight Standards Division managers.

b. Associate Administrators approve:

(1) The exclusive-use lease, rental, or interagency loan of all turbojet and turboprop aircraft with a maximum approved takeoff weight of less than 25,000 pounds; and all piston-engine aircraft and VTOL aircraft (e.g., rotorcraft, tilt-wing aircraft, ground effect machines) regardless of weight. Associate administrators may delegate approval of intermittent, open market rental only of these aircraft to no lower than center and service directors; the Program Director, AVN; and regional Flight Standards Division managers. An exception to this approval level is granted to the Director of the Flight Standards Service, AFS-1, for open market rental of such aircraft necessary to comply with the Events Based Currency (EBC) program. AFS-1 may delegate approval to Flight Standards Division managers.

(2) The acquisition of all non flyable aircraft, regardless of the method of acquisition, which are to be obtained for purposes other than flying (e.g., ground training, research, etc.).

c. Center and Service Directors, the Program Director, AVN, and regional Flight Standards Division managers approve:

(1) The open-market rental, contract rental (not lease), and agreements with the military and other government agencies for use of turboprop, piston-engine aircraft, non-powered aircraft (gliders, balloons, etc.), and VTOL aircraft with a maximum approved takeoff weight of less than 12,500 pounds on an intermittent, as-needed basis where rental payments are made from approved fiscal programs strictly on the basis of flight hours actually flown and the aircraft are maintained and supported by a contractor. This approval authority may be re-delegated no lower than to the FG/FM-15 or facility manager responsible for approved flight hours and aircraft program resources. Additional rental authority for turboprop and turbojet aircraft, and larger piston engine and VTOL aircraft is as delegated by the associate administrator.

(2) The use of contractor-owned aircraft and crew as a test vehicle aircraft for research and development projects accomplished by the contractor, out-of-agency training of flight personnel, use of simulators, etc., when part of an approved fiscal program. This approval authority may be re-delegated no lower than the FG/FM-15 or facility manager responsible for approved flight-hours and flight program resources.

NOTE: Contracting officers will not accept procurement requests for processing without evidence of appropriate approval.

APPROVAL AUTHORITY		AOA	Assoc. Admin	SVC Cntr AVN	AFS-1	AFS Div Mgrs	GS-15 or Facility Mgrs
PURCHASE							
All Aircraft		X					
Lease - Purchase		X					
Lease - Own		X					
Nonflyable Aircraft			X				
LOAN, RENTAL, LEASE							
Jet	≥ 25,000 #	X			X*	X*	
Turboprop	≥ 25,000 #	X			X*	X*	
Jet	< 25,000 #		X	X*	X*	X*	
Turboprop	< 25,000 #		X	X*	X*	X*	
Turboprop	≤ 12,500 #		X	X*	X*	X*	X*
Reciprocating	> 12,500 #		X	X*	X*	X*	
Reciprocating	≤ 12,500 #		X	X*	X*	X*	X*
VTOL	> 12,500 #		X*	X*	X*	X*	
VTOL	≤ 12,500 #		X	X*	X*	X*	X*
Other	≤ 12,500 #		X	X*	X*	X*	X*
*Rental Authority Only							

Table A3-1. Approval Authority

304. Procedures. Comprehensive programs for acquisition of aircraft will be developed as part of the fiscal programming and budget formulation process for the respective flight program operating organization. All applicable requirements of OMB Circular A-76 shall be met prior to 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.

a. Major aircraft acquisitions are normally funded through the Facilities and Equipment (F&E) budget. To have the project included in the Capital Investment Plan (CIP) for F&E funding consideration, the requester develops and submits a Mission Need Statement (MNS) to the NAS Program Management Service, APM, for approval.

b. Major modernization projects for agency owned aircraft and FAA Academy aircraft simulators are also budgeted and funded through the F&E budget. Flight programs may generate their own CIP projects for this purpose, or may, through memorandum of agreement (MOA), submit their projects under the existing CIP Aircraft Related Equipment (ARE) Project M-12. The M-12 program is managed and executed by the Flight Inspection Maintenance Division AVN-300, which provides ARE project services for other FAA flight programs under MOA. Each project is subject to approval by the agency's Aviation System Configuration Control Board that is composed of representatives from each flight program organization as authorized by FAA Order 4100.3 *Aircraft Systems Configuration Control Process, current edition*.

c. For fleet accountability and planning purposes, ASW-280 is to be kept informed of dates of MNS submissions, approvals, and all scheduled aircraft delivery dates.

305. Withdrawn − Change 4.

306. Aircraft Rental Activity. This is a subprogram activity within the FAA Aircraft Program which involves the acquisition of open-market rental aircraft. These aircraft are locally acquired and used on an hourly or contracted flight-hour basis. Maximum use is to be made of rental aircraft when it is determined to be the most effective, efficient, and/or cost beneficial method of job accomplishment.

a. Rental aircraft used on official Government business involving Federal funds is to be considered FAA aircraft during the contract or rental period. Aircraft use records (FAA Form 4040-5 and FAA Form 4040-6) shall be filed in accordance with this order.

b. Details, limitations, and approval authorities are contained elsewhere in this order.

307. Payment for Rental Aircraft and Associated Services.

a. Credit Cards. The office authorizing the use of the rental aircraft may provide the employee pilot with an IMPAC Visa card or a U.S. Government National Credit Card to cover the costs of aircraft rental and associated services.

b. Third Party Checks. For vendors who do not participate in the Visa program, third party checks may be available from your Accounting Division to pay for aircraft rental and services.

c. Standard Form (SF)-44, Purchase Order/Invoice-Voucher, may also be used to pay for the use of open- market rental aircraft and associated services. Instructions for use of this form are listed on the cover of the book of SF-44s. The following additional information will be added to the form:

(1) Flight hours listed to the nearest 1/10 hour (or 1/100 hour when paying in 1/100-hour increments).

(2) Aircraft make, model, and registration number.

d. Aircraft program directors and managers may, by contractual agreement, establish procedures for payment of rental hours by use of other than the use of Government credit cards, IMPAC Visa cards, or SF-44s.

e. The lessor of the rental aircraft will assume responsibility for specific expenses incurred in the operation of the aircraft as specified in the rental agreement/contract. Under no circumstances will FAA resources such as fuel, oil, or maintenance be used unless specifically provided for in the flight-hour rental agreement (dry rentals).

f. U.S. Government credit cards, IMPAC Visa cards, or the SF-44 may be used for payment of aircraft services obtained at commercial facilities or away from the rental contractor's facility. These services may include fuel, oil, hangar rent, tie down fees, power carts, etc., for rental aircraft. When possible, the rental contractor should provide a credit card with the aircraft so that the normal costs associated with the aircraft can be billed directly to the contractor.

g. The employee pilot should avoid paying for these services from travel funds. The office credit card can be used citing the aircraft rental program accounting code.

308. Assumption of Liability for Damage, Loss, or Destruction of Rented, Leased, or Loaned Aircraft. FAA policy is contained in Figure 3-2, *Statement of Assumption of Liability for Damage, Loss, or Destruction of Rented, Leased, or Loaned Aircraft,* below.

Figure 3-1. Statement of Assumption of Liability for Damage, Loss, or Destruction of Rented, Leased, or Loaned Aircraft

STATEMENT OF ASSUMPTION OF LIABILITY
FOR DAMAGE, LOSS, OR DESTRUCTION OF RENTED, LEASED, OR LOANED AIRCRAFT

The following states the FAA policy regarding the assumption of liability in the use of rented / leased / loaned aircraft:

It shall be the FAA's policy in leasing (renting) aircraft to assume liability for damage, loss, or destruction of the leased aircraft, in lieu of paying the cost of hull insurance.

A. Exception to the policy is authorized in the following instances:

1. When the hourly rental rate does not exceed $250 and the total rental cost for any single transaction is not in excess of $2,500.

2. Where the cost of hull insurance does not exceed 10 percent of the contract rate.

3. When the lessor's insurer does not grant a credit for uninsured hours, thereby preventing the lessor from granting the same to the Government.

B. In addition to the policy outlined above, the following applies to use of aircraft under unusual circumstances:

1. In acquiring aircraft from another Governmental agency for use in FAA flight programs, whether through temporary loan or by a lease agreement, FAA will, upon request of the owning agency, assume liability for damage, loss, or destruction of such aircraft while in FAA's possession. In such cases, FAA's liability will be expressed in the transfer document as follows:

"The FAA assumes all risk of loss or damage (except normal wear and tear) to the leased / loaned aircraft during the term of this agreement while the aircraft is in the possession of the FAA."

2. When a private or commercial aircraft is loaned to the FAA free of charge for use in FAA flight programs, the FAA will not assume liability for loss or damage to such aircraft. However, if the lender's hull insurance policy does not cover loss or damage to the aircraft while in the Government's possession, but the lender is willing to broaden his insurance policy to provide such coverage naming FAA as co-insured, the cost of such additional coverage may be paid to the lender by FAA. Payment may be accomplished by use of SF-44 or by other appropriate means.

309. – 399. RESERVED.

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Chapter 4. Participation in the FAA Flight Program

Section 1. Crewmember Qualifications and Requirements

400. General. Assistant administrators, associate administrators, office and service directors, regional Flight Standards division managers as delegated by AFS-1, Aircraft Certification Directorate managers as delegated by AIR-1, center directors, and the Program Director, AVN, are responsible for authorizing individuals to participate in the FAA Flight Program as crewmembers of FAA aircraft. The number of pilots designated shall be limited to those individuals who are expected to meet the requirements of paragraphs 403 or 404 of this chapter within the allocated flight hours or fiscal program resources. Operating organizations and individual crewmembers are jointly and individually responsible for compliance with the requirements of this chapter.

401. Application. To achieve the maximum level of efficiency and effectiveness in the use of flight program resources, criteria have been established to limit participation in any of the FAA Flight Programs primarily to those employees whose position description or work assignment specifically requires them to use aircraft to meet their job requirements. Such position descriptions or work assignments would include those which require the employee to: (1) have the ability to operate and maintain recent flight experience in one or more aircraft to evaluate or inspect airmen, aircraft, airways, airports, navigation aids, and air traffic control 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 system operations, performance, procedures, and equipment in the performance of mission assignments. For the purpose of this order, employees include military and contract personnel assigned to the FAA on official orders who, as incumbents of official FAA positions, are required to operate and maintain flight currency in one or more aircraft, or whose positions require the in-flight manipulation of equipment for mission accomplishment, or as agreed by a Memorandum of Agreement (MOA).

402. Criteria. All participants shall be initially designated and authorized using FAA Form 4040-7. Exceptions are identified in paragraph 408. Each participant shall be identified by name, position title, job series and grade, physical location (cost center), and justified based on a valid job function contained in his/her position description. Designation of pilots shall be based on the categories listed in paragraph 403; technical and additional (other) crewmembers on paragraphs 406 and 407. All designations for FAA-owned aircraft must be by specific aircraft type (including rotary wing); other designations must be made by the appropriate rental category. Additional requirements and qualifications may be imposed through appropriate appendices and supplements to this order. The participant is either:

a. Authorized to fly FAA aircraft and/or approved simulators or assist in the conduct of flight as a flight crewmember (PIC, SIC, flight engineer, check pilot, instructor pilot, or check flight engineer), OR

b. Authorized to be on FAA aircraft and/or approved simulators as a technical crewmember (airborne electronics technician, aerospace engineering or maintenance technician), OR

c. Authorized to be on FAA aircraft as an additional crewmember not directly involved in the manipulation of the aircraft or its equipment, but directly involved with the flight mission (official non-pilot evaluator or observer of aircraft systems, standards development projects, in-flight personnel, airports, etc.).

403. Flight Crewmember. A person who is authorized to be on FAA aircraft or approved simulators directly involved in the operation of the aircraft or simulator in flight (or simulated flight) as pilot with PIC authority, pilot with SIC authority, or flight engineer is a flight crewmember. All FAA flight crewmembers must comply with 14 CFR Parts 61 and 91, or Part 135, as applicable. Designation must be made using the following guidelines and qualifications:

a. Pilot-In-Command (PIC). Designation as PIC shall be made on FAA Form 4040-7 and identified by the letter "P" under Job Category. The PIC must have, as a minimum:

(1) An official position description or work assignment with a specific job function that requires the individual to operate and maintain flight currency in one or more types and/or categories of aircraft. This requirement may be met by completion of FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program to meet his or her job requirements. (This requirement may be waived by the appropriate associate administrator on a case-by-case basis. This waiver authority may not be delegated.)

(2) A valid pilot certificate with category, class, and type ratings appropriate to the operation to be conducted.

(3) A current medical certificate appropriate to the operation to be conducted (as required by the Federal aviation regulations, job standards, and individual flight programs).

(4) Ratings and experience appropriate to job functions and mission requirements (see table 4-1).

(5) An FCC radiotelephone permit (for international flight crews only).

(6) A current check flight, documented on a properly processed FAA Form 4040-2, FAA Crewmember Check Record, or equivalent, as evidence of authority to act as PIC and reflecting satisfactory accomplishment of an initial, recurrent, or re-qualification check flight. This check flight may be conducted by a designated FAA check pilot, an FAA Academy or Washington Flight Program Staff flight instructor, or an industry pilot who meets the qualifications required by this order. Another evidence is satisfactory completion of an approved aircraft or simulator flight course for the type aircraft to be flown. For glider, balloon, and piston-engine-powered, fixed-wing small aircraft, a valid qualification in category and class may be substituted for qualification in type.

NOTE: Forms considered equivalent to FAA Form 4040-2 include FAA Form 8410-3, Airman Competency/Proficiency Check, and similar forms used by training institutions or training centers such as Flight Safety.

(7) Training as required in paragraph 424.

(8) Instruction in the location, function, and operation of the emergency equipment aboard the aircraft, including that emergency equipment to be used in ditching, evacuation, or survival.

(9) Met flight experience requirements established in this section in addition to currency requirements established in the appropriate Federal aviation regulation. Before acting as PIC, the flight crewmember must have logged at least one of the following (a, b, c, or d) within the preceding six calendar months:

(a) For those pilots participating in a specific program addressed in an appendix to this order, at least the minimum requirements specified in the appendix and/or manual(s) referenced in the appendix. For pilots not participating in a program specified in an appendix to this order, a *minimum* of 24 hours as PIC, SIC, instructor pilot, or check pilot, in any combination thereof, in any category of aircraft, of which 12 hours must be as the sole manipulator of the controls of an aircraft in the same category as that to be used on the proposed flight. (Exception: For an aircraft requiring an SIC, up to 6 hours of flight time as SIC, instructor pilot, check pilot, or any combination thereof, may be credited toward this 12-hour sole-manipulator minimum.) Flight time accrued in multiengine land airplanes under 12,500 pounds may be credited toward single-engine land airplane flight-hour currency requirements. Flight time accumulated in an FAA approved simulator may be credited toward the requirements of this subparagraph. The currency hours should be evenly distributed over the period referenced.

1. Maximum Currency Flight Time. As indicated in chapter 1, some pilots will and should exceed this minimum. To provide flight time for as many key safety personnel as possible, however, some upper limits on flight hours have been established. All flight time scheduled for currency for any pilot whose accumulated flight time exceeds 58 hours in the preceding six calendar months must be specifically approved in writing, in advance of a flight. Such flight time must be approved by one level higher than the authority approving mission flights.

Aircraft Class	Comm Pilot Cert	Total Flight Time AM Aircraft	Total PIC Hours AM Aircraft	IFR Rating	IFR / Night Hours	Actual IFR WX Hours	Multi-Engine Rating	Multi Engine Hours	Class Rating	Aircraft Type Rating	Heli-copter Hours
Single-Engine Piston	X	200	50	(1)					X		
Two Engine Piston 12,500 lbs. or less	X	500	250	X	50		X		X		
Single-Engine Turbo-Prop	X	500	50	X	50				X		
Two-Engine Turbo-Prop 12,500 lbs. or Less	X	1,200	250	X	100	40	X	100	X		
Multi-Engine Prop Over 12,500 lbs.	X	1,500	250	X	150	40	X	500		X	
Turbo-Jet Single-Engine	X	1,500	250	X	150	40				X	
Turbo-Jet Multi-Engine	X	1,500	250	X	150	40	X	500		x	
Gyroplanes	X	200	50	N/A					X		
Helicopter, Single-Engine, 6,000 lbs. or Less	X	1,200	250	(1)					X		50
Helicopter, Multi-Engine or Over 6,000 lbs.	X	1,200	250	(1)					X		250
Helicopter Over 12,500 lbs.	X	1,200	250	(1)					X	X	500
Glider	X	200	50	N/A					X		
Airships	X	(2)		(2)					X		
Balloons	X	(2)		N/A					x		

NOTES:
1. Instrument rating not required for VFR-only operations.
2. As required by FAR 61, subpart E.

Table 4-1. Minimum PIC Requirements

2. Exceptions to Maximum Currency Flight Time. The above subparagraph does not preclude a support program participant from being a crewmember on flights scheduled for other purposes such as work itineraries or transportation, or from acting as a safety pilot, instructor, check pilot, or required SIC on a currency flight scheduled for another participant. It also does not apply to requests for flight time to meet minimum "sole manipulator of controls" requirements, to meet military unique requirements of military pilots assigned to the flight program, or to meet Federal aviation regulation currency requirements even when total flight time requirements are met. The justification on the flight request should clearly indicate what requirements the flight is intended to meet.

(b) Completion of the Flight Standards Events Based Currency Program requirements within the last quarter. This program, described in appendix 11, is a substitute for the requirements of paragraph 403a(9)(a) and is limited to Flight Standards operations inspectors, or

(c) Completion of a formal flight training course (with a national FAA course number) which requires manipulation of the controls and culminates in a check flight which is reported on FAA Form 4040-2 or equivalent, or

(d) Completion of a check flight (initial, re-qualification, or recurrent proficiency) documented on FAA Form 4040-2 or equivalent. Managers and/or supervisors may authorize re-qualification check flights in lieu of actual accrued flight experience based on the pilot's individual skill levels and job assignments. (Care should be exercised by the manager in the repetitive or exclusive use of this option for a given pilot.)

(10) For Glider Operations. Within the preceding six calendar months, the PIC must have logged at least three flights with each type of tow to be utilized.

(11) For Free Balloon Operations. Within the preceding six calendar months, the PIC must have logged at least three flights.

b. Second-in-Command (SIC). Designation as SIC shall be made on FAA Form 4040-7 and identified by the letter S under Job Category. Personnel designated as pilots with SIC authority are expected to require the use of an aircraft in excess of 24 flight hours per year. A qualified SIC shall be used when required by the Federal aviation regulations or the FAA-approved aircraft flight manual. To accommodate differences in operating environments, each region, center, or operating organization officially MAY require an SIC to be on any aircraft equipped with dual controls, even when two pilots are not required by the aircraft flight manual. An SIC must have as a minimum:

(1) An official position description or work assignment with a specific job function that requires the individual to operate and maintain flight currency in one or more types and/or categories of aircraft. (This requirement may be met by completion of an FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program to meet his or her job requirements).

(2) A current private pilot certificate with appropriate ratings.

(3) A current medical certificate appropriate to the operation to be conducted (as required by the Federal aviation regulations, job standards, and individual flight programs).

(4) An appropriate instrument rating (in the case of flight under IFR conditions).

(5) A current check flight, documented on a properly processed FAA Form 4040-2**,** or equivalent, as evidence of authority to act as SIC. This form should reflect satisfactory accomplishment of initial qualification, re-qualification, or recurrent check flight conducted by an FAA-approved check pilot.

(6) An FCC radiotelephone permit (if applicable).

(7) Training or familiarizing himself/herself with the systems, limitations, and normal emergency procedures of the aircraft to be flown.

(8) Met recent flight experience established in this section in addition to currency requirements established in the appropriate Federal aviation regulation. Before acting as SIC, the flight crewmember must have logged at least one of the following within the preceding six calendar months:

(a) Twelve hours in any category of aircraft of which 6 hours must be as the sole manipulator of the controls of an aircraft in the same category and class as that to be used on the proposed flight. Flight time accrued in multiengine land airplanes under 12,500 pounds may be credited toward single-engine land airplane flight-hour requirements. (Exception: designated Flight Standards operations inspectors may satisfy the requirements of the events based currency program in appendix 11 in lieu of this subparagraph.), or

NOTE: The maximum PIC currency flight time limitations of paragraph 401a(9)(a) apply to the SIC as well.

(b) Completion of a formal flight training course (with a national FAA course number) which requires manipulation of the controls and culminates in a check flight which is reported on FAA Form 4040-2 or equivalent, or

(c) Completion of a check flight (initial, re-qualification, or recurrent proficiency) documented on FAA Form 4040-2 or equivalent. Managers and/or supervisors may authorize check flights in lieu of actual accrued flight experience based on the pilot's individual skill levels and job assignments. (Care should be exercised by the manager in the repetitive or exclusive use of this option for a given pilot.)

(9) Before acting as SIC of a large airplane or turbine-powered, multiengine airplane that is type-certificated for more than one pilot, or of an aircraft requiring an SIC, must meet the requirements of section 61.55.

(10) Designation change from SIC to PIC status on FAA Form 4040-7 requires an initial qualification check ride at the time of designation regardless of whether or not the crewmember previously held PIC status.

c. Flight Engineer. Designation of flight engineers, instructor flight engineers, and check flight engineers is made by using the letter F in the Job Category block on FAA Form 4040-7. When required by specifications or flight manual or when the aircraft has a flight engineer console, the flight engineer must have as a minimum:

(1) A specific job function identified in the official position description or work assignment that requires the individual to operate and maintain flight currency, either as a pilot or flight engineer, in one or more types and/or categories of aircraft that requires a flight engineer. (This requirement may be met by completion of an FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program to meet his or her job requirements).

(2) A flight engineer certificate with appropriate class ratings, in accordance with 14 CFR Part 63.

(3) A current and properly processed FAA Form 4040-2 or equivalent reflecting satisfactory accomplishment of initial qualification, recurrent, or re-qualification check flight.

(4) Met the qualification and recency requirements of Section 91.529.

d. FAA Instructor Pilots and Instructor Flight Engineers. FAA instructor pilots and instructor flight engineers are those flight crewmembers assigned to the FAA Academy, the Washington Flight Program Staff, and certain Part 135 flight programs who teach formal FAA flight courses. These instructors will be selected from experienced pilot crewmembers who are thoroughly familiar with the equipment and functions of their crew positions, and who have the ability to communicate instruction.

(1) FAA instructor pilots shall be designated on Form 4040-7 by the letter I under Job Category, and be approved by an official at the division manager level or above. Instructor pilots must hold current flight instructor certificates with privileges in the categories, classes, and types of aircraft to be used. (Exception: Instructor pilots instructing under 14 CFR Part 135 Subpart B, Flight Operations, do not need to hold a flight instructor certificate.)

(2) FAA instructor flight engineers shall be designated on Form 4040-7 by the letter F under Job Category, and be approved by an official at the division manager level or above. Instructor flight engineers must hold current certificates and ratings pertinent to those crew functions.

e. FAA check pilots shall be designated on FAA Form 4040-7 by the letter C under Job Category, and approved by an official at the division level or above. Personnel designated as check pilots shall be selected from the most highly qualified pilots available. An FAA check pilot shall have at a minimum:

(1) Current PIC authority and ratings pertinent to those crew functions.

(2) Knowledge of the instructor/student relationship and experience in airman evaluations.

(3) In-flight training and practice in conducting instruction and flight checks from the left and right pilot seats in the required normal, abnormal, and emergency maneuvers.

(4) Technical knowledge of the aircraft involved.

(5) Training. Check pilots must complete Academy or Academy-approved recurrent aircraft training courses which involve aircraft performance and operating techniques.

NOTE: Check pilots who do not receive formal FAA Academy recurrent aircraft training will attend, at least biennially, a formal training course approved by the FAA Academy which will assure their continued qualification in the necessary airman evaluation skills.

f. FAA Check Flight Engineer. FAA check flight engineers shall be designated on FAA Form 4040-7 by the letter F under Job Category. Personnel who are qualified as flight engineers in the aircraft to be flown may act as FAA check flight engineers if, in addition to the requirements of paragraph 403c, they are assigned to flight operations activities and are designated on FAA Form 4040-7 on the basis of having experience, initiative, and maturity of judgment for the assignments, by an approving official at the division level or above.

404. Simulator-Only Rental Program (Exception To Flight Crewmember Criteria). In order to assure pilots a vehicle for maintaining proficiency in aircraft over 12,500 pounds, simulator flight hours are approved in lieu of aircraft time. Personnel in this category are normally general aviation operations inspectors with large turboprop and turbojet responsibilities, air carrier operations inspectors, and engineering flight test pilots. When not required to meet events based currency standards in appendix 11, it is recommended that each pilot be provided at least 6 hours of PIC time every 6 months in an approved simulator for the type aircraft on which he/she has primary responsibility.

a. Designation. Simulator-only participants shall be identified on FAA Form 4040-7 by the letter P under Job Category and by the appropriate simulator designation, such as S3, S4, or S5 (see appendix 16), under Aircraft Type, as appropriate.

b. Qualifications. Because these pilots do not operate as PIC of large aircraft, but use simulators for the purpose of maintaining proficiency for certification and checking of flight crews, the following minimum criteria apply:

(1) Position Description and Work Assignment. An official position description or work assignment requiring the individual to participate in the flight program, and a job assignment requiring the incumbent to maintain proficiency in one or more large aircraft. (This requirement may be met by completion of an FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program in order to meet their job requirements).

(2) Recurrent Check Flights. An annual recurrent proficiency check, documented on a current and properly processed FAA Form 4040-2, or equivalent, verifying the individual's ability and authority to act as PIC, shall be completed at 12-month intervals by an FAA or FAA-approved check pilot per paragraph 409f.

405. Use of Out-of-Agency Accomplishments for Recent Flight Experience. In all flight programs, every hour of flying contributes to a pilot's current flight experience. All flight time for whatever purpose, whether accomplished in FAA, military, or privately owned aircraft, is creditable toward the flight-hour requirements when it appears that the normal, mission-oriented flight time will be insufficient for the pilot to remain in the program.

a. Recording Out-of-Agency Flight Time. Out-of-agency flight accomplishments, civil and military, (including that accomplished in approved training devices and simulators) may be credited toward the currency requirements of paragraphs 403b(8)(a) or 403b(8)(b) when an approving official is provided a written record of the activities. This flight time should be reported on FAA Form 4040-6, annotated "FOR CREW DATA PURPOSES ONLY," or on a Crew Data Only Worksheet. (See appendix 8.)

b. Preventing Distortion. To prevent distortion in the ratio of out-of-agency flight time and total flight time, only out-of-agency flight time necessary for a pilot to achieve currency status should be reported. The Flight Activity and Crew Tracking System (FACTS) is not meant to be used as a logbook to routinely record all of a pilot’s personal flight time.

406. Technical Crewmember. A technical crewmember is a person who is authorized to be on FAA aircraft to perform a duty in flight not directly involving the operation of the aircraft, but involving the operation of the installed equipment used to accomplish the mission of the aircraft. The technical crewmember's official position description or work assignment shall identify a specific job function, which requires the individual to participate in the FAA Flight Program. (This requirement may be met by completion of an FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program to meet his or her job requirements.) Designation must be made using the following guidelines and qualifications

a. Mission Specialist. Airborne electronics technicians are designated on Form 4040-7 by the letter T under Job Category. The airborne electronics technician shall hold at least a current third-class medical certificate.

b. Aerospace Engineering or Maintenance Technician. An aerospace engineering technician or maintenance technical is designated on FAA Form 4040-7 by the letter M under Job Category. The technician shall have:

(1) A mechanic's certificate with airframe and power plant ratings,

(2) A complete knowledge of the function and operation of the aircraft's systems and equipment, and

(3) Instruction in the location, function, and operation of relevant emergency equipment including all equipment used in ditching/evacuation.

407. Other Crewmember. A crewmember (Other) is designated on FAA Form 4040-7 by the letter O under Job Category. An other crewmember is a person who is authorized to be aboard FAA aircraft to perform a particular function, either in-flight or on the ground, not directly involving the operation of the aircraft or its installed equipment, but associated with the assigned mission of the aircraft or the purpose of flight. An other crewmember shall have a specific job function identified in his/her official position description or work assignment, which requires the individual to participate in the FAA Aircraft Program as an official evaluator or observer of aircraft, aircraft systems, air traffic, in-flight procedures, FAA flight and technical personnel, etc., on a recurring basis. (This requirement may be met by completion of an FAA Form 4040-7, which specifically states the individual is authorized to participate in the FAA Flight Program to meet his or her job requirements).

408. Crewmember for Special Project Flight Activity. For the accomplishment of certain FAA projects, the use of subject pilots and/or FAA or non-FAA official observers may be necessary. Personnel who fit in this category will be identified on the aircraft use records (FAA Forms 4040-5, *Daily Flight Log*, or 4040-6, *FAA Aircraft Request and Use Record*) by name and, for record purposes, assigned the generic crew number xx999 (2-character crew number prefix code followed by 999) if occupying a flight crew position, or xx888 if serving in a non-flight crew capacity. On all flights where special project crewmembers will be on board, the faa flight crewmembers must meet the passenger carrying currency requirements of part 61.

a. Flight crew Positions Identified by Crewmember Code xx999.

(1) Subject Pilots. Subject pilots, identified by code xx999, may be required for in-flight evaluation purposes. Those serving in this capacity must have a valid medical certificate and are expected to demonstrate to the PIC that they have an acceptable level of familiarity with the aircraft concerned prior to being allowed to participate in the critical aspects of a project flight. Critical aspects include, but are not limited to, takeoffs and landings.

(2) En Route Inspectors. An FAA inspector conducting an en route inspection (who does not have his/her own crew number) shall be designated by crewmember code xx999.

(3) Flight inspection crewmembers for special project activity. Nonrecurring technical (non-flight crew) personnel and certificate holder's management personnel who fly on AVN aircraft to perform a function, either in-flight or on the ground, associated with the mission or purpose of flight, are to be considered and documented as crewmembers for a special project activity.

b. Non-FAA Observers. On occasion, FAA projects or in-flight STC work require official observers who are not FAA employees to occupy a flight crewmember position during flight operations. These observers will be identified by crew number xx999. Those involved with such operations shall ensure that:

(1) The observer shall possess a current FAA, military, or foreign Government pilot and medical certificate if occupying a flight control position, if actual control of the aircraft is intended.

(2) The PIC shall make the final determination of the crew position to be filled by the observer and the extent of his/her involvement.

(3) When required by the Aircraft Flight Manual for normal flight operations, an SIC meeting the requirements of paragraph 403 must be assigned to the crew.

c. Non-flight Crew Positions Identified by Crewmember Number xx888. Generally, the functions performed by such crewmembers are occasional and non-recurring, and when performed by FAA employees, do not require a specific job function in the position description.

(1) R&D project crewmembers are non-flight crew individuals required to be onboard R&D flights for the purpose of gathering data, assisting in test flights, or as official observers. Such individuals are authorized by the manager of the R&D Flight Program to be on an R&D aircraft to perform a particular function, either in flight or on the ground. This function does not directly involve the operation of the aircraft or its Federal aviation regulation required installed equipment, but is associated with the assigned R&D mission or purpose of the flight. Examples of such individuals are:

(a) Project personnel operating project equipment and/or gathering data.

(b) Project personnel observing the overall flight-test operation, but not operating equipment or gathering data.

(2) Aviation safety and cabin safety inspectors not on flight program status. On crew-only flights, the facility manager may designate Flight Standards airworthiness and cabin safety inspectors as "additional crewmembers" under the generic crew number xx888 when they are performing an essential part of the work itinerary or accident investigation mission for which the crew-only flight is being scheduled.

409. Check Flights. An impartial system of flight proficiency, evaluation, and training is an indispensable part of the FAA Flight Program. FAA flight programs are to provide for independent evaluation of pilots-in-command, designated check pilots, and other flight crewmembers at regular intervals.

a. Check flights are required of all flight crewmembers who operate FAA aircraft.

b. A check flight may be given in an aircraft, in a combination of an aircraft and an approved simulator/training device, or solely in an approved simulator.

c. Check flights are required for initial qualification, recurrent qualification, re-qualification, and for post-accident or post-incident flights as applicable.

d. Other special check flights may be conducted as deemed necessary by management.

e. All check flights shall be requested using FAA Form 4040-2, or equivalent, and require the signature of the approval authority for mission flights or above. Check flights given as a part of a formal training course and properly documented on a Form 4040-2, or equivalent, may be used for a required check.

f. Check flights will be conducted by a designated FAA check pilot, check airman, FAA check flight engineer, or an industry or military pilot who meets the qualifications of subparagraph 409h(1) or 409i below.

g. Successful completion of any check flight will satisfy the biennial flight review requirements of Part 61, when a review of the general operating and flight rules of Part 91 is included, and an entry of this fact is made on FAA Form 4040-2 or equivalent. A completed FAA Form 4040-2 or equivalent will satisfy the logbook entry requirements of Part 61.

h. Check Flights for Rental Aircraft Program. The following conditions apply:

(1) Industry Check Pilot. Any person holding relevant category, class and type rating (if required), and a valid flight instructor certificate with the appropriate category and class ratings; or, if the aircraft is used in the Air Transportation Service under 14 CFR Part 121 or 135, any person holding an Airline Transport Pilot certificate with appropriate category, class and type rating (if required), and who is designated as a proficiency check airman by an air carrier operating under Part 121 or 135, may give an initial or recurrent aircraft qualification, competency, or proficiency check in open-market rental aircraft or simulator. This person may be used ONLY when a designated FAA check pilot is not available, or when the FAA approving official authorizes, on FAA Form 4040-2 or equivalent, the use of the vendor or operator’s instructor to conduct flight training and instruction of FAA personnel,

(2) Applicable flight maneuvers satisfactorily completed shall be recorded on FAA Form 4040-2 or equivalent. The completed FAA Form 4040-2 or equivalent, signed by the check pilot, will be retained in the crewmember's flight record folder,

i. Checks by Military Personnel in Military Aircraft. Armed Services personnel designated on military orders as check pilots may give annual proficiency checks to FAA personnel in military aircraft (e.g., Army helicopter program) or nonmilitary aircraft if appropriately certificated. The successful completion of a military proficiency check required for PIC purposes satisfies the flight review requirements of Part 61. An FAA Form 4040-2 or equivalent, showing the satisfactory completion of the proficiency check, will be retained in the crewmember's flight record folder, and

j. Flight Standardization Board (FSB) Chairman. The FSB Chairman may give check flights to FAA FSB members in new aircraft.

410. Pilot Check Flights. All check flights must be documented on an FAA Form 4040-2 or equivalent. A check flight will consist of the applicable maneuvers listed on FAA Form 4040-2, or equivalent, and will be conducted according to practical test standards appropriate to the pilot's job requirement (commercial or ATP). Check flights may be conducted in an aircraft or in an approved simulator. FAA pilot check flight requirements are listed below:

a. Initial Aircraft Qualification. Except as provided below, initial aircraft qualification check flights are required in each type of aircraft to be flown prior to being assigned in that aircraft as PIC, or as SIC if a SIC is required by the Federal aviation regulations, the organizational flight program's operating policy, or the approved aircraft flight manual, or for Part 135 operations, the FAA approved training program. Type, as used in this paragraph, has the same meaning as defined in Part 61 when used with regards to airman certification, ratings, privileges, and limitations. Certain exceptions to the requirements are listed below:

(1) Small Single-engine and Glider Exception. A check flight is not required for initial qualification in each type of small, single-engine airplane, lighter-than-air, free balloon, airship, or glider provided:

(a) A separate type rating is not required by Part 61,

(b) The pilot is currently qualified as PIC or SIC due to a qualification check flight in an aircraft of the same category and class,

(c) There are no significant differences in the aircraft systems, performance, or limitations, and

(d) The PIC or required SIC successfully completes an oral/written examination administered by a check pilot on the type of aircraft to be flown which is documented on FAA Form 4040-2 or equivalent.

(2) Small Multiengine Exception. A check flight is not required for each type of small multiengine airplane provided:

(a) A separate type rating is not required by 14 CFR Part 61,

(b) The pilot is currently qualified as PIC due to a qualification check flight in a multiengine airplane of the same group. (See figure 4-2 or Order 8400.10, Air Transportation Operations Inspector's Handbook, paragraphs 285b and c, and paragraph 539d(2)),

(c) There are no significant differences in the aircraft systems, performance, or limitations, and

(d) The PIC or required SIC successfully completes an oral/written examination administered by a check pilot on the type of multiengine airplane to be flown that is documented on FAA Form 4040-2 or equivalent.

(3) Qualification in Rental Aircraft. Initial qualification checks in open-market rental aircraft require compliance with the proficiency and recent flight experience standards of the operator or vendor as well as of this order. The initial qualification check flight in an open-market rental aircraft, if not given by an FAA check pilot, may be given by the holder of a current flight instructor certificate who is provided by the operator or vendor (see paragraph 409(h)(1).

b. Recurrent Checks. All FAA pilots are required to satisfactorily complete at least one check flight every 12 calendar months in each category of aircraft to which assigned as PIC and SIC (if an SIC is required by the Federal aviation regulations) except as noted below. A check completed in the calendar-month before or after the month in which the check was due is considered to have been completed in the calendar-month in which it was due.

Figure 4-1. Aircraft Groups

A flight check in one multiengine aircraft meets the requirements for a check in other aircraft of the same group as defined in the following table. Ground training and an oral test on the aircraft systems is required.

Beechcraft reciprocating B-50, 55, 56, 57, 58, 60, 65, 70 and 95.

Beechcraft turbopropeller – A90, 99, 100* and 200.

Cessna reciprocating – C303, 310, 320, 340 and 400.

Cessna turbopropeller of the 400* series

Cessna 336, 337

Piper reciprocating – PA-23, 30, 31, 34, 39 and 44.

Piper turbopropeller – PA-31T

Rockwell Commander reciprocating – 500, 560, 680, 685, and 720.

Rockwell Commander turbopropeller – 680T, 690V, 680W, and 690.

***Prior Garrett turboprop power plant experience or separate initial checkout is required for B100 and CE441.**

(1) A separate check is required for PIC in each type of aircraft for which a type rating is required. For those aircraft for which more than one pilot is required by Part 61, this check must also meet the requirements of section 61.58.

(2) For small land airplanes, the check must be completed in the most complex airplane assigned in the judgment of the person authorizing the check.

(3) For seaplanes, a separate check is required in the most complex seaplane assigned in the judgment of the person authorizing the check.

c. Instrument Competency Checks. For flights in Instrument Flight Rules (IFR) conditions or under IFR, a pilot who does not meet the recent IFR experience requirements of section 61.57(c) shall successfully complete an instrument competency check under section 61.57(d) or 135.297, which will be documented on FAA Form 4040-2 or equivalent.

d. Re-qualification Check Flights.

(1) Following a lapse of recent flight experience as specified in paragraphs 403 and 405, or failure to meet the recurrent check flight requirements, a re-qualification check is required.

(2) After re-qualification, a new check due date is established, and all check flight due date requirements will be computed from the re-qualification check flight date.

e. Special Check Flights. A special check flight may be given to a pilot after an accident or incident when pilot competency could be considered to be a factor. The pilot shall demonstrate those aeronautical skills specified by the designated FAA check pilot who conducts the check.

411. Flight Engineer Check Flights. All flight engineers are subject to flight checks required in section 91.529, and these must be recorded on FAA Form 4040-2 or equivalent. Every FAA flight engineer is required to satisfactorily complete a proficiency check flight in an aircraft or appropriate flight simulator at least once every 12 calendar months. A check flight completed in the calendar month before or after the calendar month in which it becomes due is considered to have been completed in the calendar month in which it was due. The applicable cycle dates do not change.

412. Crewmember Flight Records. Each organization will maintain a flight record folder or binder for each assigned crewmember. Standardized binder dividers, AC Form 4040-64, Flight Record Folder Dividers (NSN 0052-00-626-5000), are stocked in the FAA Logistics Center and are available through normal supply channels. The folder or binder will contain at least:

a. FAA Form 4040-7. The original form approving initial participation in the program shall be retained in the file until the participant leaves the program. (This requirement does not apply to crewmembers approved prior to February, 1986.)

b. FAA Form 4040-7 for applicable FAA instructor pilot and check pilot designations.

c. Initial and most recent FAA Form 4040-2, or equivalent, for EACH FAA and/or rental aircraft category, class, and type, if applicable, authorized.

d. Copy of current FAA Form 8500-9, *Medical Certificate* _____ *Class*.

e. Copy of FCC radio telephone permit (for international flight crews).

f. Copy of each pilot certificate necessary for duty position.

g. A record of flight, emergency equipment, physiological, and survival training, when applicable.

h. Management and Retention of Crewmember Flight Records. Remove superseded forms and documents from flight record folders as changes occur. Retain files for 1 year after participant leaves the program. If the participant moves to another aircraft program, the flight record folder should be transferred to the receiving organization. For additional information on record retention see FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards, current edition.

413. Flight Program Participant Review and Revalidation. Flight program managers are responsible for conducting periodic reviews of FACTS system data to ensure that all active flight program participants are maintaining currency. Failure of a participant to remain current is a basis for revalidation of their continued eligibility to remain in the program. Action should be taken to ensure active noncurrent participants achieve current status within 60 days after becoming noncurrent. Participants temporarily unable to maintain currency may be placed in inactive status for up to 180 days. Participants unable to maintain currency due to job assignments, resource limitations, medical situations, etc., should be removed from the program. The following categories depict crewmember status:

a. Active. Qualified (job requirement, appropriate initial check ride, medical, etc.) employee authorized to participate in the program.

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

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

b. Inactive. Participants may be placed in inactive status for a period of 180 days when a temporary situation such as job assignments or details, illness, or temporary aircraft or resource availability problem interferes with his/her ability to maintain currency in the flight program. Inactive status is appropriate only when it is anticipated that the participant will return to active status within that time period.

414. Operation of FAA Aircraft. Minimum standards, guidelines and procedures for operation of aircraft, especially rental aircraft, by FAA crewmembers is described in appendix 17. In some cases, individual flight programs operating FAA owned or leased aircraft have developed their own operating manuals, which incorporate and exceed guidelines in appendix 17. FAA crewmembers are expected to be familiar with and apply the operating guidelines most appropriate to their program.

415. – 419. RESERVED.

Section 2. Training and Standardization

420. General. This section provides guidelines regarding formal flight training (including standardization courses) and other flight instruction for those personnel managing or participating in the FAA Flight Program.

421. Formal Flight Training. Formal flight training consists of training courses with agency level course numbers that will be officially recorded in the employee's personnel records. Such training may be conducted by the FAA Academy or Washington Flight Program Staff using designated instructor pilots, by approved agencies and training centers under contract or flight programs with a Part 135 certificate.

a. Formal Training Includes:

(1) Initial qualification courses**.**

(2) Recurrent training courses**.**

(3) Familiarization courses.

(4) Standardization courses.

(5) Instructor qualification and standardization.

(6) Aircraft differences training.

(7) Special-purpose courses.

b. Formal Training DOES NOT Include:

(1) Annual recurrent checks.

(2) Initial checkouts in aircraft which do not require a formal course.

(3) After accident/incident checks.

(4) Other instructional flights that are conducted under the jurisdiction of the flight program.

422. Other FAA Flight Instruction and Indoctrination. All flight instruction not included in formal flight training is subject to the same basic guidelines as those imposed on formal flight training. Personnel selected to provide flight instruction, indoctrination, and checks under the jurisdiction of regions, centers, and AVN must be familiar with this order and the flight or operations manual for the type of aircraft involved in order to provide the professional and standardized instruction.

423. Medical Requirements for Recurrent Training Courses. A pilot enrolled in any recurrent training course must hold a current medical certificate appropriate for his/her job requirements and the aircraft/training operation to be conducted. (Hiring practices, initial qualification courses, and user organizations are permitted to require a higher-class medical certificate where appropriate.)

424. Required Formal FAA-Approved Flight Training Courses. Initial and annual recurrent flight training is required for FAA pilots authorized to fly aircraft requiring a type rating, and for transition between certain categories or classes of aircraft. A formal, FAA-approved training course must have been satisfactorily completed prior to "a" and "b" below:

a. Initial qualification as PIC in any aircraft for which a type rating is required except for type ratings issued on the basis of military competency under the provisions of Part 61; and

b. Transition Between the Following Category or Class of Aircraft:

(1) From propeller to turbojet airplane.

(2) From airplane to rotorcraft.

(3) From rotorcraft to airplane

c. Recurrent Training. An FAA-approved simulator course, if the course is available, may be used for recurrent training.

b. Retention of Records. Records of use of FAA aircraft (and any applicable attachments) shall be retained for a minimum of three (3) years. requiring a type rating must complete at least one flight or simulator training course each 12 calendar months in the type aircraft to which assigned.

(2) Flight crewmembers having duties in two or more aircraft requiring a type rating must complete at least one flight or simulator training course each 12 calendar months in one of the type aircraft to which assigned. Training on each aircraft type should be scheduled in ROTATION in alternate years.

425. Physiological Training.

a. Every flight and technical crewmember on pressurized aircraft should complete or have completed a physiological training course (when practical) prior to acting as a crewmember in any pressurized aircraft, which will routinely be operated at altitudes above 25,000 feet. Training must include both an academic portion and an altitude chamber flight to a minimum altitude of 25,000 feet.

b. Sources of Training.

(1) Civil Aeromedical Institute (CAMI) Course 00507, Physiological Training. A one day course, which includes the ground (academics) and altitude chamber portions of physiological training, is available at the FAA CAMI. This training may be taken prior to or concurrent with initial qualification training. A current FAA medical certificate is required for participation in the altitude chamber training. Crewmembers with beards will not be allowed to participate in the CAMI altitude chamber flight.

(2) FAA/United States Air Force (USAF) Physiological Training Agreement. Training courses conducted by the USAF that include an altitude chamber flight to a minimum altitude of 25,000 feet may also be used to meet this initial training requirement. FAA personnel attending training at a USAF installation may be required to meet USAF height and weight standards. Personnel desiring training at military installations should contact CAMIs Aero Medical Education Division, Airman Education Programs, for coordination.

426. Survival Training.

a. Initial Training. Flight and technical crewmembers whose FAA assignment includes extended desert, polar, or over water exposure shall, as soon as practical during the first year of an FAA assignment, attend and actively participate in a survival training course appropriate to the geographic area(s) of their assigned missions. Certification will be valid for 4 years from date of completion.

b. Recurrent training in desert, polar, and/or water survival will be required as determined by the individual flight programs for participants whose FAA assignment continues in such areas.

c. Sources of Training.

(1) CAMI. A 2-day global survival course, number 00506, providing training in desert, polar, and over water exposure is available from CAMI for initial and recurrent training. One day survival training modules are available by special arrangement with CAMI to fulfill the recurrent training requirement in the type(s) of environment in which the crewmember currently operates.

(2) Military. Completion of a survival course offered at a US Military installation may be used to satisfy the training requirement.

(3) A substitute that is acceptable to AFS-1. Other survival training courses available locally or conducted by out-of-agency vendors may be used to meet the survival training requirements when approved by ASW-280 in conjunction with CAMI. Contact ASW-280 for approval of alternate vendor curriculums.

427. Training Records. A record of completion for each course of training required by this chapter shall be entered in the crewmember's flight record folder. This record shall include the place, duration, and inclusive dates of the training provided. Physiological training and survival training, as well as any training that resulted in the completion of a check flight, shall be reflected in the crewmember's flight record folder (see paragraph 412).

428. − 429. RESERVED.

Section 3. Fitness of Flight Personnel

430. General. A professional approach to flying requires a thorough knowledge of one's limitations, idiosyncrasies, and physical and mental condition. Individuals are responsible for maintaining high levels of physical and mental fitness.

431. Flight Restrictions After Use of Drugs or Medicines.

a. No medication other than aspirin, APC (aspirin, phenacetin, and caffeine), and similar drugs shall be taken by any individual, either while performing duties as a flight crewmember or while scheduled for such activities except after consultation and advice of a flight surgeon.

b. Except in an emergency, no PIC shall 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.

c. No FAA employee or other person shall act as a flight 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.

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

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

a. Within eight (8) hours after the consumption of any alcoholic beverage;

b. While under the influence of alcohol; or

c. While having .02 percent by weight or more alcohol in the blood.

433. Flight Restrictions after Blood Donations. Because of the potentially adverse effect of temporary blood deficiencies, the following restrictions shall be observed after blood donations:

a. Flight crewmembers shall be grounded for a period of 24 hours after donating one unit (500 ml) of blood.

b. Flight crewmembers shall be grounded for a period of 72 hours after donating more than one unit (500 ml) of blood.

434. 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, flight crewmembers shall not fly an aircraft, nor participate in altitude chamber (hypobaric − low pressure) training unless cleared for such activities by an FAA flight surgeon.

435. 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, flight crewmembers shall not fly an aircraft unless cleared for such activities by an FAA flight surgeon.

436. − 499. RESERVED.

Section 4. Survival Equipment − Canceled, CHG 11

NOTE: Applicable parts of this material have been relocated to appendix 17.

Chapter 5. Safety program

Section 1. General

500. Purpose. This chapter outlines the objective, requirements, responsibilities, and elements of the safety program.

501. Objective. The objective of the safety program is to ensure that FAA crewmembers conduct safe flight operations and that FAA Flight Program organizations maintain the highest safety standards.

502. Applicability. The safety program is administered by the Director of Flight Standards Service, AFS-1, through the Senior Flight Safety Officer (SFSO), ASW-209. The program is applicable to all persons who participate in the FAA Flight Program as a crewmember in an aircraft or a simulator to perform a job function and all managers of organizations having FAA Flight Program participants.

503. Requirements. Every flight program organization shall have a written safety program addressing the requirements, responsibilities, and elements outlined in this chapter. For the purposes of this chapter, a flight program organization is any office, staff, service, directorate, center, division, branch, or field office operating FAA aircraft and/or having FAA Flight Program participants. A flight program participant is any person authorized by an FAA Form 4040-7 to act as a crewmember in an FAA aircraft or use an aircraft or simulator to accomplish a job function.

a. Organizations with fewer than five participants may develop and maintain a safety program or become affiliated with another flight program organization and operate under the provisions of that organization's program.

b. Organizations with participants who operate simulators only need meet the requirements of paragraphs 505a(3) and 506b (4) or (5), as applicable.

504. Responsibilities.

a. All flight program participants shall:

(1) Comply with applicable regulations and the guidance in this order.

(2) Attend safety meetings and applicable training.

(3) Emphasize safety awareness.

(4) Report occurrences and safety issues.

(5) Report accidents and incidents in accordance with the requirements of Title 49 of the Code of Federal Regulations (49 CFR) Part 830.

b. Managers of flight program organizations shall:

(1) Assign a Flight Safety Officer (FSO) that reports directly to the organization's manager on matters relating to aviation safety. The assignee must hold an FAA airman certificate. The assignment shall be conveyed through a memorandum from the organization's manager to the assignee, noting safety as the Flight Safety Officer's primary or collateral duty. FSOs cannot be a member of flight program management, e.g., Flight Program Coordinator, and flight program management duties cannot be delegated to any FSO.

(2) State the organization's safety program objectives and define what is expected of each participant in the organization's safety program.

(3) Foster a climate that promotes achievement of safety program objectives and enforce high standards of conduct in the organization's flight operations.

(4) Establish a safety committee if the organization has seven or more full-time pilots. A safety committee is recommended but optional for other organizations. A record shall be kept of safety committee meetings, recommendations, and management responses to committee recommendations.

(5) Ensure the internal evaluation program is implemented in accordance with chapter 1 and appendix 15.

c. Flight Program Flight Safety Officers (FPFSO) must perform the following functions:

NOTE: The FPFSO is the person responsible for administering the flight safety program at the national level in each of the six flight programs, e.g., AVN-200, AVN-600, AIR, FAA Academy (AMA), ACT, and AFS.

(1) Report to and advise senior flight program management on flight safety related matters.

(2) Maintain the flight program safety program records.

(3) Coordinate flight program safety issues with the FAA SFSO.

(4) Administer the flight program’s Internal Evaluation Program.

(5) Investigate accidents, incidents, and safety significant events (SSE).

(6) Provide proactive leadership regarding safety matters.

(7) Participate in FAA National Safety Council (NSC) meetings and relevant aviation industry flight safety events.

(8) Develop and maintain flight program accident/incident response plan.

d. Facility Flight Safety Officers (FFSO) must perform the following functions:

NOTE: The FFSO is the person responsible for administering the flight safety program at the facility level within each flight program (e.g., FIFO, ACO, FSDO, CMO, IFO, AEG, etc.).

(1) Report to and advise the facility manager on flight safety-related matters.

(2) Maintain facility flight safety program records.

NOTE: Facility flight safety program records are defined as the written flight safety program; safety issue reports; SSE reports; accident/incident reports and response plans; memo assigning FSO; organization's safety program objectives and manager's expectations; safety meeting dates, content, and attendance; and, if applicable, safety committee meeting notes, recommendations, and management responses.

(3) Facilitate accomplishment of facility safety program objectives and activities.

(4) Coordinate safety issues with members of the facility and the FPFSO.

(5) Conduct internal evaluations when directed.

(6) Conduct facility safety meetings as directed.

(7) Develop and maintain facility accident/incident response plan addendum.

e. AFS Regional FSOs and AIR Directorate/Aircraft Certification Office (ACO) FSOs. Responsibilities of AFS Regional FSOs are detailed in the *Flight Standards Safety Manual*. Responsibilities of AIR Directorate/ACO FSOs are detailed in the current edition of FAA Order 4040.26, *Aircraft Certification Service Flight Safety Program*.

505. Safety Program Elements. Safety programs must contain the following elements:

a. Safety Meetings. Flight program organizations shall conduct safety meetings at least quarterly. Safety meetings can be combined with safety seminars, training modules, or equivalent presentations addressing safety. The content and scope of the meetings should be appropriate to the organization's operations. A record of safety meeting dates, content, and attendance shall be maintained.

(1) Participants who operate aircraft must attend safety meetings at least quarterly.

(2) Participants who are current and qualified as crewmembers in accordance with a Part 135 FAA training program do not need to attend quarterly safety meetings.

(3) Participants who operate simulators only and attend safety meetings or briefings in conjunction with air carrier oversight responsibilities need not attend additional safety meetings. Participants operating simulators only and not attending safety meetings or briefings in conjunction with air carrier oversight responsibilities must attend a safety meeting or briefing at least annually.

b. Alternate Compliance Methods. The SFSO may approve an alternate means of compliance with the requirements of paragraph 505a.

c. Safety Information. All organizations shall:

(1) Maintain aviation safety information, publications, and other safety-related materials, as appropriate, for crewmembers and the aircraft operated.

(2) Review and analyze accident/incident data and information applicable to the organization's participants and flight operations.

(3) Ensure safety information and the organization's safety program are disseminated or made available to program participants.

d. Safety Awareness. Organizations shall integrate safety awareness in the organization's procedures, training program, operations, maintenance, and all functions pertinent to flight operations

e. Safety Issue Reports. Members of the flight program organization shall report all safety issues and hazards that could impact the safety of the organization’s flight operations or other FAA Flight Program organizations to the organization's FSO. Upon receiving a safety issue report, the FSO shall:

(1) Investigate the matter and recommend action to resolve the issue to the manager of the organization.

(2) Forward the report to the appropriate FPFSO. The report may be forwarded by mail, facsimile, or electronic means in any format and must contain at least the items listed below.

(a) Description of the issue or hazard.

(b) Recommendation for corrective action.

(c) Action taken and/or support requested.

(d) Point of contact if response is requested from the FPFSO.

(3) The FPFSO must forward the report to the SFSO.

f. SSE Reports. For safety program reporting purposes, an SSE is any flight or ground event other than an aircraft accident or an incident, as defined in 49 CFR, Part 830, that affects or could affect the safety of an FAA aircraft or crewmember. All SSEs, including those incurred in rental aircraft and job task aircraft, must be reported to the FPFSO as expeditiously as possible. The FPFSO must forward the report to the SFSO as expeditiously as possible. Data from SSE reports is analyzed to identify practices and trends that impact safety and assist the safety program in developing proactive response measures. The identification of the crewmember or aircraft involved *is not* required. SSE reports can be made by telephone, mail, facsimile, or electronic means in any format. Crewmembers wishing to ensure complete confidentiality may use the safety hotline, 1-800-321-0590, to make an SSE report. The report should contain at least the following information:

(1) Description of the event.

(2) Pertinent circumstances (day, night, local time, weather, type of airspace, communications, other).

(3) General type of aircraft (single-engine, multiengine, reciprocating, turbine, airplane, rotorcraft, glider, other).

(4) Causal factors (if known).

(5) Corrective/preventative action taken or recommended.

NOTE: The safety hotline should not be used to report an aircraft accident or incident. For reporting procedures for accidents and incidents, see section 2.

506. Training. Flight program organizations are responsible for requesting enrollment for flight program crewmembers in the appropriate courses. Course schedules and quotas should be obtained from the SFSO.

a. FSOs must complete Flight Safety Officer Initial Training, course number 12060, as soon as possible after assignment as an FSO.

b. All flight program crewmembers operating aircraft must complete *Crew Resource Management (CRM) (Initial)*, course number 12062, or equivalent training approved by ASW-209 and the FPFSO, within 12 months of the crewmember's Flight Program establish date, or as soon thereafter as course quotas permit. All flight crewmembers must complete at least 8 hours of DRM training approved by ASW-209 and the FPFSO, within 3 years from the date of initial training and every 3 years thereafter (except 4 years for flight test engineers).

NOTE: *CRM Recurrent* course number 12063 has been replaced by *CRM Recurrent for General Aviation & Air Carrier Inspectors/Pilots,* course 12036, and *CRM Recurrent for 121 Air Carrier*, course 12037.

(1) Flight Inspection crewmembers may attend *Flight Inspection Crew Resource Management (Initial)*, course number 12064, in lieu of course number 12062, and *Flight Inspection Crew Resource Management (Recurrent)*, course number 12065, in lieu of course number 12036 or 12037.

(2) Flight test crewmembers may accomplish recurrent CRM training by completing course number 12036 or 12037 or equivalent training approved by ASW-209 and the AIR FPFSO, and scheduled in conjunction with the AIR test pilot school recurrent curriculum.

(3) Flight Standards and FAA Academy crewmembers, and AIR flight test pilots must complete course number 12036 or 12037, or equivalent training approved by ASW-209 and the FPFSO, within 3 years from the date of initial training and every 3 years thereafter.

(4) Flight Standards crewmembers who are assigned Part 121 air carrier certificate responsibilities and receive CRM initial and/or recurrent training under MOU from their assigned air carrier need not accomplish additional CRM training.

(5) Flight Standards crewmembers who are assigned Part 121 air carrier certificate responsibilities and do not receive CRM training under MOU from their assigned air carrier must meet the initial and recurrent CRM training requirements by completing course numbers 12062 and 12037.

c. A waiver of the CRM training requirements contained in paragraph 506(b) may be granted provided:

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

(a) Crewmembers must meet all other currency requirements of this order for at least one of their assignments in the Flight Activity and Crew Tracking System (FACTS),

(b) Training must be scheduled for the crewmember in the applicable CRM training course, except for retiring crewmembers (see subparagraph 506c(6)), and

(c) A written request via e-mail or fax for a waiver must be submitted to the appropriate FPFSO and must contain the following information:

Name
Flight crew number
Course/class number of scheduled CRM initial or recurrent training
Completion date of string training if the crewmember is an AFS new-hire

(2) Upon approval of the waiver request by the FPFSO, the FPFSO 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 National Flight Program Manager (NFPM) and office manager. The notification will state the waiver expiration date based upon the projected CRM training completion date.

(4) The NFPM will enter the waiver expiration date as the CRM "Non-Current" date in FACTS, and in the remarks section of FACTS, will enter "CRM Waiver issued on (date) by ASW-209; CRM training is scheduled (date).

(5) The crewmember's office manager is responsible for the removal of the comment regarding the waiver from the remarks section after the crewmember completes the course.

(6) 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.

507. Safety Program Support. The SFSO administers the national safety program and supports flight program organizations' safety programs. The national safety program is responsible for the functions and services listed below. Questions; suggestions; requests for information, materials, or course enrollments; and FPFSO reports should be directed to the SFSO on the safety program Web site, http://intranet.faa.gov/safetyprogram/.

a. Distribution of Safety Information. Safety information from safety seminars, symposiums, publications, reports, and data analysis is distributed to FSOs through electronic mail and a quarterly safety telephone conference. Participants can request additional information, materials, or assistance at any time.

b. Data Collection and Analysis. Reports of accidents, incidents, and SSEs involving FAA aircraft and/or FAA crewmembers are entered in a safety program database. Data collected is reviewed and analyzed to identify trends and procedures or practices that could impact the safety of flight program operations.

c. Safety Hotline. The safety hotline, 1-800-321-0590, is for the exclusive use of FAA Flight Program participants. All calls received through the hotline will be held confidential. The hotline is located at the office of the FAA SFSO and calls will be answered only by safety program staff. Anonymity and freedom from reprisal are assured. If the caller desires feedback on the issue reported, provisions for a method of response can be made at the time of the initial call. The SFSO is responsible for appropriate follow-up action on all calls received. Calls placed outside of normal business hours will be returned promptly on the next business day.

(1) The purpose of the hotline is to provide flight program participants with a means of reporting concerns or discussing safety issues directly with national safety program staff. The identity of the caller need not be provided. It is for safety issues and SSEs only. The safety hotline should not be used to report incidents or accidents. Those events must be reported in accordance with the procedures outlined in section 2.

(2) Flight program participants are encouraged to use the hotline to share any information that will enhance the safety and efficiency of flight program operations and help preclude mishaps.

d. Program Review and Development. The safety program staff assesses site evaluations, conducts on-site reviews of safety programs, and provides support as required. Assistance with safety program development is provided when indicated and requested by flight program organizations.

e. Training Development. The national safety program is responsible for ensuring the development, delivery, and continuity of CRM and FSO management training. A number of providers and sources are used to present the training and courseware evolves continuously. The safety program staff actively solicits comments, requests, and recommendations from participants regarding course content and delivery.

f. Safety Awards. The safety program presents awards to individuals who make significant contributions to aviation safety and/or the safety program whenever merited. Nomination of persons deserving national recognition should be forwarded to the SFSO. Additionally, each organization is strongly encouraged to appropriately recognize worthy individuals within the organization's awards program.

508. – 515. RESERVED.

Section 2. Accident and Incident Reporting

516. Procedures. All accidents involving an FAA aircraft and FAA crewmembers must be reported in accordance with 49 CFR, Part 830. This section outlines basic steps that shall be accomplished in the event of an accident or incident involving an FAA aircraft. Each organization may amplify the guidance and include additional procedures, as required, to meet the organization's needs and operating parameters.

517. Definitions. For the purposes of this chapter, the following definitions apply:

a. FAA aircraft means all aircraft operated by or for FAA and/or used exclusively in the service of FAA, including airplanes and rotorcraft that are owned, rented, leased, chartered, loaned, under bailment, or otherwise in the possession of FAA for the purpose of flight, ground test, or formal training.

b. Aircraft accident means 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.

c. Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations and requires immediate notification to the NTSB under the provisions of 49 CFR, Part 830, Subpart B.

d. Serious injury means any injury which:

(1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;

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

(3) Causes severe hemorrhages, nerve, muscle, or tendon damage;

(4) Involves any internal organ; or

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

e. Substantial damage means damage or failure which 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. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flap, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of accident reporting.

f. Crisis response means a level of accident response involving Human Resource Management services and family assistance.

g. Originating office means 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.

h. Employing office means the office having direct supervisory responsibility for the affected employee.

i. Originating regional operations center (ROC) means the ROC for the region in which the originating office is located. For the purposes of accident/incident notification, the Mike Monroney Aeronautical Center Operations Center and the William J. Hughes Technical Center Operations Center Team are included in this definition.

j. Nearest regional operations center (ROC) means the ROC serving the FAA region in which the accident/incident occurs.

k. Appropriate NTSB regional office means the NTSB regional office having responsibility for the geographical area in which the accident/incident occurs.

518. Initial Notification. The person first receiving information regarding an accident/incident involving an FAA aircraft shall immediately notify the nearest ROC. The operations center should obtain as much of the information as possible indicated on Figure 5-1, NTSB Notification Checklist, from the person making the report.

a. ROC/Washington Operations Centers (WOC). The ROC receiving initial notification shall immediately inform the appropriate NTSB regional office, notify the WOC, and activate the regional accident/incident call list. The WOC shall activate the national accident/incident call list and notify the Director, Flight Standards Service, AFS-1. Figure 5-2, FAA Aircraft Accident/Incident Notification Responsibilities, indicates the notification sequence.

b. The Washington Operations Center (WOC) shall immediately notify at least:

(1) The Administrator and the Deputy Administrator.

(2) The Associate Administrator for Aviation Safety (AVS-1). As applicable, the WOC also notifies the Chief Operating Officer of ATO.

(3) NTSB headquarters.

(4) The Office of Accident Investigation.

(5) The Office of Public Affairs.

c. The ROC shall immediately notify at least:

(1) The Regional Administrator.

(2) The jurisdictional FSDO.

(3) The applicable regional Flight Standards Division.

(4) The regional public affairs staff.

(5) Additional entities required by regional call list.

d. AFS-1 is the overall focal point in coordinating FAA response to the accident/incident and activating crisis response/family assistance, if appropriate. AFS-1 shall:

(1) Identify the aircraft's operating organization.

(2) Notify the originating office and region. (The accident/incident may be reported to a ROC other than the one in the region from which the aircraft originated.)

(3) Notify the applicable operations center or operations center team in cases where the aircraft involved originated from the Mike Monroney Aeronautical Center or the William J. Hughes Technical Center.

(4) Activate crisis response if serious injuries/fatalities are incurred.

e. Originating Office. When notified of an FAA aircraft accident/incident, the manager of the office shall immediately initiate the following steps:

(1) Verify the identity of the FAA aircraft and crew involved.

(2) Ascertain the status and location of crew and passengers and determine what immediate assistance is needed. (All crewmembers should be provided with a method of recording information similar to the list depicted in Figure 5-3, Crew Checklist.)

(3) Obtain as much of the information indicated on Figure 5-4, Initial Notification Checklist, and the NTSB Notification Checklist as possible.

(4) Evaluate the level of response needed and accomplish the applicable actions in Figure 5-5, Accident/Incident Checklist. Some incidents and events involving an FAA aircraft will not require that all listed items be completed.

(5) Contact the employing offices and/or points of contact listed for passengers and crewmembers not employed by the originating office, if appropriate. (A record of the name and telephone number of an emergency contact for all passengers is required under the provisions of paragraph 253.)

(6) Accomplish the following actions, as applicable:

(a) Monitor recovery operations conducted by the local jurisdiction and offer assistance, if needed.

(b) Assist the local medical examiner in the identification of fatalities.

(c) Ensure, to the fullest extent possible, that all possible support services are provided to all victims and their families, including employees of other organizations and nonemployees.

(d) Provide frequent briefings to families on the progress of recovery efforts, identification of victims, and other areas of concern. People contacting family members should realize that today's families may not have traditional boundaries. Every effort should be made to provide support to individuals who consider themselves to be the family of a victim, even though the law does not formally recognize the relationship, such as in the case of a fiancé or long-time companion.

(e) Provide for the return of victims' personal effects to their families.

(f) 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. SFSO. The SFSO must notify the Environmental, Energy and Employee Safety Division, AEE-200, by telephone at (202) 267-8425 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 Flight Program incident that is fatal to one or more FAA employees;

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

519. Release of Information. Other than notifications indicated on the Accident/Incident Checklist, no information regarding the accident/incident should be released.

a. NTSB Investigation. Only the NTSB releases information when the NTSB is in charge of the investigation.

b. FAA Investigation. Only the Office of Public Affairs/Public Affairs Staff releases information when the FAA is in charge of the investigation.

520. − 525. RESERVED.

Section 3. Family Assistance Responsibilities

526. Notification of Next of Kin. Following an accident involving injuries and/or fatalities, notification of the victims' families is an immediate priority. To the fullest extent possible, all organizations operating FAA aircraft shall have family emergency notification information available for each FAA crewmember (see Figure 5-6, FAA Crewmember Emergency Information Checklist).

a. Initial Notification. Initial notification to family members shall, to the extent possible, be made in person by at least two people from the crewmember/passenger's employing office. The originating office shall coordinate with other employing offices, as necessary, in making notifications. If non-FAA employees are involved, the originating office shall arrange for notification through the contact identified in the information provided by the person before the flight. The notification must be accomplished as soon as possible.

(1) Family members must be notified before victims' names are released to the public. Families should be given appropriate time to notify other family members and friends before public release of the victims' names.

(2) If facilities are designated for family members' use, family members should be informed of the availability and be provided 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, to the extent possible, should be requested at an appropriate time.

(b) The local medical examiner is legally responsible and retains jurisdiction for victim identification and cause of death determinations.

b. Ongoing Support. After the initial notification, persons from the employing office shall help the victims' families transition to the support services provided by qualified professional providers. The employing office shall provide this service to the victims' families until no longer needed.

527. Crisis Response. If there are serious injuries and/or fatalities in an FAA aircraft accident, AFS-1 initiates crisis response. The initial point of contact for crisis response and family assistance is the Office of Human Resource Management. Regional Human Resource Management Divisions provide more localized assistance. As needed, Human Resource Management will activate an Employee Assistance Program (EAP) team or a Critical Incident Stress Program team, 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 to 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. EAP counselors are licensed to provide therapy and can provide professional counseling for the victim, family members, and coworkers.

(1) The EAP provides short-term assistance and referrals to the appropriate community and health care resources for long-term assistance.

2) The EAP generally provides four visits; however, its services are tailored to meet the need.

b. Assistance in Obtaining Benefits. Human Resource Management will provide a benefits specialist to work with the employee's supervisor to assist 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. Claims are usually processed within 45 days for workman's compensation and within 30 days for life insurance.

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. FAA aircraft cannot be used for this purpose. The mortuary will arrange for the transportation and send the claim to the Office of Workman's Compensation.

d. Transportation of Injured Employees. The provisions for transportation of an injured employee are reviewed 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.

(1) Transportation back to the point of origin for an injured employee who is able to travel is covered by travel regulations.

(2) Return transportation for an injured employee who is medically unable to travel and requires special transportation such as air ambulance is covered through the Office of Workman's Compensation.

e. Transportation of Nonemployees. To the extent possible, as authorized by the Administrator, nonemployee family members wishing to travel to the accident site or other locations related to the accident aftermath, may be provided transportation aboard FAA aircraft.

f. Memorial Services/Memorials. If agency-sponsored memorial services and/or memorials are planned, an FAA representative shall 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 to be placed on a memorial. In no case should an agency-sponsored memorial service conflict with a service provided by family members.

528. Disposition of Personal Effects. The manager of the employing office or his/her representative will advise families that personal items at the site that are identified as belonging to a specific deceased person are returned to the family with the body by the medical examiner, if possible. Before return, an inventory list is completed in order 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 that are recovered from the aircraft cabin and cargo areas are stored in a secured area and generally processed at a later time. 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/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/her representative carries out the desires of the victim or family. A signed release from the family shall be obtained by the FAA if the family requests that the FAA dispose of the items.

b. Unallocated Items. The NTSB and FAA coordinate the return of unallocated items. An inventory is made of items which cannot be traced 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. Personal effects at the victim's office shall be inventoried by at least two people from the 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. A signed release from the family shall be obtained by the FAA if the family requests that the FAA dispose of the items.

529. Legal Representation of Crewmembers. If legal representation is requested by crewmembers and/or their families, they should be advised that the FAA provides legal representation for crewmembers involved in an FAA aircraft accident only if the crewmembers' interests are synonymous with those of the agency. The Department of Justice provides legal defense. Crewmembers should make their own arrangements for legal representation if there is any question whether their interests coincide with those of the agency.

530. − 535. RESERVED.

Figure 5-1 NTSB Notification Checklist

Information Required by the NTSB

The following information is to be provided to the NTSB, if available:

Aircraft Type _____ **Aircraft Nationality** _____

Aircraft Registration (N#) _____

Name of Aircraft Owner _____

Name of Aircraft Operator _____

Name of the Pilot in Command _____

Accident/Incident Date _____ **Accident/Incident Time** _____

Last Point of Departure _____

Point of Intended Landing _____

Position of Aircraft (ref. easily defined geographical point) _____

_____

_____

Number of People On Board _____

Number of Fatalities _____ **Number Seriously Injured** _____

Nature of Accident/Incident _____

_____

Weather _____

Damage to Aircraft (if known) _____

_____

_____

Description of any explosives, radioactive materials, or any other dangerous Materials On Board (if applicable) _____

_____

Figure 5.2. FAA Aircraft Accident/Incident Notification Responsibilities

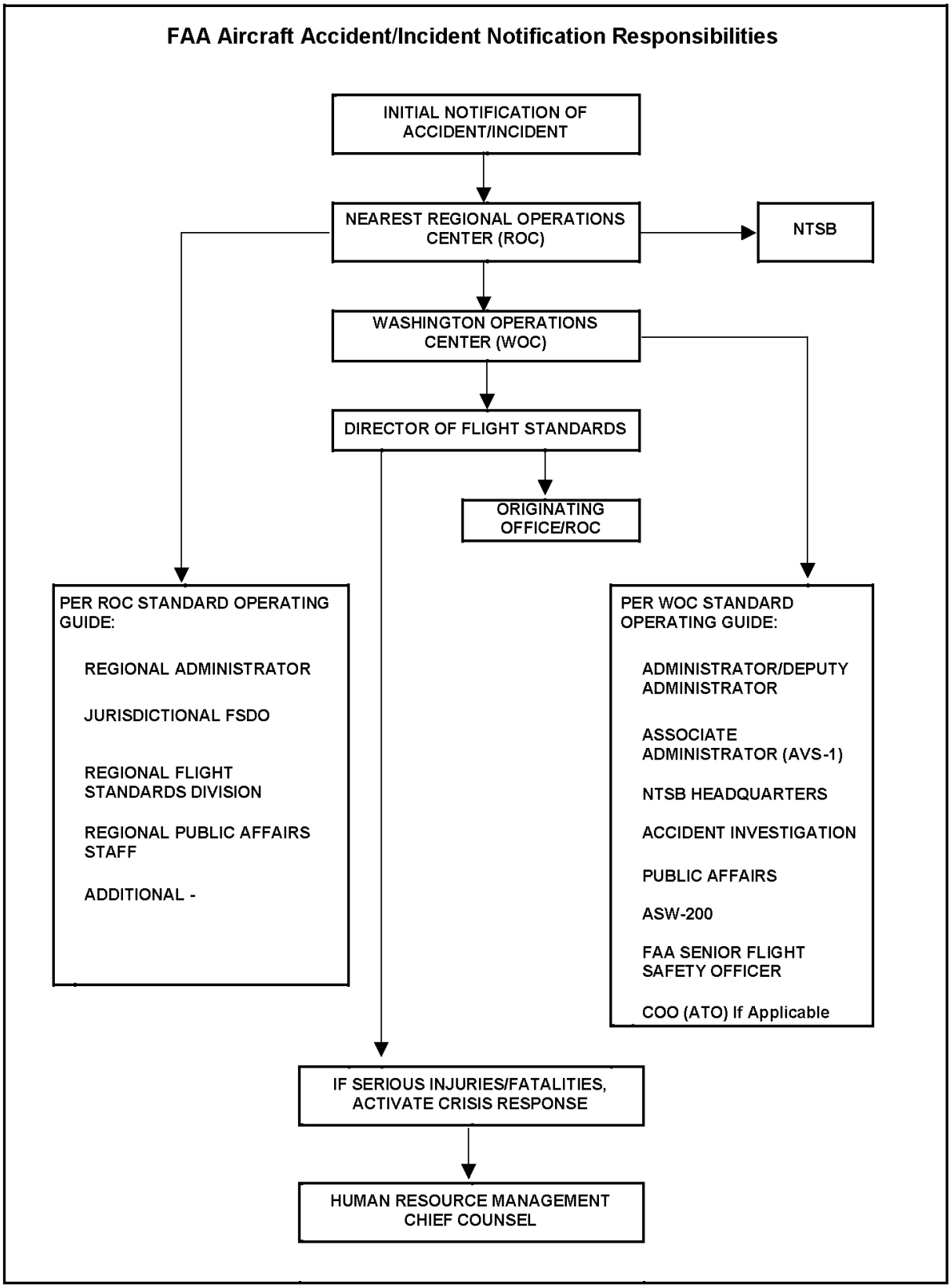

Figure 5-3. Crew Checklist

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 initial notification checklist (figure 5-4).**

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 5-4. Initial Notification Checklist

COLLECT THE FOLLOWING INFORMATION:

All sections of checklist should be completed if the information is available. Information collected in this checklist may later be used to complete the NTSB Notification Checklist.

1. **Time of Day:** _____ **Date:** _____

2. **Name of Caller:** _____

3. **Caller's Address:** _____

4. **Caller's Telephone No:** _____

5. **Is the caller an eyewitness? (Circle one) YES NO**

6. **Location of Accident (city/town, state):** _____

7. **Aircraft (Color):** _____ **N-Number:** _____ **Type:** _____

8. **Local Police Notified? (Circle one) YES NO**

   Officer Name/Telephone No: _____

9. **Can caller direct emergency equipment to the scene?**
   (Circle one) YES NO N/A

10. **Are there other eyewitnesses? (Circle one) YES NO UNKNOWN**

    Name/Telephone No: _____

    Name/Telephone No: _____

11. **Brief Description of Accident/Incident:** _____

    _____

    _____

    _____

12. **Number of people on board:** _____

13. **Number of fatalities:** _____ **Number Seriously Injured:** _____

Page 1 of 2

Figure 5-4. Initial Notification Checklist (Continued)

14. Name, Location, and Condition of Passenger/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: _____

15. Purpose of Flight: _____

16. Name of Pilot In Command: _____

17. Name of Second In Command: _____

18. Last Point of Departure: _____

19. Point of Intended Landing: _____

20. Weather: _____

21. Damage to Aircraft: _____

22. Description of any explosives, radioactive materials, or any other dangerous materials on board (if applicable).

_____

_____

Comments or Additional Information:

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Figure 5-5. Accident/incident Checklist
Accident/Incident Response Actions

This checklist will assist the originating office to complete all required actions.

1. **Obtain information on initial notification checklist (Figure 5-4).**

2. **Notify the regional operations center, if not already reported.**

3. **Provide operations center with information from NTSB notification checklist (Figure 5-1).**

4. **Secure passenger manifest.**

5. **Arrange for aircraft wreckage preservation in accordance with 49 CFR, Section 830.10 (below).**

> 49 CFR, SECTION 830.10, PRESERVATION OF AIRCRAFT WRECKAGE
>
> 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 practicable any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums (sic) of the 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).
>
> 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 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 position 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.

6. **Provide timely notification to family members of victims (see notification of next of kin in family assistance responsibilities).**

7. **If applicable, notify the office of governmental affairs with the necessary information on congressional passengers to facilitate interaction with appropriate congressional officials.**

Page 1 of 2

Figure 5-5. Accident/Incident Checklist (Continued)

8. If applicable, notify the Military Liaison Office, AJR-01, at 202-267-9428 or 202-267-3197 to provide for next-of-kin notification if a death or injury involves DOD Personnel.

9. If applicable, notify the office of international affairs with the necessary information on foreign passengers to facilitate interaction with appropriate foreign government officials.

10. If applicable, notify the office of International Affairs with the necessary information on an FAA aircraft accident or incident occurring in a foreign country.

11. Ensure that all flight program crewmembers and employees in the affected organization are notified of the accident/incident.

12. When requested, provide the NTSB the most current reconciled copy of the passenger manifest. Each copy should be annotated so it can be distinguished from previous copies.

Follow-On Items

Coordinate the disposition of personal effects with the victim's family.

Submit NTSB form 6120 1/2 to the NTSB within 10 days after an accident, or within 7 days if an overdue aircraft is still missing.

Submit a report on an incident to the NTSB only if requested by an authorized representative of the board.

Page 2 of 2

Figure 5-6. FAA Crewmember Emergency Information Checklist

FAA CREWMEMBER EMERGENCY INFORMATION CHECKLIST

To the extent possible, the following information shall be obtained from each crewmember. This information is confidential and should be maintained in a secure location. This is a sample format only. Any appropriate format may be used.

Name: _____

Address: _____

_____

Home Telephone: _____

Next of Kin: _____

Address: _____

_____

Home Telephone: _____

Work Address: _____

_____

Work Telephone: _____

Location of Dental Records: _____

_____

Remarks: _____

Secondary Next-of-Kin: _____

Address: _____

Home Telephone: _____

Work Address: _____

Work Telephone: _____

Date of Last Review: _____

Special Instructions: _____

_____

Chapter 6. Operation of FAA Aircraft

Canceled, Change 11

This chapter formerly addressed operation of all FAA aircraft. Most FAA flight programs operating agency-owned aircraft have developed general operations manuals specific to their aircraft and mission requirements. Flight program elements not covered by their own manuals should refer to Appendix 17, *Operation of FAA Aircraft, Including Rental Aircraft.*

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Chapter 7. Individual Flight Program Documentation

700. General. FAA organizations using appendix 17 for operation of aircraft may operate flight programs under this order without publication of additional formal guidance. Many organizations, however, may need to develop additional procedures and guidance specific to their own flight programs due to variations in the missions for which aircraft are used, the type of aircraft operated, their aircraft maintenance and custodial responsibilities, and the regulatory standard under which their flight program operates.

701. Individual Flight Program Appendixes. Flight programs may develop additional guidance for their programs to be published as an appendix to this order. Such guidance may be more, but not less, restrictive than the guidance provided in the order itself, unless the less restrictive policy or procedures are in accordance with paragraph 28, if appropriate, reviewed by the Flight Program Policy Committee (FPPC) and approved for use in that program by the Office of National Flight Program Oversight, ASW-280. Individual flight programs are responsible for developing the appendix and coordinating it with all organizations affected, including bargaining units, before submitting to ASW-280 for publication and distribution.

702. External Flight Program Manuals. Some material, for instance the manuals required under Part 135 programs, may be too voluminous or otherwise unsuitable for inclusion as an appendix to this order. In those cases, an appendix is required to list the additional external documents in effect, or to incorporate such documents by reference to a system of records. If incorporation by reference is used, the appendix shall contain a brief description of the system of records and an identification of the centralized control point for the system.

703. Use of Flight Program Manuals In Lieu of This Order. It is the responsibility of each flight program to ensure that all operations, maintenance, and participant qualifications meet or exceed the policies and standards of the most current version of this order. Use of operator-developed manuals does not relieve a flight program from complying with this order. Manuals are generally assumed to be additions to, rather than substitutions for, this order. To the extent that such manuals incorporate the policies and procedures in this order applicable to that flight program, including those dealing with transportation, use and cost accounting of Government aircraft, the operator may elect to use the manuals in lieu of those respective parts of this order.

704. System of Records. The system of records 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.

g. A listing, provided to ASW-280 at least semiannually, of documents in effect.

705. − 799. RESERVED.

Appendix 1. Definitions

Additional (Other) Crewmember. A person who is authorized to be on FAA aircraft to perform a particular function, either in flight or on the ground, not directly involving the operation of the aircraft or its installed equipment, but associated with the assigned mission or purpose of the flight.

Aircraft. Title 14 of the Code of Federal Regulations 14 CFR (Part 1) a device that is used or intended to be used for flight in the air.

Airplane. (Part 1) An engine driven fixed-wing aircraft heavier than air that is supported in flight by the dynamic reaction of the air against its wing.

Alternate Airport. (Part 1) An airport at which an aircraft may land if a landing at the intended airport becomes inadvisable.

Category. (Part 1) (1) As used with respect to the certification, ratings, privileges, and limitations of airmen, means a broad classification of aircraft. Examples include: airplane, rotorcraft, glider, and lighter-than-air. (2) As used with respect to the certification of aircraft, means a grouping of aircraft based upon intended use or operating limitations. Examples include: transport, normal, utility, aerobatics, limited, restricted, and provisional.

Caution. As applied to manuals, an operating procedure, technique, etc., which must be carefully followed to prevent damage to equipment.

Civil Aircraft. (Part 1) Aircraft other than public aircraft.

Class. (Part 1) (1) As used with respect to the certification, ratings, privileges, and limitations of airmen, means a classification of aircraft within a category having similar operating characteristics. Examples include: single engine, multi-engine, land, sea, gyroplane, helicopter, airship, and free balloon. (2) As used with respect to the certification of aircraft, means a broad grouping of aircraft having similar characteristics or propulsion, flight, or landing. Examples include: airplane, rotorcraft, glider, balloon, landplane, and seaplane.

Crew Flight Time. This time is entered on an FAA Form 4040-5 or FAA Form 4040-6 and shall be credited as follows to ensure compliance with the currency requirements of chapter 4:

a. Pilot-in-command (PIC) time shall be credited and logged in accordance with Part 61 and chapter 4 of this order.

b. Second-in-command (SIC) time shall be credited and logged in accordance with Part 61 and chapter 4 of this order.

c. Pilot time shall be credited for the time a pilot is at the flight controls, regardless of his or her qualifications or the control position, when he or she is actually exercising the principal active control of the aircraft's flight controls. For any flight, the total pilot time credited to all pilots must equal the flight time for the flight.

d. Instructor pilot (IP) time shall be credited only to pilots designated as FAA instructor pilots, FAA check pilots, or authorized/approved industry pilots for each time they are acting in this capacity. The total IP time credited to all pilots shall not exceed the flight time for the flight. Time credited to IP should also be included in PIC time in accordance with Part 61.

e. Flight engineer (FE) time shall be credited for flight time during which an individual is functioning as a flight engineer or is actually conducting either instructional or check flights as a designated FAA instructor/check flight engineer.

f. Other flight (Other) time will be used for flight maintenance technicians, electronic technicians, extra pilots, flight engineers, flight navigators, etc., for the time actually spent aboard the aircraft in a crewmember status.

Crewmember. A person who is authorized to be on FAA aircraft (1) to perform duties and functions directly involving the operation of the aircraft in flight; or (2) to perform a duty in flight, not directly involving the operation of the aircraft, but involving the operation of the installed equipment used to accomplish the mission of the aircraft; or (3) to perform a particular function, either in flight or on the ground, not directly involving the operation of the aircraft or its installed equipment, but associated with the assigned mission or purpose of the flight.

DOT Senior-Level Officials. For the purpose of this order, DOT senior-level officials refer to the Secretary of Transportation, the Commandant of the U.S. Coast Guard, the FAA Administrator, as well as the Deputy Secretary of Transportation, the U. S. Coast Guard Vice Commandant, and the FAA Deputy Administrator when these officials are representing their principals.

Exclusive Use. Aircraft leased or rented by the FAA and used only by the FAA for a specified period greater than 90 days.

FAA Aircraft. Aircraft used exclusively in the service of the FAA and includes aircraft owned, rented, leased, chartered, loaned, under bailment, or otherwise in possession of the FAA for the purpose of flight, ground test, or formal training use. The term also includes aircraft and simulators used under FAA/other Government or FAA/civil organization agreement. (Does not include use of private, rented, or club aircraft on official Government business under paragraph 217.)

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

Flight Activity and Crew Tracking System (FACTS). The FAA-wide data processing system for the input, retrieval, and analysis of aircraft program data. It is a national on-line system which includes data base files for FAA-owned, loaned, leased, and rented aircraft flight-hours; fuel use; crew data, including hours flown for each authorized crewmember; facility data; maintenance data; reimbursable flight-hour expenditures; aircraft rental data; and facility and airport geographical data.

Ferry Flight. A ferry flight is a flight of an FAA aircraft made for (1) initial operational assignment or operational reassignment between FAA organizational elements; or (2) moving an aircraft for maintenance or modification, or returning the aircraft to its assigned operational location after maintenance or modifications; or (3) moving an aircraft, maintenance personnel, and/or equipment to return an aircraft to service, or for emergency.

Flight Crewmember. A person who is authorized to be on FAA aircraft directly involved in the operation of the aircraft in flight as pilot with PIC authority, or pilot with SIC authority, or flight engineer.

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

Flight Plan. (Part 1) Specified information, related to the intended flight of an aircraft, that is filed orally or in writing with air traffic control.

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. This time shall be accurately recorded on the FAA Form 4040-6 or FAA Form 4040-5 by the PIC or a designated flight crewmember.

Hours of Operation Determine Airframe and Component Overhaul Times. Time between overhaul is increased or decreased whenever the degree of reliability dictates a change. Other flight data are necessary to establish use and other statistics. It is imperative, therefore, that all flight data be accurately and timely recorded.

Large Aircraft. (Part 1) An aircraft of more than 12,500 pounds maximum certificated takeoff weight.

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 are not primarily tasked 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.

Mission Requirements. Those activities, other than transporting passengers and/or cargo, which must be accomplished in order to carry out the FAA's statutory responsibilities.

Nonofficial Travelers/Nonofficial Passengers. Includes all persons for whom the FAA is not authorized to 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.

Operating Organization. An FAA organization which has allocated resources that provide for the authorization of flight-hours to conduct any of the official FAA flight programs. These organizations are identified as centers, services, all levels in the Washington headquarters, and the Office of Aviation System Standards.

Passengers. Includes all persons transported on an FAA aircraft except for the crew of the aircraft and any persons whose presence on the aircraft is essential or directly related to the official mission of the flight.

NOTE: For purposes of determining if the flight involves the transportation of passengers, persons including the crew of the aircraft, 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 mission of the flight (Part OF OFFICIAL MISSION - flight inspection coordination meeting at an airport).

Pilot-in-Command (PIC). (Part 1) The pilot responsible for the operation and safety of an aircraft during flight time.

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 00-1.1 and P.L. 103-411)

Rating. (Part 1) A statement that, as part of a certificate, sets forth special conditions, privileges, or limitations.

Rental Aircraft. FAA-operated civil aircraft obtained through open market or contract agreements and used within the FAA rental program. Rental categories and codes are depicted in appendix 16.

Rental Time. This time begins and ends according to the terms of the contract or is based on a recording tachometer. Whenever crew recorded times are stipulated, they shall be accurately recorded to ensure an equitable payment obligation. Time recorded on the Agency Open-Market Rental Aircraft Summary Report (RIS: FS 4040-11) is time-in-service.

Second-in-Command (SIC). (Part 1) A pilot who is designated to be second-in-command of an aircraft during flight time.

Simulator. A device used for training purposes that simulates any or all of the conditions of actual flight.

Subject Pilot. FAA or non-FAA personnel who are required and approved as flight crewmembers for specific research project flights.

Technical Crewmember. A person who is authorized to be on FAA aircraft to perform a duty in flight, not directly involving the operation of the aircraft, but involving the operation of the installed equipment used to accomplish the mission of the aircraft.

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. It shall be accurately recorded by the PIC or designated representative in the Aircraft Logbook (FAA Form 4100-8). Whenever an oleo actuated elapsed time meter is installed in the aircraft, time recorded thereon shall be used in lieu of crew-recorded times.

Type. (Part 1) As used with respect to the certification, ratings, privileges, and limitations of airmen, means a specific make and basic model of aircraft, including modifications thereto that do not change its handling or flight characteristics. ("Small" aircraft such as BE-55, Cessna 172, Mooney Mark 21, etc., are different type aircraft.)

Warning. As applied to manuals, means operating procedures, techniques, etc., which must be carefully followed to prevent loss of life.

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Appendix 2. Washington Flight Program (Hangar 6)

1. General. Chapter 7 provides for the Washington Flight Program to develop and establish additional procedures and guidance specific to its own flight program due to the variations of the missions, type aircraft, and standard to Title 14 of the Code of Federal Regulations (14 CFR) under which the flight program operates. This appendix establishes Washington Flight Program policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order.

2. Background. Hangar 6 operates a fleet of aircraft for the purpose of transportation, training, logistics, currency, and research and development. Hangar 6 operates in accordance with the standards and requirements of 14 CFR Parts 91 and 135 (as provided by the air carrier certificate W9FA693Y), as appropriate, and the contents of this order.

3. Authority to Change This Appendix. The manager of the Washington Flight Program will approve and coordinate any changes to this appendix.

4. Flight Operations Program.

a. Flight operations are conducted in accordance with the *Washington Flight Program Policy and Procedures Manual* (PPM) and the *Washington Program General Operations Manual* (GOM), as revised. These manuals meet the requirements of this order and any 14 CFR regulations applicable to the Washington Flight Program Part 135 air carrier certificate W9FA693Y. These documents have a clearly defined revision system with a record of changes and a list of effective pages. The PPM and GOM are maintained by the director of operations. The GOM is accepted by the Baltimore Flight Standards District Office (FSDO).

b. Training is conducted in accordance with the *Hangar 6 Training Manual*, as revised. This manual describes and implements the training program to be used by the Washington Flight Program to meet its training obligation as an operator. This manual is maintained by the director of operations, and is approved by the Baltimore FSDO.

5. Maintenance Program. Washington Flight Program aircraft are maintained in accordance with the *Washington Flight Program General Maintenance Manual* (GMM), as revised. This manual meets the requirements of this order and any 14 CFR regulations applicable to the Washington Flight Program certificate W9FA693Y. The GMM is maintained by the director of maintenance and is accepted by the Baltimore FSDO.

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Appendix 3. William J. Hughes Technical Center Flight Program

1. General. This appendix establishes the Federal Aviation Administration (FAA) William J. Hughes Technical Center's Flight Program policies, procedures, and guidelines to supplement the basic information and requirements set forth by this order. The FAA William J. Hughes Technical Center's Flight Program procedures and instructions will be provided by annexes to this appendix or by the manual systems referenced by this appendix. This flight program is located at the William J. Hughes Technical Center, Atlantic City Airport, NJ. It is administered by the program manager as delegated by the director of the Technical Center.

2. Background.

a. The FAA William J. Hughes Technical Center's Flight Program maintains, modifies, and operates a fleet of test bed aircraft in support of all FAA programs that require airborne research. These aircraft are exempt from the civil aircraft requirements of Public Law 103-411 and may operate as public aircraft when mission needs dictate. They will, however, be maintained and operated under Title 14 of the Code of Federal Regulations (14 CFR) Part 91/Part 125 and in compliance with this order.

b. The Flight Standards Service (Philadelphia Flight Standards District Office, FSDO-17) has issued a deviation authority from parts of Part 125 for operating large aircraft as airborne test beds in support of continued enhancements and improvement of the National Airspace System.

3. Authority to Change This Appendix. The Technical Center director, through the Flight Program manager, will approve and coordinate any changes to this appendix.

4. FAA William J. Hughes Technical Center's Flight Program.

a. Flight operations are conducted in accordance with *FAA R&D Flight Program, Flight Operations Manual*. This manual meets the requirements of this order and Part 91 and Part 125, where applicable.

b. The unique mission and needs of the FAA William J. Hughes Technical Center's Flight Program requires its pilots to operate multiple kinds of aircraft. Crewmembers must complete at least one simulator/training course every 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. FAA William J. Hughes Technical Center's Flight Program aircraft are maintained in accordance with their respective manufacturers' or FAA-approved maintenance programs. Guidance is provided by the *FAA R&D Program General Procedures Manual for Aircraft Maintenance* (GPM-1). The maintenance is performed in accordance with the repair station and quality control manual for FAA-approved repair station no. MV1R336K.

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APPENDIX 5.
FAA Supplemental Instructions for Flight Activity and Crew Tracking System (FACTS) Reports

1. FAMIS Reports. The FAMIS reports required by Federal Property Management System (FPMR) Amendment G-109, Part 101-37.5, *Management Information Systems* (MIS) – are divided into four major segments: 1) Aircraft and Facility Inventory, 2) Aircraft Cost and Utilization, 3) Aviation Support Services Cost, and 4) Senior Federal Official and Special Category Travel Data. Explanations for these segments are given in paragraphs 2, 3, and 4 below.

2. Aircraft and Facility Inventory. Initial aircraft and aircraft facility inventory reports for the Federal Aviation Administration (FAA) were submitted to the Department of Transportation (DOT) in 1985 on a *per aircraft and facility* basis and identified the FAA aircraft and facilities that may be available for sharing. These initial reports constitute the FAA's inventory portion of the FACTS database. These reports are now required only when a change in any data element occurs; new aircraft and/or facilities are added; aircraft and/or facilities are modified; or aircraft and/or facilities previously reported have been removed or deleted.

a. Aircraft Inventory Segment (General Services Administration (GSA) Form 3550, *Government Aircraft Inventory (Per Aircraft)*). As changes occur, each operating organization will submit a report to the National Flight Program Oversight Office, ASW-280. Instructions for completing the form appear on the reverse side of the form. Acquisition of new aircraft or removal of existing aircraft from the inventory must be reported. 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. ASW-280 will confirm corresponding changes have occurred in the related database and submit these reports to the Office of Financial Management, M-70.

b. Facility Inventory Segment (GSA Form 3549, *Government-Owned / Leased Maintenance, Storage, Training, Refueling Facilities* (Per Facility)). As changes occur, the FAA organization maintaining the facility will submit reports to ASW-280. ASW-280 will then report to M-70. Refer to the reverse side of the form for instructions on completing the report.

3. Aircraft Cost and Utilization Segment. All FAA operating organizations shall provide aircraft cost and utilization data to ASW-280 for the period of the previous fiscal year ending September 30. These reports are to be completed on AN ANNUAL BASIS ONLY.

a. Contract / Charter / Rental Aircraft Cost and Utilization Segment (GSA Form 3551, *Contract / Charter / Rental Aircraft Cost and Utilization*). Refer to the reverse side of this form for instructions on completing. A separate report shall be submitted for each contract, charter, or rental aircraft by make and model and agreement number. (Data for each aircraft make and model is to be summarized. Summarized cost and utilization data may be extracted from the fiscal year-end *Contract and Rental Aircraft Make/Model Report* from the Flight Activity and Crew Tracking System (FACTS) and used to complete GSA Form 3551 when the aircraft have been acquired through contract or open-market rental.) An example of Form 3551 is depicted in figure A5-2.

(1) Contract Aircraft. All FAA organizations procuring aircraft through formal contractual agreements shall complete this report. Check "contract."

(2) Charter Aircraft. All FAA organizations procuring aircraft through an agreement arrangement or one-time charter fully operated by the vendor shall complete this report. This requirement applies to all FAA organizations whether or not the organization operates aircraft or otherwise participates in an FAA Flight Program. Charter aircraft data information is NOT presently being captured in FACTS; therefore, the cost and utilization data must be manually summarized by make and model. Check "charter."

(3) Rental Aircraft. All FAA operating organizations procuring open-market rental aircraft shall complete this report. Check "rental."

b. Government Aircraft Cost and Utilization Segment (GSA Form 3552, *Government Aircraft Cost and Utilization* (Per Aircraft)). Refer to the reverse side of this form for completion instructions. All FAA operating organizations assigned FAA-owned, bailed, leased, or lease / purchased aircraft shall complete this report. *A separate report shall be submitted for each aircraft.*

4. Aircraft / Services Contract Agreements. GSA Form 3554, *Aircraft Contract / Rental / Charter and Support Services Cost Data,* shall be completed by all FAA operating organizations as agreements become effective and submitted to ASW-280 for reporting to M-70. Refer to the reverse side of the form for instructions on completing.

5. Senior Federal Travel Reports. Congress and the General Services Administration (GSA) both require reports of travel on government aircraft by senior executive branch officials (SEBO) and senior Federal officials (SFO), members of the families of such officials, and any non-Federal travelers. For purposes of discussion in this document, the "Senior Federal Travel" report encompasses all these special kinds of travelers. The reports are made monthly to Congress and semi-annually to GSA. Complete information to meet both requirements is collected from FAA Flight Programs by ASW-280 at monthly intervals.

a. Definitions. The traveler reporting requirements apply to senior Federal officials, senior executive branch officials, and non-Federal travelers defined below:

(1) Senior Executive Branch Officials (SEBO) are political appointees. See DOT listing in figure A5-1.

(2) Senior Federal Officials (SFO) are FAA Executive System (FAAES) employees, DOT and other Federal civilian Senior Executive Service (SES) employees, or Federal employees having a rate of pay equal to or greater than the minimum basic pay rate for the FAAES or SES.

(3) Non-Federal Travelers include all travelers who do not work for the Federal government, and for whom the FAA is not authorized to pay travel expenses. Examples of travelers in this category include spouses and dependents of government officials, internationals, reporters, industry representatives, other civilians, etc.

b. Report Due Dates. Monthly reports are due to ASW-280 by the first Tuesday of the month for any travel by senior Federal travelers occurring in the previous month. ASW-280 retains and consolidates this Congressional data for the semiannual reporting required by GSA.

c. Report Documents. Listed below are the documents that must be submitted when a Senior Federal Travel Report is required. Expanded information on items (1) and (2) may be found in paragraph 6.

(1) GSA Form 3551, *Senior Federal Travel Form*, for each LEG of the flight; AND

(2) FAA Aircraft Use Record (FAA Form 4040-5, Daily Flight Log and Load Manifest, or Form 4040-6, FAA Aircraft Request and Use Record); AND

(3) Complete list of passengers or passenger manifest.

d. 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 whether the level of the passenger's approval is appropriate, and whether all information is also useful in determining whether the level of the passenger's approval is appropriate, and whether all necessary justification and documentation have been provided. FAA aircraft operators should make it a point.

(1) Passenger Data to Collect. The collection of the information below helps eliminate certain travelers from the reporting requirements (i.e., any Federal traveler with a grade of GM/GS-15 or below is not required to be reported for this special report). It also ensures the information needed will be available reporting is required.

(a) Name of traveler(s).
(b) Agency of traveler(s).
(c) Position of traveler(s).
(d) Grade of traveler(s).
(e) Purpose of travel for each traveler.
(f) Phone number of traveler(s) - in case you need to contact the passenger later for more information.

NOTE: *If passenger information is collected during the flight planning stage, be sure list of passengers is reconciled at the time of flight with those who actually were on board the aircraft.*

(2) DOT SEBO versus SFO Determination. If the traveler is a Department of Transportation (DOT) employee and is graded as SES or FAAES, the listing in figure A5-1 should be checked to determine if the traveler's status should be coded as an SEBO. If the traveler's status is not found in figure A5-1, then the traveler should be coded as an SFO.

FIGURE A5-1: SENIOR EXECUTIVE BRANCH OFFICIALS (SEBO) WITHIN DOT (Political Appointees)

OFFICE OF THE SECRETARY The Secretary Deputy Secretary Associate deputy Secretary General counsel Ass't Secretary for Policy and International Affairs Ass't Secretary for Budget and Programs Ass't Secretary for Governmental Affairs Inspector General FEDERAL AVIATION ADMINISTRATION Administrator Deputy Administrator FEDERAL HIGHWAY ADMINISTRATION Administrator FEDERAL RAILROAD ADMINISTRATION Administrator	NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION Administrator FEDERAL TRANSIT ADMINISTRATION Administrator SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION Administrator MARITIME ADMINISTRATION Administrator RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION Administrator

(3) 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 or SEBO.

(4) Non-Federal Government travelers. If the traveler is not a Federal employee and not on invitational travel orders, a report is required.

(5) 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 on board.

(6) GSA versus Congressional Reporting Requirements. At this time, Congressional reporting requirements exceed those of GSA, and information to meet the most exacting requirements is collected. If a special SFO or other category traveler is on board, Congress requires a report regardless of the passenger's purpose of travel, and a listing of ALL (not just the special category) passengers on that flight.

6. What to Report for Senior Federal Travel. GSA Form 3641 and the aircraft use record (FAA Forms 4040-5 or 6), including a passenger manifest or list of passengers, are required. The cost of the trip and comparative commercial costs for such travel must be reported on GSA Form 3641.

a. GSA Form 3641, *Senior Federal Travel Form*. If the traveler's status meets the criteria for an SFO or SEBO, spouse or dependent, or non-Federal traveler, a report is required on GSA Form 3641, *Senior Federal Travel Form* (example in figure A5-3). Instructions for completing each block are depicted on the back side of the form.

(1) Each Leg. A form must be completed 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, if a stop is made for refueling purposes only, and no one boards or deplanes.

(2) Cost Reporting. The following costs much each be reported on GSA Form 3641:

(a) Total cost of the flight,

(b) Appropriate allocated share of actual cost of each trip for each passenger, and

(c) Corresponding commercial cost for the trip for each passenger.

(3) Reporting Reimbursement. GSA Form 3641 requires 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 and may be reported by putting the agreement number in the last passenger block in the lower left portion of the form.

b. Aircraft Use Record. (FAA Form 4040-5 or 6). This document is the official flight record which must be retained on every flight for a 3-year period. This is required whether or not there are passengers aboard, and whether or not any passengers must be reported to Congress and the GSA. There are, however, some additional information that must be on or attached to the form when passengers are carried.

(1) Mandatory Information for Each Flight. The following data will be maintained on each flight regardless of the mission an FAA aircraft is dispatched to perform:

(a) N number,

(b) Type Aircraft,

(c) Justification - a full, detailed, written justification showing purpose of the flight,

(d) Arrival and departure dates and times,

(e) Hours flown,

(f) Points of origin; en route stops; destination,

(g) Type of cargo,

(h) Approving Officials - title, position, names(s), and signature(s) of the authorized individuals approving the flight, and

(i) Name(s) of the flight crewmembers.

(2) Additional Information for Flights with Passengers. The following information must be made a part of the aircraft use record for all flights on which passengers are carried.

(a) Names and status of all passengers

(b) Passenger approving officials − title, position, names(s), and signature(s)

(c) Cost comparison – if purpose of flight is transportation – OR

(d) Justification for travel as an alternative to commercially scheduled transportation

(e) Justification and approval for any:

1. Space available passengers, and

2. Official travelers

(3) Special additional information if passenger is SFO or one of those listed in paragraph 5.

(a) Original of the certification statement for space available transportation; if applicable

(b) Justification for required use travel, if applicable.

(c) Approval from AGC-1 or region/center counsel (see chapter 2).

7. Updates to Instructions. Detailed supplementary instructions will be issued by ASW-280 as needed to support changes dictated by GSA, Congress, etc.

FIGURE A5-2: GSA Form 3551, Contract/Charter/Rental Aircraft Cost & Utilization

CONTRACT / CHARTER / Rental Aircraft Cost and Utilization **(See Instructions on Reverse)**	**Interagency Report Control No. 0322-GSA-AN** 1. Type of Report ☐ New ☐ Change ☐ Delete

Agency Contact Data		
2. Department/Agency	3. Bureau/Office/Service	
4a. Contact Name	4b. Contact Title	4c. Contact Job Function
5. U.S. Postal Address	6. Courier Address (if different from 5)	
7a. Contact Phone Number	7b. Contact FAX Number	

Contract / Charter / Rental Aircraft Date		
8a. Agreement Type ☐ Contract ☐ Charter ☐ Rental	8b. Agreement Number	8c. Registration Number (FAA)
9. Agreement Begin Date	10. Agreement End Date	11. Hours Flown
12a. Commercial Cost	12b. In-House Cost	12c. Total Cost
13. Aircraft Make/Model		
14. Mission		

General Services Administration GSA Form 3551 (Rev 04-93)

FIGURE A5-3: GSA Form 3641, Senior Federal Travel Form

Rev.Dr. 10/30/95

Senior Federal Travel Form

(See Instructions on Reverse)

Interagency Report Control No. 0322-GSA-AN

Agency Contact Data

1. Department/Agency	2. Bureau
Department of Transportation	Federal Aviation Administration

3a. Contact Name	3b. Contact Title	3c. Contact Job Function
Rochelle Claypool	Special Asst to AOA1	Administrative
3d. Contact FTS Number	**3e. Contact Commercial Number**	**3f. Contact FAX Number**
202-267-3111	202-267-3111	202-267-5047

Aircraft Data

4. Aircraft Registration Number	5. Aircraft Serial Number
N26	0113
6. Aircraft Make and Model	**7. Purpose of Flight**
CESSNA C-560	T (Other Official Travel) - Cessna Groundbreaking Ceremony

Departure Data

8a. Date	8b. Time	8c. Location	8d. Flight Number
5/19/95	11:18 am	KIDP	9526-05192

Passenger Data

9. Passenger Name Last, First, Middle	10. Department/ Agency (If other than above)	11. Date	12. Status	13. Purpose	14. From	15. To	Cost 16. Government	Cost 17. Commercial	Reimbursement 18. Amount	Reimbursement 19. Account Number
Daschle, Linda	FAA	5/19/95	E	3AM	KIDP	KDCA	$195.36	$321.78	N/R	N/R
Glickman, Dan	DOA	5/19/95	E	3AM	KIDP	KDCA	$195.36	$321.78	N/R	N/R
Galis, Paul	FAA	5/19/95	S	3AM	KIDP	KDCA	$195.36	$321.78	N/R	N/R

General Services Administration

GSA FORM 3641 (04-93)

Appendix 6
Cost Comparison with Commercial Transportation

1. General. A cost comparison is required when the use of FAA aircraft is for the primary purpose of transportation of passengers and cargo except as provided for in paragraph 220.

2. Cost Comparison Criteria. These criteria are applicable only when transportation of passengers and cargo is the primary purpose of the flight. In considering the use of commercial transportation versus use of FAA aircraft for the primary purpose of meeting transportation needs, the following criteria is used:

a. Cost comparisons shall be made using commercial transportation costs appropriate to travel in accordance with guidelines in Order 1500.14, Travel Manual. Government contract air fares must be used when applicable to the routing of the flight. (When the exact itinerary is unknown, the highest contract air fare may be used.) Actual space availability of commercial transportation should usually not be considered in making the comparison since travel requirements normally are known sufficiently in advance to ensure space availability.

b. Cost comparisons for passenger transportation will take into consideration such travel-related expenses as excess baggage, ground transportation, and subsistence costs (per diem or actual expenses). The cost of an individual's lost productive time may be considered in the calculation. For purposes of this comparison, the value of such time shall be calculated for all FAA officials and employees in an official travel status as follows:

Lost work time = gross hourly cost (including fringe benefits) x number of hours lost if commercial transportation is used

c. Standard Cost Elements. The FAA shall use the variable flight-hour costs for FAA aircraft when performing cost comparisons. These costs shall include all of the variable cost elements contained in Attachment B, Standard Aircraft Program Cost Elements, to OMB Circular A-126. Until variable flight-hour costs for FAA aircraft are developed, the FAA will use the cost elements contained in the latest edition of Order 2500.36, Application of Reimbursable Flight-Hour Rate.

d. When the use of an FAA aircraft is selected for the primary purpose of transpiration of passengers, the cost comparison analysis form (see figure 1) shall be included as part of the aircraft use record which is to be maintained in accordance with chapter 8 of this order. Figures 1 through 5 are worksheets designed to aid in the preparation of the cost comparison for passenger transportation.

e. When the use of an FAA aircraft is selected for the primary purpose of transpiration of cargo, only the cost comparison analysis form shall be used and included as part of the aircraft use record which is to be maintained in accordance with chapter 8 of this order. Items 1, 2, 3 in the Cost Comparison Analysis section, and item 6 in the Justification/Additional Information section (stating why the FAA aircraft was used, i.e., a cost savings or an explanation of the other overriding factor for such use) must be completed.

3. Documentation OF Aircraft Use Records for Flights Involving Transportation of Passengers and Cargo. When transpiration of passengers and cargo is involved (either primary or secondary purpose), vague or ambiguous justifications shall not be used. Such reasons as official business, official transportation, etc., shall be considered insufficient by themselves to support the determination that aircraft are being used for official purposes. All flights involving transportation of passengers and cargo shall include the following:

a. A full, detailed written justification is to be included in the aircraft use records for each flight for an FAA aircraft when transpiration of passengers and cargo as the primary purpose is involved. Such justification shall clearly show why the aircraft is being used,

b. Results of the cost comparison analysis, and

c. If the aircraft actually was not the most cost-effective, advance written justification for the use are required with the overriding factor(s) clearly noted in the aircraft use records so as to be readily available for audit.

4. Forms Availability. The need for and use of cost comparison forms is expected to be very limited. The worksheets shown on the following pages are intended for guidance only. FAA Form 4040-9, Cost Comparison Analysis Form, should be attached to the aircraft use record. FAA Form 4040-9 will be stocked in the Fleet Management Branch, AVN-510. Local reproduction is authorized as required.

Figure A6-1. Sample Cost Comparison Analysis Form – FAA Form 4040-9

RIS: AC4040-6

COST COMPARISON ANALYSIS FORM

COST COMPARISON ANALYSIS

1. Total Cost of Commercial Transportation (From Worksheet Part C. 6. for passenger transp ortation) $ _____
2. Total Cost of Using FAA Aircraft (From Worksheet Part B.2.d. for passenger transportation) $ _____
3. Difference (1. – 2.) = $ _____

POSITIVE DIFFERENCE = SAVINGS TO GOVERNMENT; USE OF FAA AIRCRAFT JUSTIFIED ON ECONOMICS

NEGATIVE DIFFERENCE = COST OVERRUN: DO NOT USE FAA AIRCRAFT ABSENT OTHER OVERRING FACTORS

JUSTIFICATION/ADDITIONAL INFORMATION

1. _____ Justified on economics based on cost comparison analysis.
2. _____ Transportation requirement could not be fulfilled effectively because no commercial airline or aircraft service was reasonably available. (This overrides the cost comparison analysis showing that commercial transportation was more expensive. Justify in 6 below)
3. _____ Transportation performed for another agency under a reimbursable agreement.
4. _____ Other (Justify in 6 below) _____
5. _____ Transportation of spouse/dependent/other nonofficial traveler involved. (Justify in 6 below)

_____ Justification: _____

_____ SIGNATURE _____ DATE

_____ TITLE

When cost comparisons are required for the use of FAA aircraft, this form shall become part of the official aircraft use record.

Figure A6-2. Sample Cost Comparison Worksheet for Passenger Transportation

PART A. GENERAL INFORMATION

1. **Purpose of Travel:** _____

2. **Date(s) of Travel:** _____

3. **Travel Itinerary (includes dates and desired times of arrival/departure):** _____

4. **Special Requirements:** _____

Figure A6-2. (Page 2)
Sample Cost Comparison Worksheet for Passenger Transportation

PART A. (Continued)

5. Information on Official Passengers:

Rank / Grade	Title / Position	Name	Round Trip	One Way

6. Information on Non-official Passengers:

Name	Title / Position	Company / Organization	Round Trip	One Way

Figure A6-3.
Sample Cost Comparison Worksheet for Passenger Transportation

PART B. ESTIMATED COSTS OF USING FAA AIRCRAFT

1. **Aircraft Information:**

   a. Organization: _____

   b. Recommended Aircraft:

Type	Speed	Passenger Capacity

   c. Non-availability of Aircraft (explain): _____

2. **Estimated Costs:**

   a. Number of Flight-Hours = _____ Hours*

   b. Variable cost related to Flight Hours

(1)	Crew Costs – Variable / per hour	$ _____
(2)	Maintenance Cost - Variable / per hour	$ _____
(3)	Overhaul Costs – per hour	$ _____
(4)	Fuel and Fluids – per hour	$ _____
(5)	Aircraft Lease / Rent – Variable / per hour	$ _____
	Total	$ _____

   (Sum of Items (1) thru (5) times number of flig ht hours in a. above)

   c. Other variable costs not related to flight hours**

(1)	Staging Costs	$ _____
(2)	Crew Per Diem	$ _____
(3)	Landing and Tie-Down Fees	$ _____
(4)	Miscellaneous (Food, etc.)	$ _____
	Total	$ _____

   d. Total cost of using FAA Aircraft (2b. and 2c.) $ _____

* In calculating the total number of flight hours for use in the cost comparison, the additional flight hours resulting from flight legs to pre -position the aircraft and return it to its home base must be included in the calculation.

** In calculating other variable costs not related to flight hours, the additional costs resulting from flight legs to pre -position the aircraft and return it to its home base must be included in the calculation.

Figure A6-4.
Sample Cost Comparison Worksheet for Passenger Transportation

PART C. ESTIMATED COMMERCIAL COSTS

NOTE: Commercial costs are to be determined using contract airfares absent other overriding factors. Specific details on possible flight arrangements may be provided as an attachment to this Part C.

1. Commercial cost / passenger $_____ x Number of official travelers _____ = Total Commercial Air Fare $ _____
2. Per diem (if avoided by using FAA aircraft) $ _____
3. Excess baggage costs (total) $ _____
4. Ground transportation / rental car / other transportation (if avoided by using FAA aircraft $ _____
5. Total lost work time (LWT)* $ _____
6. Total cost of commercial transportation = (sum of items 1. thru 5.) $ _____

* Lost work time (LWT) – gross hourly cost (including fringe benefits) multiplied by the number of hours lost if commercial transportation is used.

Lost work time calculations (official passengers only):

Rank / Grade	Gross Hourly Cost			Number of Passengers		Extended Cost
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
_____	_____ /hr	x		_____	=	$ _____
	Total Gross Hourly Cost	=				$ _____

LWT / hour $_____ x No. of hours lost ____ = $ _____ Total LWT (enter in 5. above)

Figure A6-5. Sample Standardized Gross Hourly Costs (Including Fringe Benefits) for Dot and FAA Civilian Officials and Employees (Based On 1989 Dollars)

PART D. GROSS HOURLY COSTS FOR COMPUTING LOST WORK TIME (LWT)

NOTE: The cost of an individual's lost productive time may be considered in the calculation of travel related expenses. For comparison purposes, the following standardized gross hourly costs (including fringe benefits) for DOT and FAA civilian officials and employees have been developed. It should be noted that the values listed are based on 1989 dollars.

PAY SCHEDULE	LEVEL OR GRADE	COST PER HOUR
	Level 1	$ 80.00
	Level 2	72.00
	Level 3	67.00
	Level 4	63.00
	Level 5	59.00
SENIOR EXECUTIVE SERVICE	ES-6	$ 63.00
	ES-5	61.00
	ES-4	59.00
	ES-3	58.00
	ES-2	56.00
	ES-1	53.00
GS/GM	GS-17	$ 59.00
	GS-16	59.00
	GS-15	50.00
	GS-14	43.00
	GS-13	36.00
	GS-12	31.00
	GS-11	26.00
	GS-10	23.00
	GS-09	21.00
	GS-08	19.00
	GS-07	17.00
	GS-06	16.00
	GS-05	14.00
	GS-04	13.00
	GS-03	11.00
	GS-02	10.00
	GS-01	9.00

Appendix 7.
Instructions for Preparation and Use of
FAA Form 4040-2, FAA Crewmember Check Record

1. General. This appendix provides instructions for the preparation and use of FAA Form 4040-2.

2. Application. This appendix applies to all users of FAA-owned, loaned, leased, bailed, or rented aircraft.

3. Discussion. Information reported through use of this form is essential data required to verify and validate qualifications of flight crewmembers. This form is the supporting document for FAA Form 4040-7, which is used to enter these qualifications into the Flight Activity and Crew Tracking System (FACTS). This form may also be used alone (without the Form 4040-7) to enter information into the agency database, but may require a higher level of knowledge by the data input person. Reports generated by this automated data processing (ADP) system provided necessary information for budget review, program monitoring, and internal management control.

4. Action. All check flight requirements shall be recorded on FAA Form 4040-2 shown in Figures A7-1 and A7-2. Complete this form according to instructions on the following pages. The office with jurisdiction over allocated flight-hours must ensure that this form is prepared in strict conformity to these instructions to assure maximum accuracy in the transfer of data to the ADP system.

a. Applicant. The applicant requiring a check flight shall complete the applicable blocks numbered 1, 2, 5, 6, 7, 8, and 9. He/she then submits it to the supervisor for approval of the requested check flight.

b. Supervisor. The supervisor signs in the block 20, Signature, Approving Official. The supervisor determines the check airman to perform the evaluation, then forwards this form to the check airman.

c. Check Airman. The check airman completes blocks 3, 4, 10, 17, 18, 19, 22 and 23. Blocks 11, 12, 13, 14, 15, and 16 as appropriate to the flight, are completed by the check airman or the applicant to be checked.

d. Applicant. At the completion of flight and ground evaluations, the applicant signs in block 21 to confirm that the evaluation is complete and the result of the evaluation is understood.

5. Distribution of Completed Form. Following the check flight, the check airman (or the participant if the check airman is not an FAA employee) will complete and sign the FAA Form 4040-2.

a. The original shall be forward it to the supervisor (approving official) or person designated.

b. Database entry. Per local procedures, the Form 4040-2 itself may be used as a database entry document, or results of the check may be recorded on FAA Form 4040-7 for database entry. The input document shall be forwarded to the designated database (FACTS or replacement) input operator for entry into the system.

c. The original form shall be placed in the crewmember's flight record folder.

d. A copy shall be given to the employee checked.

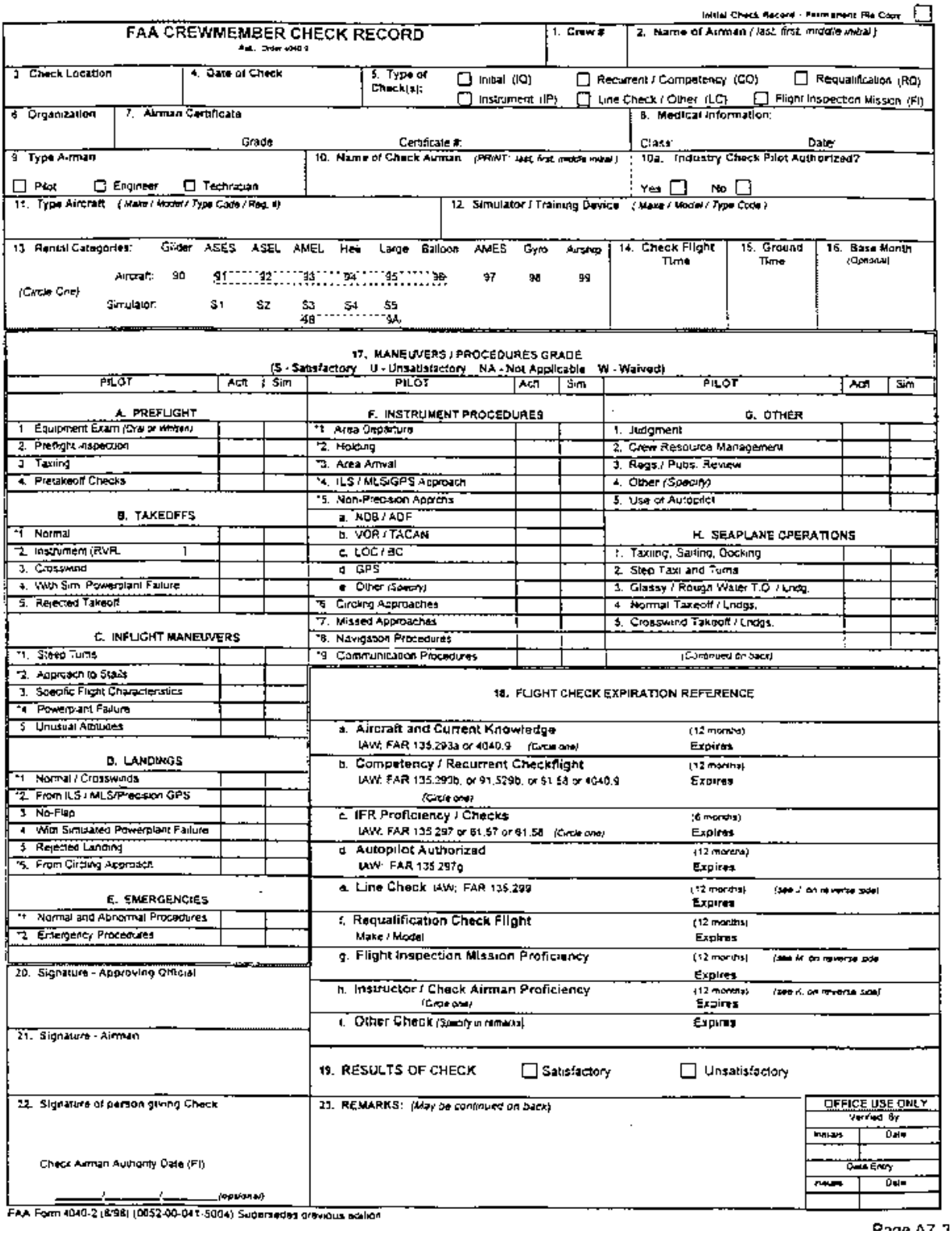
6. **Form Availability.** Forms are stocked in the FAA Logistics Center for Distribution through normal supply channels listed below.

Form Number	FAA Form 4040-2
Stock Number	0052-00-041-5004
Unit of Issue	Sheet (SH)

7. Form Completion Instructions

Block No	Block Title	Action
	Permanent File Copy	Use box in upper right corner of form as a reminder when the form is to be retained permanently in a crewmember's record (such as for initial check flights in any FAA or rental aircraft category, class, and/or type.)
1.	Crew Number	Enter crew number of the airman being evaluated.
2.	Name of Airman	Enter last name, first name, and middle initial as shown on the airman's certificate. Always enter middle initial in place of the middle name.
3.	Check Location	Enter office and location of office administering check (e.g., OKC, SAT, ACY).
4.	Date of Check	Enter date check was completed in MM/DD/YY format.
5.	Type of Check	Place "X" in box next to the type of check flight being flown. Check all that apply.
6.	Organization	Enter duty location symbol and organization symbol of airman being evaluated (e.g., OKC FIAO, ACY/ACT, DCA/AFS, or SAC FSDO).
7.	Airman Certificate	Enter certificate grade (e.g., ATP, Commercial) and number of airman being evaluated.
8.	Medical	Enter class and date of the medical certificate for the airman being evaluated.
9.	Type Airman	Place "X" in the box appropriate for the type of crewmember being evaluated.
10.	Name of Check Airman	Enter last name, first name, and middle initial as shown on the check airman's certificate.
10.a.	Industry Check Pilot Authorized	The approving official checks the "Yes" box if an industry check pilot, rather than an FAA check pilot, may perform the check. See paragraph 409h.
11.	Type Aircraft	Use this block if check was taken in an actual aircraft. Enter a make, model, aircraft type code, and registration number for the aircraft flown (e.g., BAe-125-800/25/N96, Cessna 402/93/N2044K). See Appendix 16 for type codes to be used for FAA owned/leased or open market rental aircraft. **NOTE:** FAA crewmembers who normally fly *only* open market rental aircraft *but take their flight check in an FAA-owned or leased aircraft* must also circle the rental category in block number 13, "Rental Category."
12.	Simulator/Training Device	Use this block only when a simulator or training device was used to complete the evaluation. Enter make and model of the simulator or training device flown (e.g., Boeing/B767, Level 4-6, etc.). A list of simulator / training device type codes / categories is available in Appendix 16.

FIGURE A7-1. SAMPLE FAA FORM 4040-2, FAA CREWMEMBER CHECK RECORD (Front Side)



Initial Check Record - Permanent File Copy ☐

FAA CREWMEMBER CHECK RECORD
Aut. Order 4040.9

1. Crew #
2. Name of Airman (last, first, middle initial)
3. Check Location
4. Date of Check
5. Type of Check(s): ☐ Initial (IQ) ☐ Recurrent / Competency (CO) ☐ Requalification (RQ) ☐ Instrument (IP) ☐ Line Check / Other (LC) ☐ Flight Inspection Mission (FI)
6. Organization
7. Airman Certificate — Grade — Certificate #:
8. Medical Information: Class: Date:
9. Type Airman ☐ Pilot ☐ Engineer ☐ Technician
10. Name of Check Airman (PRINT: last, first, middle initial)
10a. Industry Check Pilot Authorized? Yes ☐ No ☐
11. Type Aircraft (Make / Model / Type Code / Reg. #)
12. Simulator / Training Device (Make / Model / Type Code)
13. Rental Categories: Glider ASES ASEL AMEL Hea Large Balloon AMES Gyro Airship
Aircraft: 90 91 92 93 94 95 96 97 98 99
(Circle One)
Simulator: S1 S2 S3 S4 S5 S6 S7 S8 S9
14. Check Flight Time
15. Ground Time
16. Base Month (Optional)

17. MANEUVERS / PROCEDURES GRADE
(S - Satisfactory U - Unsatisfactory NA - Not Applicable W - Waived)

PILOT	Acft	Sim
A. PREFLIGHT		
1. Equipment Exam (Oral or Written)		
2. Preflight Inspection		
3. Taxiing		
4. Pretakeoff Checks		
B. TAKEOFFS		
*1. Normal		
*2. Instrument (RVR)		
3. Crosswind		
4. With Sim. Powerplant Failure		
5. Rejected Takeoff		
C. INFLIGHT MANEUVERS		
*1. Steep Turns		
*2. Approach to Stalls		
3. Specific Flight Characteristics		
*4. Powerplant Failure		
5. Unusual Attitudes		
D. LANDINGS		
*1. Normal / Crosswinds		
*2. From ILS / MLS/Precision GPS		
3. No-Flap		
4. With Simulated Powerplant Failure		
5. Rejected Landing		
*6. From Circling Approach		
E. EMERGENCIES		
*1. Normal and Abnormal Procedures		
*2. Emergency Procedures		

PILOT	Acft	Sim
F. INSTRUMENT PROCEDURES		
*1. Area Departure		
*2. Holding		
*3. Area Arrival		
*4. ILS / MLS/GPS Approach		
*5. Non-Precision Apprchs		
a. NDB / ADF		
b. VOR / TACAN		
c. LOC / BC		
d. GPS		
e. Other (Specify)		
*6. Circling Approaches		
*7. Missed Approaches		
*8. Navigation Procedures		
*9. Communication Procedures		

PILOT	Acft	Sim
G. OTHER		
1. Judgment		
2. Crew Resource Management		
3. Regs./ Pubs. Review		
4. Other (Specify)		
5. Use of Autopilot		
H. SEAPLANE OPERATIONS		
1. Taxiing, Sailing, Docking		
2. Step Taxi and Turns		
3. Glassy / Rough Water T.O. / Lndg.		
4. Normal Takeoff / Lndgs.		
5. Crosswind Takeoff / Lndgs.		

(Continued on back)

18. FLIGHT CHECK EXPIRATION REFERENCE

a. Aircraft and Current Knowledge IAW: FAR 135.293a or 4040.9 (Circle one)	(12 months) Expires	
b. Competency / Recurrent Checkflight IAW: FAR 135.299b, or 91.529b, or 61.58 or 4040.9 (Circle one)	(12 months) Expires	
c. IFR Proficiency / Checks IAW: FAR 135.297 or 61.57 or 61.58 (Circle one)	(6 months) Expires	
d. Autopilot Authorized IAW: FAR 135.297g	(12 months) Expires	
e. Line Check IAW: FAR 135.299	(12 months) Expires	(see j. on reverse side)
f. Requalification Check Flight Make / Model	(12 months) Expires	
g. Flight Inspection Mission Proficiency	(12 months) Expires	(see k. on reverse side)
h. Instructor / Check Airman Proficiency (Circle one)	(12 months) Expires	(see n. on reverse side)
i. Other Check (Specify in remarks)	Expires	

19. RESULTS OF CHECK ☐ Satisfactory ☐ Unsatisfactory

20. Signature - Approving Official

21. Signature - Airman

22. Signature of person giving Check

Check Airman Authority Date (FI) ____/____/____ (optional)

23. REMARKS: (May be continued on back)

OFFICE USE ONLY
Verified By
Initials | Date
Data Entry
Initials | Date

FAA Form 4040-2 (8/98) (0052-00-041-5004) Supersedes previous edition

Page A7-3

FIGURE A7-1. SAMPLE FAA FORM 4040-2, FAA CREWMEMBER CHECK RECORD (Back Side)

17. *(continued)* MANEUVERS / PROCEDURES GRADE
(S - Satisfactory U - Unsatisfactory NA - Not Applicable W - Waived)

PILOT	Acft	Sim	PILOT	Acft	Sim	PILOT	Acft	Sim
I. HELICOPTER			**J. LINE CHECK**			**L. FLIGHT ENGINEER**		
1. Equipment Exam. *(Oral or Written)*			1. Predeparture / Preflight Planning			1. Equipment Exam. *(Oral or Written)*		
2. Preflight Inspection			2. Dispatch			2. Preflight Inspection		
3. Hover Taxiing			3. Flight Operations			3. Normal Operating Procedures		
4. Powerplant Checks			4. Crew Resource Management			4. Abnormal Operating Procedures		
5. Surface and / or Air Taxi			5. Arrival Procedures			5. Performance Data		
6. Hovering Maneuvers			6. Turnaround			6. Cruise Control		
7. Normal & Crosswind T.O. & Ldng.			7. Forms and Records			7. Trouble Shooting		
8. Running Takeoffs & Landings (Wheel Type Gear)			8. Other *(Specify)*			8. Emergency Procedures		
9. Simulated Engine Failure						9. Forms and Records		
10. Confined Areas			**K. INSTRUCTOR / CHECK AIRMAN**			10. Post Flight		
Slopes						11. Crew Coordination		
Pinnacle						12. Judgment		
11. Rapid Decelerations *(Quick Stops)*			1. Fundamentals of Instructing			13. Other *(Specify)*		
12. Autorotations			2. Technical Subject Areas					
13. Hovering Autorotation			3. Flight Profile					
14. Tail Rotor Failure *(Oral or Flight)*			4. Flt. Maneuvers *(Left and Right Seat)*					
15. Settling With Power *(Oral or Flight)*			5. Airmen Evaluation Techniques					
16. Low RPM Recovery *(Oral or Flight)*								
17. Loss of the Rotor Effect (LTE) *(Oral)*								
18. Dynamic Rollover *(Oral)*								
19. Low G Recovery *(Oral)*								

M. FLIGHT INSPECTION MISSION
Pilot / Electronics Technician

1. Predeparture / Preflight Planning			(2) Procedures			(3) Other *(Specify)*		
a. Publications / Equipment			(a) Approach / Controlling Obstacles			d. MLS		
b. Crew Resource Management			(b) Spec. Cks (VOR)/ Nuls (TACAN)			(1) Data Words		
c. Safety Considerations			(c) Missed Approach			(2) Structure		
2. Inspection Planning			(d) SIDS / STARS / RNAV			(3) Scan. Beams / Beam Cutoff		
a. Facility Research			(e) Holding Patterns			(4) Azimuth		
b. Facility Data Sheets			(f) Airways			(a) Coverage / Service Volume		
c. Travel Folders			(g) Fixes			(b) Error Budget		
d. Inspection Checklist			(3) Coverage / ESV			(c) Proportional Guidance		
e. Coor. with AT / AF / FLC Personnel			(a) Signal Strength			(d) Clearance / OCI		
f. Procedures / SIAP Packages			(b) Modulations			(e) Approchs. *(Course / Other)*		
3. AFIS Operation			(c) Identification			(f) Monitors		
a. Initialization			(d) Enroute Radials / Polarization			(5) Elevation		
b. Positioning Accuracy			(4) Monitors			(a) Coverage / Service Volume		
c. Update Modes			(5) Other *(Specify)*			(b) Error Budget		
d. Low MOE Environment			c. ILS			(c) Selectable Angles		
4. Flight Evaluation			(1) Localizer			(d) Clearance / OCI		
a. RADAR (ASR / PAR)			(a) Modulation			(e) Monitor		
(1) Facility Configuration			(b) Course Width / Symmetry			(6) Theodolite Procedures		
(2) Orientation / Tilt Determ. / Angle			(c) Clearances			e. GPS		
(3) Vertical Coverage			(d) Structure / Polarization			(1) Satellite Identification		
(4) Horizontal Screening			(e) Alignment			(2) Waypoint Entry		
(5) Approaches			(f) Useable Distance / ESV			(3) RAIM		
(6) Radar Accuracy			(g) Identification			(4) Dual / Single Update		
(a) Fix / map			(h) Monitors			(5) Application of Tolerances		
(b) Fixed Target Identification			(2) Glide Slope			f. FACILITY STATUS		
(7) Special Features			(a) Modulation			(1) Data Analysis		
(a) MTI & Other *(Specify)*			(b) Path Width / Symmetry			(2) Facility Restrictions		
(b) ATCRBS Mode / Code			(c) Phasing / Verification			(3) NOTAMS		
(8) Other *(Specify)*			(d) Clearance / SBP			(4) Report Completion		
b. VORTAC			(e) Structure			g. OTHER *(Specify)*		
(1) Alignment			(f) Angle / 47 Evaluation					
(a) Radial / ARR / Approh / Chkpts.			(g) Usable Distance / ESV					
(b) Orbital			(h) Monitors					

REMARKS *(cont'd)*

BFR Statement. _____ holder of pilot certificate # _____ has satisfactorily completed the flight review required by FAR 61.56 on ____/____/____ _____ CFI _____ Exp ____/____/____

Block No.	Block Title	Action
13.	Rental Categories	Circle the category of rental aircraft or simulator flown. For a list of categories, see the *Open Market Rental Aircraft List* shown in Appendix 16. FACT categories are limited to those enclosed in the box. **NOTES:** 1) Leave this block blank if an agency aircraft is flown or if evaluation was completed in a simulator/training device. However, if *only* rental aircraft is normally flown *but flight checks are taken in an FAA- owned/leased aircraft*, place an "X" next to the category of rental aircraft normally flown. Then, use block 11 to enter information on FAA aircraft on which the flight check was taken. 2) A check in a light twin (category 93) may be used as credit for a check in a less complex single engine aircraft. See paragraph 410b(2) and (3) For clarity when this is intended, circle both 93 and 92 rental categories to ensure credit is recorded for both in the database. The same principle applies to seaplanes.
14.	Check Flight Time	Enter duration of evaluation flight in hours and tenths of hours (e.g., 1.2).
15.	Ground Time	Enter time used for ground evaluation in hours and tenths of hours, if applicable.
16.	Base Month	Optional block for use by Part 135 programs. Enter month and year when evaluation was conducted for the airmen evaluated (e.g., MM YY.) **NOTE**: Base month is a calculated field in the database. Use of this block on the form is optional. It is usually associated with initial qualification in a particular aircraft, and if used, serves as a reference for the approval authority and check pilot as to whether the check will be within the grace period.
17.	Maneuvers / Procedures Grade	Block 17 contains a listing of maneuvers and procedures applicable to various check flights, aircraft types, and/or categories of airmen. The listing of maneuvers is continued on the back of the form. Enter one of the following letters underneath the Aircraft or Simulator columns that indicates the grade of each maneuver / procedure: **S** = Satisfactory **U** = Unsatisfactory **NA** = Not Applicable **W** = Waived **NOTES**: 1. When (Oral or Written) or (Oral or Flight) appear after an evaluation item, circle which application applies. 2. In block 17B2, "Instrument (RVR _____)," insert the lowest runway visual range used in the simulator for the instrument takeoff (e.g., RVR 1200).

Block No.	Block Title	Action
18.	Flight Check Expiration Reference	Mandatory Entry. For each check satisfied, fill in the month and year when evaluation(s) expires to the right of the word "Expires" (e.g., March 97). In several instances, multiple FAR or program references are listed as standards for a particular check. The participant's job category or assigned flight program determines the standard that applies for this check. For instance, an annual Competency/Recurrent check should be in accordance to Section 135.293a for flight inspection and Hangar 6 pilots, in accordance with 4040.9 for pilots in the Flight Standards, Aircraft Certification or general flight programs, in accordance with Part 91.529b for flight engineers, or in accordance with Part 61.58 for PICs operating aircraft under Part 91 which require more than one crewmember. For clarity, the standard that applies may be circled. **NOTE**: An optional block is provided on the back of the form to document satisfaction of BFR requirements according to Section 61.56.
19.	Result of Check	Mandatory Entry. Place "X" in the box next to the status of evaluation (i.e., Satisfactory or Unsatisfactory).
20.	Signature of Approving Official	Mandatory Entry. The signature of the supervisor (for the airman to be evaluated) authorizes the check airman to perform the evaluation.
21.	Signature of Airman	Mandatory Entry. The airman must sign in this block when the flight and ground evaluations are complete and all problems are resolved. The airman's signature confirms that the evaluation is complete and the result of the evaluation is understood.
22.	Signature of Check Airman	Mandatory Entry. The check airman signs this form when all entries are complete and the flight and ground evaluations are complete. Authority date should be completed when required in specific Part 135 flight programs.
23.	Remarks	Mandatory Entry. The check airman should write a short narrative of the evaluation. For an unsatisfactory check flight, the check airman must document each area in which a flight maneuvers grade of "U" was given in this block. Narrative may be continued on the back side of the form. An optional BFR statement may also be completed on the back of the form.

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Appendix 8.
Instructions for the Preparation and Use of FAA Form 4040-6 FAA Aircraft Request and Use Record

1. General. This appendix covers the preparation and use of FAA Form 4040-6, *FAA Aircraft Request and Use Record* (see Figures A8-1 and A8-2).

2. Application. This appendix applies to all flight program users of FAA-owned, loaned, leased, bailed, or rented aircraft. This is a generic aircraft request and use record applicable to most flights using FAA aircraft. The reverse side of this form may be used (overprinted) by a flight program as needed. Equivalent FAA Form 4040-5, *Flight Inspection Aircraft Request and Use Record*, and Form 4040-12, *FAA Passenger Aircraft Request and Use Record*, are alternatives for flights where additional specific documentation is needed.

3. Discussion. The information reported by 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). The reports generated by this ADP system provide the necessary information for budget review, program monitoring, and internal management control of aircraft program resources.

4. Action. The form identified in this appendix shall be completed in accordance with instructions contained herein. It is mandatory that the office having jurisdiction over the allocated flight-hours ensure the form is prepared according to these instructions for maximum accuracy in the transfer of data to an ADP system. This form shall be completed daily and processed immediately upon return to the responsible approving office or operating activity. Place the original copy in the official file for retention as described in chapter 2, paragraph 253. Forward a copy to the designated FACTS input operator.

a. The person requesting use of an aircraft (or simulator) will complete the "Aircraft Request" section (blocks 1 through 5) of FAA Form 4040-6, and present it for approval (block 6) prior to commencing flight in accordance with this order. Full-time users of agency aircraft operating on an approved published flight schedule (limited to the FAA Academy and the FAA Technical Center) do not need to complete blocks 2, 3, 5, 6, and 6a unless primary or secondary purpose transportation of passengers is being provided. Crew-data-only Forms 4040-6 and/or worksheets documenting flight time associated with an approved Type Inspection Authorization (TIA) or Letter of Authorization (LOA) do not need further approval.

b. Passenger, flight, and crew data, including rental data if rented aircraft or simulator is used, will be entered in the "Aircraft Use" (blocks 7-16 and 18), and "Rental Aircraft Data" (block 17) sections by the pilot-in- command. Return the completed form to the approving office or operating activity, as appropriate, after termination of the flight.

c. Submission of FAA Form 4040-6 for each day's flight activity by a particular aircraft and crew is required. For a multi-day itinerary conducted under a single approval, the "Aircraft Request" section should be completed on the first form only, with each subsequent form marked to show the length of itinerary, i.e., 4-day itinerary with first FAA Form 4040-6 marked "1 of 4," second form marked "2 of 4," etc.

d. The approving/verifying office, shall review the flight data to verify that the flight was made essentially as requested. The reviewing office shall ensure that all entries are correct and legible and shall enter this information if it was not entered by the pilot.

5. Form Availability. This form is stocked in the FAA Logistics Center for distribution through normal supply channels.

Form number	Stock number	Unit of issue
FAA Form 4040-6	0052-00-865-0003	Sheet

6. Crew Data Only Worksheet. This worksheet may be used in lieu of Form 4040-6 to document out-of-agency flight time accomplishments. See sample on page A8-10. Call ASW-280 at (405) 954-5460 to request an EXCEL copy by cc:Mail.

Aircraft Request

Block 1-6 comprises the request portion of the form. These blocks must be filled out, including signature in approval block, before the flight.

Block No	Block Title	Instructions
1	Source of Aircraft	Check appropriate block: ☐ FAA: Agency-owned, bailed, or exclusive-lease aircraft. ☐ Rental: Open market or contract rental aircraft including military helicopters and simulators. (Should be accompanied by cost data in block 17.) ☐ Crew Data Only: (Should NOT have cost data in block 17.) Check this box if the form is being used to record out of agency accomplishments to be used to meet recent flight experience and EBC requirements.
2	Type Aircraft Desired	Enter type of aircraft or simulator expected to be used or required to support the mission. This should be a specific make and model. If a rental aircraft or simulator is to be used and make and model are not known, enter the appropriate rental category such as 92 for single engine, 93 for light twin, S4 for helicopter simulator, in this block. (See Appendix 16 for a current list of FAA aircraft and rental category codes.)
2a	Type of Flight	Check appropriate box. FAA flights will be conducted under regulations for civil aircraft (Parts 91, 125 or 135) except when exempted for R&D purposes.

Block No	Block Title	Instructions
3	Date(s) Required	Show inclusive dates.
4	Justification	Enter a full, detailed, written justification clearly explaining for what purpose or mission the FAA or rental aircraft is being used. Show proposed itinerary, estimate total flight-hours and rental cost, identify the pilot-in-command and all crewmembers, and the names and routing symbol of all passengers (use the reverse side of this form or attach additional pages if more space is required). Space Available Statement: If space is available to carry additional passengers without interfering with the primary purpose of the flight, it should be noted in this block. This statement is required if SES passengers are carried on a space available basis. NOTE: If the flight is for transportation, the use of new special purpose Form 4040-12 (soon to be available) is recommended to facilitate capturing all required passenger documentation and approvals. For R&D scheduled flights, enter RD plus project number. If flight is multipurpose, specify the primary and secondary purposes of flight. If Crew Data Only is checked in block 1, this justification block may be left blank.
5	Requested by	Signature of person requesting use of aircraft. Include typed or printed name, routing symbol, and date. When form is used to document out-of-agency flight accomplishments, signature of the participant is required.
6	Approved by	Signature of person authorized by this order to approve the use of FAA aircraft. Include typed or printed name, title, routing symbol, and date. When form is used to document out-of-agency flight accomplishment, a signature in this block OR initials in block 19 is used to attest to receiving written proof of accomplishment. NOTE: The Crew Data Only worksheet depicted at the end of this appendix may be used in lieu of Form 4040-6 to record out-of-agency flight time accomplishments.
6a	Chief or Regional Counsel Approval *(when required)*	This approval block must be used when carrying a passenger(s) who is a senior Federal official (SES or pay scale equivalents), Senior Executive Branch Official (Administrator, DOT Secretary, etc.), one of their dependents, or a non-official traveler. (See chapter 2 and appendix 5.)

Appendix 8

Figure A8-1. Front Side of Form 4040-6

FAA AIRCRAFT REQUEST AND USE RECORD

(Use of FAA aircraft must be in compliance with Order 4040.9 series)

AIRCRAFT REQUEST

1. Source of Aircraft	2. Type Aircraft Desired	2a. Type of Flight	3. Date(s) Required
☐ FAA ☐ Rental ☐ Out of Agency Crew Data Only		☐ FAR 91 ☐ FAR 135 ☐ FAR 125 ☐ Public	

4. Justification. *(Explain why Agency/Rental Aircraft is being used. Show proposed itinerary, name/number of passengers and crew, estimated flight hours, and rental cost.)*

Approval Required Before Flight — Signature	Printed Name/Title	Rtg Symbol	Date
5. Requested By:			
6. Approved By:			
6a. Chief or Regional Counsel Approval: (when required)			

7. Type Aircraft Used	8. Acft. Code or Rental Category	9. Registration (N) Number	10. Activity	11. User Organization (Cost Center)	12. Reimbursement Account

13. Purpose of Flight (AMIS code)

☐ 01. Evaluation ☐ 02. Currency ☐ 03. Transportation ☐ 04. Check Flight
☐ 05. Logistics ☐ 06. R&D ☐ 07. Formal Training ☐ 08. Proficiency G&S
☐ 09. Reimbursable ☐ 10. Test & Ferry ☐ 11. FS Itinerary ☐ 12. Accident Investigation
☐ 13. Certification Testing ☐ 14. Military ☐ 15. Observation Flight ☐ 16. Other

14. Itinerary

Date a.	From b.	To c.	Block Out d.	Time in Service Takeoff e.	Time in Service Landing f.	Block In g.	Time in Svc h.	Block to Block i.

j. Total Time in Service *(Takeoff to landing)* ----------------------->

k. Total Flight Time --- *(Block to Block)* ----------------------->

15. Passengers

Full Name of Passenger(s) (Continue on reverse or attach passenger list) a.	RTG Symbol or Agency b.	From c.	To d.
List or attach emergency contacts.	See back	side.	

<= - 15a. Total No. of Passengers

16. Crew Data — Flight Time *(Enter Flight Times in Hours and 1/10)*

a. Crew Identification Name	b.* Crew #	b. PIC HRS	b. PIC 1/10	c. SIC HRS	c. SIC 1/10	d. Pilot HRS	d. Pilot 1/10	e. IP HRS	e. IP 1/10	f. FE HRS	f. FE 1/10	g. Other HRS	g. Other 1/10	h. Hood HRS	h. Hood 1/10	i. Wthr HRS	i. Wthr 1/10	j. Night HRS	j. Night 1/10	k. Takeoffs D	k. Takeoffs N	l. Lndgs. D	l. Lndgs. N	m. Hold	n. Apprchs. P	n. Apprchs. N

17. Rental Aircraft Data

17a. Method of Payment

☐ Contract or BPA Rental Time
Contract #____________
☐ IMPAC Credit Card
☐ SF44 ____________
☐ 3rd Party Check
☐ Purchase Order
PO # ____________

17b. Charges

A. Total Rental Time, Hrs. / Tenths ________ . ____
B. Cost / Hr $________ . ____
C. Rental Cost (A x B) = $________ . ____
C. Other Cost $________ . ____
D. Total Cost $________ . ____

17c. Aircraft Rented From *(Name, Address, and Phone)*

18. Fuel

Gal	Cost	Type:	How Purchased:	
		( ) AVGAS	( ) C - Commercial	( ) D - Contract
		( ) Jet	( ) M - Military	( ) W - [illegible]

19. OFFICE USE ONLY — Verified By

INITIALS	DATE

20. DATABASE ENTRY

INITIALS	DATE

FAA Form 4040-6 (12/97) [illegible] Supersedes previous edition

AFTER FLIGHT: Return to Approving Office Without Delay

Figure A8-2. Back Side of Form 4040-6

REMARKS:

Emergency Contact information for Passengers/Observers/Special Crewmembers. Information on regular crewmembers should be on file at the home base. Information is also required for all others onboard the aircraf and may be listed below or on a separate sheet. Include: (1) full name of person on aircraft, (2) contact name in case of an emergency, and (3) contact phone number. Leave copy before the flight with responsible party on the ground. File copy with Form 4040-6 as permanent record.

May be overprinted for local flight program use.

Aircraft Use Section of the Form

Block No	Block Title	Instructions
7	Type Aircraft Used	Enter type (make and model) of aircraft actually used (e.g., Learjet 31A).
8	Aircraft Code or Rental Category	Enter two-character code for aircraft type of rental category. For recording out-of-agency flight accomplishments, use appropriate rental code. (See appendix 16.)
9	Registration (N) Number	Enter complete aircraft registration (N) number. For simulator rental, use the two-character simulator category code followed by the type of simulator requested (e.g., S5727 for Boeing B-727; S5500 for Cessna C- 500, etc.)
10	Activity Code	Enter the 1-character activity code designating the flight program under which the aircraft will be operating, such as W for Washington Headquarters or 5 for Alaskan Flight Standards flight program. (See Appendix 16 for list of codes.)
11	User Organization	Follow with the 4-character cost center code for the user organization. This may be the same as the user organization's accounting cost center code. Check with your flight program manager or FACTS data entry person.
12	Reimbursement Account	If use of the aircraft is to be paid for by other than the organization having jurisdiction over the aircraft, enter a reimbursable account number that will be furnished by the local accounting or program office.
13	Purpose of Flight	Check the appropriate block(s) only. This is a code used to report the purpose in the management information system. Use the code(s) closest to the purpose provided in Block 4, Justification. If flight is multipurpose, indicate primary and secondary purposes by entering numerical 1 and 2 by the appropriate blocks. Mark no more than two blocks. (See table of codes in appendix 16.) NOTE: When "Evaluation" is a purpose of flight, a written report must be completed after the flight and filed with the flight record.

Itinerary Complete 14a through 14k.

Block No	Block Title	Instructions
14a	Date	Enter date of flight activity (month, day, year; e.g. 12/14/96).
14b	From	Flight or flight segment departure using ICAO airport location identifiers (e.g., KDCA, PANC, etc.).
14c	To	Flight or flight segment arrival using ICAO airport location identifiers.
14d	Block Out	Use 24-hour clock times to record block out (when aircraft starts to move for the purpose of flight). This is used for computing "flight time" in block 14k per definition in Title 14 CFR, Part 1.
14e 14f	Takeoff-Landing (Time in Service)	(Optional) Use 24-hour clock times to record takeoff and landing times for computing "time in service" per definition in Part 1. (Not required if aircraft has an hour meter installed for this purpose.)
14g	Block In	Use 24-hour clock times to record block in (engine shutdown).
14h	Time in Service	(Optional) Elapsed time on hour meter (weight on wheels) or difference between (14e) liftoff to (14f) touch town expressed in hours and tenths. Used for maintenance of agency owned aircraft.
14l	Flight time	Difference between 14d (block out) and 14g (block in) expressed in hours and tenths. Flight time means the time from the moment the aircraft first moves under its own power for the purpose of flight until the moment it comes to rest at the next point of landing. To Compute Flight Time: 1-2 mins = .0 hr; 15-20 mins = .3 hr; 40-45 mins = .7 hr 3-8 mins = .1 hr; 21-26 mins = .4 hr; 46-51 mins = .8 hr 9-14 mins = .2 hr; 7-33 mins = .5 hr; 52-57 mins = .9 hr 34-39 mins = .6 hr; 58-62 mins = 1.0 hr
14j	Total Time in Service	Mandatory for agency owned aircraft. Use time from elapsed-time meter expressed in hours and tenths or 1/100 if so recorded. If aircraft is not so equipped, keep time record in columns 14e and 14f. This block should be the total column 14h expressed in hours and tenths.
14k	Total Flight Time	Total of column 14l, expressed in hours and tenths.

Passengers If passengers are carried, complete blocks 15a through 15e.

Block No	Block Title	Instructions
15a	Full Name of Passenger(s)	Full First and Last Names must be listed. Special passengers should be identified by an asterisk (*). These include passengers who are SES status, Senior Executive Branch Officials, and/or members of their family. Also included are non-official (non-government) employees. Identify their status in the remarks section on the back side of the form. **NOTE:** If purpose of flight in Block 13 is "observation flight" use this block to list names of all observers on board the aircraft. Retitle the block "Observers." **Emergency Contact Information:** A contact name and phone number must be listed for every person aboard the aircraft and left with a responsible party on the ground. Information on regular crewmembers should be on file at the home base. Information for passengers, observers, special project crewmembers or others may be listed in this block, on the back of the form, or on an attachment. A sample manifest is illustrated at the end of this appendix. Include the name of the person on the aircraft, a contact name in case of an emergency, and a phone number for the contact. This emergency contact information must be included with the Form 4040-6 as a permanent record of the flight.
15b	Routing Symbol or Agency	Use routing symbol for FAA employee-passengers. If passenger is other than an FAA employee, identify the passenger's organization or status (dependent, military, Congressman, spouse, etc.) If additional space is needed, passengers may be listed on reverse side or on an attached passenger manifest. A non-official traveler must sign a DOT Air Transportation Agreement prior to embarkation.
15c	From	ICAO airport location identifier of embarkation point of each passenger.
15d	To	ICAO airport location identifier of final deplaning point of each passenger.
15e	Total No of Passengers	Enter total number of passengers that were actually on board the aircraft.

Crew Data.

Block No	Block Title	Instructions
16a	Crew Identification Name	Enter last name(s) of PIC, SIC, and crewmembers as defined in this order.
16a1	Crew #	Enter current crew number. Crew number is the two letters which identify the organization, followed by three numbers, such as AD301, NE406, etc.
16b	PIC (Pilot-in-Command)	Hours to be logged in accordance with Part 61 and this order.
16c	SIC (Second-in-Command)	Hours to be logged in accordance with Part 61 and this order. **NOTE:** PIC/SIC total may not exceed total time in FACTS.
16d	Pilot	Flight time logged as sole manipulator of the primary flight controls, including autopilot.
16e	IP (Instructor or Check Pilot)	Creditable to minimum recent flight experience (currency) requirements for pilots designated FAA instructor pilots, FAA check pilots, or FAA- approved/authorized industry check pilots, for such time as they are acting in this capacity. Total IP time credited to pilots should not exceed total flight time of flight.
16f	FE (Flight Engineer or FAA Check Flight Engineer)	Credited flight time during which an individual is functioning as flight engineer or FAA check flight engineer under the provisions of this order.
16g	Other (Other Flight Time)	Will be credited for flight time spent as a crewmember, but not for time in passenger status. "Other" time should be credited to technical crewmember and in-flight evaluators only for the time actually spent aboard the aircraft in crewmember status.
16h	Hood	Enter flight time in hours and tenths while the individual is manipulating the controls under simulated instrument conditions, including the time on autopilot.
16I	Weather (WX)	Enter flight time in hours and tenths while the individual is manipulating the controls under actual instrument conditions, including the time on autopilot.
16j	Night	Flight time for each pilot during the period between the end of civil twilight and the beginning of morning civil twilight, as published by the American Air Almanac, converted to local time.
16k	Takeoffs	Enter number of takeoffs in the appropriate column – (D) day or (N) night.
16l	Landings	Enter number of landings in the appropriate column – (D) day or (N) night.
16m	Holding Patterns	Enter number of holding patterns completed.
16n	Approaches	Enter the number of precision approaches under P and/or the number of nonprecision approaches under N.

Rental Aircraft Data

Block No	Block Title	Instructions
17a	Method of payment	Check block to indicate payment by contract or Blanket Purchase Order (BPA), credit card, SF-44, 3rd party check, or individual purchase order. If contract, purchase order or SF44, enter number.
17b	Charges	Charges are to be itemized as listed (total rental time, rental cost, other charges, and total cost) for each day's flight activity. Care should be taken to ensure that all forms for an itinerary covering more than one FAA Form 4040-6 are submitted together to permit proper accounting. (A) Total Rental Time in hours and tenths. Use block-to-block, hour-meter, or other time as charged by vendor. (B) Cost / Hour to rent aircraft. (C) Rental Cost. Multiply the aircraft rental cost per hour times the rental time (A x B). (D) Other Cost. Include hangar fee, tiedown, overnight parking, glider tow, etc. List charges individually on back of form in REMARKS. (E) Total Cost. Cost for aircraft rental including "other cost" (sum of (C) + (D)).
17c	Aircraft Rented From	Enter name, address, and phone number of aircraft/simulator vendor.

FUEL Fuel information is reportable for all FAA operated aircraft, except "wet" open market rentals.

Block No	Block Title	Instructions
18	Fuel	If flight was a "wet" rental, mark "wet" and do not complete the other fuel blocks. **Total used:** Enter amount of fuel consumed in gallons (actual or estimated). Indicate total fuel cost (if known) for FAA-owned aircraft and dry rentals. **Type of fuel:** Mark box for AVGAS – aviation gasoline, or Jet – jet fuel. **How Purchased:** Mark the appropriate block to indicate how the fuel was purchased (i.e., C – commercial; M – Military; D – contract; W – wet rental).

Official Use Section

Block No	Block Title	Instructions
		To be completed after flight completion and form review.
19	Verified By	To be initialed and dated by the reviewing official after flight is terminated and the pilot-in-command submits a completed form for review. The reviewer shall ensure that the form is properly filled out and all entries are correct and legible. If the form is being submitted to record "crew-data only" flight time, initials in this block may be used to attest to receiving written proof of accomplishment.
20	Databank Entry	To be initialed and dated by the person who enters data from the reviewed form into the program's management information system. Caution should be exercised to ensure those forms annotated "FOR CREW DATA ONLY" are input using the appropriate program.

Back of Form May Be Used (Overprinted) By Individual Flight Programs

Figure A8-3. Crew Data Only Worksheet

This worksheet may be used in lieu of Form 4040-6 to credit out-of-agency flights toward currency requirements.

CREW DATA ONLY WORKSHEET

Crew Data: Name: ________ Crew # ________ Cost Center ________

Purpose of Flight*	Date of Flight	Aircraft Type or Category	N Number	Flight Time (Enter Flight Times in Hours and 1/10)																Out of Agency
				PIC	SIC	Prot	IP	FE	Other	Hood	Wthr	Night	TOTAL	Takeoffs		Landings		Apprchs		
				HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS		N	D	N	P	N	
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
																				Y
			Totals																	

Supervisory Approval

* Purpose of flight codes such as 02 - Currency; or 07 - Training.

Signature ________ Date ________

This worksheet may be used as a substitute for FAA Form 4040-6 to record flight time accomplished out-of-agency. Multiple flights may be recorded on the same sheet; each flight, however, must be entered separately into AMIS.

Databank Entry	
Initials	Date

Figure A8-4. Manifest for Passenters, Observers, and Special Project Crewmembers

Optional Worksheet

MANIFEST FOR: Passengers, Observers, and Special Crewmembers

Date_____ Type Aircraft_____ N#_____ From_____ to _____ PIC_____

Emergency Contact Information is required for everyone on board the aircraft. Crewmember information should be on file at their home base. Information on special project crewmembers, passengers or observers may be recorded on the back of Form 4040-6, or listed on a separate page or worksheet such as this and attached to the form. A copy must be left with a responsible party on the ground before the flight. A copy must be filed with Form 4040-6 after the flight as part of the official record of the flight.

FULL NAME (Print)	ORG	PURPOSE FOR BEING ON FLIGHT	EMERGENCY CONTACT NAME (Print)	PHONE

Worksheet may be modified as need to meet local program needs.

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Appendix 9.
Instructions for the Preparation and Use of FAA Form 4040-7
Flight Program Crewmember Authorization and Data

1. General. This appendix covers instructions for the preparation and use of FAA Form 4040-7.

2. Application. This appendix applies to all users of FAA-owned, loaned, leased, bailed, or rented aircraft in regions, centers, services, Washington headquarters, and the Office of Aviation System Standards.

3. Discussion. The appropriate approving officials shall use this form to authorize qualified personnel to participate in FAA flight programs. The form may also be used to update participant data.

4. Mandatory. Items with asterisks should be completed every time to ensure proper crewmember identification in the system. Other items are completed only when needed to add, update, or delete information in the system.

5. Form Availability. Forms are stocked in the FAA Logistics Center for distribution through normal supply channels.

FORM NUMBER	STOCK NUMBER	UNIT OF ISSUE
FAA Form 4040-7	0052-00-890-4004	Pad (50 Sheets Per Pad)

6. Explanation of Format. The format for the instructions corresponds to the numbers on the form.

7. **Distribution of Form**. Following approval and entry into the Flight Activity and Crew Tracking System (FACTS) database, the original shall be placed in the participant's flight record folder.

NOTE: A copy may be required for data entry if the point of FACTS input is other than the participant's organization.

8. Special Instructions for using FAA Form 4040-7 for Transfer of Participant Data.

a. Responsibilities of Losing Organization.

(1) When a participant transfers from one organization to another, e.g., from one office to another, from one region to another, from a region to Washington headquarters, etc., the losing organization shall initiate an FAA Form 4040-7, completing the date and the following items: 1- Name; 4 -Transfer from Crew Number; 5 - Transfer from Cost Center; and 17 - Explanation. The form shall be attached to the participant's flight record folder and forwarded to the gaining organization as soon as possible after notification of transfer.

(2) If the transferred participant remains on your FACTS file longer than 60 days after forwarding the flight records folder, print his/her crew record, delete the record, and send the printed copy to the gaining organization with a note that the record was deleted.

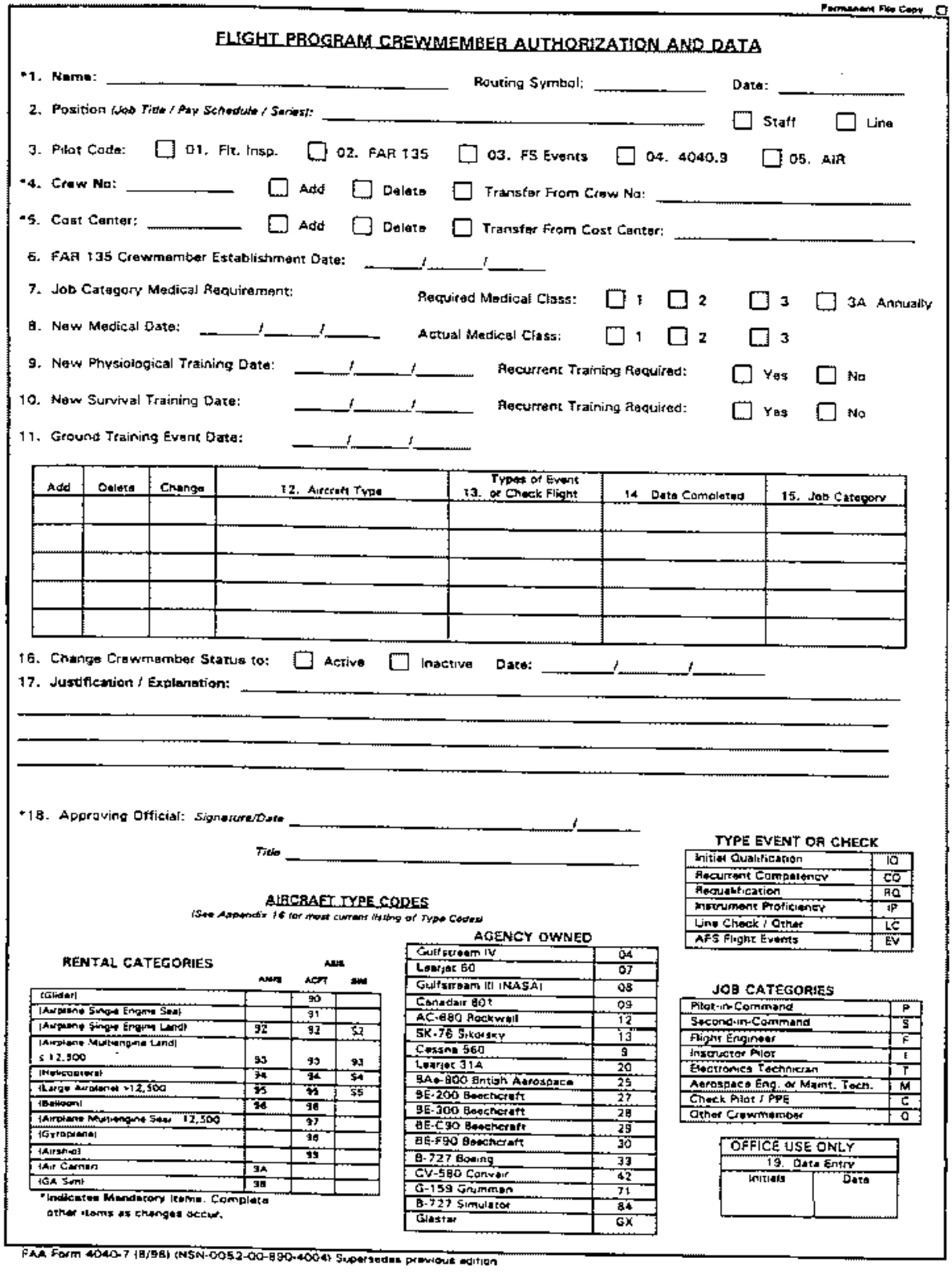
NOTE: *It is suggested you call the receiving office prior to deleting the participant record.*

b. Responsibilities of Gaining Organization.

(1) If the individual is to be a participant in the gaining organization's flight program, as soon as possible but no later than 60 days after receipt of the flight record folder, the remaining items of the FAA Form 4040-7 should be completed, the form should be properly approved, the original should be filed in the individual's flight record folder, and a copy should be sent to the designated FACTS operator for input.

(2) If the individual is transferring into a position which does not require flight program participation, the gaining organization shall delete the crew record. The flight record folder shall then be sent to the former participant.

Figure A9-1. FAA Form 4040-7, Flight Program Crewmember Authorization and Data



Permanent File Copy

FLIGHT PROGRAM CREWMEMBER AUTHORIZATION AND DATA

*1. Name: _____ Routing Symbol: _____ Date: _____

2. Position (Job Title / Pay Schedule / Series): _____ ☐ Staff ☐ Line

3. Pilot Code: ☐ 01. Flt. Insp. ☐ 02. FAR 135 ☐ 03. FS Events ☐ 04. 4040.9 ☐ 05. AIR

*4. Crew No: _____ ☐ Add ☐ Delete ☐ Transfer From Crew No: _____

*5. Cost Center: _____ ☐ Add ☐ Delete ☐ Transfer From Cost Center: _____

6. FAR 135 Crewmember Establishment Date: ____/____/____

7. Job Category Medical Requirement: Required Medical Class: ☐ 1 ☐ 2 ☐ 3 ☐ 3A Annually

8. New Medical Date: ____/____/____ Actual Medical Class: ☐ 1 ☐ 2 ☐ 3

9. New Physiological Training Date: ____/____/____ Recurrent Training Required: ☐ Yes ☐ No

10. New Survival Training Date: ____/____/____ Recurrent Training Required: ☐ Yes ☐ No

11. Ground Training Event Date: ____/____/____

Add	Delete	Change	12. Aircraft Type	Types of Event 13. or Check Flight	14. Date Completed	15. Job Category

16. Change Crewmember Status to: ☐ Active ☐ Inactive Date: ____/____/____

17. Justification / Explanation: _____

*18. Approving Official: Signature/Date _____/____

Title _____

AIRCRAFT TYPE CODES

(See Appendix 16 for most current listing of Type Codes)

RENTAL CATEGORIES

	ANES	ACFT	SIM
(Glider)		90	
(Airplane Single Engine Sea)		91	
(Airplane Single Engine Land)	92	92	92
(Airplane Multiengine Land) ≤ 12,500	93	93	93
(Helicopter)	94	94	94
(Large Airplane >12,500	95	95	95
(Balloon)	96	96	
(Airplane Multiengine Sea ≤ 12,500		97	
(Gyroplane)		98	
(Airship)		99	
(Air Carrier)	9A		
(GA Sim)	9B		

*Indicates Mandatory Items. Complete other items as changes occur.

AGENCY OWNED

Gulfstream IV	04
Learjet 60	07
Gulfstream III (NASA)	08
Canadair 601	09
AC-680 Rockwell	12
SK-76 Sikorsky	13
Cessna 560	9
Learjet 31A	20
BAe-800 British Aerospace	25
BE-200 Beechcraft	27
BE-300 Beechcraft	28
BE-C90 Beechcraft	29
BE-F90 Beechcraft	30
B-727 Boeing	33
CV-580 Convair	42
G-159 Grumman	71
B-727 Simulator	84
Glastar	GX

TYPE EVENT OR CHECK

Initial Qualification	IQ
Recurrent Competency	CQ
Requalification	RQ
Instrument Proficiency	IP
Line Check / Other	LC
AFS Flight Events	EV

JOB CATEGORIES

Pilot-in-Command	P
Second-in-Command	S
Flight Engineer	F
Instructor Pilot	I
Electronics Technician	T
Aerospace Eng. or Maint. Tech.	M
Check Pilot / PPE	C
Other Crewmember	O

OFFICE USE ONLY

19. Data Entry	
Initials	Date

FAA Form 4040-7 (8/98) (NSN-0052-00-890-4004) Supersedes previous edition

Block No	Block	Action
1	Name	Mandatory. Enter last name, first name, and middle initial (if any) of the participant.
	Routing Symbol	Enter routing symbol, organization, or duty location (e.g., ASW-XXX, ATS-XX, etc.)
	Date	Date the form is prepared for submission.
2	Position	Official position title, pay schedule, and series of participant (e.g., Aviation Safety Inspector (ASI) (Operations), GS-1825; Air Traffic Control Specialist (ATCS), GS-2152; etc.). MANDATORY for initial entry into program.
	Staff	Enter "X" in this block if participant holds a staff-oriented position (regional or center office personnel).
	Line	Enter "X" in this block if participant holds a field-oriented position (e.g., FSDO, etc.).
3	Pilot Code	Please check the appropriate block to indicate in which flight program the crewmember participates. The entry determines how his/her currency is calculated in the system. A participant may be held to only one currency standard (pilot code) at a time.
	01 – Flt. Inspection	To be used for Flight Inspection Part 135 participants only.
	02 – Part 135	Used by participants in other Part 135 flight programs.
	03 – FS Events	Used by Flight Standards operations inspector participants in the events-based currency program.
	04 – 4040-.9	Used when participant is qualified under the general FAA Flight Program requirements established in this order.
	05 – AIR	To be used by Aircraft Certification Service (AIR) participants only.
4	Crew No	Mandatory. Enter unique crew number assigned to participant by program office. *The add, delete, and change blocks should be used only when action is required to change crewmember status in FACTS.*
	Add	Enter an "X" when adding a new number within an organization.
	Delete	Enter an "X" when removing an individual from the flight program due to resignation, retirement, or reassignment to a non-participant position. DO NOT USE THIS BLOCK when transferring a participant to another organization, or to a position which will require his/her continued participation in the flight program.
	Transfer from Crew No	Enter an "X" when transferring a participant to a different crew number. Enter the crew number previously assigned to the participant by another organization or flight program element (to be completed by losing organization or element).

Block No	Block Title	Action
5	Cost Center	Enter the cost center of the participant's primary workstation to establish new crew number. Mandatory *The Add, Delete, And Change Blocks Should Only Be Completed When Action Is Required To Change Cost Center In Facts* Enter an "X" when adding a new crewmember (not a transfer). Enter an "X" in conjunction with deletion of participant.
	Transfer from Cost Center	Enter an "X" followed by the cost center to which the participant was previously assigned.
6	Part 135 Crewmember Establishment Date	(For Flight Inspection Part 125 participants only). Date the participant initially becomes qualified by check flight for the Part 135 flight program. THIS IS A ONE TIME ENTRY FIELD ONLY – DO NOT UPDATE.
7	Job Category Medical Requirement	Check the medical class required for the participant to perform primary crewmember duties. NOTE: A flight program may stipulate the a 3rd class medical is renewed annually.
8	New Medical Date	Enter date of the actual, current FAA Form 8500-9, Medical Certificate.
	Actual Medical Class	Check the appropriate medical class as listed on current FAA Form 8500-9.
9	New Physiological Training Date	Enter date physiological training was successfully completed as recorded on appropriate training certificate or worksheet. Update each time this training is completed.
	Recurrent Training Required	Check YES if the flight crewmember position requires training to be completed again at a stated interval. Check NO if the flight crewmember position requires completion of the initial course only.
10	New Survival Training Date	Enter date survival training was successfully completed as recorded on appropriate training certificate. Update each time this training is completed.
	Recurrent Training Required	Check YES if the flight crewmember position requires training to be completed again at a stated interval. Check NO if the flight crewmember position requires completion of the initial course only.
11	Ground Training Event Date	Enter date ground training was successfully completed as recorded on appropriate training certificate. Update each time this training is completed.

Blocks 12-15 are used to add or delete the types of aircraft the crewmember is authorized to operate, and to change information associated with a particular aircraft type (check flight dates, EBC events completion date, job category, etc.) as they occur. Check the appropriate box at the beginning of the line to indicate the action required.

Block No	Block Title	Action
12	Aircraft Type	Enter the code(s) for the FAA aircraft type or rental category the participant is authorized to operate. Types should be limited to those required by job assignment. Aircraft types no longer supported by job assignment should be deleted on a periodic basis to keep records current. On update forms, this field is also used to indicate the aircraft type in which a check flight or event was completed.
13	Types Of Event or Check Flight	Enter the code to designate the check flight or event series completed to meet currency or qualification requirements. If check ride satisfies more than one requirement enter codes for all. Description of types of check flights or events is provided below.
	IQ	Initial Qualification. Prior to acting as pilot-in-command on an FAA aircraft, an initial qualification check flight in a specific aircraft is required (see paragraph 410a).
	CO	Recurrent / Competency. This check flight is the annual check flight required by paragraph 410c, administered by FAA Check Pilots or industry check pilots to FAA Flight Program participants. This code may also be used to record: *An annual Section 135.293 Competency Check when administered by a Part 135 Check Airman to Flight Program participants operating aircraft under Part 135; and/or* *An annual Section 61.58 Pilot-In-Command Proficiency Check when administered by a Pilot Proficiency Examiner to Flight Program participants operating aircraft under Part 91 that are type certificated for more than one required pilot; and/or an Section 91.529b, Flight Engineer Competency Check.*
	RQ	Re-qualification. This check flight is required by paragraph 410d following a lapse of currency due to failure to meet recent flight experience, annual or semiannual checks, and/or following a lapse of currency as specified in the operations manual of a flight program operating under Part 135.
	IP	Instrument Proficiency. This check flight is used to satisfy the semiannual instrument proficiency check requirements of Section 135.297 and/or Section 61.57e(2). If so documented on FAA Form 4040-2 by the check pilot, the same check may also be used to meet the requirements of Section 135.293, and/or a recurrent check flight required by paragraph 410c. (See “CO” above)
	LC	Line Check. This check used to satisfy requirements of Section 135.299. (Also include mission check for flight inspection.)
	EV	Flight Events. This type of code is used to record the completion of a set of events under the Flight Standards events-based currency program (EBC). (See appendix 11.)

Block No	Block Title	Action
14	Date Completed	Enter the date the check flight(s) or EBC events were completed. The date should be the same as that recorded in block 4 of FAA Form 4040-2 by the check pilot, or the date on the EBC worksheet.
15	Job Category	Enter the job category code that reflects the status of a participant's CURRENT authorization (e.g. P, S, F, I, T, M, C, O) for the aircraft listed on the same line in block 11. Descriptions of Job Category Codes are provided in chapter 4, paragraphs 403, 406, 407, and 408. P – Pilot In Command S – Second In Command F – Flight Engineer I – Instructor Pilot T – Electronics Technician M – Aerospace Engineer or maintenance tech. C – Check Pilot, Pilot Proficiency Examiner, or Check Airman O – Other Crewmember
16	Change Crewmember Status To	This line should be completed ONLY when a crewmember is being changed from active to inactive status, or vice versa. Use of the "inactive" box requires that block 17, JUSTIFICATION, be completed to clearly state why the crewmember is being placed or extended in inactive status. Active Check this box to return a crewmember to active status. Inactive Check this box to place or extend a crewmember in inactive status. Date Enter the date the new active status is effective. When the INACTIVE box is checked, the system will automatically calculate 180 days from the date entered as the expected inactive status end date. Further action is required by the end of the 180-day period to return the crewmember to active status, extend the inactive status, or remove him/her from the program.
17	Justification / Explanation	To be completed when participant: (1) initially enters the flight program; (2) changes position, location, or duties; (3) is designated as check pilot, instructor pilot, or (4) moves into or continues in inactive status. For initial participant authorization: Certify in this block that the individual's official position description (PD) contains a job- related need to fly and/or maintain flight currency OR a specific job which requires participation in the FAA Flight Program as a technical crewmember or an additional (other) crewmember.

Block No	Block Title	Action
18	Approving Official	Enter the signature, title, and date of the appropriate authorizing official.
	Original Authorization to Participate	Initial Authorization to Participate in a Flight Program**.** Appropriate approving officials are designated in chapter 1 or in an individual flight program appendix. Generally, they include assistant or associate administrators, office or service directors, regional Flight Standards division managers as delegated by AFS-1, Aircraft Certification Directorate managers as delegated by AIR-1, center directors, and the Program Director or Director of Operations, AVN. The number of Pilots designated shall be limited to those individuals who are expected to meet the requirements of paragraph 403 of this order within the allocated flight hours or fiscal program resources.
	Day-to-Day Flight Activity*	Routine update information on such items as medicals, check rides, aircraft job assignments, EBC completions, etc. may be approved by the participants' supervisor. *
	Check Pilot Designation	Check pilot designation requires the same approval level as initial authorization to participate in the program.
19	Data Bank Entry	Enter the initials of the operator who input the data contained on this form into the FACTS database. Enter the date the input was made.

***Note:** New versions of Forms 4040-2 and 4040-6 contain data entry acknowledgement blocks on the form. The use of the Form 4040-7 provides additional supervisory approval (the flight or check ride was already approved on the other form) and clarifies the data entry required. Its use is optional, and may be skipped if accurate data entry can be achieved without it.

A "stamp" with a blank for writing in a crew number and blocks for data entry initials and date is available on request from ASW-280 (405) 954-6293. This stamp, or a hand drawn facsimile, may be used on copies of actual medicals and certificates (training, licenses) for data input of such information without supervisory signature.

Sample Stamp:

CREW NO. _____	
DATA ENTRY	
INITIALS	DATE

Appendix 10.
Instructions for the Preparation and Use of FAA Form 4040-10 Department of Transportation Air Transportation Agreement

1. General. This appendix covers instructions for the preparation and use of FAA Form 4040-10, Department of Transportation Air Transportation Agreement.

2. Applications. This appendix applies to all regions, centers, Washington headquarters, the Europe, Africa, and Middle East Office, and the Aviation Standards National Field Office users of FAA-owned, loaned, leased, chartered, or rented aircraft.

3. Discussion. The information reported through the use of this form is essential data and required as supporting documentation for flight used for the transportation of passengers. This agreement, when signed by nonofficial passengers (reference chapter 2 of this order), signifies the release and discharge of the United States from any liability claims resulting from such travel.

4. Action. Complete the form by following the instructions contained herein. A Department of Transportation Air Transportation Agreement is to be processed and signed by nonofficial passengers (reference chapter 2 of this order) prior to boarding an FAA aircraft. It is mandatory that the office having jurisdiction over each aircraft ensure that the form is prepared in strict conformity to these instructions.

a. A signed copy of this agreement is not to be carried on the aircraft involved in the transportation of the passenger.

b. A copy of the signed agreement is to be retained by the dispatcher or flight origination office. The original shall be attached to the aircraft use record documenting the flight.

5. Form Availability. The need for and use of this agreement is expected to be very limited. This form is stocked in the Fleet Management Branch, AVN-510. Local reproduction is authorized as required. Blank forms may be prepared in advance and kept on the aircraft and/or at the dispatching flight desk.

6. Explanation of Format. Follow the directions (listed as ACTION) associated with the corresponding block number and block title given.

7. Special instructions for using FAA Form 4040.10 for Department of Transportation, Air Transportation Agreement.

Block No	Block Title	Action
1	Date	Enter the date the form is initiated
2	Location	Enter the point of flight origin or the point of passenger(s) embarking (boarding) the aircraft.
3	Full Name	Enter the legal name of the passenger.
4	Permanent Address	Enter the permanent address of the passenger.
5	Signature	Passenger shall sign his/her full and legal signature here. This signature should not be affixed to the form until the release and discharge statement has been read and understood.
6	Witness	The person(s) present during the signing of this form by the passenger shall sign his/her full and legal signature.
7	Name and Address of Person to be Notified in an Emergency	Passenger will enter the name complete address of the person to be notified in case an emergency exists.

Figure A10-1
Sample Department of Transportation
Air Transportation Agreement, FAA Form 4040-10

RIS: AC 4040-7

DEPARTMENT OF TRANSPORTATION AIR TRANSPORTATION AGREEMENT

_____
DATE

_____ _____
LOCATION **FULL NAME**

_____
PERMANENT ADDRESS

For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the United States of America, for and on behalf of myself, my personal representatives, heirs, and assigns. I hereby release and discharge the United States and its agents, servants, or employees from all claims for property damage and/or personal injury or death resulting from or during said flight or flights on continuances thereof or from ground operations incidents thereto.

_____
SIGNATURE

_____ _____
WITNESS **WITNESS**

_____
NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY

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Appendix 11. Flight Standards Flight Program

Section 1. General

1. Purpose. This appendix prescribes the Flight Standards (AFS) policies, guidelines, procedures and flight time requirements to be used within AFS for its flight program participants. The program's central focus is to ensure inspectors are meeting the skill tasks and formal training requirements that are deemed essential to the currency and proficiency of AFS flight program participants.

2. Background. The interest of the public, the safety of the workforce, and the credibility of the organization are best served by having qualified, proficient, and current inspectors conducting pilot evaluating, testing, and checking functions. The most efficient use of funds is obtained by ensuring that individual inspector participation is determined by a systematic evaluation of organizational needs and activities.

3. Definitions.

a. Currency. Flights to meet recent flight experience requirements (Title 14 CFR, Part 61 and the FAA flight program). All pilots who participate in the FAA flight program are authorized flight hours for this purpose.

b. Currency Task. A task extracted from the appropriate FAA published Practical Test Standards.

c. Currency Event. A structured activity containing one or more Currency Tasks. A Currency Event may consists of aircraft in-flight tasks, simulator device tasks, classroom instruction, computer-based instruction,
or self-study.

d. Proficiency. Performing a task with correctness and a high degree of skill in accordance with the appropriate Practical Test Standards.

e. Qualified. Meets the requirements for a pilot certificate/rating and holds a current and valid medical certificate in accordance with current Flight Standards orders, policies, and as applicable Parts of Title 14CFR.

f. Airman Evaluation Job Functions. Pilot evaluating, testing, and checking functions involving aircraft or simulators. This includes the following airman evaluation job function activities which require inspectors to have attended formal training with the past 24 months and for those aircraft which require a type rating, the inspector must have completed a formal training course within the past 12 months (or 24 months if qualified in two aircraft of the same category and must meet Title 14 CFR, Section 61.58) and be qualified and current in category, type and class.

- Title 14 CFR, Parts 61/141/142/183 pilot evaluating, testing, and checking functions as a required crewmember, safety pilot, or from the observer seat.

- Title 14 CFR, Parts 121/125/135/141/142 proficiency/competency tests, and Title 14 CFR, Parts125/135/183 check airman or pilot examiner observations as a required crewmember, safety pilot, or from the observer seat.

- Medical flight evaluations and 709 re-examinations.

The following job functions are not considered evaluating, testing, and checking activities and are observations normally conducted from an observer seat. Refer to Operations Inspector Training and Currency Requirements matrix on Page 3 of this Appendix:

- Part 121/135 line checks from observer seat

- Part 121 IOE Observation from observer seat

g. Group I Inspectors. An Aviation Safety Inspector (Operations) who is assigned to perform one or more of the following pilot evaluating, testing, and checking functions in the following categories/classes of aircraft 12,500 pounds or less and not requiring a type rating in:

- Airplane –
  - Single Engine Land
  - Multi-Engine Land
  - Single Engine Land-Tail Wheel
  - Multi-Engine Land-Tail Wheel
  - Single Engine Land-Ski
  - Multi-Engine Land-Ski
  - Single Engine Land-Turbine Powered
  - Multi-Engine Land-Turbine Powered
  - Single Engine Sea
  - Multi-Engine Sea

- Rotorcraft –
  - Helicopter
  - Helicopter (Instruments)
  - Gyroplane

- Lighter-Than-Air –
  - Airship
  - Free Balloon

- Gliders –
  - Self Launch
  - Ground Launch
  - Aero Tow

h. Group II Inspectors. An Aviation Safety Inspector (Operations) who is assigned to perform pilot evaluating, testing, and checking functions in:

(1) Airplanes requiring a type rating,
(2) Helicopters requiring a type rating,
(3) Simulators for those aircraft requiring a type rating,
(4) Air Carrier Memorandum of Understanding (MOU),
(5) Air Carrier NON-MOU, and
(6) 142 Training Center MOU.

OPERATIONS INSPECTOR TRAINING AND CURRENCY REQUIREMENTS

Type of Activity	FAA Order 4040.9 Category/Class Rating	Type Rating in subject aircraft and 4040.9 Currency (If applicable) (1)	Currency with 61.56, 61.57, 61.58	12 Mo. Formal Training in Type	24 Mo. Formal Training in Category (2)
Part 61 pilot certification flight tests as a *required* crewmember, including *safety pilot*	Yes	Yes	Yes	Yes	Yes
Part 61 pilot certification flight tests from an observer seat	Yes	Yes	Yes	Yes	Yes
Part 121/135 proficiency/competency tests as a *required* crewmember, including *safety pilot*	Yes	Yes	Yes	Yes	Yes
Part 121/135 proficiency/competency tests from an observer seat	Yes	Yes	Yes	Yes	Yes
Original Part 121/135 check airman or pilot examiner observations from observer seat	Yes	Yes	Yes	Yes	Yes
Ongoing Part 121/135 check airman or pilot examiner surveillance from observer seat (not original)	Yes	Yes (4)	No	No	No
Part 121/135 proving tests as aircraft qualified operations inspector occupying an observer seat	Yes	Yes (5)	No	No	No
Part 121/125 line checks from observer seat	Yes	Yes (3)	No	No	No
Part 121 IOE Observation from observer seat	Yes	No (4)	No	No	No
Part 141 Testing, Checking, and Evaluation	Yes	Yes	Yes	Yes	Yes
Part 142 Testing, Checking, and Evaluation (Simulator only)	Yes	Yes	Yes	Yes	Yes
Part 142 Testing, Checking, and Evaluation (Aircraft)	Yes	Yes	Yes	Yes	Yes
Part 183 Testing, Checking, and Evaluation (from observer seat only)	Yes	Yes (5)	No	No	Yes
Part 183 Testing, Checking, and Evaluation (Aircraft)	Yes	Yes	Yes	Yes	Yes
Testing, Checking, and Evaluation job functions between Group I and Group II (6)	Yes	Yes	Yes	Yes	Yes
Testing, Checking, and Evaluation job functions between MOU and NON-MOU operators (7)	Yes	Yes	Yes	Yes	Yes
Testing, Checking, and Evaluation job functions between MOU and Group I/Group II (8)	Yes	Yes	Yes	Yes	Yes

Table 11-1. Operations Inspector Training and Currency Requirements

This table is primarily based on FAA Order 4040.9 and 8400.10, Volume 5, Chapter 1, Part 1, and various other parts of Orders 8400.10 as referred to below.

(1) If the inspector is assigned to more than one large type of aircraft, formal training is alternated every 12 months between aircraft.

(2) For glider, lighter than air, and gyroplane, FAA 4040.9 program proficiency check may substitute for formal training. (HBGA 93-01).

(3) Inspector requires a type rating for initial line check in that aircraft. For recurrent line checks inspector needs only to be rated in category and class (see Order 8400.10, Volume VI, Paragraph 403). Per Title 14 CFR, Parts 121.440 and 135.299 a line check is required for only one of the types of aircraft a pilot is assigned.

(4) The inspector must be qualified in the category, class, and group of aircraft to be used, but does not need to be qualified in the aircraft type. An inspector must be type rated in an airplane that has a passenger capacity of 30 seats or more or a payload capacity of more than 7,500 pounds to conduct the observation on an airplane of these capacities.

(5) FAA Order 4040.9 currency is required in an aircraft. This 4040.9 currency does not need to be in that specific aircraft type.

(6) When an inspector completes events/tasks in Group II aircraft or simulator those specific tasks may be credited towards completion of Group I events/tasks for those specific groups and tasks. Group I tasks/events can not be credited for Group II tasks/events.

(7) Inspectors must complete all the Non-MOU tasks, defined in paragraph 60 and 61, if they conduct evaluating, testing, and checking job functions outside the assigned operators MOU.

(8) Inspectors must complete all the EBC Group II tasks if they conduct evaluating, testing, and checking job functions outside the assigned air carrier's MOU. When an inspector completes events/tasks in Group II aircraft or simulator those specific tasks may be credited towards completion of Group I events/tasks for those specific groups and tasks. Group I tasks/events can not be credited for Group II tasks/events.

4. Duties and Responsibilities.

a. The Director, Flight Standards Service (AFS-1). AFS-1 is responsible for the management and administration of the flight programs operating within the Flight Standards Service. Flight Standards personnel participate in agency flight programs for a number of different purposes. Operations inspectors participate in order to maintain the flight currency/proficiency needed to perform airmen evaluating, testing, and checking job functions. Other personnel need current knowledge and familiarity with aircraft, systems, and the national airspace system in the development and application of rules, regulations, and policies for the industry. Flight programs used within the Service are tailored to the particular needs of AFS personnel and are managed, administered, and funded by the Service.

b. AFS Flight Program Lead Region. The Southwest Region Flight Standards Division, ASW-200, serves as the national program office for internal AFS flight program matters. ASW-200 is the AFS Senior Flight Program Executive.

c. AFS Flight Program Manager (FPM). A national AFS Flight Program Manager will be the focal point for flight program activities within the Service. The FPM is responsible for Service level management and oversight of all AFS aircraft operations and participant qualifications and currency within all applications of the program. The FPM is the primary focal point in flight program matters within the Service. Flight programs conducted within the Service include, but are not limited to:

(1) AFS Events Based Currency (EBC) Program. This program is designed to provide operations inspectors with the proficiency and skills needed to conduct pilot evaluating, testing, and checking functions for safe operations within the National Airspace System (NAS). The EBC Program enhances safety by giving aviation safety inspectors the foresight to recognize potentially dangerous situations and the proficiency to recover the aircraft from unusual or emergency situations when conducting pilot evaluating, testing, and checking functions. This program gives the inspector first-hand experience in operations conducted within the NAS.

(2) AFS Semiannual Program. This program is designed as a tool for managers, supervisors, Aviation Safety Inspectors, and other flight program participants not conducting airman testing, evaluating, and checking duties, but having a need to stay aircraft current. (Example: safety program managers who are not required to be EBC current, but need to conduct flight activities, such as PACE programs.) Crewmembers participating in this program are not authorized to conduct airman testing, evaluating, and checking duties unless they meet all the EBC requirements found in Section 3 for the category, class, and type of aircraft flown.

(3) AFS 135 Program. This program is established for certain inspectors who are trained and tested in accordance with Title 14 CFR, Part 135 to act as pilot in command under the FAA Air Operator Certificate.

(4) AFS Simulator-Only Program. This program establishes a vehicle for Flight Standards Geographic Inspectors and other flight program participants with type rated turboprop and turbojet responsibilities who utilize flight simulators for instrument proficiency and cockpit familiarization.

(5) AFS Simulator Familiarization Program. This program establishes a process by which Flight Standards headquarters, regional, and other flight program participants may have continuing access to flight simulators for instrument proficiency and cockpit familiarization purposes.

(6) AFS Flight Engineer Program. This program is established for Aviation Safety Inspectors (Operations) assigned to perform evaluating, testing, and checking functions in conjunction with Flight Engineer Operations.

(7) AFS Aircraft Evaluation Group (AEG) Program. This program is established for pilots working within the office of the AEG. The AEG pilot flight currency requirements are unique in the FAA, and similar to FAA Flight Test Pilot currency requirements.

d. Aviation Standards Information System (ASIS). The Southwest Region Flight Standards Division, ASW- 200, is the lead organization for AFS input into this agency-wide information system concerning FAA aircraft and flight programs. The ASIS system will replace Aviation Management Information System (AMIS). Modules are tailored to meet the unique requirements of each flight program. ASW-200 will take the lead in coordinating with the Office of Primary Interest and the contractor to meet unique AFS Program requirements including EBC and Flight Standards Inspector Resource Program (FSIRP). The AFS FPM will be the focal point for all Flight Standards issues concerning ASIS.

e. Flight Standards Inspector Resource Program (FSIRP). The Southwest Region Flight Standards, ASW- 200, is the lead region for this program. The FSIRP maintains a cadre of National Resource Inspectors (NRI) from throughout the country to respond on short notice to requests for assistance in performing pilot evaluating, testing, and checking functions in aircraft for which they are type rated. The FSIRP office relies upon the EBC status of the National Resource Inspectors and is responsible for advising upper management when budget and funding shortfalls will cause the NRI's to become non current. Inspectors in the FSIRP Program will maintain a high degree of flight proficiency in various categories or type rated aircraft. Meeting the EBC requirements in these types of aircraft is essential in order for this program to continue meeting the Agency's goals in preserving a high level of safety when conducting evaluating, testing, and checking functions.

f. Flight Standards Division Manager:

(1) Provides resource support for the Flight Program and Event Based Currency Program.

(2) Designates a regional office Flight Program Coordinator.

g. The Regional Flight Program Coordinator is responsible for:

(1) Forecasting regional resources needed to support the program.

(2) Coordinating regional requirements and issues with the national Flight Program Manager.

(3) Maintaining liaison with Field Office Flight Program Coordinators:
(a) On program administration;
(b) On resource forecasting and utilization.

(4) Monitoring the overall status of regional program resources and inspector currency.

h. The Facility Manager is responsible for:

(1) Administration of the Flight Program at the facility level.

(2) Evaluating the facility's needs based on known and projected activity.

(3) Forecasting funding requirements.

(4) Entering and removing FAA aircraft participants from the flight program.

(5) Ensuring data entry into national database and tracking of events.

(7) Certifying the completion of quarterly events.

(8) Co-developing with each inspector their individual flight program.

i. The Facility Flight Program Coordinator is responsible for:

(1) Serving as a focal point on all flight program matters within the office.

(2) Providing administrative oversight for all facility flight program participants.

j. The Flight Program Participant is responsible for:

(1) Completing individual currency program.

(2) Co-developing with management their individual flight program.

(3) Following guidance contained in the latest edition of FAA Order 4040.9.

5. – 9. RESERVED.

Section 2. System Administration

10. General.

a. Flight Programs. All flight programs listed below and conducted under this appendix are for the exclusive purpose of completing proficiency, currency, and familiarization events and tasks. These flights should be coded as currency flights on FAA Form 4040-6, *FAA Aircraft Request and Use Record*. Flight Standards participants must be identified in a flight program. All Flight Standards inspectors conducting pilot evaluating, testing, and checking activities must meet the EBC requirements. All other participants must meet the requirements of the flight program designated/assigned by their respective manager. The seven flight programs are:

(1) AFS EBC Program.
(2) AFS Semiannual Program.
(3) AFS 135 Program.
(4) AFS Simulator-Only Program.
(5) AFS Simulator Familiarization Program.
(6) AFS Flight Engineer Program.
(7) AFS AEG Program.

b. Compliance with Regulations. All flight operations conducted under this appendix shall be conducted in accordance with Title 14 CFR, Parts 91 or 135, as appropriate. In addition, all flight crewmembers will be certificated in accordance with Title 14 CFR, Part 61.

c. AFS Personnel On Aircraft. On all AFS King Air aircraft, all passengers must be carried under the provisions of Title 14 CFR, Part 135 and meet the passenger reporting requirement of Chapter 2 of this order. On all other aircraft the only authorized FAA personnel approved under this appendix are Flight Standards personnel when their safety-related job tasks may be combined with the Operations inspectors' proficiency/currency flights. The following statement must be entered into the justification block of the 4040-6 when Flight Standards personnel are on board the aircraft; "*carrying Flight Standards personnel on a space availability basis will not effect the primary currency/proficiency mission of this flight."* If either the requestor / inspector or approving official believes that the overall accomplishment of the proficiency/currency tasks for the flight program participant will be hindered, then AFS personnel should not be carried. Only Operations inspectors may be on board the aircraft when performing simulated emergency procedures. Any flights that are a sole source of transportation must meet the criteria of Chapter 4. However, transportation of individuals participating in an accident/incident investigation is authorized. The above mentioned flights will be conducted under Title 14 CFR, Part 91.

d. Medical. Inspectors and flight program participants may not act as crewmembers in an aircraft under this appendix unless they have a valid second class medical certificate in their personal possession during each flight.

e. Use of Rental Aircraft. The expectation of this program is to use aircraft that are representative of those aircraft encountered by an inspector during pilot evaluating, testing, and checking functions. It is also an expectation of this program that the distribution of tasks will be representative of the classes and types of aircraft encountered during pilot evaluating, testing, and checking functions. Example: If 60% of an inspector's pilot evaluating, testing, and checking functions are in multi-engine airplanes and 20% each in an assortment of single engine land and sea planes, it is reasonable to expect 60% of the tasks will be performed in representative multi-engine airplanes and 20% of the tasks will be performed in representative singe engine land and sea airplanes respectively. Consideration should also be given to the type(s) of aircraft in which flight pilot evaluating, testing, and checking functions and an inspector's annual competency checks are performed. It is expected that adequate tasks will be provided in the type of aircraft to be used during competency checks.

11. Local Flight Program Management.

a. Currency Procedures. Flight program participants must meet the requirements of this appendix. Operations inspectors conducting pilot evaluating, testing, and checking function activities are eligible to meet currency requirements through completion of the Flight Standards Flight Program.

b. Assignment of Pilot Evaluating, Testing, and Checking Functions. Events and tasks performed as part of the Flight Standards Flight Program are predicted on the need to maintain currency/proficiency in an inspector's assigned pilot evaluating, testing, and checking functions such as:

(1) Assigned performance of pilot evaluating, testing, and checking functions,

(2) Job functions while sitting at the flight controls, or

(3) The type of aircraft in which the pilot evaluating, testing, and checking functions is performed.

c. Currency Required to Perform Pilot Evaluating, Testing, and Checking Functions. Inspectors are qualified to perform pilot evaluating, testing, and checking functions only after complying with this appendix. Managers and supervisors shall not assign, and inspectors shall not accept, assignments involving flight evaluating, testing, and checking job functions without compliance with the requirements of this appendix.

d. Assignment of Inspector to Groups, Aircraft Categories, Class and Type. Managers shall assign inspectors to the appropriate groups, categories, class, and type aircraft based upon a review of the inspector's pilot evaluating, testing, and checking functions.

12. Program Reviews.

a. Periodic. Mangers, supervisors, and the participating inspectors will review accomplishments before the first day of the following quarter/semiannual period to:

(1) Determine whether the inspector's medical certificate is current, as applicable,

(2) Determine whether the inspector's last formal flight training course meets the 12/24 month requirement,

(3) Determine whether the inspector's last competency check is still valid; and

(4) Ensure events/tasks for the previous quarter/semiannual period are accomplished.

In addition, facility managers will certify completion of the events program on a quarterly/semiannual basis and ensure it is entered into the ASIS database.

b. Annual Review. Managers, supervisors, and inspectors will review the district's flight operations work requirements and amend/update inspector assignments. Proficiency program cost estimates for the budget process can be derived from these assessments and inspector assignments.

13. Crew Compliment For Each Flight. Unless otherwise prohibited by operator insurance or procedures, each aircraft used under this appendix should be operated by at least two inspectors, when possible. The benefits for doing so include:

a. A safety pilot;
b. Currency in evaluation of maneuvers; and
c. Observation of the aviation and NAS environment.

14. Eligibility to Conduct Pilot Evaluating, Testing, and Checking Functions. For an inspector to be eligible/assigned to perform evaluating, testing, and checking functions, the following criteria must be met:

a. Formal Training. Before performing pilot evaluating, testing, and checking functions, an inspector must have completed either the air carrier or general aviation indoctrination course, as appropriate to the task. The inspector must hold valid and appropriate airmen certificates and type ratings corresponding to the job functions. Inspectors must have completed a formal FAA training course for each category assigned (airplane and/or rotorcraft) as appropriate every 24 months. For those aircraft which require a type rating, the inspector must have completed a formal training course within the past 12 months or 24 months if qualified, assigned, and rotating in two aircraft of the same category (must meet Title 14 CFR, Section 61.58). Inspectors assigned to pilot evaluating, testing, and checking function duties in gyroplanes, gliders, or lighter-than-air categories of aircraft may satisfy the 24-month training requirement by completing a pilot-in-command proficiency check in the appropriate aircraft category.

b. Annual Proficiency Check. The ASI must complete an annual proficiency check as required by Chapter 4, according to the Practical Test Standards appropriate to the pilot's job requirement, before performing the functions listed in paragraph a above. There are no provisions for grace months in the Flight Standards Flight Program. The ride must be documented on FAA Form 4040-2 by a designated check pilot, which may be an inspector designated as a check pilot. In the case of an industry check pilot, he/she must be designated by the facility/office manager. Multi-engine airplane evaluation suffices for single engine evaluation as long as the participant has documented an initial evaluation in a single engine airplane in their flight records. Inspectors receiving 4040-2 proficiency rides from an industry check pilot during a formal course of training do not require facility/office manager approval for the check pilot.

c. Completion of Quarterly Events Program in Accordance with this Appendix. Using the events/tasks requirements established by this appendix as a minimum, a Check Airman shall determine the additional number of events/tasks to be performed (if needed) by the inspector in each category, class and type of aircraft based on the annual 4040-2 evaluation and make the recommendation to the supervisor/manager. Any time an inspector feels they need additional aircraft usage for proficiency, they should make a request to their supervisor/manger. Inspectors required to maintain currency according to an air carrier training program under an approved MOU shall be credited as EBC current for that air carrier. Events/tasks will be completed by inspectors on a quarterly basis.

(1) Re-qualification Provisions. An inspector who fails to meet the events/tasks requirements set forth by paragraph c above, pertaining to the EBC Program shall be required to complete one quarter's events/tasks prior to being reassigned flight evaluating, testing, and checking job functions. An Inspector must also complete one quarter's events/tasks in addition to the re-qualification tasks in order to be current for the following quarter. All other flight program participants shall complete one quarter/semiannual tasks as appropriate for the assigned program. This provision applies to flight program participants who become non-current under this appendix for any reason;

(a) Any flight program participant outside of EBC failing to meet the program requirements will be reviewed by the respective Regional/Division manager for continued participation within the program.

(b) Managers should consider repetitive failures to meet requirements as a basis for removal from the flight program.

Example: "Inspector does not complete tasks during 1st quarter; on January 27th they complete one quarter's tasks. The inspector is now current through the 2nd quarter (March 31st). If the inspector wishes to be current for the 3rd quarter, then they must complete another quarter's tasks prior to April 1st or not conduct certification activities after April 1st until they have completed another re-qualification group of tasks for the 3rd quarter.

d. Turbo-prop Requirements. Inspectors assigned to pilot evaluating, testing, and checking functions in turbo-prop airplanes must have completed the FAA Academy course, "*Turboprop Initial Qualification"* or an FAA approved equivalent turbo-prop course. This requirement does not apply to inspectors who hold a type rating in a turbo-prop airplane. If the previous requirements are not met, Regional Flight Standards divisions may submit a request for waiver to AFS-500 when an inspector has logged at least 200 hours as a pilot in a turbo-prop within the last 5 years and completed an FAA Form 4040-2 flight check in a turbo-prop airplane.

e. Scheduling and Training Priorities. To allow the FAA to manage limited flight training resources, and in consideration of programmed training quotas, the following priorities shall be followed in allocating flight training.

(1) Line inspectors assigned to pilot evaluating, testing, and checking functions will be scheduled for and given the first and highest priority for aircraft or flight simulator training. Regional/Divisional Flight Standards offices will reprogram training quotas to ensure that line inspectors who have not received recurrent flight training (aircraft or simulator) within the past 24 months (or 12 months for those inspectors assigned to aircraft requiring a type rating) are given the first priority for any flight training available in order of their last training date.

(2) First level supervisors as well as regional and headquarters staff inspectors will not normally be assigned pilot evaluating, testing, and checking functions. In the rare event that this becomes necessary, those inspectors will be given second priority for any available training after all line inspectors have received the minimum flight training described above.

(3) Inspectors who have indicated an intention to retire or terminate their service within the next 6 months after the month in which their flight training is due should not be sent to flight training. Inspectors in this category may apply for a waiver of this requirement for up to 6 months.

f. Inspector Status During Practical Tests and Pilot Evaluating, Testing, and Checking Functions. The inspector is not PIC of the aircraft during the practical test and pilot evaluating, testing, and checking functions unless acting in that capacity for the flight, or a portion of the flight, or by prior arrangement with the applicant or other PIC. If the inspector acts as a required crewmember during a practical test or pilot evaluating, testing, and checking functions, the inspector must be fully qualified and current as a PIC in that aircraft. In addition to the PIC qualification, the inspector must be SIC qualified or seat dependent trained to serve as SIC.

(1) The inspector conducting helicopter/rotorcraft practical tests or pilot evaluating, testing, and checking functions may observe the applicant's performance of autorotations from the ground if the applicant is the sole occupant of the aircraft. Similarly, the inspector may observe from the ground or another aircraft, the performance of aerial maneuvers by an applicant flying a single-control aircraft.

(2) During a practical test given on an aircraft requiring a flight crew of two or more, the inspector should give the practical test from the designated jump seat or place in the cabin from which the flight, crew coordination, and cockpit resource management can be adequately observed. If no jump seat is available, the inspector may exercise discretion in deciding which seat to occupy during the practical test.

(3) Any disagreements over the qualification or experience of the pilot occupying a pilot seat should be referred to the Regional Flight Standards Division (RFSD) manager. The final decision shall be in accordance with pertinent laws, regulations, FAA orders, and policies.

(4) Crew rest is a vital part of safety. During all pilot evaluation, testing, and checking functions, inspectors are encouraged to consider crew rest and attempt to schedule adequate crew rest between workdays.

g. Training Waivers. Training waivers may be requested by the RFSD to AFS-500 on individual inspectors. Waivers will only be issued when: (1) the training has been requested and approved through the Training Needs Assessment process, (2) the courses were unavailable within the 90-day window but have confirmed dates within 6 months beyond that window, and (3) a readily current and qualified inspector is not available. If granted, the waiver will be valid for a maximum of 6 months and will not be reissued. Waivers are strongly discouraged and will only be issued after all efforts to obtain the required training have been exhausted. If circumstances warrant the issuance of a waiver, the inspector must be granted sufficient official duty time, not to exceed 8 hours, to review aircraft systems and procedures. All waivers shall expressly prohibit the inspector from occupying a required crewmember seat while performing duties under the authority of the waiver. The waiver provisions of this paragraph apply to all aircraft.

15. Check Pilot. Inspectors current under this appendix will be designated in writing by the office manager on an FAA Form 4040-7, to conduct proficiency checks for other inspectors in specific categories, classes, or types of aircraft. Facility/office managers may approve industry instructors, check pilot examiners to give annual proficiency checks, provided they meet the requirements of Chapter 4. Managers must keep a letter on file of authorized industry check airmen. The letter should indicate the type of rides the industry check pilot may give.

16. Requirements for Each Designated Flight Program. Sections 3 through 7 describe the requirement for each designated flight program.

17. – 18. RESERVED.

Section 3. Event Based Currency (EBC) Program

19. Purpose. This program is designed to provide operations inspectors with the proficiency and skills needed to conduct pilot evaluating, testing, and checking functions for safe operations within the National Airspace System (NAS).

20. Category, Type and Class of Aircraft. Each category, type and class of aircraft listed here will require currency events to be performed:

- Airplane –
  - Single Engine Land
  - Multi-Engine Land
  - Multi-Engine Land-Tail-Wheel
  - Single Engine Land-Ski
  - Multi-Engine Land-Ski
  - Single Engine Land-Turbine Powered
  - Multi-Engine Land-Turbine Powered

  - Single Engine Sea
  - Multi-Engine Sea
- Rotorcraft –
  - Helicopter
  - Helicopter (Instrument)
  - Gyroplane
- Lighter-Than-Air –
  - Airship
  - Free Balloon
- Gliders –
  - Self Launch
  - Ground Launch
  - Aero Tow

21. Group I Inspector Tasks. Each group one inspector will perform the quarterly tasks as follows:

a. General Tasks. Tasks found in paragraphs titled "General" apply to inspectors assigned flight testing, checking, and evaluating job functions in that category of aircraft (example: All inspectors assigned to airplanes must complete paragraph 22. All inspectors assigned to rotorcraft must complete paragraph 28. Paragraphs 22 and 28 must be completed if an inspector is assigned both categories).

b. Specific Tasks.

(1) Inspectors with flight testing, checking, and evaluating job functions in the specific class or type referenced must meet the requirements of the specific paragraph (23 through 36), as applicable.

(2) Combining Tasks. Individual tasks may be done in combination with other tasks to satisfy multiple requirements simultaneously. For instance, a crosswind landing made at night could apply to paragraph 22d, Crosswind Landings, and 22d, Night Landings.

(3) Tasks completed for a specific class and type paragraph may be credited toward the requirements of paragraphs 22 and 28 as appropriate. When the inspector performing the task thinks that he has reached proficiency, he may consider that task complete. However, the minimum number of events and tasks cannot be reduced below the minimum listed in this appendix. For instance, a crosswind landing made at night in a conventional gear aircraft would satisfy the requirements of 22d as above, and also the requirements of 23d, Crosswind landing in a conventional gear aircraft. The inspectors will document accomplishment of the tasks after they are performed.

(4) When an inspector completes events/tasks in Group II aircraft/SIM, those specific tasks may be credited towards completion of Group I events/tasks for those specific groups and tasks.

22. General Airplane Tasks. All Inspectors assigned flight testing, checking, and evaluating job functions in airplanes will perform the number of tasks listed below as a minimum during each calendar quarter:

a. Preflight.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Six Takeoffs (procedures may be combined).
- One instrument takeoff (reduced visibility)
- One crosswind takeoff
- One rejected takeoff
- One takeoff with a simulated power plant failure
- Two takeoffs pilot's choice
- Three night takeoffs (when night jobs functions are performed)

c. In-flight.
- One steep turn
- Three stall procedures
- One power plant failure
- Maneuver during slow flight

d. Six Landings (procedures may be combined)
- One crosswind landing
- One landing from a precision approach
- One no flap landing (not required in airplanes, if prohibited by AFM)
- One landing with simulated power plant failure
- One landing from circling approach
- One rejected landing
- Three night landings (when night job functions are performed)

e. Instrument Procedures.
- One area departure
- One enroute procedure
- One holding
- One area arrival
- Two precision approaches
- Two non-precision approaches
- One circling approach
- One missed approach
- One unusual attitude recovery

f. Performance Maneuvers if Inspector Evaluating, Testing and Checking Functions Require these Skills:
- One Chandelle
- One Lazy Eight
- One spin recovery
- One ground reference maneuver

g. Emergency/Abnormal Procedures.
- One emergency procedure
- One abnormal procedure

23. Single / Multi-Engine Land. All inspectors assigned flight testing, checking, and evaluating job functions in single or multi-engine land airplanes will perform the number of tasks listed below as a minimum during each calendar quarter. The inspector must be Title14 CFR, Part 61.57 current in class, as appropriate:

a. Preflight.
- One aircraft equipment review

b. Three Takeoffs.
- One crosswind takeoff
- One short field takeoff (if inspector testing, checking, and evaluating functions requires this skill)
- One soft field takeoff (if inspector testing, checking, and evaluating functions requires this skill)

c. In-flight.
- One VMC demonstration

d. Three Landings to a full stop.
- One crosswind landing
- One short field landing (if inspector testing, checking, and evaluating functions requires this skill)
- One soft field landing (if inspector testing, checking, and evaluating functions requires this skill)

24. Single / Multi-Engine Land Tail-Wheel and/or SKI. All inspectors assigned flight testing, checking, and evaluating job functions in single or multi-engine land airplanes with tail-wheel and/or ski will perform the number of tasks listed below as a minimum during each calendar quarter.

a. Preflight.
- One aircraft equipment review
- One emergency gear extension procedure (retractable gear aircraft only)

b. Three Takeoffs.
- One crosswind takeoff
- One short field takeoff (if inspector testing, checking, and evaluating functions requires this skill)
- One soft field takeoff (if inspector testing, checking, and evaluating functions requires this skill).

c. In-flight Maneuver.
- One VMC demonstration.

d. Three Landings to a full stop.
- One crosswind landing
- One short field landing (if inspector testing, checking, and evaluating functions requires this skill)
- One soft field landing (if inspector testing, checking, and evaluating functions requires this skill)

25. Turboprop Airplane. All inspectors assigned flight testing, checking, and evaluating job functions in turboprop airplanes will perform the turboprop tasks listed below as a minimum during each calendar quarter/semiannual period. These tasks may be credited toward any other multi-engine requirement tasks not requiring a type rating. If available, the regional King Air should be utilized for inspector training in TCAS, GPWS, and RNAV approaches if equipped.

a. Preflight.
- One aircraft equipment review
- One emergency gear extension procedure (retractable gear aircraft only)
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. In-flight Maneuver.
- One VMC demonstration

c. Emergency Procedures.
- One single engine precision approach
- Emergency descent

26. Seaplane. All inspectors assigned flight-testing, checking, and evaluating job functions in single or multi- engine seaplanes will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title 14 CFR, Part 61.57 current in class, as appropriate.

a. Preflight.
- One aircraft equipment review
- Regulatory review

b. Three Takeoffs.
- One crosswind takeoff
- One takeoff in a turn or corner
- One rough water procedure takeoff

c. Three Landings.
- One crosswind landing
- One glassy water procedure landing
- One rough water procedure landing

d. Other Maneuvers.
- One step taxi with a turn
- One docking or beaching procedure

27. General Rotorcraft. All inspectors assigned flight evaluating, testing, and checking job functions in rotorcraft will perform the tasks listed below as a minimum during each calendar quarter:

28. Helicopter.

a. Preflight.
- Collision avoidance procedures
- Runway incursion avoidance procedures
- Aircraft equipment review for each type
- Regulatory review
- Tail rotor failure procedure
- Dynamic roll over
  - Low RPM recovery
  - Settling with power
  - Ground resonance
  - Loss of tail rotor effectiveness (LTE)

b. Six Takeoffs.
- One slope takeoff
- One confined area takeoff
- One pinnacle takeoff
- Three takeoffs Pilot's choice

c. Six Landings.
- One slope landing
- One confined area landing
- One pinnacle landing
- Three landings Pilot's choice

d. Other Maneuvers.
- Hover maneuvers
- Rapid decelerations
- Settling with power

e. Emergency / Abnormal Procedures.
- One abnormal procedure
- One aircraft-specific emergency procedure
  - Two simulated engine failures
  - One in-flight (low level or at altitude)

- One at a hover
- Autorotation to a power recovery
- Autorotation to a touchdown for ASI's giving single engine CFI checks

f. Helicopter Night Vision Goggle Operations (HNVGO). Inspectors assigned to perform evaluating, testing and checking job functions utilizing "night vision devices" will be qualified through the Flight Standardization Board process with AEG. In addition to the tasks defined in paragraphs a through e, all inspectors assigned flight evaluating, testing, and checking job functions in helicopters utilizing night vision goggles shall perform three HNVGOs every 90 days. The HNVGO shall be performed during the period beginning one hour after sunset and ending one hour before sunrise. Questions concerning night vision goggles should be referred to the appropriate AEG office.

(1) HNVGO Maneuvers.
- Aircraft and NVG visual inspection and operational check
- Before takeoff NVG check
- Arrival at objective area-confined or pinnacle
- Landing

29. Rotorcraft Instrument. All inspectors assigned instrument flight evaluating, testing, and checking job functions in rotorcraft will perform the tasks listed below as a minimum during each calendar quarter:

- One area departure
- One holding
- One area arrival
- Two precision approaches
- Two non-precision approaches
- One missed approach

30. Gyroplanes. All inspectors assigned flight evaluating, testing, and checking job functions in gyroplanes will perform the tasks listed below as a minimum during each calendar quarter:

a. Preflight.
- One aircraft equipment review
- One simulated ground resistance (if applicable)
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Takeoff and Climbs**.**
- One normal takeoff
- One crosswind takeoff
- One short field takeoff
- One soft field takeoff

c. Approaches and Landings.
- One normal
- One crosswind
- One go-around
- One short field
- One soft field

d. Flight Maneuvers.
- Flight at critically slow airspeed
- Recovery from high rate descents

e. Emergency Procedures.
- One power malfunction
- One system malfunction

31. Lighter-Than-Air (LTA)/Airships. All inspectors assigned flight testing, checking, and evaluating job functions in airships will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title14 CFR, Part 61.57 current in class, as appropriate:

a. Preflight.
- One aircraft equipment review

b. Takeoffs.
- One ground weigh-off takeoff
- One up-ship takeoff
- One wheel takeoff

c. Approaches and Landings.
- Three approaches and landings
- One masting, engine shutdown, post masting

d. Flight Maneuvers.
- Ascents and descents
- One in-flight weigh-off
- One manual pressure control
- One static and dynamic trim

e. Emergency Procedures.
- One engine failure during takeoff
- One aborted takeoff
- One emergency landing
- One free ballooning
- Three systems malfunctions

32. Lighter-Than-Air (LTA)/Free Balloons. All inspectors assigned flight testing, checking, and evaluating job functions in free balloons will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title 14 CFR, Part 61.57 current in class, as appropriate:

a. Preflight**.**
- Aircraft equipment review
- Launch site selection
- One layout and assembly

b. Approaches and Landings.
- Three approaches to landing
- One normal landing
- One high wind landing procedure
- One recovery

c. Flight Skills.
- Three lift-offs
- One navigation
- One contour flying
- Winter flying procedures, if applicable
- One mountain flying procedure, if applicable

d. Emergency Procedures.
- One systems malfunction
- One obstructions
- One thermal flying

33. General Glider. All inspectors assigned flight testing, checking, and evaluating job functions in gliders will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title14 CFR, Part 61.57 current in class, as appropriate.

a. Preflight.
- Aircraft equipment review

b. In-flight.
- Maneuvering at critical airspeeds
- One stall recovery and recognition
- Use minimum sink and speeds to fly airspeeds

c. Soaring.
- Thermal procedure
- Ridge and slope procedure
- Wave procedure

34. Powered Gliders. All inspectors assigned flight testing, checking, and evaluating job functions in powered gliders will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title 14 CFR, Part 61.57 current in class, as appropriate.

a. Preflight.
- Aircraft equipment review

b. Engine Staring

c. Taxiing.

d. Pre-Takeoff Check.

e. Takeoffs.
- One crosswind takeoff
- One abnormal occurrence takeoff
- One climb takeoff

f. Engine Shutdown In-Flight.

g. Abnormal Occurrences.

h. Landings.
- One crosswind landing
- One slip to landing
- One downwind landing
- One simulated off airport landing

35. Gliders Aero Tows. All inspectors assigned flight testing, checking, and evaluating job functions involving aero tows will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title14 CFR, Part 61.57 current in class, as appropriate:

a. Tow Aero Tows, Normal and Crosswind;

b. One Aero Tow, Abnormal Occurrence;

c. Slack Lines;

d. Boxing the Wake;

e. One Tow Release;

f. One Simulated Broken Tow Line;

g. Landings.
- One normal landing
- One crosswind landing
- One slip to landing
- One downwind landing
- One simulated off airport landing

36. Gliders Ground Launch. All inspectors assigned flight testing, checking, and evaluating job functions involving ground launches will perform the tasks listed below as a minimum during each calendar quarter. If current conditions or geographic locations prevent accomplishment of the tasks, the inspector will review and practice the procedures for that task. The inspector must be Title 14 CFR, Part 61.57 current in class, as appropriate:

a. Ground Tows.
- One normal
- One crosswind

b. One Simulated Broken Tow Line.

c. Landings.
- One normal landing
- One crosswind landing
- One slip to landing
- One downwind landing
- One simulated off airport

37. Annual Review. An annual review of the regulations and procedures is required and should include appropriate sections of Title 14 CFR, ATC procedures, navigational procedures, meteorology, and the Aeronautical Information Manual. This requirement shall be documented on FAA Form 4040-2.

38. Aircraft Equipment Review. Aircraft equipment reviews required under paragraphs specific to aircraft class or type will include all major components, aircraft systems, performance and operating limitation, operating procedures, the contents of the flight manual, weight and balance control, and limitations.

39. – 49. RESERVED.

50. Group II Inspectors. An Aviation Safety Inspector (Operations) who is assigned to perform evaluating, testing, and checking functions in:

a. Airplanes requiring a type rating,

b. Helicopters requiring a type rating,

c. Simulators for aircraft requiring a type rating,

d. Air carrier MOU (reference paragraphs 70 and 71),

e. Air carrier NON-MOU (reference paragraphs 60 and 61), and

f. 142 Training Center MOU (reference paragraphs 80 and 81).

51. Quarterly Tasks. Each inspector will perform the number of tasks listed below as a minimum during each calendar quarter in at least one type of aircraft in which they are performing job functions. When an inspector completes events/tasks in Group II aircraft/SIM, those specific tasks may be credited towards completion of Group I events/ tasks for those specific groups and tasks:

a. Preflight.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Six Takeoffs (procedures may be combined).
- One instrument takeoff (Reduced Visibility)
- One crosswind takeoff
- One rejected takeoff
- One normal takeoff
- One takeoff Pilot's choice, (i.e. Wind Shear, High Altitude Airport Operations)
- One V1 cut takeoff (N/A Helicopter)
- One CAT(A) takeoff (Helicopter only)
- Three night takeoffs (when night job functions are performed)

c. In-flight.
- One steep turn
- Three approaches to stalls (N/A Helicopter)
- One power plant failure
- One aircraft-specific maneuver (if required by AFM)

d. Six Landings (procedures may be combined).
- One crosswind landing
- One landing from a precision approach
- One landing no flap (N/A Helicopter)(not required in airplanes, if prohibited by AFM)
- One landing with simulated power plant failure
- One landing from circling approach (N/A Helicopter)
- One rejected landing
- Three night landings (when night job functions are performed)

e. Instrument Procedures.
- One area departure
- One enroute procedure
- One holding
- One area arrival
- Two precision approaches
- Two non-precision approaches
- One circling approach (N/A Helicopter)
- One missed approach
- One unusual attitude recovery

f. Emergency/Abnormal Procedures.
- One emergency procedure
- One abnormal procedure

52. Rotation Between Two Aircraft Types. Inspectors remaining current in more than one type of aircraft (Group II), should attempt to rotate aircraft each quarter to enhance proficiency in both types. However, should an inspector encounter difficulty rotating aircraft, one type of aircraft may be used for a maximum of two consecutive quarters.

53. Annual Review. An annual review of the regulations and procedures is required and should include appropriate sections of Title 14 CFR, ATC procedures; navigational procedures, meteorology, and the Aeronautical Information Manual. This requirement shall be documented on FAA Form 4040-2.

54. Aircraft Equipment Reviews. Aircraft equipment reviews will include all major components, aircraft systems, performance and operating limitations, operating procedures, the contents of the flight manual, weight and balance control, and limitations.

55. – 59. RESERVED.

60. Air Carrier Inspectors (NON-MOU). An Aviation Safety Inspector (Operations) who is assigned to perform evaluating, testing, and checking functions in conjunction with air carrier operations. Although some inspectors may never conduct evaluating, testing, and checking functions in an actual airplane due to all their functions being conducted in a simulator, they must meet the tasks of this section in order to have an option to conduct the work in an airplane.

61. Quarterly Tasks. Each inspector (Air Carrier Non-MOU) will perform a minimum of the tasks listed below during each calendar quarter in at least one type of aircraft in which they are performing job functions:

a. Preflight.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures
- Noise abatement flight procedures

b. Six Takeoffs (procedures may be combined).
- One instrument takeoff (reduced visibility)
- One crosswind takeoff
- One rejected takeoff

- One normal takeoff
- One takeoff Pilot's choice, (e.g. Wind Shear, High Altitude Operations)
- One V1 cut takeoff
- Three night takeoffs (when night job functions are performed)

c. In-flight.
- One steep turn
- Three stall procedures
- One power plant failure
- One aircraft-specific maneuver (if required by the AFM)

d. Six Landings (procedures may be combined).
- One crosswind landing
- One landing from a precision approach
- One no flap landing (optional)
- One landing with simulated power failure
- One landing from circling approach
- One rejected landing
- Three night landings (when night job functions are performed)

e. Instrument Procedures.
- One area departure
- One enroute procedure
- One holding
- One area arrival
- Two precision approaches
- Two non-precision approaches
- One circling approach
- One missed approach
- One unusual altitude recovery

f. Emergency/Abnormal Procedures.
- One abnormal procedure
- One emergency procedure

62. – 69. RESERVED.

70. Air Carrier Inspectors Under an MOU. An Aviation Safety Inspector (Operations) who is assigned to perform evaluating, testing, and checking functions in conjunction with an air carrier operation. The Aircrew Designated Examiner (ADE) program is a voluntary FAA/Air Carrier program under which an FAA Aircrew Program Manager (APM) oversees FAA authorized examiners known as Aircrew Program Designees (APD). These inspectors receive ground and simulator training provided by the operator in accordance with a Memorandum of Understanding (MOU). These flight activities should be documented on the appropriate EBC worksheets and must be verified quarterly on AFS Authorization and Data Record (FAA Form 4040-7 equivalency), as prescribed in Section 10.
In some instances this may also include the Principal Operations Inspector (POI) and/or his/her assistants (APOI). Inspectors should provide their supervisor with documentation for completion of the quarterly currency, along with AFS Authorization and Data Record (FAA Form 4040-7 equivalency), to be signed by the manager. Record keeping will be kept in accordance with Section 10 of this appendix.

71. Credited Quarterly Events. Inspectors required to maintain currency according to an air carrier training program under an approved MOU shall be credited as EBC current. For the purposes of this section, such an MOU must be approved by the appropriate FAA regional office and shall require the participating inspectors to receive the same training that the air carrier provides for its own proficiency check airmen/ADEs. Each manager must verify that every participating inspector's quarterly events are accomplished and validated by manager's signature on AFS Authorization and Data Record (FAA Form 4040-7 equivalency), as prescribed in Section 10.

72. – 79. RESERVED.

80. 142 Training Center Inspectors Under an MOU is an Aviation Safety Inspector (Operations) who is assigned to perform evaluating, testing, and checking functions in conjunction with a 142 Training Center. The FAA/142 Training Center program applies to the Training Center Program Manager, (TCPM), Assistant Training Center Program Manager, (ATCPM), and Partial Program Manager, (PPM). These inspectors receive ground and simulator training provided by the operator in accordance with a Memorandum of Understanding (MOU). These flight activities should be documented on the appropriate EBC worksheets and must be verified quarterly on AFS Authorization and Data Record (FAA Form 4040-7 equivalency), as prescribed in Section 10.

81. Credited Quarterly Events. Inspectors mentioned in paragraph 80, maintaining currency under an approved MOU shall be credited as EBC current. For the purposes of this section such an MOU must be approved by the appropriate FAA regional office and shall require the participating Inspectors to receive the same training that the 142 Training Center provides for its own training center evaluators in regards to their proficiency and currency requirements. Each manager must verify that every participating inspector's quarterly events are accomplished and validated by manager's signature on AFS Authorization and Data Record (FAA Form 4040-7 equivalency), as prescribed in Section 10.

82. – 99. RESERVED.

Section 4. AFS Semiannual Program

100. Purpose. This program is designed as a tool for managers, supervisors, Aviation Safety Inspectors, and other flight program participants not conducting airman testing, evaluating, and checking duties, but having a need to stay airplane current, (example: safety program managers who may or may not need Event Based Currency (EBC), but need to conduct flight activities to meet job functions). Flight program participants in this program are not authorized to conduct airman testing, evaluating, and checking duties unless they meet all the EBC requirements found in Section 3 for the category, class, and type of aircraft flown.

101. Program Concept. This program allows a flight program participant to function as a Pilot-in-Command or Second-in-Command of an FAA aircraft (rental or agency owned 12,500 pounds or less gross weight). To achieve the maximum level of efficiency and effectiveness in this flight program, flight program participants must complete the required tasks every 6 months. This program provides a minimum of 6 hours every 6 months to meet the regulatory requirements and to meet the flight program participant's technology and proficiency tasks. Managers need to limit participation in the flight program primarily to those program participants whose position specifically requires them to use aircraft to meet their job requirements. Such positions would include those which require the employee to have the ability to operate and maintain recent flight experience in an aircraft when evaluating or promoting safety programs, aircraft, airways, airports, navigation aids, procedures, and equipment to support the National Airspace System (NAS).

102. Qualifications of Program Participants. New participants shall be initially authorized using FAA Form 4040-7. Each participant shall be identified by name, position title, job series and grade, physical location (cost center), and justified based on a valid job function contained in his/her position. Designation of flight program participants shall be based on those aircraft 12,500 pounds or less not requiring a type rating.

a. An assigned position with a requirement to participate in the flight program, as established by the 4040-7, to maintain knowledge and/or instrument proficiency essential to the performance of job responsibilities. The 4040-7 must clearly indicate the requirements for participation in the AFS Semiannual Flight Program and be permanently retained in the flight program participant flight records.

b. Aircraft Qualification. All flight program participants must be qualified and current in accordance with the Federal Aviation Regulations. Each participant must take and pass an annual 4040-2 evaluation by a Flight Standards designated Check Pilot / Check Airman for the category and class of aircraft to be flown and appropriate to the designated flight program participant position assigned. This must be completed prior to the participant functioning as Pilot-in-Command.

103. Semiannual Program Flight Time. It is required that flight program participants assigned to this program be provided a minimum of 6 hours flight time every 6 months for the category and class of aircraft on which he/she has primary responsibility to complete the proficiency tasks listed at the end of this section. The *Semiannual Flight Worksheet* at the end of this section should be used as a worksheet to document the semiannual tasks performed.

104. Activities Authorized By Currency In This Program. This program is intended solely to enable flight program participants to maintain flight experience, background, and a current perspective on aircraft operations for which they have oversight and to be more effective in the performance of their job responsibilities, and to help support safe operations within the National Airspace System (NAS).

a. Currency in this flight program permits continued participation in the program and rental of an aircraft as authorized on approved FAA Form 4040-6, *FAA Aircraft Request and Use Record*.

b. Logging PIC Time. Time spent as sole manipulator of the controls in an aircraft under this program may be logged as PIC time for the purpose of meeting the requirements of this Section. Providing other sections of Title 14 CFR prerequisites and requirements are met, the time may also be used toward instrument proficiency.

c. Aircraft rental is authorized in this program.

105. Flight Program Participants Designation, Records, and Currency. The flight program participants will maintain flight records in accordance with Section 10 of this appendix.

106. Program Currency.

a. Semiannual requirements.

(1) Semiannual Flight Worksheet. Each semiannual period, flight program participants in this program are required to complete items listed on the Semiannual Flight Worksheet. Items on the worksheet are tailored to the instrument experience requirements of Title 14 CFR, Part 61.57(c) & (d). New participants should complete these items as soon as practical after being initially approved to enter the program.

(2) Pilot flight checks documented on FAA Form 4040-2 are required for all initial, re-qualification and annual flight evaluations.

b. Source of Flight Tasks Time. It is expected that these tasks will be completed in a rental aircraft or FAA owned aircraft. However, any items completed during flight time accumulated from any source may counts toward the requirements in this section.

c. Failure to Complete Semiannual Requirements. Failure to complete the semiannual tasks in any semiannual period will result in the flight program participant records indicating as non-current in the agency database. Continued non-currency is grounds for removal from the program and should only occur for reasons beyond the flight program participant's and/or manager's control. Re-qualification requires the flight program participant to be re-evaluated by a designated FAA Check Pilot in all the tasks listed on the FAA Form 4040-2 for the aircraft assigned.

107. Participant Review and Revalidation. Flight Standards managers are responsible for conducting regular reviews (at least semiannually) of flight program participant currency. Flight program participants who remain non-current for two semiannual periods should be removed from the program. Flight program participants who are temporarily prevented from maintaining currency due to temporary extenuating circumstances should be placed in inactive status.

108. Tasks. The following minimum tasks are required each semiannual period under this section, and do not authorize the flight program participant to perform evaluating, testing and checking functions.

a. Preflight review of regulations, procedures, and FAA Order review.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Takeoffs.
- Four normal takeoffs
- Two instrument takeoffs (airplane only)
- Two crosswind takeoffs
- One rejected takeoff
- One takeoff with a simulated power plant failure (if multi-engine)

c. In-flight Maneuvers.
- One steep turn
- One stall procedure (airplane only)
- One simulated power plant failure

d. Landings.
- One normal landing
- One crosswind landing
- One landing from an ILS (airplane only)
- One single engine landing (multi-engine)
- One rejected landing

e. Instrument Procedures (Airplane Only).
- Two area departures
- One holding
- Two area arrivals
- One normal ILS
- One autopilot couples ILS (if installed)
- One engine-out ILS (multi-engine)
- Two non-precision approaches
- One circling approach
- One missed approach procedure

109. Combining Tasks: Individual tasks may be combined with other tasks to satisfy multiple requirements. Tasks accomplished in a multi-engine aircraft satisfy the requirements for a single engine aircraft provided an initial single engine qualification check has been documented.

110. – 120. RESERVED.

Section 5. AFS 135 Program

121. AFS 135 Flight Program. Certain inspectors are trained and tested in accordance with Title 14 CFR, Part 135 to act as pilot in command under the FAA Air Operator Certificate. As participants in the AFS 135 FLIGHT PROGRAM, inspectors must complete the following:

a. All initial ground and flight training as required by the FAA approved Part 135 training program,

b. All recurrent ground and flight training as required by the FAA approved Part 135 training program,

c. All testing requirements of Parts 135.293(a)(b) and 135.297 and 135.299.

122. Tasks. Inspectors assigned to perform evaluating, testing, and checking functions in Group I airplanes, must also complete the following tasks as a minimum within each fiscal year quarter (beginning October 1). Completion of the tasks listed below satisfies the requirements of Section 3, paragraph 23 of this appendix. These tasks must be verified each quarter by the participants' first line supervisor and documented by a 4040-7. Participants in Group II airplanes must complete all the requirements in Section 3 for Group II Inspectors.

a. Preflight review of regulations, procedures, and FAA Order review.
   - Performance
   - CRM
   - AFM review
   - Collision avoidance procedures
   - Runway incursions avoidance procedures

b. Three Takeoffs.
   - One crosswind takeoff
   - One takeoff with simulated power plant failure
   - One rejected takeoff

c. In-flight Maneuvers.
   - One steep turn
   - Three stall procedures
   - One simulated power plant failure

d. Three Landings.
   - One crosswind landing
   - One landing with simulated power plant failure
   - One rejected landing

e. Instrument Procedures.
   - One area departure
   - One enroute procedure
   - One holding
   - One area arrival
   - Two precision approaches
   - Two non-precision approaches
   - One circling approach
   - One missed approach procedure
   - One unusual attitude recovery

f. Emergency/Abnormal Procedures:
- One emergency procedure
- One abnormal procedure

123. Combining Tasks. The above may be accomplished in conjunction with the required Part 135 training and testing. It should be noted that the grace provisions of Title 14 CFR, Part 135.301 do not apply to the tasks required by this program. The required tasks must be accomplished within the FY quarter in which they are due.

124. – 130. RESERVED.

Section 6. AFS Simulator-Only Program

131. Purpose. This section establishes a vehicle for Flight Standards Inspectors, (such as Geographic Inspectors, Training Program Managers) and other flight program participants with type rated turboprop and turbojet responsibilities who utilize flight simulators for instrument proficiency and cockpit familiarization. Participants in this program are not authorized to conduct testing, evaluating, and checking duties unless they participate in the Event Based Currency (EBC) Program in Section 3 for the category, class and type aircraft flown. These flight program participants may use any approved simulator without being type rated in the respective aircraft. The primary intent and purpose of the Simulator-Only Program is to allow flight program participants working with type rated turboprop and turbojet type aircraft the opportunity to maintain instrument proficiency and a general knowledge of aircraft for which they have oversight. The facility manager determines which flight program participants are authorized to participate in this program. The Simulator-Only Program is not intended to be used as a training and checking program in order to acquire additional ratings or qualifications that are normally obtained and authorized by other programs.

132. Program Concept. The program is designed to provide semiannual simulator practice of aircraft maneuvers commonly associated with currency and instrument proficiency. The program is NOT intended to qualify the flight program participant to be a Pilot-in-Command, fulfill any required flight crewmember positions in an actual aircraft, nor to qualify a flight program participant to perform any evaluating, checking, and testing functions in an aircraft or simulator.

133. Qualifications of Program Participants. The program is designed primarily to give flight program participants working with air carrier type aircraft the opportunity to maintain instrument proficiency and a general knowledge of the primary aircraft for which they have oversight and whose responsibilities do not include actual certification or checking of flight crews. Program participants must meet all the hours and all the designated tasks of this section to conduct recurring line checks and Pilot-in-Command Operating Experience Observations (OEs). Participants in the Simulator-Only Rental Program are not required to take an annual 4040-2 flight evaluation.

134. Simulator Flight Time. This provides flight program participants assigned to this program with a minimum of 6 hours of simulator flight time every 6 months in an approved simulator. It is not necessary that the flight program participant be typed in the aircraft/simulator being used.

135. Activities Authorized by Currency in this Program. This program is intended solely to enable program participants to gain flight experience, background, and a current perspective on aircraft for which they have oversight and to be more effective in the performance of their job responsibilities.

a. Currency in this flight program permits continued participation in the program and rental of simulator time as authorized on approved FAA Form 4040-6, *FAA Aircraft Request and Use Record*.

b. Aircraft rental is not authorized in this program. Participants, whose job responsibilities require them to perform in an actual flight crew position, should enroll in an FAA or Flight Standards Flight Program appropriate to their job functions. Participants enrolled in this Simulator-Only Program may be enrolled in other FAA or Flight Standards Flight Programs simultaneously at the discretion of his/her manager based on his/her job functions.

136. Flight Program Participants Designation, Records, and Currency. The flight program participants will document flights in accordance with Section 10 of this appendix.

137. Program Currency.

a. Semiannual Requirements.

(1) Each semiannual period, flight program participants are required to complete the tasks listed in this section. Items in this section are tailored to simulate the instrument experience requirements of Title 14 CFR, Part 61.57(c) & (d). New participants should complete these items as soon as practical after being initially approved to enter this program. The 4040-7 will be used to document the completion of the semiannual tasks in accordance with Section 10 of this appendix.

(2) Crewmember flight checks documented on FAA Form 4040-2 are NOT required.

b. Source of Flight Tasks. It is expected that these tasks will be completed in a rental simulator. However, any tasks completed during flight time accumulated from any source counts toward the requirements of this section.

c. Failure to Complete Semiannual Requirements. Failure to complete the simulated instrument proficiency requirements of this section in any semiannual period will result in the flight program participant records indicating as noncurrent in the agency database. Continued non-currency is grounds for removal from the program and should only occur for reasons beyond the flight program participant's and/or manager's control. Completion of the required tasks and documentation on 4040-7 at any time will return the flight program participant to current status.

138. Participant Review and Revalidation. Flight Standards managers are responsible for conducting regular reviews (at least semiannually) of flight program participant currency. Flight Program Participants who remain noncurrent for two semiannual periods should be removed from the program. Flight program participants who are temporarily prevented from maintaining currency due to temporary extenuating circumstances should be placed in inactive status.

139. Tasks. The following minimum tasks are required under this section, and do not authorize the flight program participant to perform evaluating, testing and checking functions.

a. Preflight review of regulations, procedures, and FAA Order review.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Takeoffs.
- Four normal takeoffs
- Two instrument takeoffs
- Two crosswind takeoffs
- One rejected
- One takeoff with simulated power plant failure (if multi-engine)

c. In-flight Maneuvers.
- One steep turn
- One stall procedure
- One power plant failure
- One specific flight characteristic (e.g. Dutch roll etc.)

d. Landings.
- One normal landing
- One crosswind landing
- One landing from ILS
- One 50% power plants inoperative landing
- One landing from a circling approach
- One rejected landing

e. Instrument Procedures.
- Two area departures
- One holding
- Two area arrivals
- One normal ILS approach
- One autopilot coupled ILS (if installed)
- One engine-out ILS (if multi-engine simulator)
- One engine-out missed approach (if applicable)
- Two non-precision approaches
- One circling approach
- Two missed approaches

140. – 150. RESERVED.

Section 7. AFS Simulator Familiarization Program

151. Purpose. This section establishes a process by which Flight Standards headquarters, regional and other flight program participants may have continuing access to flight simulators for instrument proficiency and cockpit familiarization purposes. These flight program participants may use flight simulators without being type rated in the particular aircraft represented by the simulator, and without undergoing initial or recurrent proficiency checks for currency in the simulator. Flight program participants may be in the aircraft rental program concurrently with the Simulator Familiarization Program (SIM FAM). The primary intent and purpose of the Simulator Familiarization Program is to allow flight program participants the opportunity to maintain instrument proficiency and a general knowledge of changing aviation technologies. The Simulator Familiarization Program is not intended to be used as a training and checking program in order to acquire additional ratings or qualifications that are normally obtained and authorized by other programs.

152. Background. Participants in this program are encouraged to participate in the flight program in order to maintain current knowledge and actual experience related to the latest airspace system procedures, flight operations, aircraft instrumentation and displays, and operating conditions in the national airspace system. Personnel in staff positions may develop and review policy, rules, and procedures related to normal flight, air traffic, instrument proficiency, the Aeronautical Information Manual, instrument approaches, and new technology (TCAS, LAHSO), special instrument approaches, special airports, etc. Although these flight program participants may be in the flight program on a frequent and regular basis, they are not required to be a Pilot-in-Command of an actual aircraft nor be EBC current if their responsibilities do not include certification of flight crews. This program is designed to provide them meaningful, cost effective, structured flight activity as resources permit.

153. Program Concept. This program is designed to provide semiannual simulator practice of aircraft maneuvers commonly associated with currency and instrument proficiency. The program is NOT intended to qualify the flight program participant to be a Pilot-in-Command, fulfill any required flight crewmember positions in an actual aircraft, nor to qualify a flight program participant to perform any evaluating, checking, and testing functions in an aircraft or simulator.

154. Qualification of Program Participants. This program is primarily for staff personnel in FAA headquarters and regional offices, and personnel such as managers and supervisors in field offices whose responsibilities do not include actual certification or checking of flight crews.

a. Certificates/Ratings. Minimum requirement is a commercial pilot certificate with aircraft category ratings appropriate to the simulator to be used.

155. Simulator Flight Time. It is recommended that flight program participants assigned to this program be provided up to 6 hours of simulator flight time every 6 months in order to accomplish the assigned tasks. In the interest of convenience and economy, it is not necessary that the flight program participant be typed in the aircraft/simulator being used if one is available locally and provides adequate practice opportunities and exposure to meet the needs of the flight program participant and intent of the program.

156. Activities Authorized by Currency in this Program. This program is intended solely to enable managers and staff personnel to gain flight experience, background, and a current perspective on aircraft and the aviation environment to be effective in the performance of their job responsibilities.

a. Currency in this flight program permits continued participation in the program and rental of simulator time as authorized on approved FAA Form 4040-6, *FAA Aircraft Request and Use Record*.

b. Aircraft rental is not authorized in this program. Participants, whose job responsibilities require them to perform in an actual flight crew position, should enroll in an FAA or Flight Standards Flight Program appropriate to their job functions. Participants enrolled in this simulator program may be enrolled in other FAA or Flight Standards Flight Programs simultaneously at the discretion of their manager based on their job functions.

157. Flight Program Participants Designation, Records, and Currency. The flight program participants will maintain flight records in accordance with Section 10 of this appendix.

158. Program Currency.

a. Semiannual (six (6) months) requirements.

(1) Simulator Familiarization Worksheets. The worksheets, (Section 10), are provided as a convenience for flight program participants to keep track of tasks until they are recorded into the database. Tasks in this section are tailored to the instrument experience requirements of Title 14 CFR, Part 61.57(c) & (d). New participants should complete these items as soon as practical after being initially approved to enter the program.

(2) Pilot Flight Checks documented on FAA Form 4040-2 are NOT required.

b. Source of Flight Tasks. It is expected that these tasks will be completed in a rental simulator. However, any tasks completed during flight time accumulated from any source count toward the requirements of this section.

c. Failure to Complete Semiannual Requirements. Failure to complete the simulated instrument proficiency requirements of this appendix in any semiannual period will result in the flight program participant showing up as noncurrent in the agency database during the next 6 months. Continued noncurrency is grounds for removal from the program and should only occur for reasons beyond the flight program participant's and/or manager's control. Completion of the items listed on the worksheet at any time will return the flight program participant to current status.

159. Participant Review and Revalidation. Flight Standards managers are responsible for conducting regular reviews (at least semiannually) of flight program participant currency. Flight program participants who remain noncurrent for one year should be removed from the program. Flight program participants who are temporarily prevented from maintaining currency should be placed in inactive status.

160. Tasks. The following minimum tasks are required under this section, and do not authorize the flight program participant to perform evaluating, testing, and checking functions.

a. Takeoffs.
- Four normal takeoffs
- Two instrument takeoffs
- Two crosswind takeoffs
- One rejected takeoff
- One takeoff with simulated power plant failure (if multi-engine)

b. In-flight Maneuvers.
- One steep turn
- One stall procedure
- One power plant failure
- One specific flight characteristic (e.g. Dutch roll, etc.)

c. Landings.
- One normal landing
- One crosswind landing
- One landing from an ILS
- One 50% power plants inoperative landing
- One landing from circling approach
- One rejected landing

d. Instrument Procedures.
- Two area departures
- One holding
- Two area arrivals
- One normal ILS approach
- One autopilot coupled ILS (if installed)
- One engine-out ILS (if multi-engine simulator)
- One engine-out missed approach (if applicable)
- Two non-precision approaches
- One circling approach
- Two missed approaches

161. – 170. RESERVED.

Section 8. AFS Flight Engineer Program

171. Air Carrier Inspectors Non-MOU Flight Engineers. An Aviation Safety Inspector (Operations) who is assigned to perform evaluating, testing, and checking functions in conjunction with Flight Engineer Operations. Although some inspectors may never conduct evaluating, testing, and checking functions in an actual airplane (due to all their functions being conducted in a simulator, level 6 FTD or higher), they must meet the tasks of this section in order to have an option to conduct the work in an airplane.

172. Supporting Crewmembers. All crew positions required by the approved airplane flight manual (AFM) should be occupied by qualified personnel.

173. Quarterly Tasks. Each inspector (Air Carrier Non-MOU) will perform a minimum of the tasks listed below during each calendar quarter in at least one type of aircraft in which they are performing job functions:

a. Preflight.
- CRM
- Runway incursion avoidance procedures
- Cockpit preflight check procedures using proper challenges and responses to the checklist items
- Interior preflight
- Panel set-up
- Fuel load
- Engine start procedures
- Power plant checks

b. Takeoffs.
- Complete one takeoff data computation for contaminated runway corrections.
- Complete one takeoff for anti-skid inoperative corrections.
- Complete one takeoff for applying minimum equipment list (MEL) and/or configuration deviation list (CDL) penalties.
- Complete one aircraft performance data for maximum allowable altitude takeoff.
- Complete one anti-ice correction takeoff.

c. In-flight Maneuvers.
- One climb segment
- One normal cruise flight segment
- One descent segment into terminal area
- One instrument approach operation
- One power plant failure
- One aircraft-specific maneuver (if required by the AFM)
- One fuel dump procedure (if permitted by AFM)
- One pressurization problem

d. Landings.
- One contaminated runway corrections landing
- One landing for anti-skid inoperative corrections
- Complete one landing applying minimum equipment list (MEL) and/or configuration deviation list (CDL) penalties.
- One aircraft performance data for maximum allowable altitude landing
- One anti-ice correction landing
- One landing of engineer's choice

e. Emergency/Abnormal Procedures.
- One emergency procedure
- One abnormal procedure

174. Repeated/Modified. Flight Engineer Inspectors remaining current as a Flight Engineer in more than one class or type aircraft should attempt to rotate aircraft each quarter to enhance proficiency in both types. However, should an inspector encounter difficulty rotating aircraft, one class or type may be used for a maximum of two consecutive quarters.

175. – 180. RESERVED.

Section 9. AFS Aircraft Evaluation Group (AEG) Program

181. Purpose. The Aircraft Evaluation Group (AEG) pilot flight currency requirements are unique in the FAA, and similar to FAA Flight Test Pilot currency requirements. AEG Inspectors will complete a flying hour program that is a combination of minimum flight hours and EBC in order to maintain a satisfactory level of proficiency to perform their job functions and determine suitability of aircraft for Parts 91/121/125/129/135 operations.

182. Program Concept. AEG pilots' job functions are significantly different from either Group I or Group II FSDO Inspectors. In addition to conducting airman certification in turbojet, turbo-prop, piston, amphibian, rotorcraft, airship and turbojet aircraft, AEG pilots are required to fly aircraft from the Pilot-in-Command's seat during FAA certification flight testing. This occurs in experimental aircraft when manufacturers design and develop new aircraft. Typically a manufacturer's test pilot will occupy the right seat and the AEG pilot will occupy the left seat. AEG Inspectors are authorized to fly experimental aircraft through the issuance of a Type Inspection Authorization (TIA). The TIA is a document issued by the FAA Aircraft Certification Office that authorizes certain tests. AEG pilots are routinely included on the TIA as required flight program participants for experimental flight testing.

Additionally, AEG pilots are responsible for determining if these soon-to-be-certified aircraft are suitable for Title 14 CFR, Parts 91, 121, 125, 129 and 135 operations. This "operational suitability" evaluation assesses all of the manufacturer's proposed Airplane Flight Manual (AFM) and Flight Crew Operating Manual (FCOM) emergency, abnormal, and normal procedures in the experimental aircraft and simulator. AEG pilots are members of the FAA Aircraft Certification Office AFM review boards, and as such are responsible for contributing to these AFM Procedural evaluations.

Operational suitability also requires flight testing in the manufacturer's experimental aircraft of all of the ATP Practical Test Standard (PTS) maneuvers. During that PTS evaluation, AEG pilots, as Chairmen of the aircraft's Flight Standardization Board (FSB), are tasked with identifying for the FAA any special pilot training, checking, or currency requirements. They are also responsible for identifying any specific flight characteristics unique to that aircraft which will be used to certify future airman . AEG pilots conduct these evaluations when a new aircraft is developed by a manufacturer and throughout the aircraft's service life when design changes such as FMS software improvements or new features such as Head Up Display (HUD), Night Vision Devices, and Differential Global Position System (DGPS) procedures are certified by the FAA.

Additionally, AEG pilots, as Chairmen of the aircraft's Flight Operation Evaluation Board (FOEB), are required to evaluate assigned aircraft for operational relief through the Master Minimum Equipment List (MMEL) review process. This often requires flight testing manufacturers' experimental aircraft with simulated equipment inoperative to determine if the equipment is acceptable for inclusion in the MMEL.

Finally, AEG pilots, in the process of establishing new aircraft type ratings, become the first pilots type rated in the aircraft. They are then responsible for conducting airman certification of the manufacturers' test pilots, manufacturers' training pilots, operator and training center examiners and instructors, and operator or customer pilots.

183. Qualification of Program Participants. Inspectors assigned to the Aircraft Evaluation Group will be assigned to specific aircraft category and types by the Office Manager. AEG Inspectors will complete a flying hour program that is a combination of minimum flight hours and EBC. In order for AEG pilots to maintain a satisfactory level of proficiency to perform their job functions, the following are minimum requirements:

a. Log 12 hours of Simulator time or combination of actual aircraft and simulator per quarter. Flight time in support of FSB/FOEB activities may be used to satisfy this requirement,

b. Accomplish EBC tasks on the attached worksheet as sole manipulator of the controls for one of the inspector's assigned aircraft each quarter. When an inspector is assigned more than one aircraft, tasks may be rotated between aircraft on a quarterly basis or divided proportionately between assigned aircraft as necessary, and

c. The currency requirements for EBC hour and tasks for the quarter in which an inspector attends an FAA Academy approved training course, either an initial or a recurrent course, will be met by satisfying the requirements of that approved course. The appropriate EBC documents will be completed and will satisfy the quarterly EBC flight hours and tasks.

184. Flight Program Participants Designation, Records, and Currency. The flight program participants will maintain flight records in accordance with Section 10 of this appendix.

185. Tasks. The following minimum tasks are required under this section when authorized to perform evaluating, testing, and checking functions.

a. Preflight review of regulations, procedures, and FAA Order review.
- Performance
- CRM
- AFM review
- Collision avoidance procedures
- Runway incursion avoidance procedures

b. Six Takeoffs (procedures may be combined).
- Two normal takeoffs
- One instrument takeoff
- One crosswind takeoff
- One rejected takeoff
- Two night takeoffs (when night job functions are performed)
- One simulated engine failure takeoff

c. In-flight Maneuvers.
- Two steep turns
- Two stall procedures
- Two power plant failures
- One other aircraft specific maneuvers (as required by FSB report)

d. Six Landings (procedures may be combined).
- Two normal landings
- One crosswind landing
- One landing from a precision approach
- One no flap landing (N/A Rotorcraft, partial flap landings may be substituted if authorized for evaluations IAW FSB report)
- One landing with simulated engine failure
- One landing from circling approach (N/A rotorcraft)
- One rejected landing
- Two night landings (when night job functions are performed)

e. Instrument Procedures.
- One area departure
- One holding
- One area arrival
- Three precision approaches
- Three non-precision approaches
- One circling approach (N/A rotorcraft)
- Three missed approaches

f. Emergency/Abnormal Procedures.
- Emergency procedures
- Abnormal procedures

181. – 190. RESERVED.

Section 10. Documentation and Forms

191. Documentation. Standard reporting documents such as FAA Forms 4040-2, 4040-6 and AFS Authorization and Data Record (FAA Form 4040-7 equivalency) will be used with this program. With some limitations, information will be captured in the agency-wide aircraft database, which will permit tracking of participants and satisfy documentation and reporting requirements of both FAA and GSA. The cases where documentation and reporting are unique or specific to this program are outlined in this section.

192. Recording Flight Program Participants' Currency and Establishing A Participant In Flight Programs. A properly authorized AFS *FAA Aircraft Program Crewmember Authorization and Data Record* (FAA Form 4040-7 equivalency), is used to track flight program participants' currency and establish a participant in the program. The form is completed in the standard manner with the exception of special procedures used for items listed below (refer to appendix 9 of this order):

a. Pilot Assignment Code, Line 7. Check the appropriate box for the AFS Flight Program(s) assigned.

The pilot code options are mutually exclusive in FACTS / ASIS, i.e., only one code may be selected. The FACTS / ASIS is a national data system and the official database for the FAA Flight Program. It provides a single database of aircraft operations, maintenance, inventory control, facility data, aircraft use, crew data, and management information immediately accessible to system users for management of the FAA Flight Program. Soon new software, when fully implemented, will include variable cost reporting as required by OMB Circular A-126 (revised). Responsibility for developing, testing, implementing, maintaining, and administering this system belongs to AVN with oversight by the National Flight Program Oversight Office.

b. Type Aircraft, Block 11. Check the box that corresponds to the AFS Flight Program that you are assigned. In the Aircraft block, record the aircraft category and class in which the assigned flight program tasks were completed. In the Duty Position block, record the pilot position (Example: PIC or SIC). In the Date Completed block record the date that the assigned flight program tasks were completed.

c. Flight Program Completion Statement, Block 12. Flight program participants will sign block 12 indicating flight program requirements have been completed for the flight program assigned.

d. Approving Official, Line 15.

(1) Facility Manager. The facility manager is the approval authority for all new initial participants in the AFS Flight Program. A new participant will be placed into the program by the indication on Line 7, of the original AFS Authorization and Data Record (FAA Form 4040-7 equivalency). The facility manager is the approval authority for transferring flight program participants already authorized to be in the AFS Flight Program into or out of flight programs.

(2) Supervisor. Routine update information such as flight program completion, check rides, aircraft assignments, medicals, etc. may be approved by the participants' supervisor.

193. Worksheets. Offices may use the worksheets provided in this section (Figure A11-1 through Figure A11-9) to track tasks for MOU and Non-MOU participants. The suggested worksheets will be available electronically, and may be modified locally to meet individual office or participant requirements. The worksheets may serve as planning and recording tools. The worksheets may serve as the data source for updating FACTS / ASIS through AFS Authorization and Data Record (FAA Form 4040-7 equivalency).

a. Planning. Prior to the beginning of the quarter or semiannual period, inspectors with their supervisors will plan the number of tasks appropriate to his/her job evaluating, testing, and checking functions. This planning may be accomplished with the assigned flight program worksheet, or in a manner that is acceptable to the flight program participant and the office manager. The number of tasks or hours will not be reduced below the minimum established in this appendix.

b. Recording. During the quarter, accomplishment of tasks may be recorded (electronically or manually) on the assigned flight program worksheet.

c. Certification. At the end of the quarter / semiannual period, the flight program participant will fill out and submit an AFS Authorization and Data Record (FAA Form 4040-7 equivalency) to the supervisor in accordance with the guidance listed in Section 10 of this appendix and Appendix 9 of this order. The inspector will sign in block 12 indicating that the flight program participant has completed tasks for the appropriate currency period. The Supervisor will sign block 15 indicating the tasks have been accomplished and authorizes the AFS Authorization and Data Record (FAA Form 4040-7 equivalency) entry into FACTS / ASIS. The most recent copy of the AFS Authorization and Data Record (FAA Form 4040-7 equivalency) showing completion of quarterly/semiannual tasks will be retained in the crewmember record folder.

d. Relation to FAA Form 4040-6. Dates on the worksheet should correspond to *Aircraft Use Records*, FAA Form 4040-6. Tasks accomplished while flying in normal certification or other FAA activities, or accomplished out of agency through the military or personal flying may be used to satisfy worksheet tasks, provided the flight has been documented on an FAA Form 4040-6 for CREW DATA PURPOSES ONLY (See chapter 4, paragraph 405).

e. Flight Program Participant Records. Refer to chapter 4 of this order for record keeping requirements.

194. Currency.

a. The Semiannual program is based on fiscal 6-month periods (Oct. – Mar.; April – Sept.).

b. The EBC, AEG and 135 programs are based on fiscal quarters (Oct. – Dec.; Jan. – Mar.; April – Jun.; Jul. – Sept.).

c. Date used is date when last task in the participant's planned schedule for that quarter has been completed.

d. Completion of tasks on any date within a quarter counts for currency (provided medical, proficiency, training are current) through the last day of the next quarter/semiannual period.

Example: Tasks completion date of 2/12/96 would be counted for currency through 6/30/96. Participant will need to be accomplishing the next set of tasks during the present currency period to be current in the forthcoming period.

195. – 200. RESERVED.

Figure A11-2. AFS Quarterly Event Based Currency Planning and Accomplishment Worksheet

Name Calendar Qtr Crew No

Enter Number Planned For Qtr	Enter A/C Category → / Enter Class/Type → / Tasks Preflight	Enter the date (Month/day) and number of tasks below											
		Date	No	Date	No	Date	No	Date	No	Date	No	Date	No
	Takeoffs												
	In Flight												
	Approaches and Landings												
	Emergencies												
	Performance Maneuvers												

Figure A11-2 AFS Quarterly Event Based Currency Planning and Accomplishment Worksheet (Continued)

Name Calendar Qtr Crew No

For Qtr	Tasks	Date	No	Date	No	Date	No	Date	No	Date	No	Date	No
	Instrument Procedures												
	Other Maneuvers												
	Flight Skills												
	Soaring												
Estimated A / C Cost		$		$		$		$		$		$	

Initialing below indicates agreement that accomplishment of planned events will result in currency.

ASI Initials SUP. Initials Date of last formal flight training _____

Date:_____ Date: _____ Date of last annual Prof. Check: _____

Date of last medical certificate: _____

Figure A11-3. AFS Semiannual Program Worksheet

Pilot's Name: _____ Crew No _____

Minimum No Req. each 6 months	Tasks	Date	No	Date	No
	PREFLIGHT				
	Performance				
	CRM				
	AFM Review				
	Collision Avoidance Procedures				
	Runway Incursion Avoidance Procedures				
	TAKEOFFS				
4	Normal				
2	Instrument (airplane only)				
2	Crosswind				
1	Rejected				
1	Simulated power plant failure				
	IN-FLIGHT MANEUVERS				
1	Steep turn				
1	Stall Procedure (airplane only)				
1	Simulated power plant failure				
	LANDINGS				
1	Normal Landing				
1	Crosswind Landing				
1	Landing from an ILS (airplane only)				
1	Single engine (multi-engine)				
1	Rejected				
	INSTRUMENT PROCEDURES (airplane only)				
2	Area Departures				
1	Holding				
2	Area Arrivals				
1	Normal ILS				
1	Autopilot Coupled ILS				
1	Engine-Out ILS (multi-engine)				
2	Non-precision Approaches				
1	Circling Approach				
1	Missed Approach Procedure				

Type of Aircraft: _____ Pilot's Signature _____

Date completed semiannual covered period: _____ FY _____ Oct-Mar _____ April-Sept _____

Figure A11-4. AFS 135 Program Worksheet

Pilot's Name: _____ Crew No _____

Minimum No Req. each 6 months	Tasks	Date	No	Date	No
	PREFLIGHT				
	Performance				
	CRM				
	AFM Review				
	Collision Avoidance Procedures				
	Runway Incursion Avoidance Procedures				
	TAKEOFFS				
1	Crosswind				
1	Simulated power plant failure				
1	Rejected				
	IN-FLIGHT MANEUVERS				
1	Steep turn				
3	Stall Procedures				
1	Simulated power plant failure				
	LANDINGS				
1	Crosswind				
1	Simulated power plant failure				
1	Rejected				
	INSTRUMENT PROCEDURES				
1	Area Departure				
1	Enroute Procedure				
1	Holding				
2	Precision Approaches				
2	Non-precision Approaches				
1	Circling Approach				
1	Missed Approach Procedure				
1	Unusual Attitude Recovery				
	EMERGENCY / ABNORMAL PROCEDURES				
1	Emergency Procedure				
1	Abnormal Procedure				

Type of Simulator: _____ Pilot's Signature: _____

Date completed semiannual covered period: _____

Figure A11-5. AFS Simulator-Only Worksheet

Pilot's Name: _____ Crew No _____

Minimum No Req. each 6 months	Tasks	Date	No	Date	No
	PREFLIGHT				
	Performance				
	CRM				
	AFM Review				
	Collision Avoidance Procedures				
	Runway Incursion Avoidance Procedures				
	TAKEOFFS				
4	Normal				
2	Instrument (airplane only)				
2	Crosswind				
1	Rejected				
1	Simulated power plant failure				
	IN-FLIGHT MANEUVERS				
1	Steep turn				
1	Stall Procedure				
1	Power Plant Failure				
1	Specific Flight Characteristic (e.g. Dutch roll, etc.)				
	LANDINGS				
1	Normal				
1	Crosswind				
1	Landing from an ILS				
1	Single engine (multi-engine)				
1	Circling Approach				
1	Rejected				
	INSTRUMENT PROCEDURES (airplane only)				
2	Area Departures				
1	Holding				
2	Area Arrivals				
1	Normal ILS Approach				
1	Autopilot Coupled ILS (If installed)				
1	Engine-Out ILS (If multi-engine simulator				
1	Engine Out Missed Approac h (If applicable)				
2	Non-precision Approaches				
1	Circling Approach				
1	Missed Approach Procedure				

Type of Simulator: _____ Pilot's Signature _____

Date completed semiannual covered period: _____ FY _____ Oct-Mar _____ April-Sept _____

FIGURE A11-6. AFS Semiannual Familiarization (SIM FAM) Worksheet

Pilot's Name: _____ **Crew No** _____

Minimum # Req. each 6 months	Tasks	Date	No	Date	No
	TAKEOFFS				
4	Normal				
2	Instrument				
2	Crosswind				
1	Rejected				
1	Simulated power plant failure (If multi-engine)				
	IN-FLIGHT MANEUVERS				
1	Steep turn				
1	Stall Procedure				
1	Power Plant Failure				
1	Specific Flight Characteristic (e.g. Dutch roll, etc.)				
	LANDINGS				
1	Normal				
1	Crosswind				
1	Landing from an ILS				
1	50% Power Plants Inoperative				
1	From Circling Approach				
1	Rejected				
	INSTRUMENT PROCEDURES (airplane only)				
2	Area Departures				
1	Holding				
2	Area Arrivals				
1	Normal ILS Approach				
1	Autopilot Coupled ILS (If installed)				
1	Engine-Out ILS (If multi-engine simulator)				
2	Non-precision Approaches				
1	Circling Approach				
2	Missed Approaches				

Type of simulator: _____ **Pilot's Signature** _____

Date completed semiannual covered period: _____ **FY** _____ **Oct-Mar** _____ **April-Sept** _____

Figure A11-7. AFS Flight Engineer Worksheet

Pilot's Name: _____ **Crew #** _____

Minimum # Req. quarterly	Tasks	Date	No	Date	No
	PREFLIGHT PROCEDURES				
	CRM				
	Runway Incursion Avoidance Procedures				
	Cockpit Preflight Check Procedures using proper challenges and responses to the Checklist items				
	Interior Preflight				
	Panel Set-Up				
	Fuel Load				
	Engine Start Procedures				
	Power Plant Checks				
	TAKEOFFS				
1	Data Computation for Contaminated Runway Corrections				
1	Anti-Skid Inoperative Corrections				
1	Applying Minimum Equipment List (MEL) and/or Configuration Deviation List (CDL) Penalties				
1	Aircraft Performance Data for Maximum Allowable Altitude				
1	Anti-Ice Correction				
	IN-FLIGHT MANEUVERS				
1	Climb Segment				
1	Normal Cruise flight Segment				
1	Descent Segment into Terminal Area				
1	Instrument Approach Operation				
1	Power Plant Failure				
1	Aircraft-Specific Maneuver (If Required by the AFM)				
1	Fuel Dump Procedure (If permitted by AFM)				
1	Pressurization Problem				
	LANDINGS				
1	Contaminated Runway Correction				
1	Anti-Skid Inoperative Correction				
1	Applying MEL and/or CDL Penalties				
1	Aircraft Performance Data for Maximum Allowable Altitude				
	Anti-Ice Correction				
1	Engineer's Choice				
	EMERGENCIES/ABNORMAL PROCEDURES				
1	Emergency				
1	Abnormal				

Type of simulator: _____ **Pilot's Signature** _____

Date completed quarterly covered period: _____

Figure A11-8. AFS Aircraft Evaluation Group (AEG) Worksheet

Pilot's Name: _____ **Crew No** _____

Minimum # Req. quarterly	Tasks	Date	No	Date	No
	AIRCRAFT CATEGORY/TYPE				
	Aircraft or Simulator				
	PREFLIGHT				
	Performance				
	CRM				
	AFM Review				
	Collision Avoidance Procedure				
	Runway Incursion Avoidance				
6	**TAKEOFFS** (Procedures may be combined)				
2	Normal				
1	Instrument				
1	Crosswind				
1	Rejected				
2	Night (When night job junctions are performed)				
1	Simulated Engine Failure				
	IN-FLIGHT MANEUVERS				
2	Steep Turns				
2	Stall Procedures				
2	Power Plant Failures				
1	Other Aircraft-Specific Maneuvers[1]				
6	**LANDINGS** (Procedures may be combined)				
2	Normal				
1	Crosswind				
1	From a Precision Approach				
1	No Flap[2] (N/A Rotorcraft)				
1	With Simulated Engine Failure				
1	Circling Approach (N/A Rotorcraft)				
1	Rejected				
2	Night (When night job junctions are performed)				
	INSTRUMENT PROCEDURES				
1	Area Departure				
1	Holding				
1	Area Arrival				
3	Precision Approaches				
3	Non-Precision Approaches				
1	Circling Approach (N/A Rotorcraft)				
3	Missing Approaches				
	EMERGENCIES				
6	Emergency / Abnormal Procedures				

Type of simulator / aircraft _____ **Pilot's Signature** _____

Date completed quarterly covered period: _____

[1] As required by FSB report

[2] Partial flap landings may be substituted if authorized for evaluations IAWFSB Report

Figure A11-9.
AFS Flight Program Crewmember Authorization and Data Record

Figure A11-9. AFS FLIGHT PROGRAM CREWMEMBER AUTHORIZATION and DATA RECORD (FAA Form 4040-7 equivalency)

1. Crew Number: _____ ☐New ☐Update ☐Transfer to Crew Number _____
2. User Code: _____ User Organization: _____ ☐Transfer to User Code: _____ User Organization: _____
3. Name: First _____ M.I.____ Last _____ RTN Symbol _____
4. Position Job Title: _____ Job Series _____ Line ☐ or Staff ☐
5. Office Phone: (____) ____-_____ Ext _____ Office Fax: (____) ____-_____
6. Emergency Contact: _____ Day Phone (____)____-_____ Night (____)____-_____

7. Pilot Assignment Code:

☐AFS EBC Program ☐AFS Semiannual Program ☐AFS 135 Program ☐AFS Simulator-Only Program
☐AFS Simulator Familiarization Program ☐AFS Flight Engineer Program ☐AFS AEG Program

8. Establish Date: _____/_____/_____ SSN: _____-_____-_____
9. Medical Certificate Issue Date: ____/____/_____ Class of Medical ☐1st ☐2nd ☐3rd Restriction: ☐
10. **AIRMAN CERTIFICATE WORKSEET – ESTABLISH / UPDATE** – Copy of certificate(s) are attached ☐

11. COMPLETED TRAINING EVENTS, TASKS, & QUALIFICATION STANDARDS (Additional page used ☐)

☐AFS EBC Program ☐ AFS Semiannual Program ☐AFS 135 Program ☐ AFS Simulator-Only Program
☐AFS Simulator Familiarization Program ☐AFS Flight Engineer Program ☐AFS AEG Program

	AIRCRAFT	DUTY POSITION	DATE COMPLETED
A			
B			
C			
D			
E			

12. Completion of assigned flight program. Participant's Signature: _____ Date: _____
13. Change Crewmember Status ☐Active ☐Inactive ☐Delete Date: ____/____/_____
14. Justification / Explanation:

_____

_____

15. Approving Official Signature: _____ Title: _____ Date: ____/____/_____

OFFICE USE ONLY: 15. Verified By: _____ Date: ___/___/____ 16. Data Entry Initials: _____ Date: ____/____/_____

Appendix 12. Transportation Requests, Examples

Section 1. Transportation Requests

1. Guidelines. A written request is required for travel on FAA aircraft. Where approvals by legal or other entities are required, it is the responsibility of the traveler to secure such approval in writing and provide to the flight scheduler prior to the flight. (In certain emergency situations only, approval may be obtained 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 attachment provides general guidelines and the minimum information that must be included in such requests.

2. Reporting Requirements Perspective. External requirements for documentation of transportation on FAA aircraft form the basis for the kinds of data required in the requests. OMB Circular A-126 mandates that all Government agencies, including the FAA, report semi-annually to the General Services Administration (GSA) each use of FAA aircraft for nonmission (other than required use or mission use) travel by FAA senior officials. A second report is required for all travel on Government aircraft by senior officials appointed by the President and confirmed by the Senate. All nonmission travel by FAA senior officials, family members of such officials, and any non-Federal travelers must be approved in advance by the FAA Headquarters Chief Counsel and the approval maintained on file as part of the aircraft's use records. While all non-linear FAA employees are exempted from the reporting requirements, 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 Flight Activity and Crew Tracking System (FACTS) using forms and documents specified in procedures contained in this order.

3. Format for Requests. The format varies somewhat depending on the category of transportation requested.

a. Required Use. Requests on a case-by-case basis for required use transportation should be submitted to the senior legal official in the passenger's agency (AGC-1 or region/center assistant chief counsel in the FAA; C-1 in the DOT) for approval, and 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. Standard procedures have been established for scheduling recurring FAA transportation missions such as the transportation of accident investigators to sites of major accidents, etc. In other cases in which the senior Federal official deems the transportation itself is for a bona fide mission purpose, requests should be submitted 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. Non-Mission Transportation. Requests by senior Federal officials for transportation on Government aircraft to accomplish official agency business such as attending conferences and meetings, giving speeches, and making routine site visits (when the traveler does not qualify for required use category, and the official business does not comprise a statutory (mission) responsibility) must be submitted to AGC-1 or region/center assistant chief counsel for approval. When all travelers will be below SES level, the request must be approved by the official indicated in chapter 2, and on the table in figure 2-2. 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) Justification for use of FAA aircraft is normally based on cost-effectiveness and must 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 version of FAA Order 2500.36, or, for Hangar 6 aircraft, DOT Bulletin AC 94-01, dated 6-3-94. Instructions for Cost Comparisons may be found in appendix 6.

If the justification is based upon unusual scheduling requirements, requester must include an explanation why scheduling requirements cannot be changed 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, the traveler must clearly demonstrate that a valid official reason for the use of FAA aircraft exists, other than for personal convenience.

(6) Signature of the senior official traveling. This signature may not be delegated.

(7) Approval and date line for AGC-1, or region / center assistant chief counsel, or senior legal official in the SES passenger's agency; if other than FAA or other appropriate approving official indicated in chapter 2, and on the table in figure 2-2, when no SES travelers are included.

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.

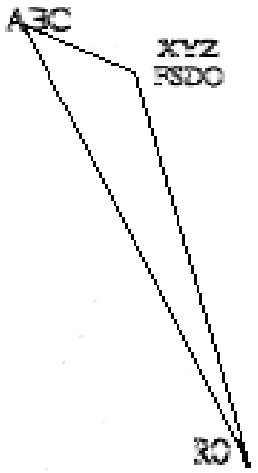
(4) (For SES level travelers only.) **A** written statement, signed by the official authorizing the flight, that the aircraft is scheduled to perform a bona fide mission activity, and that space is available on the flight without exceeding minimum mission requirements. (**NOTE:** This is a required part 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 SES traveler's request.)

(5) Approval and date line for AGC-1 or region/center assistant chief counsel, the senior legal official in the SES passenger's agency if other than FAA, or other appropriate approving official indicated in chapter 2, and on the table in figure 2-2, for non-SES travelers**.**

Section 2: Examples
SES & Other Transportation as the Primary Purpose of the Flight

4. Other official (non-mission) travel. Representatives from a number of organizations at FAA Headquarters involved with global positioning system (GPS) issues have been invited to attend a demonstration on the accuracy of this technology at the Technical Center. Several presentations and panel discussions on GPS issues will follow the demonstration. The schedule for the day's activities begins at 9 a.m. and lasts until 3 p.m. Eighteen headquarters employees, including two SES, are planning to attend. The G-159 from Hangar 6 could get the entire group of passengers to and from the Technical Center on the same day. The extra travel time required by alternative forms of transportation, including commercial air (to Philadelphia), rail and automobile, would preclude a 1 day trip. The cost comparison indicated the G-159 could accommodate the transportation requirements of the group for less than commercial air/per diem. The flight had to be approved by AGC-1 because an SES is in the group.

SES Transportation as Secondary Purpose of Flight



Mission flight with minor adjustment to transport passengers as a secondary purpose. The published schedule indicates the regional King Air will depart on a currency flight Tuesday morning to XYZ FSDO, 470 miles north west of the regional office. The aircraft is not scheduled to return to the RO until Friday.

The regional administrator and two representatives of the Air Traffic Division are participating in two FAA / community forums in ABC City, about 75 miles north of XYZ FSDO, on Tuesday afternoon and evening. They request that the Tuesday King Air schedule be altered to drop them off in ABC City before going to XYZ. The passengers purpose to return home commercially on Wednesday.

The justification indicates the limited commercial air service to ABC City requires a Monday departure to make the noon meeting on Tuesday. The additional King Air flight time and stop are minor, so a cost comparison is not required. The changes do not impact the primary purpose of the currency flight. The region's assistant chief counsel approves transportation for the senior official.

Mission flight with significant adjustment to transport passengers as a secondary purpose. The published schedule indicates the regional King Air will depart on a currency flight Tuesday morning to XYZ FSDO, 470 miles northwest of the regional office. The aircraft is not scheduled to return to the RO until Friday.

The regional administrator and two representatives of the Air Traffic Division are participating in two FAA/community forums in DEF City, about 300 miles west of the regional office, on Tuesday afternoon and evening. They ask if the Tuesday King Air schedule be altered to drop them off in DEF City before going to XYZ. The passengers propose to return home commercially on Wednesday.

If the flight departs a little earlier than originally scheduled on Tuesday, the plane will be able to arrive at XYZ FSDO in time to complete the other currency flights scheduled for XYZ inspectors Tuesday afternoon. While the primary purpose will not be impacted, the additional King Air flight time is significant, so a cost comparison is required. The justification indicates the limited commercial air service to DEF City requires a Monday departure to make the noon meeting on Tuesday. The commercial airfare and extra per diem for the three persons going to DEF exceeds the cost of the additional King Air flight time, so accommodating the secondary purpose of transportation would be cost beneficial. The region assistant chief counsel approves transportation of the senior official.

5. Crewmember dual-purpose flight. A senior official who is a participant in the FAA Aircraft Program needs two hours of additional flight time this month to meet/retain currency standards. The senior official also needs to attend a morning meeting 600 miles from his departure point. A flight is scheduled for the primary purpose of currency, secondary purpose transportation. The aircraft will depart the afternoon before the meeting and return the next day following the meeting. Total flight time is estimated to be 3 hours. The cost comparison indicates the additional costs (aircraft flight time, ground time and RON costs for both crewmembers) to accommodate the secondary purpose of transportation are less than the costs of a separate commercial trip to attend the business meeting. AGC-1 approves the secondary purpose.

SES Space-Available Transportation

An aircraft from Hangar 6 is scheduled to take four passengers from Headquarters to the Technical Center on Thursday morning and return late that afternoon. The official approved the flight certified that two additional passenger seats are available on the aircraft an SES associate administrator and a program manager in his organization need to go the Technical Center to finalize the next stage of a project in light of the latest Technical Center testing results. AGC-1 approves the SES passenger to use space available transportation on the FAA aircraft. No cost comparison was needed because the flight was going there whether or not the SES associate administrator and the program manager went on it.

6. Unexpected Space-available Capacity. An aircraft from Hangar 6 arrives in Oshkosh, Wisconsin, mid-week, bringing several staffers from Washington to work in official FAA exhibits, forums, workshops, etc., during the Experimental Aircraft Fly-In. The plane is returning that evening to Washington, DC, with some other employees who worked during the early part of the week, but has several empty seats. Three FAA executives from Headquarters are scheduled to return commercially the next day, would like to come back early on the Hangar 6 flight. By the time this possibility surfaces, it is after close of business in Washington, and the Office of the Chief Counsel cannot be reached to approve the proposed SES level passengers in advance. Since the executives are holding return commercial tickets, and there will be a clear savings to the Government, the PIC allows the passengers to come back with the aircraft and AGC approves the space-available travel after the fact.

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Appendix 13.
Sample MOA Between Flight Program Organizations

Memorandum Of Agreement

Purpose: This agreement is between the Associate Administrator for ___[requesting organization]___ and the Associate Administrator for ___[sponsoring organization]___and is entered into for the purpose of supporting the ___[requesting organization's flight program, e.g., Air Traffic Service Evaluation Program]___.

Background: The National Air Traffic System Effectiveness Evaluation Program (ATH), uses small rental aircraft to conduct airborne evaluations of the National ATC System. Because this program is small and widely dispersed, the aforementioned associate administrators agree that the evaluation pilots can be most efficiently and economically supported through affiliation with the ___[sponsoring organization]___ Flight Program. Therefore, the three ATH evaluation branches which are located near FAA regional headquarters will affiliate with their respective Flight Standards regional flight programs as follows: ATH-130, Dallas-Forth Worth, TX., with ASW-200; ATH-140, Seattle, WA., with ANM-200; and ATH-150, Atlanta, GA., with ASO-200.

Responsibilities:

1. Director, Air Traffic Service is responsible for:

a. Designating, in writing (using FAA Form 4040-7, *Aircraft Program Crewmember Authorization and Data)* personnel authorized to participate in the regional flight program. This approval may be re-delegated to no lower than the Director of the Air Traffic System Effectiveness Program.

b. Removing, in writing (using FAA Form 4040-7), flight program participants who do not maintain the required level of recent flight experience or proficiency. This approval may be re-delegated to no lower than the Director of the Air Traffic System Effectiveness Program.

c. Formulating, justifying, allocating, and executing the ATH flight-hour budget. Each ATH flight program participant will be funded through this budget.

2. Director, [sponsoring organization] is responsible for:

a. Administering the regional support flight program, ensuring safe and efficient flight operations in accordance with FAA policies and procedures governing the program. This includes administrative support and oversight to ensure that ATH program participants complete medical, training, and proficiency requirements,

b. Reviewing qualifications and recommending the written approval, by the Director, AAT-1, (using FAA Form 4040-7) of personnel to be authorized to participate in the regional support flight program,

c. Recommending the written removal by the Director, AAT-1, (using FAA Form 4040-7) of flight program participants who do not maintain the required level of recent flight experience or proficiency,

d. Justifying and acquiring regional flight program aircraft replacement, aircraft, and fleet upgrades, to include:

(1) Open-market or contract rental of small aircraft, as specified in chapter 3 of FAA Order 4040.9, including approved training devices or simulators in support of the approved flight program. This authority may be re-delegated through the regional Flight Standards Division Manager to no lower than the FG/FM-15 or facility manager responsible for the use of approved aircraft funding,

(2) Designating special-purpose aircraft to be used to achieve mission requirements.

Associate Administrator For *[requesting organization]*	Associate Administrator For *[requesting organization]*
Date	Date

Appendix 14.
Aircraft Certification Service (AIR) Flight Program

1. Purpose. This appendix meets the requirements of FAA Order 4040.9D CHG 17, chapter 1, section 3, paragraph 49 and chapter 7, paragraph 701. It describes the methods of compliance unique to the Aircraft Certification Service (AIR) for aircraft operations, safety, and reporting. Management and administration of the AIR Flight Program is delegated by AIR-1 to the AIR Flight Program manager.

2. Authority to Change Appendix. The Flight Program Oversight Committee (FPOC) will propose changes to this appendix, which must be approved by the AIR Flight Program manager. The organizational chart for the FPOC (Figure A14-1) is attached below.

3. Applicability. This appendix is applicable to AIR personnel who participate in the FAA Flight Program as crewmembers in both rental and job task aircraft and / or simulators, and all managers with flight program responsibilities.

4. Organization. The AIR Flight Program organization is represented generically in Figure A14-1 below. This organization represents only flight activities and is complementary to the AIR management structure.

a. AIR Flight Program Manager. The AIR Flight Program manager directs and manages the timely and effective execution of AIR-1's flight program responsibilities.

b. AIR Flight Program Oversight Committee (FPOC). The FPOC is established as an advisory group to provide expert advice on the AIR Flight Program to the AIR director, AIR deputy director, AIR Flight Program manager, directorate management teams, and various cross-organizational management teams within AIR. Composition and responsibilities of the FPOC are included in the *AIR Operations Manual*.

c. AIR Flight Program Coordinator. The AIR Flight Program coordinator assists the AIR Flight Program manager and the FPOC by handling the administrative tasks of the AIR Flight Program. The AIR Flight Program coordinator will perform duties assigned by the AIR Flight Program manager or the FPOC. Among tasks assigned to the Flight Program coordinator are:

(1) Coordinate scheduling and student input to the initial and recurrent FAA flight test pilot/engineer courses.

(2) Coordinate scheduling and student input to AIR specialized flight-training courses.

(3) Coordinate resolution of Flight Activity and Crew Tracking System (FACTS) problems arising from users of the system.

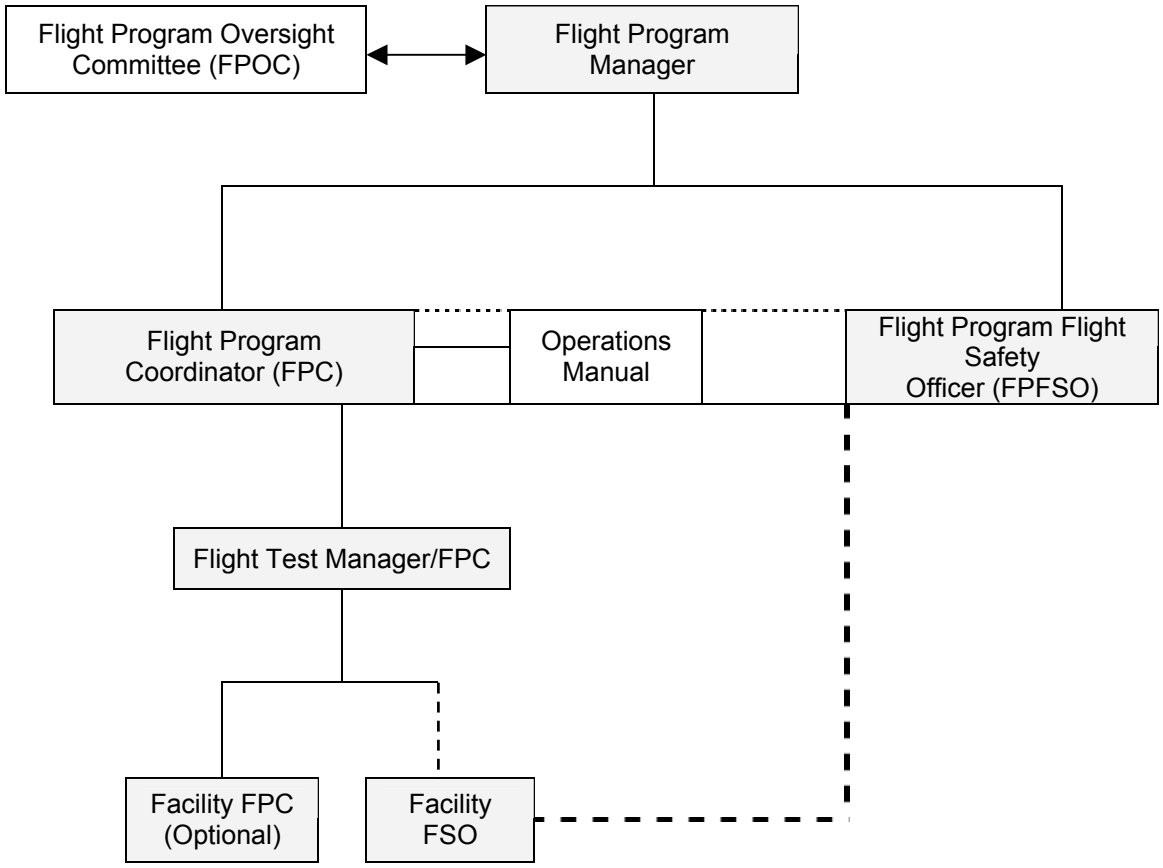
(4) Coordinate agenda for the recurring Avionics and Flight Test Workshop.

(5) Coordinate scheduling and execution of the AIR Internal Evaluation Program (IEP) and correction or resolution of IEP findings.

d. AIR Flight Program Flight Safety Officer (FPFSO). The AIR FPFSO is responsible for administering the flight safety program at the national level within AIR. Organization of the AIR Flight Safety Program and responsibilities of the AIR Flight Program Flight Safety Office are in the current version of Federal Aviation Administration (FAA) Order 4040.26, *Aircraft Certification Service Flight Safety Program*.

e. Facilities. At facilities with AIR Flight Program participants (Aircraft Certification Offices (ACO), ACO Branches, and Standards Staff Offices), the facility manager shall appoint a facility flight safety officer to coordinate the flight safety program at the facility. The facility manager may appoint a facility flight program coordinator to assist in the execution of the AIR Flight Program, as required. The facility flight safety officer and flight program coordinator will coordinate flight safety and flight program activities with the AIR FPFSO and the AIR Flight Program coordinator, respectively, to conduct their respective activities.

Figure A14-1. Air flight Program Organization



5. **Operations Manual.** The *AIR Operations Manual* documents policy, operational procedures, training, and standardization for use by AIR crewmembers. The operations manual is a single document covering operations, safety and reporting requirements. Aircraft maintenance does not apply since AIR does not operate FAA-owned aircraft, exclusive-use aircraft, or aircraft under bailment.

6. Internal Evaluation Program (IEP). The AIR Flight Program IEP is established by the procedures described in Attachment A.

Attachment A.

Procedures for Conducting the Internal Evaluation Program

- Who - The AIR Flight Program coordinator (FPC) is responsible for managing the AIR IEP. The Facility Flight Safety Officers (FFSO) are responsible for conducting the evaluation at the local level, however, not the follow- up / corrective action.
- What - Internal evaluation program (IEP) addresses responsibility, authority, procedures, controls, internal and external interfaces, and performance measures.
- Where - Facility flight program at each level within the organization.
- When - Annually.
- Why - Required by FAA Order 4040.9; provides feedback of effectiveness of the flight program, following a system safety approach and ISO-9001 guidelines.
- How - IEP checklists, reporting forms, etc.

Implementation

1. All offices maintaining a flight program must be evaluated and reported each fiscal year. Internal evaluations may be segmented as long as the entire internal evaluation is completed within the year. Segmented internal evaluation's must be coordinated through the FPFSO.

2. FPFSO trains the FFSOs.

3. The facility manager is responsible for ensuring the IEP is implemented.

4. If/when a flight program has developed an internal evaluation system that meets the ISO-9001 (as updated) requirements, that system will be used and reported.

5. FFSOs need access (equivalent to a facility manager) to local Flight Activity and Crew Tracking System (FACTS) to conduct IEPs.

6. FPFSOs need National Flight Program access to FACTS to conduct IEPs.

Procedures

1. The FPFSOs establishes a monthly schedule for offices to be evaluated. Twenty-five percent of the offices will be evaluated quarterly.

2. Cross-utilization of FFSOs to conduct the internal evaluation is optional.

3. The FFSO in-briefs the facility manager before starting the internal evaluation.

4. The FFSO completes an annual internal evaluation using the approved IEP checklists in accordance with the schedule coordinated by AIR FPC. Documents are available at http://intranet.faa.gov/safetyprogram/.

NOTE: There are four categories of findings:
Major - one pertaining to a regulatory requirement or is critical for safety.
Minor - deviation from a policy or internal standard.
Observation - something we note, e.g., a finding that does not have a specific reference for it, but is causing a problem.
Best Practice - something good we can share.

5. The FFSO debriefs the facility manager on internal evaluation outcome with identifying data (crew numbers only). The facility manager maintains original completed checklists.

6. The facility manager completes the detailed finding report forms, which includes developing and implementing corrective action plans. A reevaluation will take place within 90 days. A corrective action plan should resolve all deficiencies within the control of the facility manager before reevaluation. Deficiencies beyond the control of the facility manager must be documented on the detailed finding report form (corrective action section) and forwarded to the AIR Flight Program manager with recommended action.

7. The facility manager must self-disclose to the appropriate Flight Standards jurisdictional office any violation of Federal aviation regulations, and report the self-disclosure on the detailed finding report form.

8. The FFSO transmits de-identified results (without crew numbers) to FPFSO using the IEP summary report form, and reports the ratio of the findings to the total number of records sampled (e.g. 16, of 20). Upon completion of the reevaluation, FFSO will transmit the summary report form to FPFSO.

9. The FPFSO transmits the IEP summary report forms to NFPM and SFSO.

10. The FPFSO and Senior Flight Safety Officer (SFSO) analyze, identify deficiencies/best practices, and monitor trends.

11. The FPFSO discusses results with NFPM.

12. The SFSO summarizes results by flight program and presents summarized results quarterly to the Flight Program Policy Committee.

13. The facility manager must retain all IEP records in accordance with the current version of FAA-IR-04-01, *Records Management Requirements Manual* (currently 3 years).

Corrective Action Reevaluation

1. The FFSO completes a reevaluation of the deficient areas within 90 days using the approved IEP checklists. If unresolved or new deficiencies are found during the reevaluation, they need to be noted on new detailed finding and summary report forms.

2. The corrective action plan should have resolved all deficiencies within the control of the facility manager before the reevaluation. Deficiencies beyond the control of the facility manager must have been documented on the detailed finding report form (corrective action section) and forwarded to the National Flight Program manager with recommended action. The National Flight Program manager should address the deficiency within 90 days of receipt.

3. Upon completion of the reevaluation, the FFSO will transmit the summary report form to FPFSO.

Schedule

Monthly evaluations will be scheduled by the FPC and will reflect a representative cross-section of field offices. Only 25 percent of the offices can be scheduled per quarter. The FAA SFSO will post the schedule on the 4040 Safety Program Web site http://intranet.faa.gov/safetyprogram.

Appendix 15.
FAA Flight Program Evaluations

Section 1. General

1. Background. Evaluations provide agency flight program managers and staff with the information needed to determine how well they are complying with directive and regulatory standards, achieving flight program goals, and effectively managing resources. Such evaluations serve as tools for making program improvements.

2. Two Categories of Evaluations. Both external and internal evaluations are important to the continuous success and improvement of flight programs in the FAA.

a. External oversight evaluations conducted by the Office of Flight Program Oversight (AFP) provide objective examinations of the status of flight program elements. These evaluations measure against standards published in DOT/FAA orders and directives relevant to the FAA Flight Program. Information provided to flight program organizations through the external evaluation process offers periodic opportunities for the organizations to ensure they are operating in accordance with applicable DOT/FAA orders and directives.

b. Ongoing internal evaluations conducted by the various flight program elements presents continuing opportunities for participating organizations to ensure compliance with applicable DOT/FAA orders and directives, and for making timely flight program improvements unique to a participating organization's operation.

3. - 9. RESERVED.

Section 2. Oversight Evaluations

10. General.

a. The Office of Flight Program Oversight spans all lines of business as the single point of accountability for management and safety oversight of the FAA Flight Program.

b. The AFP Flight Program Evaluation Team is responsible for evaluating participating organizations. These organizations are identified in chapter 1 of this order. Program requirements specific to the participating organizations are contained in the appendix section.

c. The team is composed of AFP staff members who are knowledgeable in the administrative and operational aspects of the FAA Flight Program, and trained in the methods and techniques of conducting government evaluations.

11. Evaluation Scheduling. Organizations participating in the FAA Flight Program shall be scheduled for periodic oversight evaluations. The normal frequency for evaluating participating organizations is once every three years. This established frequency may be affected by:

a. Information provided by electronic records which may justify AFP extending or reducing normal evaluation intervals at a particular facility.

b. The occurrence of an accident or incident involving the use of a flight program aircraft. This may re- prioritize or modify existing evaluation schedules.

c. The status of a participating organization's progress toward implementing needed flight program improvements as identified in previous AFP evaluations of the organization.

12. Responsibilities.

a. The AFP Flight Program Evaluation Team shall, prior to the fourth quarter of each fiscal year:

(1) Develop an annual evaluation schedule for the upcoming fiscal year.
(2) Distribute the schedule to the selected organizations prior to the beginning of the fiscal year.

b. System of evaluation. The evaluation team shall:
(1) Conduct flight program evaluations in accordance with recognized standards.
(2) Prepare evaluation reports and distribute them to the organization evaluated and the Director, Office of Flight Program Oversight.
(3) Track an evaluated organization's action toward implementing improvements, and inform the organization when each open-item is closed.
(4) Provide the Director, Office of Flight Program Oversight with a monthly report of the closeout status of each evaluation conducted. Status shall be reported as Open, Open-Acceptable, or Closed. "Open" means that information has not been provided to the evaluation team in response to a reported finding, or the information received does not resolve the discrepancy. "Open-Acceptable" means that although supporting documentation has yet to be furnished, a flight program has provided the team with a report of action taken or to be taken which will resolve a finding. "Closed" means the reported action taken and the supporting documentation provided resolves the finding.
(5) Provide input to the Flight Program Policy Committee (FPPC) on the status of the evaluation program.

c. Participating Organizations shall:

(1) Provide the AFP Flight Program Evaluation Team with the name(s) of the employee(s) acting as the principal point(s) of contact for the organization during the evaluation.

(2) Provide the team with sufficient administrative work space and allow it access to crewmember and flight program records, as well as aircraft and maintenance facilities, so that evaluations of compliance with orders and directives relevant to the FAA Flight Program may be conducted.

(3) Implement flight program improvements to resolve all findings within 30 days after receiving an evaluation report. Findings shall be closed-out when reported actions taken, and documentation provided to the team, confirm the participating organization's compliance with this order and other DOT/FAA directives relevant to the FAA Flight Program.

(4) If flight program improvements can not be implemented within the first 30 days after receiving an evaluation report, during each 30 day period thereafter, the participating organization shall advise the evaluation team in writing of the status of the remaining open items.

(5) All findings not closed-out within 120 days after the date an organization receives an FAA Flight Program Oversight Evaluation report shall be referred to the FPPC for resolution.

d. The Flight Program Policy Committee shall:

(1) Make recommendations regarding the resolution of issues stemming from the oversight evaluation process.

(2) Help facilitate a participating organization's implementation of recommended improvements.

13. - 19. RESERVED.

Section 3. Internal evaluations

20. Purpose.

All participating organizations (e.g. Washington Flight Program, the Research and Development Flight Program, Aircraft Certification Service and others) are required to develop and implement an internal process for evaluating the management of their *individual* flight programs. The guidance provided in this appendix should be used in the development of internal evaluation programs. For flight programs operating and maintaining aircraft on FAA's active inventory, the guidance in this appendix should be used in conjunction with Advisory Circular (AC) 120-59, *Air Carrier Internal Evaluation Programs*, and AC 120-56, *Air Carrier Voluntary Disclosure Reporting Procedures* in the development of an internal evaluation program.

21. Objective.

a. The objective of the internal evaluation program is to identify opportunities for continuous improvement, and to ensure continued compliance with Federal Aviation Regulations (Title 14 of the Code of Federal Regulations) this order, and other DOT/FAA directives applicable to the FAA Flight Program.

b. The internal evaluation process is based on the premise that FAA flight programs and aircraft operating organizations are responsible for *continuously monitoring* their individual operations for efficiency and ongoing compliance with applicable FAA standards and policy.

22. Internal Evaluation Program Plan Outline.

a. An internal evaluation program should be a comprehensive evaluation focusing on the three functional areas of an FAA aircraft operating organization: administrative, operations, and for organizations operating aircraft on the FAA active aircraft inventory, maintenance.

(1) Administrative. Any task, program, process, or practice used to accomplish the administrative requirements of the FAA Flight Program. Administrative tasks have been established or based on a requirement prescribed by an FAA, DOT, GSA, and OMB directive. An example of an administrative task is the *documentation of aircraft use, including flight approvals, retention of records, and special reporting requirements* prescribed by this order, OMB circulars, and the FPMR.

(2) Operations. Any task, program, process, or practice used for the operation of FAA aircraft. Operations tasks have been established or based on a requirement prescribed by Title 14 of the Code of Federal Regulations, this order, other relevant DOT/FAA directives, and when applicable, an organization's procedural documents for the operation of its aircraft. Manual systems developed and published by a participating organization which contain policy and procedures for flight crewmember training or the release and operation of the organization's aircraft are examples of procedural documents. Operations tasks include compliance with the standards and requirements established by the FAA Flight Safety Program. An example of an operations task is the *documentation of any of the following: flight crewmember qualifications; training requirements, and the performance of FAA personnel who operate aircraft and aircraft simulators in the FAA Flight Program* as prescribed by this order, Title 14 of the Code of Federal Regulations, DOT/FAA directives, and the organization's published manual and operations specifications if applicable.

(3) Maintenance. Any task, program, process, or practice used for the maintenance of FAA aircraft. Maintenance tasks have been established or based on a requirement prescribed by Title 14 of the Code of Federal Regulations, this order, other relevant DOT/FAA directives, and when applicable, an organization's procedural documents for the maintenance of its aircraft. Manual systems developed and published by a participating organization or an aircraft manufacturer that contain policy and procedures for the accomplishment of aircraft maintenance and service are examples of procedural documents. An example of a maintenance task is the *documentation of aircraft maintenance* in compliance with the Title 14 of the Code of Federal Regulations, this order, other relevant DOT/FAA directives, and the organization's manual and operations specifications if applicable.

b. The functional areas and related tasks (program, process, or systems) that should be incorporated in an internal evaluation program are:

(1) Administrative.
Program management
Participant management
Approval of aircraft use; documentation, and reporting requirements
Hazards and Incident reporting under Flight Safety Program
Records management

(2) Operations.
Management and administration
Certificate and operation specifications
Manuals and procedures
Operations training and crewmember qualifications
Flight control
Flight operations
Operations records
Flight Safety Program

(3) Maintenance (when applicable).
Management
Certificate and operation specifications
Manuals and procedures
Training program
Aircraft records system
Contractual agreements
Minimum equipment list / deferral system
Weight and balance program
Aircraft maintenance / inspection programs
Required inspection system
Continuing analysis system
Mechanical reliability and mechanical interruption summary reporting
Major repair and alteration conformity
Fueling and servicing
Special flight permit
Aircraft conformity inspection

NOTE: Programs, practices, and systems unique to each organization's flight operation should be included under the appropriate functional area. The items listed above are generic to most flight programs and should be used for reference only.

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Appendix 16.
FAA Owned and Rental Aircraft Categories

Use the codes indicated in the tables below to represent an aircraft or simulator on FAA Forms 4040-2, 4040-4, 4040-5, 4040-6, and 4040-7. These codes are used in the Flight Activity and Crew Tracking System (FACTS) and the Aviation Standards Information System (ASIS) to collect hours / fuel / cost by individual agency aircraft and rental aircraft types and to summarize this information by aircraft type or functions both within individual programs and across the agency.

This appendix will be updated periodically as needed by changes in the agency fleet or data recording system.

	Aircraft		Simulator	
Rental Categories	**FACTS**	**ASIS**	**FACTS**	**ASIS**
(Glider)	96	90		
(Airplane Single Engine Sea)	92	91		
(Airplane Single Engine Land)	92	92		S2
(Small Airplane Multiengine Land) ≤ 12,500	93	93	9B	S3
(Helicopters)	94	94		S4
(Large Airplane) > 12,500	95	95	9A	S5
(Balloon)	96	96		
(Airplane Multiengine Sea) ≤ 12,500	93	97		
(Gyroplane)	94	98		
(Airship)	96	99		
Simulator – Air Carrier*			9A	
Simulator – General Aviation**			9B	

Table 16-1.

Agency – Inventory	**Aircraft**	**Simulator Trainer**
Gulfstream IV	04	
Learjet 60	07	
Gulfstream III(NASA)	08	
Canadair 601	09	
Aero Commander	12	
SK-76 Sikorsky	13	
Cessna 560	19	
Learjet 31A	20	
Bae-800 British Aerospace	25	
BE-200 Beechcraft	27	
BE-300 Beechcraft	28	
BE-C90 Beechcraft	29	
BE-F90 Beechcraft	30	
B-727 Boeing	33	
CV-580 Convair	42	
G-159 Grumman	71	
GlaStar	GX	
B-727 Simulator		84
FAA FANT Trainer (Alaska)		LT
Synthetic Trainer		ST

Table 16-2.

Portable Flight Inspection Aircraft		Simulator Trainer
Private Turbine A/C with PFIP (TPFI)	05	
Military Turbine Aircraft with PFIP (TWPFI)	06	

Table 16-3.

*9A – Air Carrier Simulator: Simulators in this category meet the criteria of rental category 95 aircraft and the work assignments of an air carrier inspector.
**9B – General Aviation Simulator: Simulators in this category normally meet the criteria of rental categories 92 and 93 and the work assignments of a general aviation inspector.

AMIS Reference Codes

Activity Codes

Activity	Act Codes
Aeronautical Center (Academy & AFP-100)	A
Great Lakes Flight Standards	C
New England Flight Standards	E
Aviation System Standards (Flight Inspection)	F
Aircraft Evaluation Group Flight Standards	G
Flight Standards at **Wash. Headquarters**	H
Technical Center R&D	T
Northwest Mountain Flight Standards	S
Washington (Headquarters and AAD-60)	W
Aircraft Certification	0
Eastern Flight Standards	1
Southwest Flight Standards	2
Central Flight Standards	3
Western Pacific Flight Standards	4
Alaska Flight Standards	5
Air Traffic Evaluation	6
Southern Flight Standards	7
Europe Flight Standards	8
Airway Facilities	9

Table 16-4.

Crew Number Prefixes

Location / Office	Act Codes
FAA Academy (Mike Monroney Aero. Cntr.)	AC
AAD-60	AD
Air Force	AF
Alaskan Region	AL
Anchorage FISO	AN
Atlanta FIO	AT
Atlantic City FISO	AY
Battle Creek FIO	BT
Central Region	CE
Eastern Region	EA
Aircraft Evaluation Group	EG
European Office	EU
International FIO	FR
Flight Program Oversight Team (AFP-100)	FP
Flight Standards Program at Headquarters	FS

Crew Number Prefixes Continued

Location / Office	Act Codes
Great Lakes Region	GL
Honolulu FISO	HN
Washington Headquarters	HQ
FAA Technical Center	CT
New England Region	NE
Northwest Mountain Region	NM
Oklahoma City FIO	OK
Sacramento FIO	SA
Southern Region	SO
Southwest Region	SW
AVN Headquarters	VN
Western Pacific Region	WP
Aircraft Certification Service	XC
Airway Facilities Service	XF
Air Traffic Evaluation	XT

Table 16-5.

Purpose of Flight Categories

Use Code	Use Category	Use Description
01	Evaluation	Work functions that involve the appraisal, review, or familiarization of FAA operations/functional requirements. Evaluation flights include evaluation of NAS programs, NAS systems, personnel, aircraft, equipment, and procedures. The type of evaluation or work function to be performed must require the use of an aircraft. **NOTE:** Evaluation flights require a written report be filed with the flight record.
02	Currency	Flights to meet recent flight experience requirements (FAR Part 61 and the FAA flight program). All pilots who participate in the FAA flight program are authorized flight hours for this purpose.
03	Transportation	Flight time used in the movement of people from point to point, in order for them to perform assigned job functions or for meeting specific mission needs. Transportation is determined to be in the best interest of the Government or must be emergency in nature.
04	Check Flight	Flights conducted to meet initial qualification, re-qualification, and/or annual proficiency check requirements. To be used to verify flights further documented by a completed FAA Form 4040-2.
05	Logistics	Transportation of material and support personnel for official mission needs.
06	Research & Development	Scheduled flight hours directly related to developing new electronic aids, air traffic procedures, and aircraft improvements.
07	Formal Training	Scheduled flight hours directly related to formal training courses (with FAA course numbers). These include courses conducted at the FAA Academy and Hangar 6, and formal courses conducted out-of- agency by contract.

Purpose of Flight Categories Continued

Use Code	Use Category	Use Description
08	Proficiency, Qualification, and Standardization	Flights conducted to practice, instruct, discipline, standardize, or gain proficiency to any given standard; e.g., to pass an annual proficiency flight check; to pass a flight inspector qualification check; to train a proficient standard required for a special project or specified mission.
09	Reimbursable	Flight-hour expenditures funded by other than the FAA organization having jurisdiction over the aircraft.
10	Test and Ferry	Test – Flight hours associated with aircraft maintenance, overhaul, and modification. Ferry – Flight hours expended for the purpose of initial operational assignment or reassignment; or moving aircraft between the operating facility and the maintenance facility.
11	FS Itinerary	Travel flight hours, when cost effective or operationally essential for the purpose of making site and field visits to fixed based operators, air carriers, charter and air taxi operators, flight schools, maintenance facilities, etc.
12	Accident Investigation	Flights to/from the scene of an aviation accident or incident to transport members of the investigation team, equipment, and supplies to meet critical response times to accident site.
13	Certification Testing	Crew data only flight hours accumulated while conducting evaluations leading to the certification of new or modified aircraft.
14	Military	Crew data only flight hours accumulated by an FAA employee while he/she is flying with the National Guard, Air Force Reserve, etc.
15	Observation Flight	Flights conducted for the primary purpose of demonstrating the operation of FAA aircraft, aircraft equipment, crew, or conduct of a mission. **NOTE:** On observation flights, list all observers on board the aircraft in block 15. Cross out the title “Passengers” and retitle “Observers.” List an emergency contact name and phone number for each observer and leave with a responsible party at the departure point. (See appendix 8.)
16	Other (AFS King Air Maintenance ferry and/or repositioning.)	Flights conducted for a special purpose not otherwise categorized. For the AFS C90/F90 fleet, this purpose of flight should be used for MAINTENANCE ferry and or repositioning under the memorandum of understanding with AVN.

Appendix 17. Operation of FAA Aircraft, Including Rental Aircraft

Section 1. Guidelines

1. General. This appendix provides minimum standards for the operation of FAA aircraft. FAA aircraft shall include all aircraft used exclusively in the service of the FAA that are FAA-owned, loaned, borrowed, rented, leased, under bailment, or otherwise in the possession of the FAA for the purpose of flight.

2. Applicability. The aircraft operation guidelines and procedures contained in this appendix are primarily intended for the open-market rental program and/or any FAA flight program that does not have its own flight operations manual (see chapter 7). All aircraft operations must comply with Title 14 of the Code of Federal Regulations (14 CFR) Parts 61 and 91.

3. − 9. RESERVED.

Section 2. Pre-Departure Procedures

10. Briefing and Debriefing Requirements. A formal mission briefing and debriefing, involving the PIC and all crewmembers, will be conducted before and after every flight. The purpose of the briefing is to promote safety by ensuring that all parties are aware of relevant flight parameters and clearly understand their role and responsibility with respect to the flight.

11. Command and Control.

a. Pilot In Command (PIC). Aircraft shall be flown only under command of the pilot authorized by proper authority to make the flight. This pilot shall be designated as the pilot-in-command. The PIC is directly responsible for and has the final authority as to the safe and orderly conduct of the flight from the time preparation for the flight begins through the termination of the flight and all associated procedures. The PIC ensures the aircraft is operated in accordance with approved operational procedures. A written checklist shall be used for each phase of flight. The authority and status of the PIC and the status of other occupants of the aircraft shall be definitely understood prior to flight. The authority and responsibility of the PIC for a flight or series of flights may not be transferred to another individual except as required by emergency circumstances or as specified in writing. The fact that the PIC may relinquish physical control of the aircraft to another pilot does not alter his or her basic assignment of authority and responsibility for the flight.

b. Control. The PIC determines who shall operate the controls during all phases of flight. Under normal circumstances, only a person who is designated as a pilot, in accordance with chapter 4 of this order, shall be permitted to operate the primary flight controls. The PIC, unless the PIC is an instructor, check pilot, or check airman giving instruction or an evaluation, should operate the primary flight controls when marginal flight conditions exist or when potentially hazardous operations are undertaken. Specific examples include test flight, landing during critical crosswind conditions, and flight with an inoperative engine.

c. Communications.

(1) Change in Proposed Itinerary. Any changes in the proposed itinerary which will result in an appreciable increase in the estimated flight hours or will cause a substantial delay will require notification and approval of the participating organization's official having jurisdiction over the use of allocated flight hours.

(2) The Flight Approval Authority will establish periodic check-in or communication procedures for their aircrews.

(3) Emergency Recall or Diversion of Aircraft. FAA aircraft are subject to recall or diversion on relatively short notice in the event of national emergency or other priority business requiring airlift support. To ensure emergency readiness, pilots shall maintain contact with their flight's approval authority as directed.

d. Transfer of Flight Controls. Change in physical control of the aircraft's primary flight controls shall be made in a positive manner. Simple voice procedures may be used to make the transfer. The pilot exercising control is responsible until the relieving pilot verbally acknowledges acceptance of the controls. The final responsibility for the safe conduct of the flight, however, remains with the PIC. The PIC shall physically assume control of the aircraft immediately if any confusion exists as to who has control.

12. Preflight Procedures. Prior to flight, the PIC shall ensure that:

a. A flight plan is filed. Instrument Flight Rules (IFR) flight plans should be filed whenever practicable. When departing from locations where facilities for filing flight plans are unavailable, the flight plan may be filed in the air immediately after departure. Flight plans are not required for Visual Flight Rules (VFR) flights in the local area. The local flying area is considered to be within 50 nautical miles (nm) of the departure point and communicating with local ATC; e.g., Tower, Approach Control or Departure Control. If the pilot is not talking to ATC, a flight plan must be filed. For all flight plans filed for non-inventory aircraft (rental, flight test, etc.) annotate in the Remarks section of the flight plan, "FAA crewmember(s) on board." This will facilitate proper activation of the accident/incident notification process in the event of an emergency.

b. A preflight is conducted according to Title 14 CFR Part 91, Section 91.103.

c. Weight and balance are within limits and will remain within limits throughout the flight.

d. Weather and NOTAMS have been checked.

e. Departure, destination, and alternate airports/heliports meet the weather minimums, wind restrictions, and runway/landing area criteria of this order and aircraft flight/operations manuals.

f. Aircraft records have been reviewed for required maintenance and inspections appropriate to the type of flight to be conducted.

g. All cargo has a legible Bill of Lading or other identifying label describing articles, gross weight, and addressee to whom it is consigned. Employees requested or required to carry cargo shall have, at their option, the authority to personally inspect that cargo to insure that hazardous materials are not carried on board their aircraft. The PIC should personally ensure that the aircraft weight and balance, if cargo is stowed aft of passengers, are within limits and that cargo and baggage are stowed in accordance with the requirements of Part 91. If cargo is carried in cargo compartments that are designed to require the physical entry of a crewmember to extinguish any fire that may occur during flight, the cargo shall be loaded to allow a crewmember to effectively reach all parts of the compartment with a fire extinguisher. If stowed forward of passengers, the cargo shall:

(1) Be properly secured by a safety belt or other tie down having enough strength to eliminate the possibility of shifting under all normal anticipated flight and ground conditions.
(2) Be packaged or covered to avoid possible injury to passengers.
(3) Not impose a load on seats or on the floor structure that exceeds the load limitations for those components.
(4) Not be located in a position that restricts the access to, or use of, any required emergency exit, regular exit, or the aisle between the crew and the passenger compartment.
(5) Not be carried directly above seated passengers.

h. Hazardous Materials (HAZMAT) will not normally be carried on FAA aircraft unless authorized within the specific aircraft flight program.

i. A passenger manifest, including emergency contact information for each passenger, is left with a responsible party at the point of departure. (The FAA Form 4040-6 may be used in lieu of passenger manifest. See appendix 8.)

j. A thorough exterior and interior visual inspection has been made by a flight crewmember to determine if the aircraft is in condition for safe flight. This includes an aircraft security check for hidden devices that could jeopardize the safety of the crew and passengers. The PIC shall ensure that all frost, snow, or ice has been removed from the aircraft in accordance with the appropriate aircraft flight/operations manual, and that the following documents and equipment have been properly secured and are on the aircraft:
(1) Aircraft Registration Certificate.
(2) Aircraft Airworthiness Certificate or FAA Non-certificated Public Aircraft Document (limited to R&D aircraft.)
(3) A current aircraft flight manual or operations manual.
(4) Weight and balance information.
(5) Aircraft Logbook or Records. (Not required to be in open-market rental aircraft, but should be available for inspection.)
(6) Appropriate and current maps, charts, instrument approach charts, and related material.

(7) Appropriate cockpit checklists.
(8) Required survival equipment.
(9) Appropriate credit cards, purchase order forms, etc.
(10) Operative flashlight accessible to each flight crewmember if night flight is anticipated.

k. Crewmembers meet the recent flight experience requirements of this order and all pertinent regulations.

NOTE: Flight Engineers. On each flight requiring a flight engineer, at least one flight crewmember, other than the flight engineer, must be qualified to provide emergency performance of the flight engineer's functions for the safe completion of the flight if the flight engineer becomes sick or otherwise incapacitated. A flight crewmember need not hold a flight engineer's certificate to perform the flight engineer's function in such a situation. Flight crewmember proficiency in this function will be recorded in the remarks section of FAA Form 4040-2.

l. All occupants are aware of their status and have been briefed on emergency equipment and procedures.

13. Passenger Briefing. When passengers are transported aboard FAA aircraft, the PIC shall ensure they are orally briefed concerning the following rules and procedures appropriate to the flight:

a. Smoking is not allowed on FAA aircraft.

b. Use of Seat Belts. This is to include specific instructions on the fastening and release of passenger seat belts and a recommendation that seat belts be kept fastened en route to avoid injury resulting from unexpected turbulence.

c. Placing of seat back in upright position while the aircraft is taxiing and during takeoff and landing.

d. Ditching instructions and the location and proper use of the survival equipment on board.

e. Use of oxygen.

f. Storage of carry-on baggage.
g. Location of emergency exits and fire extinguishers if so equipped.

14. Fuel and Oil Servicing. The PIC or designated crewmember shall normally supervise fuel, oil, or other ramp services when these services are accomplished by other than FAA or qualified maintenance personnel. During fueling operations, the following safety precautions shall be observed:

a. The aircraft will be bonded by the use of a cable to the fuel truck or pit, and to the fuel nozzle.

b. Engine switches and nonessential electrical equipment shall be in the "off" position, or as dictated in the aircraft manual. Operation of an auxiliary power unit, if available while refueling, shall be governed by instructions contained in the appropriate airplane flight manual (AFM) or rotorcraft flight manual (RFM).

c. Smoking is prohibited aboard and within 100 feet of the aircraft.

d. No active radar transmitters shall be within 100 feet of the aircraft. Weather radar on the aircraft shall be turned off.

e. The correct grade of fuel has been put into the aircraft fuel tanks and the quantity received verified.

f. Fuel shall be checked for presence of water in accordance with the aircraft flight manual, pilot's operating handbook, or manufacturers' recommendations.

15. Fuel Requirements. Taking meteorological factors and known traffic delays into account, the fuel supply aboard FAA aircraft at departure will be at least the quantities and reserves required by Part 91 and/or ICAO regulations for international flights.

16 Runway, Wind, and Airport / Heliport Information.

a. Surface Wind Restrictions for Takeoff and Landing Practice. Takeoff and landing practice is not authorized when the wind, as reported by the weather bureau or the control tower, reaches or exceeds the following: (In no case may the manufacturers' limitations be exceeded.)

(1) Glider (category 90): 25 knots.
(2) Airplane Single Engine Sea (category 91): 20 knots.
(3) Airplane Single Engine Land (category 92): 30 knots.
(4) Small Airplane Multiengine Land (category 93): 40 knots.
(5) Helicopters (category 94): 30 knots.
(6) Large Airplane (category 95): 50 knots.
(7) Balloon (category 96): 10 knots.
(8) Airplane Multiengine Sea (category 97): 20 knots.
(9) Gyroplane (category 98): 30 knots.
(10) Airship (category 99): 20 knots.

b. A takeoff will not be attempted with more than 1/2 inch of wet snow, slush, and/or water, or 4 inches of dry snow on the runway. If the limitations listed in the aircraft flight or operations manual are more stringent, the aircraft manual limitations shall apply.

NOTE: Wet snow contains a great deal of liquid water. If free water entirely fills the airspace in the snow, it is very wet. Dry snow cannot be readily made into a ball. These are subjective statements. A precise measurement cannot be made since dew point, temperature, cloud cover, and wind affect snow conditions.

c. Heliports. Pilots should use snow, dust, or sand operating procedures during takeoffs and landings unless snow has been removed to prevent "white-out" during hover and low-speed operations.

d. Crosswind Guidelines. When published, the maximum demonstrated crosswind component of the aircraft should be considered.

17. Severe Weather, Thunderstorms, or Turbulence Avoidance. Aircraft shall not be operated into known or forecasted severe turbulence or thunderstorms. Areas of lesser activity may be traversed if the aircraft involved is equipped with an operating radar and/or other weather avoidance systems, and the route of flight is altered to avoid severe weather.

a. Icing Conditions.

(1) Aircraft shall not be operated into known or forecasted severe icing conditions. Aircraft may operate into light to moderate icing areas if equipped with operating approved means for anti-icing/deicing, provided the aircraft is approved for flight in icing conditions. Any encounter with super cooled large water droplets (freezing rain or drizzle) shall be grounds for a request to change course or altitude to exit those conditions.

(2) Takeoff shall not be attempted until:

(a) Frost, snow, or ice adhering to any rotor blade, propeller, windshield, or power plant installation or to an airspeed, altimeter, rate of climb, or flight attitude instrument system is removed;

(b) Snow or ice adhering to the wings or stabilizing or control surfaces is removed; or

(c) Any frost adhering to the wings or stabilizing or control surfaces is removed, unless that frost has been polished to make it smooth.

18. International and Extended Over Water Flights.

a. International Civil Aviation Organization (ICAO) Requirements. FAA aircraft operating internationally will be governed by ICAO flight requirements. While operating outside the United States, pilots will comply with annex 2, *Rules of the Air; the Convention on International Civil Aviation*; or the regulations of any foreign country, whichever applies, and with any rule of this order or Part 91, subparts A and B, that is more restrictive, but not in violation of annex 2 or regulations of a foreign country.

b. Weather Minimums. When conducting IFR operations at foreign airports, pilots will comply with IFR minimums and instrument approach procedures prescribed or approved by the Government of the country in which the airport is located, or the minimums prescribed in this order, whichever is higher.

c. Customs, Immigration, and Public Health. The PIC is responsible for ensuring that all persons aboard have the necessary documents for compliance with customs, immigration, and public health requirements on each flight.

d. Management Responsibilities. The manager of the organization to which the aircraft is assigned is responsible for ensuring that:

(1) The required emergency and special navigational and communication equipment is on board.

(2) The flight crewmembers have been properly briefed for the intended itinerary and have the necessary en route materials, charts, and maps.

(3) The required en route clearances and other necessary special arrangements have been made.

(4) All crewmembers meet the requirements prescribed in chapter 4 of this order, including survival and ditching training and all pertinent regulations.

19. - 29. RESERVED.

Section 3. Departure, Enroute, and Landing Procedures

30. Minimum Equipment Lists (MEL). When a MEL is approved for use, this document is part of the appropriate aircraft operations manual or airplane flight manual and shall be used to determine if a flight may be initiated with inoperative aircraft equipment without issuance of a special flight authorization. Certain flight manuals may contain a Configuration Deviation List (CDL) prepared by the manufacturer. Such lists may be used only if there is no approved MEL for that aircraft.

31. Use of Autopilot. When flight conditions permit outside surveillance, maximum use of the autopilot is encouraged to make full use of the "see-and-be-seen" principle to avoid midair collisions.

32. Emergency Frequency Monitoring / Search. FAA crews are encouraged to monitor emergency frequencies and, upon request, take part in actual searches. The procedures to be used by FAA flight crews regarding emergency locator transmitter (ELT) monitoring, alerting, search, and reporting of related flight-hour expenditures are:

a. Monitoring. Depending upon installed equipment, FAA crews are expected to monitor emergency frequencies as mission and operational conditions permit:

(1) Crews having UHF equipment, but not equipped with or having inoperative automatic frequency monitoring and alerting systems, should guard emergency frequency 243.0 MHz during all operations.

(2) Crews having only VHF capability should monitor emergency frequency 121.5 MHz providing such action will not hinder the safe and proper operation of the aircraft.

b. Alerting. Emergency frequency transmissions shall be reported immediately, in detail, to an air route traffic control center (ARTCC), flight service station (FSS), or air traffic control tower operator who, in turn, will alert appropriate search and rescue authorities.

c. Search. Depending upon circumstances such as remaining fuel, existing weather, mission urgency, etc., crews of FAA aircraft having automatic emergency frequency direction-finding capability will be expected to divert from the assigned mission and attempt to locate, identify, and render such assistance as possible to the source of the emergency frequency transmission. Findings will be reported to one of the facilities referred to in paragraph 32b above.

d. Documentation. Flight hours that are expended while rendering assistance in search activities will be reported on FAA Form 4040-6 or FAA Form 4040-5, as appropriate, and will include documentation of known pertinent details in the remarks section.

33. Altitude Awareness Call-Out Procedures.

a. The altitude awareness call-out procedures listed below shall be used when more than one flight crewmember is used for the flight:

b. The crew shall complete the before-landing checklist before reaching the final approach fix or as soon as practicable thereafter. During the final approach, the pilot not flying shall make the checks and callouts depicted in figures A17-1 and A17-2.

c. When a flight engineer or flight mechanic is aboard, he or she may be briefed to monitor the progress of the approach and alert the pilots should they fail to call out 500 feet above field elevation (touch down zone elevation-precision approach), 100 feet above MDA or DH, MDA or DH, airspeed slower than V_{REF} or faster than V_{REF}+10, or sink rates greater than 1,000 feet per minute.

d. During turbojet operations, the pilot not flying shall call out significant deviations from the following rate of descent criteria:

(1) For IFR, whenever the aircraft is inside the final approach fix or established on the final approach segment and the descent rate is in excess of 1,000 feet per minute, the approach should be discontinued and a go-around initiated.

(2) For VFR, whenever the aircraft is on final approach and at or below 1,000 AGL, and the descent rate is in excess of 1,000 feet per minute, the approach should be discontinued and a go-around initiated.

FIGURE A17-1 ALTITUDE AWARENESS CALL-OUT PROCEDURES

	CONDITION	CALL-OUT
CLIMB AND DESCENT	Approaching transition altitude (climb) Approaching transition level (descent) (IFR and VFR)	"Transition altitude, altimeters reset"
	1,000 ft. above/below assigned altitude	"1,000 above/below"
	Assigned altitude by ATC	"_____ Feet"
	10,000 ft. (MSL) (airspeed limit 250 kts) (IFR and VFR)	"10,000 feet"
DESCENT	1,000 ft. above initial approach altitude (IFR)	"1,000 feet above initial"
FINAL APPROACH	First positive INWARD motion of localizer bar (IFR)	"Localizer alive"
	First positive motion of glide slope bar (IFR)	"Glide slope alive"

FIGURE A17-2 FINAL APPROACH CALL-OUT PROCEDURES

	CONDITION	CALL-OUT
FINAL APPROACH	Final fix inbound (altimeter, instrument and flag cross-check) (IFR and VFR)	"Outer Marker/VOR/NDB/etc., Time, _____ feet"
	1,000 and 500 feet above the field (VFR)	"1,000/500 feet above the field, altimeters and instruments cross-checked"
	1,000 and 500 feet above minimums (IFR)	1,000/500 feet above minimums, flag cross-check, left/right of course, above/below glide slope, and (vertical velocity)
	After 500 feet above field elevation (IFR and VFR)	(Call out significant deviations from programmed airspeed, descent and instrument indications).
	100 feet above DH or MDA (IFR)	"1,000 feet to minimums"
	Reaching Decision Height – DH (IFR)	"Minimums, approach/strobe/centerline lights in sight – runway (or no runway) in sight"
	Reaching Minimum Descent Altitude – MDA (IFR)	"Minimums, approach/strobe centerline lights in sight – runway in sight (if appropriate)"
	Reaching Missed Approach Point – MAP (IFR)	"M-A-P, approach/strobe/centerline lights in sight – runway (or no runway) in sight"
GO AROUND	Commencing and during Go-Around monitor rate of climb (IFR and VFR)	(Call out significant excursions from the missed approach-procedure)

34. Maneuvers Limitations.

a. When aircraft manuals include a maneuvers package, the minimum altitudes specified for the maneuvers therein shall be observed as aircraft limitations.

b. In the absence of a maneuvers package for the specific type aircraft involved, the following maneuvers are limited as indicated:

(1) Approaches to stalls, maneuvering at minimum speeds, and unusual attitude recoveries in large aircraft shall be conducted at 3,000 feet AGL or above.
(2) Spin recoveries shall be completed at 3,000 feet AGL or above.
(3) Engine shutdown and restart in flight on multi-engine aircraft shall be conducted at 3,000 feet AGL or above, and in the immediate vicinity of a suitable airport.

c. Practice stalls are prohibited when the propeller of one engine is feathered or with asymmetrical thrust settings.

35. Engine Failure.

a. Two-Engine Aircraft. The PIC shall land at the nearest suitable airport when one of the engines becomes inoperative.

b. Three- or Four-Engine Aircraft. When one engine of a three- or four-engine aircraft becomes inoperative, the pilot may proceed to an airport of his or her choice if this action is determined to be as safe as an immediate landing. If two engines become inoperative, the pilot shall land the aircraft at the nearest suitable airport.

36. Hijack and Bomb Threat Procedures. The *Aeronautical Information Manual* (AIM) prescribes the procedures and signals which may be used by pilots of hijacked aircraft to covertly make their situation known to air traffic control and to activate the appropriate assistance to ensure a safe resolution. This information is also available under the Emergency Procedures section of the DOD Flight Information Handbook. The following immediate action shall be taken when there is reason to believe that a bomb has been placed on an FAA aircraft:

a. The nearest air traffic control facility shall be informed and requested to notify the nearest civil aviation security office and appropriate civil authorities responsible for search, security, crowd control, and fire.

b. In flight, the crew shall immediately conduct a bomb search, if possible. The passengers shall be isolated as necessary to lessen their danger. The crew shall not touch or move any bomb device they may find.

c. On the ground away from home base, the PIC shall supervise any isolation directed by the control tower and shall direct the evacuation of crew and passengers.

37. Weather Minimums.

a. Weather minimums for operation of FAA aircraft reflect those established for aircraft operated "for compensation or hire" as published by civil or military approach procedure charts.

(1) If specific takeoff minimums are not prescribed, the standard visibility minimums for takeoff is 1 statute mile for single- and two-engine aircraft; 1/2 statute mile for three- and four-engine aircraft and helicopters.

(2) Pilots landing aircraft at military airports are restricted to the minimums published for military use at military airports or HAT of 200 feet and a visibility of 1/2 statute mile, whichever is higher.

b. Lower-than-Standard Takeoff Minimums at Civil and Military Airports. On runways where standard takeoff minimums are authorized, the minimums in (2) and (3) are also authorized when the crew and aircraft requirements of (1) are met:

(1) Special crew and aircraft provisions.

(a) A minimum crew of two pilots is required, and

(b) Dual altitude instruments must be installed, one at each pilot station, and with independent power sources.

(2) One-fourth statute mile or RVR 1600 when any of the following visual aids are available:

(a) HIRL;

(b) Runway centerline lights;

(c) Runway centerline markings, which must be visible throughout takeoff run; or

(d) The runway is marked in such a manner that the pilot has visual reference to the line of forward motion during the takeoff run at all times. This is authorized in unusual circumstances where neither (a), (b), nor (c), above, is available.

(3) Touchdown RVR 600 (if operative, mid RVR 600) and rollout RVR 600 on runways having operative centerline lights, runway centerline markings, and either two or three operative transmissometers capable of reading as low as RVR 600.

c. Takeoff Minimums at Airports With No Published Instrument Approach Procedure. FAA aircraft may take off from airports that have no approach procedure provided the ceiling is 300 feet or more, visibility is 1 mile or more (helicopters, 1/2 mile or more), and the pilot has studied local terrain and obstructions and determined that a safe takeoff can be made. If the airport is not serviced by the National Weather Service or other authorized official observer, the PIC shall make weather observations and determine when weather conditions are satisfactory for flight.

38. Landings.

a. Touch-and-go landing procedures. Before landing, the pilot must brief the copilot on the procedures to be used and exactly which steps will be performed by each pilot.

b. After-Landing Checklist. Complete the landing roll and exit the runway before operating any levers or switches unless check list or unusual circumstances call for such action sooner.

39. Helicopter Autorotation. Helicopter operations have accounted for a number of FAA accidents. Most of these accidents have been associated with power-off landings (one of the most critical and demanding maneuvers required of helicopter pilots). The following limitations shall be observed:

a. General Limitations

(1) To ensure that the approving authority is aware that practice autorotation will be conducted on a given flight, a specific reference to the proposed autorotation activity will be made in block 4 of FAA Form 4040-6 and the "functions/purposes" section of the flight schedule

(2) Autorotation should be practiced only after a thorough evaluation of the existing density altitude and wind conditions. The limitations and capabilities of the aircraft in use and the level of pilot proficiency should also be considered.

(3) A positive wind direction indicator must be available to the pilot and the autorotation will be planned so the final approach and landing/recovery will be within 20 degrees of the wind direction.

(4) The PIC of a flight during which autorotation will be practiced shall be current in accordance with chapter 4 of this order. In addition, within the previous 60 days, he/she shall have logged 2 hours pilot time and made at least five autorotation to power-off landings in that type aircraft. A pilot who fails to meet the Power- Off-Landing requirement of this paragraph is required to make the five landings with a fully qualified PIC aboard.

(5) Prior to making autorotation to power-off landings, the pilot shall, on the same flight, make a minimum of three-power recovery autorotation and three hovering power-off landings.

(6) When two pilots are practicing autorotation, the PIC shall ensure that prior to commencing each autorotation the expected actions of each pilot and the planned mode of termination (power recovery or power-off landing) are agreed upon. Intentions to deviate from the agreed-upon maneuver should be positively communicated between the pilots.

(7) Autorotation shall be practiced to a prepared and maintained surface. All autorotation shall be initiated at a point from which a safe landing can be made in the event of an actual engine failure.

(8) Practice autorotation shall not be conducted from sunset through sunrise.

(9) There shall be no passengers aboard.

b. Precautions. In addition to the limitations specified in paragraph 39a, the following items shall be considered by PICs of helicopter recent flight experience flights:

(1) Autorotation should normally be practiced later in each flight when personnel are more proficient and aircraft gross weight is lower.

(2) The value of power recovery autorotation versus autorotation to power-off landings should be considered as a means of meeting a desired training goal.

(3) Wind velocity of 10 knots is recommended as a minimum during practice autorotation.

(4) Power-off landings from altitude should be conducted at facilities where fire/crash equipment is available.

40. Practice (Simulated) Emergency Descent. The following procedures are to be followed by all operating elements when simulated emergency descents are being practiced:

a. The simulated emergency descent may be terminated when the airplane is in the proper configuration and stabilized at the desired pitch attitude and airspeed/Mach number. Minimum altitude during recovery is:

(1) 10,000 feet MSL for turbojet airplanes, but not less than 4,000 feet AGL.

(2) 4,000 feet AGL for all other airplanes.

b. Simulated emergency descents shall not be accomplished through or near clouds, except when cleared to do so by air traffic control.

c. Prior to and during simulated emergency descents, maximum attention shall be given to remaining clear of other aircraft by visual alertness and assistance from air traffic control, when possible.

41. Special Flight Permits. Special flight permits are issued under Title 14 of the Code of Federal Regulations Part 21.97. Special flight permit requests should be addressed to the nearest FSDO. Aircraft operating under an approved program may issue a special flight permit as prescribed in the appropriate Operations Specifications.

42. - 49. RESERVED.

Section 4. Post Flight Procedures

50. Parking and Security.

a. The PIC is responsible for ensuring that his or her aircraft is properly parked and secured. When an aircraft is left for an extended period or parked overnight, the following precautions shall be taken:

(1) Close and lock all doors, windows, or hatches, if possible,

(2) Remove or stow any ladders, steps, or maintenance stands,

(3) Ensure that all inspection plates are secured,

(4) Install dust covers or other types of plugs or covers that are provided for the aircraft,

(5) Park the aircraft in a well-lighted area, if possible,

(6) Secure the aircraft with tie-downs and chocks. If leaving aircraft in an unlighted area, see Title 14 of the Code of Federal Regulations Part 91.209b,

(7) Arrange for frequent irregularly timed patrols and observations of the aircraft by responsible airport personnel, if necessary, and

(8) In the case of forecast severe weather, hangar or fly the aircraft from the area, whichever the situation dictates.

b. In the event of a civil disturbance, FAA aircraft shall be moved or placed under guard as the situation requires. The aircraft shall be inspected both internally and externally just prior to takeoff. Once this security inspection has been completed, the aircraft shall not be left unattended.

51. - 59. RESERVED.

Section 5. Survival Equipment

60. General. This section provides general requirements regarding survival equipment. Each operating office should amplify these requirements to the degree considered necessary. Appropriate minimum survival equipment lists shall be established, and the equipment shall be aboard the aircraft.

a. Rescue facilities and forces are available throughout the world. Their most difficult problem, when called upon, is locating the crash sites or survivors. A pilot can best ensure his/her own location by flying his/her filed flight plan and alerting ground stations at the first indication of an emergency. Adequate survival equipment and a thorough understanding of its limitations and use will greatly assist in the ultimate rescue. Ensuring that proper safety equipment is aboard and having knowledge of its use greatly increases the pilot's chance of survival. For ditching, adequate flotation is paramount. In every case, an emergency locator transmitter, a portable emergency radio, and a visual signaling device will greatly assist in locating a downed aircraft. Protection from the elements is extremely important. Many times protection can be easily improvised.

b. Mission requirements, in addition to terrain and climate, must be considered in determining what survival equipment should be aboard each aircraft. Equally important is effective crewmember training in the use of this equipment.

61. Equipment Requirements. The special survival equipment listed below shall be provided by local operating organizations and be aboard during operations over remote desert or polar areas, or large bodies of water. Open-market rental aircraft shall be equipped to comply with the FOR HIRE provisions of Title 14 of the Code of Federal Regulations Part 91 when operated beyond power-off gliding distance from shore. The PIC is responsible for having all required aircraft operational and survival equipment on board for all crewmembers and passengers.

a. Emergency Radio. At least one portable emergency radio transceiver, capable of communication on 121.5 Mhz or 243.0 Mhz and not dependent upon the aircraft power supply, shall be aboard when a single-engine aircraft is operated beyond power-off gliding distance from land or when a multi-engine aircraft is on an extended over water mission. The device shall be packed in a self-buoyant, water-resistant container.

b. Life Preserver. One approved, inflatable, dual-compartment life preserver equipped with an approved survivor locator light shall be available for each person on extended over water flights. A suitable flotation device will be available for each person aboard a single-engine aircraft that is operated beyond gliding distance of land or when takeoffs or landings are made on water. Seaplanes and amphibian aircraft shall have life preservers aboard at all times; amphibian operations on land only are excepted. During takeoffs and landings on water, each occupant of a seaplane or amphibian shall have a life preserver readily available for donning. Wearing of life preservers is recommended.

c. Life Rafts. Life rafts of sufficient capacity to accommodate passengers and crew, plus one additional occupant, shall be provided in all aircraft on extended over water missions. Each raft shall be equipped with an attached, approved survivor locator light. Appropriately equipped survival kits shall be provided, and shall contain at least a raft repair kit, a hand pump (except for those rafts having provisions for emergency oral inflation only), a first-aid kit, desalting kits, a signaling mirror, emergency rations, a tarpaulin, a fishing kit, a raft knife, a compass, sunburn ointment, lip ointment, oars, emergency water containers, a pyrotechnic signaling device, a radar reflector (space blanket), a bailing bucket or sponge, a retaining line, a dye marker, a flashlight, and a Survival Manual, USAF 64-5.

d. Exposure Suits. Quick-donning exposure suits shall be provided to accommodate all passengers and crew on extended over water missions or single-engine operations that are beyond gliding distance to land. This requirement exists when it is forecast that:

(1) The water temperature will be less than 60 degrees Fahrenheit,
(2) The outside air temperature (OAT) will be less than 33 degrees Fahrenheit, or
(3) The combined OAT/water temperature is 120 degrees Fahrenheit or below.

NOTE: The requirement for exposure suits is waived when each life raft aboard is equipped with a canopy.

e. Minimum Equipment Kit. As a minimum, the following miscellaneous survival equipment shall be available and operational in kit form during all extended overwater flights or flights over remote areas:

(1) Police whistle,
(2) Two MK 13, Mod O signals (or equivalent),
(3) Packet gerus or penguin signals,
(4) Signal mirror,
(5) First-aid kit,
(6) Survival Manual, USAF 64-5,
(7) SRU-16/8 minimum survival kit (or equivalent) containing 10 matches, 4 fire starters, 2 striker strips, 1 pocket knife, 2 safety pins, 6 purification tablets, 2 needles, 1 compass, 3 fish hooks, 3 bandages, 1 water bag, and 1 instruction sheet, and
(8) Flashlight.

f. Parachutes. Parachutes shall be worn or available in airplanes as directed by the manager to whom the airplanes are assigned.

g. Polar (Arctic) Equipment. Except for multi-engine, turbine-powered aircraft flying passengers in transport category over regular air routes, appropriate polar survival clothing shall be worn or available for all passengers and crew. Polar sleeping bags in sufficient quantity to accommodate the personnel embarked shall be available when aircraft cross remote areas during periods specified in each region. For polar operations, the appropriate polar survival equipment shall be provided.

h. Desert Equipment. Sleeping bags, sunglasses, emergency water, and other appropriate survival equipment shall be aboard the aircraft when the flight transverses remote desert areas.

i. Survival Weapon. The official having jurisdiction over allocated flight hours may designate a survival weapon and require the carriage of such a weapon on the aircraft. This requirement may be waived by the official having jurisdiction over the flight program if the aircraft involved is to land in a foreign country which prohibits such weapons.

j. Additional Equipment. The foregoing requirements should be supplemented by the responsible managers as experience and local conditions require.

62. Stowage Requirements. All survival equipment shall be stowed in a manner which will make it easily accessible if ditching or a crash landing is imminent. It shall be installed in conspicuously marked, approved locations. Special care shall be taken by all personnel involved to ensure that this equipment remains clean and serviceable.

63. Briefing of Passengers. When survival equipment is aboard, the PIC or designated representative shall ensure that passengers are briefed on its location and proper use. On a large aircraft, the PIC shall assign crewmembers specific and alternate duties and responsibilities for evacuation prior to ditching or crash landing. The instructions in the aircraft operations manual should be followed.

64. - 69. RESERVED.

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Appendix 18.
Aviation System Standards Flight Program

1. General. Chapter 7 provides for organizations to develop and establish additional procedures and guidance specific to their own flight program due to the variations of the missions, type aircraft, and the standard to Title 14 of the Code of Federal Regulations (14 CFR) under which the flight program operates. This appendix establishes policy, procedures, and guidelines to supplement the basic information and requirements set forth by this order. Procedures and instructions will be provided by annexes to this appendix or by the manual systems referenced by this appendix.

2. Background. The Director, Aviation System Standards (AVN), through the Flight Inspection Flight Program manager, operates a fleet of uniquely equipped aircraft that conducts in-flight inspection of navigation signals to ensure the integrity of instrument approaches and airway procedures in support of the National Airspace System. The Flight Inspection Flight Program conducts its flight operations and maintenance in accordance with the standards and requirements of title 14 CFR Parts 91 and 135 (as provided by commercial air operator certificate RU3A796U), as appropriate, and the contents of this order.

3. Authority to Change This Appendix. The Director, AVN, through the Flight Inspection Flight Program manager, will approve any change to this appendix.

4. Flight Inspection Program.

a. Operations. The Flight Inspections Operation Group maintains a structure of directives, orders, and manuals that establish requirements, and provides guidance in accomplishing the flight inspection mission. This structure is defined in AVN Order VN 200 1320.1.

(1) Mission operations are conducted in accordance with operations manual TI 4040.50. This manual meets the requirements of this order and any 14 CFR regulations applicable to the Part 135 Certificate. TI 4040.50 is accepted by the Oklahoma City Flight Standards District Office (FSDO) and authorized by operations specifications.

(2) Training is conducted in accordance with training manual TI 4040.51. This manual describes and implements the approved training program to be used by the Flight Inspection Flight Program to meet its training obligation as an operator. This manual is maintained by the Director of Operations and is approved by the Oklahoma City FSDO.

b. Maintenance. Flight inspection aircraft are maintained in accordance with TI 4100.24, *Aviation System Standards General Maintenance Manual,* as revised. This manual meets the requirements of this order and any 14 CFR regulations applicable to the Part 135 certificate RU3A796U. 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, a Designated Alteration Station as provided by 14 CFR Part 21 and Special Federal Aviation Regulation No. 36.

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