



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

**ORDER
6700.20C**

National Policy

Effective date:
09/14/2023

SUBJ: Approval, Operation, and Oversight of Non-federal Systems

Federal Aviation Administration (FAA) Order 6700.20, Approval, Operation, and Oversight of Non-federal Systems, establishes policy for the FAA's Advanced Systems Design Service Team (ASDS). ASDS is responsible for implementing and managing the FAA's Non-federal Program under the direction of the Air Traffic Organization. Title 49 of the United States Code, Sub-Title VII, Aviation Programs, authorizes the FAA to regulate non-federal systems. ASDS performs that regulatory function. ASDS manages the approval of non-federal systems designed for use in the National Airspace System (NAS). The team also regulates non-federal systems' lifecycles, i.e., ownership, installation, commissioning, operation, maintenance, and decommissioning. Lastly, ASDS is responsible for the assumption of ownership of non-federal systems.

The guidance in this order is applicable throughout the NAS. The order outlines policy for non-federal system lifecycles. It identifies the qualifications for federal and non-federal personnel associated with the maintenance and inspection of non-federal systems.

The appendices to this order include supporting documents for the Non-federal Program. ASDS has the discretion to amend these appendices to reflect changes in processes, as needed.

A handwritten signature in black ink, reading "Polly Trottenberg". The signature is fluid and cursive, with the first name "Polly" and last name "Trottenberg" clearly distinguishable.

Polly Trottenberg
Acting Administrator

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Chapter 1. General Information

1. Purpose of This Order. This order establishes policy applicable throughout the National Airspace System (NAS) for the governance of system approval, ownership, installation, commissioning, operation, maintenance, decommissioning, and assumption of ownership of non-federal systems. This includes systems owned and operated for public and private benefit. It ensures safe air navigation by regulating specific non-federal systems. This order establishes criteria for the verification of non-federally employed maintenance technicians. It also provides guidance for Federal Aviation Administration (FAA) Service Area Non-federal Inspectors and Service Center Non-federal Program Implementation Managers (PIMs). This order does not pertain to stand-alone lighting systems covered by the most recent version of Advisory Circular (AC) 150/5345-53, Airport Lighting Equipment Certification Program. The guidance in this order does not apply to systems used specifically for Uncrewed Aircraft System Traffic Management (UTM), Urban Air Mobility (UAM), or Advanced Air Mobility Traffic Management (AAM), at this time. In addition, this order does not pertain to non-federal airport traffic control towers, or control towers in the FAA Contract Tower (FCT) Program, although certain systems within these towers may be subject to oversight.

2. Audience. This order applies to all FAA personnel and anyone external to the FAA involved with non-federal systems.

3. Where Can I Find This Order. You can find an electronic copy of this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/. Or go to the MyFAA Employee website, select ‘Tools and Resources,’ then select “Orders and Notices.” It is also available on the public FAA website at [Orders & Notices \(faa.gov\)](https://www.faa.gov/orders_notices).

4. What This Order Cancels. This order cancels Order 6700.20B, Non-Federal Navigational Aids, Air Traffic Control Facilities, and Automated Weather Systems (11/25/2015).

5. Explanation of Policy Changes. This version of the order represents a significant re-write of its predecessor. Major changes include, but are not limited to, the order’s title, training requirements for FAA Non-federal Inspectors, assumption of ownership policy, use of reimbursable agreements, consolidation of the Memorandum of Agreement and Operations and Maintenance Manual (OMM), and OMM updates and periodic renewals.

This version of the order revises roles and responsibilities to identify the FAA organizations responsible for specific tasks associated with the Non-federal Program at a high level, leaving the assignment of duties to the appropriate Directorate or designee to decide.

The order makes use of the Non-federal Tool mandatory. It reflects statutory changes implemented since the last version. It revises guidance for issuance of verification authority. This revision adds the option for virtual periodic inspections. It documents the new process for receipt, assessment, and approval of new system designs and the modification of systems already

approved. The order documents new policy for cybersecurity and system configuration management (CM).

6. Internet Links. See Table 1-1. Internet Links.

a. To access certain links in Table 1-1, you must have a connection to the FAA network. The network is only accessible to FAA personnel. If you are unable to access a link, please contact the Advanced Systems Design Service (ASDS) Team at the following email address: Non-Federal-Program@FAA.gov.

b. The system performance and maintenance forms listed below are available via the FAA's public webpage.

- (1) 6000-8, Technical Performance Record (TPR)
- (2) 6000-10, Technical Reference Data Record (TRDR)
- (3) 6030-1, Facility Maintenance Log (FML)

c. To obtain additional information and resources, visit ASDS's public webpage for the Non-federal Program at www.FAA.gov/Go/NonFed.

d. Standard Operating Procedures (SOP) and other supplemental documents are accessible to FAA personnel via the ASDS internal website.

e. Non-federal system ground inspection forms are accessible via the Non-federal Tool.

Table 1-1. Internet Links

Public FAA website	Internal ASDS webpage
Public FAA Orders search page	Internal search page for FAA Orders
Public FAA Advisory Circulars search page	Non-federal Tool: MyAccess Sign In
Public ASDS Non-federal Program website	Aeronautical Information Portal
Public FAA Forms search page	National Test Equipment Website
Code of Federal Regulations, Part 171	iOE/AAA System
United States Code Title 49, Subtitle 7	Frequency Coordination Request (WebFCR)
FSEP Search	TAP Login
RMLS Log Index	Instrument Flight Procedures Information Gateway

7. Geographical Scope. ASDS has regulatory authority over all 50 states, the District of Columbia, all United States (U.S.) territories, and U.S. possessions.

8. Interpretations. Forward all requests for interpretations of this order to the ASDS email address: Non-Federal-Program@faa.gov.

9. Common Terms Used in This Order. This order will use the following terms throughout the document. Below is a simplistic description of the terms and to whom/what they refer. This list should simplify the reading of this order. All definitions are in Appendix C, Definitions.

a. Inspectors – FAA Non-federal Program Inspectors are federal personnel with responsibilities for inspecting non-federally owned systems on behalf of the FAA’s Non-federal Program.

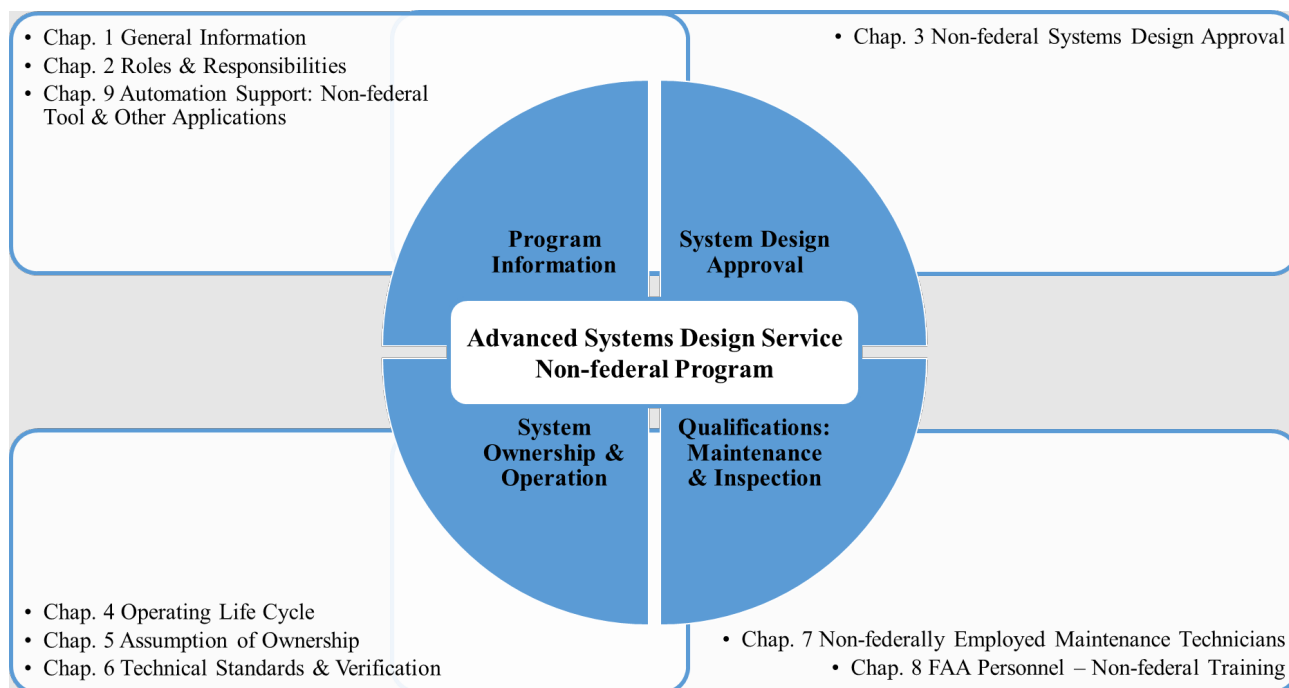
b. Program Implementation Managers (PIM) – FAA Non-federal Program PIMs are federal personnel who coordinate with sponsors and other federal personnel with respect to assisting sponsors with managing their non-federal systems.

c. Training Specialists – Training Specialists are federal personnel in the Operations Support Staff offices in the Districts and/or Technical Services who coordinate the issuance of verification authority to non-federally employed maintenance technicians hired by sponsors.

d. Sponsors – Sponsors are the non-federal entities who own and operate a non-federal system in the NAS.

e. Technicians – Technicians are non-federally employed maintenance technicians with FAA-issued verification authority who sponsors hire to maintain their non-federal systems.

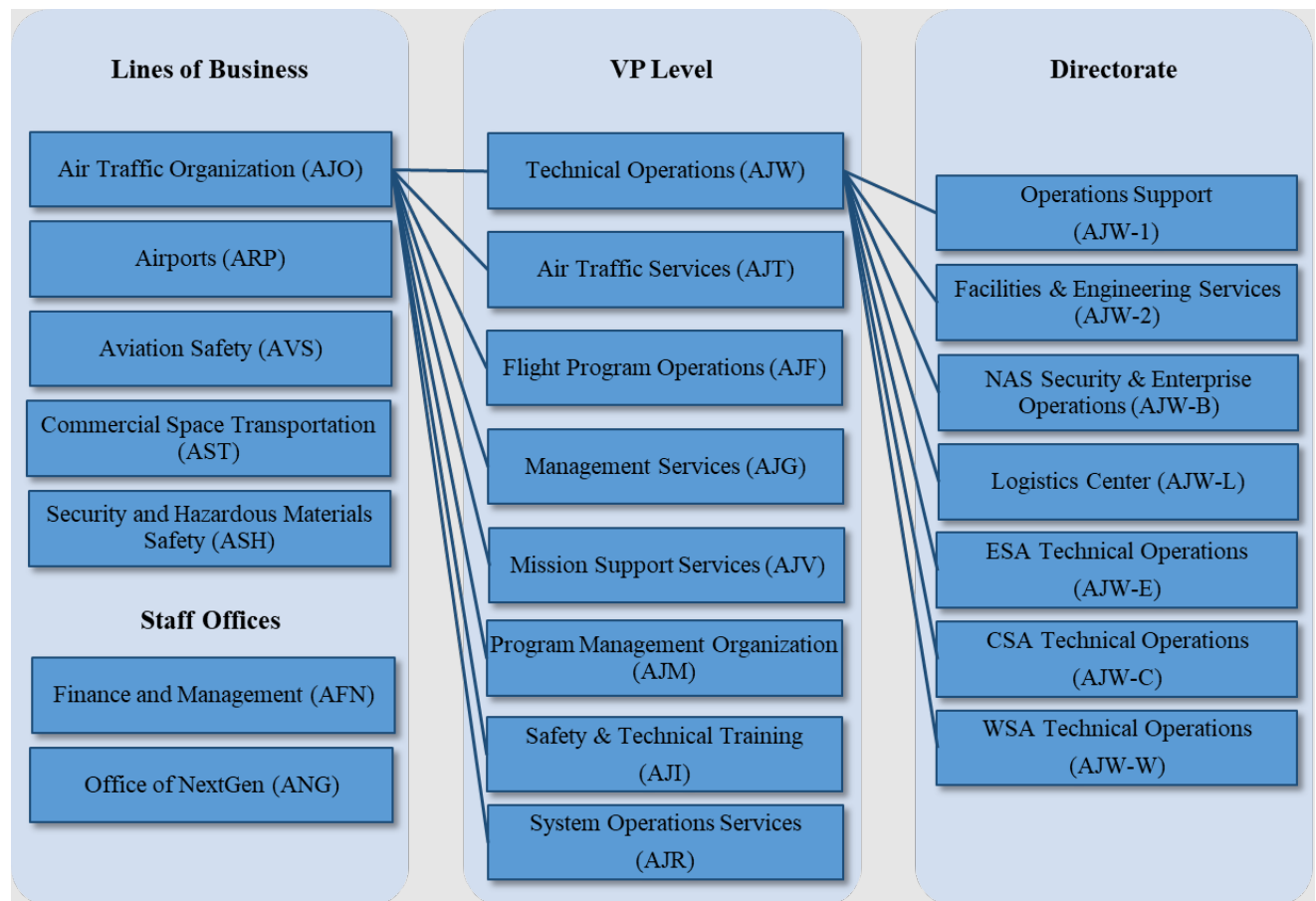
10. Navigating This Order. See Figure 1-1. Navigating This Order for a snapshot of how the chapters relate to one another.

Figure 1-1. Navigating This Order

Chapter 2. Roles and Responsibilities

1. Division of Duties. The Non-federal Program is a NAS-wide regulatory program under the authority of the FAA Administrator. The Administrator delegated managerial oversight and authority for the program to the Air Traffic Organization (AJO) Line of Business, under the Technical Operations (AJW) Vice President and the Operations Support Directorate (AJW-1). Starting with the Vice President of Technical Operations, this chapter specifically identifies the roles and responsibilities of the direct line of management for the program. The chapter will pinpoint responsibilities attributed to other AJW organizations at the Directorate level, AJO organizations at the Vice President level, and those outside of AJO at the Line of Business or Staff Office level. See Figure 2-1. Organizational Outline.

Figure 2-1. Organizational Outline



2. Technical Operations (AJO/AJW). AJW is the FAA organization that has direct managerial oversight for the Non-federal Program.

3. Director of Operations Support (AJO/AJW-1). The Director of Operations Support has managerial and decision-making authority for policies, processes, and approvals originating with

ASDS. Responsibilities include coordinating with other FAA Directorates, other government agencies, and airport representatives to ensure safe system oversight and maintenance.

4. NAS Modernization Group Manager (AJO/AJW-12). The NAS Modernization Group Manager oversees the ASDS Team. Responsibilities include issuing assignments, approving final work products, providing direction and guidance, assessing changes to policy and procedures, as well as ensuring consistent development of standards and application NAS-wide.

5. Advanced Systems Design Service (ASDS) Team Manager (AJO/AJW-121). The ASDS Team Manager is responsible for the Non-federal Program, including:

- a. Serving as the FAA's primary point of contact for ASDS policy and actions. This includes processes as well as interpretations of Federal legislation and regulations pertaining to the Non-federal Program;
- b. Establishing the criteria used to ensure the accuracy and reliability of non-federal systems, e.g., compliance with performance standards, oversight policy, and system verification;
- c. Managing the system design approval process for new manufacturers/vendors interested in making their systems available for non-federal use in the NAS;
- d. Receiving applications requesting approval of modifications to FAA-approved non-federal systems;
- e. Managing the approval process for modifications to FAA-approved non-federal systems;
- f. Coordinating review and determination of the level of oversight needed for non-federally owned systems, when applicable, e.g., when the use case changes;
- g. Providing status reports and recommendations as they relate to the approval, ownership, operation, and maintenance of non-federal systems in the NAS;
- h. Coordinating training needs and facilitating appropriate training for Inspectors with their appropriate level of management. The ASDS Team does not manage training for Inspectors;
- i. Maintaining the official repositories for ASDS documentation, including, but not limited to, applications, manufacturer/vendor documentation and specifications, correspondence, and final decisions. This includes the Non-federal Tool;
 - Note:** The FAA CM process will manage official FAA-owned documents, such as minimum requirements.
- j. Addressing Congressional inquiries, as required;
- k. Coordinating with the Office of Chief Counsel and the FAA Office of Government and Industry Affairs;
- l. Managing ASDS personnel, including, but not limited to, the Non-federal Program's National Lead;

- m.** Providing guidance on the Non-federal Program to FAA personnel and external stakeholders;
- n.** Managing the administrative function of the Non-federal Tool;
- o.** Collecting and tracking Controlled Unclassified Information (CUI) agreements;
- p.** Monitoring the content and accuracy of this order;
- q.** Updating directives related to the Non-federal Program;
- r.** Coordinating with other lines of business to solve problems and/or coordinate efforts on various topics, such as requests for assumption of ownership, non-standard system installations, and requests for waivers;
- s.** Hosting national program teleconferences, etc., and distributing information related to ASDS tasks, as necessary;
- t.** Developing and updating training specific to the Non-federal Program's policies, processes, and procedures for the PIMs and the Inspectors; and
- u.** Collecting, consolidating, and analyzing metrics pertaining to program tasks.

6. Other Operations Support Directorate Staff (AJO/AJW-1). This list of responsibilities falls within the AJW-1 Directorate, but outside of the ASDS Team. They include the following:

- a.** Supporting the ASDS Team in the assessment of requests for system modifications, system approvals, non-standard installations, and waivers for non-federal systems. This task includes making timely recommendations to allow for a prompt response to the requestors;
- b.** Preparing and managing changes and updates to FAA directives for which they are the organization of responsibility;
- c.** Coordinating with the FAA's Logistics Center to ensure appropriate funding of supply support for non-federal systems approved for assumption of ownership;
- d.** Supporting Service Area points of contact responsible for responding to aircraft accidents and incidents involving non-federal systems;
- e.** Inspecting non-federally owned systems maintained by the FAA under a Reimbursable Maintenance Agreement; and
- f.** Engineering frequency assignments for non-federal systems with radio transmitters. This task includes coordinating frequency assignments with the Federal Communications Commission (FCC) and providing sponsors with coordination information to help in obtaining their FCC licenses. The FCC will only issue licenses after proper coordination with the appropriate FAA office.

7. Service Area Technical Operations (AJO/AJW-W/C/E). AJW-W/C/E has the following responsibilities:

- a. Overseeing the Service Areas' systems regulated by ASDS;
- b. Planning/budgeting funds and resources needed to perform non-federal duties;
- c. Maintaining positions for FAA personnel who will administer the FAA's performance exams to technicians;
- d. Maintaining positions for Inspectors who have the following responsibilities:
 - (1) Ensuring non-federal systems, sponsors, and technicians comply with FAA policies and procedures;
 - (2) Creating, updating, and executing an OMM, via the Non-federal Tool, for each system/site in accordance with the appropriate directives listed in Appendix D, Related Laws, Regulations, Orders, and ACs. Preparers must only add to and not modify the language in the OMM. The Non-federal Tool has the functionality to create the document with site-specific input by the preparer. Preparers must issue a new OMM every three years;
 - (3) Providing Training Specialists with sponsor requests for verification authority and the candidate's qualifying documentation;
 - (4) Maintaining system records located in FAA databases, including, but not limited to, updating the Remote Monitoring and Logging System (RMLS), the Non-federal Tool, and providing the proper information to the appropriate points of contact for updates to the Facility, Service, and Equipment Profile (FSEP) database;
 - (5) Updating the appropriate Control Center with the latest points of contact for each non-federal system;
 - (6) Conducting both commissioning and periodic inspections in a timely manner. This task includes completing the appropriate pre- and post- inspection tasks, as well as activities performed during an inspection. Inspectors must prepare, update, execute, and disseminate FAA site-specific documentation. This documentation includes ground inspection forms, periodic inspection reports, and cover letters. Management has the option to allow a virtual inspection in lieu of an in-person periodic inspection to allow for flexibility in managing workload, as needed. Commissioning inspections cannot be virtual;
 - (7) Providing the PIM with system deficiencies and/or compliance issues with technicians to help them draft a Notice of Non-compliance;
 - (8) Validating that non-federally employed maintenance technicians signed the agreements required to receive copies of system-related FAA documentation that contains CUI; and

(9) Ensuring non-federally employed maintenance technicians have copies of the appropriate FAA documents needed to maintain non-federal systems.

e. Maintaining positions for Training Specialists who have the following responsibilities, which require the use of the Non-federal Tool:

(1) Validating that technicians meet the specified requirements in this order to maintain non-federal systems;

(2) Receiving requests for verification authority from sponsors via Inspectors;

(3) Issuing verification authority and distributing the verification authority letters;

(4) Updating technician files in the Non-federal Tool; and

(5) Preparing and distributing letters suspending or revoking verification authority.

f. Maintaining positions in each Service Area for personnel who have the following responsibilities:

(1) Ensuring non-federal projects for the installation of non-federal systems meet appropriate siting criteria and do not jeopardize or interfere with the operation and reliability of other NAS systems. The ASDS Team must provide proper siting guidance and/or coordinate, as appropriate, with the FAA office(s) having expertise for any non-federal system based on new technology and/or systems not in FAA inventory (e.g., Ground Based Augmentation System - GBAS) to allow for proper evaluation when conducting Non-Rule Making (NR) airspace studies in accordance with the most recent version of Order JO 7400.2, Procedures for Handling Airspace Matters; and

(2) Ensuring Inspectors have the appropriate level of system-specific training prior to carrying out their assignments. Take note that it is possible that this training is only available via the manufacturer/vendor.

8. Facilities & Engineering Services (AJO/AJW-2). AJW-2 has the following responsibilities:

a. Providing engineering, environmental, construction, and installation support for assumption of ownership projects if a reimbursable agreement covers these services. Tasks associated with this responsibility may include, but are not limited to, siting, reviewing project designs, and providing a resident engineer;

b. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

9. NAS Security & Enterprise Operations (AJO/AJW-B). AJW-B has the following responsibilities:

a. Responding to aircraft accidents or incidents involving non-federal systems, coordinating decisions with the appropriate lines of business, and providing ASDS with operational status information for such systems until cleared for return to service;

b. Overseeing the process to evaluate potential cybersecurity risks posed by non-federal systems intending to use and/or connect to FAA NAS services. Issuing determinations based on the evaluation and obtaining an Air Traffic Organization Authorization to Operate, based on the decision;

c. Defining cybersecurity requirements and/or controls for systems that do not connect to FAA systems, networks, and/or infrastructure, if necessary; and

d. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

10. Logistics Center (AJO/AJW-L). Developing, establishing, and providing life-cycle supply chain support for non-federal systems approved for assumption of ownership.

11. Air Traffic Services (AJO/AJT). AJT has the following responsibilities:

a. Managing the FCT Program;

b. Coordinating non-standard equipment requests with ASDS, in accordance with the joint SOP. Systems that meet the criteria will follow Chapter 3 guidance; and

c. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

12. Flight Program Operations (AJO/AJF). AJF is responsible for the following:

a. Validating instrument flight procedures (IFP);

b. Conducting commissioning, periodic, and special (as required) flight inspections to determine compliance with established standards for signal-in-space performance;

c. Coordinating, scheduling, and conducting flight inspections of non-federal systems; and

d. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

13. Mission Support Services (AJO/AJV). AJV has the following responsibilities:

a. Maintaining positions for a PIM in each Service Center, who is responsible for the following:

(1) Coordinating with all internal stakeholders on sponsor-proposed projects to install a non-federal system, either for non-federal ownership or for FAA assumption of ownership. The PIM will be the sponsor's liaison to all other FAA personnel. The PIM receives requests to

establish, relocate, replace, upgrade, and/or decommission non-federal systems, as well as requests for waivers or deviations;

(2) Providing guidance and support to the sponsor throughout ASDS processes. These tasks include verifying that systems have FAA approval, coordinating NRs, issuing Project Approval Letters, obtaining system identifier codes (commonly known as “idents”), directing sponsors to request IFPs via the Instrument Flight Procedures Information Gateway, and directing sponsors to request FCC frequencies via the Web-based Frequency Coordination Request (WebFCR) portal;

(3) Distributing ASDS information internally as directed by ASDS or as deemed necessary;

(4) Submitting decommissioning requests to the Service Area Decommission Committee (SADC) point of contact for processing;

(5) Notifying the Inspector of the pending decommissioning of a system;

(6) Updating and tracking pre-commissioned and decommissioned systems in the Non-federal Tool. Updates to the Non-federal Tool also include information pertaining to assumption of ownership requests and making changes to system identifiers;

(7) Taking actions to ensure sponsors and technicians comply with ASDS policies. This may require coordination with Inspectors, Training Specialists, and/or ASDS; and

(8) Drafting and issuing a Notice of Non-compliance to sponsors to enforce the requirement to correct system deficiencies reported by Inspectors.

b. Maintaining positions in each Service Center responsible for the following:

(1) Supporting the development of Reimbursable Agreements between the FAA and sponsors for non-federal airport projects, if applicable;

(2) Supporting airspace analysis and NR studies, as needed. This task may include airspace modeling and simulations;

(3) Issuing location specific system identifiers for use in flight procedures, aeronautical chart supplements, FCC licenses, and FAA databases;

(4) Developing and maintaining flight procedures. Determining the impact of proposed systems on existing or proposed instrument flight rule (IFR) and visual flight rule operations. Coordinating with the office that performs flight validation/inspections. This includes the publication of procedures and updates to aeronautical chart supplements that show non-federal systems installed on and off airport property; and

(5) Processing decommissioning requests, including (if necessary) tracking the decommissioning process, conducting NR studies, notifying impacted stakeholders, responding to external objections, issuing a decommissioning memo, filing the proper Form 7900, filing a

cancellation request for IFP, etc. The SADC will provide the PIM with a copy of the decommissioning memo and the confirmed chart date. See Appendix F, List of Related Forms.

c. Collaborating on the development of operational requirements for new technologies, if necessary;

d. Assessing the need for proposed Joint Investment Efforts, defined in Chapter 5. This includes coordinating final decisions with the appropriate sustainment organization and Service Area personnel in AJW; and

e. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

14. Program Management Organization (AJO/AJM). The Program Management Organization has the following responsibilities in support of the Advanced Systems Design Service Team:

a. Supporting the assessment of systems designed by the private sector for non-federal use in the NAS. This includes supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed;

b. Validating the need for systems installed by sponsors as a Joint Investment Effort, where the FAA will operate and maintain the system in its end-state. This includes coordinating with the appropriate Service Center personnel in AJV and Service Area personnel in AJW with respect to conducting a needs assessment and determining concurrence;

c. Notifying ASDS when manufacturers/vendors receive or end a contract with the FAA for the procurement and use of system types overseen by the Non-federal Program. This will allow ASDS to:

(1) Issue the manufacturer an approval letter to sell the system to sponsors;

(2) Notify manufacturers about the program's policy concerning system modifications that they must follow once ending their contract with the FAA, if they choose to continue selling their system to sponsors; and

(3) See Appendix J, Non-federal Systems Requiring Ground Inspection.

d. Notifying ASDS when a manufacturer/vendor, under contract with the FAA, makes system configuration modifications or updates to system types overseen by the Non-federal Program. See Appendix J; and

e. Submitting budget updates for non-federal systems eligible for assumption of ownership, under Title 49 United States Code (USC), to ensure the inclusion of these systems in the proper sustainment programs.

15. Safety & Technical Training (AJO/AJI). AJI is responsible for the following in accordance with the most recent version of Order JO 3000.22, Air Traffic Organization Technical Training Management:

- a. Reviewing, assessing, and approving training courses and hands-on FAA performance exams for non-federal systems;
- b. Publishing, storing, and maintaining approved FAA courses and performance exams;
- c. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed; and
- d. Conduct periodic compliance audits of external training courses.

16. System Operations Services (AJO/AJR). AJR is responsible for managing the Non-federal Weather Observer Program. Requesting assessments via ASDS of backup weather equipment for use by applicants to the Non-federal Weather Observer Program.

17. Airports (ARP). ARP is responsible for the following:

- a. Generating funding criteria for approval of grants to establish non-federal systems;
- b. Evaluating proposals for new grant-eligible system requests with respect to existing airports and planned airport developments that are part of the National Plan of Integrated Airport Systems, as defined by Title 49 USC Chapter 471;
- c. Advising grant recipients of their obligations with respect to the system life cycle for grant-funded non-federal systems;
- d. Advising sponsors to contact their PIM prior to procuring and installing a non-federal system;
- e. Ensuring prompt notification to the PIM when a sponsor indicates their intent to request that the FAA assume ownership of a non-federal system;
- f. Overseeing lighting systems governed by the most recent version of AC 150/5345-53; and
- g. Supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

18. Security & Hazardous Materials Safety (ASH). Providing security requirements for potential installations of non-federal systems ASDS is assessing under the system design approval process, if ASDS requests assistance.

19. Aviation Safety (AVS). AVS is responsible for the following:

- a. Establishing criteria for flight inspection and procedure validation;

b. Coordinating with ASDS prior to issuing waivers dependent on the operation of non-federal systems; and

c. Participating in ASDS assessments of new technology, including providing subject matter experts and concurrence for non-federal system design approvals. This includes supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed.

20. Office of NextGen (ANG). Coordinating with ASDS on assessment and testing processes with respect to the development of new systems designed specifically for non-federal use. This includes supporting the ASDS process to assess requests for system modifications and system approvals described in Chapter 3, as needed. ANG must also ensure ASDS is aware of new technology research and development that has the potential to become non-federal systems.

21. Finance and Management (AFN). Managing the disposal of decommissioned FAA systems obtained via the assumption of ownership process. This includes offering to return the system to the original owner.

Chapter 3. Non-federal Systems Design Approval

1. Design Approval. Design Approval is FAA approval of a manufacturer's uniquely identified configuration of a system type designed for specific use cases, intended to sell to non-federal sponsors for use in the NAS.

a. ASDS (AJW-121) is responsible for screening and processing system design approval requests of new non-federal systems. This includes new and legacy technology. In addition, there may be a need for the pro-active development of requirements and specifications in support of viable non-federal systems for potential use by non-federal sponsors.

b. ASDS is responsible for processing requests to make modifications to non-federal systems that have FAA approval.

c. System manufacturers/vendors must submit requests to ASDS via the following email address: Non-Federal-Program@faa.gov. ASDS screens submissions, coordinates with applicable agency organizations, and provides final determinations.

d. ASDS will not accept or assess requests to modify systems that are under an FAA procurement contract if the proposed change will impact FAA-owned systems. These requests require submission to the FAA contract holder.

e. This process excludes the review of systems used specifically for UTM, UAM, and AAM, as well as lighting systems governed by the most recent version of AC 150/5345-53.

2. Process Phases. A "system approval" is a collaborative FAA effort that involves various FAA organizations. The process has four phases and two definitive decision points to ensure the Agency considers all aspects of the proposal, as well as its impact on FAA-wide goals.

a. The phases to reach an assessment decision are as follows:

- (1) Intake
- (2) Transition
- (3) Assessment
- (4) Commission

b. The decision points follow the Intake and Assessment Phases.

c. Refer to SOP 6700-3, Non-federal System Review & Approval Process Flowchart, identified in Appendix K, Standard Operating Procedures, for specific details related to each phase of the process.

3. Intake. The Intake Phase starts with ASDS receiving a manufacturer/vendor's request to approve a new non-federal system or modification to an existing approved system (see Appendix H, FAA Approved Systems for Non-federal Use). Document submission may include any or all

the following, if applicable: Intake Form (see Appendix G, ASDS Project Intake Form), Concept of Operations, System Specifications, Change Impact Analysis (for modifications).

- a. The ASDS Team Manager assigns a project lead (ASDS Lead) based on system type.
- b. The ASDS Lead conducts a preliminary review of the submitted materials and prepares a System Assessment Portfolio to track the submission throughout the process. The Lead will store the portfolio in the ASDS Team's official document repository. During this phase, the ASDS Lead may need to conduct research, including the review of International Civil Aviation Organization (ICAO) standards or other applicable public or FAA information.
- c. ASDS determines if the portfolio is ready for coordination. If not, ASDS notifies the manufacturer/vendor and identifies the inadequacies requiring resolution if they wish to re-submit.
- d. Assessments for approval of new systems may require manufacturers to have support from a sponsor willing to participate in the assessment process.

4. First Decision Point. The ASDS Lead will provide an overview of the request and the initial assessment to internal stakeholders. These internal stakeholders will be the Intake Team for the request, and the ASDS Lead will act as the Team Chair. Personnel from organizations identified in Chapter 2 with a responsibility to support ASDS in the assessment of system modifications and system approvals will make up the Intake Team. This effort may require multiple meetings before reaching a final decision on the viability of the request and a recommendation to assess or not assess the system.

- a. These stakeholders must use this information to brief their individual organizations.
- b. Final decisions on future actions come from the associated Directorate levels.
- c. The FAA decision to assess a system for design approval considers many facets, including, but not limited to, investment costs, resources, cybersecurity, and safety. For legacy systems, discussions will include consideration of system obsolescence.
- d. If the decision is to assess, the Intake Team meetings will continue. The purpose of the meetings will be to prepare a R.A.S.C.I. matrix (see Table 3-1) to identify the scope of work for each stakeholder organization and draft a response letter to the manufacturer/vendor informing them that their project passed the Intake Phase.
- e. The letter to the manufacturer will include information on the FAA's next steps prior to beginning an assessment, which may include the approval of funding to support the project.
- f. While passing the Intake Phase informs the applicant that the project is viable, it does not guarantee the Agency will conduct an assessment. Systems that may require integration with FAA-owned infrastructure and/or development of standards, identified during Intake, may require approval and proper assignment by FAA Senior Management and/or the FAA's Investment Needs Process. Depending on that decision, the assessment may not be able to proceed despite viability.

g. The draft response letter and R.A.S.C.I. matrix will require concurrence by the stakeholders' Directors. The final approved R.A.S.C.I. matrix will establish which organizations need to participate as part of the Assessment Team.

h. If the decision is to not assess, ASDS will notify the manufacturer/vendor.

Table 3-1. R.A.S.C.I. Matrix Defined

A matrix used to identify the roles and responsibilities of each stakeholder working on a project.

Role	Description
R: Responsible	Executes the activities identified and is responsible for their completion.
A: Accountable	Ultimately responsible for the absolute completion of an activity. Highest level of authority.
A/R: Accountable/ Responsible	Responsible for the execution and the ultimate completion of an activity.
S: Supporting	Provides resources to the execution of an activity.
C: Consulted	Provides expertise or information necessary for the completion of an activity.
I: Informed	Requires status about the progress of an activity; the outcome affects them.

5. Transition. The Transition Phase is the point in the process that moves the request from a high-level Intake review to the full Assessment Phase. The Assessment Team will meet to discuss and decide on prioritization, an appropriate schedule, resource needs, funding strategies, and developing an assessment plan. Following a firm commitment by each organization, the manufacturer/vendor will receive official notification that includes the FAA's assessment plan and schedule. If the Agency is not able to secure the funding required to support an assessment, the letter will explain that while the project is conceptually viable, the FAA is unable to provide a schedule for an assessment at this time.

6. Assessment. This phase includes the bulk of the work necessary for approval. It may include some or all the following tasks: reviewing the manufacturer/vendor's system development documentation (e.g., system safety, hardware and software assurance, instruction book), system requirements, design, and verification data; reviewing training materials; conducting on-site design assurance audits; and conducting FAA Safety Risk Management (SRM) panels, internal meetings, and meetings with the manufacturer/vendor and sponsor.

a. There are many categories of aviation systems and there may be new categories in the future. If this is the first assessment for this category of equipment and/or the type of system, the team will decide on the oversight plan. ASDS will include the final oversight guidance in Appendix J.

b. Throughout the assessment, the Assessment Team will periodically review whether the effort remains viable.

c. Upon completion, the team will make a recommendation to approve or disapprove the system for use in the NAS. For legacy systems, previously established system specifications will be the basis for the assessment. For new technologies, the team may use other requirement sources if all stakeholder's Directorates concur.

7. Second Decision Point. Final documents supporting the decision will include, at a minimum, a National Design SRM Document, Design Approval Data Sheets (if approved), and a draft Decision Letter. The Assessment Team will provide management with these documents, and ASDS will brief the recommendation to the Directors for concurrence.

8. Decision Notification. The ASDS Lead will ensure all documentation developed is included in the System Assessment Portfolio. The portfolio becomes a permanent part of the ASDS CM file regardless of the outcome. The ASDS Lead will issue the manufacturer/vendor an official FAA decision letter signed by AJW-1.

a. Approvals will trigger the addition of the system to the ASDS list of approved non-federal systems. Approvals only apply to the configuration(s) assessed. The letter will specify the manufacturer, model – including part number(s), and applicable configuration(s) with approval.

b. Disapprovals at any point in the process will include the basis for the decision, as well as guidance the manufacturer/vendor may follow for resubmitting their request later.

(1) Regardless of when the FAA decides to disapprove the request, any resubmission will require starting with the Intake Phase. Previous viability does not guarantee viability for a resubmitted application.

(2) If the denial is policy-based, ASDS will document that decision in an official FAA memo to ensure the FAA responds to all comparable requests with the same determination.

9. Commission. The Commission Phase will determine final site-specific requirements pertaining to the system configuration and installation. It will provide time to allow the sponsor to complete tasks required to meet the final approved configuration.

a. ASDS will issue guidance to Inspectors and PIMs pertaining to approval, training, FAA performance exams, installation, operation, maintenance, and inspection, if required.

b. The FAA will commission the supporting sponsor's system following the completion of all pre-commissioning tasks, e.g., ground inspection, flight inspection. This includes any installations used during the manufacturer/vendor's system assessment that meet the final approved standards.

10. Configuration Management (CM). CM control begins with baselining the system and its technical documentation. It ends with the decommissioning of the system from the specific installation sites.

- a. All non-federal system manufacturers must have a CM plan and provide it to the FAA for filing with the approved system's technical documentation.
- b. The manufacturer must identify each configuration item and assign a unique control "number" (alpha-numeric is acceptable). This policy pertains to the overall system, subsystems, components, software, firmware, and any related documentation, such as training courseware and manuals.
- c. Each revision must include a revised control number.
- d. ASDS stores all CM-related documents in an electronic file folder with restricted access. In accordance with the most recent version of Order 1800.66, Configuration Management Policy, the ASDS Team will provide copies of approval letters to the NAS Policy & Quality Control Group's NAS Configuration Management Team (AJW-181) for filing in the FAA's Master Configuration Index.

11. System Modification Requests. Manufacturers/vendors must submit all change requests to ASDS via the following email address: Non-Federal-Program@faa.gov. The FAA must approve the changes before a sponsor operates the modified system in the NAS.

- a. The submission must include a description of the changes and the impact on the system.
- b. ASDS recommends, but does not require, the use of the most recent version of the Department of Defense Engineering Change Proposal form, DD-Form-1692.
- c. The ASDS Team will determine the scope of the assessment required and issue an appropriate response to the manufacturer/vendor. Once the scope is determined, the FAA will evaluate and adjudicate proposed changes and their impact on the NAS.
- d. ASDS will document, verify, and track all changes to ensure incorporation into the system's CM file.
- e. All submissions must be in writing. There must be two copies of each document: a final "clean" version, and one "redlined" to show changes made to the previous version of the documents.
- f. If a sponsor or technician wishes to propose a modification, they must contact the manufacturer/vendor.

12. Change in Ownership. If a manufacturer/vendor merges or acquires the design and/or production rights of an FAA-approved system from another manufacturer/vendor with the intent to produce, sell, and/or maintain the system(s), the new owner must notify the FAA of their intent.

- a. This notification must unambiguously identify the approved system configuration (e.g., production-controlled part number) and include a list of the acquired design data (e.g., requirements, design assurance documents, safety assessments/analysis, verification data).

b. The notification must also identify the new manufacturer/vendor's plan for ensuring continued conformance to the original system approval requirements/standards.

c. In addition, the notice should advise of any branding changes to the system and the system's documentation.

d. The new manufacturer/vendor has 60 calendar days to submit a formal notice or risk the removal of the system from the FAA's approved systems list.

e. ASDS will issue a new approval letter, if necessary. This step will document the transfer for historical records, CM, e.g., traceability to future potential modifications, and allow for updates to the list of FAA approved systems.

13. Advancements Requiring Improvements. The FAA may require the sponsor to incorporate improvements in systems, maintenance, or maintenance-personnel safety practices realized by advancements in technology and/or safety practices. In such cases, the appropriate FAA organization must issue specific written guidance for distribution to sponsors regarding mandatory changes, appropriate implementation timetables, and feedback options.

Chapter 4. Operating Life Cycle

1. Decision to Install a Non-federal System. The FAA recognizes the need for a non-federal sponsor to establish, relocate, and/or replace aeronautical systems at public and private use airports and other locations in the NAS.

a. The FAA's ASDS Team oversees the project approval process, which begins with a sponsor request to the PIM.

b. Sponsors must not start a project until receiving approval via the PIM. This applies to not only new installations but also upgrades, replacements, and relocations.

c. When installing a non-federal system, the sponsor makes a commitment to operate and maintain the system for its useful life without reimbursement or financial aid from the FAA. If such systems require upgrades, replacement, or relocation, the sponsor takes full responsibility for accomplishing these tasks.

d. If at any time the sponsor decides they can no longer meet the obligations agreed to, the sponsor may petition the FAA to decommission the system.

2. Systems Identified in Part 171.

a. Title 14 of the Code of Federal Regulations (CFR) Part 171, Non-Federal Navigation Facilities, establishes minimum requirements for the operation of certain non-federal systems used under IFR or used for public and private IFPs.

b. Title 14 CFR specifically identifies that non-federal systems must perform in accordance with ICAO's International Standards and Recommended Practices, Annex 10 – Aeronautical Telecommunications.

c. Systems established only for testing or training purposes do not appear on aeronautical charts and therefore do not require oversight by ASDS. These systems do not require an OMM or a ground inspection.

3. Systems Not Identified in Part 171.

a. Title 14 CFR Part 171 Section 171.75 states that it does not specifically identify all systems requiring oversight by ASDS.

b. Systems not listed in Part 171, but identified in Appendix J, must follow the technical requirements, operational standards, and tolerances accepted at the time of system approval and/or approved system modifications. These systems must follow the same ASDS policies as those systems identified in Part 171.

c. In line with the requirement to meet standards in Annex 10, non-federal weather systems must perform in accordance with ICAO's International Standards and Recommended Practices, Annex 3 - Meteorological Service for International Air Navigation.

d. ASDS does not regulate lighting systems unless specifically identified in Appendix J. These systems must also meet the stated condition(s) in the appendix, if any. Visual Aids not identified in the appendix must meet the requirements in the most recent version of AC 150/5340-26, Maintenance of Airport Visual Aid Facilities.

e. ASDS policy regarding periodic inspections only applies to systems in Appendix J. Inspection of any other system(s) must stop immediately. Inspectors must notify the PIM of these instances. The PIM will inform the sponsor, in writing, that the FAA is voiding the OMM and that the Agency will no longer inspect the system. The Inspector and PIM should perform their assigned tasks to request modification or removal of the system in FSEP and other databases.

4. Backup Weather Equipment.

a. The ASDS Team does not manage the Non-federal Weather Observer Program or approve/inspect backup weather equipment used by Non-federal Weather Observers. Sponsors should submit requests to participate in the Non-federal Weather Observer Program to 9-AJO-AJR-FS-AWOP@faa.gov.

b. ASDS has the responsibility to ensure the appropriate personnel assess the acceptability of this equipment. The assessment request is internal, made by AJT to the Non-federal Program's National Lead.

c. If a sponsor chooses to procure and install an Automated Weather Observing System (AWOS) for use as a backup weather tool, the sponsor must meet the same requirements as they would for a primary AWOS, including, but not limited to obtaining a system identifier, obtaining a frequency, commissioning, and signing an OMM.

5. Program Coordination. The PIM must be the sponsor's first point of contact for guidance pertaining to the ownership of a non-federal system. Contact information is available on both the internal and external ASDS websites. The PIM will provide the sponsor with a copy of Appendix I, Establishing a Non-federal System; it provides detailed instructions to the sponsor on navigating the process.

6. Guidelines for Installation.

a. All non-federal systems must have FAA approval for use in the NAS. See Appendix H.

b. All transmitting non-federal systems require an FCC license that the sponsor must display in a visible location at the site or keep in a readily accessible location for systems without a shelter. The FCC will not issue a license without proof of coordination with the FAA. If the license expires, the FAA has the authority to remove the system from service.

c. Sponsors must use guidelines in the most recent version of AC 150/5300-13, Airport Design, to meet requirements in CFR Part 139, Certification of Airports, Subpart C, Airport Certification Manual, and Subpart D, Operations.

d. Sponsors cannot begin a project prior to receiving a Project Approval Letter. The PIM will issue a Project Approval Letter to the sponsor upon completion of all required assessments. The District that will have inspection responsibility must receive a copy as well. Assessments include the following tasks.

(1) Completion of an NR Airspace Study via the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) process (see the most recent version of Order JO 7400.2). This study is necessary to ensure proper siting of the system in accordance with system-specific siting documents and will result in a Determination Letter. The purpose of this letter is to approve the siting of the system, not give permission to proceed with the project.

(2) The engineering of a system frequency (if applicable) developed by Spectrum Engineering via the WebFCR Tool.

(3) The approval of any requested IFP by the IFP Validation Team, if applicable.

e. The PIM must file the appropriate Form 7900 via the Aeronautical Information Portal to request a system location identifier, coordinate the addition of the system in FSEP, and create a record for the system in the Non-federal Tool.

f. Local FAA personnel, affiliated with operations at the airport, may require an SRM assessment. If this is the case, the SRM requires completion prior to signing any other documents. The SRM may require the development of a local Letter of Agreement (LOA). See the most recent version of FAA Order JO 7210.3, Facility Operation and Administration, Chapter 4, Section 3 Letters of Agreement, paragraph 4-3-1.

g. An LOA is an agreement between the sponsor and AJT that documents additional processes the sponsor must follow to coordinate with local AJT personnel. It does not supersede the OMM. Any conflicting information between the LOA and OMM requires resolution prior to commissioning the system.

h. The sponsor and the FAA must sign an OMM. This assures a clear understanding of the FAA and sponsor's responsibilities with respect to the system. The OMM is the overarching governing document that contains operational requirements for the non-federal system.

(1) The OMM is one of several documents required in the Facility Reference Data (FRD).

(2) The OMM outlines the performance and maintenance requirements the system must meet and sustain to operate in the NAS.

(3) When the sponsor signs the OMM, the sponsor's signature contractually obligates the sponsor to adhere to the policies presented in this order and any other directives referenced in the OMM.

(4) ASDS is responsible for revising the OMM templates to reflect the most current FAA policy information. The revised OMM templates will replace the previous versions in the Non-federal Tool upon completion, and the Non-federal Tool users will receive notification.

(5) The Inspector must prepare and issue a new OMM at least every three years. This requires obtaining new signatures.

(6) The Inspector must issue a new OMM outside of the requirement in the above paragraph if the existing OMM does not reflect current policy.

(7) Changes to contact information, replacing a technician, and/or adding additional technician(s) do not require obtaining new signatures on the OMM. Inspectors may use the addendum to make these changes, update the contact information in the Non-federal Tool, and upload the addendum to the Non-federal Tool.

i. Sponsors must comply with written FAA policies and procedures, including all relevant directives. The OMM must reference this order and the appropriate public-accessible directives pertaining to the operation, maintenance, and siting requirements for the specific system type. See Appendix D.

7. Guidelines for Commissioning. The FAA must conduct a commissioning ground inspection before the system can operate in the NAS. Some systems also require a commissioning flight inspection.

a. Inspectors must not schedule a commissioning ground inspection if they have not received a copy of the Project Approval Letter.

b. The technician must be present for both the ground and flight inspections.

c. A technician must have system-specific verification authority prior to participating in the system commissioning. The FAA does not grant temporary or interim verification authority to a technician who completes the FAA's performance exam close to the day of a scheduled commissioning. The technician must receive verification authority in advance and have their FAA authorization available on the day of commissioning.

d. The Inspector must conduct the commissioning ground inspection, prior to the sponsor operating the system in the NAS. The Inspector must confirm that the system complies with this order, the OMM, any applicable ACs, orders, regulations, operational requirements, siting, etc. Non-federal systems may not operate in a pre-commissioned status, except for validation of successful installation and during the commissioning ground and flight inspections.

e. If applicable, after a successful commissioning ground inspection, the FAA must conduct a commissioning flight inspection in accordance with the most current version of FAA Order 8200.1, United States Standard Flight Inspection Manual.

f. Sponsors and/or their technicians are responsible for scheduling flight inspections and making ground-based preparations.

8. Reimbursable Maintenance Agreements. Sponsors may request that the FAA maintain any non-federally owned system that has an identical counterpart in FAA inventory, i.e., the sponsor may hire the FAA to perform regular maintenance if the Agency agrees. This type of arrangement is optional for the FAA.

a. ASDS does not provide any input on these requests. Approving such requests requires review and approval by the District Manager with concurrence by the Service Area's Director of Technical Operations and, if necessary, the Vice President of Technical Operations. The proposal must be advantageous to the FAA, the sponsor, and the public.

b. This arrangement requires the sponsor to enter into a reimbursable agreement with the FAA to cover the Agency's expenses, including labor, travel, spare parts, etc. These agreements must comply with policies and procedures for establishing and executing a reimbursable agreement, as outlined in the latest version of the FAA Financial Manual, Volume 6, Accounting, Chapter 6.16, Reimbursable Agreements.

c. When the FAA maintains non-federal systems under a reimbursable maintenance agreement, the Agency will hold the system to the same standards, including policies and procedures, as FAA-owned systems. The FAA must have sole responsibility for maintaining the system and therefore prohibits split maintenance, i.e., maintenance of separate components of the same system [Localizer and Glide Slope of an Instrument Landing System (ILS)].

d. These systems will not require an OMM. ASDS will not have oversight and therefore will not conduct periodic inspections. The FAA will perform oversight inspections in accordance with the most recent version of FAA Order JO 6040.6, National Airspace System Technical Evaluation Program (NASTEP).

e. The FAA must not provide any maintenance or support to a non-federally owned system without an appropriate and fully executed reimbursable agreement.

f. The parties must renew, modify, and/or terminate the agreement in accordance with the documented terms. Upon termination, the sponsor must immediately enter into an OMM for oversight by ASDS, unless they are decommissioning the system.

9. Decommissioning. Sponsors must submit a request to decommission a system to the PIM.

a. The PIM must submit the request to the SADC for processing.

b. Approval requires completion of an NR study, in accordance with the most recent version of Order JO 7400.2.

c. If applicable, the sponsor must submit a request to cancel their FCC license(s).

d. The SADC must complete the necessary decommissioning process, which includes issuing a decommissioning memo, filing the appropriate Form 7900 via the Aeronautical Information Portal, filing a cancellation request for any associated IFPs, and providing the PIM with a copy of the decommissioning memo and the confirmed chart date.

e. The PIM will update the Non-federal Tool after receiving documentation from the SADC.

f. Sponsors who established systems with the use of federal grant dollars, e.g., Airport Improvement Program funds, must meet their obligations in accordance with the most recent version of FAA Order 5100.38, Airport Improvement Program Handbook.

g. The decommissioning of a non-federal system will void the OMM.

h. The FAA reserves the right to initiate the decommissioning of a non-federally owned system that the Non-federal Program considers non-compliant. See Chapter 6, paragraph 19, for details.

Chapter 5. Assumption of Ownership

1. General. The ASDS Team manages the assumption of ownership or “transfer” of non-federally owned systems as mandated by Title 49 USC Section 44502(e) Transfers of Air Traffic Systems. Section 44502(e) allows sponsors to request that the FAA accept ownership of a specified list of Airport Improvement Program (AIP) funded non-federally procured systems. Not all systems are eligible for assumption of ownership. If ineligible, sponsors may be able to participate in a Joint Investment Effort with the FAA.

2. AC 170-9, Criteria for Assumption of Ownership of Non-Federal Systems. The most recent version of AC 170-9 provides detailed guidance for requesting, approving, and accepting these transfers. AC 170-9 is mandatory for sponsors wishing to exercise this option. FAA personnel must consider AC 170-9 as an extension of this order.

3. SOP 6700-5, Assumption of Ownership Process Flowchart. See SOP 6700-5 identified in Appendix K for process details.

4. System Eligibility. Section 44502(e) identifies the specific types of systems eligible for assumption of ownership. Systems not identified in the statute or the most recent version of AC 170-9 are ineligible for transfer.

a. Sponsors must procure these systems using funds from a federal airport aid or project grant program, e.g., AIP.

b. The systems must meet performance specifications developed by the FAA.

c. Systems require transfer “without consideration.” Without consideration, also defined in the most recent version of AC 170-9, means the sponsor is transferring the system to the FAA free of cost or condition. In addition, the FAA must not impose any costs or conditions on the sponsor with respect to operation and maintenance after the transfer is complete. However, the sponsor is responsible for all costs associated with the system prior to transfer, including, e.g., Joint Acceptance Inspection findings that require resolution and flight inspection costs.

5. Automatic Disapprovals. The FAA will disapprove all requests resulting in ownership of a system that:

a. Does not have approval for use in the NAS, or

b. Does not exist in the Agency’s current inventory.

Note: The PIM will route a Director of Operations Support pre-signed disapproval letter for concurrence before sending it to the sponsor.

6. Joint Investment Effort. ASDS does not manage requests involving systems that are ineligible for assumption of ownership under Title 49 USC Section 44502(e). These requests are Joint Investment Efforts, not assumption of ownership projects.

a. A Joint Investment Effort is:

(1) An airport project that includes a proposal by a sponsor to establish, upgrade, or replace a system intended for FAA ownership, but

(2) Ineligible for assumption of ownership under Section 44502(e).

b. The FAA must have an interest in owning the system.

c. Requests for Joint Investment Efforts require validation of a need by AJV and the appropriate organization responsible for sustainment (e.g., AJM is the sustainment organization for an ILS). The PIM does not assess or validate an airport's requirement or need for a system.

d. AJV and the sustainment organization must coordinate concurrence and a final decision with the appropriate Technical Operations District, regardless of system type, prior to agreeing to such a project.

e. For any system that requires in-service management, Technical Operations District Managers must obtain approval from the Service Area's Director of Technical Operations and, if necessary, the Vice President of Technical Operations prior to agreeing to the project.

f. If the FAA disapproves the Joint Investment Effort for any reason, the PIM needs to receive notification in case the sponsor requests any further guidance with respect to non-federal systems.

7. Prohibited Ownership. A sponsor must not – under any circumstances – own, operate, or maintain any system that directly connects to or interfaces with FAA systems or the FAA's NAS Network where the safety and/or security of the NAS could be at risk. Examples include, but may not be limited to, Runway Status Lights and Standard Terminal Automation Replacement Systems. This may exclude systems approved only for non-federal use under ASDS's oversight that have the capability for one-way system monitoring. Proposed installation of "prohibited" systems requires a Joint Investment Effort. If the appropriate FAA organizations do not concur with participating in a Joint Investment Effort, the Agency must disapprove the sponsor's project.

8. Operation and Maintenance Philosophy. The method used to maintain, repair, replace, and sustain systems obtained by the FAA via assumption of ownership is a decision for the sustainment organization in cooperation with AJW-L.

9. Disposing of Systems. If the FAA determines that a system obtained via assumption of ownership meets the criteria for decommissioning, the FAA may dispose of that system. However, the sponsor has the "first right of refusal" prior to disposal. AFN handles the coordination of the disposal of systems that meet these conditions. If the sponsor declines, the appropriate AFN personnel will offer the system for reassignment within the FAA or make it available for public acquisition. The FAA will discard systems not accepted for reassignment or procured by the public.

Chapter 6. Technical Standards and Verification

1. Standards and Tolerances. FAA orders, ACs, technical handbooks, and approved manufacturer instruction books describe technical standards and tolerances, maintenance schedules, and maintenance procedures for non-federal systems. The ICAO or another FAA-authorized technical advisory group may also establish operating standards and tolerances. The appropriate manufacturer's documentation for each system model receives FAA approval during the process to approve the system for use.

a. Inspectors must ensure non-federally employed maintenance technicians have the FAA documentation needed to perform maintenance tasks to keep the systems operating in compliance with FAA policy.

b. FAA documentation includes FAA Orders, Technical Instruction Books, and Maintenance Handbooks, including theory of operation, specifications, and standards and tolerances, as well as system training materials.

c. The FAA documentation may contain NAS Sensitive Technical Information (STI). STI is equivalent to CUI, specifically identified as Sensitive Security Information (SSI) in Title 49 CFR, Transportation, Part 1520 Protection of SSI.

d. This CUI requires protection in accordance with the most current versions of the following directives:

(1) Executive Order 13556, Controlled Unclassified Information, dated November 4, 2010

(2) Title 32 CFR Part 2002, Controlled Unclassified Information

(3) Department of Transportation Order 1650.5, Controlled Unclassified Information Program

e. Before providing copies of FAA documentation that contain CUI, Inspectors must inform and validate that non-federally employed maintenance technicians sign the following agreements, in accordance with the assessment documented in the Memorandum for Record, see Appendix P, Controlled Unclassified Information:

(1) FAA CUI Non-Disclosure Agreement (NDA)

(2) Air Traffic Organization CUI Access and Acceptable Use Agreement (AAA)

f. If the FAA's documentation for a specific system type does not contain CUI, the technician does not have to sign the NDA and AAA to receive copies.

2. Preservation of Standards and Tolerances. The FAA mandates that non-federal systems continue to meet the standards required at the time of their commissioning. These systems do not have to meet requirements developed or changed in subsequent years.

a. Systems may continue to operate if the sponsor can:

- (1) Operate the system without using unapproved modifications;
- (2) Maintain the system, in accordance with the OMM, by employing a technician with system-specific verification authority; and
- (3) Operate the system safely.

b. If maintenance and/or operation becomes problematic (e.g., multiple outages, loss of technician), the sponsor must decommission or replace the system.

3. Compliance with FAA Mandated Modifications. The FAA may issue mandatory modifications for FAA-owned systems. ASDS strongly encourages sponsors to implement all FAA-issued modifications.

a. Sponsors owning identical systems do not have an obligation to comply with these modifications unless they affect safety of flight, as determined by the FAA.

b. The FAA may mandate modifications for non-federal systems that are not identical to an FAA system if the change will fix a potential or realized safety issue.

c. Systems established using AIP grants must meet the mandatory rules associated with accepting a grant; those rules may mandate that sponsors make the FAA-issued modifications.

d. The sponsor must pay for all modifications.

4. Modification Documents. Sponsors must file all modification records for their system, including upgrades and replacements, with the FRD. The record must show the title and date of installation for each change completed since the system's original installation date.

5. System Replacement, Upgrade, Relocation and Reinstallation. Non-federal sponsors may find it necessary to replace, upgrade, or relocate and reinstall a non-federal system. Such proposed projects require coordination with the FAA via the PIM as discussed in Chapter 4. These types of projects require a ground inspection, flight inspection (if applicable), and commissioning. In these scenarios, a commissioning is a requirement even if the project does not relocate the system and/or the sponsor adds components that change its previous baseline.

6. Federal Systems Transferred to Sponsors. The Federal Government (FAA, Department of Defense, etc.) may transfer ownership of a system to a sponsor. These transfers are permissible if the sponsor prefers to take on ownership responsibilities, rather than see the system decommissioned.

a. Systems listed in Appendix H require commissioning as a non-federal system and the establishment of an OMM, as discussed in Chapter 4, regardless of their current operating state in the NAS.

b. The system must meet current FAA standards unless ASDS grants a waiver. Therefore, the system may require upgrades at the sponsor's expense before commissioning.

c. The PIM must coordinate requests to transfer federal systems to non-federal sponsors.

7. Waivers and Deviations. A waiver eliminates or defers a requirement, while a deviation is an alternate method used to meet a requirement. They can be permanent or temporary. The sponsor must file FAA-approved waivers or deviations with the system's FRD. Inspectors must upload these documents to the Non-federal Tool. See the link in Chapter 1.

a. Non-federal systems must meet all applicable FAA siting criteria and performance standards. However, ASDS, in consultation with the appropriate FAA organization(s), may approve a waiver or deviation.

b. Sponsors must submit such requests in writing to the PIM. They may not implement any changes before receiving written consent.

8. Test Equipment. The FAA does not allow the use of FAA-owned test equipment on non-federal systems under any circumstances. The sponsor must ensure properly calibrated test equipment is available. If test equipment is not available, the Inspector should cancel the commissioning or inspection.

a. Test equipment must meet the calibration cycles published in the most recent version of FAA Order JO 6200.4, National Test Equipment Program (NTEP) Management. If Order JO 6200.4 does not reference the test equipment, the sponsor must refer to the manufacturer's instruction book. Sponsors or their technicians should contact their PIM for a copy of the calibration requirements.

b. Calibration standards must comply with the manufacturer's specifications and industry standards. Test equipment must have a visible calibration sticker and a certificate. The calibration of test equipment must be traceable to reference standards recognized by the National Institute of Standards and Technology.

9. Monitoring. In accordance with the most recent version of FAA Order 8260.19, Flight Procedures and Airspace, all electronic navigation systems used in an IFP must have a monitoring system. Monitoring systems confirm that the system is functioning as intended.

a. All navigational aids, except for Non-Directional Beacons, require an executive monitor. The executive monitor is an internal monitor that will shut down the system when its performance falls below established tolerances.

b. Systems that do not have an internal monitor must have a remote status indicator. Remote status indicators are external monitors that provide an alert for the individual responsible for monitoring the system.

c. Non-federal systems must not connect directly to the FAA's NAS Network or to other FAA-owned systems without prior authorization by AJW-B. Authorization must follow the

procedure outlined in the most recent version of Order 1800.66, Section 3.4.2.1, Originate Change.

d. Sponsors are responsible for monitoring non-federal systems and any cost associated with the installation, operation, and removal of the monitored system and the monitor(s).

e. Sponsors must have a locally prepared and signed LOA with AJT, if AJT has a local presence, that outlines each party's responsibilities with respect to monitoring alerts and reporting issues.

f. If continuous monitoring is not available but mandated, the sponsor must follow the reporting requirements outlined in the LOA, as well as the OMM. The OMM provides guidance on issuing Notice to Airmen (NOTAM) and restoration.

g. Global Navigation Satellite Systems, such as some configurations of the GBAS, require monitoring in addition to that mentioned above. Specifically, they may require monitoring of satellite constellations and predictive availability. Sponsors must follow the requirements established by the manufacturer and approved by the FAA. One such FAA directive sponsors may reference is the most recent version of AC 20-138, Airworthiness Approval of Positioning and Navigation Systems. The OMM will document this requirement, if needed.

h. Remote Maintenance Monitors (RMM) do not require inspection. Currently, the FAA has only approved RMM for AWOS. See section 12.f. below.

10. Cybersecurity. In accordance with the most recent versions of the Federal Information Security Management Act; FAA Order 1370.121, FAA Information Security and Privacy Program & Policy; and other applicable government policies, all systems planning to utilize or connect to NAS services must contact AJW-B via ASDS before acquiring or using any system connections. This includes the intent to acquire or use the system in association with NAS Services for any aspect of operation, support, developmental efforts, monitoring, or testing.

a. AJW-B will evaluate each request and either:

- (1) Issue a provisional approval and initiate the cybersecurity authorization process, or
- (2) Reject the request and provide a reason.

b. Systems planning to connect require an Authorization to Operate from the proper Air Traffic Organization Authorizing Official prior to connecting.

11. Sponsors and Security. The sponsors of non-federal systems have a responsibility to meet certain physical and cybersecurity requirements, in accordance with Title 49 CFR Transportation, Part 1520, Protection of SSI and Part 1542, Airport Security. They include adopting and carrying out programs that:

- a.** Provide for the safety and security of persons and property,
- b.** Report cybersecurity incidents to the Federal Government, and

- c. Refer requests for SSI to the appropriate federal agency.

12. Aircraft Accidents/Incidents. The OMM provides a checklist and contact information for the sponsor to use in the event of an aircraft accident or incident involving their non-federal system. The checklist supports any subsequent FAA investigation.

- a. The FAA will evaluate each system potentially involved, regardless of ownership, in accordance with the most current version of Order JO 8020.16, Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting.

- b. The system must remain as found immediately after the accident or incident, i.e., *do not* alter the system's operational state following the event.

- c. If necessary, the FAA will issue a NOTAM for the suspect system via the appropriate Control Center and notify the sponsor of the system's status.

- d. The technician may examine and repair the system after release, as documented in the most recent version of Order JO 8020.16, Chapter 13. The sponsor must have Control Center approval before returning the system to service and canceling the NOTAM.

13. Facility Reference Data. The FRD is a collection of technical documentation for a specific system at a specific location. The retention of this data is mandatory for all non-federal systems. Appendix L, Record Retention, provides references to specific documents and the appropriate time frames for preservation. The Non-federal Tool will automatically dispose of documents no longer needed as their expiration date arrives. The FRD includes the comprehensive, quantitative, and performance information for that system. In addition, it must contain directives used to operate, maintain, and repair the system. FRD documents include, among others, the OMM, FML, TRDR, TPR, and flight inspection reports. A printed or electronic version of the FRD must always remain on-site. It must be readily accessible to any FAA personnel.

- a. The Inspector must upload/save copies of the FRD documents to the Non-federal Tool. The Inspector must collect copies of FRD documents from the site at the commissioning and during periodic inspections unless the Inspector and sponsor agree to another way to obtain submissions.

- b. FAA personnel may not release copies of restricted orders without the approval of the Office of Primary Responsibility (OPR) via ASDS. Submit any request for access to ASDS via the Team's email address, Non-Federal-Program@faa.gov.

- c. The TRDR, FAA Form 6000-10, provides a snapshot of the system's parameters at the time of commissioning. It must include system adjustments and all meter readings. The technician must complete the TRDR at the time of commissioning. In most cases, the TRDR does not change; however, if there is a major repair, modernization, adjustment, or re-tuning that alters the system's performance, the technician must create a new TRDR. Title 14 CFR Part 171 refers to this form by the obsolete form number and name - - FAA-198, Record of Meter Readings & Adjustments.

d. The TPR, FAA Form 6000-8, provides a historical record. It shows the system's parameters as recorded by the technician at each scheduled and unscheduled maintenance visit. It allows the technician to monitor the "health" of the system. Title 14 CFR Part 171 refers to this form by the obsolete form number and name - - Form 418, Radio Equipment Operation Records.

e. The FML, FAA Form 6030-1, is the permanent record of all activities performed to maintain the system. Log entries must follow the guidelines provided in the most recent version of FAA Order 6000.15, General Maintenance Handbook for NAS Facilities, and the associated SOP, titled Paper Maintenance Logs.

(1) The technician must close out the log at the end of each month. If there is an open maintenance activity or active outage, the technician must not close the log until resolving the issue. Only authorized personnel may make entries in the log, i.e., a technician with FAA-issued system-specific verification authority and, in the case of an AWOS, personnel performing tri-annual maintenance. FAA personnel must not make entries in the FML.

(2) Log entries must include all periodic maintenance, malfunctions encountered while maintaining the system (including adjustments made, repairs made, parts replaced, component failures, causes, and corrective actions), and NOTAMs issued to remove the system from service.

f. Currently, RMM for non-federally owned systems is only permissible for an AWOS. All non-federal AWOS have FAA approval to use the FAA-approved and manufacturer-developed RMM device. The FAA has the authority to expand this functionality to other non-federally owned systems, if the Agency decides it is appropriate to do so.

(1) RMM Logs may use the structure of the FAA Form 6030-1 with the words "subsidiary log" written in plain sight. The RMM log must document all maintenance activities performed remotely. This log must remain at the remote maintenance site.

(2) If an RMM activity takes place within 30 days of a significant event, the technician must reference the RMM activity in the FML as soon as possible. The most current version of FAA Order 6000.15 defines a "significant event" as any event causing an impact on air traffic operations or that may cause a system/service interruption at airports, centers, and/or any other FAA facility. This is any unscheduled event requiring a NOTAM.

(3) Inspectors do not need to inspect or collect copies of RMM Logs. The sponsor or technician may discard RMM Logs 30 days after closing unless associated with a significant event. Retain RMM logs associated with a significant event for the same length of time as the FML.

14. Submitting FRD. Typically, Inspectors will receive copies of FRD during periodic inspections. Sponsors may elect to submit FRD more frequently and in the manner they choose, if the Inspector approves.

a. If FRD is not available for submission at the periodic inspection, the sponsor must ensure the Inspector receives the documents within 30 calendar days. FRD that is not readily accessible

is a deficiency that requires notation in the Inspection Report and the issuance of a Notice of Non-compliance.

b. Failure to submit FRD, in accordance with this order, may result in a NOTAM removing the system from service. The NOTAM will remain until such time that the FAA receives the documents.

15. Periodic Ground Inspection. ASDS will create, update, and maintain Non-federal Program ground inspection forms identified in Appendix E, List of Ground Inspection Forms. Inspectors must use these standardized forms, accessible via the Non-federal Tool, to complete inspections.

a. There is no requirement for the Inspector or the technician to sign the ground inspection forms. The Non-federal Tool automatically identifies the Inspector.

b. ASDS requires a periodic ground inspection for all systems listed in Appendix J using the appropriate ground inspection form, identified in Appendix E.

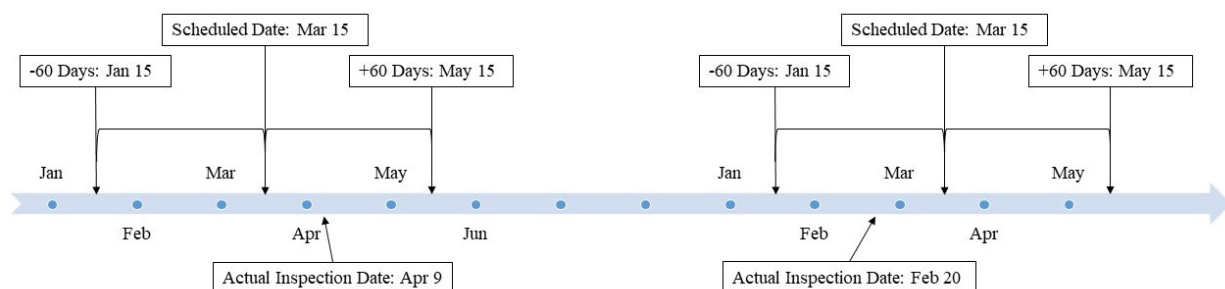
(1) Most systems require an annual inspection, defined as once every 12 months based on the scheduled date found in RMLS, in the Periodic Maintenance Log's (LPM) Record Information section. The inspection window is +/- 60 days from the scheduled date.

(2) Category II and III ILS and their supporting systems, such as an Approach Lighting System with Sequenced Flashing Lights, require a semiannual inspection. Semiannual, defined as twice each year based on the RMLS LPM scheduled date. The inspection window is +/- 30 days from the scheduled date. The more frequent inspection schedule is a requirement in the most recent version of FAA Order JO 6750.57, Instrument Landing System Continuity of Service Requirements and Procedures.

(3) ASDS will determine the frequency of inspection intervals and the inspection parameters for new system types during the system design approval process.

(4) The inspection window does not shift based on the previous year's actual inspection date, i.e., the window is the same fixed range every year. The scheduled date must not change unless there are extenuating circumstances, or the system requires a re-commissioning. See Figure 6-1. Annual Inspection Timeline.

Figure 6-1. Annual Inspection Timeline



c. Inspectors must follow the steps listed in FAA Form 6700-13, Inspection Checklist. This form outlines the tasks the Inspector must complete before, during, and after the site visit. Inspectors must:

- (1) Coordinate site visits and ensure their point of contact is aware of the requirement to coordinate facility outages;
- (2) Determine if the FCC license is active via the FCC website;
- (3) Validate that system information in the Non-federal Tool is up to date;
- (4) Prepare a new OMM, if necessary, and obtain appropriate signatures;
- (5) Prepare a Facility Contact Information addendum if the technician changed;
- (6) Review the existing or revised OMM and inspection process with the sponsor;
- (7) Confirm the technician's identity, verify possession of a General Radiotelephone Operator License (GROL), and verify that the technician has a verification authority letter;
- (8) Confirm outage status and that a NOTAM is in place;
- (9) Review the FRD, ensuring the documents are readily accessible and the sponsor has an unexpired FCC license;
- (10) Verify test equipment calibration is up to date;
- (11) Observe the technician conducting maintenance activities; document any identified parameter issues and whether the technician follows appropriate procedures;
- (12) Review inspection results with the technician and the sponsor (if the sponsor is on site);
- (13) Collect copies of FRD and ensure the technician restores the system to service; and
- (14) Update RMLS and the Non-federal Tool; confirm the accuracy of the Chart Supplement for the system inspected; review inspection results with your direct manager; generate an inspection report; notify the PIM of any discrepancies; and send the inspection report to the sponsor.

16. Virtual Inspection. The Inspector's Manager will determine and give permission to conduct virtual inspections in lieu of an in-person periodic inspection. Management should use the following factors to determine if a virtual inspection is the appropriate option: location, priority, work life balance situation, site-specific issues, funding, travel requirement, and workload. See Appendix O, Virtual Inspection Requirements, for guidelines required to conduct a virtual inspection.

17. Verification. The OMM must reference the appropriate verification parameters.

a. These parameters must be in accordance with the standards of ICAO, the FAA, and the manufacturer's operations manuals.

b. "Verification" is the technician's documented assurance that the system is providing the expected or advertised service to the user.

c. The FML must include the required verification statement entered by the technician. The technician must use the format shown in the AWOS and Distance Measuring Equipment (DME) examples below, i.e., the system's acronym followed by the word "verified." For example, see the following:

(1) "AWOS verified"

(2) "DME verified"

(3) "[System acronym] verified"

d. Entering a verification statement in the FML is an event-based entry. The FAA requires a verification statement entry any time the technician returns the system to service. The most recent version of FAA Order 6000.15 provides additional details relevant to verification statements. Specific examples of instances requiring this entry are:

(1) Following a successful commissioning;

(2) Returning the system to service after an FAA inspection;

(3) Returning the system to service after routine or preventative maintenance;

(4) Returning the system to service after repairs;

(5) Returning the system to service after an FAA approved modification; or

(6) Returning the system to service after any other interruption of service.

e. Inspectors do not verify or certify non-federal systems and must not help with repairs or return a non-federal system to service. Inspectors may provide limited general advice if the technician requests it.

f. In extreme cases where a technician cannot identify a solution, even with the aid of the manufacturer, a technician may request help from the AJW-14 Surveillance & Weather Group and/or AJW-15 Navigation, Communications & Environmental Group, under a Reimbursable Agreement. Sponsors must request assistance through the PIM.

18. Outages. Sponsors must report outages or shutdowns to the appropriate Control Center. The OMM must provide the appropriate Control Center contact information.

a. The sponsor must shutdown, i.e., remove the system from service, under the following circumstances:

(1) The sponsor must remove the system from service to complete routine maintenance, including inspections.

(2) The sponsor must remove the system from service if there is an out-of-tolerance condition.

(3) The sponsor must remove the system from service upon receipt of two reports concerning irregular operation or malfunctions of the system. The reports received can be from any two of the following sources, in any combination: Pilot Reports, Monitor station(s), and/or from other persons.

(4) The sponsor must remove the system from service in the case of an activity that could result in Hazardously Misleading Information or otherwise affect the accuracy or reliability of the radiating signal, if applicable.

b. The FAA requires the sponsor to coordinate the initiation/issuance of a NOTAM with the appropriate Control Center in the event of an outage.

c. For the purposes of routine maintenance, the sponsor must make notification at least 24 hours in advance. Advance notification must provide the specific time the interruption will occur, its planned duration, and the purpose. The Control Center will provide an initial approval. A follow-up to confirm permission to proceed must take place 30 minutes in advance of removal from service. The technician must not remove the system from service before obtaining confirmation. The FAA recommends scheduling routine maintenance during non-peak traffic periods.

d. In the event of an unexpected or unscheduled outage, the technician must follow the restoration guidelines in the OMM and the manufacturer's handbook.

(1) Technicians must document all system interruptions in the FML, regardless of the length of the outage, upon discovery.

(2) Technicians must report unscheduled outages lasting one hour or longer to the appropriate Control Center, even if a NOTAM is not necessary.

(3) If the system is not restorable immediately, the technician must issue a NOTAM.

e. Category II and III landing systems are subject to following the continuity of service reporting requirements outlined in their agreement with the FAA. The technician must report all outages, lasting one minute or longer to the appropriate point of contact using the Service Interruption Account Form attached to the agreement.

f. Non-federal systems are not reportable under the most recent version of Order JO 6040.15, National Airspace Performance Reporting Service (NAPRS), and therefore do not follow or abide by the requirements outlined in the NAPRS desk guides. However, ASDS

requires that non-federal sponsors or technicians report all non-federal system outages to the appropriate Control Center identified in the OMM.

19. Return to Service. The sponsor must notify the appropriate Control Center when returning a system to service. In addition, the sponsor is responsible for removing any outstanding NOTAMs that are no longer valid.

20. Non-compliance. PIMs must prepare, for signature by the Service Area Director of Technical Operations, a Notice of Non-compliance that informs the sponsor of the consequences of not resolving the discrepancies identified in the inspection report.

a. Notification to the PIM by the Inspector of deficiencies found during the inspection triggers the First Notice of Non-compliance or warning letter. The PIM will prepare a letter that:

- (1) Reiterates the deficiencies,
- (2) References the inspection report, if applicable,
- (3) Warns that the FAA will NOTAM the system out of service or “unserviceable” (U/S) if the sponsor does not work to resolve the issues, and
- (4) Identifies a due date for resolution.

Note: For consistency, the PIM should use time periods referenced in the inspection report, if there is one.

b. Notification to the PIM by the Inspector that the sponsor did not resolve the issues by the given due date triggers the Second Notice of Non-compliance. The PIM will instruct the Inspector to issue a NOTAM for the system, removing it from service. The PIM will prepare a letter that:

- (1) References the inspection report (if applicable) and the First Notice,
- (2) Informs the sponsor that the FAA has NOTAMed the system U/S,
- (3) Gives 60 calendar days for resolution, and
- (4) Warns that the FAA will begin the decommissioning process if the sponsor does not comply.

c. Notification to the PIM by the Inspector that the sponsor remains non-compliant triggers the Third Notice of Non-compliance or final letter. The PIM will obtain concurrence from ASDS, instruct the Inspector to update the NOTAM, and begin the decommissioning process. The PIM will prepare a letter that:

- (1) References all previous correspondence,
- (2) Informs the sponsor that the FAA has begun decommissioning of the system, and

(3) Informs the sponsor that they are responsible for all associated costs to remove the system.

d. If the identified deficiency requires an immediate NOTAM removing the system from service, the PIM must adapt the Notice of Non-compliance.

(1) Deficiencies requiring an immediate NOTAM do not face decommissioning if not resolved within 60 calendar days. The Inspector should provide a reasonable time frame to remedy the issue.

(2) If the sponsor does not remedy the issue in the time given, the PIM must give an extension of 60 calendar days prior to initiating the decommissioning process.

(3) Table 6-1. Notice of Non-compliance defines the actions and consequences for a typical scenario.

e. Inspection is not the only trigger for issuing a Notice of Non-compliance. The PIM may also issue a notice if informed of issues between inspections.

Table 6-1. Notice of Non-compliance

Notice	Trigger	Inspector Action	PIM Action	Consequence
First	Deficiencies identified during or between inspections	Send inspection report & Notify PIM	Send First Notice	None; Warns of NOTAM
Second	Missed Due Date	Notify PIM & Issue U/S NOTAM	Send Second Notice	NOTAM; Warns of Decommissioning
Third	Sponsor Failure to Act	Notify PIM	Obtain concurrence, Send Third Notice, begin decommissioning	Decommissioning

f. The sponsor is non-compliant if their system misses a ground inspection for any reason, including that the system is out of service. The consequence of missing two consecutive ground inspections is decommissioning. The Inspector should only consider the inspection missed after the inspection window closes.

(1) When the first inspection window closes, the Inspector must notify the PIM that the system missed its inspection and NOTAM the system out of service.

(2) The PIM must issue a Notice of Non-compliance, notifying the sponsor that the system missed its inspection window; the FAA has NOTAMed the system out of service; the system must remain off until the Inspector conducts an inspection; and the FAA will decommission the system if it misses the next inspection.

(3) If the system misses a second inspection window, the Inspector must notify the PIM. The PIM must begin the decommissioning process and notify the sponsor with a Final Notice of Non-compliance.

Chapter 7. Non-federally Employed Maintenance Technicians

1. Verification Authority for Non-federally Employed Maintenance Technicians. This chapter provides policy and guidance for issuing verification authority to potential technicians. Non-federal systems approved for use in the NAS require regular maintenance to ensure safe operation and to meet FAA policy that governs the use of those systems. Sponsors must hire a maintenance technician who can qualify for FAA-issued system-specific verification authority.

- a. Only sponsors may submit a request to obtain or confirm verification authority for a candidate they intend to hire.
- b. Sponsors must submit the request to the Inspector. The Inspector will pass the request to the Training Specialist for processing.
- c. The FAA issues system-specific verification authority to a candidate if they meet the FAA's training requirements.

2. Non-federally Employed Maintenance Technicians' Relationship to the FAA. A non-federal sponsor may satisfy the requirement for a technician by employing candidate(s) in-house, hiring/contracting with a self-employed individual, or contracting with a company that provides maintenance services.

- a. It is ultimately the sponsor's responsibility to ensure that system maintenance and verification are in accordance with this order.
- b. The FAA does not have an employer/employee relationship with the technician because the sponsor signs and agrees to the terms of operation and maintenance with the FAA and hires the technician. This means that the sponsor is responsible for the actions of those they employ and is liable for the technician(s)' actions.
- c. While there is no employer/employee relationship, the technician does have an obligation to meet the criteria the FAA used to base the issuance of verification authority. The FAA has the right to refuse, suspend, and/or revoke this authority in accordance with the requirements in this chapter or paragraph 13, respectively.

3. Recommending Maintenance Services. The FAA must not recommend a specific technician or a specific maintenance company under any circumstances. If approached for possible contacts, ASDS will provide a complete list of all technicians with current verification authority on the system type in question.

4. Verification vs. Certification. The two are not identical. There is only one path to obtaining verification authority. Nonetheless, technicians must follow the provided guidance for verifying a system like FAA personnel do when certifying a system.

- a. The FAA issues certification authority to FAA-employed Airway Transportation Systems Specialists (ATSS) to perform maintenance and certify FAA-owned systems, in

accordance with the most recent version of Order JO 3000.57, Air Traffic Organization Technical Operations Training and Personnel Certification.

b. The Training Specialist issues verification authority to technicians to perform maintenance and verify non-federally owned systems, in accordance with the process in this order.

5. FCC License Requirement. Technicians that maintain any transmitter-equipped system must possess an FCC GROL, in accordance with Title 47 CFR Part 87 Aviation Services. The FAA does not allow split credentials, i.e., the technician with verification authority must also hold the GROL and vice versa. The FCC will revoke a technician's GROL for working on an unlicensed system. The FAA requires the technician to carry a copy of their GROL when conducting maintenance.

6. Validation of Non-federally Employed Maintenance Technicians. Training Specialists must use the Non-federal Tool to create, verify, collect, log, store, and manage data files on each technician.

a. These records identify technicians who demonstrate the special knowledge, skills, and abilities to perform the required maintenance tasks for specific non-federal systems.

b. Typically, a complete technician record will consist of (at a minimum) a course completion certificate or equivalent, FCC GROL (if applicable), Non-federal Program Exam Cover Sheet, FAA performance exam results, technician contact information, and a copy of a system-specific verification authority letter issued by the FAA.

(1) Non-federal maintenance technicians granted verification authority prior to the implementation of the Non-federal Tool do not require an exam cover sheet.

(2) Documents for non-federal maintenance technicians granted verification authority prior to the implementation of the Non-federal Tool that are formatted differently than the current standardized versions are acceptable.

7. Training and Examination Requirements. To obtain verification authority, candidates must complete specific training requirements. This section provides the requirements for most system types. ASDS may provide alternative qualifications for maintenance technicians of a system type.

a. Candidates must successfully complete an FAA-approved, system-specific maintenance training course that includes a final exam.

(1) If AJI policy requires the completion of prerequisite(s) prior to attending a class for a specific type of system, the candidate must prove completion of the prerequisite classes also.

(2) The candidate must be able to provide a copy of a certificate of course completion.

(3) FAA personnel can access the approved non-federal course list via a link in the Non-federal Tool and posted on the ASDS Team's internal webpage. See Appendix M, Approved Non-federal Training Courses.

(4) Candidates may need to take the same courses as FAA ATSS. AJO/AJI manages this course listing via the FAA Information Superhighway for Training (FIST). Appendix M does not include duplicates of these courses or their associated FAA performance exams. If a candidate took any of these courses, Training Specialists should check the appropriate appendices of the most recent version of Order JO 3000.57 or the FIST.

(5) AJI may have courses comparable to FAA approved manufacturers' courses, including correspondence courses, in-person courses, and/or computer-based instruction via the FAA Academy in Oklahoma City. Candidates should contact the FAA's Out-of-Agency-Training Coordinator for help with attending these courses.

FAA Out of Agency Contact Information

AJI/Mike Monroney Aeronautical Center
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

Telephone: 405.954.5906 Fax: 405.954.8413

Email: 9-AMC-AMA-AF-OAT@faa.gov

b. Candidates must possess a GROL, if applicable.

c. Candidates must successfully complete a hands-on FAA Performance Exam.

(1) The FAA must provide candidates with a copy of the performance exam as a study guide.

(2) Candidates must successfully complete the performance exam. A passing grade is 100% for all lock-out items (tasks that the candidate cannot fail under any circumstances); performance exams are pass/fail. Unless otherwise noted, consider all items as lock-out items.

(3) Only FAA personnel may administer the exam.

(4) The examiner may give performance exams at a site other than the site of the intended assigned system, if agreed to by the candidate, the examiner, and the system owner.

(5) Candidates may need to take the same performance exam that an FAA ATSS may take. This is acceptable.

(6) If an FAA national exam is not available, the District may develop one. The exam must have the District Manager's approval prior to use. FAA personnel who develop the exam must submit it to ASDS for proper filing with AJI for approval as a national exam.

(7) The FAA *must not* require technicians who successfully passed a performance exam (appropriate at the time of testing) and received verification authority to retake a performance exam unless required to do so under the policy guidance related to suspension or revocation. This also applies to the reciprocity rule.

d. FAA Performance Exams must, at a minimum, test the candidate's ability to:

- (1) Measure all key performance parameters,
- (2) Perform scheduled maintenance checks,
- (3) Perform system diagnostic tests,
- (4) Coordinate maintenance activities,
- (5) Demonstrate knowledge of standards and tolerances, and
- (6) Perform tasks related to the specific system.

8. Bypass Exams. Bypass exams are comprehensive examinations used to gauge the candidate's knowledge level equivalent to that of a candidate who has completed an appropriate formal training course.

a. This type of exam, if available, may satisfy the theory requirement for verification authority.

b. Failing a bypass exam does not count as a failed attempt.

c. The Academy may offer bypass exams for some system types and models.

d. There must be no duplication of effort to develop unique examinations, bypass or otherwise, solely for the purpose of administering an exam to a non-federal candidate.

e. Using bypass exams does not apply to AWOS, in accordance with the most recent version of AC 150/5220-16, Automated Weather Observing Systems (AWOS) for Non-Federal Applications.

9. Grading Exams. The examiner must grade the FAA performance exams immediately upon the conclusion of administering the test. Examiners must submit a copy of the graded exam's front page to the Training Specialist. The submission must include a completed exam cover sheet, i.e., Non-federal Program Exam Cover Sheet, posted on the ASDS Team's internal webpage. See Appendix M. If a candidate fails the performance exam, the examiner must clearly list the reasons for failure on the exam.

10. Failed FAA Performance Exam. There is a mandatory waiting period for re-testing. Table 7-1. FAA Performance Exams – Retesting summarizes the policy.

a. A candidate must wait a minimum of 30 calendar days after failing a performance exam before retesting.

b. If a candidate fails the performance exam a second time, the candidate must wait 90 calendar days before retaking the exam.

c. A candidate may not take a performance exam more than three times in a 12-month period, i.e., the candidate must wait an additional 8 months before testing again.

Table 7-1. FAA Performance Exams - Retesting

Failed Attempt	Retake?	Mandatory Waiting Period
1 st Attempt	Yes	30 Calendar Days
2 nd Attempt	Yes	90 Calendar Days
3 rd Attempt	Yes	8 Months (basis: calendar days)

11. Issuing Verification Authority Letters. After validating the required paperwork, the Training Specialist will issue a letter addressed to the candidate for system-specific verification authority, granting authority to perform maintenance and verify the operation of the identified system.

a. The sponsor must receive a copy of this letter. The Inspector must also receive notification.

b. Training Specialists must issue letters within 30 calendar days of receipt of all required documents.

c. Each letter issued will list all locations within that District where the candidate has verification authority to work on the identified system.

d. It is the sponsors' responsibility to ensure their selected candidate is eligible to obtain verification authority (e.g., has the proper training and licenses to submit to the FAA) and receives verification authorization prior to performing any work on the system.

12. Verification Authority Reciprocity. To minimize duplication of effort, AJW-W/C/E Districts must accept system-specific verification authority issued to a technician by another District.

a. When a non-federal sponsor hires a technician holding verification authority at another location, in another District, and/or Service Area, the Training Specialist must search the Non-federal Tool for the technician's record.

b. If the record shows the technician has verification authority on the specific system and model or a more complex configuration of the same system and model, there is no requirement

for additional training or an FAA performance exam. The Training Specialist must issue a verification authority letter as discussed in paragraph 11 of this chapter. Using the AWOS as an example, see the scenarios below.

(1) If a technician has verification authority on a specific model of a manufacturer's AWOS-IV, that technician can maintain any lesser configuration of that model, e.g., AWOS-III, AWOS-II.

(2) If a technician has verification authority on a specific model of a manufacturer's AWOS-I, that technician cannot maintain a more complex configuration of that model, e.g., AWOS-II, AWOS-III. While manufacturers teach training courses for AWOS models at the most complex configuration, the FAA administers FAA performance exams for the configuration that the candidate is seeking verification authority. In this case, additional training is not necessary, but a new performance exam, including the additional sensors, is necessary.

13. Suspension & Revocation. While the FAA reserves the right to suspend or revoke a non-federally employed maintenance technician's verification authority, this action requires internal coordination with and approval from ASDS. The FAA must not suspend or revoke a non-federal maintenance technician's authority due to administrative changes by the FAA or other errors determined to be the fault of the FAA. The FAA may suspend or revoke verification authority for the following reasons:

a. Lack of Proficiency

(1) The FAA may suspend verification authority if the Inspector observes that the technician lacks the proficiency necessary to perform maintenance on the system.

(2) Suspension requires that the Inspector note the issue as a deficiency in the Inspection Report and warn the sponsor that suspension is possible if the technician does not demonstrate the ability to properly maintain the system.

(3) The FAA may restore verification authority only if the technician retakes and passes the applicable theory course(s) and/or passes the FAA's performance exam, depending on the situation.

b. Misconduct

(1) The FAA may suspend or revoke verification authority in the event of activity or the appearance of activity by the technician that is unethical, illegal, and/or involves unsafe practices (e.g., intoxication) that adversely impacts the safety of the NAS.

(2) Suspension or revocation for misconduct is immediate and does not require prior suspension or warning.

(3) The FAA may determine, on a case-by-case basis, whether reactivation is appropriate. The Inspector and the PIM must share the specifics of the case with ASDS to allow for an assessment of the facts and a plan of action.

(4) The FAA may determine requirements for reactivation, if determined applicable. ASDS will provide guidance on behalf of the FAA upon receipt of the final determination.

(5) If the determination is to revoke verification authority without reactivation, this bars the technician from holding verification authority on any non-federal system in the NAS.

c. Suspension and revocation apply to the same type of system NAS-wide. Depending on the gravity of the violation, the FAA could extend this to other system types.

d. The Inspector must report violations to the PIM. The PIM must consult with ASDS before recommending suspension or revocation to the Training Specialist. The Training Specialist will issue a suspension or revocation letter via the Non-federal Tool.

e. The Inspector must NOTAM the system U/S until another technician with verification authority can restore the system.

Table 7-2. Suspension/Revocation Summary

Technician Deficiency	Suspension/Revocation	Reactivation
Lack of Proficiency	Suspension	1. Retake & pass course and/or 2. Pass FAA performance exam
Misconduct	Suspension or Revocation	Case-by-case decision
Other Offenses	Suspension or Revocation	Case-by-case decision

14. Moonlighting as a Non-federally Employed Maintenance Technician. FAA personnel employed as technicians by a sponsor must meet the same requirements as any other non-federal technician. They must have an FCC GROL to maintain systems that transmit and provide the same documentation to qualify for verification authority. Previous experience and On-the-Job training (OJT) do not apply to non-federal technicians and the FAA cannot use previous FAA technical experience or OJT as a substitute to issue verification authority because it gives FAA personnel (or previously employed personnel) an unfair advantage.

a. Moonlighting FAA personnel must not work as technicians during their assigned FAA shifts.

b. FAA policy states that all FAA duties, e.g., maintaining Agency systems, inspecting non-federal systems, take precedence over contracted services provided to a non-federal sponsor.

c. FAA personnel employed as technicians by a sponsor may not use FAA test equipment or spare parts to support their work on non-federal systems.

- d.** To avoid the appearance of impropriety, FAA personnel employed as technicians by a sponsor must not work on systems under the oversight of their assigned FAA office.
- e.** The most recent version of Order 3750.7, Ethical Conduct and Financial Disclosure, governs all outside employment.
- f.** ASDS advises that personnel interested in outside employment seek ethical guidance from the appropriate local office and their direct manager.

Chapter 8. FAA Personnel - Non-federal Training

1. General. Inspectors and Examiners are under the management of AJW-W/C/E and may reside under the District or Technical Services. The PIMs are under AJV management in the Service Centers. The direct lines of business are responsible for budgeting expenses associated with training for these positions.

2. Non-federal Program Training. The ASDS Team has mandatory annual program-related briefings for Inspectors and PIMs. The appropriate briefing is available through the Electronic Learning Management System.

3. Examiner Qualifications. Examiners do not require system-specific training. Those administering FAA performance exams should have:

- a. An understanding of technical verbiage;
- b. The ability to follow manufacturer documentation, as deemed appropriate by their Manager; and
- c. Their Management's approval to perform the tasks associated with administering exams to non-federal technicians.

4. System Training. Inspectors must have formal FAA-approved training on the system type(s) they inspect. This training does not have to include the same level of technical training provided to a technician, which would include troubleshooting operational issues. The Inspector must have the appropriate level of knowledge to evaluate the operational fitness of the system by analyzing the system's historical and current parameters, documented on the system's TPRs; identify issues related to system type siting requirements; and assess the proficiency of the technician.

- a. If AJI requires satisfying prerequisite(s) prior to attending a class for a specific type of system, the Inspector must complete the prerequisite classes also.
- b. FAA personnel will find the approved non-federal course list posted to the ASDS Team's internal webpage or via a link in the Non-federal Tool.
- c. Some system types may not have any courses on the non-federal course list. If this is the case check the appropriate appendices of the most recent version of Order JO 3000.57.
- d. Sponsors must fund training for Inspectors prior to system installation and commissioning on system types that do not exist in FAA inventory, such as GBAS. Sponsors are not responsible for funding training costs associated with remedying attrition.
- e. Inspectors must be familiar with the siting criteria of systems they inspect. Inspections include visual confirmation that the system's installation remains compliant with applicable siting orders.

5. Certification. Inspectors do not require certification on the systems they inspect. Inspectors do not perform maintenance, troubleshoot, or certify the systems. In addition, Inspectors must not physically help make repairs or return system parameters to tolerance, as this is a potential liability issue for the FAA.

6. FAA Performance Exams. Inspectors do not have to take a hands-on FAA performance exam.

7. GROL. Inspectors do not require an FCC GROL when providing authorized help (see Chapter 6 paragraph 16.f.); making recommendations to a sponsor or technician; or performing their duties as an Inspector.

Chapter 9. Automation Support: Non-federal Tool & Other Applications

1. **Facility, Service, and Equipment Profile (FSEP)**. FSEP is a database that, per the most recent version of FAA Order 6000.5, provides an official inventory of the NAS Operational Infrastructure by identifying systems owned, maintained, certified, inspected, and coordinated by AJW. Responsibility codes four through eight identify non-federally owned systems.

a. Only non-federally owned systems that require oversight must have an entry in FSEP that captures the system manufacturer and model. See Appendix J.

b. The appropriate AJW-W/C/E District must ensure the data is correct.

2. **Remote Monitoring and Logging System (RMLS)**. RMLS is an FAA database used as a repository for all system logs, including scheduling of preventive maintenance, system outages, and completion of inspections.

a. Inspectors must track to completion (i.e., schedule, log, and close) all non-federal inspections in RMLS via the appropriate logging application.

b. **Tech Ops Activities Portal (TAP)**. The TAP application updates RMLS logs. Inspectors must use TAP to perform connected logging tasks, i.e., logging tasks performed with an FAA network connection.

3. **Non-federal Tool**. The Non-federal Tool (“the Tool”) is an intranet-based application designed to support ASDS. The Tool is a repository for non-federally owned system documents, a database of non-federal systems, and a resource for stakeholders. It provides access to inspection forms, templates, and other documents. In addition, the Tool tracks pre-commissioning, commissioning, inspections, decommissioning, as well as the issuance of verification authority. Sources of data include downloads from the FSEP and RMLS databases, as well as data entry completed by the PIMs, Inspectors, and Training Specialists.

a. Use of the Tool is mandatory. Those with responsibility for tasks associated with the establishment, inspection, and decommissioning of non-federal systems, as well as the issuance of verification authority, must use the Tool for the following tasks:

- (1) Managing and storing records for technicians,
- (2) Issuing, suspending, and revoking verification authority,
- (3) Managing and storing non-federal system records and documentation,
- (4) Storing non-federal system FRD,
- (5) Storing correspondence with sponsors and/or technicians,
- (6) Updating sponsor and technician contact information,
- (7) Generating and filling out OMMs,

- (8) Generating and filling out non-federal system ground inspection forms,
- (9) Managing and storing non-federal system pre-commissioning documentation,
- (10) Managing and storing non-federal system decommissioning documentation, and
- (11) Managing and storing assumption of ownership requests and supporting documents.

b. ASDS will use the Tool for quality control and the generation of metric reports.

c. SOP 6700-9, Non-federal Tool – Functions for Administrators, identified in Appendix K, provides the appropriate level of training for Administrators of the Non-federal Tool. ASDS will update the SOP as mandated by the FAA's Information Security Organization. Even if there is no change, Tool Administrators (or their Management) must acknowledge annually that they received and read the material, in accordance with the most recent version of Order 1370.121.

4. Online Resources and Applications.

a. [ASDS Internal Webpage](#). This site provides links to the most recent version of this order, supporting policy documents, and other resources, such as Supplements, SOPs, and templates.

b. [ASDS Non-federal Program Public Webpage](#). This site provides internal and external stakeholders with information, including, but not limited to, forms, policy, and contact information.

c. [Web-based Frequency Coordination Request \(WebFCR\) Portal](#). This site provides external stakeholders with the ability to submit frequency requests. The FAA processes these requests, assigns discrete frequencies, and informs the FCC of coordination.

d. [Internal Obstruction Evaluation/Airport Airspace Analysis \(iOE/AAA\)](#). The prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, the FAA conducts aeronautical studies based on information sponsors provide via FAA Form 7460-1, Notice of Proposed Construction or Alteration.

e. [National Test Equipment Program \(NTEP\)](#). The NTEP homepage includes a link to the Calibration Cycle Requirements Table. The table is a required reference for test equipment used for the operation and maintenance of some non-federal systems and certain systems slated for assumption of ownership by the FAA.

f. [Aeronautical Information Portal](#). This portal allows for the submission of a system's site-specific information. The FAA's charting authority uses the information for the development, publication, and dissemination of aeronautical charts and products.

Appendix A. Administrative Information

1. Distribution. This order will be distributed electronically.

2. Background.

a. ASDS regulates many non-federal systems in the NAS. This inventory represents a significant percentage of systems that support enroute and terminal IFR procedures and weather data.

b. The Federal Government does not own non-federal systems. Non-federal entities own, operate, and maintain non-federal systems in the NAS. These non-federal entities have responsibility for the safe operation of the systems they establish. Non-federal entities include U.S. possessions or territories, states, airport authorities, municipalities, counties, companies, and private individuals.

c. Non-federal systems provide a service that would not otherwise be available for hundreds of communities throughout the U.S.

3. Authority to Change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the ASDS Team (AJW-121). The OPR reserves the right to revise documents referenced in the appendices at its discretion.

4. Program Management.

a. The ASDS Team (AJW-121) is responsible for implementing and managing the FAA's Non-federal Program. The program oversees the FAA's policy and procedures on the use of non-federal systems. This includes the coordination of system design approval assessments, identification of policy changes, metric collection, and compilation of reports. In addition, the program has an obligation to conduct internal and external outreach and provide guidance to internal and external stakeholders.

b. The policies in this order focus on achieving an overarching quality assurance uniformly applied across the NAS. Specifically, the policies establish requirements for verifying the performance of non-federally owned and maintained air navigation services for public and private use. Those requirements primarily focus on ensuring that sponsors and technicians maintain, operate, and verify non-federal systems in accordance with applicable FAA requirements, as defined by statutes, regulations, orders, and advisory circulars.

c. ASDS implements the policies in this order with assistance from many lines of business within the FAA.

d. ASDS will use the automated resources identified in the previous chapter to conduct the quality control assessments of the Non-federal Program's tasks. These quality control measures should help with internal audits. See Appendix N, Quality Control Management.

5. Suggestions for Improvements. Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to Non-Federal-Program@faa.gov.

Your suggestions are welcome. FAA Form 1320-19, Directive Feedback Information, is in Appendix Q for your convenience.

6. Records Management. Any record materials created, received, and/or maintained via this order (regardless of physical or electronic format) are the property of the FAA. The creators, receivers, and/or maintainers must manage and protect these records according to the associated National Archives and Records Administration (NARA) approved retention schedule(s) and FAA Records Management Program Guidance. Refer to your Office File Plan, Office Records Management point of contact, or Records Liaison Officer for guidance regarding retention or disposition of records.

7. Non-federal Term Explained. This term is one word. In accordance with the Government Publishing Office Style Manual, Sections 3.20, 3.21, and 3.36, this order applies the word as follows:

a. When using the word "non-federal" as a noun in reference to FAA personnel, the title of the program, application, official documents, and directives, it should be written with a capital "N" and a lower case "f" (i.e., Non-federal).

b. When using the word "non-federal" as an adjective to identify or describe individuals outside of the Federal Government and systems owned by or maintained by these individuals, it should be written with a lower case "n" and a lower case "f" (i.e., non-federal).

Appendix B. Acronyms

Appendix B provides a list of acronyms used throughout this order.

AAA	Access and Acceptable Use Agreement
AAM	Advanced Air Mobility
AC	Advisory Circular
AIP	Airport Improvement Program
ASDS	Advanced Systems Design Service
ATSS	Airway Transportation Systems Specialists
AWOS	Automated Weather Observing System
CFR	Code of Federal Regulations
CM	Configuration Management
CUI	Controlled Unclassified Information
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FCT	FAA Contract Tower Program
FIST	FAA Information Superhighway for Training
FML	Facility Maintenance Log
FRD	Facility Reference Data
FSEP	Facility, Service, and Equipment Profile
GROL	General Radiotelephone Operator License
ICAO	International Civil Aviation Organization
IFP	Instrument Flight Procedure
IFR	Instrument Flight Rule
ILS	Instrument Landing System
LOA	Letter of Agreement

LPM	RMLS Periodic Maintenance Log
NAPRS	National Airspace Performance Reporting Services
NARA	National Archives and Records Administration
NAS	National Airspace System
NDA	Non-Disclosure Agreement
NOTAM	Notice to Airmen
NR	Non-Rule Making
NTEP	National Test Equipment Program
OE/AAA	Obstruction Evaluation/Airport Airspace Analysis
OJT	On-the-Job Training
OMM	Operations and Maintenance Manual
OPR	Office of Primary Responsibility
PIM	Program Implementation Manager
RMLS	Remote Monitoring and Logging System
RMM	Remote Maintenance Monitor
SAL	Simplified Automated Logging
SSI	Sensitive Security Information
STI	Sensitive Technical Information
SUI	Sensitive Unclassified Information
SOP	Standard Operating Procedure
SRM	Safety Risk Management
TAP	Tech Ops Activities Portal
TPR	Technical Performance Record
TRDR	Technical Reference Data Record
UAM	Urban Air Mobility

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Appendix B

U/S	Unserviceable
USC	United States Code
UTM	Uncrewed Aircraft System Traffic Management
WebFCR	Web-based Frequency Coordination Request Portal

Appendix C. Definitions

Appendix C provides a list of terms and their definitions as they pertain to ASDS.

Advisory Circular (AC). The public is the focus audience of an AC, as opposed to the FAA and its personnel. They provide guidance and information in a designated subject area or show a method deemed acceptable by the Administrator for complying with Title 49 USC and Title 14 CFR. If referenced in an order, FAA personnel must use the guidance as they would the order.

Airport Improvement Program (AIP). Also known as the Federal Airport Improvement Grants Program, the AIP provides grants to public agencies – and, in some cases, to private owners and entities – for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems.

Airway Transportation System Specialist (ATSS). Typically, an ATSS performs maintenance on FAA-owned systems. They may also troubleshoot issues regarding system operation for FAA-owned systems. These individuals may also serve as Inspectors for sponsor-owned systems.

Assumption of Ownership. The act of a sponsor transferring an AIP procured system to the FAA for ownership, operation, maintenance, and logistical support. The system becomes an FAA asset.

Code of Federal Regulations (CFR). The CFR is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It contains 50 titles that represent broad areas subject to federal regulation. Official versions of these regulations are available online at the Government Printing Office (GPO) website.

Commissioning. The act of the FAA giving permission for a non-federal system to be available for use in the NAS after its establishment.

Control Center. The Operations Control Centers and Service Operation Centers collaborate to maintain awareness of NAS activities nationally. They coordinate facility interruptions and restoration activities and provide status information on NAS systems to all levels of management within the FAA and external customers. Additionally, they collect, track, and report data from field organizations regarding NAS status, facility and service interruptions, special events, and disasters.

Decommission. To permanently remove a system from service in the NAS.

FAA Approved. A term indicating that the Agency has granted permission for the non-federal use of the system in the NAS. Sponsors must still follow installation and commissioning guidelines and processes before using the system. This term is also applicable to training materials used to teach a technical professional how to maintain and inspect a system.

National Airspace System (NAS). The NAS is the network of U.S. controlled and uncontrolled airspace, both domestic and oceanic. The NAS includes air navigation facilities, systems, and services; airports and landing areas; aeronautical charts, information, and services; rules and regulations; procedures and technical information; personnel and material, regardless of ownership.

National Plan of Integrated Airport Systems (NPIAS). The NPIAS identifies nearly 3,400 existing and proposed airports that are significant to national air transportation and thus eligible to receive federal grants under the AIP. The NPIAS comprises all commercial service airports, all reliever airports, and selected general aviation airports.

Non-federal Entity. See Sponsor.

Non-federal System. A system procured, installed, operated, and maintained by an entity other than any federal government agency.

Operations and Maintenance Manual (OMM). A document that sets forth the operational requirements, maintenance requirements, and aircraft accident procedures for non-federal sponsors. By signing an OMM with the FAA, sponsors agree to the terms, which include abiding by associated Orders and ACs.

Out of Service/Unserviceable. When a system is not operational and immediately available for air traffic or public use. Unserviceable (U/S) is the ICAO contraction, globally used and required for issuing a NOTAM for a system that is out of service.

Service Area. Geographic divisions – western, central, and eastern – of the U.S.

Service Center. There are three service centers, located in Atlanta, Fort Worth, and Seattle. They provide administrative and technical shared services support to the Service Areas.

Sponsor. The owner of a non-federal system. States, U.S. possessions or territories, airport authorities, municipalities, counties, companies, private entities, etc. may own non-federal systems.

Verification Authority. A term used for the authority the FAA gives to a non-federally employed maintenance technician, i.e., an employee of an entity other than the Federal Government. This authority allows that individual to perform maintenance on a specific non-federal system. This term does not apply to FAA systems.

Appendix D. Related Laws, Regulations, Orders, and ACs

Appendix D provides a list of the documents referenced in this order. They are not in order of importance or applicability. It is not a complete compilation of directives that an internal or external stakeholder may need. In addition, these documents are subject to change and/or cancellation by the appropriate Office of Responsibility. When accessing these directives, be sure to review the most recent version.

Advisory Circulars

AC 20-138	Airworthiness Approval of Positioning and Navigation Systems
AC 150/5220-16	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
AC 150/5300-13	Airport Design
AC 150/5340-26	Maintenance of Airport Visual Aid Facilities
AC 150/5345-53	Airport Lighting Equipment Certification Program
AC 170-9	Criteria for Assumption of Ownership of Non-Federal Systems

FAA Orders

Order 0000.1	FAA Standard Subject Classification System
Order 1350.14	Records Management
Order 1370.121	FAA Information Security and Privacy Program & Policy
Order 1600.75	Protecting Sensitive Unclassified Information
Order 1800.66	Configuration Management Policy
Order 3750.7	Ethical Conduct and Financial Disclosure
Order 5100.38	Airport Improvement Program Handbook
Order 6000.15	General Maintenance Handbook for NAS Facilities and the associated SOP, titled Paper Maintenance Logs
Order 6000.5	Facility Service and Equipment Profile (FSEP)

Order 8200.1	United States Standard Flight Inspection Manual
Order 8260.19	Flight Procedures and Airspace
Order JO 3000.22	Air Traffic Organization Technical Training Management
Order JO 3000.57	Air Traffic Organization Technical Operations Training and Personnel Certification
Order JO 6040.6	National Airspace System Technical Evaluation Program (NASTEP)
Order JO 6040.15	National Airspace Performance Reporting Service (NAPRS)
Order JO 6200.4	National Test Equipment Program (NTEP) Management
Order JO 6750.57	Instrument Landing System Continuity of Service Requirements and Procedures
Order JO 7210.3	Facility Operation and Administration
Order JO 7400.2	Procedures for Handling Airspace Matters
Order JO 8020.16	Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting

Laws & Regulations

Title 14 CFR	Part 171 Non-Federal Navigation Facilities
Title 47 CFR	Part 87 Aviation Services
Title 49 CFR	Part 1520 Protection of Sensitive Security Information
Title 49 USC	Sub-Title VII, Aviation Programs

Appendix E. List of Ground Inspection Forms

Appendix E provides a list of the Ground Inspection Forms used for the commissioning and periodic inspection of non-federal systems. The ASDS Team has responsibility for revising these forms. ASDS will update the list if new forms are necessary. These forms are accessible via the Non-federal Tool.

FAA Form 6700-1	Approach Lighting System Ground Inspection Form
FAA Form 6700-2	Reserved
FAA Form 6700-3	AWOS Ground Inspection Form
FAA Form 6700-4	Distance Measuring Equipment Ground Inspection Form
FAA Form 6700-5	Glide Slope Ground Inspection Form
FAA Form 6700-6	Localizer Ground Inspection Form
FAA Form 6700-7	Marker Ground Inspection Form
FAA Form 6700-8	Non-Directional Beacon Ground Inspection Form
FAA Form 6700-9	Reserved
FAA Form 6700-10	VHF Omni-Directional Range Ground Inspection Form
FAA Form 6700-11	Runway Visual Range Ground Inspection Form
FAA Form 6700-12	Ground Based Augmentation System Ground Inspection Form
FAA Form 6700-13	Ground Inspection Checklist

Appendix F. List of Related Forms

Appendix F provides a list of Forms related to the program. This list includes forms referenced in the order and others used in the processes associated with the program.

FAA Form 6000-8	Technical Performance Record (Replaces Form 418 referenced in Title 14 CFR Part 171)
FAA Form 6000-10	Technical Reference Data Record
FAA Form 6030-1	Facility Maintenance Log (Replaces Form 406C referenced in Title 14 CFR Part 171)
FAA Form 7460-1	Notice of Proposed Construction or Alteration
FAA Form 7460-2	Supplemental Notice: For Advance Notice of Actual Construction or Alteration
FAA Form 7480-1	Notice for Construction, Alteration, and Deactivation of Airports (Joint Civil/Military)
FAA Form 7900-#	System Data Forms (e.g., NavAid 7900-2, Weather 7900-5, ILS 7900-6)
DD Form 1692	Engineering Change Proposal

Appendix G. ASDS Project Intake Form

Appendix G is a separate document housed on the ASDS internal and external websites. It is the form a manufacturer will fill out and submit to the ASDS Team when seeking approval of a system for non-federal use.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

External link: [Requesting FAA Approval of Systems Intended for Non-Federal Use](#)

Appendix H. FAA Approved Systems for Non-federal Use

Appendix H provides a list of systems approved for non-federal use in the NAS. This list only includes systems under the oversight of the ASDS Team. It is a separate document housed on the ASDS internal and external websites. The list is subject to change.

ASDS will update the approved system list as needed.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

External link: [Non-Federal Program Resources](#)

Appendix I. Establishing a Non-federal System

Appendix I is a guide for sponsors wishing to establish a non-federal system for use in the NAS. The PIM will use this document as a coordination tool between the FAA and a sponsor to collect the appropriate information and provide a step-by-step process. This is a separate document.

ASDS will update this document as processes, FAA applications, and tools change.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Appendix J. Non-federal Systems Requiring Ground Inspection

Appendix J provides a list of systems that require ground inspection. It is a separate document housed on the ASDS internal and external websites. This list is subject to change.

ASDS will update this document as needed.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Appendix K. Standard Operating Procedures

Appendix K provides a list of SOPs for use in carrying out responsibilities with respect to the approval, operation, and oversight of non-federal systems discussed in this order. They are separate documents housed on the ASDS internal website and are subject to change.

ASDS will update these documents as processes and procedures change. The affected stakeholders will receive notification.

The number following the dash indicates the chapter of this order associated with it. Not every chapter has an SOP.

Internal link: [SOPs for 6700.20 \(faa.gov\)](#)

SOP 6700-3	Non-federal System Review & Approval Process Flowchart
SOP 6700-5	Assumption of Ownership Process Flowchart
SOP 6700-9	Non-federal Tool – Functions for Administrators (access restricted)

Appendix L. Record Retention

Appendix L provides the record retention requirements for documents associated with non-federal systems, their operation, and maintenance. It is a separate document housed on the ASDS internal website and could be subject to change.

ASDS will update this document as needed.

Internal Link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Appendix M. Approved Non-federal Training Courses

Appendix M is two documents, an exam cover sheet, and a list of FAA-approved courses for non-federal systems.

The list only identifies courses for systems with approval for non-federal use that the ASDS Team oversees. It is a separate document housed on the ASDS internal and external websites. The list is subject to change. ASDS will update the course list as needed.

The Non-federal Program Exam Cover Sheet collects information about the examinee, examiner, system, and exam results. It is a separate document housed on the ASDS internal website.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Appendix N. Quality Control Management

Appendix N provides a list of quality control measures that ASDS will use to assess compliance with the order and identify processes that may require changes. It is a separate document housed on the ASDS internal websites.

The document is subject to change. ASDS will update as needed.

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Appendix O. Virtual Inspection Requirements

Appendix O provides the requirements that must be in place for an Inspector to be able to conduct a successful virtual inspection. This list is in addition to, not instead of, the guidance provided throughout this order.

The FAA Inspector must:

- Contact the responsible non-federal technician or sponsor to determine capability of participating via video and confirm site connectivity.
- Schedule a video conference call to conduct the inspection via an FAA approved video conferencing application.
- Confirm the technician of record is present.
- Witness the technician performing annual maintenance tasks, parameter testing and verification via video.
- Confirm that the Facility Reference Data file is on-site via video.
- Confirm the license and calibration stickers are current via video.
- Ensure the non-federally employed maintenance technician performs the following tasks:
 - Verify sites have adequate internet or cell service to enable and maintain video capability for a virtual inspection.
 - Provide the necessary electronic equipment at the site to complete the inspection, such as a mobile phone, iPad, tripod, or digital camera.
 - Provide photos, scans, or photocopies of the Facility Maintenance Log 20 business days prior to the inspection (by email or mail).
 - Show the FCC license and calibration stickers for test equipment to the Inspector via video.
 - Perform annual maintenance tasks, parameter testing, and verification while on video.
 - Show the Inspector the confirmed parameters while walking through each task, allowing for questions, while on video.
 - Show the Inspector the start and completion of each step via video.
 - Take photos or video of any items or areas the Inspector identifies.
 - Show the environment surrounding the system to the Inspector, including, but not limited to, the foliage surrounding the shelter, the shelter interior (floor and ceiling), the system, the system rack, and the location of records, via video.
 - Forward photos/videos to the Inspector prior to ending the virtual meeting.

Appendix P. Sensitive Unclassified Information

Appendix P provides the documentation required to comply with the dissemination of FAA system documentation. These are separate documents created by AJO/AJW-B and housed on the ASDS internal website.

The documents are subject to change by AJO/AJW-B as needed and include the following:

- FAA Non-Disclosure Agreement
- ATO SUI Access and Acceptable Use Agreement

Internal link: [6700.20 Rev C Appendices \(faa.gov\)](#)

Note: ASDS received notice via AJO/AJW-B that the FAA has not adopted the use of the term "Controlled Unclassified Information (CUI)." As a result, the program must revert to use of the term "Sensitive Unclassified Information (SUI)" and refer the reader to the following information from different references than those mentioned in Chapter 6.

FAA documentation may contain NAS Sensitive Technical Information (STI). STI requires protection commensurate with Sensitive Security Information (SSI) per Title 49 CFR, Transportation, Part 1520 Protection of SSI. SSI is one type of Sensitive Unclassified Information (SUI) typically handled by the FAA, per Order 1600.75, Protecting Sensitive Unclassified Information.

Appendix Q. Directive Feedback Information

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA Order 6700.20C, Approval, Operation, and Oversight of Non-federal Systems

To: Non-Federal-Program@faa.gov

Please mark all appropriate line items:

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:

☐ In a future change to this order, please cover the following subject:
(Briefly describe what you want added.)

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (10-98)