



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

**ORDER
1240.15**

Effective Date:
12/08/17

SUBJ: FAA International Governance Structure and Technical Assistance Request Process

1. Purpose of this Order. This order formalizes (1) the FAA's International Advisory Board (IAB) and the International Steering Committee (ISC) as the cross-FAA bodies charged with dispositioning agency positions and engagement on global issues, outside the FAA's regulatory obligations, and with supporting the FAA Executive Council with international guidance, and (2) the Technical Assistance Request Process (TARP) for prioritizing and approving/denying new requests for FAA international technical assistance.

2. Audience. All FAA organizations that are involved in international activities.

3. Where Can I Find This Order. You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/.

4. Scope.

a. This order formalizes the FAA's IAB and the ISC as the cross-FAA bodies accountable for overseeing the agency's international policy, positions, and engagement.

b. This order formalizes the TARP for prioritizing and approving/denying new requests for FAA international technical assistance.

5. International Governance. In 2014 the IAB and ISC were developed to serve as agency-wide governance bodies for FAA international engagement, with the ISC reporting to the IAB. The IAB and ISC are responsible for identifying, coordinating, and collaborating on FAA international strategic priorities that are outside the FAA's regulatory obligations. The priorities include global cross-cutting and region-specific priorities for FAA engagement. These identified priorities are applicable to all international activities and programs, and are integrated into Agency business plans to achieve annual targets. These bodies manage an integrated cross-FAA approach to FAA global engagement. In addition, these governance bodies develop and oversee the execution of the FAA International Strategy and report progress to the FAA Administrator.

Prior to the formation of the IAB and ISC, the FAA did not have a coordinated cross organization approach to decision-making related to international engagement. Through the IAB and ISC, the FAA lines of businesses (LOBs) work together, thereby maximizing resources on international work and utilize a data-informed approach to prioritizing international engagement, with the goal of increased global safety, air traffic efficiency, and benefits for the U.S. Industry.

The IAB, as the FAA body responsible for identifying the agency's international priorities and overseeing the execution of international engagement, requested the development of TARP as a tool to assess international technical assistance requests. TARP was developed with the goal of making data-informed, transparent and collaborative decisions among FAA organizations on technical assistance requests, to better ensure FAA commitments are in alignment with the International Strategy, global and regional priorities.

6. TARP. As part of its global engagement, the FAA provides technical assistance to facilitate the delivery of aviation expertise and knowledge to aviation authorities around the world. The TARP, established by the ISC and IAB, is critical for the FAA to appropriately coordinate, review, and track all international requests for technical assistance, and to document FAA responses to such requests. TARP was developed to provide a standard approach to technical assistance assessments that is data-informed, collaborative across FAA organizations; transparent to FAA leadership, and provides a record of why technical assistance was accepted or rejected.

a. The TARP applies to all FAA employees and organizations that receive international requests for FAA technical assistance. Incoming technical assistance requests must be forwarded to a central intake email box that is maintained by the Office of International Affairs (API). Upon receipt, API will assign the technical assistance request to the responsible Desk Officer who will initiate action to process the request.

b. The responsible Desk Officer will coordinate with LOBs/SOs that are responsible for performing the proposed technical assistance and/or have expertise as subject matter experts in the technical assistance topic. The objective is for the API Desk Officer and the relevant LOBs/SOs to coordinate and document the evaluation in order to support or reject requests for international technical assistance.

c. TARP applies to specific requests for international assistance, including but not limited to: performance of the technical assistance and responsibility for delivery of those services that are the subject of the technical request. This process applies to all requests for technical assistance that are performed under an international reimbursable agreement or contract. This includes, but is not limited to: Temporary Duty Assignments, Training (e.g., In-Country training, formal training, workshops, and seminars), Flight Inspections, Loan of Equipment, Supply Support, Instrument Flight Procedures, and collaborative agreements for technical assistance. It also includes requests made by foreign governments or international entities (standard requests) and those made by U.S. government entities (special requests). This process does not apply to the informal sharing of technical materials such as, but not limited to, general presentations or papers.

d. Decisions to support (or reject) requests for international technical assistance shall be addressed by API and the relevant Lines of Business/Staff Offices as per the directions contained in the FAA Technical Assistance Request Process Instructions, as referenced in Appendix A of this order.

f. It is recommended that all LOBs engaged in international work have internal processes for executing TARP, in line with the Technical Assistance Request Process Instructions, as referenced in Appendix A.

g. API will maintain a record of all TARP Forms received and the rationale for decisions to support (or reject) all requests for international technical assistance.

7. Authority to Change this Order. The Assistant Administrator for Policy, International Affairs and Environment is authorized to issue changes to this order and its appendices. The related publications and orders identified in the appendices to this order may be modified as necessary by the responsible organizations.

8. Related Publications. Refer to Appendix A of this order.

9. Related Orders. Refer to Appendix B of this order.

10. Forms. Refer to Appendix C of this order.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' at the end.

Michael P. Huerta
Administrator

Appendix A. Related Publications

International Governance Related Publications:

1. International Advisory Board Charter. The International Advisory Board (IAB) Charter defines the IAB's functions, rights, obligations and/or privileges. The IAB Charter can be found on MyFAA.gov.

2. International Steering Committee Charter. The International Steering Committee (ISC) Charter defines the ISC's functions, rights, obligations and/or privileges. The ISC Charter can be found on MyFAA.gov.

TARP Related Publication:

1. Technical Assistance Request Process Instructions (TARP Instructions). The TARP Instructions can be found on MyFAA.gov. API will maintain a central intake email box for incoming international technical assistance requests and/or questions at: 9-API-tech-assist@faa.gov.

Appendix B. Related Orders

FAA Order 2100.16, *Third Party Funding of Technical Assistance to Foreign Aviation Authorities*

FAA Order 8430.24A, *International Aviation Safety Assessment Program*

FAA Order 8020.17, *FAA Procedures for Handling FAA and International Safety Recommendations*

FAA Order VS 1240.1, *AVS International Doctrine*

FAA Order 1600.61B, *International Travel Security Briefing & Contract Reporting Requirements for FAA Employees and Contractors*

FAA Order 8120.13A, *International Cooperative Supplier Surveillance Program (ICSSP) Procedures*

FAA Order PI 1910.1, *Emergency Operations Plan for the Asst. Admin. For Policy, Planning, and International Aviation*

FAA Order 4250.7B, *International/Interagency Supply Support*

FAA Order 1240.9, *International Aviation Programs*

FAA-Order 1240.13, *FAA Export Control Compliance*

FAA-Order 1200.22, *External Requests for National Airspace System (NAS) Data*

Appendix C. Technical Assistance Request Process Form

FAA Technical Assistance Request Process Form

Requesting Organization:		Received (by API Desk Officer):		Date Received (by API Desk Officer):	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Technical Assistance Request Details (API)					
1. Technical Assistance Request Summary Data			2. Initial Evaluation		Yes No
a. Requesting Country/Org.	<input type="text"/>	b. Proposed Funder	<input type="text"/>	• Is there a valid umbrella agreement in place?	<input type="radio"/> <input type="radio"/>
c. Technical Assistance Type	<input type="text"/>	d. Date Received	<input type="text"/>	• Is an annex, appendix, amendment, or attachment required?	<input type="radio"/> <input type="radio"/>
e. Recipient Country/Org.	<input type="text"/>	Notes:	<input type="text"/>	• Is Export Control required, as defined by Order 1240.13: FAA Export Control Compliance?	<input type="radio"/> <input type="radio"/>
Start Date Request	<input type="text"/>	Country/Org. DoS-approved?	<input type="text"/>	Attach File	
3. Initial API Recommendation and Notes on the Request Details					
<input type="radio"/> Move Forward <input type="radio"/> Recommend Reject <input type="radio"/> Request More Information					
<input type="text"/>					
Please attach the Initial Request and Country Data Sheet					
Attach File					
Technical Assistance Request Assessment (LOB/SO)					
4. List of all LOB/SOs Involved (Name of LOB/SO and POC)			5. LOB/SO Recommendation		
<input type="text"/>			<input type="radio"/> Move Forward <input type="radio"/> Recommend Reject <input type="radio"/> Request More Information		
<input type="text"/>			Recommended Timeframe <input type="text"/>		
<input type="text"/>			Justification and Input from all LOB/SOs Involved		
<input type="text"/>			<input type="checkbox"/> Check box if there is a disagreement		
Please attach the description of services or course description			Attach File		
Cost Assessment (API/APL)					
6. Cost Estimate				7. Waiver of Reimbursable Cost Justification (if applicable)	
Provided by: <input type="radio"/> AMA <input type="radio"/> APL10 <input type="radio"/> Other <input type="text"/> <input type="checkbox"/> Funds on Account <input type="text"/>				<input type="text"/>	
Total Cost: <input type="text"/>					
Old Agreement Number: <input type="text"/>				Identify any 3rd Party Funding Source (if applicable) <input type="text"/>	
New Agreement Number: <input type="text"/>					
Please attach a cost breakdown:					
Billing Number: <input type="text"/>				<input type="text"/>	
FY Impacted: <input type="text"/>					
Attach File					
8. Standard or Special Request					
<input type="radio"/> Standard <input type="radio"/> Special					
Please attach the email/letter with description of services and cost estimate sent to requester					
Attach File					

For incoming international technical assistance requests and/or questions, please email: 9-API-tech-assist@faa.gov

Standard Requests

Requester Confirmation (API)			
9. Requesting Country/Organization Review			
<input type="checkbox"/> Requester Responded		Yes No	Comments
Date: <input type="text"/>	• Concur with Description of Services?	<input type="radio"/> <input type="radio"/>	<input type="text"/>
Name: <input type="text"/>	• Concur with Cost Estimate?	<input type="radio"/> <input type="radio"/>	
Please attach the official letter of requester response		Attach File	
Final Input (LOB/SO)			
10. LOB/SO Final Recommended Action			
<input type="radio"/> Move Forward <input type="radio"/> Reject <input type="radio"/> Postpone			
Recommended Timeframe	<input type="text"/>		
Justification and Input from all LOB/SOs Involved	<input type="text"/>		
Decision Finalization			
11. Decision Finalization Comments (if necessary)			
If management is required to resolve a disagreement, their comments should be recorded here.			
<input type="text"/>			
Final Disposition			
12. Close Out			
<input type="radio"/> Accepted <input type="radio"/> Rejected <input type="radio"/> Inactive		If inactive, please explain:	
		<input type="text"/>	
13. Comments			
<input type="text"/>			

For incoming international technical assistance requests and/or questions, please email: 9-API-tech-assist@faa.gov