

CHANGE

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

**ORDER
1240.15 CHG 1**

Effective Date:
Sept. 20, 2022

National Policy

SUBJ: Federal Aviation Administration International Governance Structure and
Technical Assistance Request Process

- 1. Purpose.** Order 1240.15 formalized the Federal Aviation Administration's (FAA) International Advisory Board (IAB) and International Steering Committee (ISC) as the cross-FAA bodies accountable for overseeing the agency's international policy, positions, and engagement and the Technical Assistance Request Process (TARP) for prioritizing and approving/denying new requests for FAA international technical assistance. This change removes the international governance structure, IAB, and ISC, from the order. A separate notice, N 1110.IGB, *FAA International Governance Board*, will address the agency's international governance structure.
- 2. Who this change affects.** All FAA organizations that are involved in international activities.
- 3. Disposition of Transmittal Paragraph.** Retain this transmittal until superseded by a new version or cancellation of the order.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1 (thru 3)	12/8/17	1 (thru 2)	09/20/22
APPENDIX A	12/8/17	APPENDIX A	09/20/22
APPENDIX B	12/8/17	APPENDIX B	09/20/22
APPENDIX C	12/8/17	APPENDIX C	09/20/22

- 4. Explanation of Policy Changes.** This change removes the FAA's international governance structure from Order 1240.15. The TARP remains in effect.



Billy Nolen
Acting Administrator



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

**ORDER
1240.15**

National Policy

Effective date:
12/08/17

SUBJ: Federal Aviation Administration Technical Assistance Request Process

- 1. Purpose of This Order.** This order formalizes the Technical Assistance Request Process (TARP) for prioritizing and approving/denying new requests for Federal Aviation Administration (FAA) international technical assistance. The TARP was developed with the goal of making data-informed, transparent, and collaborative decisions among FAA organizations on technical assistance requests to ensure FAA commitments align with the International Strategy and other priorities.
- 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://www.faa.gov/regulations_policies/orders_notices/.
- 4. Scope.** This order formalizes the TARP for prioritizing and approving/denying new requests for FAA international technical assistance.
- 5. 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 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. The 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 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 Lines of Business/Staff Offices (LOB/SOs) that are responsible for performing the proposed technical assistance and/or have the expertise as subject matter experts in the technical assistance topic. The objective is for the API Desk Officer and the relevant LOB/SOs to coordinate and document the evaluation to support or reject requests for international technical assistance.
 - c.** The TARP applies to specific requests for international assistance, including but not limited to the 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 LOB/SOs as per the directions in the FAA Technical Assistance Request Process Instructions, as referenced in Appendix A of this order.

e. 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.

f. 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.

6. 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.

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

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

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



Billy Nolen
Acting Administrator

Appendix A. Related Publications

Technical Assistance Request Process Instructions (TARP Instructions). The TARP Instructions can be found on [MyFAA.gov](https://www.faa.gov/myfaa). 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 1600.61, *International Travel Security Program (ITSP)*

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 1200.22E, *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"/>		<input type="radio"/> <input type="radio"/>
c. Technical Assistance Type	<input type="text"/>	d. Date Received	<input type="text"/>		<input type="radio"/> <input type="radio"/>
		e. Recipient Country/Org.	<input type="text"/>		<input type="radio"/> <input type="radio"/>
Notes:	<input type="text"/>	Start Date Request	<input type="text"/>		<input type="radio"/> <input type="radio"/>
		Country/Org. DoS-approved?	<input type="text"/>		<input type="radio"/> <input type="radio"/>
			<input type="button" value="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					
<input type="button" value="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			<input type="button" value="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"/>		
		New Agreement Number:	<input type="text"/>		Identify any 3rd Party Funding Source (if applicable)
Please attach a cost breakdown:			<input type="text"/>		
<input type="button" value="Attach File"/>			Billing Number: <input type="text"/>		
		FY Impacted:	<input type="text"/>		<input type="text"/>
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					
<input type="button" value="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