



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

National Policy

**ORDER  
8000.372A**

Effective Date:  
12/12/14

**SUBJ:** Unmanned Aircraft Systems (UAS) Designated Airworthiness Representatives (DAR) for UAS Certification at UAS Test

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This order is a comprehensive publication establishing policy and procedures for the selection, appointment, orientation, training, oversight, suspension, and termination of designated airworthiness representatives (DAR) affiliated with unmanned aircraft systems (UAS) test sites. Specifically, this order provides the process to appoint UAS DARs authorized to issue special airworthiness certificates in the experimental category for research and development, market survey, and crew training at UAS test sites. The information contained in this order is the result of an ongoing effort to provide increased access to the National Airspace System for development of UAS. This process is self-contained and conducted outside the processes developed within the new Designee Management System (DMS).

  
James D. Seipel  
Acting Manager, Design, Manufacturing, &  
Airworthiness Division  
Aircraft Certification Service

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## Chapter 1. Introduction

**100. Purpose of This Order.** This order provides policy and guidance for designated airworthiness representative (DAR) qualification criteria limited to certification of unmanned aircraft systems (UAS) at test sites and—

a. Establishes function code 55 for issuance of experimental airworthiness certificates for research and development (R&D), market survey, and crew training for UAS at test sites.

b. Defines new training requirements for DARs limited to issuance of UAS experimental airworthiness certificates for R&D, market survey, and crew training at test sites.

c. Establishes the qualification requirements for appointment of DARs limited to issuance of UAS experimental airworthiness certificates for R&D, market survey, and crew training at test sites.

d. Establishes the application, selection, and appointment requirements and processes for appointment of DARs limited to issuance of UAS experimental airworthiness certificates for R&D, market survey, and crew training at test sites.

e. Establishes the Federal Aviation Administration (FAA) oversight requirements for management of DARs limited to issuance of UAS experimental airworthiness certificates for R&D, market survey, and crew training at test sites.

f. Applies only to the manufacturing designee program.

**101. Audience.** All FAA Manufacturing Inspection District Office (MIDO) employees who oversee private persons acting as representatives of the Administrator for the purpose of aircraft certification at UAS test sites.

**102. Where to Find This Order.** You can find this order at the FAA website, [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/), and on the Regulatory and Guidance Library (RGL) website, <http://rgl.faa.gov/>.

**103. Cancellation.** This order cancels FAA Order 8000.372, *Unmanned Aircraft Systems (UAS) Designated Airworthiness Representatives (DAR) for UAS Certification at UAS Test Sites*, dated September 17, 2014. This order also cancels deviation memorandum AVS-1-2014-7-28, Deviation to Federal Aviation Administration (FAA) Order 8100.8D and Order 8000.95 for Existing Manufacturing Designated Airworthiness Representatives (DAR-F) to Issue Special Airworthiness Certificates to Unmanned Aircraft Systems (UAS) at Specific Test Sites.

**104. Explanation of Major Changes.** This revision—

a. Adds “market survey” throughout the document to the reasons to issue a special airworthiness certificate for UAS.

- b.** Adds a note following paragraph 401e that existing designated airworthiness representatives for manufacturing (DAR-F) are not required to provide character references for application.
- c.** Adds a note following paragraph 501d about waiving the evaluation panel (EP) for existing DAR-Fs.
- d.** Changes the description of the Initial Aircraft Certification Seminar in paragraph 702 for a UAS DAR.
- e.** Differentiates the registration process between web-based training courses and the in-person seminar in paragraph 704.
- f.** Modifies requirements for function code 55 in paragraph 1103c to allow only one supervised certification for existing DAR-Fs.
- g.** Modified the Aircraft Certification Service (AIR) UAS DAR Summary Activity Report in appendix G to include market survey.

**105. Compliance Date.** This order is effective December 12, 2014.

**106. General Authority.**

**a.** Title 49 of the United States Code (49 U.S.C.) 44702(d) empowers the Administrator to "...delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate, and issuing the certificate." Title 14 of the Code of Federal Regulations (14 CFR) part 183, Representatives of the Administrator, prescribes the requirements for designating private persons to act as representatives of the Administrator for the purpose of issuing airmen and aircraft certificates. Part 183, subpart B, Certification of Representatives, empowers the FAA to select designees from qualified persons who apply by letter accompanied by a statement of qualifications. The delegations are limited in scope in that all requirements, policy, direction, and interpretations must reside with the Administrator.

**b.** Section 183.33, Designated Airworthiness Representative, defines the privileges of a DAR appointment.

**c.** Section 183.15, Duration of certificates, defines the duration of the above appointments and identifies that the appointments are subject to periodic renewal.

**d.** Section 183.15(b) identifies the causes for termination of a designation made under part 183.

**e.** It is essential that designees be familiar with, and have ready access to, all appropriate FAA publications and documents.

**f.** A designation is a privilege, not a right, and not every qualified applicant will be granted a designation. The FAA is *solely* responsible for determining if there is sufficient need to justify the appointment of a designee, and that there are adequate FAA resources available to manage the designee. If either of these conditions cannot be met, or for any other reason that the Administrator prescribes, the designee appointment *will not* be made. Subsequent to appointment, a designation may be terminated in accordance with § 183.15(b), chapter 10 of this order.

**g.** The FAA is responsible for determining when the services of a designee may be used.

(1) Consistent with general principles of management, the oversight portion of this order addresses setting performance expectations, monitoring performance, and taking any appropriate corrective action.

(2) Designees must perform only those functions for which they have been authorized, including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee.

**h.** Section 44702(d) of 49 U.S.C. states that when delegation to a qualified private person is made, or to an employee under the supervision of that person, the designee is subject to regulations, supervision, and review. Designee oversight constitutes the supervision and review of designees and is the process by which the FAA compares designee performance to stated expectations.

**i.** Designee oversight is the process the FAA uses to manage the designee's performance as a representative of the Administrator. This process provides the FAA the opportunity to identify and correct any designee performance deficiencies. When a performance deficiency is communicated to the designee, the FAA initiates corrective actions that will facilitate an improvement in work performance by the designee for future activities.

**j.** The FAA will terminate a designee when it determines the appointment is no longer warranted. Designees are cautioned that because the appointment is a privilege and not a right, the FAA is authorized to terminate a designation in accordance with 14 CFR 183.15(b).

## Chapter 2. Oversight Staff Qualifications and Application Process

**200. General.** This chapter describes the roles and responsibilities of the geographic MIDO which will accept and process applications for UAS DARs. It further describes the specific duties of the managing specialist (MS), EP, and appointing official in the selection and appointment process.

**201. Training.** FAA employees managing UAS DARs will complete online and seminar training before being appointed as an MS for a UAS DAR.

**a. Online Training.** The following required online training is available through the electronic Learning Management System (eLMS):

(1) Course 27100179, Introduction to Unmanned Aircraft Systems. The UAS training provides aviation safety inspectors (ASI) with an introduction about UAS basics, operations, and the FAA's roles and responsibilities. This 2-hour web-based training combines videos, graphics, content, and knowledge checks to bring attention to the safety concerns and issues regarding UAS.

(2) Course 27100222, Unmanned Aircraft Systems—Initial. This web-based course will give ASIs information and knowledge about requirements for public and civil operators, UAS requirements for pilots, and the qualification requirements of a UAS supplemental pilot, mechanic, and visual observer. The student will also learn about the FAA's responsibility during a UAS accident, the Certificate of Authority (COA) process, the safety risk management of a public operator, and what to look for during the UAS surveillance of an operator.

**b. Seminar Training: UAS Certification Seminar.** This is a seminar that provides specific guidance on the procedures and processes in FAA Order 8130.34, *Airworthiness Certification of Unmanned Aircraft Systems and Optionally Piloted Aircraft*. An MS must complete the UAS Certification Seminar within 90 days of initial management of a UAS DAR to continue in that role. If the ASI has participated as a team member on a UAS Certification project, seminar attendance is not required.

**c. Recording Training Completion.** Online training will be recorded in eLMS through the office's training manager. The Airworthiness Certification Section (AIR-113) will maintain a current list of all MSs who have completed the UAS Certification Seminar.

**202. Managing Specialist.** The MS, upon notification by the appointing official in the MIDO, is responsible for initiating the formal selection and appointment process, and coordinating all subsequent FAA actions for the applicant. Specifically, the MS will perform the following:

- a. Prepare the applicant/designee file.
- b. Ensure the applicant has provided all information required by this order.
- c. Prepare and coordinate appointment letters/certificates and send them to the applicant.
- d. Review the application package and designee file for completeness.



e. Review the application package for general qualifications and UAS test site letter of affiliation.

f. Document the justification for the appointment or denial.

g. Conduct a preliminary technical review of the application package and seek technical input from other FAA sources, as necessary.

h. Contact the applicant's references, if required.

i. Contact the applicant at any point during the evaluation process for additional information and/or documentation.

j. Recommend to the EP appointment including any limitations.

k. Conduct initial orientation of the newly appointed designee.

l. Ensure the designee signs the Designee Acknowledgment of Responsibilities.

m. Provide feedback to the designee concerning performance.

n. Verify the designee's completion of required training and minimum of three supervised UAS certifications.

o. Review the designee's performance as required by this order.

**203. Appointing Official.** The appointing official's responsibilities in the designee management process are to accomplish the following:

a. Determine the FAA's need for the requested designation to support a specific UAS test site.

b. Determine that the FAA has the ability to manage the designation.

c. Determine the assignment of an MS.

d. Select EP members.

e. Sign or coordinate on all designee appointments after the EP decision has been reached.

**204. Evaluation Panel.** The purpose of the EP is to compare qualifications to the appointment criteria and to determine denial, appointment, and delegated authority, as appropriate. The EP must consist of at least two ASIs who are familiar with the selection and appointment process. The applicant's assigned MS may be a member of the EP. The EP will accomplish the following:

a. Review the application package submitted by the MS.

b. Reach consensus for appointment.

- c.** Document any appropriate notes or decisions if necessary.
- d.** Retain the completed documentation in the applicant's file.
- e.** Conduct any interviews, as necessary.

### Chapter 3. AIR UAS DAR Designee Authority and Responsibilities

**300. General.** AIR designees, within limits and under the supervision of the MS, may be authorized to perform examinations and inspections as well as issue certificates.

**a.** Designees must be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any functions until the required documents are obtained. Material may be downloaded from the FAA Designee and Delegation website at <http://www.faa.gov>.

**b.** Designees *are not* authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

**c.** Designees *are not* authorized to issue U.S. airworthiness certificates or special flight permits on non-U.S.-registered aircraft.

**d.** The FAA MS *will not* authorize any privileges not covered in part 183. Designees will perform only authorized functions within the limits of designated authority.

**e.** Designees, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and *are not* considered employees of the FAA. Designees are authorized to use their titles only when performing those functions specifically delegated by the FAA managing office.

**f.** Designees must acknowledge on appointment that designation is a privilege, not a right, and understand the designation may be terminated at any time for any reason at the discretion of the Administrator.

**g.** Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designee guidance material is available on the designee section of the FAA.gov website. This website is intended to be the primary source of electronic designee guidance material.

**h.** UAS DARs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A UAS DAR will—

(1) Perform only authorized functions within the limits of their authority.

(2) Contact their managing office for authorization *before* accepting any certification or inspection activity requested by an applicant.

(3) Provide information relating to their accomplishments in accordance with the schedule established by their managing office.

(4) Ensure FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance may any certificate be in the possession of an applicant until the DAR has completed and signed the certificate. All airworthiness certificates or approvals and related documents (for example, application for airworthiness certificates, limitations cited and attached to FAA Form 8130-7, Special Airworthiness Certificate) will indicate the UAS DAR's printed or typed name, signature, and designation number.

(5) Not perform any mechanical, maintenance, or inspection function on behalf of an applicant on products or articles for which an airworthiness certificate or approval is sought. This would not preclude the DARs from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when *not* involved in the airworthiness certification/approval actions under their DAR authority.

(6) Ensure the aircraft is in a condition for safe operation and complies with all applicable regulations before issuing an airworthiness certificate. The DARs will seek guidance from their managing office when problems arise that they cannot resolve.

(7) Submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

(8) Review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent.

## Chapter 4. AIR UAS DAR Application Process

**400. General.** This chapter describes the process by which a qualified private person may apply for appointment as a DAR to support UAS test sites. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of designees. By providing this information, the FAA may find that some individuals elect not to submit an application based on their inability to satisfy the qualification requirements for appointment. This initial contact stating the FAA expectations for designee appointment may eliminate resource hours being expended on application packages that would be rejected.

**401. Application Package.** The applicant must submit the following to the geographically responsible MIDO for the UAS test site:

**a. Cover Letter.** The applicant must submit a cover letter requesting appointment. The applicant must indicate in this letter either that they have never been an FAA designee, or that if they were previously a designee, their appointment was terminated under favorable conditions. An applicant that was previously a designee must include the type of designation, the last managing office, and their former designee number.

**b. Letter of Affiliation.** The applicant must include a Letter of Affiliation from the management of each UAS test site where they wish to conduct certification activities. The letter must be on test site letterhead and acknowledge that the test site desires to work with the specific applicant on UAS certifications. An applicant applying to issue certificates at more than one test site must have a letter of affiliation from each proposed test site. Test site operators designated for UAS R&D, market survey, and crew training are—

- (1) North Dakota Department of Commerce,
- (2) Griffiss International Airport,
- (3) State of Nevada,
- (4) Virginia Tech,
- (5) University of Alaska, and
- (6) Texas A&M University–Corpus Christi

**Note:** An applicant for more than one test site should apply to the geographic MIDO where the majority of certification activity will take place. Once appointed, letters of affiliation may be presented to the managing office for expansion of authority to additional UAS test sites. The managing office will coordinate with the affected geographic MIDOs in writing before adding additional test site authorizations to the designee's COA.

**c. Resume.** The applicant must submit a complete resume showing where and how the required UAS DAR experience was gained. The resume must include dates and locations for all UAS-type activities the applicant wishes the FAA to consider in evaluating the applicant's qualifications. The resume must show that the applicant possesses knowledge of the pertinent regulations, directives, and related guidance material necessary for the appointment.

**d. Letter of Recommendation.** The applicant must submit a letter of recommendation from each organization or company at which the required qualification experience was gained. These letters must contain sufficient detail to allow the FAA to properly evaluate the applicant's experience.

**e. Character References.** The applicant must submit three character references with appropriate contact information.

**Note:** Character references are not required for existing DAR-Fs applying for this designation.

**402. FAA Employee Applicants.** Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated.

## Chapter 5. AIR UAS DAR Designee Appointment Process

### 500. Initial Application Processing.

a. The applicant will submit the completed application package to the geographic MIDO for the UAS test site at which they wish to conduct certification activities. If the application is incomplete, the MIDO will request that the applicant provide any missing information.

b. When the package is acceptable, the MIDO will—

(1) Appoint an MS who will have the primary responsibilities in the selection and appointment process for the assigned applicant.

(2) Send the applicant a letter that acknowledges receipt of the acceptable application package and identifies the assigned MS. The letter should state that the applicant can expect an FAA decision within 30 days after receipt of an acceptable package.

(3) Prepare a designee file folder containing the application package.

### 501. MS Evaluation of the Application.

a. Upon receipt of the application package the MS will—

(1) Consult the appointing official (normally the MIDO manager) to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as test site project workload, geographic location, and ratio of designees to MSs. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the MS will evaluate the application further.

(2) Conduct a preliminary review of the application package for general qualifications and scope, and determine if there is a regulatory violation history (refer to FAA Order 2150.3, *Compliance and Enforcement Program*). If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

**Note:** The ultimate decision for appointment of an applicant with a violation history must be the product of judgment and experience applied to the facts and circumstances of the individual case.

(a) For manufacturing designees, the MS may obtain and review the violation history by using the Enforcement Information System or other means (for example, managing offices and character references). For example, if an applicant has an airframe and powerplant (A&P) mechanic's certificate, a search of the Flight Standards Airman System would reveal if that person has had any violations. It is strongly recommended that the MS conduct a thorough interview of each applicant's character references.

(b) The MS will verify the applicant's successful completion of initial training.

**b.** At the completion of the preliminary review, the MS may deny the application. When denying an application, the MS will document the justification and coordinate with the appointing official.

**c.** If the applicant is denied, the MS will notify the applicant of the action by certified mail. The notification letter will provide the applicant specific justification for the denial.

**d.** On determining to continue the evaluation, the MS will prepare the application for review by the EP.

**Note:** For existing DAR-Fs with function code 8, the EP may be waived at the discretion of the appointing official.

**e.** The MS may contact the applicant for an interview and may request additional information and/or documentation at any point during the evaluation process.

### **502. Purpose and Makeup of the Evaluation Panel.**

**a.** An EP will be formed to review each application package submitted and will consider the MS's recommendation. The EP will compare the applicant's qualifications to the appointment criteria and determine denial or appointment as appropriate. The appointing official will select a minimum of two ASIs to be on the EP who are knowledgeable in the selection, orientation, and appointment process.

**b.** EP members should meet in person, but may participate by teleconference if necessary.

### **503. Evaluation Panel Review of the Application.**

**a.** The EP will either interview the applicant or document why an interview is not necessary. The EP should determine what questions will be asked before meeting with the applicant.

**b.** The EP will evaluate the applicant's qualifications against the appointment criteria and must arrive at a decision.

**c.** The EP will document its decisions as follows:

(1) The UAS DAR Appointment Tracking Document (refer to appendix A to this order) will be completed and signed by each member of the EP supporting its decision for appointment or denial.

(2) The EP must attach documentation for denied appointments that states the specific reasons for the denial.



**504. Administrative Requirements.**

**a.** After reviewing the application, the EP will give the completed documentation to the MS for retention in the applicant's file. If the EP finds the applicant qualified for appointment, the MS will establish the designee's certificate number, which will be composed of—

- (1) The type of designation, UAS DAR.
- (2) The MIDO office identifier from the Designee Information Network (DIN) system.
- (3) A three-digit identification number for the MIDO beginning with 001 and numbering sequentially for UAS DAR appointments.

**Note:** For example, the designee's certificate number for a UAS DAR who was appointed out of the Transport Directorate, Phoenix MIDO, would be UAS-DAR-ANM-108P-001.

**b.** UAS DARs will be appointed for 36 months or until the end date of the test site that will be affected, whichever comes first.

**c.** The MS will notify the applicant of selection and schedule orientation. The MIDO will generate a letter of appointment to be presented to the designee during orientation. The MIDO will prepare the Designee Acknowledgement of Responsibilities and have it available for signature at the conclusion of designee orientation. The MIDO also will prepare an FAA Form 8000-5, Certificate of Designation, to be presented to the designee at the completion of orientation.

**d.** The MS will document all steps in the process on the UAS DAR Appointment Tracking Document (refer to appendix A to this order).

## Chapter 6. AIR UAS DAR Designee Orientation

**600. General.** The MS is responsible for the initial orientation of a newly appointed designee. At the completion of orientation, the designee must sign the Designee Acknowledgment of Responsibilities (refer to appendix B to this order). The original will be retained in the designee's file and a copy will be presented to the designee.

**601. General Designee Orientation.** During the initial orientation, the MS should include the following items:

**a. Personnel.** Introduce the designee to MIDO personnel if orientation is given in the MIDO.

**b. Good Practices.** Explain that good practices exemplify that which has been shown to be reliable and satisfactory. Methods or procedures inconsistent with, or departing from, good practice become questionable practices and should be brought to the attention of the designee.

**c. Geographic Restrictions.** Explain to the designee that this appointment is solely for the purpose of issuing UAS airworthiness certificates at the test site(s) listed in the appointment letter.

**d. Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

**e. Use of Department of Transportation (DOT)/FAA Logos.** Emphasize to the designee that the FAA does not authorize designees to infer they are FAA employees, or to use the DOT or FAA logo on items such as business cards, letterheads, facsimile covers, document covers, or any other business forms.

**f. Use of Designee Numbers.** Explain to the designee that using a designee certificate number when signing company or personal reports, drawings, service documents, or letters is not allowed. This ensures the designee signature on such documents does not constitute FAA approval.

**g. Compliance With Policy.** Explain that the designee must use and implement FAA policy and guidance material (for example, notices, orders, and policy memos) in addition to the regulations and any other special instructions (for example, a memorandum of understanding conveyed by the managing office). In addition, explain that the designee must follow and comply with these policy and guidance materials.

**h. Designation Privilege.** Explain to a newly appointed designee that their designation is a privilege, not a right, and at the time of appointment there is no property right to be implied by the appointment.

**i. Delegation of Authorized Functions.** Remind the designee that no authorized function may be delegated to another individual.

**j. Communication.** Inform the designee that they will not conduct any certification activity until that activity has been specifically delegated to them by their managing office. Remind the DAR to contact the managing office for authorization and to obtain any special directions or instructions deemed necessary *before* accepting any certification or inspection activity requested by an applicant. Failure to obtain specific prior authorization for certification activity may be grounds for termination of the appointment.

**k. Summary Activity Reports.** Instruct the DAR to provide information relating to accomplishments of FAA certification activity on a schedule established by the MIDO using the Summary Activity Report (refer to appendix G to this order).

**l. Safeguarding of Forms.** Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until the DAR completes and signs the certificate. Note that all airworthiness certificates or approvals and related documents must include the DAR's printed or typed name, signature, and designation number.

**m. Conflicts of Interest.** Explain that the DAR is not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant on products for which an airworthiness certificate or approval is sought. Emphasize that this does not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when *not* involved in the airworthiness certification/approval actions under the DAR's authority.

**n. Document Submittal.** Emphasize that the DAR must submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

## Chapter 7. AIR UAS DAR Designee Training

**700. Initial Training.** All of the required training identified below must be completed before appointment. Specific UAS DAR training is available, by invitation only, through the geographically responsible MIDO for each UAS test site. The Initial Aircraft Certification Seminar listed below is the only course currently available to the public.

**701. Online Training.** Applicants are required to successfully complete two online training courses available through the Flight Standards Service Designee Standardization Branch (AFS-640) Designee Registration System (DRS). The applicant must complete both courses and successfully complete the online test. The applicant should download the certificate of completion at the end of the course after completing the test. This certificate must be included with the application. The course titles are listed below:

**a. Introduction to Unmanned Aircraft Systems.** This training provides an introduction to UAS basics, operations, and the FAA's roles and responsibilities. This 2-hour web-based training combines videos, graphics, content, and knowledge checks to bring attention to the safety concerns and issues regarding UAS.

**b. Unmanned Aircraft Systems Initial Training.** This web-based course provides information and knowledge about the requirements for public and civil operators, UAS requirements for pilots, and the qualification requirements of a UAS supplemental pilot, mechanic, and visual observer. The student will also learn about the FAA's responsibility during a UAS accident, the COA process, and the safety risk management of a public operator.

**702. Aircraft Certification Training.** The applicant may complete either of the following courses to meet the requirement for aircraft certification training for a UAS DAR applicant.

**a. Initial Aircraft Certification Seminar.** This seminar consists of a part I web-based course that must be completed before registration for the part II classroom seminar. The part II classroom seminar must be successfully completed within 1 year of completion of the part I web-based course. Successful completion of both the part I and part II courses is required to receive course completion credit.

**b. Initial Aircraft Certification Seminar for a UAS DAR.** This seminar consists of a 4-hour classroom course that provides training on all aspects of aircraft certification necessary to issue UAS certificates at a test site. This course is specifically tailored for UAS certification; it is by invitation only, and can be scheduled through the geographically responsible MIDO for each UAS test site.

**703. UAS Certification Seminar.** The applicant must attend a 4-hour classroom seminar that provides specific guidance on the procedures and processes in FAA Order 8130.34.

**704. Registration.**

**a. Web-Based Courses.** Schedules and registration for the initial training courses are available through the AFS-640 DRS at [www.faa.gov](http://www.faa.gov).

**b. Seminars.** Schedules and registration for the Initial Aircraft Certification Seminar are available through the AFS-640 DRS at [www.faa.gov](http://www.faa.gov). Registration for the UAS Certification Seminar and the Initial Aircraft Certification Seminar for a UAS DAR is by invitation only. It is available only to applicants who have completed all other required courses. Registration information for this seminar will be provided by the geographically responsible MIDO for each UAS test site.

## Chapter 8. AIR UAS DAR Oversight

**800. General.** This chapter provides information and guidance for the oversight (supervision, monitoring, and tracking) of a UAS DAR. The ability to provide adequate oversight depends on balancing the level of FAA staffing to AIR's workload and the number of designees to provide more than a minimum degree of supervision and monitoring.

**801. Responsibilities.** The managing office is responsible for supervising, monitoring, and tracking the designee's activities to ensure the designee is performing the assigned authorized function in accordance with the appropriate regulations, policies, and procedures. In performing oversight functions, the FAA uses the following tools to enhance the working relationship with the designee:

**a. Counseling.** Convey performance expectations to the designee (for example, the need for accuracy in reporting, early coordination of problem areas, and detailed and complete review of entire document submittal) and evaluate the performance of the designee at least every 12 months and document the results.

**b. Feedback.** Provide continual feedback to the designee regarding their performance.

**c. Coaching.** Analyze the quality of the designee's work to include recognizing good performance, developing corrective action, and/or coaching the designee on the job requirements.

**d. Communication and Documentation.** Maintain proper communication and documentation with the designee. Communication and documentation is essential in identifying, monitoring, and evaluating performance expectations. It is also important in identifying and solving problems, as well as taking necessary corrective action.

**e. Correcting Performance-Related Issues.** When a designee's performance does not meet FAA expectations, the MS should consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training, requiring the designee to complete additional formal training, and closely monitoring the designee's work activities for a determined amount of time

**f. Policy and Guidance Material.** In addition to the above, the MS will ensure the designee has been given instructions on how to acquire all policy and guidance material necessary to perform the authorized function.

### **802. AIR UAS DAR Oversight (Supervision, Monitoring, and Tracking).**

**a. Oversight.** These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. They generally are conducted together as part of the ongoing oversight activity.

(1) **Designee Performance.** At least once every 12 months, conduct a performance review of the designee's activities. Discuss the outcome of the performance review with the designee and document this review in the designee file.

(2) Determine and initiate appropriate corrective action (for example, additional training or counseling) if the designee fails to demonstrate acceptable methods, techniques, and practices. Document the requirement for the corrective action and the completion of the corrective action in the designee file.

**b. Monitoring Designee Activity.** The MS will monitor the designee's activity by reviewing the work records and reports for accuracy, and by observing the designee's activity to ensure they use proper procedures and satisfactory inspection techniques or methods.

(1) At least once every 24 months, witness the designee's inspection of a complete UAS to ensure satisfactory inspection techniques are used.

(2) Ensure all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (for example, orders, advisory circulars, and notices), and any direction provided by the MS. Review a sample of the designee's documentation and discuss any discrepancies.

**c. Designee Oversight Tracking Requirements.** The MS will track the designee's activity by documenting the designee's activities in the designee file.

## Chapter 9. Suspension, Reinstatement, and Termination of AIR UAS DARs

**900. General.** This chapter provides the procedures and requirements for the suspension, reinstatement, and termination of the designation of a UAS DAR. Suspension is the FAA action that removes authority for a designee to act on behalf of the FAA. Reinstatement is the FAA action taken to authorize a designee to act on behalf of the FAA when that authorization was previously suspended. Termination is the action by the FAA as a result of a decision to rescind a designation at any time for any reason the Administrator considers appropriate. These procedures are intended to ensure fair and equitable treatment of the designee, but the continued integrity, quality, and efficiency of the FAA's overall delegation system is paramount.

**901. Suspension.** Suspension is a management tool available to the FAA managing office that allows the removal of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines a designee should not exercise their authority because the designee's performance warrants counseling or additional training, or when their performance falls below FAA standards.

**a. Suspension Process and Documentation.** The FAA managing office will provide written notice of the suspension by certified mail (return receipt requested) to the designation holder. The letter will identify the reasons for the suspension action and any corrective action the designee must accomplish that would lead to reinstatement if applicable. The FAA managing office will place a copy of the letter in the designee file and send a copy to the UAS test site management.

**b. Reinstatement From Suspension.** Reinstatement from suspension is the FAA action taken to remove a suspension. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying reinstatement. The FAA managing office will place a copy of the letter in the designee file and send a copy to the UAS test site management.

### 902. Termination.

**a.** Termination is the FAA action taken to rescind a designation at any time for any reason the Administrator considers appropriate. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Designees who are performing poorly or requiring excessive resources to manage must be terminated to ensure continued confidence in the designee system. When it has been determined that termination is warranted, the process begins immediately. Termination decisions must be formally documented, to include the specific reason. Where applicable, the decision to terminate should include feedback from those involved in reviewing work performed outside the designee's managing office.



**b.** Designation is a privilege that conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. Therefore, the Administrator may terminate a designation under § 183.15(b)—

- (1) Upon the written request of the representative,
- (2) Upon a finding by the Administrator that the representative has not properly exercised or performed the duties of the designation,
- (3) Upon the lack of need for the representative by the Administrator, or
- (4) For any reason the FAA considers appropriate (refer to paragraph 902e of this order for additional reasons).

**c.** Even though the FAA sometimes refers to designations and authorizations as “certificates,” they are *not* “certificates” within the meaning of 49 U.S.C 44709. The procedures for appealing actions taken under authority of § 44709 and its implementing regulations are not applicable to designees.

**d.** Designees terminated based on misconduct will not be permitted to reapply to the designee program. Misconduct is construed as a designee mismanaging their responsibilities, deliberately violating the CFR or FAA policies, or behaving improperly, resulting in termination for lack of care, lack of judgment, lack of integrity, certificate suspension or revocation, or unsatisfactory performance.

**e. Cause for Termination of Designations.** The following are conditions for designee certificate termination as identified in 14 CFR 183.15(b)(1) through (5), and reasons the Administrator considers appropriate under § 183.15(b)(6):

- (1) **Insufficient Activity.** When the Administrator finds that the designee has not had sufficient activity to warrant continuance of the designation.
- (2) **Lapse of Qualifications.** When the Administrator finds the designee’s qualifications for a specific activity have lapsed.
- (3) **Lack of Care or Judgment.** When the Administrator finds the designee has not demonstrated the care or judgment necessary to exercise the designation properly.
- (4) **Lack of Integrity.** When the Administrator finds the designee has not demonstrated the integrity necessary to exercise the designation properly.
- (5) **Lack of FAA Need or Ability to Manage.** When the managing office no longer needs the services of the designee or no longer has the resources to manage the designee.
- (6) **Unsatisfactory Performance.** When the Administrator finds that the designee has not properly exercised or satisfactorily performed the duties of the designation.

(7) Any Other Appropriate Reason. Any other reason considered appropriate by the Administrator (for example, if a DAR changes the address at which the authorized functions will be performed, thereby changing the managing office without prior coordination, the appointment must be terminated in accordance with this order).

**f. Voluntary Termination Procedures for Designees.**

(1) A designee may voluntarily terminate their designation by request in writing to the managing office. The designee will include the date and reason(s) for termination.

(2) Reasons for voluntary termination may include—

(a) Deceased. Considered voluntary since it is not initiated by the FAA for cause.

(b) Retired. Typically applies to a designee who works for an established company and ceases to function as a designee upon retirement from the company.

(c) By Request. At the request of the designee.

(3) The managing office will document the termination in the designee file.

**g. Termination Procedures.** A designation is a privilege, not a right; therefore, the Administrator has the authority to terminate a delegation for any reason. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination of the designation. A sample notification letter can be found in appendix J to this order. When a designee is terminated for any reason, the managing office will place a copy of the letter in the designee file. The notice of termination must include the following:

(1) Reasons for Termination. Specific reasons for the termination, including examples of unacceptable conduct, when applicable.

(2) Immediate Suspension. Notification that the designation holder must cease all delegation activity while the termination process is completed.

## Chapter 10. AIR UAS DAR Designee File Management

**1000. Establishment and Maintenance of Files.** Managing offices will establish a designee file for each UAS DAR applicant and maintain the file until authorized for destruction. Refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, or your office Records Management Officer (RMO)/Directive Management Officer (DMO) for guidance regarding retention or disposition of records.

**1001. Designee File Content.** Each office will establish a designee file for a UAS DAR. The function of the designee file is to provide a location for all documents pertaining to an applicant or a designee currently authorized as a representative of the Administrator for this specific program. The designee file contains documents necessary for oversight and management of the applicant or designee during the life of the UAS DAR appointment. The documents include original appointment documents and documents generated since appointment.

**Note 1.** Information on documents such as Social Security numbers and date of birth is personal identification information and should be appropriately and permanently destroyed before the document is placed in either the active file or the archive file.

**Note 2.** This system of designee file management will be used until provisions are in place to transition the UAS DARs into the new Designee Management System (DMS).

**Note 3.** This program does not use the DMS or the Designee Information System for any UAS DAR documentation purposes. All documents associated with this program will be maintained in paper format.

## Chapter 11. AIR UAS DAR Function Code and Qualifications

**1100. Purpose.** This chapter provides the function code and definition that will be authorized for a UAS DAR. This chapter also defines the qualification requirements necessary for selection of a UAS DAR.

**1101. Function Code Description:** A UAS DAR will be issued Function Code 55: Issue original/recurrent, replacement, and/or amended special airworthiness certificates, in the experimental category, for U.S. registered aircraft for the purpose of performing R&D, market survey, and crew training for a UAS at a test site.

**1102. Limitations.** UAS DARs will be limited to performing functions at the test site or sites authorized on their COA letter.

**1103. Qualification Criteria.** The following qualification criteria will be used for the appointment of a UAS DAR.

**a. General Qualifications and Requirements.** Each applicant must have—

(1) Appropriate technical knowledge and meet the applicable specialized experience requirements for UAS DARs as listed below.

(2) Verifiable character references from three individuals who can attest to the ability of the applicant to represent the FAA as a designee in issuing airworthiness certificates at a test site.

(3) A high degree of integrity, a cooperative attitude, and the ability to exercise sound judgment.

(4) The ability to maintain the highest degree of objectivity while performing the authorized function on behalf of the FAA.

(5) Satisfactory experience, within the preceding 48 months of the application, working directly in the type of work to be covered in the authorized function.

(6) A good command of the English language, both oral and written.

**b. Specialized Experience (Function Code 55).** For the issuance of special experimental airworthiness certificates for the purpose of operating a UAS for R&D, market survey, and crew training at a test site, the applicant must possess current knowledge relating to the design, fabrication, assembly, operating characteristics, control mechanisms, and/or safety considerations associated with UAS operations and have one or more of the following:

**Note:** Any experience with UAS presented as a consideration for qualification must have occurred within the past 48 months.

(1) A current mechanic certificate with A&P ratings and a minimum of 2 years of experience building, modifying, maintaining or conducting repairs on a UAS.

(2) A minimum of 2 years of experience as a field technical representative or quality assurance inspector employed by a manufacturer who builds unmanned aircraft. This experience must include hands on aircraft inspections and/or providing technical assistance to the manufacturer on the assembly and testing of their aircraft.

(3) Experience as an FAA inspector or designee (manufacturing or airworthiness) who has issued at least three special airworthiness certificates for limited, restricted, experimental, or light-sport aircraft, or issued three special flight permits for any purpose.

(4) Two years of experience as a UAS operator in a civil operation or under public operations.

(5) Two years of experience as a UAS operator or maintenance technician on a Department of Defense UAS program, or any other Federal Government owned or operated UAS program.

**c. Demonstration of UAS Certification Capability.** The applicant must recommend issuance of a minimum of three UAS certifications (minimum of one for existing DAR-Fs with function code 8) at a test site under the supervision of an FAA MS before being appointed as a UAS DAR.

### Appendix A. AIR UAS DAR Appointment Tracking Document

#### UAS DAR APPOINTMENT TRACKING DOCUMENT

*Instructions: Complete this document by entering a checkmark (✓) in each line entry, signing and dating where applicable.*

APPLICANT NAME: \_\_\_\_\_ Applying for UAS DAR

\_\_\_ 1. FAA need for this designation established. Appointing Official's initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ 2. FAA ability to manage established. Appointing Official's initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ 3. Review the application and request additional information if necessary.

\_\_\_ 4. Review resume. (FAA MS's name \_\_\_\_\_)

\_\_\_ 5. Check to determine if the applicant has had previous designations terminated because of misconduct, and if so, the application will be denied.

\_\_\_ 6. Verify completion of Initial Designee Training for UAS DAR appointments.

\_\_\_ 7. Recommendation – Check One:  
\_\_\_ Forward to evaluation panel with a recommendation to appoint.  
\_\_\_ Send applicant denial letter.

Managing Specialist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EVALUATION PANEL DECISION: APPOINT: \_\_\_\_\_

DENY APPOINTMENT: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 8. Demonstration of UAS Certification Capability, verify completion of one or three FAA-supervised UAS certifications at a test site, as applicable. (attach documentation)

\_\_\_ 9. Orientation: Have the applicant sign the Designee Acknowledgment of Responsibilities document. Make a copy and place it in the designee file and present the original to the designee.

Appointing Official's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B. Sample Designee Acknowledgment of Responsibilities****Figure B-1: Sample Designee Acknowledgement of Responsibilities (Front)****DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES****1.0 Basis and Requirements for Delegation of Authority.**

Title 49, United States Code, is the legislative instrument governing U.S. aviation.

Section 44701(a) states that the Administrator of the FAA “shall promote safe flight of civil aircraft in air commerce...”

To fulfill these responsibilities, the Administrator is provided with various resources, including the power to delegate to others. This power is specified in § 44702(d), Delegation:

“(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter, and

(b) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason which the Administrator deems appropriate.”

Title 28, United States Code, § 2679, states a designee/delegation is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made by the designee.

In addition, Title 14, Code of Federal Regulations, part 1, indicates that where the regulations make reference to the “Administrator,” this also includes any person authorized by the Administrator to exercise or perform that specific power, duty, or function.

**2.0 Authorization and Role of a Designee.**

FAA Order 8000.XX sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee.

When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

**3.0 Statement of Understanding.**

I understand that an appointment as a representative of the Administrator is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the Administrator.

**Figure B-1: Sample Designee Acknowledgement of Responsibilities (Back)****4.0 Statement of Acceptance of Responsibilities and Obligations.**

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization; FAA Orders 8000.XX; 8130.34; and any other FAA order associated with the exercise of the authority delegated by the Administrator.

I understand as a representative of the FAA, I am not an employee of the U.S. Government or federally protected for the work I perform.

As an authorized UAS DAR, I will:

- (a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations and orders.
- (b) Safeguard all FAA forms, certificates, and other official documents.
- (c) Perform only the authorized function called out in my certificate of authority.
- (d) Dedicate the required resources for the effective performance of the delegated function.
- (e) Remain knowledgeable in the UAS DAR specialty and in the applicable airworthiness standards, policies, and procedures.
- (f) Attend FAA sponsored training as required.
- (g) Cooperate with the FAA in exercising this delegated authority.
- (h) Submit activity reports in the format prescribed by and within the timeframe determined by the managing office.
- (i) Not conduct any certification activity until coordinated with the assigned Managing Specialist and/or the Managing Office.
- (j) Not conduct any activity at any location other than specified on my certificate of authority.

\_\_\_\_\_  
Name and Designee number

\_\_\_\_\_  
Date



**Appendix C. Sample Notification of Receipt of Application Letter**



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

**[Date]**

**[Applicant]**

**[Applicant's Address]**

**[Applicant]:**

This letter is to advise you that your application for appointment as a UAS DAR has been received. A review of your application is in progress and will be completed within 30 days. The Managing Specialist assigned to evaluate your application is:

**[Insert Name, Phone Number, and email address of the assigned MS]**

Thank you for your interest in the UAS DAR program.

Sincerely,

**[Appointing Official]**

**[Managing Office]**

## Appendix D. Sample Notification of Denial Letter



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**[Date]**

**[Applicant]**

**[Applicant's Address]**

**[Applicant]:**

This letter is to advise you that your application for appointment as a UAS DAR has been denied. A review of the established criteria for appointment revealed your application was deficient in the following area(s):

**[Show appointment criteria deficiency with explanation.]**

You may re-apply when you can satisfy the requirements listed above.

Thank you for your interest in the designee program.

Sincerely,

**[Appointing Official]**

**[Managing Office]**

**Appendix E. Sample Notification of Appointment  
as an AIR UAS DAR**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

[Date]

[Applicant]  
[Applicant's Address]

[Applicant]:

We are pleased to inform you that your appointment as a UAS DAR per § 183.33 of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office.

**DESIGNATION CERTIFICATE NUMBER:** [UAS-DAR-ANM-108P-001]  
**DATE OF DESIGNATION:** [date of initial appointment]  
**DESIGNATION EXPIRATION:** [date]

**AUTHORIZED FUNCTION:** Function Code 55: Issue original/recurrent, replacement, and/or amended special airworthiness certificates, for U.S. registered aircraft in the experimental category, for the purpose of performing research and development, market survey, and crew training, for a UAS at a test site.

**AUTHORIZED LOCATIONS:** [List the identification or nomenclature for the UAS test site(s) where this designee is authorized to perform this function.]

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

This authorization will expire on [date].

Sincerely,

[Appointing Official]  
[Managing Office]

**Appendix F. Sample FAA Form 8000-5, Certificate of Designation  
(Reduced Size)**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

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# Certificate of Designation

*Reposing special trust and confidence in the integrity, diligence, and discretion of*

**JANE S. SMITH**

*who has been found to have the necessary knowledge, skill, experience, interest,  
and impartial judgment to merit special public responsibility, I hereby designate as*

**UNMANNED AIRCRAFT SYSTEM  
DESIGNATED AIRWORTHINESS REPRESENTATIVE (add location  
and nomenclature of test site)**

*with authorization to act in accordance with the regulations and procedures  
prescribed by the Federal Aviation Administration relating to this designation.*

*Issued at*                      *Nowhere, Texas*                      *By Direction of the Administrator*

*Dated*                              *May 30, 2002*                              *John Q. Doe*

*Certificate No.* **UAS-DAR-ANM-108P-001**                      **Manager, MIDO 99**

**Appendix G. AIR UAS DAR Summary Activity Report**

<b>Designee Name:</b>	

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--	--

Issuance of Special Experimental Airworthiness Certificates for Research and Development for a UAS at a test site. Test site identifier:	

--	--

Issuance of Special Experimental Airworthiness Certificates for Crew Training for a UAS at a test site. Test site identifier:	

--	--

Issuance of Special Experimental Airworthiness Certificates for Market Survey for a UAS at a test site. Test site identifier:	

--	--

Issuance of Special Experimental Airworthiness Certificates for Research and Development for a UAS at a test site. Test site identifier:	

--	--

Issuance of Special Experimental Airworthiness Certificates for Crew Training for a UAS at a test site. Test site identifier:	

## Appendix H. Sample Suspension Notification to an AIR UAS DAR



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

**[Date]**

Mr. John Doe [Designee name]  
25 Shore Drive  
Atlantic City, NJ 00000

Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a UAS DAR is suspended immediately. This action is based upon **[state reason]**. You are prohibited from issuing any certificates on behalf of the FAA at this time.

**If suspension is part of the termination process – use the following paragraph:**

For the reason(s) specified above, the FAA has determined that you are no longer able to represent the Administrator and your appointment is being terminated. You will be notified when this action is complete.

**If suspension is for another reason and the intention is to reinstate the designee – use the following paragraph:**

In order to be reinstated, you must **[state the conditions]**. Once this is accomplished, the FAA managing office will provide you with a written notice that your appointment as a designee has been reinstated. We ask that you respond in writing regarding the action you will take to be reinstated. If you take no action in response to this letter, your appointment as a designee will terminate upon the expiration of your current authorization.

Sincerely,

**[Appointing Official]**  
**[Managing Office]**

**Appendix I. Sample Reinstatement Notification to an AIR UAS DAR**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**[Date]**

Designee: Mr. John Doe  
25 Shore Drive  
Atlantic City, NJ 00000

Mr. Doe:

We are pleased to inform you that your suspension is lifted and you are reinstated as a UAS DAR. You may issue airworthiness certificates on behalf of the FAA.

This letter serves as your official authorization and you may wish to include a copy of this letter with your Certificate of Authority.

Sincerely,

**[Appointing Official]**  
**[Managing Office]**

**Appendix J. Sample Notice of Termination of an AIR UAS DAR**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**[Date]**

CERTIFIED MAIL NUMBER: \_\_\_\_\_

File Number: \_\_\_\_\_

Designee: Mr. John Doe  
25 Shore Drive  
Atlantic City, NJ 00000

Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a UAS DAR is terminated effective immediately. This action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a UAS DAR. We have determined that on or about **[date]**, you **[state the noncompliance in plain language]**. **[Cite the reference to the regulations/policy that was violated/noncompliance.]**

This action is final and no further action will be taken by the FAA concerning your termination or performance as a UAS DAR.

Sincerely,

**[Appointing Official]**  
**[Managing Office]**



**Appendix K. Acronyms**

14 CFR	Title 14 of the Code of Federal Regulations
49 U.S.C.	Title 49 of the United States Code
A&P	Airframe and Powerplant
AFS	Flight Standards Service
AFS-640	Designee Standardization Branch
AIR	Aircraft Certification Service
AIR-100	Design, Manufacturing, and Airworthiness Division
AIR-113	Airworthiness Certification Section
ASI	Aviation Safety Inspector
COA	Certificate of Authority
COD	Certificate of Designation
DAR	Designated Airworthiness Representative
DAR-F	Designated Airworthiness Representative for Manufacturing
DIN	Designee Information Network
DMS	Designee Management System
DOT	Department of Transportation
DRS	Designee Registration System
eLMS	Electronic Learning Management System
EP	Evaluation Panel
FAA	Federal Aviation Administration
FSIMS	Flight Standards Information Management System
MIDO	Manufacturing Inspection District Office
MS	Managing Specialist
UAS	Unmanned Aircraft System

## Appendix L. Definitions

**a. Appointing Official.** The office manager or designated representative having appointment responsibilities for the unmanned aircraft systems (UAS) designated airworthiness representative (DAR).

**b. Certificate of Authority (COA).** A Federal Aviation Administration (FAA) letter specifying the designation for which the person concerned is qualified. The COA also indicates the expiration date and is updated on issuance of any subsequent renewals. This COA is not the same type of certificate as described in Title 14 of the Code of Federal Regulations (14 CFR) part 13, Investigative and Procedures, § 13.19. The FAA may revoke the designee COA at any time, for any reason the Administrator considers appropriate.

**c. FAA Form 8000-5, Certificate of Designation (COD).** A suitable-for-framing certificate that specifies the kind of designation for which the designee is qualified; it is used for display purposes.

**d. Designee File.** A file maintained at the managing office that contains all information pertinent to a UAS DAR appointment.

**e. Evaluation Panel (EP).** Two or more managing specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial or appointment and delegated authority, as appropriate.

**f. Guidance Material.** FAA policy and advisory material.

**g. Managing Office.** The FAA office responsible for supervising, monitoring, training, and tracking a designee.

**h. Managing Specialist (MS).** A manufacturing aviation safety inspector who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight after appointment. This would be equivalent to the Advisor role under FAA Order 8100.8, *Designee Management Handbook*.

**i. Oversight.** See Supervision. For the purpose of this order, "oversight" and "supervision" are used interchangeably.

**j. Supervision.** The portion of oversight responsibilities for assigned designees that includes the following:

- (1) Documenting and maintaining current and accurate records.
- (2) Informing designees of their duties and responsibilities.
- (3) Providing guidance and direction in the implementation of all assigned duties.
- (4) Providing designee training as applicable.

(5) Notifying designees of their performance.

(6) Initiating corrective action, as required.

**k. Suspension.** The FAA action that removes some or all authority for a designee to act on behalf of the FAA.

**l. Suspension Reinstatement.** The FAA action taken to restore the authorization for a designee to act on behalf of the FAA when that authorization was previously suspended.

**m. Termination.** The FAA action that removes all FAA authority given to a designee to perform functions on behalf of the Administrator.

## Appendix M. Administrative Information

- 1. Background.** The Federal Aviation Administration (FAA) recently established a number of unmanned aircraft system (UAS) test sites to allow increased testing and evaluation of UAS for potential use within the National Airspace System. In an effort to leverage the UAS expertise available at these test sites, the FAA developed this UAS designated airworthiness representative (DAR) program. This program allows the FAA to appoint applicants with extensive experience in the UAS field that would otherwise not qualify for appointment as a designated airworthiness representative for manufacturing (DAR-F). This program is intended for UAS DARs that will only perform this function at a UAS test site and only for the duration of that program.
- 2. Authority to Change This Order.** The authority to revise or cancel material in this order resides with the AIR Design, Manufacturing, and Airworthiness Division (AIR-100).
- 3. Letters and Formats.** Examples of appropriate letters and formats referenced in this order are provided in the appendices.
- 4. Information Currency.** Any deficiencies found, clarifications needed, or improvements suggested regarding the content of this order should be documented on FAA Form 1320-19, Directive Feedback Information (located in appendix N) and forwarded to the Administrative Services Branch, AIR-510, Attention: Directive Management Officer, for consideration. You can also forward your request by using the automated Directive Feedback System on the web at <http://avsdfs.avs.faa.gov/default.aspx>.
- 5. Deviations.** Adherence to procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be requested and approved by AIR-100.
- 6. Records Management.** Refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, or your office RMO/DMO for guidance regarding retention or disposition of records.

**Appendix N. FAA Form 1320-19, Directive Feedback Information**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**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 8000.372A

To: Directives Management Officer, 9-AWA-AVS-AIR-DMO@faa.gov

*(Please check all appropriate line items)*

An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.

Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
*(attach separate sheet if necessary)*

In a future change to this directive, please include coverage on the following subject  
*(briefly describe what you want added):*

Other comments:

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_

**FAA Form 1320-19 (10-98)**