



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

**ORDER  
8100.5C**

National Policy

07/14/2017

**SUBJ:** Aircraft Certification Service – Organizational Structure and Functions

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This order defines the organizational structure of the Aircraft Certification Service (AIR) and clarifies its functions.

A handwritten signature in cursive script, reading "Dorenda D. Baker", is positioned above the printed name.

Dorenda D. Baker  
Executive Director, Aircraft Certification Service

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## Chapter 1. General Information

**1. Purpose of this Order.** This order describes AIR's organizational structure and functions.

**2. Audience.** The audience for this order is employees of all AIR offices, divisions, and delegated organizations and designees.

**3. Where Can I Find this Order?** You can find this order on the MyFAA Employee website under Orders & Notices at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices), or on the FAA's Regulatory and Guidance Library (RGL) website at <http://rgl.faa.gov>.

**4. What This Order Cancels.** FAA Order 8100.5B, *Aircraft Certification Service – Mission, Vision, Organizational Structure and Functions*, dated November 22, 2016.

**5. Effective Date.** This order is effective on 07/23/2017.

**6. Explanation of Changes.** This revision describes functions of AIR divisions, and incorporates the reorganization that eliminates the product directorates.

## **Chapter 2. FAA Mission and Vision**

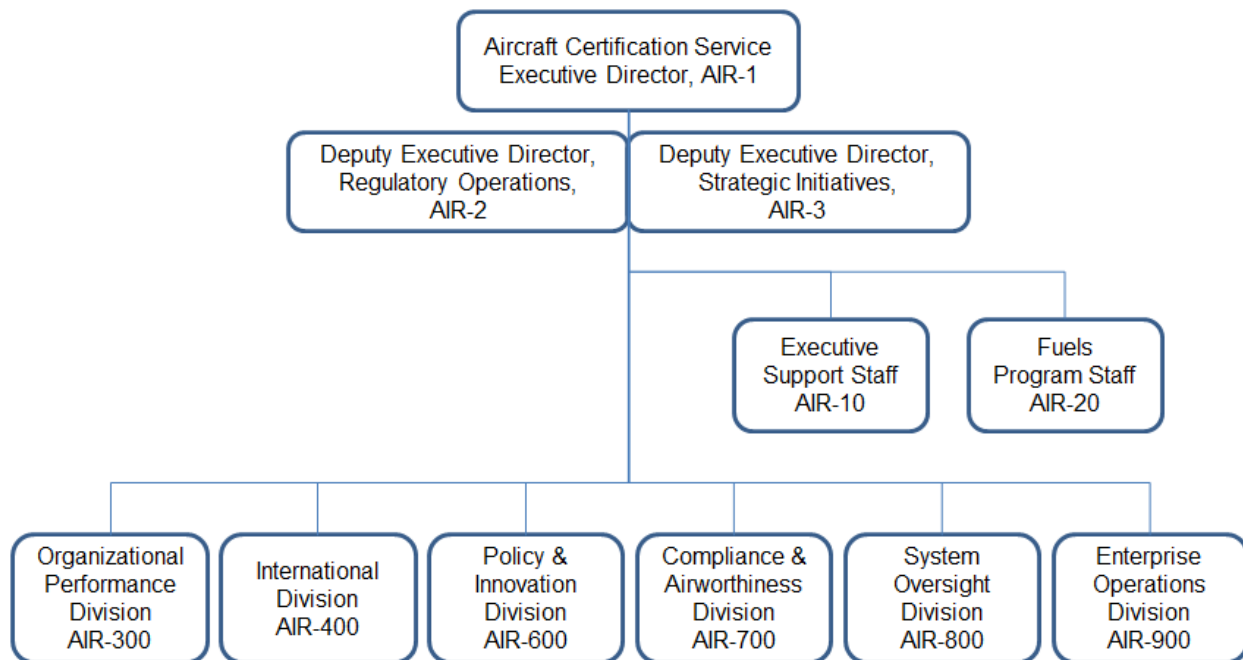
**1. FAA's Mission.** Our continuing mission is to provide the safest, most efficient aerospace system in the world.

**2. FAA's Vision.** We strive to reach the next level of safety, efficiency, environmental responsibility, and global leadership. We are accountable to the American public and our stakeholders.

### Chapter 3. AIR Organizational Structure

**AIR Organizational Structure.** AIR consists of the Office of the Executive Director, the Executive Support Staff, the Alternative Fuels Program Staff, and six divisions. AIR employees are located throughout the United States (U.S.). AIR's organizational structure is illustrated in Figure 3-1.

**Figure 3-1. Aircraft Certification Service Organizational Structure**



## Chapter 4. AIR Functions

**1. AIR Functions.** The AIR divisions share responsibility for the design and production approval, airworthiness certification, and continued airworthiness programs of U.S. civil aviation products and articles. AIR performs the following functions:

- a.** Support aerospace innovation by partnering with industry to develop safety requirements for new technology;
- b.** Develop and maintain AIR regulations, manages overall fleet safety, and provides policy and educational tools to assist in regulatory compliance;
- c.** Issue design approvals, production approvals and airworthiness certificates, executes continued operational safety (COS) processes, and provides flight test support;
- d.** Oversee systems associated with FAA approvals, certificates, bilateral partners, and administers designee and delegation programs;
- e.** Monitor and assess the overall internal health of AIR, and provides strategic leadership for planning and change management within the organization;
- f.** Provide core services that enable success throughout AIR, including human resources, financial management, workforce development, Information Technology (IT) support, and information management;
- g.** Collaborate between AIR divisions and the Flight Standards Service (AFS) to enhance safety of the national airspace system; and
- h.** Collaborate with other FAA organizations, other U.S. government agencies, the International Civil Aviation Organization (ICAO), and other Civil Aviation Authorities (CAA) to maintain and further the safety of the international air transportation system.

### **2. Office of the Executive Director.**

**a. Office of the Executive Director (AIR-1, AIR-2, AIR-3).** The Executive Director, AIR-1; the Deputy Executive Director, Regulatory Operations, AIR-2; and the Deputy Executive Director, Strategic Initiatives, AIR-3, are responsible for managing AIR. AIR-1 reports to the Associate Administrator for Aviation Safety (AVS). AIR-1, AIR-2, and AIR-3 are responsible for the following functions:

- (1) Provide advice and assistance to the Associate Administrator in support of strategic planning, operational mission accomplishment, resource management, and the administration of executive decisions;
- (2) Develop and maintain productive relationships with the public, the aviation industry and community, and other government agencies; and

- (3) Provide executive vision, leadership, and direction to AIR employees.

**b. Executive Support Staff (AIR-10).** AIR-10 is responsible for managing the executive support functions for the Office of the Executive Director, facilitating daily operations, managing workflow, participating in policy implementation and integration of initiatives. AIR-10 reports to the Office of the Executive Director and is responsible for the following functions:

- (1) Provide office management and administrative support to AIR-1, AIR-2, and AIR-3;
- (2) Provide direction, guidance, and oversight for work assigned to AIR;
- (3) Assign tasks to AIR divisions, monitor progress, and review completed work products for quality, consistency, and technical accuracy;
- (4) Facilitate meetings for AIR leadership; and
- (5) Provide consultation and coordination in complex matters related to aircraft certification, production and airworthiness, and COS within the FAA, other government departments/agencies, and industry organizations.

**c. Alternative Fuels Program Staff (AIR-20).** AIR-20 is the advocate and focal point for regulations, policies, and certification programs for fuel related activities. AIR-20 reports to the Office of the Executive Director and is responsible for the following functions:

- (1) Support critical aviation gasoline and jet fuel projects throughout AIR, FAA, and other governmental entities; and
- (2) Provide expert technical consultation on fuels, lubricants, and additives in complex matters requiring coordination within the FAA, other government departments/agencies, and organizations in the aviation industry.

### **3. AIR Divisions.**

**a. Organizational Performance Division (AIR-300).** AIR-300 supports continuous improvement of AIR operations through collaboration across the Service. AIR-300 reports to the Office of the Executive Director and is responsible for the following functions:

- (1) In coordination with other divisions, develop, track, and analyze measures for AIR organizational health;
- (2) Manage AIR's strategic priorities and ensures strategic goals are achieved through effective implementation of the AIR Blueprint;
- (3) Conduct targeted studies and provide recommendations to improve AIR efficiency and effectiveness;
- (4) Develop and convey AIR's key messages to internal and external stakeholders;

(5) Coordinate AIR audit activities related to Office of Inspector General, General Accounting Office, and Office of Management and Budget inquiries;

(6) Coordinate and track AIR responses to National Transportation Safety Board recommendations;

(7) Manage the AIR rulemaking program;

(8) Maintain AIR's Quality Management System certificate; and

(9) Institutionalize change management within AIR.

**b. International Division (AIR-400).** The International Division reports to the Office of the Executive Director, and serves AIR by providing leadership in improving and advancing global aviation safety by developing new bilateral and multilateral partnerships, strengthening existing relationships, and collaborating with foreign civil aviation authorities to achieve a seamless exchange of aeronautical products in the global system. AIR-400 is supported by its two branches, the International Policy Branch (AIR-410) and the International Affairs branch (AIR-420), and has offices in Belgium, Brussels, Singapore and Washington, DC. AIR-400 is responsible for the following functions:

(1) Manage assessment and evaluations for determining initial and ongoing scope of international aviation agreements and working procedures;

(2) Negotiate, establish, and manage bilateral agreements for airworthiness and similar international aviation agreements;

(3) Develop and issue policy and guidance for the implementation of international aviation agreements and working procedures;

(4) Plan and execute bilateral relationship management meetings with bilateral partners and coordinating with AIR stakeholders for planning and subsequent action item closure;

(5) Represent AIR at the International Civil Aviation Organization (ICAO) and on the Interagency Group for International Aviation (IGIA);

(6) Plan and facilitate the execution of international conferences, meetings, technical assistance and other events; and

(7) Liaise with the other offices within the Office of Aviation Safety, the Federal Aviation Administration, the Department of Transportation, and other U.S. government departments and agencies with international responsibilities.

**c. Policy and Innovation Division (AIR-600).** The Policy and Innovation (P&I) Division reports to the Office of the Executive Director and is responsible for supporting aerospace innovation by developing a clear pathway to certification for all aerospace products. The P&I Division is responsible for the following functions:



- (1) Develop and maintain AIR regulations, guidance, and directives;
- (2) Organize research and development activities for AIR;
- (3) Provide liaison support to industry and government committees focused on innovative technologies
- (4) Maintain and manage the Chief Scientific Technical Advisor (CSTA) and Senior Technical Specialist (STS) program; and
- (5) Conduct fleet safety studies and evaluates overall fleet safety needs.

**d. Compliance and Airworthiness Division (AIR-700).** The Compliance and Airworthiness (C&A) Division reports to the Office of the Executive Director. The C&A Division is responsible for the following functions:

- (1) Issue design approvals for domestic applicants and validate foreign design approvals;
- (2) Execute processes associated with the COS of products and articles;
- (3) Support overall fleet safety through the interaction and sharing of product safety knowledge to enable risk-based decision making for each division;
- (4) Conduct compliance and enforcement activities as necessary; and
- (5) Appoint, oversee, and renew engineering designees and certain delegated organizations authorized to work on behalf of the FAA.
- (6) Provide flight test expertise for support of C&A, P&I, and SO activities, and manage the AIR flight test program.

**e. System Oversight Division (AIR-800).** The System Oversight (SO) Division reports to the Office of the Executive Director. The System Oversight Division is responsible for the following functions:

- (1) Appoint, oversee, and renew manufacturing designees and certain delegated organizations authorized to work on behalf of the FAA;
- (2) Conduct compliance and enforcement activities as necessary;
- (3) Use a common oversight philosophy, consistent with agency-wide oversight objectives, to oversee design approval holders and production approval holders, including those located outside of the U.S.;
- (4) Oversee design and production activities for organizations with implemented Safety Management Systems (SMS);

(5) Work closely with other AIR divisions to confirm that systems recognized and accepted through bilateral agreements are performing, being maintained, and providing the expected safety outcomes; and

(6) Issue production approvals, airworthiness certificates, and special flight authorizations.

**f. Enterprise Operations Division (AIR-900).** The Enterprise Operations Division reports to the Office of the Executive Director. The Enterprise Operations Division is responsible for the following functions:

(1) Maintain oversight of AIR's financial resources, human resources, information resources, and physical property;

(2) Establish processes and tools to assure availability and effective distribution and use of resources in support of AIR's mission requirements;

(3) Establish mechanisms to acquire and retain a highly skilled workforce, and to support continued development of AIR personnel knowledge, skills, and abilities critical to AIR's mission;

(4) Maximize the effectiveness of AIR's people through allocation of financial and physical resources to support AIR's workforce;

(5) Develop a comprehensive information management strategy; and

(6) Implement and support tools that improve AIR's ability to use data and information to achieve its mission.

## Chapter 5. Administrative Information.

- 1. Distribution.** This order is distributed to all AIR employees and internal FAA stakeholders.
- 2. Authority to Change This Order.** AIR-1 issues changes to this order. However, changes cannot alter delegations of authority, relationships, or responsibilities set by FAA Order 1100.1B, *FAA Organization – Policies and Standards*.
- 3. Records Management.** Refer to FAA Order 0000.1G, *FAA Standard Subject Classification System*; FAA Order 1350.14B, *Records Management*; or your office Records Management Officer/Directives Management Officer for guidance regarding retention or disposition of records.
- 4. Suggestions for Improvement.** Please forward all comments on deficiencies, clarifications, or improvements regarding this order to: [9-AWA-AVS-AIR-DMO@faa.gov](mailto:9-AWA-AVS-AIR-DMO@faa.gov) via email or complete the form online at <https://ksn2.faa.gov/avs/dfs/Pages/Home.aspx>. FAA Form 1320-19, Directive Feedback Information, is located in appendix A of this order for your convenience. If you require an immediate interpretation, please contact Office of the Executive Director, AIR-10, at (202) 267-8235; however, you should also complete Form 1320-19.

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

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

Subject: Order 8100.5C

To: Directives Management Officer (DMO) at [9-AWA-AVS-AIR-DMO@faa.gov](mailto:9-AWA-AVS-AIR-DMO@faa.gov) or  
complete the form online at <https://ksn2.faa.gov/avs/dfs/Pages/Home.aspx>

*(Please check all appropriate line items)*

- ☐ An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.  
*(attach separate sheet if necessary)*
- ☐ 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: \_\_\_\_\_

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

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