



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Flight Standards Policy

ORDER
FS 1100.1B

Effective Date:
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SUBJ: Flight Standards Service Organizational Handbook

1. This order describes Flight Standards Service's (AFS) mission, functions, and organizational structure to the lowest level. The organizational structure and functions at the director level is documented in Federal Aviation Administration (FAA) Order 1100.2, Organization—FAA Headquarters.
2. Revisions to this order should be made based on organizational needs, and management considerations and approval. The Organizational Resources and Program Management Division, AFS-100, and the Technical Information and Communications Programs Branch, AFS-140, are responsible for the maintenance of this order.

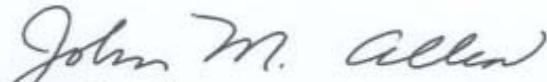

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Chapter 1. General Information

Section 1. Introduction

- 1. Purpose of This Order.** This order defines the organization and functions of the Flight Standards Service (AFS) headquarters elements to the lowest level, and updates the organizational structure and programs within the Service.
- 2. Audience.** The audience for this order includes employees from the following services within the office of the Associate Administrator for Aviation Safety (AVS). The branch level in Washington headquarters AFS, all regional Flight Standards divisions (RFSD), and all supervisors in the Flight Standards field offices.
- 3. Where You Can Find This Order.** You can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>.
- 4. What This Order Cancels.** Order FS 1100.1A, Flight Standards Service Organizational Handbook, dated January 6, 2009, is canceled.
- 5. Explanation of Changes.** This revision incorporates updated information on the roles and responsibilities within the Flight Standards Service organization.

Section 2. Requesting Organizational Change

6. Discussion. AFS makes changes to this order through the agency directives management system. This process assures that organizations directly affected by a change to the order coordinate on those draft changes. However, organizational changes within AFS could affect divisions with which coordination is not required according to the agency directives system. For example, a reorganization/realignment of a division within AFS could require a change in staffing standards. Though this would not directly affect the Human Capital Resource Management Branch, AFS-130, that branch would need to adjust numbers and allocation of staff, the Financial Resources Management Branch, AFS-120, would have to adjust facilities and equipment execution, and so forth. As a result, AFS has established a process to evaluate proposed organizational changes that require a change to Order FS 1100.1, Flight Standards Service Organizational Handbook.

a. Examples of Organizational Realignment. A number of situations necessitate a realignment within AFS. A division manager may determine the need for a change to a branch within the division or to create or eliminate a branch. A staff manager may seek to expand his or her staff to a division or to transfer staff functions to a division for better grouping of functions and expertise.

b. Peer Review. For the purpose of this order, any changes made to an existing division, branch, or staff among AFS headquarters offices must be accomplished using a peer review process to evaluate proposed organizational changes and to make recommendations on such proposals to AFS-1. The result of the peer review will either be a revision of the proposal to reflect changes suggested by the peer review, or a recommendation that the Service Director either approve or disapprove the proposed change, with or without modification.

c. Publication. After approval by the Service Director, the publication of a change to Order FS 1100.1 implements the Director's decision. (See paragraph 6b for a description of the peer review and approval process.)

7. Director's Management Team. The Director's Management Team (DMT) consists of the managers of the headquarters Flight Standards divisions/staffs or their designated deputies. The chair of the DMT is the Deputy Director, AFS-2. The DMT conducts the peer review process for organizational changes to Flight Standards headquarters divisions/staffs.

8. Initiating an Organizational Change.

a. Determine the Need for a Change in the Organizational Structure. After the staff or division manager has determined the need for a reorganization or realignment, the manager prepares a request in a decision memorandum format. The memorandum must be addressed to the Director, Flight Standards Service (AFS-1). The memorandum should contain background or supporting information and address, at a minimum, the following areas:

- (1) The general purpose of the reorganization;
- (2) An explanation of how the reorganization will apply resources to AFS priorities;
- (3) An explanation of how the reorganization relates to the AFS, AVS, and agency strategic plans;
- (4) A description of the staffing implications, i.e., increases, decreases, supervisory ratios, etc;
- (5) An explanation of how the reorganization would improve the efficiency and effectiveness of AFS, i.e., it would improve customer service, enhance aviation safety, or be a more effective grouping of functions and duties, etc;
- (6) Any issues or situations on which the reorganization could have an adverse impact. The memorandum should address the pros and cons of each issue;
- (7) Any other issues surrounding the proposed reorganization/realignment, and a discussion of the issues; and
- (8) Divisions/staffs making organizational changes should consult with the appropriate bargaining unit representatives when drafting the proposed reorganization request to assure that union concerns are addressed.

b. Review by the DMT.

(1) Upon receipt of the memorandum requesting an organizational change, AFS-2 will call a meeting of the DMT. The manager requesting the change remains part of the DMT but will only answer questions about the proposed change for his or her peers. The manager will not participate in the determination of the recommendations.

(2) The DMT will review the proposed change based on the criteria in paragraph 8a, using the requested memorandum, any other supplemental information from the manager, and any verbal answers supplied by the division/staff manager requesting the change.

(3) AFS-2 will prepare a recommendation (in memorandum format with “Approved” and “Disapproved” signature blocks for the Director’s signature) based on the DMT’s decision for the Service Director to either approve or disapprove the request for an organizational change. All supporting material, e.g., the original decision memorandum, any background, supporting information, or issue papers, etc., must be included with the recommendation for the Service Director’s reference.

c. Approval by the Service Director.

(1) If the Service Director approves the request for an organizational change, he or she signs the recommendation memorandum on the “Approved” signature block and returns the package to the manager requesting the organizational change.

(2) The manager then forwards the approved package (original requesting memorandum and background or supporting material) to AFS-140 through AFS-100 for processing under the agency’s directives management system.

(3) An AFS-140 staff specialist will prepare and coordinate the changes to Order FS 1100.1 in accordance with agency guidelines.

d. Disapproval by the Service Director. If the Service Director disapproves the proposed organizational change, the DMT returns the package to the division/staff manager requesting the organizational change and provides an explanation of the Director’s action.

(1) The DMT may identify areas that the requesting manager may wish to address before resubmitting the proposed change.

(2) The manager resubmits the proposal in the same manner as before.

Section 3. Flight Standards Service, AFS-1

9. Mission. AFS promotes safety of flight of civil aircraft in air commerce by:

a. Setting certification standards for air carriers, commercial operators, air agencies, and airmen (except air traffic control (ATC) tower operators).

b. Directing, managing, and executing certification, inspection, and surveillance activities to ensure adequacy of flight procedures, operating methods, airmen qualification and proficiency, aircraft maintenance, and the maintenance aspects of airworthiness programs.

c. Managing the systems for registry of civil aircraft and all official airmen records, and supporting law enforcement agencies responsible for drug interdiction.

d. Providing the system safety perspective for all aspects of ground and airborne flight operations and for considering their effect regarding protection of persons and property on the ground.

10. Functional Organization. The functional organization structure of AFS is shown in Figure 1-1.

11. Functions.

a. Flight Standards is responsible for:

(1) Certification, operating methods, flight operations, and maintenance activities of United States (U.S.) air carriers and foreign air carriers operating in and over the U.S.

(2) Maintenance standards for U.S.-registered aircraft, including airworthiness.

(3) Certification and conduct of commercial, industrial, private, and general aviation operations including rotorcraft.

(4) Examination and certification (except medical) of airmen (except ATC tower operators) and air agencies.

(5) Examination and appointment of persons designated and authorized to act as representatives of the Administrator pursuant to Title 49 of the United States Code (49 U.S.C.) with respect to certification of flight airmen and the maintenance of civil aircraft and products.

(6) Use of air navigation facilities, appliances, and systems by civil aircraft; the minimum equipment capability of civil aircraft for operating in an established environment; and the operational aspects of flight procedures including en route and instrument approach procedures (except ATC procedures).

(7) Approval of and surveillance over the aircraft maintenance programs of operators and pilot schools.

(8) Assurance that appropriate operational considerations are accommodated with regard to aircraft maintenance policies, procedures, and practices.

(9) Operating requirements and criteria for use of aircraft systems; e.g., determining whether a navigation device can be used as a sole source of navigation or how many are required; determining the type of airborne equipment required for low visibility approaches and landings.

(10) Ensuring that operational considerations are accounted for in the "Operating Limitations and Information" (including operational requirements and pilot procedures) requirements, policies, and practices for the development of airplane and rotorcraft flight manuals.

(11) Flight inspection policy.

(12) Promoting safety through monitoring compliance with the Federal Aviation Regulations, including the gathering of evidence and the preparation of Enforcement Investigative Reports (EIR) to support the initiation of administrative and legal enforcement action, when appropriate.

b. With respect to the foregoing:

(1) Develops and recommends, or issues within the delegated authority of the Director, regulations and minimum standards.

(2) Develops and recommends national policies for issuance by the Administrator.

(3) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.

(4) Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

(5) Evaluates the adequacy of existing regulations, policies, procedures, practices, and program performance in meeting broad Federal Aviation Administration (FAA) goals, as well as specific program goals.

(6) Develops plans and technical guidance for the protection and use of civil aviation resources, except airports, in time of national emergency.

(7) Recommends budget levels for formulation of decision packages on national programs, and recommends allocations of appropriated resources based on review of headquarters and regional requirements and quarterly review information.

(8) Develops and recommends programs and practices to ensure the professional competency and development of employees.

(9) Determines the need for and recommends research and development projects establishing the relative priority of those projects recommended.

(10) Exercises line authority over regional Flight Standards divisions (RFSD). Chapter 13 of this order describes the standard functions of the RFSDs. This chapter is also divided by individual sections that describe the organization of and roles and responsibilities of each RFSD.

12. Special Delegations.

a. Final authority is delegated to the Director of AFS, to make, issue, amend, and terminate rules and regulations promulgated under Titles III and VI of 49 U.S.C. relating to the following subject matters.

(1) Appendices to Title 14 of the Code of Federal Regulations (14 CFR) within the purview of the Director of AFS.

(2) Standard Instrument Approach Procedures (SIAP).

(3) Minimum en route altitudes.

(4) Flight procedures policy, operational weather minimums, and minimum equipment requirements.

b. With respect to the functions of paragraph 11a, final authority is delegated to the Director of AFS:

(1) To grant or deny exemptions from rules and regulations.

(2) To issue, amend, withdraw, or extend notices of proposed rulemaking.

(3) To take final action on any petition for reconsideration of an amendment, or a refusal to amend operations specifications (OpSpecs), and to take final action on any request for reconsideration of original issuance, amendment, or refusal to issue or amend an airman certificate, air carrier certificate, or an air agency certificate.

(4) To grant or deny exemptions under 49 U.S.C. to foreign airmen who are directly in charge of inspection, maintenance, overhaul or repair of aircraft, aircraft engines, propellers, appliances, or components.

c. The authority of paragraphs 11a and 11b may not be redelegated.

13. Special Relations.

a. Regulations. AFS is responsible for the substantive content of rules within its purview, as distinguished from the responsibility of the Office of the Chief Counsel (AGC) for the legal adequacy of the rules.

b. Aircraft Noise Abatement. AFS is responsible for developing, evaluating and approving or disapproving concepts, standards, equipment, and flight procedures related to aircraft noise abatement, as distinguished from the Office of Environment and Energy (AEE), which is responsible for the substantive content of rules within its purview.

c. Airworthiness. AFS is responsible for maintenance standards for U.S.-registered aircraft as distinguished from the Aircraft Certification Service's (AIR) responsibility for the engineering standards and practices, and the manufacturing aspects that are applied to ensure the airworthiness of aircraft and aeronautical products.

d. Rotorcraft. The Rotorcraft Task Force responsibility resides in AFS (Air Transportation Division, AFS-200, and General Aviation and Commercial Division, AFS-800). The service is responsible for rotorcraft operations and maintenance matters. The service will coordinate with the Air Traffic Organization (ATO) on rotorcraft operational matters and with the Associate Administrator for Airports on matters relating to heliport programs. The Associate Administrator for Airports and the ATO, respectively, are responsible for helicopter planning and development, and for integration of rotorcraft into the National Airspace System to fully utilize their unique

capabilities. The Office of Aviation Policy, Planning, and Environment (AEP) develops the Rotorcraft Master Plan.

e. Airshow and Sport Aviation Activities. AFS will work closely with ATO regarding airshow and other sport aviation matters and will facilitate the consideration of the concerns of the general aviation community in air traffic rules and aviation safety regulatory actions.

f. Flight Procedures and All-Weather Operations. AFS is responsible for developing national concepts, policies, standards, systems, procedures, and programs with respect to the operational and flight technical aspects of all weather operations, including instrument procedures (IAP), minimum en route altitudes, flight procedures, operational weather minimums, and minimum equipment requirements. Also, AFS is responsible for developing concepts, rules, standards, and criteria governing operational and technical aspects of flight procedures (except ATC procedures). These functions are distinguished from the responsibilities of the Aviation System Standards to implement agency policy, standards, and criteria in the development and standardization of flight procedures and the flight inspection of air navigation facilities. Additionally, AFS, through AFS-400, provides all necessary oversight for policy, guidance and work program direction for the RFSO AXX-220 branches to ensure assigned task accomplishment and implementation of national programs. This relationship recognizes that the 220 branches are assigned specific task areas in support of operational safety activities. They serve to provide technical assistance and operational safety analysis and are tasked to provide technical responses that represent the AFS position to regional Administrators, Airport divisions (regions and Airport district offices), ATO, RFSO division managers and AFS field offices (e.g. International Field Offices, Flight Standards District Offices, certificate management offices, and Aircraft Evaluation Groups (AEG)).

g. New and Modified Aircraft. AFS and AIR through the AEGs and the Aircraft Certification Offices (ACO) share responsibility for developing policy, procedures, practices, and standardization related to operational and maintenance acceptability of new and modified aircraft. This responsibility must be clearly represented by the AEG at the initiation of the aircraft certification process which is the responsibility of AIR. AFS accomplishes this responsibility through Flight Operations Evaluation Boards (FOEB), Flight Standardization Boards (FSB), and Maintenance Review Boards (MRB).

14. Office of the Director. The Office of the Director:

a. Advises and assists the Associate Administrator for AVS in providing support in the justification of budget estimates, in the administration of executive decisions, and in the development and maintenance of productive relationships with the public, the aviation community, and other government agencies.

b. Provides for the development, coordination, and execution of, and is accountable to the associate administrator for the adequacy of FAA:

- (1) Policies, standards, systems, and procedures.
- (2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

c. Provides the effective evaluation of program performance, and ensures the adequacy of followup to secure correction of deficiencies.

d. Ensures that all elements of AFS participate constructively in the FAA Equal Employment Opportunity (EEO) Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

15. Aviation Special Operations and Security Staff. Aviation Special Operations and Security Staff (ASOS), AFS-7, supports AVS by providing mission-critical planning and response to aviation emergencies, natural disasters, and aviation related security matters. The ASOS staff supports AFS-1 and the AVS management team by performing the following functions:

a. Develops and enforces policies regarding emergency planning and response, and facility security risk management.

b. Developing and continuously updating AVS headquarters and regional emergency response plans.

c. Acts as liaison to the AVS management team and AFS regional/field offices regarding security related incidents, emergency planning, and crisis response.

d. Coordinates all aspects of emergency operations and planning within the AVS community through designated points of contact within each AVS office at Washington headquarters and those assigned in the regions

e. Represents AVS to the Office of Security and Hazardous Material (ASH) by providing AVS input on all emergency planning and response efforts

f. Provides support to field personnel involved in law enforcement operations, as necessary.

g. Acts as liaison between AVS and the Transportation Security Administration (TSA) by representing AVS interests in security events involving the flying public, other Government agencies, FAA employees, and other security related aviation incidents in which TSA responds to or has a role.

h. Plans and executes exercises to test AVS emergency response plans.

i. Responds appropriately to emergency planning-related tasks from ASH, DOT, the Federal Emergency Management Agency (FEMA), the White House, or other Government entities.

j. Participates in FAA- and national-level exercises.

k. Represents AVS at various FAA emergency planning crisis response working groups and teams.

l. Advises AVS senior leadership on crisis response steering groups.

m. Supports AVS activities during emergencies such as natural and man made disasters, terrorist activities, or pandemics.

n. Coordinates with AVS offices and the FAA's Pandemic Influenza Coordinator to prepare AVS for a pandemic outbreak.

o. Oversees and participates in the AVS continuity of operations program.

p. Administers the AVS Satellite Telephone Program.

q. Manages the Aviation Safety Inspector Credential Program.

16. FAA Safety Team (FAASTeam). The FAA National FAASTeam manager, AFS-8, and staff, are responsible for developing national policies, standards, and procedures to guide the agency in overseeing the conduct of the FAASTeam. The FAASTeam manager:

a. Serves as the AFS focal point for all FAASTeam programs and initiatives.

b. Develops and recommends national policies, standards, systems, procedures, and program plans involving the safety program.

c. Participates in the analysis and evaluation of field execution of safety programs.

d. Provides organizational guidance and policy to the division managers and regional FAASTeam managers.

e. Serves as liaison to aviation industry on aviation safety programs and initiatives related to risk management, system safety, and new technology concepts.

f. Oversees the concept and development of new aviation safety products.

17. Executive Officer. The Executive Officer, AFS-10, and staff prepare special projects for the Director. The executive officer:

a. Coordinates, facilitates, and writes high level briefings and issue papers on complex, technical programs and initiatives for a variety of audiences, including the Administrator, Congress, high level government officials, and industry.

b. Oversees all confidential matters concerning investigations involving the service including but not limited to the Administrator Hotline, Office of Inspector General, FAA Whistleblower Protection Program, and the AFS Internal Assistance Capability.

c. Provides organizational guidance and direction to executive managers representing policy and philosophy of the director.

- d. Serves as liaison for Congressional hearings and preparation for such hearings.
- e. Serves as the AFS point of contact on the Safety Issues Reporting System (SIRS).

18. Analysis and Information Staff. This staff is responsible for providing AFS executives with operational and organizational risks/metrics that will assist them with their decisionmaking. The staff is located at Dulles, Virginia. The functions of the staff include:

- a. Providing analytical support to AFS executives by identifying emerging aviation safety issues, improving the quality of FAA safety data, and disseminating safety information to the AVS/AFS organization.
- b. Assisting other organizational elements in developing performance metrics for AFS activities and initiatives.
- c. Managing the Safety Performance Analysis System, including guidance regarding its interpretation, user training, requirements for development of new modules and performance measures, and reporting on effectiveness of indicators.
- d. Providing, on a limited basis, analytic support to other offices in Flight Standards Service.
- e. Supporting work program process owners in the development of management tools for resource targeting and workload prioritization to support more efficient and effective accomplishment of national work programs.
- f. Developing analytical techniques, products, and tools that provide hazard identification and analysis of aviation safety data for trends and disseminating aviation safety data to internal and external customers.
- g. Maintaining accurate and timely reporting procedures to research and analyze aviation safety information for customers working within a limited timeframe and in response to significant aviation events, Congressional inquiries, requests from the Government Accountability Office, the Department of Transportation (DOT) Office of Inspector General, and other organizations.
- h. Maintaining an interface with Department of Defense (DOD) Air Mobility Command so that principal inspectors and decisionmakers have access to DOD audit information, providing for more comprehensive evaluations and thereby improving aviation safety.
- i. Maintaining an outreach partnership program to share information by establishing a partnership with other aviation safety organizations such as, but not limited to DOT/Office of the Secretary of Transportation, Office of Aviation Analysis, Bureau of Transportation Statistics, and other national/regional civil aviation authorities.
- j. Maintaining a relationship with the Office of Aviation Safety Analytical Services and regional/field operations research analysts for national coordination and standardization of the analysis processes and products.

19. System Approach for Safety Oversight (SASO) Program Office. The SASO Program Office, AFS-30, is responsible for bringing the Flight Standards programs with elements related to certification, surveillance, investigation, and enforcement into alignment. The SASO program will encompass all of the systems and process development activities necessary to migrate from the current approach to a proactive system safety approach to oversight. The SASO Program Office is the focal point for all business process engineering efforts in Flight Standards, requiring dynamic interaction between AFS-30 and all AFS Headquarters divisions. This will allow the SASO Program Office to maintain standardization of processes across the organization. The SASO Program Office:

- a. Provides the Office of Aviation Safety Information Technology Division with information technology (IT) system engineering technical expertise related to the AFS system safety business process.
- b. Manages life-cycle/program of the SASO program under the Acquisition Management System.
- c. Integrates all safety-related activities of Flight Standards, including, but not limited to, current major programs and initiatives such as the Air Transportation Oversight System (ATOS); System Safety Analysis for General Aviation (SAGA); Safety Performance Analysis System (SPAS); Operations Specifications Subsystem (OPSS); and the Flight Standards Automation System (FSAS) efforts, and to ensure integration of data repositories with comparable data records and formats.
- d. Integrates human factor considerations, promotes information sharing with the aviation community, and allows for continual improvement that keeps pace with and uses advances in technology and the changing aviation environment.
- e. Develops and administers the SASO requirements management process across AFS lines of business.
- f. Continuously improves safety-related business process interfaces across AFS divisions, in keeping with the AFS Quality Management System (QMS) and International Organization for Standardization (ISO) 9001 quality system standards.
- g. Provides the chair for AFS configuration management for the SASO program.
- h. Provides participants in the AVS Configuration Control Board in order to maintain consistency with technical direction across the products and associated projects; and to provide an interface with other AVS Configuration Control Boards.
- i. Develops the AFS strategic direction for the development of safety-related business processes and information technology systems.
- j. Sponsors the “Risk Management/Decision Support” Research Project Description to align research and development in this field with the SASO program.

k. Manages the SASO budget for program/initiative support to centralize AFS funding for requirements development of business process engineering and the corresponding information systems and analysis and decision support tools.

l. Represents AFS in cross-organizational initiatives that have an interface with the AFS safety-related business process.

20. Flight Standards Quality Assurance Staff.

a. The Flight Standards Quality Assurance Staff, AFS-40, is a data driven independent AFS organization established to ensure the consistency and to validate the effectiveness of core systems and processes within AFS. This is achieved through audits, special studies and consulting services.

b. AFS-40 is a registered ISO 9000 and AS9100 organization and adheres to the policies and practices described in the ISO 9001:2000 standard. The staff has the responsibility of the growth and maintenance of the AFS QMS to foster continuous improvement in AFS systems and processes to support aviation safety.

c. AFS-40 is responsible for auditing the assigned programs and processes for the purpose of identifying system deficiencies, ensuring standardization and reporting directly to AFS-1 regarding the affect of those deficiencies so that improvements can be made.

d. The main office, the manager, and several staff members are located in Glen Burnie, Maryland. A few employees assigned to this staff will remain in their current geographic locations and will operate virtually from their current FAA offices, unless other arrangements are made. Each staff member is assigned to one primary program but may be used in other programs if the need arises. Additionally, other AFS employees serve collaterally as auditors under the supervision of the staff, especially in the Flight Standards Evaluation Program (FSEP).

e. The functions of AFS-40 are as follows:

(1) Establishes an annual business plan with identified targeted areas, activities, and milestones to guide the staff in its Business Performance Plan.

(2) Conducts system-based audits that make full use of system-based checklists, automated tools, statistical sampling, risk and trend analysis, and best practices.

(3) Validates the various AFS model establishment, design, implementation, and application in the context of the air transportation system environment to determine if processes remain relevant, current, functional, and effective.

(4) Through the FSEP and the AFS Internal Assessment Program, audits all process modules for the purpose of identifying process deficiencies.

(5) Manages the FSEP, which conducts independent reviews of Flight Standards' programs to identify and correct systemic weaknesses and to evaluate the adequacy of and adherence to national policy and guidance.

(6) Reviews all AFS's headquarters organizations, regional divisions, and supporting field office processes on a 3-year rotational cycle.

(7) Measures and reports on the progress of programs, using defined standards and audit criteria to determine effectiveness in achieving desired results.

(8) Analyzes audit findings and deficiencies to determine root causes and assess their effects.

(9) Provides suggestions for revising programs in response to audit findings.

(10) Interfaces with other AFS offices to identify and document factors in their audit findings and to provide critical information needed for process improvement.

(11) Responsible for the Flight Standards Document Control Process ensuring that QMS documents are properly approved and updated and that the correct revisions of documents are available to the personnel who need them.

(12) Plans, implements, and records audit procedures, audit findings, and plan accomplishments.

(13) Communicates audit findings directly to AFS-1 and to the program, regional, or field office managers, as appropriate.

(14) Is the focal point for the implementation and maintenance of quality management systems within AFS.

(15) Satisfies International Civil Aviation Organization (ICAO) requirements for quality assurance functions within AFS.

(16) Responsible for maintenance and review of all AFS Corrective Action Requests to report the effectiveness of the process at AFS/AVS management review meetings.

(17) Responsible for maintenance review of all AFS Preventive Action Requests to report the effectiveness of the process at AFS/AVS management review meetings.

(18) Responsible for the development, maintenance, and updates of the AFS Data Express Automated Analysis of Data Tool for region and field offices.

(19) Responsible for AFS Management Review Process to determine the overall suitability, adequacy and effectiveness of the AFS QMS.

(20) Compiles quarterly AFS division and field analysis of data to demonstrate the suitability, adequacy and effectiveness of the QMS and to evaluate where continual improvement of the QMS can be made.

(21) Supports the AVS Analysis of Data process by providing additional details on how the suitability, adequacy and effectiveness requirements are met within AFS.

(22) Compiles quarterly AFS division and field analysis on the Stakeholder/Customer Feedback Process in support of the AVS Stakeholder/Customer Feedback Process.

(23) Responsible for the AFS Quality Planning Process that affects changes/ revisions to the AFS Business Plan or significant changes to the types of products or services AFS provides.

(24) Responsible for the proper description of the design and development control process when organizations with AFS engage in design and development activities.

(25) Responsible for the evaluation of the Nonconforming Product and Services Process and for ensuring its effectiveness within AFS.

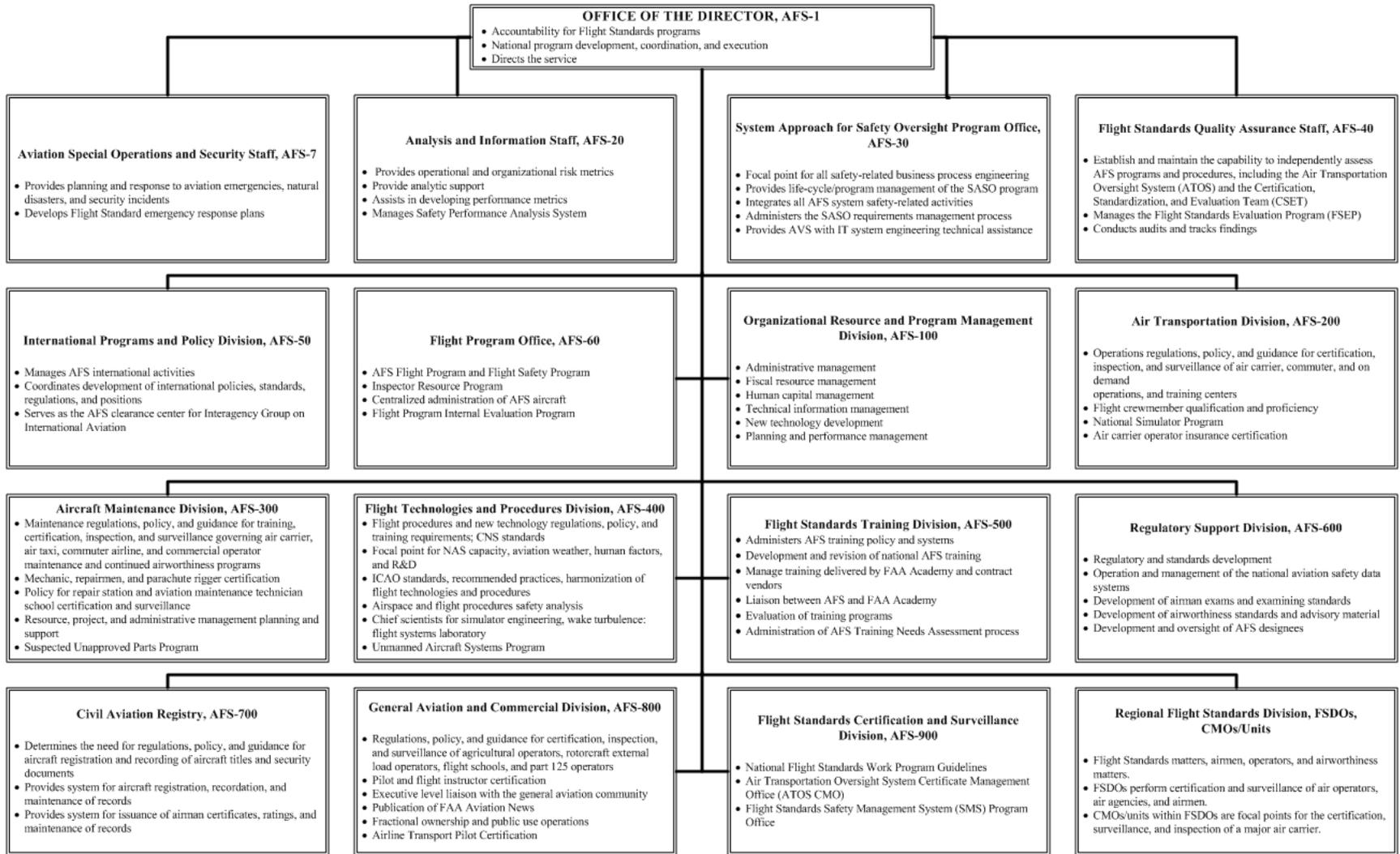
(26) Responsible for the control of records process within AFS ensuring that records remain legible, readily identifiable and retrievable. Also ensures that records are stored properly, protected, retained for an appropriate period and properly disposed.

21. National Flight Program Oversight Office.

a. The National Flight Program Oversight Office, ASW-280, serves as the FAA centralized policy-setting and oversight organization for ensuring the safe, effective, and efficient use of FAA flight program resources. The office advises the Administrator, Associate Administrator for AVS, and other principal officials on flight program matters and develops the policy and management directives for the operation of FAA aircraft. This office is located in Oklahoma City, Oklahoma, and reports directly to the Manager, Flight Standards Division, ASW-200.

b. The Flight Program Policy Committee will be chaired by AFS-1.

Figure 1-1. Flight Standards Service Functional Organization Chart



Chapter 2. International Programs and Policy Division, AFS-50

1. International Programs and Policy Division. The International Programs and Policy Division, AFS-50, is responsible for the management of international activities of the service.

2. International Affairs Branch. The International Affairs Branch, AFS-51, is responsible for the following functions:

a. Serves as the primary contact and develops policy for AFS international regulatory affairs and technical agreements.

b. Serves as a point of contact for the European Aviation Safety Agency, Transport Canada, ICAO, regional initiatives, North American Free Trade Agreement (NAFTA), Asia-Pacific Economic Co-operation, and other foreign aviation authorities.

c. Develops, approves, and manages the ICAO Endorsed Government Safety Inspector (GSI) training to reflect ICAO program for training of other foreign civil aviation authorities.

d. Develops and manages the ICAO model aviation regulatory documents consisting of a civil aviation law, regulations, and implementing standards for personnel licensing, flight operations and continuing airworthiness of aircraft and related technical guidance material.

e. Serves as the AFS primary point of contact for ICAO's Universal Aviation Safety Oversight Audit Program (USOAP).

f. Initiates notification of U.S. differences to ICAO (obligation in Article 38 of the Chicago Convention) for ICAO Standards and Recommended Practices which relates to AFS responsibilities when identified by other appropriate AFS divisions with associated rulemaking responsibilities.

g. Aids in the development, presentation, and execution of technical assistance programs for foreign civil aviation authorities who have demonstrated deficiencies and have requested such assistance.

h. Coordinates with the Office of the Assistant Administrator for International Aviation on reimbursable technical assistance, and policy and operational issues affecting international aviation operations. Also coordinates with regional international liaison officers and FAA international representatives.

i. Responsible for the AFS/AVS development and oversight of other government-to-government agreements.

j. Develops, coordinates, and monitors AFS policy regarding other international civil aviation organizations, such as the European Aviation Safety Agency (EASA).

k. Develops legislative proposals and rulemaking and provides policy on 14 CFR part 187 issues. Prepares Federal Register and advisory circular (AC) publications for annual adjustments in fees.

l. Responsible for the development and oversight of AFS-related Bilateral Aviation Safety Agreements and associated implementation procedures.

m. Serves as the clearance point for the Inter-Agency Group on International Aviation (IGIA) for purposes of coordinating U.S. positions and strategies, normally for ICAO proposals and events.

n. Maintains records documenting AFS technical assistance and training activities.

o. Prepares reports documenting AFS technical assistance and training activities.

p. Supports AFS-52 and AFS-53 in review and preparation of reports documenting AFS technical assistance and training activities and other support as needed.

3. International Operations Branch. This branch, AFS-52, is responsible for the following functions:

a. Responsible for regulations and policy recommendations governing certification and operations aspects of part 129 foreign air operators, including OpSpecs, rulemaking amendments, identification of resulting U.S. differences with ICAO Standards and Recommended Practices, exemption requests, development of guidance materials, and coordination of these activities with other FAA offices. Responsible for coordinating any National Transportation Safety Board (NTSB) Recommendations and Runway Incursion Program initiatives with part 129 foreign air carriers.

b. Develops and implements agency policy on the International Code-share Safety Audit program for U.S. air carriers and part 129 foreign air carriers. Responds to requests from foreign air carriers for part 129 authorization and/or economic authority under part 375. Coordinates with Office of the Secretary of Transportation regarding part 129 and other foreign air carrier operations.

c. Recommends changes to existing information systems such as National Program Guidelines, Vital Information Subsystem, Program Tracking and Reporting Subsystem, Airman Certification Rating Application, Operations Specifications Subsystem, etc.

d. Sets guidelines for monitoring foreign air carrier operations and practices, including airport use, establishment or use of dispatch and meteorological facilities, maintenance programs, and minimum equipment lists.

e. Evaluates results of FAA foreign operator ramp inspections and interfaces with other civil aviation authorities on safety inspection matters under the International Aviation Safety Data Exchange (IASDEX) system. Includes coordinating results of ramp inspections conducted by foreign civil aviation authorities on U.S. carriers outside of the United States with other FAA offices.

4. International Technical Support Branch. This branch, AFS-53, is responsible for the following functions:

a. Develops and maintains a pool of skilled AFS technical experts as primary resources for conducting assessments under the IASA program, technical review, Action Plan development, supplement technical assistance activities, international training courses, and any other international functions requiring aviation safety technical expertise.

b. Manages and executes the IASA program, which ensures that all foreign air carriers that seek DOT economic authority to operate to or from the U.S., or code share with U.S. air carrier partners, are properly licensed and with safety oversight provided by a competent civil aviation authority in accordance with ICAO standards.

c. Monitors foreign air carrier operations and practices, including airport use, establishment or use of dispatch and meteorological facilities, maintenance programs, and minimum equipment lists.

d. Performs supplemental inspections of foreign air carriers at airports nationwide with charter and/or scheduled service as an additional support of field office's surveillance efforts.

e. Acts as coordinator for requests for aviation safety inspector (ASI) resources from Washington headquarters, regional and field offices to support: technical assistance activities, international training, technical reviews, IASA and consultations.

f. Supports AFS-51 and AFS-52 in review and preparation of reports documenting AFS technical assistance and training activities and other technical support as needed.

g. Serves as primary contact and develops policy for the IASA program.

h. Supports AFS-51 and AFS-52 in respective branch's activities and other technical support as needed.

Chapter 3. Flight Program Office, AFS-60

1. Flight Program Office. The Flight Program Office, AFS-60, is responsible for the overall management and administration of the AFS Flight Program. The Flight Standards Service uses the Flight Program to meet aviation safety inspectors' flight currency and proficiency requirements, as well as, the regulatory need to be knowledgeable about aircraft, related systems, and the National Airspace System. The office is located at the Fort Worth, Texas, Alliance Airport. The manager reports directly to the Deputy Director, Flight Standards Service, AFS-2P.

2. AFS-60 Mission. The mission of AFS-60 includes:

- a. Providing service level management and oversight of all AFS flight operations.
- b. Managing and overseeing flight program participant qualifications and currently within all the sub-flight programs, as established in the AFS Flight Operations Manual.
- c. Maintaining and revising the AFS Flight Operations Manual.
- d. Centrally managing AFS aircraft.
- e. Ensuring that all FAA part 135 operations are conducted in accordance with regulations and approved part 135 operations and maintenance procedures. Implementing safety management system (SMS) for part 135 operations in compliance with existing FAA SMS guidance.
- f. Centrally managing the Flight Standards Inspector Resource Program (FSIRP) to include funding and management of all requirements needed by the ASI workforce and field offices.
- g. Centrally managing and administering the Flight Activity and Crew Tracking System (FACTS) for Flight Standards. This includes specific oversight of an administrative workforce with responsibility for entering all aircrew data into the system, along with the responsibility for access and control.
- h. Managing and overseeing the AFS Flight Safety Program in accordance with all applicable regulations, policies and the AFS Flight Operations Manual.
- i. Managing the Internal Evaluation Program (IEP) plans and conducts evaluations to ensure all AFS organizational activities and participants are standardized and following specific policy guidance. The goal of the evaluations is to ensure an efficient and safe flight program.
- j. Centrally managing the budget of the entire AFS Flight Program to provide a systematic approach to the utilization of available financial resources. All specific flight program costs will be monitored, and specific tools will be provided to ensure cost-effective operations.
- k. Providing centralized management of all new-hire check rides for general aviation and air carrier inspections. The goal of the program is to ensure quality and uniformity of each new-hire check ride and the identification of the most qualified ASI candidates.

l. Managing the mentoring subject matter experts for the INDOC, Light Twin Refresher, Turbo-prop Initial and Recurrent, and all other flight courses as assigned by the sponsor. Making recommendations to the appropriate policy division who is the sponsor for the specific courses.

m. Establishing up to three Service Center Operations for the AFS King Airs and other aircraft, as required.

Chapter 4. Organizational Resource and Program Management Division, AFS-100

1. Organizational Resource and Program Management Division. The Organizational Resource and Program Management Division, AFS-100, is responsible for the formation and execution of the Flight Standards operational budget and staffing allocations; provides national policy and guidance for the Flight Standards operations budget program; and is responsible for strategic and tactical planning, fiscal and human resource management, management analysis, organizational design and standardization, information management, administrative management, and health and safety programs. The division also is responsible for AVS's facilities and equipment (F&E) program and provides national policy and guidance on life cycle management on AVS's F&E investments. The division is subdivided into six branches, which are described below.

2. Administrative Resources Branch. This branch, AFS-110, administers functions to AFS at both the headquarters and regional levels. In this regard, the branch:

a. Provides telephonic communications, space, and logistics services to Flight Standards headquarters divisions.

b. Manages the Flight Standards Employee Recognition Program and serves as the focal point for the DOT/FAA national awards program.

c. Tracks and maintains records on employee Code of Ethics requirements and financial disclosure statements.

d. Provides contract and procurement oversight for Flight Standards headquarters divisions through the agency's PRISM system.

e. Supports the Key Infrastructure Services project.

3. Financial Resources Management Branch. This branch, AFS-120, is responsible for the budget execution of AFS operations and AVS F&E appropriations, and other fiscal management work functions. In this regard the branch:

a. Executes the Flight Standards operations budget and develops budget policy and guidelines for headquarters and regional divisions;

b. Manages PC&B policy and utilization for Flight Standards;

c. Executes the AVS F&E budget and develops budget policy and guidelines for headquarters and regional divisions;

d. Conducts periodic spending reviews and oversight of AFS budget resources in the operations account;

e. Conducts periodic spending reviews and oversight of AVS F&E budget resources;

f. Provides guidelines to AFS headquarters and regional offices for agency financial systems that impact fiscal management; and

- g.** Conducts periodic reviews of financial management processes in AFS.

4. Human Capital Resource Management Branch. This branch, AFS-130, provides policy and guidance on human resource management to both AFS headquarters and regional divisions. In this regard, the branch:

- a.** Assists Flight Standards in recruiting, selecting, placing, retaining, classifying, and training employees;
- b.** Develops pay and leave policies and provides guidance to Flight Standards divisions;
- c.** Manages employee incentive awards programs;
- d.** Provides guidance on all model work environment issues;
- e.** Provides guidance on employee conduct and discipline procedures;
- f.** Provides guidance on worker's compensation procedures and issues;
- g.** Oversees the issuance of security clearances to Flight Standards employees according to agency procedures; and
- h.** Manages the national Position Review Board to ensure the proper application, consistency, and equity in determining the appropriate career level definition for Flight Standards field and regional inspector positions and unique positions.

5. Technical Information and Communications Programs Branch. This branch, AFS-140, provides guidance on and oversight of various department, agency, and Flight Standards information processes. In this regard, the branch:

- a.** Serves as Flight Standards Records Management Officer. Provides guidance and assistance to Flight Standards offices on records management activities;
- b.** Manages all Flight Standards executive level correspondence and responds to public inquiries received through www.faa.gov in accordance with agency guidelines; and provides guidance on the agency's plain language and branding requirements and standards;
- c.** Serves as the focal point on foreign travel requests;
- d.** Serves as the clearance point for Whistleblower Protection Program correspondence;
- e.** Serves as the point of contact on Flight Standards reports to Congress;
- f.** Serves as Flight Standards Directive Management Officer;
- g.** Serves as the focal point on organizational changes/issues for Flight Standards headquarters and regions. Responsible for control, revalidation, and revision of Order FS 1100.1;
- h.** Serves as Flight Standards Forms Officer;

- i. Serves as the focal point for GAO and DOT Office of the Inspector General (OIG) audits;
- j. Manages employee suggestions;
- k. Serves as the focal point on Freedom of Information Act and Privacy Act;
- l. Tracks and processes NTSB Safety Recommendations and FAA Safety Recommendations;
- m. Serves as the program office for the design, development, and implementation of business requirements for FAA Order 8900.1, Flight Standards Information Management System (FSIMS);
- n. Provides AFS Web management, development, and support; and
- o. Provides AFS Dashboard management, development, and support.

6. New Technology Development Branch. This branch, AFS-150, helps develop, modernize, and maintain the architecture of the National Airspace System (NAS) and provides the Associate Administrator for AVS with system engineering, economic analysis, and operations research capabilities to enhance the development and integration of new technologies and procedures into the NAS. In this regard, the branch:

- a. Conducts new technology systems assessments;
- b. Develops the F&E programs linkages to the FAA Flight Plan;
- c. Provides technical program plan consulting services to all of AVS;
- d. Provides AVS economic analysis and Operational Research Analysis;
- e. Manages AVS F&E budget formulation processes and provides new technology systems assessments;
- f. Support AVS-1/2 on the Joint Resource Council;
- g. Provides guidance on Acquisition Management System and Life Cycle Management Policy;
- h. Participates in FAA Capital Investment Plan Management;
- i. Provides RE&D process management; and
- j. Manages Sharepoint site development within AVS.

7. Planning and Performance Management Branch. This branch, AFS-160, provides planning and performance management functions for AFS. In this regard, the branch:

- a. Develops an AFS annual performance plan and quarterly accomplishment reports;

- b.** Provides guidance on development of performance goals and targets;
- c.** Oversees AFS LDR project and task codes and provides user support;
- d.** Formulates and justifies the AFS Operations budget;
- e.** Establishes staffing targets and develops staffing reports;
- f.** Conducts various technical analyses and supports agency employee surveys.

Chapter 5. Air Transportation Division, AFS-200

1. Air Transportation Division. This division:

a. Is responsible for regulations and policy recommendations governing certification and operations aspects of air carriers and commercial operators of large aircraft (private carriers operating for compensation or hire); air agencies (aircraft dispatcher, Flight Engineer (FE), and flight navigator-approved schools); and air carrier airmen (aircraft dispatchers and flight navigators). This division is also responsible for management and oversight of the National Simulator Program (NSP) and air carrier insurance certification function.

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended CFRs, supplementary regulatory material, and grants or denials of exemption petitions; participates in regulatory review programs; and develops OpSpecs.

(3) Advises the Director, the Associate Administrator, and other principal officials, and serves as a point of contact for the aviation community on matters related to its program areas at the national level.

(4) Participates in the analysis and evaluation of the field execution of programs.

(5) Determines the need for and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the conduct of the related programs; provides guidance on applying agency policies, standards, and procedures pertaining to current safety issues.

(7) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(8) Develops operating requirements and technical standards.

(9) Initiates, recommends and coordinates actions to resolve safety problems resulting from accidents and incidents.

c. Oversees development and maintenance of aircraft simulator and flight training device (FTD) qualification standards and criteria.

d. Develops, coordinates, and recommends career development programs to ensure organizational competency for employees in the division.

2. National Simulator Program. This branch, AFS-205, is under the direct line authority of the division. The principal domicile for the NSP is Atlanta, Georgia. NSP consists of personnel trained as simulator evaluation specialists and simulator engineers. The NSP is responsible for

setting criteria and standards for initial qualification and the conduct of recurrent evaluations for aircraft, rotorcraft, and power-lift simulators. The NSP is also responsible for initial and recurrent evaluations of level six and seven FTDs. The NSP provides initial evaluation of reference data for level four and five FTDs, if required, and provides technical assistance to the Flight Standards District Office (FSDO) that has responsibility for approval of the FTDs. The NSP designates simulator evaluation specialists to serve as operations members and active participants on the FSB and the FOEB. The NSP manager:

- a. Plans, directs, and controls the activities of the NSP.
- b. Reports to the division manager and serves as the national focal point for all matters pertaining to the functions and responsibilities of the NSP.
- c. Develops and administers all policy matters, directives, and advisory material relating to aircraft simulator and FTD standards for evaluation and qualification.
- d. Recommends and initiates rulemaking projects related to simulators and FTDs.

3. Air Carrier Training and 142 Training Center Branch. This branch, AFS-210, is the principal element of the division with respect to managing, directing, planning, organizing, coordinating, developing, and evaluating national standards, policies, and procedures relating to parts 121, 135, and 142 training and qualification for crewmembers, aircraft dispatchers, and certain other operations personnel. The branch is responsible for the following functions:

- a. Evaluates current regulations and assisting with the development of new regulations and amendments thereto, within the functional areas described above.
- b. Provides input to the General Aviation and Commercial Division, AFS-800, in the development of new airline transport pilot, FE, flight navigator, and aircraft dispatcher certification regulations, and amendments thereto.
- c. Develops policy covering training operations of flight simulation devices used by air carriers and part 142 training centers.
- d. Provides guidance to and formulates training policies for Cabin Safety and other operations inspectors in field offices regarding training and qualification of Flight Attendants (F/A) (including policy on the use of cabin attendants in applications that do not require a F/A by regulation).
- e. Ensures course sponsors and mentors coordinate with AFS-500 to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.
- f. Functions as the division focal point for ICAO aircrew training and training center issues.
- g. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices pertaining to aircrew training and part 142 training centers.

- h.** Develops policy and procedures for FAA Aircrew Program Managers (APM), air carrier Aircrew Program Designees (APD), training center evaluators (TCE) and other designees associated with air carrier training programs.
- i.** Sponsors research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting training standards, and the usage and training of designees.
- j.** Provides technical guidance and policies on part 142 training center matters.
- k.** Develops standard Training Specifications for part 142 training centers.
- l.** Provides operational guidance support for the implementation of certification, operations, and surveillance policy, and regulations pertaining to part 142 training centers.
- m.** Monitors the division's operational activities to ensure appropriate training support is included in new and amended rules and exemption projects.
- n.** Prioritizes air carrier and part 142 training center regulatory activities for timely completion of division and FAA commitments and industry needs.
- o.** Conducts research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting training standards for pilots, F/As, aircraft dispatchers and flight navigators, and the usage and training of designees who are authorized to test or check such personnel.
- p.** Drafts and reviews applicable additions and changes to FAA Order 8900.1 which pertains to training and certification of airmen and crewmembers (F/As, FEs, and aircraft dispatchers).
- q.** Works in partnership with headquarters' organizations to effect proposed changes to regulations, FAA orders, and FSIMS with respect to the testing and certification of airmen and operations of part 142 training centers.
- r.** Maintains liaison with the Flight Standards Training Division, AFS-500, and provides technical oversight of division-sponsored courses for field personnel.
- s.** Develops non-Advanced Qualification Program (AQP) air carrier training and part 142 qualification policy for pilots and F/As, aircraft dispatchers, and certain other operations personnel.
- t.** Determines the need for and justification of the development of ground instructor and flight instructor qualification requirements as they pertain to part 142 training.
- u.** Meets and coordinates with the aviation community on air carrier training and part 142 training center matters.
- v.** Provides operational support in implementing training policy and regulations.

w. Responds to air carrier and part 142 training related queries originating internally from FAA sources and externally from other government organizations, industry and the public as those queries pertain to air carrier training, and part 142. Within its area of responsibility, AFS-210 will:

- (1) Provide responses to NTSB Safety Recommendations;
- (2) Provide responses to FAA Safety Recommendations;
- (3) Provide responses to GAO audits and OIG audits;
- (4) Provide and/or review changes to FAA Order 8900.1 as they affect air carrier training and part 142 training center activities (including Cabin Safety and Aircraft Dispatch Inspectors);
- (5) Draft and/or review training related notices, safety alerts for operators (SAFO), and InFOs;
- (6) Host TOPIC and part 142 training center teleconferences; and
- (7) Provide customer service regarding training issues.

4. Air Carrier Operations Branch. This branch, AFS-220, is the principal element of the division with respect to managing, directing, planning, organizing, coordinating, developing, and evaluating operational policies and guidance for air carriers operating under part 121. The branch develops and provides subject matter expertise regarding new or amended rules and grants or denials of exemptions involving the operations aspects of parts 63 and 65 (with respect to FEs, flight navigators, and aircraft dispatchers), and part 121. It is responsible for the following functions:

- a. Determines the need for, provides justification, and assists in the development of new regulations and amendments within the functional areas described above.
- b. Provides policy guidance concerning use of foreign aeronautical information publications by U.S. air carriers.
- c. Develops operational policy regarding crewmembers (pilots and F/As) and aircraft dispatchers in part 121 operations.
- d. Provides operational support for cabin safety research and development activities.
- e. Functions as the division focal point for ICAO operational issues related to part 121.
- f. Develops standard OpSpecs for part 119 and 121 operators.
- g. Functions as the division focal point for matters pertaining to part 139 and the certification of airports.
- h. Analyzes and evaluates the effectiveness of division policy in assigned program areas.

- i.** Provides operational support in implementing certification, operations, and surveillance policy and regulations pertaining to part 121 operators.
- j.** Provides project specialists to participate as team leaders in developing and processing the division's rulemaking projects, and as team members for other FAA rulemaking activities.
- k.** Conducts technical evaluations and develops exemptions in response to petitions by industry and the public.
- l.** Provides guidance to and formulates policy for ASIs (Operations and Cabin Safety) in field offices on:
 - (1) Aircraft evacuation and evacuation demonstration;
 - (2) Carriage of animal issues;
 - (3) Management of passengers;
 - (4) Passenger briefing and safety demonstration;
 - (5) Development of passenger safety briefing cards;
 - (6) Hijack and duress procedures;
 - (7) Cabin emergency procedures such as ditching, fire and emergency landing; and
 - (8) Other cabin safety issues that may be raised at the field level.
- m.** Provides guidance and formulates policy for ASI (Dispatch) in field offices on:
 - (1) Operational control;
 - (2) Dispatch procedures; and
 - (3) Management of designees.
- n.** Monitors division activities to ensure that proper operational considerations are included in new and amended rules and exemption projects.
- o.** Prioritizes division regulatory activities to ensure timely completion with respect to division and FAA commitments, and to industry needs.
- p.** Develops ACs, SAFOs, InFOs, and directives pertaining to air transportation functions within its area of expertise.
- q.** Consults with and advises district offices or regions concerning the operational aspects of new or amended rules or exemptions.

r. Serves as the coordination point for all division regulatory and exemption activities with the Office of Rulemaking (ARM), AGC, and other FAA lines of business.

s. Represents the division in international meetings to develop international standards and recommended practices for air carrier operations. Maintains a high level of awareness of current ICAO regulations and operator practices.

t. Establishes policy and gives direction on administering the Extended Range Operations with Two-Engine Airplanes (ETOPS) program as the AFS focal point for all ETOPS approval. Develops policy related to ETOPS and coordinates with industry through the Air Transport Association of America ETOPS subcommittee. Provides support to the Joint Aviation Authorities ETOPS working group on identified harmonization issues. Serves as the focal point for the review, analysis and disposition of all deviation requests.

u. Provides input to AFS-50 on issues pertinent to the division's areas of responsibility. Represents AFS during combined working group activities and is responsible for internal FAA coordination of related information and harmonization issues.

v. Serves as FAA liaison to the Transportation Security Administration (TSA) on matters concerning the air carrier operational requirements and associated airworthiness issues, operational control, F/A duties, cabin procedures, carry-on baggage, passenger handling, carriage of cargo, HAZMAT/dangerous goods, training of crewmembers and dispatchers, and any other related air carrier issues.

w. Determines the need and justification for the development of FE, flight navigator, and aircraft dispatcher certification regulations, and amendments.

x. Analyzes recommendations and prepares required response to the National Transportation Safety Board (NTSB) concerning their findings following an accident investigation.

y. Responds to field office's recommendations and takes appropriate action.

5. Voluntary Safety Programs Branch. This element of AFS is physically located at Dulles International Airport, Suite 203A, 45005 Aviation Drive, Dulles, VA 20166-7560. The postal mailing address is P.O. Box 20027, Washington, DC 20041. This branch, AFS-230, is responsible for all matters and business processes pertaining to the development and execution of the AQP, the Flight Operational Quality Assurance (FOQA) Program, the Aviation Safety Action Program (ASAP), the Voluntary Disclosure Reporting Program (VDRP), the Aviation Safety Reporting Program (ASRP), the Internal Evaluation Program (IEP), and guidance materials for the Line Operations Safety Audit (LOSA) program. In addition, the branch maintains the Runway Incursion Information Evaluation Program (RIIEP) database. The branch:

a. Develops and recommends national policies related to the voluntary safety programs listed above and the associated training, qualification, and certification requirements for crewmembers, aircraft dispatchers, and certain other operations personnel. Writes advisory circulars, handbook chapters, and related guidance materials to promulgate current information

to the field and the public on assigned programs. Maintains the content of FAA Web sites for assigned programs.

b. Serves as the office of primary responsibility for the development of new regulations or amendments to existing regulations pertaining to assigned programs.

c. Plans, directs, controls, and evaluates these and other programs as assigned.

d. Develops, coordinates, and implements guidance materials for innovations in applicable training and safety programs.

e. Designs, develops, implements, and operates electronic data acquisition systems employed for the collection, analysis, archiving, and distribution of safety-related data in assigned programs.

f. Receives data from both ground-based training/checking activities and airborne line operations. Conducts analysis of such data to validate air operations personnel proficiency requirements, training and qualification program effectiveness, and associated regulatory provisions. Establishes data-driven quality control procedures for the qualification and certification of crewmembers, dispatchers, and certain other operations personnel. Distributes data and reports to FAA field offices and program participants.

g. Identifies pilot training and air transportation human factors research requirements, prepares necessary initiating documentation, coordinates project implementation, and provides technical oversight of in-house studies, contracts, and grants for pilot training and air transportation human factors research. Interfaces directly with FAA and other research and development organizations to perform such functions.

h. Recommends and evaluates new technology for use in aviation training and voluntary safety programs.

i. Develops and evaluates new performance measurement methodologies for the proficiency assessment of crewmembers, dispatchers, and certain other operations personnel.

j. Provides technical assistance to FAA field offices and airlines for the implementation of assigned safety programs and air carrier training and qualification program policies, standards, procedures, and regulations.

k. Interfaces, as required, with AFS field organizations having direct oversight responsibilities for program participants, to coordinate and monitor compliance with program requirements.

l. Conducts liaison activities with airline industry and labor representatives as required for the effective implementation of assigned programs.

m. Sponsors and conducts periodic conferences and seminars to educate industry, labor, and the public on current developments in assigned programs.

n. Develops AQP part 121 and part 135 training and qualification policy for crewmembers, aircraft dispatchers, and certain other operations personnel.

o. Conducts on-site program reviews for AQP and ASAP.

6. 135 Air Carrier Operations Branch. This branch, AFS-250, is the principal element of the division with respect to managing, directing, planning, organizing, coordinating, developing, evaluating national standards and policies, and processing or amending rules or exemptions related to part 135 on-demand and commuter operations, to include, fixed wing and helicopter operations, Helicopter Emergency Medical Service (HEMS) operations, cargo operations and all commercial air tour operations. The branch is responsible for the following:

a. Determines the need for, provides justification, and assists in developing new regulations and amendments within the functional areas described above.

b. Provides policy guidance concerning use of foreign aeronautical information publications by part 135 operators and air carriers.

c. Functions as the division focal point for ICAO operational issues related to parts 135 and rotary wing aircraft.

d. Develops standard and revises OpSpecs for part 119 and part 135 operators.

e. Develops guidelines within its assigned program areas.

f. Analyzes and evaluates the effectiveness of division policy in assigned program areas.

g. Meets and coordinates with the aviation community on matters within its areas of responsibility.

h. Provides operational guidance support for the implementation of certification, operations, and surveillance policy, and regulations pertaining to part 135 operators.

i. Provides project specialists to participate as team leaders in developing and processing the division's rulemaking projects, and as team members for other FAA rulemaking activities.

j. Conducts technical evaluations for exemptions in response to petitions by industry, the public and certificated persons.

k. Monitors division activities so proper operational considerations are included in new and amended rules and exemption projects.

l. Prioritizes division regulatory activities for timely completion of division and FAA commitments and industry needs.

m. Participates in developing ACs, SAFOs, InFOs, and directives pertaining to part 135 air transportation functions.

n. Consults with and advises district offices and regions concerning the operational aspects of new or amended rules and exemptions related to assigned program areas.

o. Serves as the coordination point for all part 135 branch regulatory activities with ARM, AGC, and other FAA lines of business.

p. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices pertaining to part 135 operational issues.

q. Determines the need for and justification of the development of new commercial pilot and airline transport pilot certificates, and ratings pertaining to part 135 operations.

r. Analyzes and evaluates the effectiveness of division policy in assigned program areas.

s. Analyzes recommendations and prepare required responses to the NTSB concerning its findings after an accident investigation.

t. Analyzes part 135 FAA Safety Recommendations and takes appropriate action.

7. Technical Programs Branch. This branch, AFS-260, is the principal element of the division with respect to the management of division automation and the project management program. It is responsible for the following:

a. **Flight Operations Evaluation Policy Board.** Administers the board's functions in developing policy for the minimum equipment list (MEL) program.

b. **Master Minimum Equipment List (MMEL).** Administers the program for the development of lists of equipment and instruments that may be inoperative on U.S.-registered airplanes and helicopters. Develops policy for the MMEL program by coordinating with the AEG, operators, maintenance personnel, and industry group.

c. **MEL.** Provides direction through handbooks/manuals on approval of MELs and the administration of the MEL program. Administers the program for the development of lists of equipment and instruments that may be inoperative on U.S.-registered airplanes and helicopters.

d. **FSB.** Establishes policy and administers the program for the FSB in developing training requirements for new aircraft to be operated by U.S. operators.

e. **FOEB.** Establishes policy for the FOEB in the development of MELs for aircraft.

f. **NTSB.** Analyzes recommendations and prepare required response to the NTSB concerning its findings following an accident investigation.

g. **FAA Safety Recommendations.** Analyzes field office recommendations and takes appropriate action.

h. **OPSS.** Reengineers and modernizes the OPSS for development and issuance of an air carrier's OpSpecs as the final step in the certification process.

(1) Functions as the Flight Standards focal point for all OpSpecs issues.

(2) Develops policy related to OpSpecs, coordinates with industry through appropriate working group and policy divisions, and facilitates the dissemination of changes and reference materials.

(3) Provides support to the OpSpecs working group on identified harmonization issues. Coordinates with regional division managers, district office managers, principal inspectors (PI), and industry to ensure standardization, compatibility, adequacy, and operational acceptability for standard and nonstandard paragraph policy issues.

(4) Analyzes, coordinates, and responds to all nonstandard paragraph issues. Provides written and oral recommendations for conversion of a nonstandard paragraph to a standard paragraph.

(5) Provides support to inspectors, divisions, and branches in the area of the OPSS.

i. Title 14 CFR Part 298 Authority. Responsible for approval, policy development, tracking, and issuance of part 298 authority. Maintains data for part 121, 129, and 135 insurance.

8. Program Management Support Branch. This branch, AFS-290, is the principal element responsible for strategic and tactical planning, fiscal and human resource management, program management and analysis, information management, and general administrative management of the division. The branch is responsible for the following:

a. Provides advice, counsel, and program support to division management on management systems, processes, procedures, principles, and methodologies; strategic and tactical planning; matrix and participative management; and program analysis; evaluation, success metrics, and quality assurance measures.

b. Develops and implements division policies, programs, processes, and procedures governing administrative, fiscal, and human resource management to include but not limited to time and attendance data entry, training requirements, travel, budget, program planning, and program reporting.

c. Provides administrative management support for the division's management team for general paperwork management (correspondence, records, forms, reports, directives), contract management and support, general office services, and logistical support.

d. Monitors and reports on the progress of responses for White House Reports, Congressional requests for action, requests under the Freedom of Information Act, and the Government Performance and Results Act, NTSB recommendations, and FAA Safety Recommendations.

e. Monitors the cost accounting system/labor distribution reporting activities for the division.

f. Manages the production of all division publications, including those on FSIMS.

g. Acts as the division focal point for matters pertaining to knowledge sharing network and sharepoint management and input.

h. Serves as the division's focal point for all external audits and quality assurance assessments of divisional programs.

i. Prepares and submits one-time and recurring informational reports as required.

j. Develops inspector en route policies and provides guidance to all AFS divisions.

Chapter 6. Aircraft Maintenance Division, AFS-300

1. Aircraft Maintenance Division. This division is responsible for regulations and national policy governing the certification, inspection, and surveillance of the maintenance aspects of general aviation air carrier and commercial operators, airmen (mechanics, repairmen, designees, parachute riggers), avionics, air agencies (Aviation Maintenance Technician Schools (AMTS), and repair stations), and maintenance requirements, performance standards, and practices applied to ensure the airworthiness of civil aircraft.

a. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended regulations and supplementary regulatory material and participates in regulatory review programs.

(3) Recommends grants or denials of exemptions.

(4) Develops OpSpecs.

(5) Advises the agencies' officers and executives, and other principal officials, and serves as a point of contact for the public and the aviation community on technical matters appropriate to the national level.

(6) Determines the need for and sponsors research and development projects.

(7) Guides and assists other divisions, the regions, and other elements of the agency in the conduct of related programs, and provides guidance on applying agency policies, standards, and procedures pertaining to aircraft maintenance safety issues.

(8) Represents the service in developing international agreements, arrangements, policies and practices involving maintenance of civil aircraft and certification of foreign airmen and air agencies.

(9) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(10) Recommends, initiates, and coordinates regulatory and policy action to resolve safety problems resulting from accidents, incidents, occurrences, and other sources.

b. Assigns special technical projects, recommends priorities, and provides broad policy and program guidance to ensure the adequacy of maintenance program development activities performed by the Regulatory Support Division.

c. Recommends final action on requests for reconsideration or original issuance, amendment, or denial of a maintenance airman or air agency certificate.

- d.** Recommends final action on any petition for reconsideration or original issuance, amendment, or denial of OpSpecs pertaining to maintenance or airworthiness of aircraft.
- e.** Develops standards, policies, and procedures for examining and appointing private persons to act as representatives of the Administrator, under the provisions of 49 U.S.C., sections 44702 and 45303, with respect to the maintenance and airworthiness of civil aeronautical products.
- f.** Establishes policies and procedures and recommends final action on granting or denying exemptions under 49 U.S.C., section 44711, to foreign airmen who are directly in charge of inspection, maintenance, overhaul, or repair of aircraft, aircraft engines, propellers, appliances, or components.
- g.** Establishes policies and procedures and recommends final action on granting or denying deviations under part 119 for directors of maintenance and chief inspectors.
- h.** Coordinates with the FAASTeam for all maintenance-related topics.
- i.** Acts as the focal point for the Suspected Unapproved Parts Program.

2. Program Management and Information Branch. This branch, AFS-310, is the principal element of the Aircraft Maintenance Division with respect to administrative services, planning and organizing of special projects, budgeting, and tracking and reporting on all division projects. It is responsible for the following functions:

- a.** Provides direct staff assistance to the division manager in the development, planning, implementation, and tracking of the division performance plan.
- b.** Provides a central focal point for administrative service areas of personnel management, training, organization, staffing, tracking systems, and related programs.
- c.** Coordinates and tracks responses FAA/AVS/AFS Dashboard and performance planning.
- d.** Project tracking for correspondence, directives, and achievements. Prepares reports and presentations for management.
- e.** Acts as focal point for managing and monitoring the development and issuance of AFS national policy directives, bulletins, and advisory circular (AC) guidance material for aircraft maintenance.

3. Special Programs Branch. This branch, AFS-320, is responsible for the following functions:

- a.** Provides technical assistance and support for special programs such as Aging Aircraft, rulemaking projects, Damage Tolerance, Repair Assessment Programs, Corrosion Prevention and Control Programs, Structural Maintenance Programs, Department of Defense (DOD) programs, Commercial Aerial Refueling, Unmanned Aircraft Systems, Safety Management Systems, and other programs and/or reviews mandated by Congress.

b. Provides technical support and guidance in the development of regulations, standards, policies and procedures, letters, notices, orders, handbook changes, and ACs in this area of responsibility.

c. Sponsors and provides oversight of safety and educational programs related to its area of specialization for aging aircraft rulemaking projects to include an enhanced airworthiness program for airplane safety, wide-spread fatigue damage, damage tolerance, and repair assessment programs, a corrosion prevention and control program, and structural maintenance programs, and inspections and records reviews required by Congressional mandate.

d. Acts as division focal point for the National Transportation Safety Board safety recommendations.

e. Provides technical guidance to the other divisions, the regions, and the other elements of the agency on all operational and technical facets of aging aircraft and inspection technologies.

f. Provides technical assistance to other FAA elements, other Government agencies, industry, and international aeronautics organizations.

g. Ensures course sponsors and mentors coordinate with AFS-500 to ensure that new and existing course are accurate, kept current, and meet AFS objectives and the organization's needs.

4. Air Carrier Maintenance Branch. This branch, AFS-330, is the principal element in the division for all air carrier maintenance related to technical training, regulations, policies, and procedures, including development of certification, inspection, and surveillance policy.

a. AFS-330 performs the following functions:

(1) Develops regulations, standards, policies and procedures, letters, notices, orders, and ACs.

(2) Evaluates the effectiveness of the CFR's policy and procedures, related to the branch's area of responsibilities.

(3) Reviews, analyzes, prepares, and processes required reports, recommends amendments to regulations, grants or denies petitions for exemption and rulemaking, and participates in rulemaking for 14 CFR parts 119, 121, 135, and 136 as related to branch functions.

(4) Participates as a member of policy boards, including the Maintenance Review Board (MRB) and the Flight Operation Evaluation Board (FOEB).

(5) Provides technical assistance and guidance to other segments of the FAA, Federal, State, and local government agencies, and foreign civil aviation authorities (CAA).

(6) Sponsors and provides oversight of safety and educational programs related to its area of specialization for air carrier aircraft, including determining the criteria for maintenance training for field personnel.

(7) Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices for ICAO.

b. Other roles and responsibilities include:

(1) Primary responsibility for policy relating to the service difficulty reporting (SDR) and mechanical interruption summary reporting, as related to parts 119, 121, and 135 carriers.

(2) Acts as division focal point responsible for the development/implementation of OpSpecs working groups.

(3) Acts as division focal point for human factors in aviation maintenance.

(4) Coordinates all division policy as it relates to AFS-900 and AFS-30.

(5) Provides technical guidance to the other divisions, the regions, and the other elements of the agency on all operational and technical facets of air carrier maintenance. Provides technical assistance to other FAA elements, other Government agencies, industry, and international aeronautics organizations.

5. Repair Station Branch. This branch, AFS-340, is the principal element in the division for all repair station maintenance related to technical training, regulations, policies, and procedures, including development of certification, inspection, and surveillance policy.

a. AFS-340 performs the following functions:

(1) Develops, implements, and evaluates all standards and program policies regarding repair stations for domestic repair stations and repair stations outside the United States.

(2) Develops, implements, and evaluates Bilateral Aviation Safety Agreement/Maintenance Implementation Plan agreements.

(3) Coordinates all division policy with the Transportation Security Administration (TSA) as it relates to repair stations outside the United States.

(4) Coordinates all division policy as it relates to repair stations with AFS-30, AFS-50, and AFS-900.

(5) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of part 145.

(6) Provides division support for development and implementation of Safety Management Systems.

(7) Provides technical guidance to the other divisions, the regions, and the other elements of the agency on all operational and technical facets of repair stations.

(8) Provides technical assistance to other FAA elements, Government agencies, industry, and international aeronautics organizations.

b. Ensures course sponsors and mentors coordinate with AFS-500 to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.

c. Provides division support to AFS-50 in relationship to the International Civil Aviation Organization programs.

6. General Aviation Branch.

a. This branch, AFS-350, is the principal element in the division for all general aviation maintenance as related to technical training, regulations, policies, and procedures. This includes development of certification, inspection, and surveillance policy of the following:

(1) Airmen: mechanic certificate, repairman certificate, inspection authorization, and parachute riggers.

(2) Aviation Maintenance Technical Schools (AMTS).

(3) Various designated representatives of the Administrator (designees) to include Designated Airworthiness Representatives and Organization Designation Authorities.

(4) Designated maintenance examiners, and designated parachute rigger examiner.

(5) Ensures course sponsors and mentors coordinate with AFS-500 to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.

(6) General aviation maintenance operations under 14 CFR parts 43 and 91.

(7) Malfunction or defect reporting (M or D) systems.

b. Other functions include:

(1) Develops, implements, and evaluates, procedures, policies, and programs for the maintenance, alteration, and airworthiness of aircraft used by pilot schools, external-load operator, special purpose, agriculture operators, and operating certificate holders under part 125.

(2) Provides technical interface with Aircraft Certification Service (AIR) for general aviation function concerning maintenance regulatory aspects of 14 CFR parts 21, 23, 25, 27, and 29 regarding data approvals for repairs and alterations.

(3) Provides technical guidance to the other divisions, the regions, and the other elements of the agency on all operational and technical facets of general aviation.

(4) Provides technical assistance to other Government agencies, industry, and international aeronautics organizations.

(5) Coordinates course sponsors and mentors with AFS-500 to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.

7. Avionics Branch. This branch, AFS-360, is the principal element in the division for all avionics and instruments as related to technical training, policies, and procedures; including development of certification, inspection, and surveillance policy. It performs the following functions:

a. Coordinates and tracks all division regulatory activities with ARM, AGC, and other FAA elements.

b. Provides support and coordinates all avionics and instrument policy with the division.

c. Provides technical guidance to the other divisions, the regions, and other elements of the agency on all operational and technical facets of avionics and instruments. Provides technical assistance to other FAA elements, other Government agencies, industry, and international aeronautics organizations.

d. Coordinates all division policy concerning new and emerging technologies as they relate to avionics and instruments with the Flight Technologies and Procedures Division, AFS-400.

e. Headquarters focal point for the Suspected Unapproved Parts Program, including policy and coordination with Aircraft Certification Service.

f. Oversees large/small aircraft and operating certificate holders under parts 91, 121, 125, 129, 133, 135, 136, and 137 for airframes, powerplants, propellers, appliances, and related systems.

g. Provides technical assistance and guidance to other agency elements concerning (avionic and instrument) maintenance regulatory aspects of instrument and avionics.

h. Ensures course sponsors and mentors coordinate with AFS-500 to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.

Chapter 7. Flight Technologies and Procedures Division, AFS-400

1. Flight Technologies and Procedures Division. The Flight Technologies and Procedures Division, AFS-400, is responsible for regulations and policy development governing instrument flight procedures, and safety, capacity, and efficiency improvements based on advanced technology and innovative operational concepts. AFS-400 develops standards and criteria for communication, navigation, and surveillance (CNS) flight systems and new technology operations and training requirements. This division includes FAA chief scientists for simulator engineering and wake turbulence, providing FAA leadership domestically and internationally in these areas. It serves as the AFS focal point for NAS capacity, aviation weather programs, and emerging business practices to improve flight operations, standardization, and aviation safety within the NAS and international airspace system. It provides direct support for these functions and responsibilities at the field, regional, and Air Traffic Organization (ATO) Service Area level through the assistant division manager, AFS-401. It supports the NextGen Field program manager through policy, guidance and work program oversight of the RFSD AXX-220 branches. The division:

- a. Develops operating concepts, policies, requirements, criteria, and procedures for new system evaluations, integration, and implementation of emerging flight technologies.
- b. Determines requirements and formulates new or amended regulations and supplementary regulatory policy; participates in regulatory review programs; recommends grants or denials of exemptions; and provides guidance for operation specifications (OpSpec) requirements for new flight systems.
- c. Develops the policy and technical content for OpSpecs related to all-weather operations (AWO), especially but not solely, related to new flight systems, instrument flight operations, and categories of airport operating minima.
 - (1) Is the office of primary responsibility for technical standard policy and guidance related to airport operating minimums, instrument flight operations, and basic or minimum equipment requirements within applicable part B series, part C series, and part H series OpSpecs; and, approves the technical content of OpSpecs/management specifications (MSpecs) related to its functional authority.
 - (2) Provides support to the OpSpecs working group on identified harmonization issues. Coordinates with other divisions within Washington Headquarters, regional division managers, office managers, principal inspectors, and industry to ensure standardization, compatibility, adequacy, and operational acceptability for standard and nonstandard paragraph policy issues.
- d. Determines the requirements and recommends research and development programs.
- e. Provides guidance to divisions, regional offices, and agency organizations regarding the implementation and conduct of new flight technologies; advises on application of agency policies, standards, and procedures as they relate to implementation of new flight technologies and safety enhancement programs.

f. Represents the AFS and/or the FAA in international meetings to further U.S. interests and develop ICAO standards and recommended practices for flight technologies and procedures.

g. Develops, coordinates, and issues national directives, advisory circulars, technical studies, and guidance material which establishes the policy for CNS and instrument flight operations.

h. Recommends, initiates, and coordinates regulatory and policy actions to resolve flight safety problems associated with flight technologies and procedures, and identified through system analysis, accident, incident, or other system reports.

i. Assigns flight technologies and procedures projects (other than rulemaking) with recommended priorities and provides technical and operational policy, guidance, and direction to the Regulatory Support Division, AFS-600.

j. Develops concepts, rules, standards, criteria, and policy, including OpSpecs, governing the operational aspects of en route, terminal, and instrument flight procedures; evaluates and determines disposition of requests for waiver of standards for terminal and en route instrument flight procedures; provides the AFS focal point for airspace activities; provides final approval for all Special Instrument Flight Procedures.

k. Directs the AFS aviation weather program, and develops national aviation weather concepts, requirements, policies, criteria, and guidance for air navigation operations.

l. Provides technical advice and guidance on emerging cockpit CNS technologies implementation issues to all AFS AEGs. Participates in Flight Standardization Boards to provide advanced technology expertise in establishing operational standards, policy, and training requirements for new aircraft.

m. Provides technical advice and guidance to the Manager, National Simulator Program, AFS-205, on emerging cockpit CNS technologies implementation.

n. Provides technical advice and guidance to the RFSD AXX-220 branches. Establishes the associated AWO specialist job tasks to ensure standardization of technical field work functions.

o. Directs the AFS Wake Vortex Program.

p. Directs the AFS Separation Standards Program, develops acceptable standards based upon collision risk and wake vortex issues, and provides those recommended standards to ATO for consideration.

q. Maintains the AFS Flight Simulator Program and Flight Operations Simulation Laboratory.

r. Maintains the Flight Systems Laboratory (FSL).

s. Provides project management as the principal directing element with respect to surveillance and broadcast services across all domains within AFS.

t. Develops, coordinates, and recommends career development programs for division employees.

u. Directs the division's NextGen Field Program, and oversees all aspects of those work functions through the assigned RFSD 220 branch manager.

v. Coordinates job announcements for the RFSD AXX-220 branch managers and All-Weather Operations Program Managers with the RFSD AXX-200 managers. Hiring decisions will be made by the RFSD managers with concurrence of AFS-400.

2. Management Operations Branch. This branch, AFS-405, is responsible to the division manager for strategic and tactical planning, fiscal and human resource management, program management and analysis, information management, and general administrative management of the division. The branch:

a. Provides advice, counsel, and program support to the division manager and other members of the division's management team on management systems, processes, procedures, principles and methodologies; strategic and tactical planning; matrix and participative management; and program analysis, evaluation, success metrics, and quality assurance measures.

b. Develops and implements divisional policies, programs, processes, and procedures governing administrative, fiscal, and human resource management.

c. In accordance with established FAA administrative policies and procedures, provides administrative management support for the division's management team for correspondence control and general paperwork management, human and financial resource management, contract management, general office services, and logistical support.

d. Monitors and reports on the progress of responses for the NTSB, FAA Safety Recommendations, ICAO, and requests for information under the Freedom of Information Act.

e. Serves as the division's focal point for all external audits and quality assurance assessments of divisional programs.

f. Prepares and submits one-time and recurring informational reports as required.

g. Functions as leader of the Crisis Action Team.

h. Is responsible for the appropriateness, applicability, currency, and periodic revisions of the Flight Technologies and Procedures Division Standard Operating Procedures.

3. Unmanned Aircraft Systems Program Office. This Unmanned Aircraft Systems Program Office, AFS-407, is responsible for developing the necessary guidance and regulations for unmanned aircraft certification and operation to ensure their safe integration in the National Airspace System. The branch performs the following functions:

- a. Organizes and leads a Technical Community Research Group (TCRG) for the purpose of identifying research activities to facilitate rulemaking and certification efforts in support of UAS flight operations.
- b. Coordinates with the Air Traffic Organization (ATO) with regard to the Certificate of Authorization (COA) process. Complete and update the required guidance and Memorandum of Agreement to implement the COA process.
- c. Prepares and distributes guidance to aviation safety inspectors who have responsibility for oversight of UAS operations and the COA process.
- d. Provides UAS expertise to the FAA headquarters offices, as required.
- e. Represents the FAA to industry and government organizations working in the UAS field.
- f. Represents the FAA in international forums with the intent of keeping UAS-unique policies, procedures, and terminologies globally harmonized to the maximum extent practical.
- g. Provides speakers, as required, to keep the public informed on the major regulatory issues facing the FAA and support of UAS flight operations.
- h. Assists and promote the transition of UAS operations to the appropriate FAA staff where permanent responsibilities for UAS operations and maintenance will reside as the UAS operations mature.

4. Flight Operations Branch. This branch, AFS-410, is the principal directing element of AFS-400 with respect to the direction, control, and execution of all flight operational aspects of instrument flight operations projects and other flight operations applications resulting from the introduction of new technologies and concepts. The branch:

- a. Provides technical guidance to the other divisions, the regions, the RFSD AXX-220 branches, and the other elements of the agency on all operational and technical facets of instrument flight operations with emphasis on low visibility flight operations and associated programs, and provides technical assistance to other FAA elements, other Government agencies, industry, and international aeronautics organizations.
- b. Appraises the extent to which instrument flight operational concepts, policies, standards, criteria, and procedures continue to be fully responsive to rapidly changing and expanding technology and programs.
- c. Develops instrument flight operational concepts, policies, standards, criteria, requirements, specifications, and limitations for new and existing aircraft (all categories) and new and existing airborne, ground-based and space-based systems used in instrument flight operations, and develops and issues FAA Form 8260-10, Special Instrument Approach Procedure, as required, through the Procedures Review Board in coordination with the appropriate RFSD AXX-220 branch.

- d.** Is responsible for developing and maintaining the AFS-400 portion of the AFS handbook(s). This handbook material will provide policies and procedures for CNS technology implementation and associated subjects. It is the OPR for determining the technical content of OpSpecs related to AWO.
- e.** Develops special flight technical concepts, policies, standards, procedures, interpretive material, and programs related to instrument flight operations, and conducts in-flight tests and evaluations of new concepts and procedures.
- f.** Develops concepts and criteria for design, evaluation, and approval of Category (CAT) I, Category II, and Category III approach and landing operations (including operating minimums, required airborne or ground-based or space based equipment, and airports/runways), and serves as the technical policy authority for these operations. AFS-410 develops the policy and technical content for appropriate OpSpecs, MSpecs, or letters of authorization (LOA). Authority for approving an airport's CAT II/III operating minimums is delegated to the RFSD AXX-220 branch manager.
- g.** Develops concepts and criteria for evaluation and approval of lower than standard takeoff minimums, and serves as the technical approval or disapproval authority for these standards.
- h.** Develops concepts and criteria for evaluation and approval of Surface Movement Guidance and Control System (SMGCS) operations, and serves as the final technical approval or disapproval authority for these operations. This authority is delegated to the RFSD AXX-220 branch manager.
- i.** In coordination with original equipment manufacturers, AIR, and AEGs, identify and enunciate explicit operating procedures for pilots using new-technology products. Responsible for the technical content of the OpSpecs/MSpecs/LOAs related to instrument flight operations, operating minimums, equipment, and training.
- j.** Provides technical representation to ICAO on matters related to instrument flight operations, and maintains liaison with foreign civil aviation operational and technical authorities to encourage the acceptance of U.S. instrument flight operations standards and to foster standards with a level of safety consonant with those of the United States.
- k.** Provides the focal point for development of R&D programs related to instrument flight operations.
- l.** Reviews and validates regional recommendations for new or modified approach and landing navigation aids and lighting systems.
- m.** Assigns projects (other than rulemaking) with recommended priorities, and provides technical and operational policy, guidance, and direction to the Technical Operations Aviation System Standards (AJW-3) organization for the technical adequacy of special instrument flight operational activities performed by that office.
- n.** Determines the need for FAA requirements pertaining to navigation systems, navigation facilities, lighting systems, weather reporting devices, and other systems pertaining to the

navigation and operation of aircraft in instrument flight operations; recommends R&D requirements for new or revised navigation systems and visual systems for use in instrument flight operations.

o. Analyzes and evaluates the technical adequacy of field execution of instrument flight operations programs; guides and assists other headquarters divisions, regional Flight Standards divisions, and other elements of the agency in the conduct of these programs; advises concerning the application of agency technical concepts, policies, standards, and procedures to current safety issues; reviews accident, incident, and enforcement investigations, and recommends appropriate corrective actions through the applicable RFSD AXX-220 branch.

p. Serves as the principal organizational entity within AFS-400 for the development of new operating concepts in the NAS, including guidance for the use of appropriate new technologies and procedures to improve safety and efficiency.

q. Represents AFS in international meetings to further U.S. interests and develop ICAO Standards and Recommended Practices (SARPs) relating to flight technology issues. Maintains liaison with foreign civil aviation operational and technical authorities to encourage acceptance of U.S. CNS standards and matters related to complex and controversial special technical operations, and to foster standards with a level of safety consonant with those of the United States.

r. Serves as the AFS focal point for human factors issues relating to implementation of new flight technologies.

s. Serves as the focal point for AVS aviation weather programs and is responsible for developing and implementing national policies, criteria, standards, and guidance related to the operational aspects of the agency's aviation weather program.

t. Analyzes and evaluates field execution of special training programs related to flight technology; guides and assists the other divisions and the regions in the conduct of approved programs; advises concerning the application of agency technical concepts, policies, standards, and procedures to current safety issues; reviews accident, incident, and enforcement investigations involving assigned programs, and recommends appropriate corrective actions.

u. Maintains a project status, control and information system for NAS plans, R&D projects, and NTSB technical recommendations, as well as operational projects and programs undertaken by the division.

5. Flight Procedure Standards Branch. This branch, AFS-420, is the principal element of AFS-400 for part 97, non-part 97 terminal instrument procedures, part 95 en route instrument procedures, the administration of the flight procedures and airspace program, and the direction, control, management, and program analysis of all instrument flight procedure standards and criteria development programs. The branch:

a. Develops rules, standards, policies, and criteria governing the operational aspects of en route, terminal, and instrument flight procedures (except air traffic control procedures).

b. Develops and establishes criteria for civil and military terminal instrument procedures for issuance in the current edition of Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), and related 8260-series orders.

c. Develops national and international standards and criteria governing the operational use of air navigation facilities and systems utilized in the navigation of aircraft.

d. Maintains liaison and collaborates with other Government agencies, and with military, industry, and international representatives to exchange information and advance the state-of-the-art in the application of operations research techniques and collision risk methodology for en route and terminal instrument flight procedures.

e. Is the office of primary responsibility for establishing policy for the administration and accomplishment of the Flight Procedures and Airspace Program, as described in the current edition of Order 8260.19, Flight Procedures and Airspace, including site selection and discontinuance policy.

f. Defines responsibilities, establishes policy, and provides standards for orderly processing of all instrument flight procedure actions.

g. Provides policy guidance to the regional offices, RFSD AXX-220 branches, AJW, and other organizations pertaining to airport and airspace requirements associated with the development of instrument flight procedures.

h. Provides policy guidance to the RFSD AXX-220 branches, military, cartographic agencies, and other organizations pertaining to the development and charting of instrument flight procedures.

i. Establishes requirements and provides policy guidance to the regional Flight Standards offices through the RFSD AXX-220 branches, military, cartographic agencies, and other organizations pertaining to the procurement and utilization of aviation data, including FAA No. 405, Standards for Aeronautical Surveys and Related Products.

j. Is the office of primary responsibility for establishing policy for worldwide application of magnetic variation values.

k. Evaluates from operational and technical viewpoints, provides necessary coordination, and recommends final approval or disapproval on requests for waiver of standards for terminal and en route instrument flight procedures.

l. Provides technical advice and assistance to other FAA elements, other Government agencies, and to industry on the interpretation and application of criteria for instrument flight procedure design.

m. Represents the AFS in international meetings to further U.S. interests, to develop ICAO SARPs related to instrument flight procedures, and to set navigation equipment standards impacting instrument flight procedure standards and criteria. Maintains liaison with foreign civil aviation operational and technical authorities to encourage the acceptance of U.S. instrument

flight procedure standards and to foster standards with a level of safety consonant with those of the United States.

n. Provides AFS representation and leadership for ICAO panels, the U.S. Instrument Flight Procedures panel (USIFPP), RTCA, Inc., committees, the Aeronautical Charting Forum (ACF), the Information Services Working Group (AISWG), the TERPS Working Group (TWG), Society of Automotive Engineers (SAE) bodies, the Air Traffic Procedures Advisory Committee (ATPAC), the Airport Obstructions Standards Committee (AOSC), the Organization for the Global Navigation Satellite System (GNSS), COG, as well as other Government program offices, and industry groups as required.

o. Reviews accident, incident, and enforcement investigations involving instrument flight procedures, and recommends appropriate corrective action.

p. Analyzes and evaluates the execution of instrument flight procedures programs within the FAA to determine compliance with established policy.

q. Evaluates the operational acceptability of changes and enhancements to air traffic rules and procedures, and determines their impact on the safety of instrument flight procedures.

r. Analyzes and evaluates new or proposed navigation concepts for compatibility with existing or planned instrument procedure design criteria.

s. Provides technical evaluation and risk assessment of instrument operations not covered by standard criteria.

t. Performs operational evaluation, including simulation and in-flight testing of standards and criteria proposed for en route and terminal instrument flight procedures and navigation systems. Provides the division focal point for human factors issues relating to the establishment and charting of instrument flight procedures.

u. Establishes requirements for AFS R&D programs established to support development of instrument flight procedures standards and criteria.

v. Develops national and international standards and policies for instrument flight procedure risk assessment and risk management.

w. Evaluates changes and enhancements of airport rules, regarding obstacles, equipment, and holding/taxiing aircraft relative to their impact on the safety of instrument approach operations.

6. Future Flight Technology Branch. This branch, AFS-430, is the principal directing element of the Flight Technologies and Procedures Division with respect to the development and implementation of the concepts, standards, criteria, direction and guidance related to the design, approval, policy, and use of futuristic airborne, ground-based, and space-based CNS systems. Additionally, the branch is responsible for program analysis, response to the industry and the public, monitoring and coordinating R&D and international activities, as well as NAS plans, and liaison with the NTSB and other elements of the agency. The branch is also responsible for

directing all complex, technical projects, except those related to all weather terminal area operations, instrument flight procedures, and the introduction of new aircraft into air transportation operations. The branch:

a. Provides technical guidance to the other divisions, the regions, and other elements of the agency on the complex problems associated with global CNS standards.

b. Develops and implements concepts, criteria, programs, and procedures necessary to exploit the full potential of satellite navigation and communication systems capabilities.

c. Maintains Flight Standards technical and functional oversight responsibility for CNS development teams, coordinating groups, and implementation teams.

d. Serves as the AFS focal point on futuristic CNS systems and develops technical standards, criteria, and procedures for those operations.

e. Acts as the AFS liaison with Air Traffic Service for the development and implementation of futuristic CNS technologies for the establishment of separation standards.

f. Represents AFS in international meetings to further U.S. interests and develop ICAO SARPs. Maintains liaison with foreign civil aviation operational and technical authorities to encourage acceptance of U.S. CNS standards and matters related to complex and controversial special technical operations, and to foster standards with a level of safety consonant with those of the United States.

g. Responsible for developing concepts, programs, and system requirements necessary to implement satellite-based instrument flight rules navigation and procedures necessary to implement futuristic communications and surveillance capabilities for oceanic, remote area, domestic en route and terminal area operations, and for nonprecision and precision instrument approaches.

h. Provides technical advice and assistance to other FAA elements, other Government agencies, and industry on the interpretation and application of criteria relating to futuristic CNS technologies.

i. Appraises the extent to which existing technical and operational concepts, policies, standards, criteria, and procedures continue to be fully responsive to rapidly changing and expanding technology and programs.

j. Provides technical guidance and direction to the regions on unusual and complex problems and technical assistance to the other divisions and other elements, other Government agencies, and the industry; additionally, when warranted, conducts in-flight test and evaluations of special technical concepts and procedures.

k. Provides the focal point for initiation of R&D programs related to enhanced air traffic control concepts, human factors, navigation systems, aviation weather, airport capacity and delay improvements, wind shear, separation assurance, collision avoidance, and other complex, special technical programs. Manages the technical analysis and prioritization of all R&D projects

recommended by AFS. Provides technical analysis, justification, and priorities to be incorporated into the R&D programs. Provides central coordination for all AFS R&D projects.

l. Develops and implements national concepts, policies, standards, criteria, guidance, and procedures related to the flight operational aspects of enhanced air traffic control concepts, human factors, navigation systems, aviation weather, airport capacity and delay improvements, wind shear, separation assurance and standards, and other complex and controversial flight technical programs, such as collision avoidance, wake vortex, and cockpit design.

m. Serves as the AFS focal point for human factors and is responsible for implementing the human factors program.

n. Serves as the focal point for aviation weather programs and is responsible for developing and implementing national requirements, policies, criteria, standards, and guidance related to the operational aspects of the agency's aviation weather program.

o. Analyzes and evaluates field execution of special training programs; guides and assists the other divisions and the regions in the conduct of approved programs; advises concerning the application of agency technical concepts, policies, standards, and procedures to current safety issues; reviews accident, incident, and enforcement investigations involving assigned programs, and recommends appropriate corrective actions.

p. Represents the division on all technical matters relating to NAS plans, R&D plans, NTSB recommendations, and National Airspace Review Evaluations (NARE).

q. Maintains a project status, control and information system for NAS plans, R&D projects, and NTSB technical recommendations, as well as operational projects and programs undertaken by the division.

r. Serves as the division liaison with the Aircraft Certification Service, the Certification Directorates, R&D elements of the agency, other divisions, and other agency elements on technical operation matters.

s. Serves as the AFS focal point for collection and reporting of current foreign R&D in the field of aircraft operations.

7. Flight Operations Simulation Branch. This branch, AFS-440, provides simulation of new, emerging, or modified CNS technologies and procedures in support of flight safety. This simulation is accomplished through computer modeling, flight and controller simulators, and/or industry aircraft. This branch manages the Flight Operations Simulation Laboratory comprised of flight simulators and ATC controller stations that can be linked to provide realistic terminal operations, pilot/controller interface and pilot/controller/aircraft data collection. This human-in-the-loop (HITL) and flight data is collected to meet the safety studies' and risk analyses' data requirements. These simulations are used to support AFS offices, ATO, airports, regions, the aviation industry, and FAA executives who seek objective and subjective safety analysis and assessments to enhance flight operations, standards, capacity, and aviation safety within the NAS and international organizations such as ICAO. The branch:

- a.** Conducts flight, pilot, controller, and computer risk assessment simulations for client-proposed changes to the NAS.
- b.** Manages and supports AFS research, engineering, and development (R,E&D) programs established for new, emerging, and modified flight systems, including NextGen flight procedures, standards, and criteria.
- c.** Provides risk analyses data through simulation related to the design of NextGen flight procedures and criteria for other AFS-400 branches.
- d.** Provides technical consultants to FAA decision makers regarding proposed changes to the NAS.
- e.** Develops software tools that simulate and test the design of NextGen flight criteria.
- f.** Provides flight, pilot, controller, and computer simulation platform data enabling dynamic stochastic modeling of legacy and NextGen flight operational concepts developed from advanced analytical capabilities, such as the Airspace Simulation and Analysis Tool (ASAT).
- g.** Provides HITL data collection using pilot flight simulators, controller stations, and computer simulations for risk assessment of client proposed safety changes and NextGen flight operational concepts.
- h.** Provides subject matter experts (SME) to government, FAA organizations and external organizations such as ICAO, RTCA, SAE, Institute of Navigation, and other international aviation organizations.
- i.** Performs validation of simulation data through operational flight simulation and in-flight testing of proposed standards and criteria relating to NextGen flight procedures and navigation systems.
- j.** Simulates and tests changes and enhancements to airport rules regarding obstacles, equipment, and holding/taxiing aircraft relative to their impact on the safety of instrument approach operations through the use of flight, pilot, controller, and computer simulation platforms.
- k.** Manages, operates, and maintains AFS simulator systems, makes hardware and software modifications to accommodate program needs, and coordinates all testing and evaluation.
- l.** Performs simulation studies to support acceptable target levels of safety and risk analyses for CNS safety, wake turbulence, and other areas as requested.
- m.** Supports feasibility and risks assessments associated with operational requirements, such as multiple terminal operations, departures and simultaneous parallel and converging approaches using data collected from actual aircraft, simulators, and state-of-the-art modeling tools.

n. Coordinates and maintains liaison with other Government agencies and with military, industry, and international representatives to exchange information and to advance the state-of-the-art in simulation and modeling for evaluation and data collection research.

o. Works and coordinates with the FSL, AFS-450 to develop, plan, and conduct real time, precise data collection on new and emerging technologies to provide the necessary data as the basis for modeling performance characteristics using ASAT.

p. Conducts simulations for risk assessment of flight operations not covered by standard criteria.

q. Maintains the AFS Flight Simulator Program and Flight Operations Simulation Laboratory.

8. Flight Systems Laboratory. This branch, AFS-450, analyzes and quantifies the safety associated with the implementation of new, emerging, and modified flight operational concepts, navigation systems and surveillance systems. The branch performs safety studies and risk analyses that are data based and utilize high speed computer modeling and fast time simulation. The FSL is the focal point for developing and hosting many automation tools for risk assessment and safety analysis. The clients of this branch include other AFS offices, ATO, airports, regions, the aviation industry, and FAA executives who seek objective safety assessments to improve flight operations, standards, capacity, aviation safety within the NAS, and international organizations such as ICAO. The branch:

a. Conducts safety studies for client-proposed changes to the NAS or international standards, including those changes required for implementation of new technologies and operational concepts.

b. Provides risk analyses to provide recommended requirements for criteria or standards related to the design of instrument flight procedures for other AFS-400 branches.

c. Maintains the FSL to meet the needs and challenges of performing required analyses of complex operations utilizing new technologies.

d. Provides expert consultation to FAA decision makers about proposed changes to the NAS or international standards.

e. Develops software tools for the standardized design of instrument flight criteria.

f. Provides dynamic stochastic models of current, proposed, and future instrument flight operational concepts using advanced analytical capabilities, high speed computer modeling and fast time simulation.

g. Assesses the impact on safety of proposed changes to the NAS using various FSL tools (such as ASAT).

h. Provides approach obstacle clearance risk analysis using software tools such as the Collision Risk Model (CRM) and Safety Assessment Toolset (SAT).

- i.** Provides Area Navigation (RNAV) design tools (such as RNAV-Pro, RPAT-Pro, and RDVA-Pro).
- j.** Provides radar and surveillance system separation analysis tools (such as MOSAIC-Pro).
- k.** Provides HITL risk analyses using data provided by AFS-440.
- l.** Provides expert advisors and representatives to ICAO, RTCA, SAE, Institute of Navigation, and other international aviation organizations.
- m.** Evaluates operational acceptability (of risk) of changes to air traffic rules and procedures and determines the impact on safety of instrument flight procedures.
- n.** Analyzes and evaluates proposed or new surveillance concepts such as Automatic Dependent Surveillance, Broadcast (ADS-B) for compatibility with existing or planned flight operation design criteria.
- o.** Provides risk assessment of flight operations not covered by standard criteria.
- p.** Provides management of or support to AFS R,E&D programs established to support development of flight systems, including NextGen instrument flight procedures, standards, and criteria.
- q.** Develops national and international standards and policies for flight procedure risk assessment and management. Researches and evaluates the application of new or different operations research techniques, analysis methodologies and concepts, including appropriate justification and documentation to support the new or modified application.
- r.** Evaluates changes and enhancements of airport rules regarding obstacles, equipment, and holding/taxiing aircraft relative to their impact on the safety of instrument and visual approaches, missed approaches, rejected landings, and departure operations.
- s.** Coordinates and maintains liaison with other Government agencies and with military, industry, and international representatives to exchange information and to advance the state-of-the-art in the application of operations research techniques, collision risk methodology, wake vortex encounter risk methodology, and other advanced analyses techniques for en route and terminal flight procedures.
- t.** Performs studies analyzing equivalent levels of safety and established levels of safety risk analyses for separation standards based on surveillance systems, wake turbulence and other areas as requested.
- u.** Evaluates feasibility and risks associated with operational requirements, such as multiple terminal and airport operations, multiple parallel approaches, converging approaches and similar issues with departures based on data.

v. Works with and supports AFS-440 to develop, plan, and conduct real time, precise data collection on new and emerging technologies to provide FSL the basis for modeling performance characteristics utilizing ASAT and other analysis and automation tools.

w. Maintains the FSL Tools' server farm for access of FSL Tools via the Internet. Users include the FAA, military, general aviation, and the commercial aviation community.

x. Develops and utilizes wake vortex encounter metrics for risk analyses and provides proposed wake vortex encounter standards and acceptable levels of risk.

y. Representative for AVS at international Wake Re-Categorization and new aircraft groups for Wake separation standards development.

z. Leads the AFS Separation Standards Program, develops acceptable standards based upon collision risk and wake vortex encounter risk, and provides those recommended standards to ATO for consideration.

9. Flight Procedure Implementation and Oversight Branch. This branch, AFS-460, has the responsibility for FAA Instrument Flight Procedures and Flight Inspection policy oversight. Develops policies and provides oversight of third-party procedure development, maintenance, and flight evaluation/verification of part 97 instrument procedures. Organizational responsibilities relate to the implementation of instrument flight procedure standards, criteria, policy and procedures, and software validation, as well as flight inspection policy oversight. The branch:

a. Develops rules, standards, policies, and criteria governing the operational aspects of instrument flight procedures (en route and terminal).

b. Develops criteria (national and international) governing use of air navigation facilities and systems utilized aircraft navigation.

c. Interfaces with other Government agencies, military and aviation industry representatives to advance the latest applications, operations research techniques and collision risk modeling for instrument flight procedures.

d. Defines responsibilities and policy for processing of all instrument flight procedure actions.

e. Provides assistance in the implementation and validation of instrument flight procedure and flight inspection standards, criteria, software, policy, and procedures evaluation/verification of 14 CFR parts 95 and 97 instrument procedures.

f. Provides assistance to foreign entities when requested about conventional and performance based navigation systems and procedures.

g. Develops policy for FAA and U.S. air carrier operations personnel for review of foreign instrument approach procedures.

- h.** Establishes policy for worldwide application of magnetic variation values.
- i.** Evaluates and recommends approval/disapproval on requests for waiver of standards for instrument flight procedures.
- j.** Monitors, analyzes and evaluates the execution of instrument flight procedures programs within the FAA to determine compliance with established procedure maintenance policy.
- k.** Provides technical evaluation and risk assessment of instrument flight procedure operations not covered by standard criteria.
- l.** Is the focal point for flight inspection policy and oversight including flight validation of satellite-based performance based navigation instrument flight procedures.
- m.** Is the FAA point for the coordination and processing of special instrument procedures and waiver requests.
- n.** Performs operational evaluations, simulations and in-flight testing of standards and criteria proposed for en route and terminal instrument flight procedures and navigation systems. This includes the flight simulator evaluation of specials/waivers and performance based navigation instrument flight procedures to ensure adherence to criteria and provide oversight.
- o.** Develops policies (national and international) for instrument flight procedure risk assessment and risk management.
- p.** Approves and audits instrument flight procedure design training courses, for content and curriculum to determine conformance with applicable criteria, standards, and policies.
- q.** Provides technical representatives to ICAO on matters related to instrument flight procedure development and flight validation, and maintains liaison with foreign civil aviation operational and technical authorities to encourage the acceptance of U.S. instrument flight procedures standards and to foster standards with a level of safety consonant with those of the United States.

10. Performance Based Flight Systems Branch. This branch, AFS-470, is the principal directing element of AFS-400 with respect to performance based navigation across all domains. The branch:

- a.** Provides technical guidance to the other divisions, the regions, and the other elements of the agency on all operational and technical facets of performance based navigation, and provides technical assistance to other FAA elements, other Government agencies, and the industry.
- b.** Appraises the extent to which performance based navigation concepts, policies, standards, criteria, and procedures continue to be fully responsive to rapidly changing and expanding technology and programs.
- c.** Develops performance based navigation concepts, policies, standards, criteria, requirements, specifications, and limitations for new aircraft and new and existing airborne,

ground-based and space-based systems used in instrument flight operations. Develops and issues FAA Form 8260-10, as required, and coordinates with appropriate RFSD AXX-220 branches as necessary.

d. Is responsible for developing and maintaining AFS directives pertaining to AFS-400 only. This handbook material will provide policies and procedures for CNS technology implementation and associated subjects.

e. Provides technical representation to ICAO on matters related to instrument flight operations, and maintains liaison with foreign civil aviation operational and technical authorities to encourage the acceptance of U.S. instrument flight operations standards and to foster standards with a level of safety consonant with those of the United States.

f. Provides the focal point for development of R&D programs related to performance based navigation.

g. Reviews and validates regional recommendations for performance based navigation.

h. Analyzes and evaluates the technical adequacy of field execution of performance based navigation and assists other headquarters divisions, regional Flight Standards divisions, and other elements of the agency in the conduct of these programs; advises concerning the application of agency technical concepts, policies, standards and procedures to current safety issues; reviews accident, incident, and enforcement investigations, and recommends appropriate corrective actions.

i. Provides technical guidance to the other divisions, the regions, and other elements of the agency on the complex problems associated with global performance based navigation.

j. Represents AFS in international meetings to further U.S. interests and develop ICAO SARPs. Maintains liaison with foreign civil aviation operational and technical authorities to encourage acceptance of U.S. CNS standards and matters related to complex and controversial special technical operations, and to foster standards with a level of safety consonant with those of the United States.

k. Responsible for developing concepts, programs, and system requirements necessary to implement performance based navigation and procedures necessary to implement futuristic communications and surveillance capabilities for oceanic, remote area, domestic en route, and terminal area operations, and for nonprecision and precision instrument approaches.

l. Analyzes and evaluates field execution of special training programs; guides and assists the other divisions and the regions in the conduct of approved programs; advises concerning the application of agency technical concepts, policies, standards, and procedures to current safety issues; reviews accident, incident, and enforcement investigations involving assigned programs, and recommends appropriate corrective actions.

m. Maintains a project status, control and information system for NAS plans, R&D projects, and NTSB technical recommendations, as well as operational projects and programs undertaken by the division.

11. NextGen Program Branch. The NextGen Field program manager is responsible to the assistant division manager, AFS-401, for strategic and tactical planning, policy dissemination, and implementation, and work program administration of the designated RFSD AXX-220 branch. The NextGen Field program manager:

a. Assures that all aspects of the RFSD NextGen program is coordinated with the RFSD managers and fully supports regional and national goals supported through the approved AWO task areas. Oversees approval of any ad hoc tasks other than as included in the national position description and assures RFSD AXX-220 branch program conformance to Facility and Equipment (F&E) funding guidelines.

b. Provides overall policy, guidance, and work program planning and implementation for the RFSD AXX-220 branches and provides support for other branches and members of the division's management team on all matters related to the field programs processes, procedures, principles and methodologies.

c. Determines overall RFSD AXX-220 branch requirements and formulates new or amended AWO job tasks, makes recommendations to the division manager for necessary job task analysis (JTA) updates or changes and, when approved, prepares all subsequent changes to guidance and policy documents.

d. Provides for program analysis, evaluation, success metrics, and quality assurance measures to ensure consistency and standardization in all aspects of the field programs and the support provided to internal and external customers; through periodic customer feedback, ensures commitments made through the special relationships (per chapter 1, paragraph 13f) with the regional administrators, division managers, and ATO service areas as established herein are fully executed.

e. Provides a training coordinator, NextGen field programs, to oversee training and professional mentoring for all aspects of the RFSD AXX-220 branch job task assignments and for assigned personnel.

f. Develops and coordinates the assignment of resource specialists to specific areas that require unique qualification or background and for which all employees of RFSD AXX-220 branches may not be suited or easily trained and provides oversight of these resources.

g. Provides program oversight and guidance for the environmental specialists assigned to the field offices, including ensuring that aspects of the special relationship with RFSD AXX-200 for environmental support for air carrier programs is properly and fully executed.

h. Provides direction to the RFSD AXX-220 branch managers regarding execution and technical support for the division's NextGen programs, long-range navigation and Required Navigation Performance (RNP) programs.

Chapter 8. Flight Standards Training Division, AFS-500

1. Flight Standards Training Division. This division is the principal organization within the AFS for training policy and the development and delivery of national Flight Standards training. AFS-500 is responsible for designing, developing, evaluating, and maintaining training for AFS. AFS-500 develops, manages, and administers the AFS National Training Program and plays a key role in its identification, development, delivery, revision, and evaluation. When required, AFS-500 is responsible for information dissemination to the AFS workforce and administration of training for international entities and FAA/industry initiatives. AFS-500's training administration responsibilities encompass training needs assessment, curriculum development and revision, training delivery, budget oversight, quota management, and quality assurance. The division:

- a. Ensures that the training program meets AFS objectives and the organization's needs.
- b. Works with course sponsors and mentors to ensure that new and existing courses are accurate, kept current, and meet AFS objectives and the organization's needs.
- c. Serves as the Contracting Officer's Technical Representative (COTR) or Technical Officer Representative (TOR), as appropriate for national service agreements, contracts, and grants with training providers.
- d. Manages the AFS training budget to include technical, management, and general training.
- e. Reviews and updates national training requirements and administers the Training Needs Assessment (TNA) process.
- f. Develops and manages training policy, guidance, and standards.
- g. Ensures valid job task analysis is the basis for all training design, development, evaluation, and revision.
- h. Works with course mentors to validate course currency through annual reviews.
- i. Evaluates training and training program effectiveness and quality.
- j. Coordinates and facilitates the activities of the Curriculum Oversight Steering Committee (COSC) and Curriculum Oversight Teams (COT) in their oversight of the AFS training program.
- k. Formulates and coordinates charters as appropriate for training-related projects.
- l. Develops and manages the AFS OJT program, including the development and implementation of program policy and guidance.
- m. As requested by the COSC or COTs, validates job tasks.
- n. Manages the AFS international Government Safety Inspector training programs.
- o. Designs, develops, and revises AFS training.

2. Plans and Programs Branch. This branch, AFS-520, develops and coordinates training policy, procedures, plans, and programs; administers training processes, and systems; supports inspector currency, and qualification requirements; manages the training equivalency program; and ensures a quality instructor workforce. AFS-520 is responsible for the following functions:

- a. Manages the annual training program and makes adjustments based on changing circumstances.
- b. Coordinates with regional/headquarters managers and training coordinators to manage the AFS training program.
- c. Conducts quality assurance checks of AFS training requirements and provides feedback as necessary.
- d. Makes determinations when requests for equivalent training and waivers are submitted.
- e. Processes and identifies funding needed for un-programmed training requirements.
- f. Arranges for procurement of AFS training.
- g. Monitors AFS training management activities and takes corrective action if training management standards are not being followed.
- h. Develops and maintains AFS training management standards.
- i. Provides administrative oversight of eLMS for AFS.
- j. Oversees training management functions including scheduling, reservations, class and instructor assignments.
- k. Serves as the COTR or TOR, as appropriate for national service agreements, contracts, and grants as required in support of the AFS training program.

3. Quality Assurance Branch. This branch, AFS-530, coordinates and oversees the evaluation of the Flight Standards curricula at the FAA Academy, Center for Management and Executive Leadership (CMEL) and out-of-agency training locations. AFS-530 manages and administers training evaluation processes, analysis, and reports. In addition, AFS-530:

- a. Develops and conducts formal evaluations.
- b. Develops an annual list of proposed formal evaluations.
- c. Schedules and conducts formal course and training program evaluations.
- d. Schedules and conducts special evaluation activities in support of customer concerns and feedback.

e. Works with the FAA Academy and CMEL to ensure effective assessments are done of AFS training courses and needed information is shared with AFS training sponsors and their course mentors.

f. Works with training providers to gather needed evaluation information.

g. Monitors AFS training evaluation and course monitoring activities and takes corrective action if the AFS evaluation and monitoring standards are not being followed.

h. Develops and maintains AFS training evaluation and course mentoring standards.

i. Serves as the COTR or TOR as appropriate for service agreements and contracts as required in support of the AFS training program.

4. Curriculum Development Branch. This branch, AFS-540, identifies Flight Standards requirements for developing new training or major revisions of existing training and designs; develops and revises training through an instructional systems development process and documented division procedures; coordinates with training providers to ensure accurate technical delivery and adherence to instructional principles; and coordinates as necessary with AFS training sponsors and their course mentors to help them determine what new training needs to be developed and what major course revisions will be necessary to keep the training current. In addition, AFS-540:

a. Acts as a member of the COSC and the COTs.

b. As requested by the COSC, establishes new COTs, standing subcommittees and special work groups.

c. Informs the COSC and appropriate COTs of training development requests and course revision requests submitted to AFS-500.

d. Manages the development of new training.

e. Manages and delegates as necessary major revisions to existing courses.

f. Manages minor revisions to non-Academy courses.

g. Monitors minor revisions to Academy-delivered courses.

h. Develops and maintains AFS training design and development standards.

i. Monitors AFS training design and development activities and takes corrective action if AFS training design and development standards are not being followed.

j. Makes decisions about instructional design issues and elevates decisions not concurred with by other training triad members.

k. Provides feedback to training providers and course mentors when course material is not being delivered in accordance with instructional principles and/or in a technically accurate manner.

l. Serves as the COTR or TOR, as appropriate for serve agreements and contracts as required in support of the AFS training program.

m. Analyzes curriculum for gaps between competencies and curriculum.

n. Develops and revises competencies as necessary to support the AFS training program.

o. Develops and revises curriculum mapping.

p. Develops and revises curriculum macro designs.

q. Manages the international Government Safety Inspector training program and coordinates the training program with the AFS International Programs and Policy Division, AFS-50; the FAA Academy Airports and International Training Division, AMA-800; and the Associate Administrator for International Aviation, API.

Chapter 9. Regulatory Support Division, AFS-600

1. Regulatory Support Division. The Regulatory Support Division, AFS-600, is the principal organization responsible for providing regulatory and standards development for offices and services under the direction of the Associate Administrator for AVS. The Regulatory Support Division performs the following:

a. Manages the Light Sport Aviation Operations national program and in coordination with AFS-300 and AFS-800, develops and publishes guidance for Light Sport Aircraft operations.

b. Manages and maintains a number of major safety data systems; develops and implements new data systems; ensures data quality; administers the Freedom of Information Act (FOIA), Pilot Records Improvement Act (PRIA), and Privacy Act programs.

c. Plans, develops, and manages airman certification testing and training standards and related activities.

d. Develops, improves, and presents material to ensure standardization for private and agency persons in matters relating to airworthiness, operations, inspection functions, and related activities.

e. Originates, processes, publishes, and/or distributes internationally airworthiness and other aircraft certification documents, certification and safety publications, and printed products in support of the maintenance of knowledge tests and practical tests, technical instructional manuals, publications, and safety education materials.

f. Provides for a headquarters/regional oversight methodology for the Flight Standards designees.

2. Light Sport Aviation Branch. This branch, AFS-610, manages the light sport aviation operations national program and develops and publishes guidance for light sport aircraft operations in coordination with the Aircraft Maintenance Division (AFS-300), the Civil Aviation Registry (AFS-700), and the General Aviation and Commercial Division (AFS-800). AFS-610 also works with other stakeholder directorates and divisions in developing guidance and policy, airworthiness certification, operations, and inspection functions.

a. Maintains continuing liaison with industry and FAA segments involved with light sport aircraft/sport pilot certification, standardization, and training issues.

b. Plans, develops, and conducts initial seminars in support of light sport aircraft/sport pilot certification. Provides technical assistance to FAA elements on matters related to these programs. Provides public information seminars as necessary in order to ensure compliance with light sport aircraft/sport pilot regulatory requirements.

c. Has policy responsibility for the management of the sport pilot examiner program. Develops, coordinates, and implements directives, guidance, and policy in providing oversight and surveillance of designated sport pilot examiners.

d. Provides technical assistance to AFS field offices in designating and conducting surveillance of designated pilot examiners (DPE) authorized sport pilot examining privileges.

e. Manages the acceptance and tracking program for industry-developed repairman courses. Provides oversight of accepted repairman courses through direct and indirect surveillance.

f. Has policy responsibility for the Light Sport Standardization Board (LSSB) and is the repository for all applications from sport pilot examiner candidates. Develops, coordinates, and manages the LSSB charter with appropriate AFS division stakeholders.

g. Participates in the National Examiner Board (NEB) as subject matter experts in selecting sport pilot examiners.

h. Develops, coordinates, and conducts DAR-LSA/AB initial training seminars. Assists the Designee Standardization Branch, AFS-640, in the development of DAR-LSA/AB recurrent courses. Supports the FAA field offices with guidance in selecting and surveillance of designated DAR-LSA/AB representatives.

3. Aviation Data Systems Branch. This branch, AFS-620, is responsible for the business related management and maintenance of the following safety data systems: Enforcement Information System (EIS), FAA Accident/Incident Data System (A/IDS), Service Difficulty Reporting System (SDRS), FSAS, and eForms. In addition, the branch administers the Freedom of Information Act (FOIA), Privacy Act (PA), and PRIA issues for the division. The branch is responsible for the following:

a. Collaborates with the IT group in the development and implementation of new data systems, monitors database system quality, and participates in meeting, conferences, and committees associated with assigned and new systems.

b. Serves as Custodian of Assigned Systems of Records and has the legal authority to serve as the authorized data release point, and makes the final determination for the FAA concerning data contained in assigned systems.

c. Provides statistical and analytical studies of safety data upon request, prepares responses for information from Congress, other government offices, other FAA offices including headquarters, foreign governments, the aviation and legal communities, and the general public.

4. Airman Testing Standards Branch. This branch, AFS-630, is the principal element of the division concerning all airman certification testing and training standards. With respect to this, the branch performs the following functions:

a. Ensures the initiation of appropriate corrective actions concerning the FAA's airman testing standards and training materials as a result of reviewing investigations and hearings resulting from general aviation accidents, incidents, and violations.

b. Provides technical advice, support, and recommendations for the development of useful airman testing and training materials in concert with AFS airman testing and training programs, goals, and objectives.

c. Plans, develops, and manages airman knowledge tests and practical test standards with sufficient frequency to minimize obsolescence and compromise.

d. Develops and maintains currency of airman knowledge and skill standards, knowledge test guides, technical instructional manuals, publications, and other education materials for public use.

e. Plans and develops policies, procedures, and directives governing administration of the FAA's computer-assisted airman knowledge and skill testing programs; maintain continuing surveillance of the programs.

f. Provides technical expertise to the AFS policy divisions in carrying out assigned projects, with responsibility for developing project plans, determining resource requirements, conducting technical research and special studies, and ensuring timely project completion.

g. Assists technical schools, colleges, and industry educational organizations in improving the substance and quality of instructional material provided to applicants for FAA certificates and ratings.

h. Conducts research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting airman training and testing standards.

i. Works in partnership with headquarters' organizations to affect proposed changes to regulations, FAA orders, and AVS Inspector's Handbooks, with respect to the testing and certification of airmen and airman schools.

j. Participates in the Flight Evaluation Program to validate practical test standards. Ensures standards are valid, objective, comprehensive and usable, and meet the intent of the CFRs.

k. Provides final edited, electronically produced, and printed products in support of the maintenance of the knowledge tests and practical tests, technical instructional manuals and publications, and safety education materials for public use.

l. Provides technical personnel to FSDOs to participate as team members in initial certification or recertification efforts of airman technical schools.

m. Defines the type, scope, and frequency of statistical studies, analyses, and evaluations of each airman certification and rating knowledge and skill tests. Also define FAA-approved aviation maintenance technician and pilot school graduates' performance on knowledge and skill tests.

5. Designee Standardization Branch. This branch, AFS-640, is responsible for developing, improving, and presenting material to ensure standardization for private and agency persons in matters relating to airworthiness, operations, and inspections functions. The branch provides project support for national projects in support of AFS, AIR, and other government offices.

- a. Plans, develops, and conducts initial and recurrent training seminars system-wide to improve the performance and ensure the standardization of designees and FAA field inspectors who supervise those programs. Provides technical assistance to FAA elements, aviation organizations, and the aviation industry on matters related to these programs.
- b. Conducts research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting training of designees.
- c. Develops, publishes, and distributes the AFS Designee Update newsletter.
- d. Works in partnership with headquarters organizations to affect changes to the CFR, with respect to matters relating to the branch's areas of responsibility.
- e. Business owner of the Designee Registration System (DRS). The system is a program that maintains a database for registering and collecting fees charged to all designees trained by this branch. The system is also used to update training information in the Designee Information Network (DIN) and inspector training into eLMS.

6. Designee Quality Assurance Branch. This branch, AFS-650, is the principal element of Flight Standards concerning designee quality assurance. Integral to the quality assurance function are the principles and tenants of the Designee Workforce Oversight System established within AFS-600. With respect to this, the branch performs the following functions:

- a. Develops and implements a Risk Based approach for collection, interpretation and the development of recommendations from data that has been processed, determined relevant to the business case, and can be used to support decisions impacting designee management.
- b. Develops IT business requirements to collect and analyze data on the performance of designees and the designee systems.
- c. Performs data analysis which may require data mining from various sources, including current AFS databases and survey information. May recommend additional data collection opportunities, as necessary, to measure desired outcomes.
- d. Develops and implements survey tools based upon business requirements to determine designee system effectiveness through data collection.
- e. Coordinates designee issues within Flight Standards and other services within AVS.
- f. Contributes to the effectiveness of the AFS designee program through review and analysis of internal audits performed at all levels. Participates in QMS and FSEP audits performed by AFS-40.
- g. Provides technical expertise to the AFS policy divisions in carrying out assigned projects, with responsibility for developing project plans, determining resource requirements, conducting technical research and special studies, and encouraging timely project completion. Projects may include integration within various AFS designee processes, efficiency studies, and oversight effectiveness studies.

h. Facilitates policy/administrative issues for the NEB, and is the repository for all applications from prospective designees. Provides the co-chairperson for the NEB. The NEB is responsible for creating and maintaining a national designee candidate pool, and providing the most highly qualified candidates to the FSDO/IFO/MIDO for appointment.

Chapter 10. Civil Aviation Registry, AFS-700

1. Civil Aviation Registry. The Civil Aviation Registry manages and directs all matters associated with the planning, programming, and implementation of the Aircraft Registration and Airmen Certification programs. The Registry develops and maintains national regulatory standards and procedures that influence and relate to the registration of all U.S. civil aircraft and the certification of U.S. and foreign qualified airmen. These programs interface with and affect a number of programs managed by offices within the DOT, local, state, federal and foreign agencies, private industry, the aviation community, and international organizations. The Registry actively assists law enforcement agencies by providing prompt and accurate identification of airmen and aircraft. With regards to the foregoing, the Registry performs the following duties:

- a.** Establishes, maintains, and operates systems for registration of civil aircraft, and the recording of conveyances and encumbrances, thereon.
- b.** Determines the need for, develops the justification for, and formulates the substance of, new or amended regulations and supplementary regulatory material for, and pertaining to, aircraft registration, the recording of aircraft ownership, and security documents covered in 14 CFR parts 47 and 49.
- c.** Provides a comprehensive system for the final review of applications for airman certificates and ratings, issuance of such certificates and ratings, and establishes, maintains, and operates the airmen certification records system.
- d.** Provides services related to airman knowledge test reports and related documents, including requests for replacement knowledge test reports, and maintenance of the Control Tower Operator knowledge test database.
- e.** Provides technical advice and assistance to the regions, other government offices, and the aviation public.
- f.** Provides liaison activities with counterparts in foreign governments to ensure conformance with treaty obligations.
- g.** Provides staff assistance to the director on all matters pertaining to the administration and operation of the program of the Registry.
- h.** Provides a system designed to provide prompt and accurate identification of airmen and aircraft for law enforcement agencies.

2. Aircraft Registration Branch. This branch, AFS-750, is responsible for the national programs of aircraft registration, recording of encumbrances against U.S. civil aircraft, identification system of registered aircraft, and law enforcement assistance as it involves the aircraft registration program. The branch performs the following functions:

- a.** Designs, develops, manages, and operates national comprehensive systems for the registration of civil aircraft, the issuance of original, temporary, replacement, and revised certificates of aircraft registration for U.S. civil aircraft, and the recording of conveyances and

encumbrances affecting title to, or interest in aircraft, engines, propellers, and air carrier spare parts locations.

b. Evaluates, reviews, and determines the need for, develops the justification, and formulates the substance of new or amended CFR's and supplementary regulatory material with respect to parts 47 and 49, pertaining to aircraft registration and the recording of conveyances and encumbrances thereon.

c. Establishes, maintains, and operates a comprehensive national program for the processing and issuance of Dealer's Aircraft Registration Certificates.

d. Defines and develops program requirements, manages and controls a comprehensive system for the assignment and reservation of U.S. identification marks to U.S. civil aircraft, including the allocation and distribution of U.S. identification numbers to U.S. type certificate (TC) manufacturers.

e. Defines program requirements, manages, and operates a national indices system, encoded from source documents affecting title to, or interest in aircraft, engines, propellers, and air carrier spare parts locations.

f. Serves as the national repository for aircraft records containing registration, lien, and airworthiness information. Represents the FAA in NTSB administrative hearings, and in federal and state courts as custodian of the official agency records in cases on aircraft.

g. Provides technical advice and assistance to financial institutions, attorneys, title search companies, FAA and other government offices, foreign registries, and the aviation public pertaining to aircraft registration and recording.

h. Maintains a public document room available to the general public, title search companies, and attorneys searching title and lien status, pertaining to aircraft transactions. Furnishes technical advice and assistance in the submission of conveyances when an aircraft closing is involved.

i. Provides assistance to law enforcement agencies in the identification of registered owners of U.S. civil aircraft. Designs, develops, and operates procedures/processes to ensure the timely maintenance and retrieval of aircraft registration information for law enforcement use.

3. Airmen Certification Branch. This branch, AFS-760, is responsible for the issuance of all FAA airmen certificates, the content of all airmen certification records and law enforcement assistance as it involves the airmen certification program. In this regard, the branch:

a. Serves as the national repository for airmen certification records and provides the central services necessary for control of these records, which are used in court litigation, employment, and insurance verification by the aviation public.

b. Represents the FAA, as custodian of the official agency airmen certification records, in NTSB administrative hearings, and in cases involving fatal accidents, falsified airman certificates, or certificates issued under false pretenses.

c. Plans programs and budgets requirements of the branch, and develops long range plans and fiscal requirements for advancing the technical and administrative capabilities of the branch.

d. Provides advice, guidance, and regulatory counsel to the aviation public, attorneys, law enforcement agencies, government officials at all levels, foreign government aviation officials, and agency field personnel on regulatory matters concerning the testing and certification of airmen.

e. Develops, prepares, and recommends appropriate program and policy changes to the Division Manager.

f. Serves as the Administrator's representative with national and international responsibility for managing, administering, and developing/maintaining the program system of records.

g. Provides services related to airman knowledge test reports and related documents, including requests for replacement knowledge test reports, and maintenance of the Control Tower Operator knowledge test database.

h. Administers and ensures compliance with agency regulations, orders, notices, programs, standards, and procedures governing airmen certification, and airman knowledge testing, as specified in the ICAO Conference.

i. Directs the preparation of studies for the accomplishment of the functions and mission of the branch and other studies as these functions interrelate with other FAA organizations.

j. Provides assistance to law enforcement agencies in the identification of FAA- certified airmen. Designs, develops, and operates procedures/processes to ensure the timely and accurate maintenance and retrieval of airmen certification information for law enforcement use.

Chapter 11. General Aviation and Commercial Division, AFS-800

1. General Aviation and Commercial Division. The General Aviation and Commercial Division is:

a. Responsible for regulations and policy recommendations governing the certification, inspection, and surveillance of general aviation airmen, DPEs, general aviation air agencies (pilot schools), commercial operations (rotorcraft external load, agricultural, part 125 operators, part 91, corporate, business, personal and recreational, subpart K fractional ownership) and public aircraft operations. The division is the focal point for the aviation community at the national level on matters pertaining to general aviation affairs and sport aviation (excluding light sport pilot). Provides oversight of the Headquarters regional 4040 flight proficiency program.

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans to include international operation activities.

(2) Determines the need for, justifies, and formulates new or amended regulations and supplementary regulatory material; participates in regulatory review programs; recommends grants or denials of exemptions; and develops OpSpecs.

(3) Advises the Director, Associate Administrator, and other principal officials, and serves as a central point of contact for the public and the aviation community on matters appropriate to the national level.

(4) Participates in the analysis and evaluation of field execution of programs.

(5) Determines the need for, and recommends research and development projects.

(6) Guides and assists the other divisions, the regions, and other elements of the agency in the implementation and conduct of related programs, and provides guidance on applying agency policies, standards, and procedures pertaining to safety issues.

(7) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(8) Recommends, initiates, and coordinates regulatory and policy actions to resolve safety problems resulting from accidents, incidents, or other sources.

c. Provides liaison between FAA and other offices for general aviation issues regarding airspace rules, air carrier interface, pilot certification, human factors, and other vital topics.

d. Facilitates and coordinates concerns of the aviation community to assure general aviation views are considered in air traffic rules and aviation safety regulatory actions.

e. Develops, coordinates, and recommends career development programs to ensure organizational competence for employees of this division.

2. Plans and Programs Branch. This branch, AFS-805, is the principal element responsible for strategic and tactical planning, fiscal and human resource management, program management and analysis, information management, and general administrative management of the division. The branch:

a. Provides advice, counsel, and program support to the division manager and other members of the division's management team on management systems, processes, procedures, principles, and methodologies; strategic and tactical planning; matrix and participative management; and program analysis, evaluation, success metrics, and quality assurance measures.

b. Develops and implements division policies, programs, processes, and procedures governing administrative, fiscal, and human resource management.

c. In accordance with established FAA administrative policies and procedures, provides administrative management support for the division's management team for correspondence control and general paperwork management, contract management, general office services, and logistical support.

d. Monitors and reports on the progress of responses for White House Report, Congressional requests for action, requests under the Freedom of Information Act, and the Government Performance and Results Act.

e. Monitors the Cost Accounting System/Labor Distribution Reporting activities for the division.

f. Manages the production of all division publications. This includes FAA Aviation News. The branch responds to requests from AFS-1 to provide design and photographic support for various publications.

g. Acts as the division focal point for matters pertaining to ISO 9000 issues.

3. Certification and General Aviation Operations Branch. This branch, AFS-810, is the principal element of the division concerning the certification and training of airmen (pilots, ground, and flight instructors) under part 61 and the operational aspects of part 91 (except for air traffic and aircraft maintenance rules) as pertaining to sport/recreational/ personal operations (excluding light sport aircraft), aviation events, operations of surplus military aircraft and operations under parts 101, 103, and 105. With respect to this, the branch:

a. Ensures the initiation of appropriate corrective actions concerning FAA's regulations/policies, procedures, standards, and operating practices as a result of reviewing investigations and hearings resulting from general aviation accidents, incidents, and violations.

b. Advises the Director, Associate Administrator, and other officials on advanced flight training, general aviation management systems, and flight training standards. The branch is responsible for the development and implementation of standards, policies, and procedures.

c. Participates on the FOEB and FSB.

- d.** Provides technical advice and oversight of air shows and other aviation events.
- e.** Ensures course sponsors and mentors coordinate with AFS_500 to ensure that new and existing course are accurate, kept current, and meet AFS objectives and the organization's needs.
- f.** Ensures inclusion of Flight Standards' programs, goals, and objectives in the development, review, and recommendation of policy and procedures with respect to Designated Pilot Examiners who serve the general aviation community.
- g.** Develops program requirements, technical guidance, and policies for Flight Instructor Refresher Clinics (FIRC), including the monitoring of these clinics by FAA personnel.
- h.** Develops program requirements, technical guidance, policies, standards, and approvals for Aviation Training Device (ATD) levels 1 through 3, Personal Computer-Based Aviation Training Devices (PCATD) and new and emerging advanced technology digital simulation devices used in general aviation in both parts 61 and 141 pilot schools.
- i.** Analyzes NTSB Safety Recommendations and prepares required responses on its findings following an accident investigation.
- j.** Responds to FAA Safety Recommendations from field offices and takes proper action.
- k.** Advises the Associate Administrator for AVS, AFS-1, and AFS-800 management on matters pertaining to the National Airshow Program and aviation events. In addition to advisement responsibilities, the branch is responsible for establishing rules, technical guidance, policies, and approvals on national airshow matters and aviation events.
- l.** Provides program management for the development and deployment of the Airman Certificate and/or Rating Application (ACRA)/Integrated ACRA (IACRA) automated airman application program.
- m.** Provides program management oversight and is responsible for developing policy for the National Designated Pilot Examiner Registry (NDPER) program.
- n.** Serves as the co-chairperson of the NEB.
- o.** Drafts and reviews applicable chapters of Order 8900.1 for the training and certification of airmen (pilots, ground and flight instructors), part 91 (except for air traffic and aircraft maintenance rules), pilot schools, parts 101, 103, and 105.
- p.** Drafts and reviews changes to Order 8900.2, General Aviation Airman Designee Handbook.
- q.** Develops standards, policies, and procedures examining and appointing private persons to be representatives of the Administrator under the provisions of 49 U.S.C., section 44702 with respect to the certification of airmen (excluding medical and ATC operators), and manages the NEB.

r. Liaises with the Transportation Security Administration, Department of Justice, and other agencies on security issues.

4. Commercial Operations Branch. This branch, AFS-820, is the principal element of the division with respect to the operational aspects of part 91 to include corporate, turbine and very light jets, (except for air traffic and aircraft maintenance rules) as pertains to commercial operations, part 91, corporate business and aerial work, subpart K (fractional ownership) and parts 125, 133, 137, and public aircraft operations. With respect to this, the branch:

a. Ensures the initiation of appropriate corrective actions concerning FAA policies, procedures, standards, and operating practices, as a result of reviewing investigations and hearings resulting from general aviation accidents, incidents, and violations.

b. Participates on the FOEB and FSB.

c. Analyzes NTSB Safety Recommendations and prepares required responses on its findings following an accident investigation.

d. Responds to FAA Safety Recommendations from field offices and takes proper action.

e. Develops and carries out division policy pertaining to the MMEL.

f. Evaluates training for General Aviation Operations inspectors.

g. Develops and carries out rotorcraft policy, external-load operations, and leads the Vertical Flight Committee.

h. Drafts and reviews applicable chapters of Order 8900.1 for operations under part 91, including subpart K, and parts 125, 133, and 137 (except for air traffic and aircraft maintenance rules).

i. Administers and oversees the Headquarters regional 4040 flight proficiency program.

j. Serves as co-chair to the Turbine Aircraft Operations Subgroup of the General Aviation Joint Steering Committee.

k. Develops and carries out policy concerning aerial work such as banner towing and motion picture operations.

l. Works with DOT regarding North American Free Trade Agreement policy. Develops and implements NAFTA guidance and policy for FAA field offices.

Chapter 12. Flight Standards Certification and Surveillance Division, AFS-900

1. Flight Standards Certification and Surveillance Division. The division is responsible for designing, developing, and deploying systems that execute the Flight Standards Service's (AFS) responsibilities for certification, surveillance, and resolution of safety issues for air operators and air agencies and for surveillance of AFS designees. The division is located at Dulles, Virginia, and provides services in all regions. The division is affiliated with the Eastern Region, which serves as the "host" region. The Eastern Region's services include, but are not limited to, legal, personnel, payroll, acquisition, budgeting, and security. The functions of the division include:

a. Designing, developing, and deploying national systems for certification, surveillance, and resolution of safety issues of air operators and air agencies and for surveillance of AFS designees.

b. Developing national policies, procedures, work instructions, standards, training requirements, and automation requirements for the systems designed by the division.

c. Developing management tools for resource targeting and workload prioritization to support more efficient and effective accomplishment of national work programs.

d. Collaborating with the System Approach for Safety Oversight Program Office (SASO), AFS-30, to re-engineer certification and surveillance business processes in accordance with system safety principles, and to implement change management strategies for the deployment of re-engineered business processes.

e. Providing subject matter expertise and field support for the deployment of the systems designed and developed by the division, including assisting field offices in processing 14 CFR part 121 applicants for air carrier operating certificates and ensuring standardization of the initial certification process.

f. Providing subject matter expertise and supplemental resources to AFS field offices to assist in processing major changes to the scope of operations of part 121 air carriers.

g. Developing directives to guide AFS regional, field, and district offices in operational evaluation and analysis of special-emphasis safety programs for air operators, air agencies, and AFS designees.

h. Developing directives to guide AFS regional, field, and district offices in operational evaluation and analysis of the implementation and effectiveness of policy and procedures developed by the division.

i. Providing policy and guidance on AFS internal and external safety management systems (SMS) requirements and interface.

j. Interfacing with the Aviation Safety (AVS) SMS Working Group and ensuring alignment of AFS SMS concept development with AVS SMS doctrine and standards.

k. Coordinate with AFS-500 in developing and maintaining SMS training for AFS inspectors and industry.

l. Performing comprehensive assessments, ongoing analysis, and coordination of changes to system approach processes with the certificate management teams (CMT) and Air Transportation Oversight System (ATOS) Certificate Management Office (CMO).

m. Improving air transportation certification and surveillance functions by assessing system performance and employing a systems-based approach.

n. Developing Safety Performance Analysis System (SPAS) requirements to provide principal inspectors with desktop analytic capabilities for certificate oversight.

o. Maintains the Certification Services Oversight Process (CSOP).

p. Managing the Flight Standards National Work Program Guidelines (NPG) and related Regional Automated Modular Planning Software that is required to provide risk-based oversight of air agencies, airmen, designees, and non-part 121 air operators.

q. Developing ad hoc programs and notices to address new oversight requirements and special-emphasis areas.

2. Program Management Branch. This branch, AFS-905, provides administrative management and resource needs including fiscal management, personnel administration, performance management, labor relations, compensation, training and employee development, office services, directives, reports, and records management, recognition and awards, and logistical support.

3. ATOS CMO. The ATOS CMO provides expert assistance and guidance to AFS field offices in the full range of certification, certificate management, surveillance, and evaluation processes conducted on air carriers operating under part 121. In addition, the ATOS CMO is responsible for on-going assessments and continuous improvement of ATOS processes ensuring that processes and procedures are designed, developed, and deployed to incorporate system safety principles. The ATOS CMO works in a virtual office environment utilizing state-of-the-art automation and communications systems. The ATOS CMO is composed of three sections with the following roles and responsibilities:

a. The Certification Section is responsible for providing FSDOs and certificate-holding district offices (CHDO) with staff support, expert technical guidance, and training in the certification process for new part 121 air carriers and addition of new aircraft. The Section develops and provides input to air carrier inspector handbooks regarding certification, certificate management, surveillance, and evaluation processes and serves as the focal point for application of agency guidance regarding certification, certificate management, surveillance, and evaluation processes for air carriers.

b. The Field Support Section provides part 121 CHDOs, CMO, and regional offices with on- and off-site technical guidance in a continuing effort to promote the standardized application of the ATOS business process and associated automation. The Field Support Section solicits

feedback from inspectors in the field during training and on-site visits; analyzes the feedback for impact on ATOS business processes; and channels this information to the Continual Improvement Section for incorporation into ATOS policies, procedures, and automation. The Field Support Section supports all ATOS training classes held at CMEL and the FAA Academy.

c. The Continual Improvement Section is responsible for managing and supporting ATOS, NPG, and CSOP continual improvement initiatives. The Section collects and responds to feedback from the users of these systems, provides input on national policies and procedures for the oversight of air operators, air agencies, airmen, and dispatchers; and recommends enhancements to oversight business processes, policy, data collection and automation tools. To accomplish this, the Section is divided into three functional areas: Policy Team (which authors national oversight policy guidance); Technical Support Team (which develops, authors, and maintains data collection quality standards and the ATOS data collection tools); and the Automation Team (which develops, deploys, and maintains ATOS, RAMPS, and CSOP software requirements, automation user guides, and tutorials for systems-based oversight of regulated entities). The Section provides subject matter expert support for internal and external customers.

4. Flight Standards SMS Program Office. The FS SMS Program Office provides policy and guidance on AFS internal and external SMS requirements and interfaces. The SMS Program Office provides support to the AFS director, deputy director, and executive steering committee in execution of the AFS SMS doctrine. The SMS Program Office interfaces with the AVS SMS Working Group and is responsible for SMS concept development in accordance with AVS SMS doctrine and standards. The office provides direction, guidance, and coordination with points of contact in headquarters and field divisions in development of SMS policies, procedures, and work instructions, in accordance with the AVS Quality Management System (QMS). The office is responsible for SMS standardization and development of training requirements. Specific functions and responsibilities of the office include:

- a. Focal point for AFS in future SMS-related rulemaking and policy development efforts.
- b. Oversight and evaluation of SMS collaborative testing projects.
- c. Standardization of concepts, functional requirements, and terminology across AFS managed and sponsored SMS programs, initiatives, and contracted activities.
- d. Alignment of internal and external SMS development activities with AVS SMS standards and AVS Management Team and AFS Executive Steering Committee guidance.
- e. Planning and coordination of SMS activities in AVS and AFS Business Plans.
- f. Representation of AFS in the AVS SMS Working Group.
- g. Ensure integration capability of oversight systems, both within AFS and also between AFS and other AVS lines of business.
- h. Coordination with the ATOS Continual Improvement Section and headquarters policy divisions on SMS-oversight system relationships.

- i.** Development and maintenance of SMS policy and guidance documentation.
- j.** Development of AFS SMS training requirements and mentorship of SMS related FAA Academy training.
- k.** Development of measures of safety performance and effectiveness for both internal and external SMS.
- l.** Development and maintenance of SMS data collection and auditing tools.
- m.** Development and use of standardized outreach, familiarization, and orientation materials for SMS.
- n.** Coordination and management of an AFS SMS Standardization and Assistance Team to assist field organizations and service providers in development and implementation of voluntary and mandatory external SMSs.

Chapter 13. Regional Flight Standards Divisions

1. Flight Standards Division. The Flight Standards division is responsible for Flight Standards matters, airmen, operators, and airworthiness matters. The division is under the executive direction of the Director, Flight Standards Service. The division provides staff assistance to the director and program support to FAA representative regarding:

a. Inspection, certification, and surveillance of flight operations and maintenance activities of U.S. air carriers, Title 14 of the Code of Federal Regulations part 129 operators, and commercial operators; providing assistance as requested by other certificate-holding regions in the inspection and surveillance of air carriers, commercial and air taxi operators; inspection and surveillance of general aviation operating U.S.-registered aircraft within the area.

b. Inspection, certification, and surveillance of maintenance facilities of U.S. scheduled and supplemental air carriers, commercial operators, repair stations, and foreign air carrier parts facilities.

c. Recurrent airworthiness certification and the airworthiness of air carrier and general aviation aircraft.

d. Examination, certification, and surveillance of FAA-certificated flight and maintenance airmen and instructors; utilization, selection, and surveillance of designated examiners of FAA.

e. Inspection of airport and airway facility systems from the standpoint of their adequacy for use by U.S. carriers and other U.S. operators.

f. Reporting and investigation, or participation in the investigation of, accidents involving U.S.-registered aircraft, U.S.-manufactured aircraft, and violations, as appropriate.

g. Evaluation of technical adequacy of field program performance.

h. Preparation of office directives to implement agency policies and standards and recommending their approval by the director and prescribing office goals and areas of emphasis to guide field office program planning and performance.

i. Providing limited technical advice or assistance to U.S. embassies, foreign governments, and aeronautical establishments concerning flight standards procedures, practices, and policies.

j. Promotion and encouragement of foreign governments' and industries' acceptance and adoption of U.S. flight standards policies, procedures, and methods to establish a commonly acceptable level of safety.

k. Establishment of operations and maintenance standards through participation in the activities of the:

(1) Flight Operations Evaluation Board.

(2) Flight Standardization Board.

(3) Maintenance Review Board.

(4) Type Certification Boards.

(5) Flight Manual Review Boards.

l. Line management of the field Aircraft Evaluation Groups,

m. Manages and controls obligations of division funds ensuring that obligations or expenditures do not exceed the amount(s) received in sub-allotments.

n. Prepares the budget for Flight Standards programs.

2. Flight Standards District Offices. The Flight Standards District Offices (FSDO) are field elements of the Flight Standards Service. FSDOs are responsible for the certification and surveillance of air operators, air agencies, and airmen. FSDO personnel conduct or assist in conducting accident and incident investigations and investigate possible violations of the Federal aviation regulations. They ensure the adequacy of flight procedures, operating methods, airmen qualifications and proficiency, and aircraft maintenance. Aviation safety is promoted through accident prevention and other safety-related seminars presented by FSDO aviation safety program managers.

3. Certificate Management Offices. The Certificate Management Offices, or certificate management units within FSDOs, serve as focal points for the certification, surveillance, and inspection of a major air carrier. They specialize in administering those functions of a FSDO for the assigned carrier.