

ORDER

FS 1100.1

FLIGHT STANDARDS SERVICE ORGANIZATIONAL HANDBOOK



July 16, 1998

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FS 1100.1 CHG 30

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SUBJ: FLIGHT STANDARDS SERVICE ORGANIZATIONAL HANDBOOK

1. Purpose of This Order. This change transmits revised pages for Chapter 4, Aircraft Maintenance Division, AFS-300.

2. Audience. The audience for this order includes employees from the following services within the office of the Associate Administrator for Aviation Safety: the branch level in Washington headquarters Flight Standards Service, all regional Flight Standards divisions, 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. Explanation of Changes.

a. The functional statement for the Aircraft Maintenance Division is revised to reflect the realignment of specific programs into a new branch.

b. The Special Program Branch, AFS-320, is established to oversee programs such as aging aircraft, Next Generation Composite Inspection, military maintenance, nondestructive inspection (NDI), commercial aerial refueling, and other special projects.

5. Disposition of Transmittal. This transmittal is to be RETAINED AND FILED IN THE BACK OF THIS HANDBOOK until it is superseded by a new basic order.

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ORIGINAL SIGNED BY

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Director, Flight Standards Service

FOREWORD

The Administrator's management team directed that each office and service maintain and document its own functional statement below the office level. In order to reduce the size and content of the Order 1100.2D, all organizational elements below the level of office/service have been eliminated.

This handbook which is internal and unique to Flight Standards Service prescribes the general organization and functions of elements to the lowest organizational level. It supplements the Washington headquarters organizational manual, 1100.2D.

/s/

Richard O. Gordon

Acting Director, Flight Standards Service

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CHAPTER 1. GENERAL

SECTION 1. GENERAL INFORMATION

1. PURPOSE. This handbook addresses information relative to Flight Standards Service activities and technical program areas under the direct line authority of Washington headquarters. It is also the first stand alone document defining the Flight Standards functional organization down to branch level.

2. DISTRIBUTION. This handbook is distributed to the branch level in Washington headquarters Flight Standards Service and to all regional Flight Standards divisions; and to all supervisors in the Flight Standards field offices.

3. BACKGROUND. The Administration's management team determined the need for simplification and size reduction of Federal Aviation Administration (FAA) Order 1100.2, Organization—FAA Headquarters. The Order was revised to include only the functional statements and related program responsibilities at the director level and above. The management team also devised the concept of the Washington headquarters organizational elements having total responsibility for maintaining and documenting their own functional statements below the service level. The director has been empowered to approve the organizational structure for Flight Standards Service.

4. thru 9. RESERVED

SECTION 2. REQUESTING ORGANIZATIONAL CHANGES

10. DISCUSSION. Flight Standards 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 Flight Standards could affect divisions with which coordination is not required according to the agency directives system. For example, a reorganization/realignment of a division within Flight Standards 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, Flight Standards 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 Realignments. A number of situations necessitate a realignment within Flight Standards. 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 change made to an existing division, branch, or staff among Flight Standards' headquarters offices must be accomplished using a peer review process to evaluate proposed organizational changes and to make recommendations on such proposals to the Service Director. 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.

After approval by the Service Director, the publication of a change to Order FS 1100.1 implements the Director's decision. (See paragraphs 12b and c for a description of the peer review and approval process.)

11. 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.

12. INITIATING AN ORGANIZATIONAL CHANGE.

a. Determine the Need for a Change in 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 shall 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 Flight Standards' priorities;
- (3) An explanation of how the reorganization relates to the Flight Standards, Regulation and Certification (AVR), 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 Flight Standards, 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; and
- (7) Any other issues surrounding the proposed reorganization/realignment, and a discussion of the issues.

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 recommendation.

(2) The DMT will review the proposed change based on the criteria in paragraph 12a, 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 change to Order FS 1100.1 in accordance with agency guidelines.

(4) AFS-140 will provide the draft organizational change to AFS-7 for appropriate union notification; however, this occurs toward the end of the directives handling process. If the union has issues with the reorganization, having to address these issues near the end of the process can delay the initiation of the reorganization/realignment. 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 before the peer review process.

(5) After the proposed change to Order FS 1100.1 has received union coordination and final administrative clearance, then it is signed by the Service Director, and the organizational change becomes effective with the publication of the change.

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

13. MISSION. The Flight Standards Service (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 continued 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.

14. FUNCTIONAL ORGANIZATION. The functional organization structure of AFS is shown in figure 1-1.

15. FUNCTIONS.

a. Flight Standards is responsible for:

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

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

16. 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 15a, 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, 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 15a and 15b may not be redelegated.

17. SPECIAL RELATIONS.

a. **Regulations.** Flight Standards 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.** Flight Standards 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. **Continued Airworthiness.** Flight Standards 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 continued airworthiness of aircraft and aeronautical products.

d. **Rotorcraft.** The Rotorcraft Task Force responsibility resides in AFS. The service is responsible for rotorcraft operations and maintenance matters. The service will coordinate with the Director, Air Traffic Service (ATS) on rotorcraft operational matters and with the Associate Administrator for Airports on matters relating to heliport programs. The Associate Administrator for Airports and the Director Air Traffic Service, 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 and Planning (ACP) develops the Rotorcraft Master Plan.

e. Airshow and Sport Aviation Activities. Flight Standards will work closely with ATS 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. Flight Standards 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 approach 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 Airway Facilities Service to implement agency policy, standards, and criteria in the development and standardization of flight procedures and the flight inspection of air navigation facilities.

g. New and Modified Aircraft. Flight Standards and AIR through the Aircraft Evaluation Groups (AEG), 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 the AIR. Flight Standards accomplishes this responsibility through Flight Operation Evaluation Boards (FOEB), Flight Standardization Boards (FSB), and Maintenance Review Boards (MRB).

h. Drug Interdiction Activities. Flight Standards maintains a close working relationship with the Office of Civil Aviation Security Operations to facilitate law enforcement agencies' efforts to identify airmen and aircraft engaged in illegal drug operations.

18. OFFICE OF THE DIRECTOR. The Office of the Director:

a. Advises and assists the Associate Administrator for Regulation and Certification (AVR) 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 planes issued by or on behalf of the Administrator.

c. Provides the effective evaluation of program performance, and ensures the adequacy of follow-up 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.

19. FEDERAL AVIATION ADMINISTRATION SAFETY TEAM. The Federal Aviation Administration Safety Team (FAASTeam) 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 Flight Standards 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.

20. 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.
- 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.

21. 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. Manages life-cycle/program of the SASO program under the Acquisition Management System.
- b. 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.

c. 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.

d. Develops and administers the SASO requirements management process across AFS lines of business.

e. Continuously improves safety-related business process interfaces across AFS divisions, in keeping with the AFS Quality Management System and ISO-9001 quality system standards.

f. Creates an Integrated Product Team (IPT), whose members include the stakeholders of the Flight Standards' significant programs and automated applications, to ensure business and automation requirements provide the user community with an integrated capability for proactively identifying, assessing, and mitigating safety-related hazards and risks.

g. Provides the chair for AFS configuration management for the SASO program.

h. Provides participants in the AVR Configuration Control Board in order to maintain consistency with technical direction across the products and associated projects; and to provide an interface with other AVR 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. Provides the Regulation and Certification Information Technology Branch with information technology (IT) system engineering technical expertise related to the AFS system safety business process.

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

22. FLIGHT STANDARDS QUALITY ASSURANCE STAFF.

a. The Flight Standards Quality Assurance Staff, AFS-40, is an independent Flight Standards Service organization established to ensure the consistency and to validate the effectiveness of core systems and processes within Flight Standards Service, including the Air Transportation Oversight System (ATOS) and the Certification, Standardization, and Evaluation Team (CSET).

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.

c. AFS-40 is responsible for auditing the assigned programs and processes for the purpose of identifying system deficiencies and reporting directly to the Director, Flight Standards Service, 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. 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 Flight Standards Service 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 work program.

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

(4) Audits all ATOS process modules, including certification, 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 offices 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 Flight Standards Service offices to identify and document factors in their audit findings and to provide critical information needed for process improvement.

(11) Evaluates staffing and funding requirements to determine if adequate resources are provided to support specific programs within Flight Standards Service.

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

(13) Communicates audit findings directly to the Director, Flight Standards Service, and to the program, regional, or district office managers, as appropriate.

(14) Acts as a focal point for the implementation of quality management systems within Flight Standards Service.

(15) Satisfies the International Civil Aviation Organization (ICAO) requirements for quality assurance functions within Flight Standards Service.

23. INTERNATIONAL PROGRAMS AND POLICY DIVISION. The International Programs and Policy Division, AFS-50, is responsible for the management of international activities of the service.

24. 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 Joint Aviation Authorities (JAA), Transport Canada (TC), ICAO, regional initiatives, North American Free Trade Agreement (NAFTA), Asia-Pacific Economic Co-operation, and other foreign Civil Aviation Authorities (CAA).

c. **WITHDRAWN—CHG 29.**

d. Develops, approves, and manages the ICAO endorsed Government Safety Inspector (GSI) training to reflect the ICAO program for training of other foreign CAA.

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

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

g. 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.

h. 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.

i. 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.

j. Responsible for the AFS/AVR development and oversight of other government-to-government agreements.

k. Develops, coordinates, and monitors AFS policy regarding other ICAOs, such as the European Aviation Safety Agency (EASA).

l. **WITHDRAWN—CHG 29.**

m. Develops legislation 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.

n. Responsible for the development and oversight of AFS-related Bilateral Aviation Safety Agreements (BASA) and associated implementation procedures.

o. 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.

p. Maintain records documenting AFS technical assistance and training activities.

25. INTERNATIONAL OPERATIONS AND STANDARDIZATION BRANCH. The International Operations and Standardization Branch, AFS-52, is responsible for the following functions:

a. Serves as primary contact and develops policy for the international aviation safety assessment (IASA) program.

b. Responsible for the regulations and policy recommendations governing certification and operations aspects of part 129 foreign air operators, including operations specifications (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.

c. Develops and implements agency policy on the International Code-share Safety Audit program for U.S. air carriers and part 129 foreign air operators. 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.

d. WITHDRAWN—CHG 29.

e. Recommends changes to existing information systems such as National Program Guidelines (NPG), Vital Information Subsystem (VIS), Program Tracking and Reporting Subsystem (PTRS), Airman Certification Rating Application (ACRA), OPSS, etc.

f. 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 (MEL).

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

26. INTERNATIONAL TECHNICAL SUPPORT BRANCH. The International Technical Support 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 assistance activities, international training courses, and any other international functions requiring aviation safety technical expertise.
- b.** Monitors foreign air carrier operations and practices, including airport use, establishment or use of dispatch and meteorological facilities, maintenance programs, and MELs.
- c.** Performs supplemental inspections of foreign air carriers at airports nationwide with charter and/or scheduled service.
- d.** Acts as coordinator for requests for aviation safety inspector (ASI) resources from Washington headquarters and regional and field offices to support: technical assistance activities, international training, technical reviews, IASA, and consultations.
- e.** Prepares reports documenting AFS technical assistance and training activities.

27. thru 30. RESERVED.

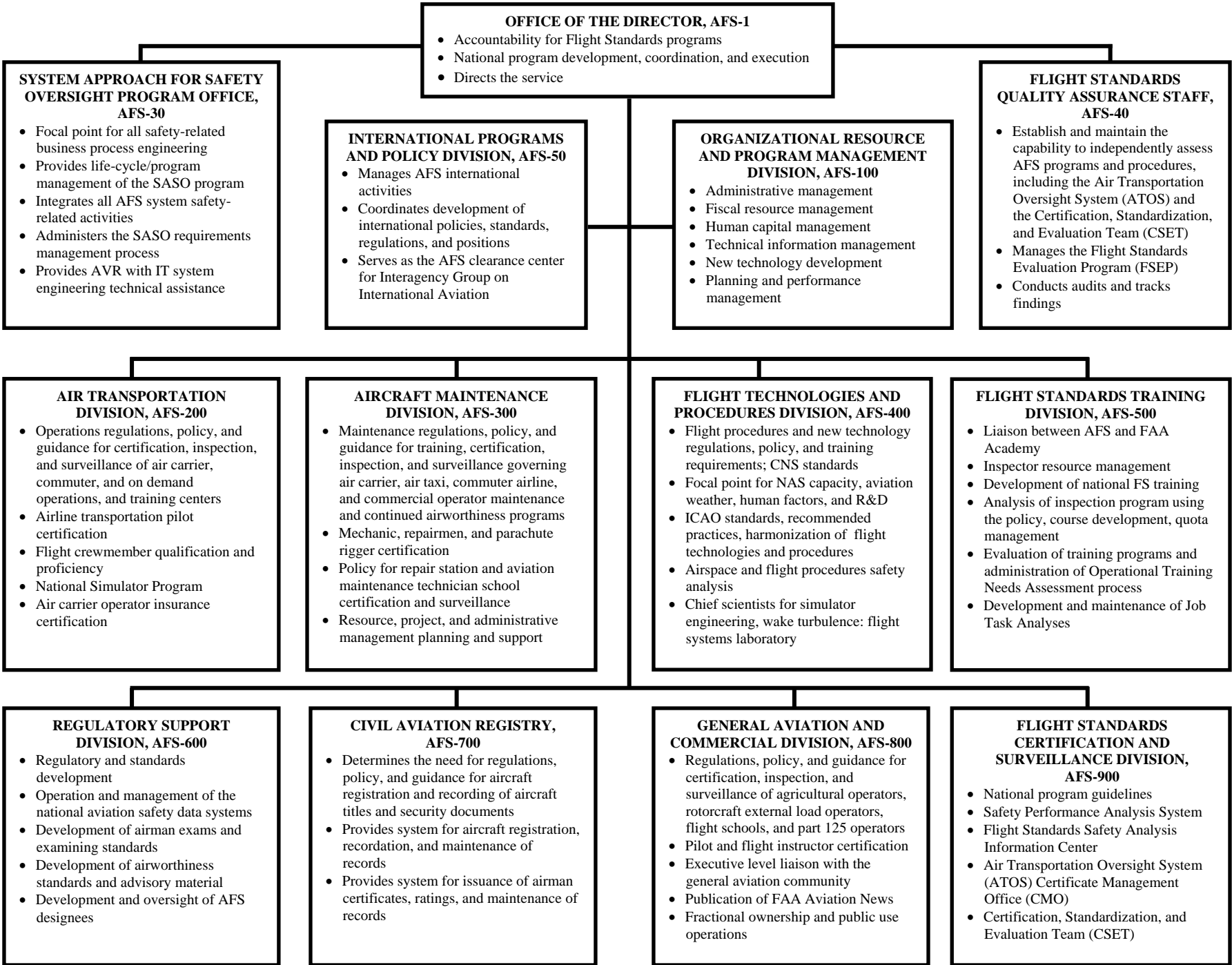
31. NATIONAL FLIGHT PROGRAM OVERSIGHT OFFICE.

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 Regulation and Certification, and other principal officials on flight program matters and develops the policy and management directives for the operation of FAA aircraft. The functions of the office will be described in agency Order 1100.5C, FAA Organization – Field, Chapter 7, Southwest Region. 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 the Director, Flight Standards Service.

32. thru 35. RESERVED.

FIGURE 1-1. FLIGHT STANDARDS SERVICE FUNCTIONAL ORGANIZATION CHART



CHAPTER 2. ORGANIZATIONAL RESOURCE AND PROGRAM MANAGEMENT DIVISION, AFS-100

200. 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, emergency readiness and operations, and health and safety programs. The division also is responsible for AVR's F&E program and provides national policy and guidance on life cycle management on AVR's F&E investments. The division is subdivided into six branches, which are described below.

201. ADMINISTRATIVE RESOURCES BRANCH. The Administrative Resources Branch, AFS-110, administrative functions to AFS at both the headquarters and regional levels. In this regard, the branch:

- a. Develops and enforces policies with regard to Emergency Planning and Response and Facility Security Risk Management;
- b. Provides telephonic communications and space management services to Flight Standards headquarters divisions;
- c. Manages the Flight Standards headquarters automation and network infrastructure, as well as ACQUIRE and PRISM administration and implementation and hardware and software for the aviation safety inspector credentials program;
- d. Manages the Flight Standards Employee Recognition Program and serves as focal point for the DOT/FAA National Awards Program;
- e. Develops inspector en route policies and provides guidance to all Flight Standards divisions;
- f. Tracks and maintains records on employee Code of Ethics requirements and financial disclosure statements;
- g. Provides contracts and procurement oversight for Flight Standards headquarters divisions; develops and administers AFS-100 contracting requirements;
- h. Supports the Key Infrastructure Services project; and
- i. Maintains ISO 9000 processes/activities for the division.

202. FINANCIAL RESOURCES MANAGEMENT BRANCH. The Financial Resources Management Branch, AFS-120, is responsible for the budget execution for F&E and AFS operations, and other fiscal management work function. This branch provides policy and guidelines for the AFS budget for headquarters and regional divisions. In this regard the branch:

- a. Executes the Flight Standards operations budget and develops flight standards budget policy and guidelines;

- b.** Conducts periodic spending reviews and oversight of AFS budget and FTE utilization;
- c.** Executes the AVR F&E budget, implements DELPHI; develops F&E funding policies for AVR organizations; and serves as the AVR lead on F&E working groups; and
- d.** Manages PC&B policy and utilization for Flight Standards.

203. HUMAN CAPITAL RESOURCE MANAGEMENT BRANCH. The Human Capital Resource Management 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; and
- g.** Oversees the issuance of security clearances to Flight Standards employees according to agency procedures.

204. TECHNICAL INFORMATION AND COMMUNICATIONS PROGRAMS BRANCH. The Technical Information and Communications Programs Branch, AFS-140, provides guidance on and oversight of various department, agency, and Flight Standards information processes. In this regard, the branch:

- a.** Tracks and analyzes NTSB and FAA Safety Recommendations;
- b.** Manages all Flight Standards executive level correspondence and provides guidance to Flight Standards divisions on agency and Flight Standards correspondence procedures;
- c.** Provides guidance on agency records management programs;
- d.** Manages the Employee Suggestion Program;
- e.** Analyzes GAO and OIG audit reports and tracks responses to OIG and AOA hotline complaints;
- f.** Oversees Flight Standards directives and advisory circular production processes and provides guidance to Flight Standards divisions;
- g.** Provides AFS web development and support and oversees the maintenance of web-based inspector guidance; and

h. Oversees agency and Flight Standards processes on the Freedom of Information Act and Privacy Act requirements.

205. (AVR) NEW TECHNOLOGY DEVELOPMENT BRANCH. The (AVR) New Technology Development Branch, AFS-150, helps develop, modernize, and maintain the architecture of the National Airspace System (NAS) and provides the Associate Administrator for Regulation and Certification 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 engineering;
- b.** Provides Integrated Product Team development and support;
- c.** Develops the F&E/RE&D strategic plan (FAA) and provides performance management;
- d.** Provides technical program plan consulting services to all of AVR;
- e.** Conducts quarterly F&E and RE&D program performance management;
- f.** Provides AVR economic analysis and Operational Research Analysis;
- g.** Manages F&E processes and provides new technology systems engineering;
- h.** Supports the AVR Joint Resource Council;
- i.** Provides guidance on Acquisition Management System and Life Cycle Management Policy;
- j.** Participates in FAA Capital Investment Plan Management; and
- k.** Provides RE&D process management.

206. PLANNING AND PERFORMANCE MANAGEMENT BRANCH. The Planning and Performance Management Branch, AFS-160, provides strategic planning and performance management functions for AFS. In this regard, the branch:

- a.** Develops an AFS annual performance plan and quarterly accomplishment reports;
- b.** Oversees AFS CAS/LDR issues;
- c.** Formulates the AFS budget;
- d.** Develops and delivers performance planning training;
- e.** Sets staffing numbers and standards;

f. Provides organizational development advice and conducts program effectiveness and efficiency evaluations; and

g. Conducts various technical analyses as well as customer and employee surveys.

207. thru 210. RESERVED

CHAPTER 3. AIR TRANSPORTATION DIVISION, AFS-200

300. 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, and flight navigator-approved schools); and air carrier airmen (airline transport pilots, aircraft dispatchers, flight engineers, 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 operations specifications (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, incidents.

c. WITHDRAWN—CHG 27.

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

e. Oversees development and maintenance of aircraft simulator and flight training device qualification standards and criteria.

301. NATIONAL SIMULATOR PROGRAM. This branch, AFS-205, is under the direct line authority of the division. The Southern Region Flight Standards Division is the principal domicile for the NSP. The NSP is responsible for setting criteria and standards for qualification and the conduct of evaluations for aircraft simulators. The NSP is also responsible for initial and recurrent evaluations of flight training devices at the more complex levels. The NSP also 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 flight training device standards for evaluation and qualification.
- d. Recommends and initiates rulemaking projects related to simulators and flight training devices.

302. WITHDRAWN—CHG 26.

303. AIR CARRIER TRAINING 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 14 CFR part 121 and 135 training and qualification for crewmembers, aircraft dispatchers, and certain other operations personnel. Additionally, the branch is tasked with evaluating current regulations and assisting with the development of new regulations and amendments thereto, within the functional areas described above. The branch is responsible for the following functions:

- a. Develops part 121 and 135 training and qualification policy for crewmembers, aircraft dispatchers, and certain other operations personnel.
- b. Determines the need for, provides justification, and assists in the development of new airline transport pilot certificate (ATPC), flight engineer, navigator, and aircraft dispatcher certification regulations, and amendments thereto.
- c. Develops policy for air carrier flight simulation device applications.
- d. Functions as the division focal point for ICAO aircrew training issues.
- e. Develops policy for air carrier designated examiners.
- f. **WITHDRAWN—CHG 26.**
- g. **WITHDRAWN—CHG 26.**
- h. Meets and coordinates with the aviation community on air carrier training matters.
- i. Provides operational support in implementing training policy and regulations.

304. 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 national standards, policies, and operations. It also processes new or amended rules and grants

or denials of exemptions involving the operations aspects of 14 CFR part 61 ATPC, parts 63 and 65 (with respect to flight engineers, flight navigators, and aircraft dispatchers), and part 121 supplementary material. 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 policy concerning flight attendant functions and cabin safety programs.
- 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 14 CFR part 119 and 121 operators.
- g. Functions as the division focal point for matters pertaining to 14 CFR part 139 and the certification of airports.
- h. WITHDRAWN—CHG 26.**
- i. Analyzes and evaluates the effectiveness of division policy in assigned program areas.
- j. WITHDRAWN—CHG 26.**
- k. Provides operational support in implementing certification, operations, and surveillance policy and regulations pertaining to part 121 operators.
- l. Provides project specialists to participate as team leaders in developing and processing the division's rulemaking projects, and as team members for other FAA regulatory elements.
- m. Conducts technical evaluations and develops exemptions in response to petitions by industry and the public.
- n. Conducts technical evaluations and develops responses to petitions for reconsideration of OpSpecs from certificated operations.
- o. Monitors division activities to ensure that proper operational considerations are included in new and amended rules and exemption projects.
- p. Prioritizes division regulatory activities to ensure timely completion with respect to division and FAA commitments, and to industry needs.
- q. Develops ACs and directives pertaining to air transportation functions.
- r. Consults with and advises district offices or regions concerning the operational aspects of new or amended rules or exemptions.
- s. Serves as the coordination point for all division regulatory and exemption activities with the Office of Rulemaking (ARM), AGC, and other FAA elements.

t. 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.

u. 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.

v. Serves as the division representative on the Reliability Assessment Board to assess and approve Early ETOPS (E-ETOPS) operational approval.

w. Serves as FAA coordinator for AFS on the Joint Aviation Authorities Harmonization Management Team and Operations Harmonization Group for harmonization issues concerning flightcrew licensing.

x. Develops non-Advanced Qualification Program (AQP) part 121 training and qualification policy for crewmembers, aircraft dispatchers, and certain other operations personnel.

y. Determines the need and justification for the development of new pilot ATPC, flight engineer, navigator, and aircraft dispatcher certification regulations, and amendments.

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

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

305. 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 pertaining to the development and execution of the Advanced Qualification Program (AQP), the Flight Operational Quality Assurance (FOQA) Program, the Aviation Safety Action Program (ASAP), and the Voluntary Disclosure Reporting Program (VDRP). It is also responsible for sponsoring and monitoring air transportation human factors research, and sponsoring and advising the Runway Incursion Program. 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 pertinent to the collection, analysis, and distribution of safety-related data obtained by participants 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.

306. COMMUTER, ON DEMAND, AND TRAINING CENTER 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 142 training centers and part 135 fixed wing and helicopter operations and training (excluding subpart J). 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 technical guidance and policies on part 142 training center matters.

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

- d.** Functions as the division focal point for ICAO operational and training issues related to parts 135 and 142.
- e.** Develops standard OpSpecs for part 119 and part 135 operators, and training specifications for part 142 training centers.
- f.** Develops guidelines within its assigned program areas.
- g.** Analyzes and evaluates the effectiveness of division policy in assigned program areas.
- h.** Meets and coordinates with the aviation community on matters within its areas of responsibility.
- i.** Provides operational guidance support for the implementation of certification, operations, and surveillance policy, and regulations pertaining to part 135 operators and part 142 training centers.
- 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 regulatory elements.
- k.** Conducts technical evaluations for exemptions, OpSpecs, and training specifications in response to petitions by industry, the public, and certificated persons.
- l.** Monitors division activities so proper operational considerations are included in new and amended rules and exemption projects.
- m.** Prioritizes division regulatory activities for timely completion of division and FAA commitments and industry needs.
- n.** Participates in developing ACs, safety alerts for operators (SAFO), information for operators (InFO), and directives pertaining to part 135 air transportation functions and 14 CFR part 142 training functions.
- o.** Consults with and advises district offices and regions concerning the operational aspects of new or amended rules and exemptions related to assigned program areas.
- p.** Serves as the coordination point for all branch regulatory activities with ARM, AGC, and other FAA elements.
- q.** Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices pertaining to part 135 and part 142 concerns.
- r.** Develops part 135 training and qualification policy for crewmembers and other operations personnel.
- s.** 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.
- t.** Determines the need for and justification of the development of new ground instructor and flight instructor certification regulations pertaining to part 142 training.
- u.** Develops policy for part 135 air carrier and air operator flight simulation device applications and for the use of air agency training assets under contractual arrangement.

- v. Analyzes and evaluates the effectiveness of division policy in assigned program areas.
- w. Develops non-AQP part 135 training and qualification policy for crewmembers, aircraft dispatchers, and certain other operations personnel.
- x. Determines the need and justification for the development of new pilot ATPC, flight engineer, navigator, and aircraft dispatcher certification regulations and amendments.
- y. Develops policy for air carrier flight simulation device applications.
- z. Develops policy for air carrier designated examiners program.
- aa. Analyzes recommendations and prepare required responses to the NTSB concerning its findings after an accident investigation.
- bb. Analyzes FAA safety recommendations and takes appropriate action.

307. 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. **WITHDRAWN—CHG 26.**
- g. **WITHDRAWN—CHG 26.**
- h. **WITHDRAWN—CHG 26.**
- i. **WITHDRAWN—CHG 26.**
- j. **NTSB.** Analyzes recommendations and prepare required response to the NTSB concerning its findings following an accident investigation.
- k. **FAA Safety Recommendations.** Analyzes field office recommendations and takes appropriate action.

l. WITHDRAWN—CHG 26.

m. Automated Operations Safety Subsystem (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, 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.

n. WITHDRAWN—CHG 26.

o. 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.

308. 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 the Flight Standards Information Management System (FSIMS).

g. Acts as the division focal point for matters pertaining to ISO 9000 issues and knowledge sharing network 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.

309. thru 312. RESERVED

CHAPTER 4. AIRCRAFT MAINTENANCE DIVISION, AFS-300

400. AIRCRAFT MAINTENANCE DIVISION.

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

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 regulations and supplementary regulatory material, participates in regulatory review programs, recommends grants or denials of exemptions, and develops operations specifications (OpSpecs).

(3) 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.

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

(5) 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 safety issues.

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

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

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

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

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

e. Recommends final action on any petition for reconsideration or original issuance, amendment, or denial of OpSpecs pertaining to maintenance or continued airworthiness of aircraft.

f. 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 continued airworthiness of civil aeronautical products.

g. 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 ongoing propellers, appliances, or components.

h. Establishes policies and procedures and recommends final action on granting or denying deviations under 14 CFR part 119 for Directors of Maintenance and Chief Inspectors.

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

j. Develops, coordinates, recommends, and supplies support materials and procedures to the Federal Aviation Administration Safety Team for all maintenance-related topics.

401. PROGRAM MANAGEMENT AND INFORMATION BRANCH. The Program Management and Information Branch is the principal element of 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 measurement of the division strategic and tactical management initiatives.

b. Provides a central focal point for administrative service areas of personnel management, training, organization, staffing, tracking systems, and related programs.

c. Serves as the focal point when rapid responses are required by internal and external customers.

d. Coordinates and tracks responses to high-level Congressional and industry studies and reports.

e. Project control center for administering the status/control systems covering correspondence and monitoring of division program accomplishments to assess achievements of long-range goals and objectives. Prepares reports and presentations for management in evaluating progress.

f. Provides a central focal point for managing and monitoring the development, coordination, and issuance of Flight Standards Service national policy directives, bulletins, and advisory circular (AC) guidance material.

g. Serves as the coordination point for all division regulatory activities with the Office of Rulemaking (ARM), Office of the Chief Counsel (AGC), and other FAA elements.

402. SPECIAL PROGRAMS BRANCH. The Special Programs 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, 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. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices. Participates as a member of policy boards, including interagency and industry workgroups to include national and international standards, procedures, and policies.

e. Reviews, analyzes, prepares, and processes required reports, recommends amendments to regulations, grants or denies petitions for exemption and rulemaking, and participates in rulemaking, as related to branch functions.

f. Develops guidance materials and presentations to upper management and industry groups to present Flight Standards positions across other lines of business.

403. AIR CARRIER MAINTENANCE BRANCH. The Air Carrier Maintenance Branch is the principal element in the division with respect to all air carrier maintenance issues. In this respect, the branch is responsible for developing, managing, directing, planning, organizing, coordinating, and evaluating regulations, national and international standards, policies and procedures related to the certification and surveillance of operators and the continued airworthiness of related aircraft. These activities include, but are limited to, the following:

a. Develops regulations, standards, policies and procedures, letters, notices, orders, and ACs.

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

c. 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, and 135, as related to branch functions.

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

e. Provides technical assistance and guidance to other segments of the FAA, Federal, State, and local government agencies, and foreign Civil Aviation Authorities (CAA).

f. 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.

g. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices for the International Civil Aviation Organization (ICAO).

h. Has primary responsibility for policy relating to the service difficulty reporting (SDR) and maintenance interruption summary, as related to parts 119, 121, and 135 carriers.

i. Is responsible for the development of OpSpecs as related to its area of responsibility.

404. REPAIR STATION BRANCH. The Repair Station Branch is the principal element in the division for all repair station regulations, national airworthiness procedures, and policies.

a. The branch will develop, manage, direct, plan, organize, coordinate, and evaluate regulations, national and international standards, procedures, and policies for the certification, surveillance, and performance of domestic and foreign certificated repair stations under 14 CFR part 145.

b. The branch:

(1) Develops, implements, and evaluates standards, program policies, and procedures for the certification and surveillance programs of foreign/domestic repair stations.

(2) Establishes national/international airworthiness performance standards and guidance, and procedures for maintenance of repair station activities.

(3) Develops regulations, standards, policies and procedures, letters, notices, orders, and ACs in its area of responsibility.

(4) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of part 145. The branch also provides this service to other Federal, State, and local governments.

(5) Develops OpSpecs and management specifications (MSpecs) for its area of responsibility.

405. GENERAL AVIATION AND AVIONICS BRANCH.

a. The General Aviation and Avionics Branch is the principal element in the division for all general aviation maintenance, avionics, airmen, designees, and technical training regulations, national and international standards, procedures, and policies. The branch will develop, manage, direct, plan, organize, coordinate, and evaluate regulations, national and international standards, and policies and procedures for the certification, surveillance, and performance of the following:

(1) Maintenance airmen.

(2) Aviation maintenance technician schools (AMTS).

(3) Airframe and powerplant mechanics.

(4) Large/small aircraft (non-air carrier) and operating certificate holders under 14 CFR parts 91, 125, 133, and 137 for airframes, powerplants, propellers, appliances, and related systems.

(5) Parachute riggers.

(6) Repairmen of all types.

(7) Mechanics with inspection authorization.

(8) Various designated representatives of the Administrator under 14 CFR parts 65, 147, and 183.

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

b. The branch is the focal point in the division for the establishment of standards and guidance, and procedures for the airworthiness of avionics and instrument equipment and systems. The branch is also the division's focal point on technical training issues. These activities include, but are not limited to, the following. The branch:

(1) Develops regulations, standards, policies and procedures, letters, notices, orders, handbooks, and ACs in its area of responsibility.

(2) Develops, implements, and evaluates standards, program policies, and procedures for the certification and surveillance programs of AMTSs, maintenance airmen, and designees.

(3) Establishes national/international airworthiness performance standards and guidance, and procedures for avionics and new and emerging technology.

(4) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of parts 65, 147, and 183. The branch also provides this service to other Federal, State, and local governments.

(5) Evaluates (as the division's point of contact) technical training courses offered to aviation safety inspectors (ASI), coordinates course monitoring with other division branches, and recommends course design, course enhancements, and improvements. It works with other division branches on training issues and concerns, and also works with training contacts outside of the division, as well as external to the FAA, to develop and improve training courses.

(6) Sponsors and provides oversight of safety and educational programs for avionics systems, and determines maintenance training criteria for field personnel.

(7) Evaluates the efficiency of program policies and procedures in its areas of responsibility.

(8) Develops national procedures used by field offices for the proper certification of certificate holders operating general aviation aircraft.

(9) Develops policy and procedures for the malfunction or defect reporting (M or D) system, and evaluates the effectiveness for all general aviation aircraft.

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

(11) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of parts 43, 91, 125, 133, and 137. The branch also provides this service to other Federal, State, and local governments.

(12) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of 14 CFR parts 21, 23, 25, 27, and 29 regarding data approvals for repairs and alterations.

(13) Provides technical assistance and guidance to other agency elements concerning regulatory aspects related to fractional ownership inspection programs and other maintenance.

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

406. thru 409. RESERVED.

CHAPTER 5. FLIGHT TECHNOLOGIES AND PROCEDURES DIVISION, AFS-400

500. FLIGHT TECHNOLOGIES AND PROCEDURES DIVISION. The Flight Technologies and Procedures Division, AFS-400, is responsible for regulations and policy recommendations 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 Flight Standards Service (AFS) focal point for National Airspace System (NAS) capacity, aviation weather programs, and emerging business practices to improve flight operations, standardization, and aviation safety within the NAS and international airspace system. 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 OpSpecs requirements for new flight systems.
- c.** Advises the Director, the Associate Administrator, and other Government officials, and serves as the primary representative to the aviation community regarding CNS, flight technologies, and instrument flight procedures programs.
- d.** Determines the requirements and recommends research and development (R&D) 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 Flight Standards Service and/or the FAA in international meetings to further U.S. interests and develop International Civil Aviation Organization (ICAO) standards and recommended practices for flight technologies and procedures.
- g.** Develops, coordinates, and issues national directives and 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 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 Flight Standards Service focal point for airspace activities; provides final approval for all Special Instrument Flight Procedures.
- k.** Directs the Flight Standards Service aviation weather program, and develops national aviation weather concepts, requirements, policies, criteria, and guidance for air navigation operations.

- l.** Develops, coordinates, and recommends career development programs for division employees.
- m.** Maintains oversight of the AFS R&D programs and serves as the focal point within the service on matters pertaining to R&D.
- n.** Provides technical advice and guidance on emerging cockpit CNS technologies implementation issues to all Flight Standards Service Aircraft Evaluation Groups (AEG). Participates in Flight Standardization Boards to provide advanced technology expertise in establishing operational standards, policy, and training requirements for new aircraft.
- o.** Provides technical advice and guidance to the Manager, National Simulator Program, AFS-205, on emerging cockpit CNS technologies implementation.
- p.** Provides technical advice and guidance to the Regional All Weather Operations Program Managers (AWOPM). Establishes the All Weather Operations (AWO) job tasks to ensure standardization of technical field work functions.
- q.** Directs the AFS Wake Vortex Program and develops national wake vortex encounter standards and acceptable levels of risk.
- r.** Directs the AFS Separation Standards Program, develops acceptable standards based upon collision risk and wake vortex issues, and provides those recommended standards to Air Traffic Organization (ATO) for consideration.
- s.** Maintains the AFS Flight Simulator Program and Flight Operations Simulation Laboratory.
- t.** Maintains the Flight Systems Laboratory (FSL).

501. MANAGEMENT OPERATIONS BRANCH. The Management Operations 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 National Transportation Safety Board (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.

502. FLIGHT OPERATIONS BRANCH. The Flight Operations 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, 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, and the industry.

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 such as Next Generation (NextGen), Required Navigation Performance Area Navigation (RNP-RNAV), and Automatic Dependent Surveillance, Broadcast (ADS-B).

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.

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.

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 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. Provide requirements for appropriate operations specifications, management specifications, or letters of authorization to AFS-50, AFS-200, AFS-300, or AFS-800 for final coordination and approval.

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.

i. In coordination with original equipment manufacturers, AIR, and AEGs, identify and enunciate explicit operating procedures for pilots using new-technology products. Provides guidance to develop

OpSpecs/MSpecs/LOA requirements 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 (RFSD), 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.

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.

v. Provides technical advice and guidance to the Regional AWOPMs. Establishes the AWO job tasks to ensure standardization of technical field work functions.

503. FLIGHT PROCEDURES STANDARDS BRANCH. The Flight Procedures Standards Branch, AFS-420, is the principal element of AFS-400 for 14 CFR part 97, non-part 97 terminal instrument procedures, 14 CFR 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, AJW, and other organizations pertaining to airport and airspace requirements associated with the development of instrument flight procedures.

h. Provides policy guidance to the regional flight standards office, 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, 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. Maintains technical and functional oversight responsibility for the Flight Standards Service regional all weather operations programs, and provides policy for the conduct of these programs.

m. 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.

n. Represents the Flight Standards Service in international meetings to further U.S. interests, to develop ICAO Standards and Recommended Practices (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.

o. Provides Flight Standards Service representation and leadership for ICAO panels, Radio Technical Commission for Aeronautics (RTCA) committees, the Aeronautical Charting Forum (ACF), the Aeronautical Information Services Working Group (AISWG), the TERPS Working Group (TWG), Society of Automotive Engineers (SAE) bodies, FAA, other Government program offices, and industry groups as required.

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

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

r. 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.

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

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

u. 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.

v. Provides management of Flight Standards Service R&D programs established to support development of instrument flight procedures standards and criteria.

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

x. 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.

504. FLIGHT TECHNOLOGY REQUIREMENTS BRANCH. The Flight Technology Requirements 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, including the proposed Aeronautical Telecommunications Network (ATN).

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, windshear, 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, windshear, 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.

505. FLIGHT OPERATIONS SIMULATION BRANCH. The Flight Operations Simulation 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 real time pilot/controller interface and 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, 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 instrument flight procedures, standards, and criteria.

c. Provides risk analyses data through simulation for criteria or standards related to the design of NextGen instrument flight procedures for other AFS-400 branches such as AFS-420.

d. Provides technical consultants to FAA decisionmakers regarding proposed changes to the NAS.

- e. Develops software tools that simulate and test the design of NextGen instrument flight criteria.
- f. Provides flight, controller, and computer simulation platform data enabling dynamic stochastic modeling of legacy and NextGen instrument 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 instrument 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 instrument 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, 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 airport operations, multiple parallel approaches, 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 Flight Systems Laboratory, 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. Leads the AFS Wake Vortex Program and develops national wake vortex encounter standards and acceptable levels of risk.
- r. Maintains the AFS Flight Simulator Program and Flight Operations Simulation Laboratory.

506. FLIGHT SYSTEMS LABORATORY. The Flight Systems Laboratory (FSL), AFS-450, is the branch of AFS-400 that analyzes and quantifies the safety associated with the implementation of new, emerging, and modified flight operational concepts and navigation systems. 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.
- b.** Provides risk analyses for criteria or standards related to design of instrument flight procedures for other AFS-400 branches such as AFS-420.
- c.** Maintains the FSL.
- d.** Provides expert consultation to FAA decisionmakers 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 instrument flight operational concepts using advanced analytical capabilities, such as the ASAT.
- g.** Assesses the impact on safety of proposed changes to the NAS using 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 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 navigational 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.
- 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 approach, missed approach, rejected landing, 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, 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 radar safety, wake turbulence, and other areas as requested.

u. Evaluates feasibility and risks associated with operational requirements, such as multiple airport operations, multiple parallel approaches, and converging approaches using data collected with AFS-440.

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

w. Maintains the FSL Tools' server farm for access of FSL Tools via the Internet. Users include the FAA, military, general aviation and/or commercial aviation community. The FSL Tools' server farm also provides Internet access to multiple servers used by AFS-400 personnel to perform Monte Carlo simulations.

x. Participates in and supports the AFS Wake Vortex Program and develops national wake vortex encounter standards and acceptable levels of risk.

y. Leads 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.

507. FLIGHT PROCEDURE IMPLEMENTATION AND OVERSIGHT BRANCH. The Flight Procedure Implementation and Oversight 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 14 CFR 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 en route, terminal, and instrument flight procedures (except ATC procedures).

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

c. 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.

d. Defines responsibilities, establishes policy, and provides standards for orderly processing of all instrument flight procedure actions, International, third-party/ATO, and AJW.

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

f. 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.

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

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

i. 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.

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

508. PERFORMANCE BASED FLIGHT SYSTEMS BRANCH. The Performance Based Flight Systems 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.

d. Is responsible for developing and maintaining the AFS-400 portion of AFS Handbook(s). This handbook material will provide policies and procedures for CNS technology implementation and associated subjects.

e. In coordination with original equipment manufacturers, AIR, and AEGs, identifies and enunciates explicit operating procedures for pilots using new-technology products. Provides guidance to develop OpSpecs requirements (including Parts C and H) related performance based navigation, operating minimums, equipment, and training.

f. 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.

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

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

i. Analyzes and evaluates the technical adequacy of field execution of performance based navigation and assists other headquarters divisions, RFSDs, 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

509. thru 513. RESERVED

CHAPTER 6. FLIGHT STANDARDS TRAINING DIVISION, AFS-500

600. FLIGHT STANDARDS TRAINING DIVISION. This division is the principal organization within the AFS for the development of national Flight Standards training policy, oversight of course development, and training delivery, budget, and quota management. The division:

- a.** Develops, manages, and coordinates national Flight Standards training requirements and plans within the framework of agency training policies. Processes, approves, and coordinates activities associated with Flight Standards training programs.
- b.** Is the focal point of contact and liaison between the AFS and the FAA Academy. Ensures the interests of the Service and the services of the Academy are consistent with training objectives and meet the needs of Flight Standards employees.
- c.** Monitors the national training program to ensure the program is meeting objectives. Recommends changes as necessary. Reviews training requirements to ensure consistency with national training objectives. Evaluates the effectiveness of existing training programs and administration of the Operational Training Needs Assessment (OTNA) process.
- d.** Keeps informed of new developments requiring modification to existing training or establishment of new courses, and coordinates required modifications or additions, or course development proposals. Assesses workforce performance and proficiency to identify areas where new or expanded training programs are needed.
- e.** Manages the development and maintenance of a comprehensive Job Task Analysis for Flight Standards job types. Defines the performance requirements of the Flight Standards workforce to include the job tasks that need to be performed; the knowledge, skills, and abilities required; and performance conditions and standards.

601. PLANS AND PROGRAMS BRANCH. This branch coordinates and develops training policy, procedures, plans, programs, and budgets for annual training requirements; develops strategic training plans; oversees and evaluates event based currency training requirements; conducts OTNA; and analyzes and reports training resource information. The branch also oversees training management functions including: scheduling, reservation, class and instructor assignments; tracking the status of individual training; and ensuring a quality instructor workforce.

602. QUALITY ASSURANCE BRANCH. This branch coordinates and oversees the design, development, and implementation of the Flight Standards Curricula at the FAA Academy and the FAA Center for Management Development (CMD). It evaluates the training effectiveness of Flight Standards instructional programs and publishes the appropriate training effectiveness reports. It also oversees training management functions including scheduling of classes and instructors' assignments, and sets the standards for a qualified workforce.

603. CURRICULUM DEVELOPMENT BRANCH. This branch oversees the development, design, evaluation, and revision of Flight Standards training curriculums using the instructional systems development process. Using standard data collection and data analysis methods, the branch assesses the training effectiveness of all Flight Standards training programs.

604. thru 609. RESERVED

CHAPTER 7. REGULATORY SUPPORT DIVISION, AFS-600

700. 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 Aviation Safety. 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 continued 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.

701. 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 Flight Standards Service field offices in designating and conducting surveillance of designated pilot examiners 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 Flight Standards Service division stakeholders.

g. Participates in the National Examiner Board (NEB) as subject matter experts in selecting Designated Airworthiness Representatives—Light Sport Aircraft/Amateur Built (DAR-LSA/AB). Assists the NEB in selecting qualified applicants to attend initial training.

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.

702. AVIATION DATA SYSTEMS BRANCH. This branch, AFS-620, is responsible for the management and maintenance of a number of major safety data systems, development and implementation of new data systems, data quality, FOIA inquiries, Privacy Act requests, PRIA, and participation in meetings, conferences, and committees associated with assigned and new systems.

a. Manages assigned operational systems to include the application of the system and the data contained therein.

b. Participates in system redesign efforts as appropriate.

c. Facilitates new systems integration and analysis tools.

d. Develops and tests improved capabilities as technology evolves.

e. As the System expert, participates in national and regional committees, working groups, policy and procedures development, requirements teams, etc., associated with the AFS automation systems.

f. Participates in testing and deployment of information systems.

g. Acts as the focal point for analysis of system problems.

h. Administers the FOIA, Privacy Act, and the PRIA programs for the division.

i. As the Custodian of Assigned Systems of Records, has the legal authority to serve as the authorized release point and make the final determination for the FAA concerning data contained in assigned systems. Analyzes safety data and requests, prepares responses for information from Congress, other government offices, other FAA offices including headquarters, foreign governments, the aviation community, the legal community, and the general public.

j. Provides technical expertise on special projects, accident prevention efforts, Civil Aviation Security issues, and other aviation-related issues.

703. 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 Aviation Safety 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.

704. 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 document management functions and project support for national projects in support of AFS, AIR, and other government offices.

a. Provides technical support in carrying out assigned projects and performs special studies, with responsibility for developing project plans. Determine resource requirements, conducting technical research, and ensuring timely project completion.

b. Conducts 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.

c. Plans, develops, and conducts initial and recurrent seminar programs 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.

d. Develops, publishes, and distributes the *AFS Designee Update* newsletter.

e. Works in partnership with headquarters organizations to affect changes to the CFR, with respect to matters relating to the branch's areas of responsibility.

f. Conducts research and maintains continuing liaison with the industry and operating segments of the FAA to determine that the most up-to-date, economical printing methods are used to produce certification and safety publications. Provides technical editing of documents.

g. Maintains the Designee Seminar Payback System (DSPS). 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 will soon be used to update records in the Vital Information Subsystem (VIS).

h. Serves as the office of primary interest for Orders 8610.4 and 8610.5.

705. DESIGNEE QUALITY ASSURANCE BRANCH. This branch, AFS-650, is the principal element of Flight Standards concerning designee quality assurance. With respect to this, the branch performs the following functions:

a. Develops business requirements to collect and analyze data on the performance of designees and the designee systems.

b. Performs root cause analysis to determine effective recommendations or solutions to designee issues.

- c. Coordinates designee issues within Flight Standards and other services in AVS.
- d. Develops and implements customer satisfaction survey tools to measure effectiveness of the designee systems.
- e. Performs or manages internal audit functions on various designee systems.
- 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 encouraging timely project completion.
- g. Has policy responsibility for the NEB and is the repository for all applications from prospective examiners. Provides the co-chairperson for the NEB. The NEB represents AFS on designee initiatives and assists in designee oversight management issues by screening and recommending persons for consideration as designees upon request from the individual AFS district offices. The NEB is responsible for creating and maintaining a national examiner candidate pool.
- h. Recommends changes to policy based on objective data.

706. thru 712. RESERVED.

CHAPTER 8. CIVIL AVIATION REGISTRY, AFS-700

800. 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 all 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 participates in the abatement of drug activities through the congressionally-mandated FAA Drug Enforcement Act of 1988, by assisting law enforcement agencies engaged in drug interdiction activities. 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 airmen certificates and ratings, issuance of such certificates and ratings, and establishes, maintains, and operates the airmen records system.
- d. Provides services related to airmen test reports and related paperwork, including requests for duplicate test results, and maintenance of the airmen test computer 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 involved with drug interdiction.
- i. Provides program management and staff oversight responsibilities for the registry modernization effort.

801. SPECIAL PROGRAMS STAFF. This staff is the primary organization within the Registry for the following functions:

- a. Provides specialized assistance on matters of policy, program management, project management, and process design.

b. Develops and recommends, and serves as the primary point of contact for planning, design, testing, deployment, and administrative support for the Registry programs and projects.

c. Directs implementation of the Electronic Document Management System (EDMS) and is responsible for the oversight of other registry modernization contract activities.

802. AIRCRAFT REGISTRATION BRANCH. The Aircraft Registration branch 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's 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 engaged in drug interdiction activities 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.

803. AIRMEN CERTIFICATION BRANCH. The Airmen Certification Branch is responsible for the issuance of all FAA airmen certificates, and the legal content of all airmen certification records. Serves as the office of primary responsibility for the three major agency databases. In this regard, the branch:

- a. Serves as the national repository for airmen 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's administrative hearings, and in cases involving fatal accidents, falsified airmen 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. Responsible for the development, coordination, and direction of the Aeronautical Center support of the national Aviation Safety Programs (ASP), exercising final approval authority regarding appropriateness of the program and compliance with agency orders, handbooks, and directives.
- h. Administers and ensures compliance with agency regulations, orders, notices, programs, standards, and procedures governing airmen certification, and airmen knowledge testing, as specified in the International Civil Aviation Organization (ICAO) Conference.
- i. Furnishes guidance and specifications to the Office of Information Services for feasibility and planning in the use of automated data processing, in performing branch functions, for the enhancement of ASP's.
- j. 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.
- k. Provides assistance to law enforcement agencies engaged in drug interdiction activities 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.

804. thru 809. RESERVED

CHAPTER 9. GENERAL AVIATION AND COMMERCIAL DIVISION, AFS-800

900. 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 (pilots and flight instructors), general aviation air agencies (pilot schools), commercial operations (rotorcraft external load, agricultural, corporate, and industrial operators), part 125 operators (including travel clubs), part 91, subpart K (fractional ownership), and public use 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).

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 regulations and supplementary regulatory material; participates in regulatory review programs; recommends grants or denials of exemptions; and develops operations specifications.

(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. WITHDRAWN—CHG 22.

d. WITHDRAWN—CHG 22.

e. 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.

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

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

901. 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*, Order 8700.1, General Aviation Operations Inspector's Handbook, safety pamphlets, advisory circulars, and bulletins/notices. The branch responds to requests from the Director, Flight Standards Service, to provide design and photographic support for various publications.
- g.** Acts as the division focal point for matters pertaining to ISO 9000 issues.

902. 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), 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 Flight Operations Evaluation Board (FOEB) and Flight Standardization Board (FSB).
- d.** Provides technical advice and oversight of air shows and other aviation events.

- e.** Provides technical advice, support, and recommendations on the training needs and development of training programs for field inspectors.
- 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 (DPE) and Knowledge Test Examiners who serve the general aviation community.
- g.** Reviews airmen examinations, knowledge and practical test standards, and other educational materials prepared by the Regulatory Support Division, AFS-600.
- h.** Develops program requirements, technical guidance, and policies for Flight Instructor Refresher Clinics (FIRC), including the monitoring of these clinics by FAA personnel.
- i.** Develops program requirements, technical guidance, policies, standards, and approvals for Aviation Training Device (ATD) levels 1 through 3, Personal Computer-Based ATDs (PCATD) and new and emerging advanced technology digital simulation devices used in general aviation in both parts 61 and 141 pilot schools.
- j.** Analyzes NTSB Safety Recommendations and prepares required responses on its findings following an accident investigation.
- k.** Responds to FAA Safety Recommendations from field offices and takes proper action.
- l.** Advises the Associate Administrator for Aviation Safety, the Director, Flight Standards Service, 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.
- m.** Provides program management for the development and deployment of the Airman Certificate and/or Rating Application (ACRA)/Integrated ACRA (IACRA) automated airman application program.
- n.** Provides program management oversight and is responsible for developing policy for the National Designated Pilot Examiner Registry (NDPER) program.
- o.** Serves as the chairperson of the National Examiner Board (NEB).
- p.** Drafts and reviews applicable chapters of Order 8700.1, General Aviation Operations Inspector's Handbook, for the training and certification of airmen (pilots, ground and flight instructors, and pilot schools).
- q.** Drafts and reviews changes to Order 8710.3, Designated Pilot and Flight Engineer Examiner's Handbook.
- r.** 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.

903. COMMERCIAL OPERATIONS BRANCH. This branch, AFS-820, is the principal element of the division with respect to the operational aspects of part 91 (except for air traffic and aircraft maintenance rules) as pertains to commercial operations, part 91, subpart K (fractional ownership) and public use operations, parts 125, 133, and 137. 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 Flight Operations Evaluation Board (FOEB) and Flight Standardization Board (FSB).
- c.** WITHDRAWN—CHG 23.
- d.** Analyzes NTSB Safety Recommendations and prepares required responses on its findings following an accident investigation.
- e.** Responds to FAA Safety Recommendations from field offices and takes proper action.
- f.** Develops and carries out division policy pertaining to the Master Minimum Equipment List (MMEL) program for parts 91 and 125 operators.
- g.** Evaluates training for general aviation operations inspectors.
- h.** Leads the Rotorcraft Task Force and Vertical Flight Committee.
- i.** Drafts and reviews applicable chapters of Order 8700.1, General Aviation Operations Inspector's Handbook, for operations under part 91 (except for air traffic and aircraft maintenance rules), part 91 subpart K, 101, 103, 105, 125, 133, and 137.
- j.** Reviews airmen examinations, knowledge and practical test standards, and other educational material prepared by the Regulatory Support Division, AFS-600.

904. thru 909. RESERVED

CHAPTER 10. FLIGHT STANDARDS CERTIFICATION AND SURVEILLANCE DIVISION, AFS-900

1000. FLIGHT STANDARDS CERTIFICATION AND SURVEILLANCE DIVISION. The division is responsible for ensuring standard application of national certification and surveillance programs, policies, and procedures. The division, located at Dulles, Virginia, 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 division is responsible for field implementation of national programs, including oversight of agency activities relating to the certification and surveillance of airmen, air operators, and air agencies engaged in air transportation under 14 CFR part 121. These responsibilities include development of national certification and surveillance programs, policies, procedures, and comprehensive national surveillance plans. The functions of the division include:

- a.** Development and oversight of execution of national work program guidelines, policies, standards, and practices related to air carrier certification, inspection, and surveillance activities.
- b.** WITHDRAWN—CHG 21.
- c.** Development and issuance of national policies, standards, systems, procedures, and program plans relating to certification and surveillance of air carriers and associated air agencies and airmen.
- d.** Implementation of policy and program directives to guide FAA regional offices, national and international field offices, and certificate management offices (CMO) in administering aviation safety programs, and operational evaluation and analysis of field execution of national programs.
- e.** Technical resource coordination and standardization for field elements.
- f.** Development and issuance of national directives to provide technical guidance on policies and procedures relating to certification and surveillance of the U.S. air transportation system.
- g.** Analytical support, management of safety data, examination of safety data for trends, and dissemination of safety information.
- h.** Development of resource targeting and workload prioritization guidance for all certificate management and development of management tools to support more efficient and effective work program accomplishment.

1001. PROGRAM MANAGEMENT BRANCH. The Program Management 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.

1002. WITHDRAWN—CHG 21.

1003. FLIGHT STANDARDS SAFETY ANALYSIS INFORMATION CENTER (FSAIC). The FSAIC provides analytical products and risk assessment tools to the Air Transportation Oversight System (ATOS) CMO, Certificate Management Team (CMT) personnel, regions, field offices, and FAA headquarters. In addition, FSAIC develops analytical techniques, provides

identification and analysis of aviation safety data for trends, and disseminates aviation safety data to Flight Standards District Offices and other internal and external customers of the Flight Standards Service. Functions of the FSAIC include:

- a. Management of the Safety Performance Analysis System (SPAS), including guidance regarding its interpretation, user training, requirements for development of new modules and performance measures, and reporting on effectiveness of indicators.
- b. Management of the National Work Program Guidelines (NPG) focusing on new and special emphasis areas for required surveillance programs maintaining a balance across the aviation community.
- c. Monitoring, tracking, and performing analysis on all new segments of the aviation industry, including new entrant operators as defined in the FAA's 90-day safety review. This includes analytical products and services for the ATOS CMO in the initial carrier certification and recommending special indepth inspections, based on observations/findings.
- d. Performing comprehensive assessments, ongoing analysis, and coordination of changes to system approach processes with the CMTs and ATOS CMO.
- e. Developing air transportation performance assessment techniques based on risk analysis and a systems approach using traditional research and advanced statistical analysis tools. Improving air transportation surveillance and oversight programs by employing human factors research and systems approach concepts.
- f. Providing analytical products to principal inspectors, including the development of desktop analytical tools in the evaluation of certificate holders.
- g. Monitoring the financial status of air operators, focusing on those incurring financial distress, and generating reports and information for principal inspector and CMT use.
- h. Assisting principal inspectors and CMTs with increased special emphasis surveillance during times of labor unrest and contract negotiations.
- i. 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 General Accounting Office (GAO), the DOT Office of Inspector General (OIG), and other organizations.
- j. Maintaining an interface with Department of Defense (DoD) Air Mobility Command (AMC) so that principal inspectors, ATOS CMO, and ATOS CMT audit teams have access to DoD audit information, providing for more comprehensive evaluations and thereby improving aviation safety.
- k. 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 (OST) Office of Aviation Analysis, Bureau of Transportation Statistics, DoD AMC, and civil aviation authority agencies.

1004. AIR TRANSPORTATION OVERSIGHT SYSTEM (ATOS) CERTIFICATE MANAGEMENT OFFICE (CMO). The ATOS CMO provides expert assistance and guidance to Flight Standards field offices in the full range of certification, certificate management,

surveillance, and evaluations conducted on air carriers operating under 14 CFR part 121. In addition, the ATOS CMO is responsible for ongoing assessments and continuous improvement of ATOS processes. The ATOS CMO works in a virtual office environment using state-of-the-art automation and communications systems. Functions of the ATOS CMO include:

- a.** Ensuring that all processes and procedures that are designed, developed, and deployed incorporate system safety principles.
- b.** Providing training to certificate-holding district offices (CHDO) in certification, surveillance, and evaluation of air carriers, including outlining a carrier-specific certification process.
- c.** Providing CHDOs with staff support and expert technical guidance in the certification of new air carriers.
- d.** Assisting CHDOs in coordinating their efforts with OST.
- e.** Guiding CHDOs in developing a comprehensive surveillance management plan for continued surveillance of the carrier after certification.
- f.** Providing CHDOs with continuing staff and expert technical guidance immediately after certification when carrier oversight is most critical.
- g.** Managing and supporting the continuing implementation of the ATOS process, as well as the continuous improvement initiative.
- h.** Managing and supporting the implementation of ATOS Phase II in the transition of all 14 CFR part 121 carriers to ATOS.
- i.** Providing field support such as helplines, stakeholder meetings, newsletters, and Web sites.
- j.** Ensuring development and continual improvement of data collection and reporting tools.
- k.** Developing and maintaining data collection quality standards.
- l.** Collecting and responding to feedback from ATOS users.
- m.** Developing and revising ATOS automation user guide and automation tutorials.
- n.** Providing recommendations to headquarters divisions to develop and refine resource management, training, and automation requirements in support of ATOS.
- o.** Maintaining a quality management system that meets current applicable International Organization for Standardization (ISO) requirements.
- p.** Developing and providing input to air carrier inspector handbooks regarding certification, certificate management, surveillance, and evaluations.
- q.** Providing input on national policy and procedures for ATOS air carriers.

- r. Serving as the focal point for application of agency guidance regarding certification, certificate management, surveillance, and evaluations of air carriers.
- s. Administering the oversight of the air carrier surveillance and evaluation program.
- t. Providing the Flight Standards Service with a single evaluation program for 14 CFR part 121 air carriers that applies at the national, regional, and district office/certificate management office levels, through the Air Carrier Evaluation Program.
- u. Providing CHDOs with expertise and expert guidance when air carrier expansions, mergers, acquisitions, or other major changes occur.
- v. Providing CHDOs with expertise and expert guidance when an air carrier has indicators of potential safety risks.
- w. Providing CHDOs with postaccident support when requested.

1005. WITHDRAWN—CHG 21.

1006. thru 1011. RESERVED