



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

**ORDER
IR 1500.70**

Aircraft Certification Service

Effective Date:
11/22/2017

SUBJ: Validation Travel and Per Diem Reimbursement Guidance

This order establishes policy and procedural guidance for managing validation travel and per diem reimbursement. Specifically, this order provides the process for establishing reimbursement agreements with applicants or certificate-holders for the reasonable travel and per diem expenses of the Federal Aviation Administration (FAA) associated with official validation travel, in accordance with the current FAA Travel Policy (FAATP). This order also provides a process for measuring whether reimbursement activities affect the timeliness of validation by a foreign authority of an FAA certificate or design approval or the validation by the FAA of a foreign authority certificate or design approval. This guidance applies to technical and support staff responsible for validation activities throughout the Aircraft Certification Service (AIR).

A handwritten signature in cursive script, reading "Michael P. Linegang".

Michael P. Linegang
Acting Director, Enterprise Operations Division
Aircraft Certification Service

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Chapter 1. Introduction

1. Purpose of This Order. This order provides policy and guidance for AIR certification and support staff responsible for processing and administering validation travel reimbursement requests and agreements.

a. Establishes evaluation criteria and procedures for approving or denying requests to establish travel and per diem reimbursable agreements.

b. Establishes procedures for entering into and administering reimbursable agreements for FAA travel and per diem expenses related to validation projects.

c. Identifies and establishes tracking metrics for validation projects where the FAA was reimbursed for travel and per diem expenses.

d. Defines and establishes reporting criteria for the required FAA Validation Travel and Reimbursement Activity Report to Congress.

2. Audience. All AIR technical staff responsible for validation activities throughout AIR who evaluate and process applications as well as support staff responsible for administering program-related activities and work.

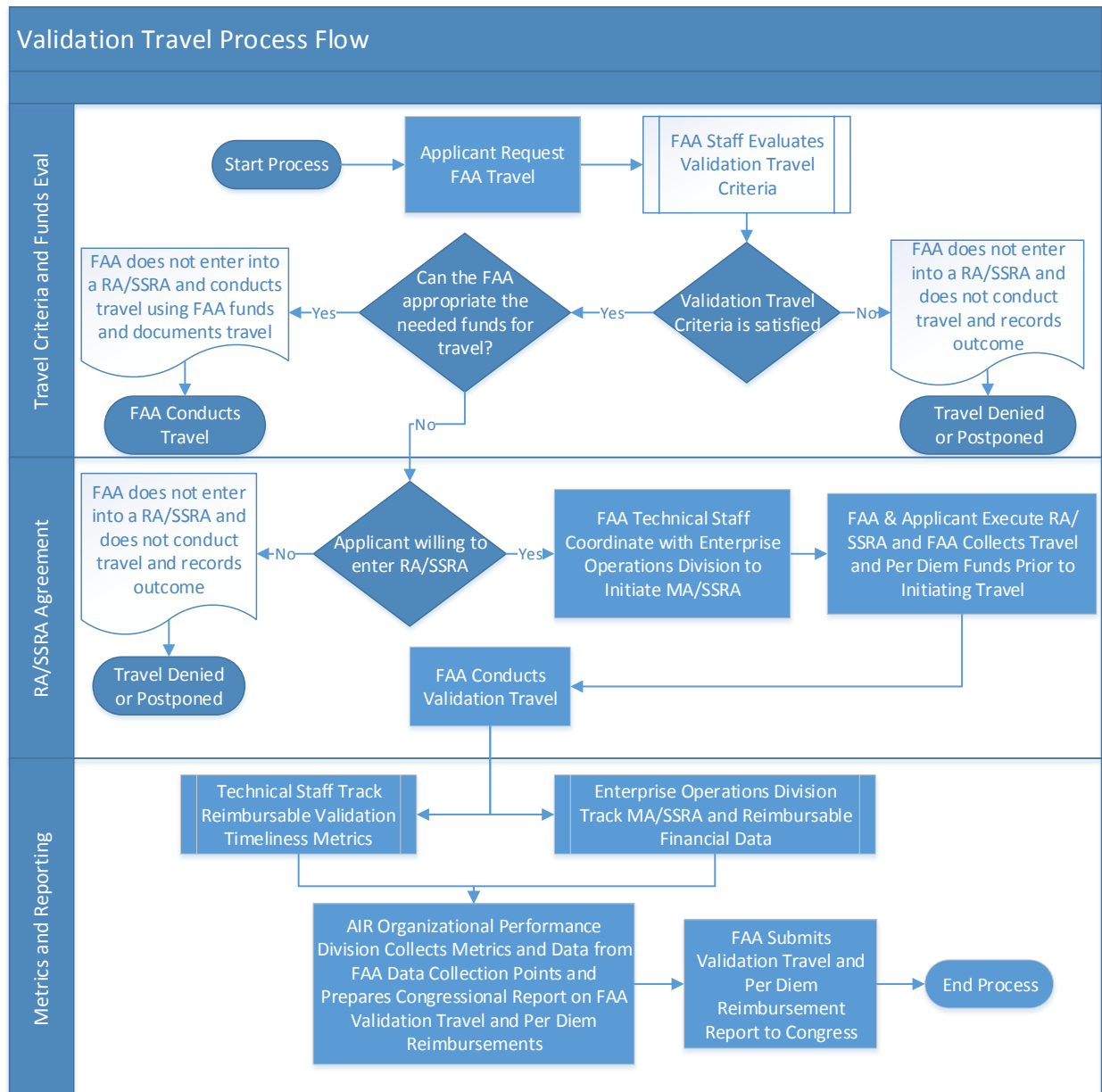
3. Where Can I Find This Order? You can find this order on the MyFAA Employee Web site at https://employees.faa.gov/tools_resources/orders_notices/. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices/.

4. Implementation Approach. This Order shall not affect existing or planned approved validation projects requiring FAA staff travel accepted prior to the order's implementation unless the applicant/certificate holder elects to initiate this process in support of an existing validation project.

Chapter 2. Validation of Certificates and Design Approvals

1. General. This Order applies to any validation of certificates or design approvals conducted in accordance with FAA Order 8110.52, the Bilateral Airworthiness Agreement (BAA), the Bilateral Aviation Safety Agreement-Implementation Procedures for Airworthiness (BASA-IPA), or working procedure agreements with the Civil Aviation Authority (CAA).

2. Process Flow Diagram. The following diagram shows the process steps for when an applicant requests that the FAA travel in support of a validation project.



Chapter 3. Procedures for Evaluating and Processing Validation Travel Reimbursement Requests

The FAA may enter into a reimbursable agreement with an applicant/certificate holder to cover reasonable FAA travel and per diem expenses in support of validation activities. This chapter covers the applicant request for FAA travel and how the FAA technical staff evaluates the request.

1. Applicant Submits Travel Request. The applicant/certificate-holder will request the FAA to travel in order to support or expedite the acceptance or validation of the relevant certificate or approval. This request may be received in any format acceptable to the FAA technical staff.

2. FAA Evaluates Validation Travel Criteria. The FAA will use the criteria below to determine if travel and/or a reimbursement agreement is authorized. This evaluation will determine if the travel request is: denied, postponed, performed with FAA funding, or funded under a reimbursable agreement. If the travel request is unable to meet the criteria, then the travel request shall be either denied or postponed and the justification must be recorded.

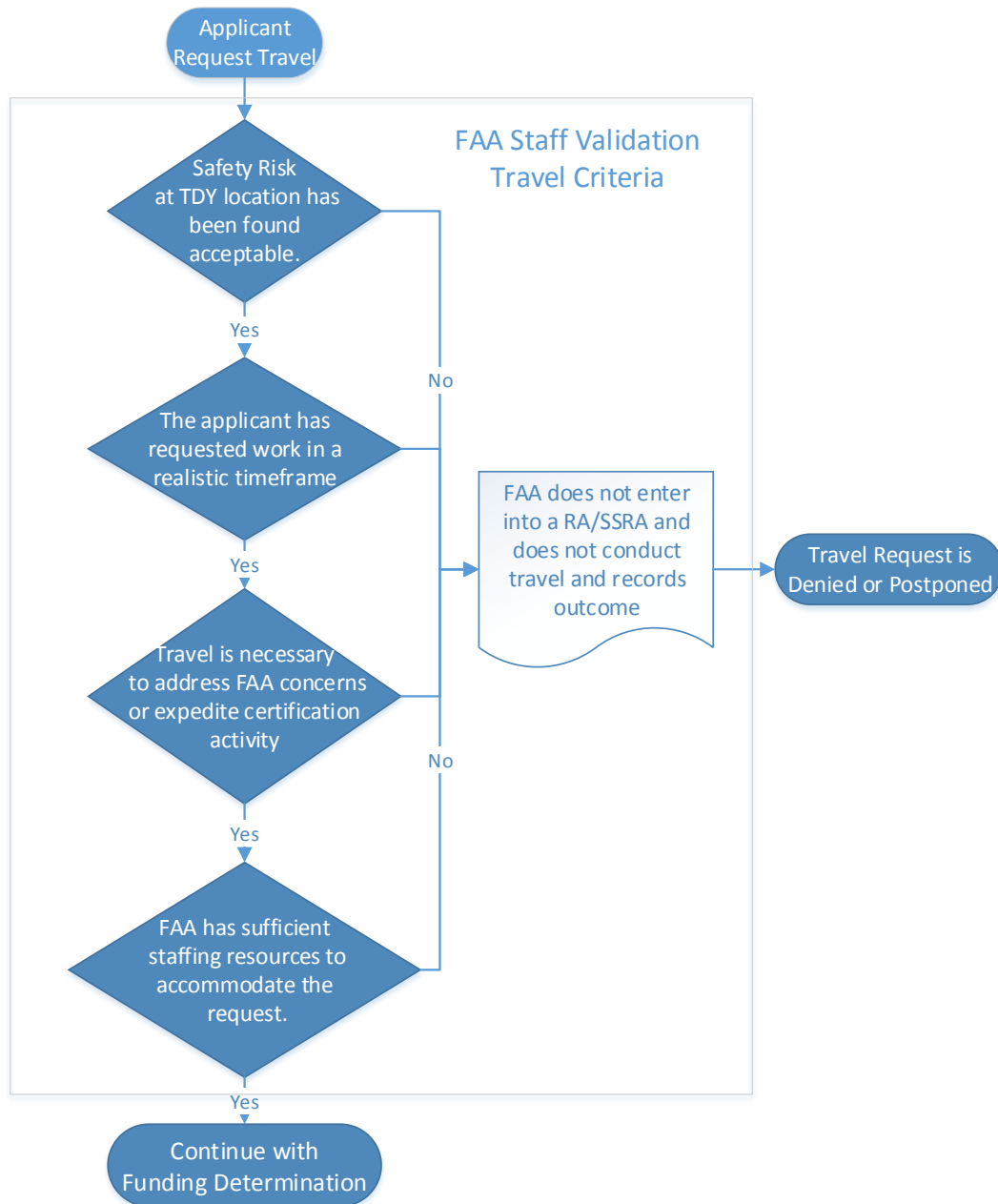
a. Potential Safety Risk. Are the safety risks at the TDY location acceptable? If potential safety risks to FAA personnel exist or travel restrictions have been identified on the Department of State website or by other sources which would endanger the health and well-being of FAA staff assigned to perform the work, then the travel request shall be denied or postponed.

b. Travel Time Frame. Is the applicant/certificate holder requesting that the work be performed over a realistic time period? If the applicant has requested that the FAA staff travel in a time frame that prevents adherence to FAA policy, FAATP, and FAA staff preparedness, then the travel request shall be denied or postponed.

c. Travel Need. Is travel necessary or expected to address any specific safety issues, concerns, or U.S. Government priorities related to the project that may expedite the acceptance or validation of the relevant certificate?

d. Staff Resources. Based on current project prioritization, does the FAA have sufficient staffing resources available to perform the work during the proposed time frame?

3. FAA Staff Validation Travel Criteria Diagram. This diagram is a description of the four criteria above.



4. FAA Evaluates Funding Availability. This final criterion will determine if a reimbursable agreement may be considered to conduct validation travel. If the FAA technical staff determines that FAA travel is appropriate, then the FAA staff will determine if internal FAA travel funding is available. This determination will begin with an evaluation of availability of FAA travel funds at the local office. If the FAA technical staff office determines that no funding is available, the office will then request funds from the appropriate Division. If the Division determines no funds are available, then the Enterprise Operations Division will be contacted as a source of funds. If the Enterprise Operations Division is unable to appropriate funds, then the Executive Director of

the Aircraft Certification Service (AIR-1) will be notified so they can confirm no funding exists at the AIR/AVS level.

If funding is not available from any FAA source, the FAA will notify the applicant/certificate holder to advise them of the possibility to enter into a reimbursable agreement for reasonable FAA travel and per diem expenses related to the validation project. Both the FAA and the applicant/certificate holder must concur that FAA travel is needed to expedite the project and that reimbursement is required. If the applicant is willing to enter into a reimbursable agreement, then the FAA staff office will begin coordination with the Enterprise Operations Division for initiation and execution of a reimbursable agreement.

Chapter 4. Executing Reimbursable Agreements/Small Scale Reimbursable Agreements for FAA Validation Travel

1. General. This chapter describes the process by which the FAA will enter reimbursable agreements for FAA travel and per diem expenses that support validation activities.

2. Initiate Reimbursable Agreement or Small Scale Reimbursable Agreement.

Reimbursable activities within the FAA are governed by the Office of Finance and Management (AFN) and currently require the use of a Reimbursable Agreement (RA) or Small Scale Reimbursable Agreement (SSRA) when entering into a reimbursable agreement with non-Federal entities. Certification staff shall confer and coordinate with the Enterprise Operations Division when initiating or executing reimbursable agreements pursuant to this Order. The following paragraphs describe the use of the RA and SSRA process as established by AFN (for more information visit the AFN website via the following link

https://my.faa.gov/org/staffoffices/afn/finance/sop/reimbursable_agreements.html):

a. Option 1: Execute RA with Applicant/Certificate-Holder. Certification staff shall coordinate with the Enterprise Operations Division to execute a RA. This coordination will be done with each applicant/certificate holder that requests and agrees to fund FAA travel for validation activities. The RA would be a long standing agreement (effective for up to 5 years) and include overall extensive terms and conditions related to FAA staff travel in support of applicant/certificate holder validation activities. The process to enter into a RA should be followed as described by AFN.

b. Option 2: Execute SSRA with Applicant/Certificate-Holder. Technical staff shall coordinate with the Enterprise Operations Division to execute a Travel SSRA (based upon the most current version of the agreement template provided by AFN). A Travel SSRA is an expedited RA process that is valid for 36 months and a maximum estimated cost of \$100K. This will be done with each applicant/certificate-holder that requests and agrees to fund FAA validation travel. The SSRA shall provide the project's description of services (inclusive of a breakout of travel and per diem expenses), period of performance, and total agreement amount. The process to enter into a SSRA should be followed as described by AFN.

3. FAA & Applicant Execute RA/SSRA. The execution of the RA/SSRA should be done in accordance with the applicable guidelines provided by AFN. Prior to FAA staff travel occurring, the FAA must receive the agreed upon validation travel reimbursement funding amount sufficient to cover travel and per diem expenses.

4. Conduct Validation Travel. Upon receipt and deposit of validation related travel funding, assigned certification staff shall initiate and conduct agreed upon validation project specific travel.

5. Close Out Project. The assigned FAA technical staff will notify designated Enterprise Operations Division personnel upon completion of all reimbursable, validation related travel. FAA technical staff will also provide the travel financial close out documentation to officially close out the reimbursable project and process final validation travel payment. Unused funds on account will be processed in accordance with AFN guidance.

Chapter 5. Tracking Validation Travel Reimbursement Performance Metrics

1. General. FAA technical staff and Enterprise Operations Division staff shall collect data pertaining to travel reimbursements.

a. FAA Technical Staff. FAA technical staff shall collect and maintain metrics on all validation projects when travel was requested by the applicant/certificate-holder. The metric should track when travel requests or RA/SSRAs were denied, postponed or approved. FAA certification staff shall also collect and maintain applicant/certificate holder feedback to determine the perceived effectiveness of entering into a RA/SSRA to more timely complete validation projects.

b. Enterprise Operations Division. Enterprise Operations Division staff shall maintain all financial reimbursement project travel records by fiscal year for ease of reporting to Congress on all validation reimbursable financial project activities.

2. Evaluating Performance. Collected metrics and applicant/certificate holder feedback will be used to establish the FAA's validation performance baseline and determine if any project efficiencies were realized in connection with foreign validation travel and per diem project reimbursements.

Chapter 6. Congressional FAA Validation Travel Reimbursement Report

1. General. The FAA Organizational Performance Division (AIR-300) will collect performance and financial validation travel reimbursement project activities data from the certification staff and the Enterprise Operations Division. The data will be used to prepare and deliver the legislatively mandated report to Congress.

2. Congressional Reporting Criteria. When preparing the Congressional report regarding the FAA's validation travel reimbursement activities, the report shall include the following criteria:

- a.** Number of reimbursable travel agreements entered into supporting validation projects;
- b.** Number of occasions the FAA declined a request by an applicant/certificate-holder to enter into a reimbursable agreement for validation projects;
- c.** Amount of reimbursements collected for FAA travel related to validation projects; and
- d.** Extent to which reimbursable agreements for FAA travel supporting validation projects assisted in reducing the amount of time necessary for validations of certificates and design approvals.

Chapter 7. Administrative Information

- 1. Distribution.** This order is distributed to the division, branch, and section levels of the Aircraft Certification Service (AIR).
- 2. Background – General Authority** Sec. 2109 of the FAA Extension, Safety, and Security Act of 2016 authorizes the FAA Administrator to “...enter into a reimbursable agreement with an applicant or certificate holder for reasonable travel and per diem expenses of the FAA associated with official travel to expedite the acceptance or validation by a foreign authority of an FAA certificate or design approval or the acceptance or validation by the FAA of a foreign authority certificate or design approval.”
- 3. Office of Primary Responsibility and Authority to Change This Order.** The office of primary responsibility for this order is the Enterprise Operations Division (AIR-900), which has the authority to issue, revise or cancel any or all of the contents of this order.
- 4. Definitions.** For the purposes of this order, the following definitions apply. Appendix A contains a list of acronyms used in this order.
 - a. Applicant/Certificate-Holder** - Any individual or organization entitled to make a submission to a State of Registry (SOR) for product validation.
 - b. Bilateral Agreement** - Bilateral agreements facilitate the reciprocal airworthiness certification of civil aeronautical products imported/exported between two signatory countries. A Bilateral Airworthiness Agreement (BAA) or Bilateral Aviation Safety Agreement (BASA) with Implementation Procedures for Airworthiness (IPA) provides for airworthiness technical cooperation between the FAA and its counterpart civil aviation authorities.
 - c. Civil Aviation Authority** - An organization identified by an International Civil Aviation Organization (ICAO) Member State that is responsible for civil aviation safety within their sovereignty and represents their State in international aviation safety matters.
 - d. Reimbursable Agreement** - A legally binding relationship under which the FAA provides goods and/or services to a non-Federal party, the costs of which are paid by the recipient/project sponsor. It is comprised of a standard document/template established by AFN.
 - e. Small Scale Reimbursable Agreement** - A locked agreement template established by AFN that is limited to specific types of work/agreements, have a maximum estimated cost of \$100,000 (including all costs, both direct and indirect), and a maximum of 36 months duration. It does not require local nor legal concurrence and only FAA finance approval is required.
 - f. Validation Project** - A project for validation for either export or import of an aviation product or article.

5. Suggestions for Improvement. If you find deficiencies, need clarification or want to suggest improvements to this order, send FAA Form 1320-19, *Directive Feedback Information*, to the AIR Directives Management Officer, at 9-AWA-AVS-AIR-DMO@faa.gov. Or you may forward your comments by using the automated Directive Feedback System online at <https://ksn2.faa.gov/avs/dfs/Pages/Home.aspx>. If you require an immediate interpretation, please contact the Enterprise Operations Division at (202) 267-6298; however, you should also complete Form 1320-19 as a follow-up.

6. Records Management. Refer to Order 0000.1, *FAA Standard Subject Classification System*, Order 1350.14, *Records Management*, your office Records Management Officer or your Directives Management Officer for guidance regarding retention or disposition of records.

Appendix A. Acronyms

AIR	Aircraft Certification Service
AFN	Office of Finance and Management
AVS	Aviation Safety
BAA	Bilateral Airworthiness Agreement
BASA-IPA	Bilateral Aviation Safety Agreement-Implementation Procedures for Airworthiness
CAA	Civil Aviation Authority
FAA	Federal Aviation Administration
FAATP	Federal Aviation Administration Travel Policy
ICAO	International Civil Aviation Organization
RA	Reimbursable Agreement
SOR	State of Registry
SSRA	Small Scale Reimbursable Agreement
TDY	Temporary Duty

Appendix B. FAA Form 1320-19, Directive Feedback Information

Directive Feedback Information

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

Subject: FAA Order 1500.70

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

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)
- In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

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

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____