U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 8000.95E

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SUBJ: Designee Management Policy

This Order is a comprehensive publication establishing policy and procedures for managing all aspects of certain representatives of the Administrator, including selection, appointment, orientation, training, oversight, suspension, and termination.

This Order represents a consolidation of existing policies across the following Aviation Safety services and offices: Aircraft Certification Service, Flight Standards Service, the Office of Aerospace Medicine, and the Air Traffic Safety Oversight Service. This Order also describes updates to the Designee Management System, which is a web-based tool designed to standardize the management of designees.

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VOLUME 1. COMMON DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Order. This order establishes policy for integrated designee management across the Office of Aerospace Medicine (AAM), Aircraft Certification Service (AIR), Flight Standards Service (FS), and Air Traffic Safety Oversight Service (AOV), as well as the use of the Designee Management System (DMS), which is a web-based tool designed to standardize the management of designees.

a. This order consolidates orders across Aviation Safety (AVS) services and offices (S/O) and establishes a common policy section for all designees and provides respective volumes for the specific designee types. These policy changes are global in nature and, therefore, are not listed individually.

b. All users of this order must familiarize themselves with its contents and comply with the instructions and guidance contained herein. Many of the procedural functions are not included in the order since they are now incorporated into the functionality of DMS.

2. Audience. The primary audience for this order is AVS designees, Federal Aviation Administration (FAA) managing specialists (MS), and FAA personnel who may interact with designees or designee programs, including FAA management, operational, and administrative employees, as appropriate. The secondary audience is persons seeking to become designees.

3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and the Dynamic Regulatory System (DRS) at https://drs.faa.gov. Operators and the public can find this order on the FAA's website at https://www.faa.gov/regulations_policies/orders_notices and DRS.

4. What this Order Cancels. This order cancels FAA Order 8000.95D, Designee Management Policy, dated January 21, 2025.

5. How This Order Is Organized. This order contains ten volumes. Volume 1 contains common policy applicable to all AVS designee types. Volumes 2 through 10 contain policy applicable to specific designee types. Together, these volumes represent the designee management policy for AVS designees, excluding holders of Organization Designation Authorization (ODA).

6. Implementation. Compliance with this order will be phased in by designee type(s) and achieved in accordance with the implementation plans established by each S/O for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the DMS policy and automation. Affected employees and designees will be notified through directive/memo or other means of communication when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee access and designee login credentials and

instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS policy and automation for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the MS and their respective management officials, if required.

7. Explanation of Policy Changes. This revision incorporates the following changes:

a. Volume 1 – Common Designee Policy.

(1) Updates to website links throughout.

(2) Defines order precedence over conflicting AVS directives. See Chapter 1, Section 1, paragraph 8.

(3) Standardizes directive versus guidance terminology. See Chapter 1, Section 1, paragraph 12.

(4) Clarifies legal authority for delegation. See Chapter 1, Section 1, paragraph 13.

(5) Clarifies people not eligible for designee appointment. See Chapter 2, paragraph 2.b.

(6) Clarifies post-application actions to include updating applications and cancellation of applications. See Chapter 2, paragraph 6.

(7) Clarifies requirements of an Overall Performance Evaluation (OPE) if an OPE rating requires a 6-month follow-up. See Chapter 6, paragraph 3.d.(5).

(8) Incorporates FAA Hotline Program requirements. See Chapter 6, paragraph 4.c.(1)

(9) Corrects language to distinguish that Designee Management System (DMS) will notify the Managing Specialist (MS) to remove a suspension or initiate a termination. See Chapter 10, paragraph 2.d.

b. Volume 2 – Aviation Medical Examiner (AME) Designee Policy.

(1) Updates to website links throughout.

(2) Removes yearly requirement for monitoring of license identification number for Quality Management System (QMS) and International Aviation Medical Examiner (AME). See Chapter 6, paragraph 3.b.(2)(c).

c. Volume 3 – Designated Pilot Examiner (DPE), Specialty Aircraft Examiner (SAE), and Administrative Pilot Examiner (Admin PE) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Updated definitions for the following:

(a) Designated Pilot Examiner (DPE). See Table 3-1.

(b) Sport Pilot Examiner (SPE). See Table 3-2.

(c) Sport Pilot Flight Instructor Examiner (SPFIE). See Table 3-2.

(d) Flight Instructor Examiner (FIE). See Table 3-2.

(e) Flight Instructor Examiner Initial (FIEI). See Table 3-2.

(f) Pilot Proficiency Examiner (PPE). See Table 3-2.

(g) Type Rating Examiner (TYPE). See Table 3-2

(3) Added definition for Rotorcraft Simplified Flight Control (SPE-RSFC). See Table 3-2.

(4) Updated definitions for:

(a) Airplane Single-Engine Land (ASEL). See Table 3-3.

(b) Airplane Multiengine Land (AMEL). See Table 3-3.

(c) Airplane Single-Engine Sea (ASES). See Table 3-3.

(d) Airplane Multiengine Sea (AMES). See Table 3-3.

(5) Added definition for Special Federal Aviation Regulation (SFAR) 73 Qualified. See Table 3-3.

(6) Updated definitions for:

(a) Flight Instructor Recent Experience Examiner (FIRE). See Table 3-4.

(b) Airman Certification Representative for a Part 141 Pilot School With Examining Authority (ACR-141). See Table 3-4.

(c) Airman Certification Representative for a Flight Instructor Refresher Course (ACR-FIRC). See Table 3-4.

(d) Basic Administrative Examiner (BAE). See Table 3-4.

(7) Included Code of Conduct requirement for applications. See Chapter 2, paragraph 2.d.

(8) Added requirement BasicMed Comprehensive Medical Examination Checklist (CMEC) and course completion certificate. See Chapter 2, paragraph 2.g.

(9) Clarified minimum qualifications for DPE, Specialty Aircraft Examiner (SAE), and Administrative Pilot Examiner (Admin PE) Applicants. See Chapter 2, paragraph 6.a.

(10) Removed paragraph (5) and (6) from specific eligibility requirements for designees with PPE authorizations. See Chapter 2, paragraph 7.b.

(11) Clarified hours as a certified flight instructor for airplane required for specific eligibility requirements for designation as a PE or a CE. See Table 3-5.

(12) Clarified specific eligibility requirements for SPEs. See Chapter 2, paragraph 7.c.(1).

(13) Clarified specific eligibility requirements for SPFIEs. See Chapter 2, paragraph 7.d.(1).

(14) Added rotorcraft helicopter simplified flight controls to specific eligibility requirements for designation as an SPE. See Table 3-7.

(15) Clarified hours as acting pic and hours as a certified flight instructor for airplane. See Table 3-7.

(16) Removed experimental group category from specific eligibility requirements for designation as a Vintage Aircraft Examiner (VAE), Vintage Flight Engineer Examiner (VFEE), and Experimental Aircraft Examiner (EAE). See Table 3-8.

(17) Clarified hours as a pic for specific eligibility requirements for designation as a VAE, VFEE, and EAE. See Table 3-8.

(18) Added SFAR 73 qualified procedures and requirements. See Chapter 2, paragraph 7.h.

(19) Clarified specific eligibility requirements for Admin PEs, as an ACR-FIRC. See Chapter 2, paragraph 7.i.(2)(a).

(20) Clarified National Program Tracking and Reporting Subsystem (NPTRS) entries that would disqualify an applicant. See Chapter 3, paragraph 5.c.(7)(c).

(21) Clarified requirements for a preappointment proficiency check DPE applicants. See Chapter 3, Note to paragraph 5.d.(2).

(22) Added expectation to responsibilities and obligations of a designee. See Chapter 5, paragraph 2.f.

(23) Updated expectations and limitations to specify designees instead of DPEs, SAEs, and Admin PEs. See Chapter 5 paragraph 2.f and 2.h.

(24) Updated limitations to initial Certificated Flight Instructor (CFI) applications. See Chapter 5, paragraph 2.h.(15).

(25) Updated limitations to conditions for test applicants trained by the examiner. See Chapter 5, paragraph 2.h.(18)(a).

(26) Updated DPE and SAE Pilot-In-Command (PIC) experience requirements for rotorcraft. See Table 3-9.

(27) Clarified definition of "type" for the purposes of Volume 3. See Note to Table 3-9.

(28) Clarified accumulated time that can be counted toward experience. See Note to Table 3-9.

(29) Added Code of Conduct requirements to annual meeting as part of ongoing requirements of a designee. See Chapter 5, paragraph 3.c.(1)(g).

(30) Removed duplicate requirement addressing applicants with only a foreign address. See Chapter 5, paragraph 3.d.

(31) Clarified that DMS establishes direct oversight activities for designees based on their authorized activities. See Chapter 6, paragraph 2.c.(1).

(32) Updated extension limits for direct observations. See Chapter 6, paragraph 2.c.(3).

(33) Updated terminology to reflect National Program Tracking and Reporting Subsystem (NPTRS). See Chapter 6, paragraph 3.a.(2)(a)*2.*

(34) Clarified timing of minimum direct observations. See Chapter 6, paragraph 3.b.(1)(b).

(35) Clarified FAA reference for FAA Actions to Address Regulatory or Statutory Noncompliance. See Chapter 6, paragraph 3.d.(2).

(36) Updated DMS role in overview. See Chapter 7, paragraph 2.a.

(37) Updated DMS role in documentation. See Chapter 7, paragraph 2.b.

(38) Removed requirement for designee to forward a copy of the certificate of Completion. See Chapter 7, paragraph 3.b.(3).

(39) Clarified DPE recurrent training course information. See Chapter 7, Note to paragraph 3.b.(4).

(40) Updated the procedures Managing FAA offices may take if an applicant/designee fails to satisfactorily complete all required course assignments or pass the post-course test after completing the training curriculum. See Chapter 7, paragraph 3.c.(2).

(41) Updated training limitations. See Chapter 7, paragraph 3.e.

(42) Updated annual request for extension of a designee's designation. See Chapter 8, paragraph 1 and 2.

(43) Updated items that require an MS to initiate an investigation. See Chapter 9, paragraph 2, 2.b, and 2.c.

(44) Revised "pilot certificate or authorization" to "pilot certificate or rating". See Chapter 9, paragraph 2.c.

(45) Added requirement for Appointing Official (AO) to contact AFS-850 via email for Termination for Cause Review Panel Members. See Chapter 9, paragraph 5.d.

d. Volume 4 – Designated Aircraft Dispatcher Examiner (DADE) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Removed requirement for Managing Specialist (MS) to review feedback in Oversight Activities. See Chapter 6, paragraph 6.h.

e. Volume 5 – Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), and Designated Airworthiness Representative—Maintenance (DAR-T) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Updated the description of Function Code 128. See Table 5-4.

(3) Updated the descriptions for Function Codes 137, 138, 139, and 140. See Table 5-5.

(4) Updated the descriptions for Function Codes 147, 148, 149, and 150. See Table 5-6.

(5) Updated the descriptions for Function Codes 157, 158, and 159. See Table 5-7.

(6) Clarified requirements for DME/DPRE Additional Testing Facilities. See Chapter 2, paragraph 3.e.

(7) Updated additional requirements for DMEs. See Chapter 2, paragraph 4.a.(2)(b) and (c), and paragraph 4.a.(4).

(8) Updated what qualifies as a position of responsibility. See Chapter 2, paragraph 4.c.(1)(c)*4*.

(9) Removed requirements for minimum qualification requirements for the experimental category operating amateur-built aircraft. See Chapter 2, paragraph 4.c.(2)(a)*2,* and *3.*

(10) Updated minimum qualification requirements for other specific authorizations to issue data approvals in support of major repairs or alterations. See Chapter 2, paragraph 4.c.(4)(b)*1* and *3*.

(11) Added "Evaluation Process" to align language with Volume 3. See Chapter 3, paragraph 5.a.

(12) Clarified when the lead role should make contact with other evaluation panel members. See Chapter 3, paragraph 5.b.(1).

(13) Clarified evaluation panel tasks. See Chapter 5, paragraph 5.c.(1) and (8).

(14) Clarified DMS actions in appointment considerations. See Chapter 4, paragraph 2.b.(2).

(15) Removed requirement for DAR-T to obtain FAA Form 8130-9. See Chapter 4, paragraph 2.b.(2)(b)*1*.ix.

(16) Updated testing location information for DME and DPRE Responsibilities. See Chapter 5, paragraph 2.b.(7).

(17) Updated DME and DPRE privileges. See Chapter 5, paragraph 2.c.(4).

(18) Updated DME and DPRE limitations. See Chapter 5, paragraph 2.d.(16).

(19) Clarified approval is required from the geographic expansion coordinator at the office responsible for the geographic area, rather than district, at the area where the activity is requested to be performed. See Chapter 5, Note to paragraph 2.f.(7).

(20) Updated oversight activities. See Chapter 6, paragraph 3.b and 3.b.(1).

(21) Updated records research to Civil Aviation Registry Electronic Services (CARES). See Chapter 6, paragraph 3.b.(3)(d)*1*.

(22) Removed requirement for MS to report feedback in DMS. See Chapter 6, paragraph 3.b.(7).

(23) Updated preapproval requirements in designee management functions. See Chapter 6, paragraph 5.f.(1).

(24) Added DME testing at multiple domestic Part 147 Aviation Maintenance Technical Schools (AMTS). See Chapter 6, paragraph 5.i.

(25) Clarified DMS actions in training. See Chapter 7, paragraph 2 and 3.a.(1)(a).

(26) Updated recurrent training for DME/DPRE/DAR-T Training. See Chapter 7, paragraph 3.a.(2)(b), 3.a.(4)(a), 3.a.(4)(b), and 3.a.(4)(b)*1*, *2*, *4*, and *5*.

(27) Updated training limitations. See Chapter 7, paragraph 3.b.(1).

f. Volume 6 – AIRCREW PROGRAM DESIGNEE (APD) DESIGNEE POLICY.

(1) Updated website links and email addresses throughout.

(2) Updated direct observation requirements. See Chapter 6, paragraphs 6.a and 6.b.

(3) Removed requirement for MS to review feedback in oversight activities. See Chapter 6, paragraph 6.d.

g. Volume 7 – Training Center Evaluator (TCE) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Clarified TCE experience requirements. See Chapter 2, paragraphs 3.g. and 3.g.(1).

(3) Clarified surveillance of initial cadre TCEs required minimum experience requirements. See Chapter 2, paragraph 5.h.

(4) Updated direct observation requirements. See Chapter 6, paragraphs 6.a. through 6.a.(5).

(5) Removed requirement for MS to review feedback in oversight activities. See Chapter 6, paragraph 6.e.

h. Volume 8 – Designated Manufacturing Inspection Representative (DMIR) and Designated Airworthiness Representative—Manufacturing (DAR-F) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Updated minimum qualification requirements for amateur-built and light sport (LS) category aircraft certification function codes. See Table 8-1.

(3) Defined scope of functions not authorized. See Chapter 5, paragraph 2.c.(2).

(4) Clarifies timeframe of direct observation (DO) to align with facility audit and ability to adjust DO cycle in accordance with the parameters of the DMS tool. See Chapter 6, paragraphs 5.a.(2) and (3).

(5) Clarified other oversight activities and considerations. See Chapter 6, paragraph 7.a and 7.b.

(6) Removed requirement to submit a suspension release request in DMS. See Chapter 7, paragraph 3.c.(2).

(7) Updated Automatic suspension requirements. See Chapter 10, paragraph 3.b.

(8) Clarified reinstatement from suspension. See Chapter 10, Note to paragraph 3.c.

i. Volume 9 – Designated Engineering Representative (DER) Designee Policy.

(1) Updated website links and email addresses throughout.

(2) Updated language from “delegation” to “authority.” See Chapter 2, paragraph 4.

(3) Clarified evidence of knowledge. See Chapter 2, paragraph 4.a.(8).

(4) Clarified that an applicant's training record can be verified in DMS. See Chapter 3, paragraph 5.a.(1)(c).

(5) Clarified request additional authorizations process. See Chapter 6, paragraph 6.a.

(6) Clarified expectations for creating FAA Form 8110-3 outside of DMS. See Chapter 6, paragraph 6.h.(1).

(7) Clarified that all training information is documented and held in DMS. See Chapter 7, paragraph 3.d.

(8) Clarified guidance regarding failure to complete training. See Chapter 7, paragraph 3.e.(1) and (2).

(9) Specified MS training requirements. See Chapter 7, paragraph 4.

j. Volume 10 – Designated Control Tower Operator Examiner (DCTO-E) Designee Policy.

(1) Added Corporate-Level Manager to Designee Program Roles. See Chapter 1, Section 2, paragraph 5.

(2) Updated minimum qualifications for Single-Facility Examiner and Multi-Facility Examiner. See Chapter 2, paragraph 6.a. and 6.b.

(3) Clarified DMS role in certification packages. See Chapter 5, paragraph 2.c.

(4) Removed requirement for FAA DCTO-E Training related to Special Emphasis Oversight. See Chapter 6, paragraph 6.b.

(5) Clarified selections available to MS for Performance Measures and Oversight Activity Results. See Chapter 6, paragraph 8.

(6) Updated performance measures and oversight activity results. See Figure 10-3.

(7) Clarified follow-up actions related to oversight and management of DCTO-Es. See Chapter 6, paragraph 10.

k. Appendices.

(1) Added Simplified Flight Control and definition. See Table A-3.

(2) Added CFR reference for Product definition. See Table A-9.

(3) Added CARES acronym. See Appendix B.

(4) Removed Designee Registration System acronym. See Appendix B.

(5) Added Flight Instructor Recent Experience Examiner. See Appendix B.

(6) Removed Light Sport Aircraft acronym. See Appendix B.

8. Conflicts With Other FAA Orders. The guidance in this order may conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. Because FAA Order 8000.95, Designee Management Policy, encompasses all aspects of individual designee management, this order takes precedence over other AVS orders containing conflicting information. If the guidance in this order conflicts with a statute or regulation, the statute or regulation controls.

9. Authority to Change This Order. The AVS Organization Designation Authorization (ODA) Office (AVS-60) has the authority to revise or cancel material in this order. AVS-60 is responsible for coordinating and managing order revisions. AVS-60 is responsible for the content of Volume 1, and the service offices identified in Table 1-1 below are responsible for the content of Volumes 2 through 10. Specific changes requested by service offices must be provided to AVS-60, which will then coordinate with the other organizations to ensure consistency and alignment with DMS policy.

10. Deviations to This Order. Requests to deviate from Volume 1 of this order must be sent to AVS-60 for review and approval/disapproval. Requests to deviate from Volumes 2 through 10 of this order will be sent to the responsible service office identified in Table 1-1 below for review and approval/disapproval. Deviation requests affecting more than one organization or that may require changes to DMS automation must be coordinated across the affected organizations and with AVS-60. When a deviation is requested to Volume 1 of this order, AVS-60 will coordinate with all responsible policy offices before issuance. Service offices may grant deviations to Volumes 2 through 10 of this order, as appropriate. Such deviations do not require pre-coordination with AVS-60. Once a deviation is granted, the issuing office must provide an electronic copy of the deviation memorandum and a copy of the initiating request to AVS-60.

11. Responsible Offices/Divisions for Designee Policy.

Table 1-1. Offices Responsible for Designee Policy

Designee Type	Volume	Office/Division
Aviation Medical Examiner (AME)	Volume 2	AAM-400
Administrative Pilot Examiner (Admin PE) Designated Pilot Examiner (DPE) Specialty Aircraft Examiner (SAE)	Volume 3	AFS-800
Designated Aircraft Dispatcher Examiner (DADE)	Volume 4	AFS-800
Designated Airworthiness Representative – Maintenance (DAR-T) Designated Mechanic Examiner (DME) Designated Parachute Rigger Examiner (DPRE)	Volume 5	AFS-800
Aircrew Program Designee (APD)	Volume 6	AFS-800
Training Center Evaluator (TCE)	Volume 7	AFS-800
Designated Airworthiness Representative—Manufacturing (DAR-F) Designated Manufacturing Inspection Representative (DMIR)	Volume 8	AIR-600
Designated Engineering Representative (DER)	Volume 9	AIR-600
Designated Control Tower Operator Examiner (DCTO-E)	Volume 10	AOV-200

12. Directive and Guidance Information.

a. Directive Information.

(1) This type of information is directive in nature and contains terms such as "will" or "must." These words indicate that the actions are mandatory. "Will not" or "must not" prohibits the action.

(2) The use of these terms does not allow for flexibility.

b. Guidance Information.

(1) This type of information is considered guidance and contains terms such as "should," "can," or "may."

(2) These terms indicate actions that may not be mandatory; however, they are strongly encouraged, permissive, and allow flexibility.

13. Designation of a Designee Authorization.

a. Authority to Delegate. Title 49 of the United States Code (49 U.S.C.) § 44702 empowers the Administrator to "...delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate under this chapter; and issuing the certificate."

b. Designation Authority. Title 14 of the Code of Federal Regulations (14 CFR) Part 183, Representatives of the Administrator, prescribes the requirements for designating a private person or an organization to act as a representative of the Administrator.

14. Employee Status. A designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee.

15. Role of DMS. DMS will collect, store and process data and information associated with designees and the designee management processes in accordance with FAA recordkeeping requirements. DMS may utilize information from other FAA systems where appropriate and other FAA systems may utilize information from DMS where appropriate.

16. Technical Support. For questions regarding the operation of DMS, contact the AVS National IT Service Desk at 844-322-6948 or via email at helpdesk@faa.gov. For non-system-related questions, please visit the DMS web page to find the email addresses for various designee types.

Section 2. Designee Overview

1. Legal Authority. Title 49 U.S.C. § 44702(d) is the statutory authority to delegate private persons to perform certain authorized functions on behalf of the FAA. These persons are called designees. The designee's function is vital to enhancing the FAA's public service role and improving overall safety in the National Airspace System (NAS). The FAA appoints designees to provide airman and aircraft certifications and other services to the public in accordance with FAA policy, guidance, and regulations.

2. Vision of Delegation Management Programs. The FAA delegation programs leverage agency resources; respond to changes in workloads and aviation industry needs in a dynamic environment; demand the highest technical and ethical standards from designees; and ensure

public, governmental, and industry confidence in aviation safety through strict compliance with certification policies and regulations.

3. Designation Principles. The FAA bases the designation programs on the following principles, which are implicit in the day-to-day management of these programs:

a. Privilege. Designation is a privilege, not a right. The FAA may rescind a designation at any time for any reason the Administrator considers appropriate.

b. Conduct. Designees must not conduct themselves in a manner that casts doubt on their integrity, honesty, moral judgment or character at any time, or conduct any actions that bring discredit to the FAA.

c. Knowledgeable. Designees must be knowledgeable, qualified, and competent.

d. Risk-Based Approach. Management of designation programs must employ a risk-based approach.

e. Essential. Designation programs are essential.

f. Need and Ability. A need for and ability to manage a designee must exist for all designees.

4. Designee Types Covered by This Order. Specific designee types covered by this order include:

a. AAM. AME.

b. FS.

(1) Air Transportation Designated Examiner (ATDE).

(a) APD. [1]

(b) DADE.

(c) TCE.

(2) Airworthiness Certification and Airman Examiner.

(a) DAR-T.

(b) DME.

(c) DPRE.

[1] For purposes of this order, the term "Aircrew Program Designee" encompasses "aircrew designated examiners" in 14 CFR part 121.

(3) General Aviation Pilot Examiner.

(a) Admin PE.

(b) DPE.

(c) SAE.

c. AIR.

(1) Airworthiness Designee.

(a) DAR-F.

(b) DMIR.

(2) DER.

(a) Company (DER-Y).

(b) Consultant (DER-T).

d. AOV. DCTO-E.

5. Risk-Based Principles.

a. Risk-Based Management. Risk-based management is a continuous process of identifying, analyzing, evaluating, controlling, and monitoring risks that exist with the designee program. DMS captures and manages the data, including the substantiation and documentation of the decisions.

b. Risk Management Strategy (RMS). RMS provides the MS with a methodology for managing hazards and the associated risks related to designee performance. DMS provides the MS with a means to document and track the performance of a designee utilizing the oversight module. The oversight module allows the MS to review and evaluate the disposition of any risks associated with discrepancy findings. This methodology may include the following:

(1) Identifying the discrepancy and determining the hazard;

(2) Analyzing and assessing the risk;

(3) Making a decision;

(4) Implementing the decision; and

(5) Monitoring the effectiveness of the decision.

c. Oversight. Throughout the oversight process for each designee, there are both automated and manual entries within DMS that may trigger specific actions by the MS. Using risk-based principles provides a comprehensive method of managing designees.

Section 3. Minimum Qualifications Overview

1. Minimum Qualifications of MSs. The minimum qualifications for MSs are established by the responsible offices for designee policy. See Chapter 1, General Information, of each volume of the designee type-specific volumes for details.

Chapter 2. Application Process

1. Purpose. This chapter describes the designee application process. This chapter and the corresponding designation type-specific volumes constitute the application process policy.

2. General.

a. Application Information. To learn about the designee program or initiate the designee application process, qualified individuals should access the FAA Designee & Delegations website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations.

b. Eligibility. Anyone may apply to be a designee; however, the following persons are not eligible for appointment:

(1) Current FAA employees.

(2) Designees who have been terminated for cause.

c. Multiple Designee Types.

(1) The FAA may appoint an individual to more than one type of designation. Once appointed, any designee holding multiple designations will have only one designee number.

(2) Designee applicants must complete a separate application for each designation type sought. Each designation is a separate appointment.

d. References. The applicant may provide the following:

(1) Three verifiable character references to substantiate that the applicant possesses integrity and sound judgment.

(2) Three verifiable technical references to substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same individuals used as character references.

3. Qualifications. In addition to the requirements in subparagraph 2b above, applicants may also have additional eligibility and qualification requirements which can be found in the appropriate designation type-specific volumes of this order.

a. Minimum Qualifications. The designee applicant must:

(1) Meet FAA English language standards as described in Advisory Circular (AC) 60-28 (as revised), FAA English Language Standard for an FAA Certificate Issued Under Parts 61, 63, 65, and 107; and

(2) Be at least 23 years of age.

b. Character. At all times, the designee applicant must:

(1) Have a high degree of integrity, even when not exercising their delegated authority;

(2) Have a cooperative attitude;

(3) Be able to exercise sound judgment;

(4) Be engaged in the aviation industry;

(5) Have a reputation for dependability and professionalism; and

(6) Be able to maintain the highest degree of objectivity while performing authorized functions.

c. Technical Experience. The applicant must have up-to-date extensive knowledge and experience that is pertinent to the designation being sought.

d. FAA Interaction. Any previous working relationship the applicant had with the FAA must have been positive.

4. Disqualifiers. Applicants will be disqualified for any of the following reasons:

a. Terminated for Cause. See Chapter 9, Termination of a Designation, for details.

b. Convictions and Felonies. Having, within the past 7 years:

(1) Been convicted of any violation of any local, state, or Federal law pertaining to drugs or alcohol.

(2) Been convicted of any felony offenses. A felony offense is considered a conviction where the punishment could have been greater than 1 year regardless of the sentence.

(3) Been imprisoned, been on probation, or is on parole because of a felony conviction (including civilian or military felonies, firearms, or explosive violations).

(4) Been other than "honorably" discharged from the military.

(5) Had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority (CAA) regulations (foreign or domestic).

c. Current Disqualifiers. Is currently under investigation, charged indictments, or has a pending action for the items described in subparagraph 4b of this chapter.

5. Privilege, Not a Right. Successfully meeting the minimum qualifications does not guarantee appointment as a designee. During the application process in DMS, the designee applicant will be required to acknowledge the following in DMS:

a. Designation is a privilege, not a right.

b. The FAA can terminate any designation at any time, for any reason the Administrator considers appropriate.

6. Post-Application.

a. Retention of Application Data. DMS saves all application data in accordance with FAA Order 1350.14, Records Management.

b. Notification. DMS will automatically notify designee applicants regarding the status of their application by sending a generic email to check the DMS message center. This email is sent to the email address provided during the registration/application process.

c. Updating Applications. Applicants must update their applications whenever information changes and they must validate and verify the application data at least every 12 calendar months. Failure to maintain up-to-date information may affect selection eligibility and appointment as a designee. An application that is updated will remain active in DMS until the applicant is selected, fails to renew the application at the end of the 12-calendar month period, or cancels the application.

d. Cancellation. A designee applicant may cancel an application at any time in DMS.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter describes the common policy related to the selection and evaluation of a designee applicant. This chapter and the corresponding designation type-specific volumes constitute the policy for the selection and evaluation of a designee applicant.

2. General. Selection refers to the identification of qualified designee applicants that best meet the FAA's needs. Evaluation refers to the FAA's responsibility to determine if an applicant is the best qualified for appointment.

a. Qualified Applicants. DMS will provide a list of qualified applicants that meet the needs identified by the requesting FAA office.

b. Selection Timeframe. Once DMS presents a list of qualified applicants, the selecting official (SO) should complete the selection action within 30 calendar days.

3. Need and Ability to Manage. The FAA must show the need for specific functions to be delegated and, subsequently, the ability to manage a designee performing those functions before an applicant can be appointed. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The SO at the managing FAA office must validate the need and ability to manage an additional designee by answering a series of questions during the selection process in DMS.

a. Considerations for Determining Specific Need.

(1) The FAA cannot support the certification work and need with existing designees.

(2) The activity in the office has increased or is forecasted to increase and cannot be supported with existing designees.

(3) The FAA has lost an employee or designee resource.

(4) The need for a new designee is driven by the needs of the public and not by the impact on other existing designees or entities.

b. Considerations for Determining Ability to Manage.

(1) The managing office staff has the technical skills and knowledge to manage the designee.

(2) The existing or projected office workload allows the office to effectively manage the designee.

(3) Adequate funds (*e.g.*, travel allocation) exist to oversee the additional or existing designee.

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the SO can request a list of qualified applicants from DMS. DMS will search active applicants to identify applicants that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. For most designee types, if no qualified applicants are available within DMS, a managing office may request a deviation from the minimum qualification requirements if:

(1) The FAA demonstrates a significant need for the appointment, and

(2) The applicant meets an equivalent qualification or possesses equivalent experience. (See the appropriate designee type-specific volume for more information.)

5. Evaluation. The following tasks are part of the evaluation process:

a. Evaluating Applications. Once DMS has generated a list of applicant(s) based on the search criteria, the SO may choose to review the applications prior to assigning personnel to evaluate the applicant's qualifications. Determining which applicants will be evaluated for appointment is at the sole discretion of the SO.

b. Assigning Evaluation Panel. Once the SO determines which applicant(s) will be evaluated for appointment, DMS will prompt the SO to assign a panel of individuals to conduct an evaluation of the applicant based on designee type-specific policies.

c. Reviewing Application for Minimum Qualifications. For each applicant, the personnel assigned to evaluate the application will review the application for completeness to ensure that all minimum qualifications have been met.

d. Completing Evaluation Checklist. The evaluation panel lead, depending on the designee type-specific policies, completes an evaluation checklist in DMS for each applicant being evaluated. See Chapter 3 in each designee type-specific volume for more information.

Chapter 4. Designee Appointment

1. Purpose. This chapter describes the common policy associated with the appointment of a selected qualified applicant. This chapter and the corresponding designation type-specific volumes constitute the policy for designee appointment.

2. General.

a. Identity Verification. Prior to appointment, the managing office must verify the identity of the designee applicant. Such identification must include an official government-issued identification with a photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

b. Designee Number. During the application process, DMS assigns a unique nine-digit identification number known as the designee number. However, this number is not known to applicants and only visible to the designee once appointed. This designee number is used in documentation to identify the activities completed by the designee when authorized by the Administrator.

c. Certificate Letter of Authority (CLOA). For each appointment, DMS generates and stores a CLOA that serves as the letter of authority, certificate of authority, and certificate of designation. The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS. A CLOA is available to the designee for each type of designation held and serves as the record of the designee's authority. Authorized users can view a designee's authority in DMS. A designee may print a copy of the CLOA but is not required to do so.

3. Appointment Duration. Appointment duration is 1 year from the appointment date. See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation, and the designee type-specific policy for considerations to extend the designation beyond the expiration date.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a designee. This chapter and the corresponding designation type-specific volumes constitute responsibilities and obligations of a designee.

2. Responsibilities. A designee must:

a. Represent the Administrator in a Positive Manner. Each designee must represent the Administrator in a manner that reflects positively on the FAA at all times.

b. Conduct Approved Activities. Each designee must conduct only those activities approved in DMS.

c. Follow Guidance. Designees must follow all requirements found in regulations, orders, and other guidance related to the functions they perform.

d. Maintain Skills and Knowledge. Designees must maintain technical skill and knowledge of subject matter specific to the designation held.

e. Exhibit Sound Judgment. Designees must display sound judgment.

f. Exhibit Integrity. Designees must show a high degree of integrity, responsibility, and professionalism.

> **Note:** Any designee conduct that casts doubt on the designee's judgment, integrity, or character at any time could lead to an investigation and be grounds for termination. Refer to Chapter 9, paragraph 4(b)(1) of this Order for additional detail on FAA-initiated "for cause" termination.

g. Report Criminal Charges. All individual designees authorized to act on behalf of the Administrator must report in writing any arrest, indictment, or conviction for violation of local, state, or Federal law to their MS within 30 days of such arrest, indictment, or conviction.

(1) Upon receipt of the reported criminal charges, the MS must suspend the designee and initiate an investigation to determine the appropriate course of action.

(2) Follow-on actions, to include termination or removal of suspension, must be completed in a timely manner based on the results of the investigation.

(3) Managing Offices will forward all individual designee reports of arrests, indictments, and convictions and the results of the Managing Office investigation to the Organization Designation Authorization (ODA) Office (AVS-60) at 9-AWA-AVS-Designee-Directives@faa.gov.

3. Ongoing Requirements. In addition to maintaining minimum qualifications as specified in this and the designee type-specific volumes, all designees must continue to meet the following requirements:

a. Use DMS. Designees must use DMS as directed in this order. Designees have the responsibility to read and respond to DMS messages and provide requested information within DMS, as directed, in a timely manner.

b. Maintain Contact Information. Designees must update their DMS profile when changes occur and review their profile at least annually.

c. Access to Internet. Designees must have access to DMS and email through the internet.

(1) The designee is responsible for accessing DMS and checking DMS messages, notifications, and email on a regular and recurring basis.

(2) The designee is responsible for scanning and uploading documents required for designation.

d. Attend Required Training. Designees must comply with minimum training requirements.

e. Attend Required Meetings. Designees must comply with meeting requirements.

4. Other. Designees must maintain other requirements deemed necessary by the appointing office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the common policy associated with the oversight and management of a designee. This chapter and the corresponding designation type-specific volumes constitute the policy for oversight and management of a designee.

2. General.

a. Oversight Principles.

(1) Promote Safety. A primary responsibility of the FAA is to promote safety through systematic oversight of industry stakeholders, including designees. Information generated from oversight programs permits the FAA to identify safety hazards, mitigate risk, and enhance aviation safety. In order for oversight programs to be effective, they must be carefully planned and executed during the conduct of specific inspection activities.

(2) Evaluate Performance. The objective of an oversight program is to ensure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations. Oversight is not merely an isolated event or series of activities. Oversight results should be considered in total to provide a high-level perspective of a designee's performance over time.

b. Managing Office and MS.

(1) Designation Type. Designees have a managing office and MS for each designation type. If the designee holds more than one type of designation, a designee may have more than one managing office and more than one MS.

(2) Area of Responsibility. The FAA expects designees to perform a sufficient number of their functions within the bounds of their managing office's area of responsibility to support required oversight, unless otherwise noted in the designee type-specific volume.

(3) Regulatory Oversight Responsibility. MSs have regulatory oversight responsibility of designees and must monitor them to ensure that they continue to meet the requirements of their designations. A comprehensive oversight plan enables MSs to:

(a) Determine the designee's compliance with regulatory requirements, guidance, policy, and safe operating practices;

(b) Validate any corrective actions;

(c) Detect changes as they occur in the operational environment; and

(d) Detect the need for regulatory, managerial, and operational changes.

c. Oversight and DMS. The FAA uses DMS to record the outcomes of oversight activities for a designee which may vary depending on the designee type. By documenting oversight activity in DMS, the FAA can make an overall assessment of the designee's performance.

(1) Oversight Characteristics. In DMS, oversight activities have the following characteristics:

(a) A definite beginning and a definite end;

(b) Defined procedures;

(c) Specific objectives; and

(d) A required report of findings.

(2) DMS Oversight and Management Activities. The following activities are available in DMS for most designee types:

(a) Direct observation;

(b) Counseling;

(c) Record feedback;

(d) Training record;

(e) Overall performance evaluation (OPE).

(f) Suspend; and

(g) Terminate.

d. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

3. Oversight Actions. MSs may use DMS to plan but must use DMS to document the outcome of oversight activities.

a. Planning an Oversight Activity. DMS allows MSs to plan and record oversight activities.

(1) MSs should use risk management principles when planning oversight.

(2) MSs should review the designee's previous oversight outcomes as well as current activities, records, and policy as part of the planning.

b. Oversight Activity. For a list and explanation of oversight activities applicable to a specific designee type, see Chapter 6, Oversight and Management of a Designee, in the respective designee type-specific volume.

c. Outcomes of Oversight Activities.

(1) For some oversight activities, the MS must select from three general categories in DMS for the overall ranking of the oversight activity: Satisfactory, Needs Improvement, and Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must enter descriptive text in the appropriate performance measure category(ies).

(2) Additionally, if the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must also determine and record appropriate follow-up action(s). For more detail on follow-up actions, see Table 1-2, Overall Performance Result, and Paragraph 4, Follow-up Actions, in this chapter, as well as the performance evaluation information in Chapter 6 of each designee type-specific volume.

d. Overall Performance Evaluation (OPE). In addition to normally scheduled oversight, MSs will complete an assessment of the designee's OPE over a set period of time by reviewing the designee's record in DMS.

(1) MSs should perform at least one OPE within the first year after initial designee appointment. After that the schedule is set by the MS. See Chapter 6 in the respective designee type-specific volumes for more information.

(2) During each OPE period, the MS conducts a consolidated review of the designee's documented oversight activity and other data available in DMS.

(3) Based on an analysis of the information and considering risk-based elements, the MS selects an OPE rating (Satisfactory, Unsatisfactory, or Needs Improvement) and any follow-up actions, if required. See Table 1-2 below.

(4) Unless otherwise noted in the designee type-specific volumes, if the OPE rating is "Needs Improvement" or "Unsatisfactory," the next performance evaluation must be completed within 6 calendar months from the previous performance evaluation date. If the performance evaluation result is "Satisfactory," the due date for the next performance evaluation is between 12 and 36 calendar months.

(5) If the OPE rating requires a 6-month follow-up, the next performance evaluation of the designee must be a "Satisfactory" rating or MS must follow the process for terminating the designee described in Chapter 9.

Table 1-2. Overall Performance Result

Overall Performance Result			
The MS will choose the overall rating that best represents the overall performance result of the designee during the performance period:			
Overall Rating	**Required Action Against Designee Authority**	**Follow-up Actions**	**Performance Evaluation Required within 6 Months?***
Satisfactory	None	None	No
Needs Improvement	See designee type-specific volume, as applicable	Plan and execute an oversight activity	Yes
Unsatisfactory	Suspend*	Plan and execute a corrective action activity	Yes
	Reduce/Restrict Authority	Change authority, plan and execute oversight activity	Yes
	Terminate	Terminate	N/A

* Requires description of planned follow-up activity.

e. Follow-up Actions. Depending on the issues involved, additional follow-up or oversight may be needed to ensure that the deficiency has been corrected. The intent of the follow-up action is to correct the deficiency using the most appropriate method. The following options are available to provide support for designee management:

> **Note:** If suspension or termination is required, please see the designee type-specific "Suspension of a Designation" and "Termination of a Designation" chapters for more information. For "Reduce Authority" decisions, see subparagraph 5b below.

f. Counseling. MSs may use counseling as a type of corrective action to follow up from a specific event, an oversight activity, or to address specific performance issues. The MS must record the results of the counseling session in DMS.

g. Additional Training.

(1) MSs may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

(2) If the deficiency is such that the designee is unable to perform authorized functions correctly, the MS may initiate the suspension process to suspend the designation or specific authority until the designee completes the training.

4. Designee Management Functions. Designee management includes the comprehensive evaluation, oversight, and monitoring of a designee's activities. DMS provides a group of

management functions designed to manage the designee's authorities, limitations, performance and conduct throughout the lifecycle of the designee.

a. Request for Additional Authorizations or Limitations.

(1) Authorities can be expanded and limitations changed on an existing designation only.

(2) When designees believe that they are qualified to perform additional authorized tasks within their designee type, other than those that the FAA currently authorizes, they may request the change through DMS.

Note: In some cases, the MS may also initiate this process in DMS.

(3) The appointing official (AO) must approve all requests for additional authorizations or limitations in DMS. In order for the AO to approve the request, the designee must meet all requirements, and the FAA must have the need and ability to manage the designee. In some cases, an evaluation panel will be convened to review the designee's qualifications for the additional authorizations. Refer to the designee type-specific volumes for specific instructions.

(4) If approved, DMS will automatically update the authority and CLOA as appropriate, notifying both the designee and the MS. A designee will not exercise any expanded authority until the request has been approved and official notification has been made.

b. Reduce Authority. A MS may initiate a reduction in a designee's authority for a specific designation through DMS, or a designee can request a reduction of authority through the MS.

(1) DMS requires the MS to enter a justification for reducing a designee's authority.

(2) In order for the request to be approved, the FAA must consider whether the need and ability to manage the designation still exists given the reduction in authority. If there is no longer a need or ability to manage the designee with reduced authority, the MS will initiate the termination (not for cause) process.

(3) An AO must approve all requests to reduce authority in DMS. If approved, DMS will automatically update the designee's authorities and CLOA, as appropriate.

c. Investigations. The FAA may determine an investigation of a designee is warranted. Investigations can be initiated based on information discovered during oversight, internal or external feedback, complaints, allegations of misconduct, inappropriate behavior, misuse of authority granted to a designee or other matters the FAA becomes aware of warranting further investigation. This may include investigating actions not directly related to a designee's activity, but raise questions or concerns about the designee's ability to continue to act as a Representative of the Administrator. If termination for cause is a possible outcome, the MS will initiate an investigation to determine the appropriate course of action.

(1) Reports of alleged misconduct must be submitted through the FAA Hotline in accordance with FAA Order 1070.1 (as revised), FAA Hotline Program.

Note: Investigations as defined in this policy are intended to address issues with designee performance or conduct and are not related to investigations as defined in FAA Order 2150.3 (as revised), FAA Compliance and Enforcement Program.

(2) Purpose. The purpose of the investigation is to determine the appropriate outcome through analysis and assessment. Successful completion will result in a decision on the appropriate management action(s) related to the designee.

(3) Investigation Process. The investigation process may vary depending on designee type. Refer to each designee type-specific volume for additional guidance. At a minimum, the investigation will include the following elements:

(a) The reason(s) for the investigation, to include any complaints or allegations.

(b) Collection of evidence related to the investigation.

(c) A review of the facts and circumstances surrounding the case.

(d) A review of the designee's record in DMS and any relevant background information in the appropriate FAA databases to determine if there is a pattern of inappropriate behavior or misconduct.

(e) If the FAA notifies the designee of the investigation and the designee chooses to respond, a review of the designee's response and any documentation provided by the designee.

(f) A decision on the appropriate course of action based on the results of the investigation.

(g) Recording the results in DMS, to include at a minimum:

1. The specific reason(s) for the decision;

2. Any additional designee management actions taken;

3. The designee's response, if any; and

4. Any associated documentation.

(4) Suspension During an Investigation. The MS may suspend a designee during an investigation depending on the type of designation and authority the designee holds. Refer to each designee type-specific volume for more information.

(5) Results of the Investigation. Based on the outcome of the investigation, the MS will recommend to the AO one of three courses of action in DMS to resolve the investigation:

(a) No Action Required. If the investigation reveals no further action is required, the MS will document the outcome in DMS. If the designee is under suspension, the MS will remove the suspension.

(b) Additional Action Required. If the investigation reveals additional action is required such as counseling, corrective action, training or additional oversight, the MS will document the outcome in DMS and initiate the additional action(s).

(c) Termination of a Designation. If the investigation reveals termination of the designation is warranted, the MS will begin the termination process immediately. If terminating for cause, the AO will initiate a termination for cause review panel as outlined in Chapter 9 of this volume.

(6) Suspected Criminal Activity. If the investigation reveals suspected criminal activity, the MSs will consult with their management for referral to the appropriate Law Enforcement Agency.

d. Inquiries. The FAA will provide support to any official inquiries by other government agencies regarding a designee. An inquiry could result in an FAA investigation.

e. Record Note. MSs can create a personal note or reminder in DMS. This note is the digital equivalent of a sticky note; it is not part of the designee's official record, and only the author can view the note. MSs should not use this feature to record performance-related issues or other oversight-related information.

f. Send Message to Designee.

(1) MSs can use DMS to send a message to one or more of their assigned designees.

(2) DMS will store the message and record the date the message is sent, along with the date the message is opened by the designee.

(3) DMS users can view these messages. Designees are required to monitor DMS for new messages.

g. Record Feedback or an Interaction Regarding a Designee.

(1) Interaction can be verbal or written communication between the designee, FAA, and industry.

(2) Feedback should be provided promptly following the activity to which it references. While the MS has management responsibility for the designee, any FAA employee working with a designee or designee's work product has the responsibility to provide feedback regarding the designee's performance or activity. Any FAA employee with access to DMS can enter feedback on a designee. If the user providing the feedback is not the MS, DMS will send a notification to the MS.

(3) Types of feedback or interactions that should be recorded in DMS include, but are not limited to, the following:

(a) Corrective—intended to correct an error;

(b) Evaluative—intended to detail specific positive feedback;

(c) Instructional—intended to provide information about the quality of performance; and

(d) Compliments, critiques, and suggestions.

Chapter 7. Training

1. Purpose. This chapter describes the common policy associated with training of designee applicants, designees, and FAA personnel. This chapter and the corresponding designation type-specific volumes constitute the policy for training.

2. General. Designees and FAA personnel must develop and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles.

3. Designee Training Requirements.

a. Initial Training. Prior to the FAA appointing an individual as a designee, the individual must participate in and successfully complete the initial training program.

b. Recurrent Training. A designee must regularly attend and successfully complete recurrent training.

c. Specialized Training. Specialized training covers specific authority not held by the majority of designees of a particular type, or covers new concepts, processes, and delegation authority. These topics are not normally covered in the initial or recurrent training for those designee types and are therefore addressed outside of this normal training environment. Specialized training is typically web-based and addresses those areas where specialized experience and authority is required. Where applicable, a designee must complete any specialized training that is required for the specific authority requested or held. This specialized training must be completed prior to appointment or adding the special authority and in some cases must be repeated at the interval specified.

4. FAA Managing Specialist Training Requirements. MSs should complete relevant initial training prior to being assigned as an MS. If an individual cannot complete the relevant initial training prior to being assigned as an MS, they should enroll in relevant training that takes place within 6 calendar months of assignment. The managing office may assign another MS (either from the managing office or another office) to manage the designee(s) until the desired MS completes training.

5. Other FAA Employee Training Requirements. Managers of DMS users who have assigned DMS roles should complete AVS training associated with designee management within 6 calendar months of being assigned that role.

Chapter 8. Annual Request for Extension of a Designee's Designation

1. Purpose. This chapter describes the common policy associated with the FAA's extension of a designee's designation from the current expiration date. This chapter and the corresponding designation type-specific volumes constitute the policy for extending a designee's expiration date.

2. General. Extension of the designee's expiration date is the responsibility of the designee. Since designee oversight requirements have defined intervals, extension of a designation is not contingent upon completion of a particular oversight activity. As long as a designee is in good standing and continues to meet the requirements of the designation, the designee will be given a one-year extension of their expiration date upon completion of the annual request to extend expiration date action in DMS.

3. Annual Request to Extend Expiration Date.

a. Timeframe. The action item to extend the expiration date will appear on the designee's home page 60 days prior to the expiration date. If a designee does not complete the action item in DMS prior to the expiration date, DMS changes the designee's status to "expired." Designees in an expired status are no longer authorized to perform any duties related to the expired designation and will have limited access to DMS. The designee can return to an active status by completing the action item.

b. Extension Workflow. The extension workflow in DMS requires the designee to verify basic designation information such as designee location, personal profile, and the eligibility requirements to maintain the specific designation. Additionally, the designee must:

- Be in good standing;
- Have no violation history;
- Be current on all required training;
- Have no arrests or convictions; and
- Have not had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended or revoked; or have not had to pay a civil penalty as a result of a violation of any FAA or other CAA regulations (foreign or domestic).

4. Updated Expiration Date. Once the annual request to extend the expiration date has been successfully submitted, the expiration date will be extended 12 months to the last day of the month.

> **Note:** Designees in a suspended status may qualify for extension of the expiration date, but they must be in an active status in order to submit the annual request to extend expiration date.

5. Termination—Nonsubmittal. If a designee fails to submit the annual request to extend expiration date, the FAA will initiate the termination process. See Chapter 9 for additional information. Designees terminated for nonsubmittal of an extension are considered terminated "not for cause" and may reapply or be reinstated where designee-specific policy allows.

6. Reminders. The designee is responsible for accessing DMS on a regular basis to check DMS message center notifications and action required items. The designee has the sole responsibility to extend their expiration date upon receipt of the action item in DMS.

7. Surrender. A designee who does not intend to extend a designation is encouraged to voluntarily surrender the designation in DMS prior to expiration.

8. Expansion of Authority. The designee may not seek an expansion of authority using the expiration date extension process. See Chapter 6, Subparagraph 4a, Request for Additional Authorizations or Limitations.

9. Privilege, Not a Right. During the annual request to extend expiration date, the designee will acknowledge that the designation is a privilege, not a right, and the FAA Administrator can terminate the designation at any time, for any reason.

10. Disqualifiers. See the list in Volume 1, Chapter 2, Application Process.

Chapter 9. Termination of a Designation

1. Purpose. This chapter describes the common policy associated with the termination of a designation. This chapter and the corresponding designation type-specific volumes constitute the policy for termination of a designation.

2. General. There are two methods used to terminate a designation: voluntary surrender and FAA-initiated termination.

3. Voluntary Surrender.

a. Voluntarily Surrendering a Designation. A designee may voluntarily surrender a designation.

(1) Designees must surrender each designation separately. The voluntary surrender process applies only to a single designation at a time.

> **Note:** For a company designee, a company representative may contact the designee's MS to request voluntary surrender in DMS.

(2) A voluntary surrender of a designation does not preclude the individual from applying to be a designee in the future.

(3) Once DMS notifies a designee of the suspension based on a pending termination for cause action, the designee may not submit a voluntary surrender request in DMS.

b. Possible Reasons for Voluntary Surrender of a Designation.

(1) Retirement;

(2) Employment termination;

(3) Lack of business activity;

(4) Difficulty in meeting requirements;

(5) Dissatisfied with being a designee; or

(6) Personal reasons.

c. Voluntary Surrender Process.

(1) To begin the voluntary surrender process, a designee must submit a voluntary surrender request in DMS.

(2) The MS will review the voluntary surrender request in DMS, ensure the reason for the voluntary surrender is stated, and indicate whether or not the designee is considered in "good standing." This determination is helpful should the designee choose to reapply at a later date.

(3) DMS will limit access to DMS functionality as appropriate for the designation being terminated. The designee is no longer authorized to perform any duties related to the designation.

4. FAA-Initiated Termination. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Therefore, the FAA can rescind a designation at any time for any reason considered appropriate by the Administrator. Designees who are performing poorly, who are representing the Administrator in a negative manner, or who require excessive resources to manage, must have their designations terminated to ensure continued effectiveness of the designee system.

a. Terminating a Designation.

(1) The FAA must document termination decisions in DMS and include the specific reason(s) for the termination.

(2) When applicable, the FAA should review feedback from individuals who have observed the designee's activities outside of the designee's managing office.

(3) Only MSs assigned to the designee can initiate the termination process in DMS.

b. Types of Termination. There are two types of termination: "for cause" and "not for cause."

(1) For Cause. Examples of "for cause" reasons include:

(a) Performance deficiencies found during oversight activities or identified by other sources;

(b) Lack of integrity (*e.g.*, making false statements, misrepresenting information, failing to disclose pertinent information, exhibiting behavior that reflects poorly on the Administrator, etc.);

(c) Misconduct (*e.g.*, purposefully not following prescribed procedures for gain, participating in unethical or illegal activity, etc.);

(d) Inability to work constructively with the FAA or public (*e.g.*, failure to return phone calls, follow guidance, exhibit a cooperative attitude, etc.);

(e) Improper representation of the FAA (*e.g.*, using designee number for inappropriate purposes, etc.); and

(f) Other. Any other reason that the FAA Administrator considers appropriate.

Note: DMS sends termination notifications to all MSs assigned responsibilities for a given designee. The AO will initiate a termination for cause review panel per subparagraph 4.f. below.

(2) Not For Cause. Examples of "not for cause" reasons include any reason other than "for cause." A designee terminated not for cause may reapply for designation. A "not for cause" termination is not subject to the investigation and review panel process used in "for cause" terminations. Examples of termination other than "for cause" include:

(a) Lack of FAA Need.

1. Activity in the office decreased, or is forecasted to decrease, eliminating the need for the designee.

2. The FAA plan for delegated work changed, eliminating the need for the designee.

3. The FAA can support the certification work or need with other existing designees.

(b) FAA is Unable to Manage.

1. The existing and projected office workload does not allow the office to effectively manage the designee.

2. The FAA does not have the ability to provide authorization, testing, or additional training needed for its employees to oversee the designee. Adequate funds (for example, travel allocation) are not available to oversee the designee.

3. FAA staff do not have the technical skills and knowledge to oversee the designee.

(c) Other.

1. Designee no longer meets minimum qualifications;

2. Designee does not meet training requirements;

3. Designee is physically unable to perform designee duties;

4. Designee did not extend designation before expiration;

5. Designee's authority expired while suspended; or

6. Designee is deceased.

c. Termination Process.

(1) When it has been determined termination is warranted, the MS should begin the process immediately. Termination decisions must be formally documented in DMS, to include the specific reason(s). The AO must approve or deny the termination recommendation in DMS.

(2) Once the termination process has begun, DMS will prevent the designee from conducting new work under the designation being terminated. The status of the designee's authority will change to "suspended" during the termination process. The designee must immediately cease exercising designee privileges for the designation being terminated.

(3) Upon completion of the termination process, the designee's status will be changed to "terminated." DMS will send an electronic termination notice to the designee.

d. Termination For Cause Investigation. If termination for cause is a possible outcome, the MS will initiate an investigation to determine the appropriate course of action. See Investigations in Chapter 6 of this volume.

e. Designee Response to Termination For Cause. If the termination for cause investigation determines termination for cause is the appropriate course of action, once the MS initiates the termination for cause process, the designee may respond in DMS. To respond to a possible termination for cause action, the designee must respond in DMS within 15 calendar days of the termination for cause action being initiated.

f. Termination For Cause Review Panel.

(1) During the termination for cause process, the AO will initiate a termination for cause review panel to determine if termination is appropriate. There are two types of panels. Only one panel will be conducted, depending on the designee:

(a) Designee with One Designation. When a designee who only holds one designation is being terminated for cause, the members required for the review panel depend on the specific designee type being terminated. Refer to each designee type-specific volume for instructions.

(b) Designee with Multiple Designations. When a designee with multiple designations is being terminated for cause, the AO associated with the designation from the office that initiated the investigation will establish the review panel to determine if the termination is appropriate and if the additional designation(s) should be terminated. In this case, the review panel will consist of:

1. The AO associated with the designation from the office that initiated the termination process. This individual will be the panel point of contact (POC).

2. Each AO associated with the additional designation(s) that may be terminated.

3. A representative from the associated policy office(s).

(2) The review panel will review the facts and circumstances surrounding the termination for cause decision, including all documentation and the designee's record in DMS, and provide a recommendation to the AO(s) responsible for making the decision. The review panel will determine the following:

- Was an investigation performed?
- Is termination justified?

(3) The review panel will complete the review process and submit a recommendation within 45 calendar days of the termination for cause process being initiated.

(4) All documentation associated with the review panel (*e.g.*, outcome, members of the review panel, communication with the designee or the associated office) should be included in the designee's DMS file.

(5) The AO will make the decision to either terminate the designee or reject the termination and reinstate the designee's privileges. For a designee with multiple designations, the AO for each designation will determine whether to terminate the designee or reject the termination. Each AO's decision is final and concludes the process.

Chapter 10. Suspension of a Designation

1. Purpose. This chapter describes the common policy associated with the suspension of a designation. This chapter and the corresponding designation type-specific volumes constitute the policy for suspension of a designation.

2. General. Suspension is a management process that allows the FAA to temporarily remove a designee's privileges without terminating the designation. If an individual holds multiple designations, suspension of one designation may or may not impact other designations held. The impact of the suspension on other designations, if held, is determined by the respective MS.

a. DMS Actions. During the suspension process, DMS will change the designee's status to "suspended." In suspended status, DMS:

(1) Notifies the designee of suspension and denies access to initiate new work for the designation being suspended;

(2) Cancels all previously approved activities, as applicable; and

(3) Allows the designee to submit post-activity entries for up to 7 calendar days after the date of suspension.

b. Designee Action While Suspended. The designee must immediately stop exercising authorized duties for the designation being suspended.

c. Suspension Release. If suspended designees believe they have met all of the requirements to release the suspension, they may submit a suspension release request in DMS.

d. Length of Suspension. Designees will remain in a suspended status until they have corrected the deficiency or until the designation expires. If the deficiency has not been corrected within 180 calendar days of the suspension being initiated, DMS will notify the MS to remove the suspension or initiate termination.

3. FAA-Initiated Suspension. The FAA may suspend a designation for the following reasons:

a. Lapse in Minimum Qualifications. The designee no longer meets the minimum qualifications.

(1) The designee loses a required certificate, rating, or license.

(2) The designee fails to maintain required currency, knowledge or proficiency.

b. Failure to Attend a Required Meeting. The designee fails to attend a required meeting.

c. Poor Performance. The designee demonstrates an unsatisfactory level of performance for the designation.

d. Other. Any other reason that the FAA Administrator considers appropriate.

4. Failure to Maintain Currency with Training Requirements. If a designee fails to maintain their currency with training requirements, they will be suspended until they complete their training.

a. Deadline Passes for Required Training. The designee fails to successfully complete required training within the specified timeframe.

b. Failed Test for Required Training. The designee fails a test that is part of required training, regardless of the due date of that training.

5. Follow-up Actions. The FAA may require the designee to complete certain follow-up actions to remove the suspension. FAA follow-up actions may include additional training, counseling, and requalification. The designee should propose a plan of action and timeline to meet requirements. The MS should follow up with the designee to ensure that any requirements are completed. Based on the results of the follow-up actions, the MS will remove the suspension or initiate termination.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter describes the common policy associated with other designee management functions in DMS. This chapter and the corresponding designation type-specific volumes constitute the policy for other designee management functions in DMS.

2. Assign DMS Roles.

a. General. The primary purpose of this process is to authorize a qualified FAA employee to have appropriate access to functionality within DMS.

(1) DMS roles allow users the ability to access DMS and perform functions within each process, including apply, select, appoint, etc., as described in this order. DMS roles control specific user access within DMS. The FAA may assign users more than one role within DMS.

(2) DMS roles are assigned based on the office needs and in accordance with the designation type-specific volumes of this order.

(3) The term "DMS role" does not convey an official position or title.

b. Master Role Assigner (MRA). MRAs ensure FAA personnel are assigned appropriate roles within DMS to carry out assigned duties.

(1) "Designee Applicant" and "Designee" are roles but are not assigned via the MRA process. DMS automatically assigns designee roles during the appointment process.

(2) The MRA function may be given at different levels within each service or office. It is the responsibility of the MRA to add roles for their office or remove roles for individuals who have moved offices, retired, or no longer need a role in DMS.

3. DMS Message Center. DMS provides a method to send messages between the MS and the designee through the message center.

4. Impact of Updates to Information. Depending on the designation type, updates to certain information in the designee record, such as a change in designation location or qualifications, may affect the designation.

a. Change of Designation Location. A change of designation location may cause the FAA to review need and ability to manage considerations. DMS will notify the current MS if there has been a change of physical address, and the MS will determine if the new address will initiate a change in the managing office. A change in designation location may require the FAA to initiate a designee transfer to the new location.

> **Note:** The FAA is under no obligation to transfer the designee to a new overseeing office.

b. Additional Information. Additional information can be found in the appropriate type-specific volumes for guidance on the types of changes and their impact.

5. Designee Records.

a. DMS Electronic Records. Once a designee is appointed in DMS, DMS becomes the electronic system of record for all designee information.

b. Prior Designee Records. The FAA must maintain any records associated with the designee prior to appointment in DMS in accordance with the recordkeeping requirements of FAA Order 1350.14.

6. Document Upload. DMS provides the ability to upload documents in support of designee management functions. This capability should not be used to upload designee files associated with the designee prior to DMS appointment.

Chapter 12. Administrative Information

1. Distribution. This order will be distributed to:

a. The division level within AAM, including the Civil Aerospace Medical Institute (CAMI) and Regional Flight Surgeons (RFS).

b. The division level within FS; all Flight Standards District Offices (FSDO), Certificate Management Offices (CMO), and International Field Offices (IFO).

c. The Washington Headquarters (HQ) branch levels within AIR; all responsible AIR offices; all Certification Branches; the Integrated Certificate Management Division (AIR-500); Policy & Standards Division (AIR-600); the Compliance & Airworthiness Division (AIR-700); the System Oversight Division (AIR-800); Certificate Management Branches (CMBs), and Certificate Management Section (CMS).

d. The division level within the AOV.

e. The Office of the Chief Counsel (AGC).

f. The FAA Academy branches.

g. All individual designees.

2. Directive Feedback Information. For your convenience, you may use FAA Form 1320-19, Directive Feedback Information (which is found on the last page of this order), to submit suggested changes or comments. Please use the "Other Comments" block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. You may correct, as necessary, a copy of the pertinent policy language, or provide a handwritten note for consideration.

VOLUME 2. AME DESIGNEE POLICY

Chapter 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Aviation Medical Examiner (AME) designee management program not otherwise given in detail in the common designee policy.

2. Audience. The primary audience of this volume is the Manager/Appointing Official (MGR/AO) of the Aerospace Medical Education Division (AMED), Regional Flight Surgeons/Appointing Officials (RFS/AO), AME Program Analysts/Managing Specialists (AME PA/MS), AME Surveillance Program Analysts (SPA), and AMEs.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to the application of AME designees. This designation type-specific policy and Volume 1, Common Designee Policy, constitute the overall policy for an individual applying for designation authority.

2. General.

a. Application Information.

(1) Candidates for initial designation as an AME must submit an application through the DMS.

(2) Contact information for RFSs is located on the FAA website at https://www.faa.gov/pilots/medical_certification/rfs.

(3) The FAA advises all AME applicants to read the selection information in this chapter to ensure that they meet all of the selection criteria before applying for designation as an AME.

b. Multiple Site Authorizations. The RFS/AO may approve, upon request, two authorized work locations within reasonable proximity to one another and within the same region, as appropriate. If a third designation location is desired, within the same region, it must be approved by the senior RFS. Locations in multiple regions are not permitted.

c. Special Considerations. The RFS may give special consideration for designation to those applicants who are pilots, have been military flight surgeons, have special training expertise in aviation medicine, or were previously designated, but have relocated to a new geographic area.

3. Minimum Qualifications.

a. Minimum Qualifications. Applicants for designation as an AME must:

(1) Be in good standing and possess a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree from an accredited university.

(2) All applicants (foreign and domestic) must possess a current and unrestricted license to fully practice medicine in the state.

(3) Demonstrate past professional performance and personal conduct suitable for a position of responsibility and trust.

(4) Be able to read, write, speak, and understand the English language.

(5) Be knowledgeable of the principles of aerospace medicine.

(6) Be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of airmen.

(7) Abide by the policies, rules, and regulations of the FAA.

b. Methods for Seeking Designees. The FAA expects that all AAM physicians will proactively seek qualified AME applicants using all available forums to advertise needs, requirements, and the application process, including:

(1) Aerospace Medical Association or other aerospace medicine meetings;

(2) Briefings to military flight surgeons and aerospace medicine residency groups;

(3) The FAA AAM website:

https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam;

(4) The FAA AME Designee Information website:

https://www.faa.gov/other_visit/aviation_industry/designees_delegations/designee_types; and

(5) Social Media and Web Services.

c. Credentials. At the time of initial application for designation, the physician must submit to DMS the following documents or copies (translated into English if in another language):

(1) Medical school diploma.

(2) Certificate of any postgraduate professional training (e.g., internship, residency, fellowship).

(3) Certificate of Good Standing by all medical licensing bodies from which the applicant has active medical licenses, proving there are no restrictions or limitations to practice medicine. This requirement is for international applicants only.

(a) These may be obtained by the region in written form or electronically, or the regional office may request the applicant instruct the licensing body to send certifications to the regional office.

(b) Under no circumstances should a Certificate in Good Standing be accepted directly from the applicant.

(4) Notice of certification by an American specialty board, if applicable.

(5) A current curriculum vitae.

(6) An official government-issued identification with a photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from mailing address. This information may be presented in more than one form of identification.

4. Disqualifiers. The FAA will disqualify an AME applicant for certain personal or professional deficiencies and intentional misrepresentations, including:

a. False Statements. In connection with completion of FAA Form 8500-8, AMEs are subject to Title 18 of the United States Code (18 U.S.C.) §§ 1001 and 3571, which indicate that whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned not more than 5 years, or both

b. Medical License History. Any past or present adverse action against the medical license of the AME is subject to review by the RFS for suitability or selection.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

7. Maintaining an Active Designee Application. All AMEs or prospective AMEs must immediately update their record in DMS when there is a change in status of licensure to practice medicine or adverse action or warning issued by a state licensing authority.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of an AME designee applicant. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of an AME applicant.

2. General.

a. Selection Process. The general process of selection consists of three steps: DMS determines if system-defined minimum qualifications are met; the selecting official (SO) determines if need and ability requirements are met; and an MS is then assigned to further review the applicant's qualifications and abilities.

b. Selection Considerations.

(1) DMS is the sole source from which to obtain a list of qualified applicants.

(2) An evaluation panel, determined by the SO, will then be established to review and evaluate the list of viable applicants identified through DMS.

3. Need and Ability to Manage. The RFS/AO must determine whether a need exists for an AME in a particular geographic area based on adequacy of coverage related to the pilot population or other factors. The RFS/AO or MGR/AO, AMED, will consider other variables, such as rural versus urban geographic locations and aviation activity levels, when assessing the local needs for designation of additional AMEs.

4. Requesting Qualified Applicant. See Volume 1.

5. Selection & Evaluation.

a. Selection Process. Once DMS provides a list of applicant(s) based on the search criteria, each applicant for consideration must be further evaluated.

(1) The MS must review the application for completeness and ensure that minimum qualifications are met for each applicant.

(2) The MS must complete the evaluation checklist in DMS for each applicant being evaluated.

(3) The MS must determine what training a prospective AME will require prior to appointment, which is a key part of the selection process. The regional office will follow the guidance in the training section to determine the initial training requirement and notify the applicant of these requirements.

b. Selection Panel. The evaluation panel consists of an RFS/AO or MGR/AO, AMED, and an AME PA/MS.

c. Evaluation Process.

(1) The regional office must conduct a review of the applicant's qualifications and supporting documentation.

(2) The AME PA/MS may contact the applicant for more information regarding the application, if needed.

(3) The FAA will not consider for designation an applicant that has been previously terminated for cause.

d. Record Results. The AME PA/MS must record results of the evaluation in DMS.

e. Make Recommendation. After reviewing the Evaluation Panel's findings, the AME PA/MS will formulate appointment recommendation in accordance with this order.

(1) The AME PA/MS submits the findings and recommendations in accordance with this order:

(a) Recommend appointment.

(b) Do not recommend appointment.

(2) The RFS/AO will review the appointment recommendation made by AME PA/MS, via DMS. This will include the following information:

(a) The designee candidate's application form;

(b) Information regarding equipment and facilities; and

(c) Any other pertinent information, references, or recommendations.

f. Selection Notification. DMS will:

(1) Notify all applicants of their application status;

(2) Maintain the data for the Certificate Letter of Authority (CLOA).

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of AMEs.

2. General.

a. Procedures for Initial Designation. Prior to designation, each AME applicant will provide a signed statement confirming that:

(1) Designation is a privilege, not a right.

(2) Designations may be terminated any time the FAA determines it is in the agency's best interest.

(3) There are no past or current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any state licensing board, the Drug Enforcement Administration (DEA), any medical society, any hospital staff, or by any other local, state, or federal organization that may have licensing or certification authority.

(4) There are no known investigations, charged indictments, or pending actions in any local, state, or federal court.

b. Training Requirement Prior to Appointment. After receiving a favorable recommendation to become an AME, applicants must first successfully complete all required DOT/FAA initial training as required in Chapter 7 before their appointment can be confirmed.

c. Notification. The FAA will notify all applicants of the status of their designations via the Message Center in DMS. DMS will hold their certificate of designation and all necessary forms and supplies.

d. RFSs/AOs. RFSs/AOs act as the SO or AO for AMEs who conduct FAA medical examinations within the geographic boundaries of their regions. The RFS/AO may delegate SO responsibilities to the AME PAs/MSs. This delegation only authorizes the SO to make a recommendation. The Deputy Regional Flight Surgeon (DRFS), while acting for the respective RFS, can perform AO duties.

e. Designation of Military Flight Surgeons. Management of military flight surgeon AMEs is the same as for any other designee with a few exceptions. Military AMEs are restricted to Class 2 & Class 3 medical certificates. An exception to the policy may be requested by a Service Surgeon General or DHA Director to meet extenuating military needs. Additionally, pilots who receive their Class 2 medical certificate from a military AME may not request an upgrade to Class 1 by later supplying an electrocardiogram (ECG) to Aerospace Medical Certification Division (AMCD). Active-duty military AME requests to perform civilian AME examinations off-base require the approval(s) of a Service Surgeon General's Office, the Senior RFS or FAS. All administrative functions pertaining to active military AMEs will be handled by the Military/International/Federal RFS/AO.

f. Designation of Official AMEs. The official category is reserved for those AMEs who hold assistant, associate or full professor positions in occupational medicine or aerospace medicine training programs and perform AME designee services in that capacity only. Official AMEs are approved for designation by the Military/Federal/International Regional Flight Surgeon office.

g. Procedures for Dual AME Designations in Civilian and Governmental Capacities. Procedures for Dual AME Designations in Civilian and Governmental Capacities. Civilian AMEs who function as United States Military Reserve/Guard component flight surgeons may request "dual location" from the appropriate civilian RFS/AO to perform AME duties at their military location.

(1) Civilian AMEs are most likely to perform more examinations in their civilian practice than in a military setting; therefore, the civilian RFS/AO will perform all oversight activity, and performance information from both practices will be combined for reporting purposes.

(2) If a Guard or Reserve AME is seeking civilian designation and is approved by the civilian RFS/AO, oversight of their activity will be transferred from the military region to the gaining civilian region.

(3) AMEs who have been designated to function with civilian and military capacity must only be assigned a single AME number, normally retaining the number from their initial designation.

(4) The same principle of single regional management will apply if an AME seeks dual designation as a civilian and Federal AME.

(5) No military AME will be designated as a Senior AME for performance of FAA examinations while in a military status without a written request from the appropriate Services Surgeon General and concurrence of the MGR/AO, AMED or FAS; however, dually designated AMEs may hold a senior AME rating in their capacity as a civilian AME.

h. Designations of Physicians in Foreign Countries. Many foreign countries do not have a medical licensing system similar to that of the United States, so it is often difficult to obtain reliable information about an applicant's status as a physician. If a country does not have a "Certificate of Good Standing" or equivalent, like those of Canada and the United Kingdom, the international AME PA/MS must request the appropriate U.S. embassy or consulate complete a professional background check.

i. Authority to Perform First-Class Examinations.

(1) To obtain designation as a senior AME, the physician must demonstrate compliance with the requirements for continued service as an AME and have an acceptable record performing second- and third-class examinations for at least three years.

Note: Only senior AMEs have the authority to perform first-class examinations.

(2) Exceptions to the 3-year requirement may be granted by the RFS/AO or MGR/AO and are based on the AME's prior military experience as a flight surgeon, residency training in aerospace medicine, previous AME experience, or an immediate exceptional need in a particular locality.

(3) International AMEs are always immediately designated as senior AMEs, given that their designation is in response to the need for AMEs to be conveniently located to examine U.S.-certified pilots who are based overseas and who require first-class certificates.

3. CLOA. The certificate of designation and designation letter are combined and represented by the CLOA.

a. Affirm Statement. Each AME applicant will affirm in DMS that there are no past or current restrictions of medical practice, and no adverse actions proposed or pending that would limit medical practice by any state licensing board, the DEA, any medical society, any hospital staff, or by any other local, state, or federal organization that may have licensing or certification authority.

4. Appointment Duration. Designations of physicians as AMEs are effective for 1 year, as recorded in DMS, unless terminated by the FAA prior to the end of the 1-year term or resignation.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of an AME.

2. Designee Responsibilities.

a. AMEs Must:

(1) Serve as aviation safety experts within their communities, advising on aeromedical issues;

(2) Ensure that medical certificates are issued only to applicants who meet the FAA's standards for medical certification; and

(3) Use acceptable equipment and adequate facilities in order to carry out the prescribed examinations.

(4) If the airman only has a foreign address and does not have a U.S. physical address of record on file with the FAA, the AME will verify that the FAA medical certificate applicants have complied with the U.S. Agent for Service requirements in 14 CFR Part 3, Subpart C before issuing a medical certificate.

b. AMEs Should:

(1) Maintain familiarity with general medical certification;

(2) Maintain familiarity with general medical knowledge applicable to aviation in order to properly discharge the duties associated with these responsibilities;

(3) Have detailed knowledge and understanding of FAA rules, regulations, policies, and procedures related to the medical certification of airmen;

(4) Charge reasonable fees that are customary for a comparable medical examination service in the geographic area where the AME is located; and

(5) Refrain from performing tests that are not required by the Guide for Aviation Medical Examiners or not medically indicated by history or physical findings.

c. Facilities and Equipment.

(1) The applicant must be engaged in the practice of medicine at an established office address that the RFS/AO has approved. Any change of office location must be reported to FAA and approved by RFS.

(2) The AME applicant must have adequate facilities in order to perform the required examinations and possess the following equipment prior to conducting any FAA examinations:

(a) Vision testing equipment. The required equipment is listed in the current Guide for Aviation Medical Examiners. This online guide may be viewed from the FAA website, https://www.faa.gov/ame_guide.

(b) Medical diagnostic instruments. Equipment and aids necessary to conduct a physical examination, including strips to test urine for sugar and protein.

(c) Electrocardiogram equipment. Senior AMEs must have access to electrocardiogram equipment to perform an electrocardiogram and be able to send a PDF of the ECG to the AMCD by attaching it within the Aerospace Medical Certification Subsystem (AMCS) as part of the Class I exam requirements.

(d) Audiometric equipment. All AMEs must have access to audiometric testing equipment or the capability of referring airmen and air traffic control (ATC) applicants and ATC employees for audiometric testing. The audiometer must be calibrated annually to ANSI S3.6-2004-Audiometers.

d. AMCS Requirements. All AMEs are required to use AMCS to record, validate, and transmit airman medical certification data.

(1) Regions may consider corrective action for AMEs unable to consistently transmit examination information within 14 calendar days following the date of the examination.

(2) The RFS/AO or MGR/AO, AMED, will consider the termination of designation of an AME who transmits more than 60 calendar days after the examination date.

(3) The AME is responsible for notifying the AMCS Online Support Desk if staff changes have occurred for an individual with AMCS privileges and if the employment status no longer requires AMCS access.

(4) The FAA will take an adverse action against an AME's designation if it is determined the AME failed to comply with the staff validation requirements.

(5) AMCS Document Upload. AMEs have the option and are encouraged to upload supporting documentation to exams via AMCS. Uploading supporting documentation saves administrative time to attach documentation to the FAA medical record.

e. Privileges. An AME is delegated the authority, to:

(1) Accept applications for physical examinations necessary for issuing medical certificates.

(2) Issue or deny FAA Airman Medical Certificates, following the policies and procedures in the Guide for Aviation Medical Examiners, subject to reconsideration by responsible FAA official(s).

(3) Defer a medical certification decision to the FAA when the AME does not have sufficient information, is unsure of whether the individual should be issued a medical certificate, or if deferral is recommended by agency policy or the Guide for Aviation Medical Examiners.

3. Ongoing Requirements of a Designee. In addition to maintaining minimum qualifications in DMS and ongoing requirements as outlined in Volume 1, a designee must meet the following obligations:

a. Proficiency Standards. All designees must meet proficiency standards of performing at least 10 FAA examinations per year.

b. Need. When there is an operational or geographic need for AME availability, AME designation may be continued, despite the AME not meeting a minimum proficiency of 10 FAA exams per year. The RFS must adequately document this circumstance to continue AME designation.

c. Examination Requirements.

(1) AMEs must personally perform medical examinations at the established office address approved by the appropriate RFS/AO.

(2) Paraprofessional medical personnel (*e.g.*, nurses, nurse practitioners, and physician assistants) may perform limited parts of the examinations (measure visual acuity, hearing, phorias, blood pressure, pulse, weight, urine testing, and electrocardiography) under the supervision of the AME. These individuals are permitted to review the clinical history; however, they may not perform the physical examination required by the FAA.

(3) When completing FAA Form 8500-8, the AME must personally review the medical history answers provided by the airman (especially 18V) and provide definitive comments in item 60 on all positive entries and all physical findings (*i.e.*, provide more than "no change" or "previously reported" notations). The AME must sign the FAA forms electronically.

(4) In all cases, the AME must review and assume responsibility for the accuracy and completeness of the total examination report, even if data entry was performed by someone else.

(5) All examinations must be electronically transmitted to the agency within 2 calendar weeks from the day the application is imported into AMCS. Mailing examinations may be permitted for a very limited time to cover some extenuating circumstances that do not permit electronic transmission.

(6) AMEs may not perform self-examinations for issuance of a medical certificate to themselves or issue a medical certificate to themselves or to an immediate family member.

d. Other. Designees must meet other requirements deemed necessary by the Administrator.

4. Aeronautical Center (AC) Forms and Supplies. The FAA will provide the Certification Envelope (AC Form 1360-47) and Near Vision Acuity Card (FAA Form 8500-1), which may be obtained from the MGR/AO, AMED, by online request or by download. The use of any locally designed forms or certificates in lieu of official FAA forms and certificates is prohibited.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of an AME.

2. General Oversight and Management Considerations.

a. Oversight Principles.

(1) The FAA continually evaluates the performance of each AME. Risk management principles will be used by RFSs/AOs and MGR/AO, AMED, to determine which AMEs require a higher level of monitoring or counseling following an analysis of all performance factors.

(2) The AAM is the organizational element within the FAA responsible for oversight and management of the AME system. The director of the office, the Federal Air Surgeon (FAS), develops and establishes policies, plans, procedures, standards, and regulations governing the AME designee.

b. Oversight Responsibilities. The FAS delegates to the MGR/AO, AMED, the following responsibilities:

(1) Monitor the AME system; oversee AME performance by developing and administering evaluation procedures to supply RFSs/AOs with data to assist them in renewing only those physicians who have demonstrated satisfactory performance; and continue to show an interest in the AME program.

(2) Plan, develop, administer, and evaluate medical education programs for training AMEs.

(3) Determine standards for initial and refresher training and develop special courses to meet training needs on a case-by-case basis. The RFS/AO assists in the planning, development, administration, and evaluation of medical education programs for training of AMEs.

(4) Prepare appropriate reports for the FAS and RFSs/AOs to evaluate the performance of their AMEs.

c. Oversight and DMS. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. In addition to an oversight plan developed by the regional office, the AME PA/MS, or both, the objective of an oversight program is to assure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations.

(1) Oversight feedback is considered in total to provide a high-level perspective of a designee's performance over a specific period. (See Volume 1, Chapter 6, subparagraph 2c.)

(2) The AME PA/MS must conduct regular performance evaluations predicated on the outcome of oversight activities. The results of individual oversight activities should be recorded

in DMS. However, a formal evaluation must be recorded in DMS at least once every 12 calendar months, generally completed during the designee's annual anniversary month. A formal performance evaluation is required prior to the extension of a designee's authority.

d. Performance Measures. There are three categories of performance measures. The FAA uses these criteria to gain insight into the designee's performance. DMS provides appropriate fields to record the details for performance measures.

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Knowledge and Understanding. Does the designee understand the terminology contained in FAA orders and other reference material used in conducting the certification activity?

(b) Interpretation and Application. Does the designee correctly interpret and apply the technical performance standards defined by the order or regulation?

(c) Equipment and Materials. Does the designee possess, select, or use the appropriate equipment, reference material, etc., when conducting certifications?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Qualifying Applicants. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to the FAA. Does the designee properly submit information, documents, or data to the FAA as required by FAA orders?

(c) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting certifications?

(d) Issuing Certificate, Approval, Authorization, or Results to Applicant. Does the designee follow the correct procedure when completing and issuing certificates and approvals, authorizations, or results to the applicant upon completion of the certification activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA or general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA With Public Sector. Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude with the FAA. Is the designee easy to work with and do they present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

e. Regional Role in AME Oversight.

(1) The FAS delegates responsibility to the RFSs/AOs to:

(a) Monitor. Monitor the AME system within their geographic areas of responsibility and oversee the AME's performance to ensure that the individual properly performs all duties and meets all requirements and conditions of the designations held.

(b) Establish Mentoring Program. Establish a mentoring program for all newly designated AMEs in their region. Under this program, the RFS/AO will provide certification review and direct mentorship for each new AME for up to 2 years, based on the judgment of performance by the RFS/AO.

(c) Update AME Information. Update AME information contained in DMS and take appropriate disciplinary action against AMEs who do not provide timely notification of any changes to the regions.

(d) Establish Quality Management System (QMS) Program. The senior RFS, through the Regional Flight Surgeon Working Group (RFSWG), ensures the establishment of an appropriate QMS program for the regions to use when monitoring an AME's performance.

(2) New AME offices must be evaluated by regional SPAs within 1 year of designation. Problem AME offices will also be visited as soon as practical after a deficiency necessitating a site visit has been determined (this visit may be unannounced). The goal of the national site visit is to survey every AME's office at least once every 5 years. Virtual site visits (VSV) using remote means are acceptable to inspect the office site and may be followed by standard live site visits if determined by the RFS/AO. Military AMEs are not subject to onsite live visits or virtual site visits. Military AMEs must submit change of address requests in DMS and submit required forms.

(3) SPAs will judge the adequacy of the documentation and the decision making of the AME for rejected, issued medical certificates. These rejected, issued medical certificates are identified by the Document and Imaging Workflow System (DIWS), an AAM medical

information system for airman medical applications. DIWS assigns a reject code when applications meet certain review parameters (*e.g.*, medical conditions or prescribed medications) and the application is forwarded to the DIWS Surveillance Queue to be reviewed by an SPA assigned to the appropriate RFS office.

(4) Any airman medical examination that the SPA determines has a questionable medical history or a medical condition may require an additional administrative medical review by the AMCD reviewer, surveillance physician, or RFS/AO.

(5) The determination by the SPA to forward medical examinations to the AMCD reviewer should be made as they relate to the issuance of the current medical examination being reviewed, not on documentation existing in past examinations. If evidence of poor decision making or inadequate documentation on past examinations is uncovered while reviewing the current issued rejected examination, the SPA should send these findings to the appropriate Certification PA in the AMCD or the regional airman medical certification analyst in the appropriate RFS/AO's office for resolution.

(6) The Certification PA in the AMCD may refer the case back to a region for further AME corrective or disciplinary action.

(7) The Manager, AMCD, must identify AMEs committing serious certification errors and notify the appropriate RFS/AO, to ensure that appropriate action is taken.

3. Oversight Actions.

a. Planning an Oversight Activity. SPAs will contact AME offices before performing a site visit, unless the AME is identified as a problem AME and an unannounced visit is warranted.

b. Oversight Activities.

(1) Direct Observation. Direct observation does not apply to AME designees.

(2) Review of Documentation.

(a) The AMED QMS will detail the information to be collected for AME performance reports for use by each RFS/AO to monitor the performance of all AMEs. The content of these reports will be determined by the MGR/AMED, in consultation with the RFSs/AOs, as part of the AMED and RFS/AO QMSs.

(b) DMS will generate a Consolidated AME Summary Performance Report to compare regional oversight performance. In addition, AMED staff will provide the appropriate RFS/AO and MGR/AO, AMED, with any reports from local, state, and federal law enforcement agencies and court systems.

(c) The AMED staff will request the Federation of State Medical Board perform continual medical license reviews of all AMEs and report significant/abnormal findings to the RFS/AO offices as soon as possible.

c. Outcomes of Oversight Activities.

(1) The FAA uses various oversight methods to manage designees and all oversight results should be recorded in DMS using the Overall Performance Evaluation (OPE). The results of many, but not all, of the oversight activities are determined primarily by the overall assessment of the three performance measures described above. Managing Specialists should perform the OPE at least once per year. The AME PA/MS identifies deficiencies as detailed in the performance measures and then reviews the findings and determines the outcome of the oversight activity. The AME PA/MS can select from:

(a) Satisfactory;

(b) Needs Improvement;

(c) Unsatisfactory—Suspend; and

(d) Unsatisfactory—Terminate.

(2) If the AME PA/MS determines that the designee falls into the category of "Needs Improvement," "Unsatisfactory—Terminate," or "Unsatisfactory—Suspended," then appropriate follow-up activity must be determined and recorded in DMS.

4. Follow-up Actions. A deficiency can often be remedied with FAA guidance provided either formally or informally. In such cases, a designee's authorization may be continued depending on circumstances and the judgment of the AME PA/MS.

a. Counseling. In certain situations where non-compliance has been determined, the designee may be suspended from conducting authorized activities until formal counseling has been completed and the AME PA/MS is assured that the issue has been corrected. In any event, the counseling must lead to a satisfactory performance rating.

b. Additional Training. The AME PA/MS may determine that appropriate follow-up action could be conducted in the form of additional training. This is a rare event since AMEs receive a significant amount of training prior to designation and through recurrent training events. If additional training is needed, validation of the effectiveness of the training is required. Typically, events that may be appropriate for the use of additional training as a follow-up action include:

(1) Performance deficiency found during oversight evaluation, and

(2) Training to prevent a deficiency after an extended absence.

5. Management Functions.

a. Expand Authorities or Change Limitations.

(1) After three years, a designee can request a designation as a Senior AME.

(2) Change of limitations is not applicable to AME designees.

b. Reduce Authority. Reduction of authority is not applicable to AME designees.

c. Record Note. The AME PA/MS may insert a "note" into the designee's DMS record as a reminder of an upcoming event or an action to be taken.

d. Send Message to Designee. The AME PA/MS, RFS/AO, and SPA may use this tool to document an event or an action required on the part of the designee. This function provides a permanent record of the correspondence with the designee.

e. Record Feedback or Interaction With a Designee. Important written correspondence and memoranda, PDF files of FAA orders, and other hard copy documents can be uploaded into DMS and transmitted to designees.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the training for AMEs.

2. General. Designees must develop and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. The Aerospace Medical Education Division (AAM-400) will document training in DMS.

3. AME Training Requirements.

a. Applicant Initial Training.

(1) After receiving a recommendation for becoming an AME Designate, an applicant must successfully complete the distance learning courses: Medical Certification Standards and Procedures Training (MCSPT) and Clinical Aerospace Physiology Review for AMEs (CAPAME) before initial designation, and prior to attending a Basic AME Seminar. If the applicant fails both courses, the RFS/AO should stop the designation process and determine if the applicant is suitable.

(2) An AME applicant must also attend and pass a Basic AME Seminar, unless the applicant has had prior aerospace medicine training and has received approval from the appropriate SO to substitute a Refresher AME Seminar instead.

(3) Authorization to attend a Basic AME Seminar will not be given until MCSPT and CAPAME have both been completed and passed with a score of at least 70 percent. The AME must attend all lecture sessions or have an excused absence from the course director and remediate any missed lectures to the course director's satisfaction. The AME is responsible for ensuring that all travel arrangements permit complete seminar attendance.

(4) If the applicant successfully completes the seminar, the RFS/AO may proceed with the designation unless there are other concerns regarding the suitability of the applicant.

(5) After initial designation, the AME is not required to repeat the MCSPT, CAPAME, or attend another Basic AME Seminar unless an RFS/AO determines a need for remedial training or the AME chooses to attend a Basic AME Seminar again.

b. AME Staff Member Training. The AME is responsible for ensuring that staff members processing FAA forms are knowledgeable of FAA policies and procedures related to the use of these materials. The FAA recommends that any staff member who assists with the electronic transmission of FAA examinations into AMCS complete MCSPT.

(1) AMEs are accountable for the quality and content of any examination transmitted on their behalf, regardless of who actually transmits the examination.

(2) Just like the AME, any staff member who will be transmitting examinations is required first to obtain a unique username and password for AMCS. AMEs or staff members

must never allow anyone else to use their username and password to transmit examinations, since these are the equivalent of an electronic signature.

c. AME Refresher Training.

(1) An AME must attend a Refresher AME Seminar, or equivalent training as determined by the MGR/AO, AMED, every 3 years as a requirement for continued designation. As an option, an AME may alternate the Multimedia Aviation Medical Examiner Refresher Course (MAMERC) in lieu of attending an FAA seminar, but no more than 6 years (72 calendar months) should elapse between AME seminar attendance, or more than 3 years (36 calendar months) between seminar attendance and MAMERC completion.

(2) If an AME fails to comply with training requirements, suspension of the AME's designation will be automatically imposed, which will lead to the loss of access to AMCS, and no certificate can be issued by the AME until the suspension is lifted. Deviations from the seminar attendance policy, when the online MAMERC course is not an option, must be based on an AME's individual circumstances. A request for such a deviation from FAA Order 8000.95 policy, following AAM RFS 300-005 Aviation Medical Examiner Program, may be submitted if requested by the RFS to the Manager, AMED, for consideration.

(3) The AME PA/MS must ensure that all training deviations and suspension actions are fully documented in DMS. All AME seminar sessions defined as required by AMED must be attended in their entirety, and seminar tests must be completed and passed for seminar credit to be given.

(4) Continuing Medical Education (CME) credit may be awarded, when appropriate, at the discretion of the MGR/AO, AMED, on an hour-per-hour basis according to the Accreditation Council for Continuing Medical Education (ACCME) guidance for lectures attended at a seminar, irrespective of whether or not sufficient sessions were attended to receive seminar credit.

(5) The AME is responsible for ensuring that all travel arrangements permit complete seminar attendance. The AME must attend all lecture sessions or have an excused absence from the course director and remediate any missed lectures to the course director's satisfaction.

4. AAM Employee Training.

a. Medical Assessors. Medical assessors, which include RFSs/AOs and AAM medical officers, are technically not AMEs because they are FAA employees and not designees. However, they are still expected to maintain familiarization with current aeromedical certification practices. Their training and proficiency requirements are not within the scope of Order 8000.95.

b. AME PAs/MSs. It is recommended that AME PAs/MSs attend a Basic AME Seminar to familiarize themselves with the AME program as soon as possible after their employment has begun.

c. SPAs. In addition to the AME PA's training, SPAs must attend a one-week familiarization course at the Civil Aerospace Medical Institute (CAMI) to learn the fundamentals and processing procedures necessary to do issued rejected examination reviews before beginning to conduct these reviews. SPAs will also receive annual refresher training conducted by the AMCD. The regional offices are responsible for training SPAs to do site visits before having them visit AME's offices.

Chapter 8. Annual Request for Extension of a Designee's Designation

Note: See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation.

1. Requirements.

a. The AME must maintain all necessary medical credentials, including the appropriate state medical license and medical equipment.

b. In the event of an office relocation or change in practice, the AME must request a Change of Designation Location Request in DMS authorizing the change of the location to perform FAA physical examinations. If a relocation results in a move to a different region, the present designation may be transferred to the gaining regional office, if it has been determined that there is a need for an AME at the new location. New statements from the physician's local or state medical society, osteopathic association, or state, federal, and foreign licensing authority may be required following practice relocation.

2. Privilege, Not a Right. See Volume 1.

3. Declination of AME Authorization Extension. AMEs who do not wish to remain designated must voluntarily surrender their designation in DMS. See Chapter 9 for information on voluntary surrender.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to the termination of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the termination of an AME designation.

2. General. AME PAs/MSs and AOs should ensure that documentation relating to designee deficiencies substantiate the termination, and that those documents are included in the designee's DMS file.

3. AME Voluntary Surrender of Designation.

a. Reasons for Voluntary Surrender. AMEs may voluntarily resign their designation. The AME who has decided to "voluntarily surrender" a designation must use DMS.

b. In Lieu of Termination. An RFS/AO or the MGR/AO, AMED, must never permit voluntary surrender in lieu of an "FAA Decision to Terminate a Designation," if a termination decision has already been made.

4. Termination Investigation For Cause Termination

a. Panel Members. For an AME that holds no other designation(s), the RFS/AO will convene a termination for cause panel comprising of the Deputy Federal Air Surgeon (DFAS), an RFS/AO from a region other than the region of residence of the AME, MGR/AO AMED and one additional FAA physician.

> **Note:** For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

b. Termination For Cause Review Panel Responsibilities. See Volume 1.

c. Review of Decision. The review panel will review the termination decision and make a final decision within 45 calendar days.

d. Final Decision. The review panel's decision is final.

e. Documentation. All documentation associated with the review panel (*e.g.*, outcome, members of the panel, communication with the designee) should be included in the designee's DMS file.

5. FAA-Initiated Termination of AME.

a. Terminating a Designation. An RFS/AO, can make a decision to involuntarily terminate an AME's designation either "for cause" or "not for cause."

(1) As soon as a proposed action to terminate or not renew has been made, the AME will be notified promptly to suspend exercising all AME privileges and discontinue performing FAA medical certification examinations.

(2) The AME must be notified electronically within 15 calendar days of the reason(s) for the termination or non-extension action.

(a) The reason(s) must be specific and will cite applicable regulations, policies, and orders.

(b) If notification of termination or suspension by electronic means fails, no further attempts to contact the AME are needed and the FAA may begin termination.

(3) The investigation must be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

b. For Cause Termination. The following substandard performance reasons that are "for cause" include:

(1) Performance deficiencies found during oversight activities or identified by other sources.

(a) Careless or incomplete reporting of the results of medical certification examinations.

(b) Failure to promptly send medical examination reports to the FAA.

(c) Failure to promptly transmit FAA examinations using AMCS.

(d) Any other performance-based reason the FAA deems appropriate.

(2) Lack of Integrity (for example, making false statements, misrepresenting information, failing to disclose pertinent information, etc.).

(a) Failure to personally perform FAA physical examinations.

(b) Integrity, misconduct, or inability to work constructively with the FAA or the public, including:

1. Arrest, indictment, or conviction for violation of a law;

2. Misrepresentation of the information submitted in a medical certification examination; and

3. Any action that compromises public trust or interferes with the AME's ability to carry out the designation responsibilities.

(3) Misconduct (for example, purposefully not following prescribed procedures for gain; etc.).

(a) Disregard of or failure to demonstrate knowledge of FAA rules, regulations, policies, and procedures.

(b) Unprofessional performance of examinations.

(c) Failure by a senior AME to transmit ECGs for first-class medical certification examinations to the AMCD, by means approved by the AMCD, unless approval has first been obtained from the AMCD or the responsible regional office.

(d) Unprofessional office maintenance and appearance.

(e) Movement of the location of practice or an addition of a practice location without prior approval in writing from the regional office.

(f) Failure to notify the RFS/AO or MGR/AO, AMED of a substantial change in practice availability.

(g) Performance of FAA physical examinations at an unapproved or nondesignated location.

(4) Inability to work constructively with FAA or public (for example, failure to return phone calls, follow guidance, exhibit a cooperative attitude, etc.).

(a) Failure to respond to RFS/AO, MGR/AO, AMED, or AMCD communications within 15 calendar days.

(5) Improper representation of the FAA (for example, using designee number for inappropriate purposes etc.).

(6) Result of Investigation.

c. Not For Cause Termination. The following substandard performance reasons that are "not for cause" include:

(1) Activity in the office decreased, or is forecasted to decrease, eliminating the need for the designee.

(a) No examinations performed within 12 calendar months of initial designation.

(b) Performance of an insufficient number of examinations to maintain proficiency.

Note: The number of examinations considered sufficient is 10 per year; however, an RFS/AO or MGR/AO, AMED, may accept fewer examinations as evidence of proficiency for experienced AMEs or when geographic coverage dictates.

Note: Any decision by a regional office to permit an AME performing fewer than 10 examinations per year to remain designated must be fully documented in DMS.

Note: The documentation in DMS is unnecessary if the AME has been classified as "Official" by the MGR/AO, AMED. The "Official" category is to

be reserved for those AMEs whose value to the FAA is determined to supersede a need to demonstrate proficiency by the number of examinations performed.

(2) The FAA plan for delegated work changed, eliminating the need for the designee.

(a) Lack of FAA need for an AME in the requested location.

(b) The FAA can support the certification work or need with other existing designees.

(c) Existing and projected office workload does not allow the office to effectively manage the designee.

(d) The FAA does not have the ability to provide authorization, testing, or additional training needed for its employees to oversee the designee. Adequate funds (for example, travel allocation) are not available to oversee the designee.

(e) FAA staff does not have the technical skills and knowledge to oversee the designee.

(3) Designee no longer meets minimum qualifications.

(a) Loss, restriction, or limitation of a license or equivalent to practice medicine.

(b) Designee does not meet training requirements.

(c) Failure to comply with the mandatory AME training requirements.

(d) Designee did not renew designation before expiration.

(e) Designee's authority expired while suspended.

(f) Designee did not update DMS profile at least annually.

(g) Designee location no longer acceptable.

(h) Designee relocated.

(i) Designee resigned.

(j) Company requested termination.

(4) Designee is physically unable to perform designee duties.

(a) Any illness, medical condition, or other disability that may affect the physician's sound professional judgment or ability to adequately perform examinations.

(b) Designee is deceased.

(5) Result of investigation.

Chapter 10. Suspension of a Designation

1. Purpose. This chapter provides the policy related to the suspension of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the suspension of an AME designation.

2. General. The suspension of a designee is a significant change in status and occurs because DMS or the AME PA/MS identifies an elevated level of risk in managing the designee.

a. AME Suspension Considerations.

(1) An AME can be suspended if there is a lapse in minimum qualifications and it is anticipated that the condition can be rectified in a reasonable period of time, such as a lapse in state medical license or overdue training. An AME may be suspended for a maximum of 180 days.

(2) Circumstances in which an AME is under investigation for criminal activity, fraud, or any other activity for which immediate action is necessary, but where there is not enough evidence to base an outright termination action.

(a) In these cases, the FAA will notify the AMEs electronically as we would for termination actions, informing them of the reason(s) for the suspension and instructing them to cease all designation duties pending an FAA investigation.

(b) The investigation must be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for AMEs.

2. Assign DMS Roles. A role within DMS is not a position description of an employee. A role as it relates to DMS defines the functions that an individual will have available in DMS.

3. Send Message to AME PA/MS. The designee may use this tool to communicate with AME PAs/MSs. The message will remain a permanent record within the designee's file.

4. Annual Request to Extend Expiration Date. Designees must complete the request to extend expiration date task on an annual basis. If the designee no longer meets minimum qualifications, DMS will suggest that the AME PA/MS initiate suspension of the designee.

VOLUME 3. DPE, SAE, AND ADMIN PE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Overview

1. Purpose of This Volume. This volume supplements Volume 1, Common Designee Policy, by providing specific guidance for the designee management program of Designated Pilot Examiners (DPE), Administrative Pilot Examiners (Admin PE), and Specialty Aircraft Examiners (SAE) not otherwise provided in detail in Volume 1.

2. Audience. The primary audience for this volume is DPEs, Admin PEs, SAEs, their FAA managing specialists (MS), and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Supplemental Information. This volume is organized to provide general policy and instructions related to DMS management. It is supplemented by DMS Job Aids for designees/applicants and FAA personnel.

a. Applicant and Designee DMS Job Aid and Mailbox Support Location: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms.

b. FAA Internal DMS Job Aid and Mailbox Support Location: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

Section 2. Designee Types

1. Types of DPE Designees. A designee is an individual appointed in accordance with 14 CFR Section 183.23. Most designees will be issued authorizations that are based on the type of designee, certificate level they are authorized testing/checking, and category/class or privileges that they are authorized to conduct. For example, a DPE with airline transport pilot (ATP) testing privileges in a multiengine land airplane would get the following authorization: DPE-ATPE-AMEL. The privileges associated with each part of each authorization are explained in the tables below. Administrative authorizations, Vintage Flight Engineer Examiner (VFEE) authorizations, and Vintage Aircraft Examiner (VAE) group authorizations may be a two-part authorization (*e.g.*, VFEE-TJET).

2. Temporary Authorization.

a. Qualified and Current Designee. If a designee is qualified and current in a specific make, model, and type (if applicable) of aircraft for which designee services are rarely requested and the designee holds a current DPE authorization for a comparable aircraft in the same category and class, the managing FAA office may issue the designee a temporary authorization for testing privileges in that aircraft. The request is made by a designee through the preapproval process. All preapprovals using a temporary authorization revert to manual approval, and must be approved by the MS. Each request must be made and approved for each individual testing/checking event. If an office finds that they are approving numerous temporary

authorizations for a specific authorization, every attempt should be made to appoint a designee that is qualified for that specific authorization.

b. No Qualified and Current Designee. In the event that there is no designee current or qualified in the aircraft, the managing office may grant a temporary authorization to an existing designee provided they have conducted a thorough risk analysis and have determined that the test/check can be conducted safely. When conducting a risk analysis, the applicable Safety Risk Management Policy should be used, and the risk analysis must be documented in DMS. This type of authorization should be used only as a last resort to get testing/checking accomplished, and must be evaluated on a case-by-case basis.

Table 3-1. Types of Designees [1]

Type	Full Title	Detailed Description
DPE	Designated Pilot Examiner	A DPE is an individual who meets the general and DPE-specific qualification requirements in Chapter 2. A DPE may be authorized to test/check in airplanes or rotorcraft helicopters (not listed as vintage or requiring an FAA issued authorization to act as pilot in command), gliders, or lighter-than-air (LTA) balloons at the Sport Pilot Examiner (SPE), Private Pilot Examiner (PE), Commercial Pilot Examiner (CE), ATP Examiner (ATPE), or Flight Instructor Examiner (FIE) certificate levels as authorized on their Certificate Letter of Authority (CLOA). They may also be authorized administrative functions. DPEs are designated for specific testing functions and may perform only the functions authorized by their CLOA.
SAE	Specialty Aircraft Examiner	SAEs are authorized to conduct tests and checks leading to certificates, ratings, or both, or operating privileges in aircraft that require specialized experience. Listed below are the sub-types of SAEs that exist as of the current date of this order. Should the need arise for an additional type of SAE, the Delegation and Resource Branch (AFG-970) has the authority to define the new type of SAE, eligibility requirements, as well as privileges and limitations of the new SAE sub-type. SAEs may issue pilot certificates at the certificate levels authorized by their CLOA.
*VAE	Vintage Aircraft Examiner	A VAE may conduct practical tests for type ratings or conduct § 61.58 proficiency checks in specifically authorized makes and models of aircraft, or authorized groups of aircraft, as shown in the VAE Groups and Type Rating Designations document at https://www.faa.gov/licenses_certificates/vintage_experimental/.
*EAE	Experimental Aircraft Examiner	An EAE may conduct practical tests for the issuance of an FAA authorization, and conduct § 61.58 proficiency checks, in specifically authorized makes and models of experimental aircraft that require an FAA-issued authorization to act as pilot in command (PIC), as listed at https://www.faa.gov/licenses_certificates/vintage_experimental/.

[1] Where issuance of certificates are addressed in this volume, they are temporary certificates pending issuance of the airmen certificate by the Civil Aviation Registry Division (AFB-700).

Type	Full Title	Detailed Description
*VFEE	Vintage Flight Engineer Examiner	A VFEE conducts tests or checks in large, vintage aircraft requiring a flight engineer (FE), which are no longer in significant commercial service. These examiners may be authorized to conduct FE certification tests, FE recurrent checks required by § 91.529, or the VFEE may be authorized for both. A VFEE may also be authorized to endorse FAA Form 8060-7, Airman's Authorization for Written/Knowledge Test.
*SPE	Sport Pilot Examiner	An SPE conducts testing or checking only in aircraft that meet the provisions of § 61.316. An SPE may issue a sport pilot certificate or endorsement as authorized. An SPE may also issue private pilot certificates for Powered Parachute (PPC), Weight Shift Control (WSC), Rotorcraft Gyroplane (RG), and LTA airships, as authorized. Additionally, an SPE may issue a Commercial Pilot Certificate for rotorcraft gyroplane and LTA balloon when authorized.
*LAE	Limited Aircraft Examiner	An LAE conducts practical tests and § 61.58 proficiency checks in limited production (including new production) type certificated (TC) aircraft, to reduce demands on the Flight Standards Inspector Resource Program (FSIRP).
Admin PE	Administrative Pilot Examiner	Admin PEs review applicant records, knowledge test reports, and logbooks, as applicable, and issue pilot certificates at various certificate levels as authorized. Currently, Admin PEs may be issued only by the ACR-141 or ACR-FIRC authorizations. Admin PEs do not conduct certification practical tests.

*SAE sub-type.

Table 3-2. Certificate Level Testing/Checking Authorizations

Type	Full Title	Detailed Description
SPE	Sport Pilot Examiner	A SPE conducts sport pilot certification tests and additional aircraft privileges as specifically authorized.
PE	Private Pilot Examiner	A PE conducts private and recreational pilot certification tests and additional aircraft rating tests as specifically authorized.
CE	Commercial Pilot Examiner	A CE conducts commercial pilot certification tests in rotorcraft, powered-lift, gliders, and LTA aircraft and additional aircraft rating tests, as specifically authorized.
CIRE	Commercial and Instrument Rating Examiner	A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized for airplanes, powered-lift, and rotorcraft helicopters.
ATPE	Airline Transport Pilot Examiner	An ATPE conducts ATP practical tests for the original issuance of an ATP Certificate and additional ratings as authorized. ATPEs must hold category, class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.
SPFIE	Sport Pilot Flight Instructor Examiner	A SPFIE conducts practical tests for the initial issuance, recent experience, and reinstatement of a flight instructor certificate with a sport pilot rating, only in aircraft that meet the provisions of § 61.316.
FIE	Flight Instructor Examiner	A FIE conducts practical tests to establish flight instructor recent experience, reinstate flight instructor privileges or additional ratings. An FIE is authorized to issue flight instructor recent experience,

Type	Full Title	Detailed Description
		reinstatements, and additional ratings on the basis of practical tests only. An FIE does not conduct practical tests for initial issuance of flight instructor certificates.
FIEI	Flight Instructor Examiner Initial	A FIEI conducts practical tests for the initial issuance, establishment of flight instructor recent experience, reinstatement of flight instructor privileges, or for additional ratings. An FIEI is authorized to issue initial flight instructor certificates, recent experience, reinstatements, and additional ratings on the basis of practical tests only.
PPE	Pilot Proficiency Examiner [2]	A PPE conducts the PIC proficiency checks required by § 61.58 for airmen who act as PIC of an aircraft that is type certificated for more than one required pilot flight crewmember or is turbojet-powered, and operated under regulations other than Part 91, Subpart K, and Parts 121, 125, 133, 135, or 137. A PPE does not conduct certification practical tests. The make and model of authorized aircraft will be included in the designee's authorization (*e.g.*, DPE-PPE-GIV).
TYPE	Type Rating Examiner	A type rating examiner conducts practical tests in aircraft that require the PIC to hold a type rating for a specific make and model of aircraft, as authorized, at all certificate levels. The designee must hold the type rating(s) on their pilot certificates pertinent to the tests to be conducted. The make and model of authorized aircraft will be a part of the designee's authorization (*e.g.*, DPE-TYPE-LRJET). To be authorized for a particular make and model of aircraft, the examiner must have logged at least 50 hours of PIC flight time in that aircraft type (25 hours for each additional aircraft type). For VAE, VFEE, and EAE, see Table 3-8.
SPE-RSFC	Rotorcraft Simplified Flight Control	A sport pilot examiner authorized to conduct tests/checks in rotorcraft simplified flight control.

Table 3-3. Aircraft Category/Class/Privileges Testing/Checking Authorizations

Type	Full Title	Detailed Description
ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in small piston-powered single-engine land airplanes or small turbopropeller single-engine land airplanes that do not require the PIC to hold a pilot type rating. Prior to administering practical tests in a single-engine airplane that is turbine-powered or having Simplified Flight Controls, the designee must have logged at least 5 hours of PIC flight time in that single-engine make and model (emphasis: applies to turbine-powered and Simplified Flight Control single-engine airplanes only).
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in small piston-powered multiengine land airplanes or small turbopropeller multiengine land airplanes that do not require the PIC to hold a pilot type rating. Prior to administering a practical test in a small multiengine land airplane, the designee must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.

[2] The FAA uses the DMS to authorize individuals to conduct pilot proficiency checks under § 61.58(d)(1).

Type	Full Title	Detailed Description
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in small piston-powered single-engine sea airplanes or small turbopropeller single-engine sea airplanes that do not require the PIC to hold a pilot type rating. Prior to administering practical tests in a single-engine airplane that is turbine-powered or having Simplified Flight Controls, the designee must have logged at least 5 hours of PIC flight time in that single-engine make and model (emphasis: applies to turbine-powered and Simplified Flight Control single-engine airplanes only).
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in small piston-powered multiengine sea airplanes or small turbopropeller multiengine sea airplanes that do not require the PIC to hold a pilot type rating. Prior to administering a practical test in a small multiengine sea airplane, the designee must have logged at least 5 hours of PIC flight time in that multiengine sea airplane make and model.
PLFT	Powered-Lift	This authorizes a designee to administer practical tests in powered-lift. For practical tests leading to a type rating, that unique type must be listed on the CLOA.
RH	Rotorcraft Helicopter	This authorizes a designee to conduct practical tests in helicopters. For testing in multiengine helicopters, the specific make and model of helicopter must be listed on their CLOA. For testing in single-engine helicopters, “single-engine reciprocating” or “single-engine turbine” must be listed on the CLOA. The designee must have logged at least 5 hours of PIC flight time in each specific make and model of helicopter in which that examiner conducts tests.
RG	Rotorcraft Gyroplane	This authorizes a designee to administer practical tests in rotorcraft gyroplanes.
GL	Glider	This authorizes a designee to administer practical tests in gliders. Designees must meet the requirements of § 61.31(j)(2) or show experience and demonstrate skill in at least one of the following launch procedures, for which they have a logbook endorsement: aero tow, ground tow, and self-launch. The designee is then authorized to conduct examining activity for all launch procedures for which they have a logbook endorsement.
LTAB	Lighter-than-Air Balloon	This authorizes a designee to administer practical tests in balloons. Designees may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner’s pilot certificate is restricted to balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that kind of balloon (*e.g.*, hot air or gas balloon). This limitation must be listed on the designee’s CLOA.
LTAA	Lighter-than-Air Airship	This authorizes a designee to administer practical tests in airships.
WSCL	Weight Shift Control Land	This authorizes a designee to administer practical tests in weight-shift-control land aircraft.
WSCS	Weight Shift Control Sea	This authorizes a designee to administer practical tests in weight-shift-control sea aircraft.
PPCL	Powered Parachute Land	This authorizes a designee to administer practical tests in powered parachute land aircraft.
PPCS	Powered Parachute Sea	This authorizes a designee to administer practical tests in powered parachute sea aircraft.

Type	Full Title	Detailed Description
TPRP	Turboprop	This authorizes a VFEE to conduct tests or checks in turboprop-powered aircraft.
TJET	Turbojet	This authorizes a VFEE to conduct tests or checks in turbojet-powered aircraft.
RECP	Reciprocating	This authorizes a VFEE to conduct tests or checks in reciprocating engine powered aircraft.
SMFT	Special Medical Flight Test	This authorizes a designee to conduct an applicant's special medical flight test. SMFTs may or may not involve a flight. Testing privileges limited to ground only must be listed on the designee's CLOA.
SFAR 73 qualified	SFAR 73 R-22/R-44	This authorizes a designee to provide the required logbook endorsement of SFAR 73, paragraph 2(b)(5)(iv). Each authorized aircraft must be listed in the limitations section of the CLOA.

Table 3-4. Administrative Authorizations

Type	Full Title	Detailed Description
FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with § 61.75. An FPE may also issue a private pilot, commercial pilot, or ATP certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Licensing (IPL) in accordance with § 61.71(c). An FPE may also convert a European Union Part-Flight Crew Licensing (EU Part-FCL) pilot license to an FAA pilot certificate using the FAA/European Union Aviation Safety Agency (EASA) Technical Implementation Procedures—Licensing (TIP-L). Certificates issued will be at the private pilot certification level.
MCE	Military Competency Examiner	The MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (*e.g.*, § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in §§ 61.73(g) and 61.199(a)3.
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Recent Experience Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for recent experience of a flight instructor certificate that is still current and for which the renewal process is merely administrative (*i.e.*, a practical test is not required for recent experience validation of the applicant's flight instructor certificate) in accordance with § 61.197(b)(2). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor recent experience applications.

Type	Full Title	Detailed Description
ACR-141	Airman Certification Representative for a Part 141 Pilot School With Examining Authority	An ACR-141 accepts applications for airman certificates, ratings, or both from the graduates of a pilot school that holds examining authority under Part 141.
ACR-FIRC	Airman Certification Representative for a Flight Instructor Refresher Course	An ACR-FIRC reviews applicants' attendance/training records and determines applicants' eligibility to establish flight instructor recent experience based on attendance of a flight instructor refresher course (FIRC).
BAE	Basic Administrative Examiner	A BAE conducts activities that are administrative only. A BAE reviews an applicant's knowledge test, training records, log books, course completion certificates (as applicable) for Second in Command (SIC), Supervised Operating Experience (SOE) limitation removal, Remote Pilot Certificate (per §§ 107.61 and 107.63), Night flight limitation removal (per § 61.110), and ATP Limitation removal. Each BAE authorized activity must be listed in the limitations section of the CLOA.

Note: Administrative authorizations may be given to DPEs and SAEs in addition to their other testing and checking authorizations. At the office manager's discretion, existing designees that no longer meet initial designation medical requirements, may be authorized administrative privileges only.

Note: Each BAE activity listed on the CLOA must be trained and documented in DMS prior to authorization. Any BAE authorization that has a prerequisite such as holding practical test privileges on the CLOA must be met.

Note: Designees preparing to conduct authorized activities should follow the procedures set forth in FAA Order 8900.1, Volume 5, Airman Certification, as applicable. Specific sections that limit activities to an aviation safety inspector (ASI) also include properly trained and authorized designees.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Flight Standards Office Managers.

(1) Flight Standards office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Flight Standards office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard.

(3) Flight Standards office managers are responsible for continually evaluating the effectiveness of the designee program and MSs.

(4) Flight Standards office managers are required to ensure that ASIs and office management are assigned appropriate roles within DMS to carry out their assigned duties.

b. MRA. MRAs are office managers, but may be Front Line Managers (FLM). MRAs ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

c. Appointing Official (AO). AOs are office managers, but may be FLMs.

d. Selecting Official (SO). SOs are FLMs but may be office managers.

e. Managing Specialists. The MS is an ASI primarily responsible for the management of a specific designee(s).

(1) MSs must ensure that designees are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(2) Designee management must consider potential risks and hazards to safety. MSs should remain constantly vigilant for such risks and hazards. These ASIs should review data and other resources, such as Safety Performance Analysis Systems (SPAS), to focus oversight on potential problem areas.

(3) The MSs must be experienced FAA ASIs whose specialty is General Aviation (GA) Operations. They must have completed the GA Operations indoctrination courses, or equivalent, and have completed or have a scheduled course start date to complete the required training. Training requirements can be found in Chapter 7 of this volume.

f. Aviation Safety Inspectors (ASI). This role allows any ASI access into DMS to record specific oversight and other activities, as well as accessing information on any designee in DMS.

g. Office Administrator (OA). The OA role allows certain FAA administrative office personnel limited MS functionality to submit administrative DMS entries such as training and meetings. The OA is typically an aviation safety assistant (ASA) or aviation safety technician (AST), but may also be an ASI.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

> **Note:** DMS user roles determine which activities an FAA user can access in DMS. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

i. Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the AO, SO, and MS roles may be proxied.

(4) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(5) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign a MS proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

j. Designee Focal Point. In order to enhance designee oversight, each responsible Flight Standards office manager must appoint an operations focal point within that office to support the oversight of DPEs and SAEs managed by that office.

> **Note:** For offices with a high volume of designee surveillance responsibilities, the responsible office manager may appoint more than one focal point.

(1) Designee focal points serve as resources for other inspectors in the area of designee oversight and surveillance. Focal points provide guidance to and answer questions from other inspectors in the office who have responsibility for designee management.

(2) Designee focal points work with the MSs to take action necessary to correct performance issues and communicating performance issues with the national program office, when necessary.

(3) Designee focal points address issues relating to designee training, duties, and surveillance and they ensure the designee annual meeting requirements are met and properly documented for each designee.

> **Note:** Plan and conduct the annual meeting with input from the national program office and the office MSs to ensure any critical issues have been addressed.

(4) Designee focal points keep all personnel in the office aware of current designee issues, such as:

- Changes to the policies or processes regarding designees,
- National issues regarding designees, and
- Areas of emphasis related to designees.

(5) The MSs and ASIs should coordinate with the office focal point for all issues that arise related to designee oversight.

(6) To be appointed as a designee focal point, they must be a current or former MS who meet the current training requirements for Designee Oversight.

Note: Offices must maintain a current list of office focal points, and forward any changes to the list to AFS-850 at: 9-AVS-AFS-850@faa.gov, when changes occur.

Chapter 2. Application Process

1. Purpose. This chapter and the corresponding chapter in Volume 1 describe the policy related to the application process for individuals applying for the authority to function as a DPE, SAE, or Admin PE. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DPE, SAE, or Admin PE applicants.

2. General.

a. Application Information. Candidates for initial designation as a DPE, SAE, or Admin PE must submit an application through DMS.

b. Applications must include a professional resume detailing work experience.

c. Applications must include a supplemental information sheet or equivalent that describes the applicant's airmen certificates, specific qualifications, and flight hour break down for the designation sought. Flight Experience must be entered as actual flight times. Hours must not be rounded off or approximated.

d. Applications must include a signed Code of Conduct.

e. FAA Tracking Number (FTN). DPE, SAE, and Admin PE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

f. Citizenship. U.S. citizenship is not a requirement for appointment.

g. Applicants using BasicMed in lieu of holding a medical certificate must include a copy of the most recent BasicMed Comprehensive Medical Examination Checklist (CMEC) and BasicMed course completion certificate. Any private, sensitive, or confidential medical information in the CMEC may be redacted.

3. Reinstatement. A former designee whose privileges were terminated "not for cause" may be reinstated with a recommendation from the managing office where last assigned, and only when the following provisions are met:

a. The former designee meets the requirements and procedures for an original issuance of designation and was previously authorized in DMS.

b. The designation was terminated not more than 12 calendar months prior to application for reinstatement.

c. The applicant meets the recurrent training requirement for the designee type.

d. The managing office determines that the former designee is still competent to perform the authorized activities.

> **Note:** If the provisions are met, the CLOA is reissued with the original designation number used for reinstatement.

4. Former Designee Appointment. Except as stated in paragraph 3 above, former designees who wish to reapply for previously held authorizations that have been terminated "not for cause" must reapply through DMS as an initial applicant.

5. Relocation. Designees may relocate to a different FSDO if the receiving FAA office agrees to the transfer. Any change in location, change of managing office, or change of MS is conducted through DMS. This change is effected through DMS by the receiving MS.

6. Minimum Qualifications.

a. Minimum Qualifications for DPE, SAE, and Admin PE Applicants.

(1) In addition to the general minimum qualifications and disqualifiers depicted in this chapter, candidates for designation as a DPE must be technically qualified. The applicant must hold all pertinent category, class, type ratings, and aircraft specific training and endorsements in each aircraft for which designation is sought. All DPEs must meet the requirements of §§ 61.56 and 61.57. If applying to administer tests in an aircraft that requires a type rating, the DPE must also be current in accordance with § 61.58.

(2) For designations requiring a medical certificate, the examiner must maintain at least a third class medical certificate, or meet the applicable requirements for operating an aircraft under BasicMed in accordance with §§ 61.113(i), 61.23(c)(3), and Part 68 throughout the duration of the designation. Examples of designees not requiring a medical certificate are Admin PEs, or those whose authorizations are limited to examinations in balloons or gliders for which no medical certificate is required. An SPE must maintain a current FAA flight instructor certificate, and a valid U.S. driver's license or an airman medical certificate.

(3) Any required flight instructor certificate must be kept current for the duration of the designation.

> **Note:** Examiners who meet the requirements of BasicMed in lieu of holding a medical certificate are limited to conducting examinations in aircraft that meet the definition of a covered aircraft in § 61.113(i)(1) and conduct the flight in accordance with § 61.113(i)(2).

b. Minimum Qualifications for DPE Applicants. Except for SAEs and Admin PEs, all DPE applicants must meet the following in addition to the specific eligibility requirements listed in this chapter. Within the three years prior to application, the DPE applicant must have met at least one of the following:

(1) Served as a chief instructor, assistant chief instructor, or check instructor in a school certificated under Part 141, for a minimum of 12 calendar months;

(2) Served as a check airman authorized under Part 121, Part 135, or both, for a minimum of 12 calendar months;

(3) Served as an APD authorized under Part 121, for a minimum of 12 calendar months;

(4) Served as a TCE authorized under Part 142, for a minimum of 12 calendar months;

(5) Served as a military instructor pilot or examiner with checking/testing responsibilities in an aircraft, for a minimum of 12 calendar months;

(6) Served as an FAA ASI with checking/testing responsibilities in aircraft, for a minimum of 12 calendar months;

(7) Held an FAA pilot examiner designation (that was not terminated for cause) with authorization to conduct practical tests for at least 12 calendar months; or

(8) Provided at least the following hours of flight instruction to airmen which led to the issuance of a pilot certificate or rating as applicable to the categories sought.

For Authorization In:	Hours in Category
Airplanes	200
Rotorcraft	200
Gliders	100
LTA	50
Weight Shift Control	100
Powered Parachute	50
Powered-Lift	200

Note: Military instructor pilots or examiners must provide a record that shows they passed a U.S. Armed Forces instructor pilot or pilot examiner proficiency check in a manned aircraft within the preceding 24 calendar months from the date of application. This copy must be included with the supplemental information sheet.

c. SAE. An SAE must meet the requirements of all applicable regulations, including § 61.58, to conduct a practical test from the pilot seat of a vintage airplane.

d. Former ASIs (Operations). Former ASIs (Operations) applying for DPE or SAE authority are required to successfully complete the same application procedures, training, and evaluations as required for all other examiner candidates. However, for PIC experience requirements in the past 12 calendar months, former ASIs meet the experience requirements provided the following requirements are met:

(1) FAA Flight Program. Within the last 12 calendar months, the former ASI has been current and qualified in the FAA's flight program.

(2) General Activity. Within the preceding 12 calendar months, a former ASI (Operations) must have conducted a combination of at least 10 tests or checks of any of the following:

(a) Pilot certification/additional aircraft rating practical tests administered under Part 61.

(b) Proficiency checks administered under Part 121, 125, or 135.

(c) Proficiency tests administered to a chief instructor, assistant chief instructor, or check instructor under Part 141.

(d) Stage checks and end-of-course tests administered under Part 141.

Note: A former ASI that has been out of FAA service for more than 12 calendar months must meet all requirements for initial designation.

7. Specific Eligibility Requirements. Designee applicants must meet all specific eligibility and experience requirements for the specific designation sought. If a designee applicant does not meet all of the appropriate eligibility and experience requirements in this order, they must obtain a written recommendation from the manager of the managing FAA office. The AO for the managing office must request a deviation from the National Policy Office (NPO). The designee applicant may contact the managing Flight Standards office for additional information.

a. Eligibility. A designee applicant must hold the appropriate level of certificate(s) and ratings that would allow the individual to provide flight instruction in that category, class, and type (if applicable) of aircraft. For example, a designee applicant who was applying for designation in helicopters would be required to hold at least a Commercial Pilot Certificate with rotorcraft and helicopter ratings as well as a flight instructor certificate with rotorcraft and helicopter ratings. A designee applicant who was applying for designation in balloons would be required to hold a Commercial Pilot Certificate with LTA and balloon ratings. A designee must not administer a test for a higher grade of certificate than they hold or for a rating that is not held by the designee. For example, a designee who holds a Commercial Pilot Certificate with rotorcraft category and helicopter class ratings would not be eligible to be designated as an ATPE in helicopters, but may be designated as a CE.

b. Specific Eligibility Requirements for Designees With PPE Authorizations. A designee, when exercising the PPE authorization:

(1) Must be willing to serve the public outside the examiner's geographic area upon reasonable request by an applicant.

(2) Must hold an ATP Certificate or a Commercial Pilot Certificate with an instrument rating and, for a PPE authorization in aircraft, a type rating for the type of aircraft authorized.

(3) Must hold PIC privileges for the type of aircraft authorized while acting in an official capacity of their PPE authorization.

Table 3-5. Specific Eligibility Requirements for Designation as a PE or a CE

	AIRPLANE (see Note)	ROTORCRAFT (VFR ONLY)	Powered-Lift (VFR Only)	GLIDERS	LTA AIRSHIP	LTA BALLOON
HOURS AS PIC	2,000 Total; which includes: 1,500 in airplanes, 500 in class, 100 at night, 200 in complex, AND in the past 12 months: 100 hours in airplanes.	2,000 Total; 500 in rotorcraft, of which at least 250 were in helicopters or 150 were in gyroplanes, as appropriate, AND in the past 12 months: 100 hours in rotorcraft. If applying for large helicopters to be listed on CLOA, the additional requirement is 100 hours acting as PIC in large helicopters, including at least 50 hours in the type sought. (25 hours required for each additional type sought.)	1,500 Total; 300 in rotorcraft of which at least 100 were in helicopters; 150 hours in powered-lift, and 150 hours in airplanes, AND in the past 12 months: 50 hours were in powered-lift. For Powered-Lift type ratings on the CLOA, the additional requirement is 100 hours acting as PIC in large helicopters or turbine powered aircraft, including at least 50 hours in the type sought (25 hours required for each additional type).	500 Total; 250 in gliders AND in the past 12 months: 20 hours in gliders, which included at least 50 flights	2,000 Total; 500 in airships, of which at least 50 were at night AND in the past 12 months: At least 100 hours in airships	200 Total; 100 in balloons, AND in the past 12 months: 20 hours in balloons, which included at least 10 flights of at least 30 minute duration. AND airman must have held a Commercial Pilot Certificate with LTA Category and Balloon Rating for at least 1 year
HOURS AS A CERTIFIED FLIGHT INSTRUCTOR	500 in airplanes, of which 100 are in the class of airplane for designation sought, and 150 hours preparing airmen for Commercial or ATP Certificates with Airplane Categories.	250 in helicopters or 200 in gyroplanes, as appropriate. AND at least 100 in helicopters or 50 in gyroplanes, as appropriate, preparing an airman for a Commercial Pilot Certificate, ATP Certificate, or Instrument Rating.	100 hours in powered-lift, 100 hours in rotorcraft, and 100 hours in airplanes.	100 in gliders	100 in airships	50 in balloons

Note: For CE authority only in airplanes (no instrument authority), MS should give the CIRE authorization and put "no instrument authority" in the limitations on the CLOA.

Table 3-6. Specific Eligibility Requirements for Designation as an LAE, a CIRE, an ATPE, a PPE, or a Type Rating Examiner

	AIRPLANE	ROTORCRAFT HELICOPTER	Powered-Lift
HOURS ACTING AS PIC	2,000 Total; which includes: 1,500 in airplanes, 500 in class, 100 at night, 200 in complex, 100 instrument flight (actual or simulated); AND in the past 12 months: 100 hours in airplanes. If applying for designation in large or turbine-powered aircraft to be listed on CLOA, the additional requirement is 300 hours acting as PIC in large or turbine-powered aircraft, of which at least 50 hours were in the type sought. (25 hours required for each additional type sought.) AND 10 hours in the past 12 months in the type sought.	2,000 Total, 1,200 in helicopters, which includes: 100 instrument flight (actual or simulated) in helicopters AND in the past 12 months: 100 hours in helicopters. If applying for large helicopters to be listed on CLOA, the additional requirement is 100 hours acting as PIC in large helicopters, of which at least 50 hours were in the type sought. (25 hours required for each additional type sought.)	2000 Total; 350 Hours in powered-lift which includes: 100 instrument flight (actual or simulated) in powered-lift, 250 hours in airplanes, 200 hours in helicopters, AND in the past 12 months, 100 hours in powered-lift. For powered-lift type ratings on the CLOA, the additional requirement of 100 hours acting as PIC in large helicopters or turbine powered aircraft, including at least 50 hours in the type sought (25 hours required for each additional type).
HOURS AS A CERTIFIED FLIGHT INSTRUCTOR	500 in airplanes, of which 100 are in the class of airplane for designation sought, AND 250 hours of instrument flight instruction in airplanes as a CFII, and 150 hours preparing airmen for Commercial or ATP Certificates with Airplane Categories or airplane type ratings.	250 in helicopters, 50 hours of instrument flight instruction in helicopters as a CFII and at least 100 hours preparing pilots in helicopters for the Commercial or ATP Certificates, or helicopter type ratings.	250 hours in powered-lift, 50 hours of instrument flight instruction in powered-lift as a CFII and at least 100 hours preparing pilots in powered-lift for the Commercial or ATP Certificate.

Note: Applicants applying for type rating authorization only must meet the requirements for the applicable CIRE/ATPE category and class, along with the type rating requirements.

c. Specific Eligibility Requirements for SPEs.

(1) A person applying as a sport pilot only examiner, must hold a sport pilot certificate and a flight instructor certificate with a sport pilot rating.

(2) DPEs who are authorized by a managing office to conduct airman testing at the private, commercial, or ATP level may be authorized by that office to conduct additional airman testing at the sport pilot level. In this instance, the managing office assumes the authorization and management responsibility.

d. Specific Eligibility Requirements for SPFIEs.

(1) The SPFIE must already possess an active SPE authorization for airman testing to the sport pilot certificate level in a specific category and class of aircraft that meet the provisions of § 61.316. An SPFIE may issue a sport pilot certificate or flight instructor certificate with a sport pilot rating, as applicable.

(2) If a designee possesses an authorization for airman testing at the recreational pilot level or above and is managed by a Flight Standards office other than the Delegation and Resource Branch (AFG-970), the Flight Standards office with direct oversight grants the SPFIE authorization. Otherwise, AFG-970 directly grants the SPFIE authorization.

Table 3-7. Specific Eligibility Requirements for Designation as an SPE

	BALLOON	WEIGHT SHIFT CONTROL	POWERED PARACHUTE	AIRSHIP	AIRPLANE	GYROPLANE	GLIDER	Rotorcraft Helicopter Simplified Flight Controls
HOURS ACTING AS PIC	200 Total, 100 in balloons AND in the past 12 months: 20 hours in balloons which included at least 10 flights that were of at least a 30 minute duration	500 Total, 250 in weight shift control, 125 in class, AND in the past 12 months: 50 hours in weight shift aircraft	250 Total, 100 in powered parachutes, 60 in class, AND in the past 12 months: 25 hours in powered parachutes	200 Total, 100 in airships AND in the past 12 months: 20 hours in airships	500 Total, 250 in airplanes that meet the provisions of § 61.316, 125 in class, AND in the past 12 months: 50 hours in airplanes	500 Total, 250 in gyroplanes AND in the past 12 months: 50 hours in gyroplanes	250 Total, 100 in gliders AND in the past 12 months: 10 hours in gliders, which involved at least 10 flights	500 Total, 250 in helicopters, AND in the past 12 months: 20 hours in helicopters with Simplified Flight Controls
HOURS AS A CERTIFIED FLIGHT INSTRUCTOR	100 in balloons	200; at least 100 in weight shift control	100; at least 50 in powered parachutes	100 in airships	200; at least 100 in airplanes that meet the provisions of § 61.316.	200 in gyroplanes	100; at least 50 in gliders	200 in helicopters

Note: If adding SPE or SPFIE authority in a category of aircraft for which the designee already holds PE privileges, the designee need not meet the requirements listed above.

e. Specific Eligibility Requirements for VAEs, VFEEs, and EAEs.

(1) The FAA NPO determines the need for an SAE. If there is a need for a new SAE, and the NPO has the ability to manage the additional examiner, a selection will be made following the normal DMS process.

(2) VAE, VFEE, and EAE applicants must apply through DMS.

(3) When there are no qualified or current examiners available for a vintage aircraft, the best qualified SAE (qualified in an aircraft within the same group) may conduct the test from the jump seat of a vintage airplane as long as a current and qualified pilot occupies a pilot seat.

(4) There is no specific limit to the number of vintage airplanes for which a VAE, VFEE, or EAE may receive authorization. An SAE will be designated to conduct practical tests in one or more of the SAE authorizations based on their qualifications and the needs of the program.

(5) An SAE must meet the requirements of all applicable regulations including § 61.58 to conduct a practical test while serving as a required flightcrew member. When conducting the evaluation from other than a crewmember station, they are not required to be current in accordance with § 61.58.

(6) When a designation is added, a new CLOA containing all designations held is generated in DMS.

f. Flight Instructor Initial Test Authorization. Prior to authorizing a designee to conduct initial flight instructor tests, the managing office must ensure that the designee is highly qualified to conduct those tests. The managing office should carefully review the qualifications, experience and reputation of the designee being considered. As a minimum, designees being considered for initial certificated flight instructor (CFI) authorization must have been designated as a CIRE and as an FIE (limited to add-on or recent experience only) for at least 12 calendar months.

Table 3-8. Specific Eligibility Requirements for Designation as a VAE, VFEE, and EAE

Note: The final decision as to eligibility to serve as an SAE is determined by the NPO for Type-Rated Vintage Aircraft, Authorized Experimental Aircraft and VFEE, AFG-970, with input from a Community-Based Organization (CBO), if necessary.

ELIGIBILITY REQUIREMENTS	VINTAGE AIRPLANES	VINTAGE GROUP	EXPERIMENTAL AIRCRAFT	FE	GLIDERS
CERTIFICATES REQUIRED	Commercial and Instrument or Airline Transport Flight Instructor Airplane	Commercial Pilot and Instrument or Airline Transport Flight Instructor	Commercial and Instrument or Airline Transport Flight Instructor Airplane or Helicopter, as appropriate	FE	Commercial Pilot Flight instructor
CERTIFICATE CATEGORIES	Both with Airplane category	Both with Airplane category	Both with Airplane or Helicopter category, as appropriate	FE	Both with Glider category
RATINGS AND AUTHORIZATIONS	Type Rating in the Subject Airplane	Type Ratings in at least 3 vintage airplanes. At least one type rating within the group.	Experimental Aircraft Authorization in aircraft	Reciprocating, Turbopropeller, or Turbojet, as appropriate	
HOURS AS PIC	5,000 1,000 in airplanes, which includes at least 100 in past 12 months 100 in large vintage aircraft 10 hours in type 5 hours in type within previous 12 months	5,000 1,000 in airplanes 100 in large vintage airplanes, which includes 100 in large vintage aircraft Must be § 61.58 current in at least one vintage aircraft in the group requested.	5,000 1,000 in airplanes, which includes at least 50 in past 12 months If applicable, 100 in large aircraft. 10 hours* in type 5 hours* in type within the previous 12 months **Includes training hours*	2,500 as FE (Note: These are FE hours. PIC is not applicable to FE.)	5000 250 in gliders and in the previous 12 months: 20 hours in gliders, which includes at least 50 flights. **Note**: For Testing/checking in Gliders requiring an FAA-issued authorization to act as PIC: 5 hours in type and 5 flights in the previous 12 months (includes training) is also required.
HOURS AS FLIGHT INSTRUCTOR (as CFI, Authorized Aircraft Instructor (AAI), or Military Flight Instructor (MFI))	100	100	100	N/A	100

g. SMFT Procedures and Requirements

(1) The MS must:

(a) Train the DPE/SAE on policy, procedures and PIC responsibilities when conducting a SMFT.

(b) SMFT authorization will be a manual approval only.

(c) Refer an applicant to a different DPE/SAE, if there is any doubt as to the designee's qualifications and ability to conduct a particular SMFT. For example, a designee who had a special medical flight test for color vision should not administer a color vision test.

(d) Upload the Letter of Authorization (LOA) for the SMFT to DMS during pre-approval request review.

(e) Document SMFT package review in DMS using the "Oversight Activities" tab, "Review of Certification Packages" link.

> **Note:** Adding SMFT will require a complete direct observation (ground and flight), as applicable to the SMFT privileges listed on the CLOA, of the first test given to an applicant. This observation is separate from any other authorizations(s) that may require an observation. A pilot proficiency check is not required.

(2) The DPE/SAE must:

(a) Have been designated as a CIRE and an FIE for at least 12 calendar months.

(b) Continue to meet general and specific requirements of their designation.

(c) Use SMFT authorization during pre-approval request.

(d) Follow associated procedures for testing and documenting SMFT as indicated in FAA Order 8900.1, Volume 5, Chapter 8, Section 1, as applicable.

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

h. SFAR 73 Qualified Procedures and Requirements

(1) The designee must:

(a) Be authorized to conduct initial CFI examinations in rotorcraft.

(b) Meet all requirements of SFAR 73 to act as PIC for the R-22 or R-44, as applicable.

(c) Hold SFAR 73, paragraph 2(b)(5)(iv) endorsement in the R-22 or R-44, as applicable.

(d) Verify the applicant's ability to satisfactorily provide ground instruction and flight instruction as required by SFAR 73, paragraph 2(b)(5)(iv).

i. Specific Eligibility Requirements for Admin PEs. Specific eligibility requirements for ACRs.

(1) ACR-141.

(a) The holder of a pilot school certification who has been issued examining authority under Part 141 Subpart D for at least one of its courses may request ACR designation for an employee or representative of that company. The pilot school makes the request for an ACR by submitting a letter to the school's responsible FSDO.

(b) The pilot school requesting the designation of an ACR must hold examining authority for a training course with an end-of-course test that is comparable to a Part 61 practical test. ACR candidates:

1. Must be currently employed by or hold a position in the pilot school organization.

2. Must have been employed by, or held a position in, the pilot school for at least 12 calendar months immediately preceding the application for designation.

3. Must hold a valid pilot certificate (other than a student pilot certificate), valid flight instructor certificate, or valid ground instructor certificate.

4. The ACR applicant must demonstrate knowledge of pilot school certification requirements, general operating rules, examining authority privileges and limitations, pilot certification and rating requirements, and specific standards and requirements for the performance of ACR-141 authorization.

(c) Any DPE or SAE who holds a current CLOA may be authorized to perform ACR duties and responsibilities (for any airman certificate or rating) provided the DPE or SAE is also current with regards to the ACR training requirements.

(2) ACR-FIRC.

(a) An FAA-approved FIRC provider may request the designation of an ACR. These individuals are authorized to validate recent experience for the holder of a flight instructor certificate to eligible course graduates of the approved FIRC.

(b) Only an authorized FIRC provider holding an FAA-approved FIRC training course outline (TCO) may make a request for the designation of an ACR applicant. Final approval of the FIRC provider's TCO is a prerequisite for an ACR designation. An authorized FIRC provider may request ACR designation for one or more responsible members or employees

of that organization by submitting a letter to the managing FAA office where the applicant's principal business office is located.

(c) A FIRC provider requesting an ACR designation will provide the following information in a letter to the responsible Flight Standards office:

1. The original date of FAA approval of the FIRC provider to conduct the FIRC;

2. The number of courses delivered in the 12-month period immediately preceding the request for an ACR designation;

3. The number of attendees issued graduation certificates, the number of graduation certificates denied, including the reasons for the denials; and

4. The number and location of courses scheduled to be delivered, along with the expected number of attendees for the 12-month period immediately following the date of request for designation.

(d) ACR candidates:

1. Must be currently employed by or hold a position in the FIRC organization.

2. Must have been employed with the FIRC for at least 12 calendar months immediately preceding application for designation as an ACR.

3. Must hold a valid pilot certificate (other than a student pilot certificate), valid flight instructor certificate, or valid ground instructor certificate.

(e) Any DPE or SAE who holds a current CLOA may be authorized to perform ACR duties and responsibilities for the FIRC provided the DPE or SAE is also current with regards to the ACR training requirements.

8. Disqualifiers—Special Considerations. Any applicant that has been previously terminated for cause must not be considered for designation (see Volume 1, Chapter 2, Application Process, for disqualifying criteria).

9. Privilege, Not a Right. See Volume 1.

10. Post-Application. See Volume 1.

11. Maintaining an Active Designee Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DPE, Admin PE, and SAE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of DPE, Admin PE, or SAE applicants.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov/org/linebusiness/avs/avs-60/dms, and the DMS web-based tool.

2. General.

a. Selection Process. The general process of selection can be broken down into three parts: DMS determines if the designee meets system-defined minimum qualifications; the SO determines if need and ability requirements are met; and then assigns an evaluation panel to further review the applicant's qualifications and abilities. (See Figure 3-1 for a high-level representation of the selection flow.)

Figure 3-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) When a need for a designee has been identified, the office management will query DMS for a listing of applicants. Candidates must submit applications exclusively through DMS.

(2) An evaluation panel, determined by the SO, will then be established to review and evaluate the list of viable applicants identified through DMS. The evaluation panel assesses each designee candidate's background knowledge and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Contact references provided by the applicant and evaluate any comments that may influence the decision to recommend or deny appointment.

> **Note:** The selection and appointing process has multiple steps and involves several DMS users. The AO and the SO have access to the "Work Flow Tool" in DMS, which allows them to quickly determine the status of an appointment, or expanded authority request. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants.

a. General. Once the FAA establishes need and ability to manage, the SO can request a list of applicants through DMS, which searches active applications to identify candidates that most closely match the specified criteria.

b. Initial Request. Once DMS has generated a list of applicant(s) based on the search criteria, the SO must review the applications prior to assigning personnel to evaluate the applicant's qualifications. Determining which applicants will be evaluated for appointment is at the sole discretion of the SO.

c. Additional Requests. If no qualified candidates are available within DMS for the appointing office, the office should query for applicants from a nearby office to see if they would be willing to serve the requesting office. If no qualified applicants are available, an AO may request a deviation from minimum qualification requirements if:

(1) The FAA demonstrates a significant need for the appointment, and

(2) The managing office can justify that the designee candidate meets an equivalent qualification.

d. Minimum Qualification Deviation Request Process. When there are no qualified applicants in DMS for the specific need of the office, the Flight Standards office may request that the SO petition the NPO for a deviation from the minimum qualifications.

(1) Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo to the NPO outside of DMS. The deviation memo must be sent to 9-AVS-AFS-850@faa.gov.

(2) Coordination. If in agreement with the Flight Standards office recommendation, the NPO will document the circumstances and justification in DMS and complete the required DMS process (deviation allowed).

> **Note:** The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is that the office would appoint the applicant within 30 days of granting the deviation. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation Process. It is the goal of the FAA to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. An evaluation process that is not complete within 90 days of evaluation panel assignment must be cancelled by the SO.

b. Evaluation Panel. At such time that one or more viable applicants have been identified through DMS, an evaluation panel is convened to consider the merits of each applicant. The panel should be comprised of members as described below:

(1) An ASI from the office that initiated the selection and appointment process (required). This ASI should assume a lead role during the evaluation process, and will coordinate the evaluation panel results within DMS.

(2) An ASI from AFS-850 (required). The SO must contact AFS-850 via email to request an evaluation panel member before the evaluation panel is created in DMS. The request for an AFS-850 evaluation panel member must be sent to the following email: 9-AVS-AFS-DMS-EP-Request@faa.gov.

(3) At least one additional GA ASI, which may include an FLM (optional).

c. Evaluation Panel Tasks. The evaluation panel assesses each applicant's background, knowledge, and experience by conducting a thorough review of the designee application. To support this process, the following tasks must be accomplished:

(1) Review the applicant's application and supporting documentation in DMS.

(2) Contact references as necessary.

(3) Conduct an interview with the designee candidate. The interview should determine whether the applicant has the general and specific qualifications as stated in the supplemental sheet or equivalent, as well as the qualities necessary to be successful as a designee. Interview responses should be consistent with the information contained on the candidate's application.

(4) Verify that minimum qualifications have been met.

(5) Review the applicant's experience on the DMS application to determine what authorizations they may qualify for. This should be done in advance of an applicant interview.

(6) Verify that the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorizations sought.

(7) Review relevant information from each of the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) Accident Incident Data System (AIDS);

(b) SPAS;

(c) National Program Tracking and Reporting Subsystem (NPTRS) entries with activity codes such as 1565, 3565, 5565, or other entries that would disqualify the applicant; and

(d) Enforcement Information System (EIS).

(8) For Admin PEs, inspect facilities and equipment (if applicable) to be used in the conduct of their duties.

d. DPE Applicant Pilot Proficiency Check Prior to Appointment. The evaluation panel will consider the results of a pre-appointment pilot proficiency check, if applicable. The purpose of the proficiency check is to evaluate the designee applicant's piloting skills. The content of the proficiency check will include a demonstration of part or all of the following:

(1) The knowledge and skill areas required for the original issuance of the certificate for which the DPE will hold authority.

(2) Maneuvers and procedures listed in the practical test standards (PTS)/Airman Certification Standards (ACS) for the applicable certificate and rating.

> **Note:** Each DPE applicant (other than Admin PE) selected for initial designation must pass a proficiency check by an FAA inspector before the FAA approves the designation. If the designee applicant has a recent Part 135 or 141 flight check in the category, class, and type of aircraft in which tests will be administered, then a preappointment proficiency check is optional. However, if the designee applicant has not been recently observed (within the previous 12 calendar months) in the specific category, class, and type for the authorizations desired, then a proficiency check in the appropriate aircraft is required. For SAE elevated risk aircraft, refer to FAA Order 8900.1, Volume 1, Chapter 3, Section 6 as appropriate.

e. Evaluation Panel Outcomes.

(1) When the evaluation panel determines that an applicant meets the requirements for designation, the results are documented in DMS and a recommendation is provided to the AO through the SO. If the AO is in agreement with the recommendation, the appointment process will ensue. See Chapter 4 for information relating to the appointment process.

(2) If the evaluation panel, with concurrence from the SO, rejects all applications provided by DMS for good cause, the managing office should encourage suitable applicants to apply through DMS so that they can be considered.

6. Additional Authorizations. Designees will apply for additional authorizations using the "request additional authorizations" link in DMS. The designee must upload a current supplemental information sheet or equivalent showing qualifications for the request, currency, or both, as applicable. The managing office will complete the process using the same procedures for original designation, although they are not required to add authorizations just because the designee requests them. This is entirely at the discretion of the FAA.

> **Note:** Required DMS oversight activities must be completed prior to approving an additional authorization request. Refer to Chapter 6 of this Volume for multiple or additional authorizations.

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment process for a DPE, Admin PE, and SAE.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. General.

a. Appointment Process. Below is a high-level representation of the appointment process.

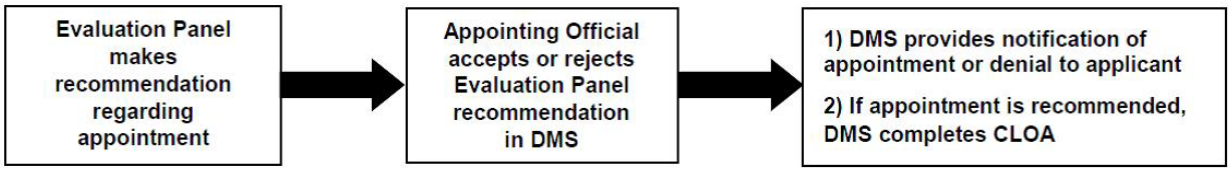


Figure 3-2. High-Level Appointment Process Flow

b. Appointment Considerations.

(1) The MS should issue appropriate privileges and limitations in the CLOA based on the applicant's:

(a) Background experience;

(b) Personal and professional qualifications; and

(c) Needs of the appointing office.

(2) Prior to appointment, the MS will verify that the following events are completed and recorded in DMS:

(a) Successful completion of the initial designee specific training conducted by the Delegation Group (AFS-850). For a list of the training, visit https://designee.faa.gov

(b) Applicant has attended an orientation conducted by their managing office, which includes, but is not limited to, the following:

1. Caution the designee that any irregularities or deficiencies related to the delegated work may result in the termination of the designation under the provisions of § 183.15(b)(4).

2. Remind the designee to perform only authorized functions within the limits of their authority.

3. Remind the designee to request preapproval through DMS before accepting any applicant requests for testing or checking activities.

(c) Remind the designees, except when using IACRA, to submit applicable original or duplicate documents within 7 calendar days of completion to the managing office for review.

3. ACR-141. After an ACR is designated, the MS will issue an initial supply of forms appropriate to the authorization and will instruct the ACR on the completion, checking, and disposition of certification files. The MS will also train the ACR on how to use the IACRA program. The MS should make certain that the ACR has the appropriate regulations; official guidance materials; the school's training course outline; and the syllabus, telephone contacts, and addresses of the managing FSDO and the Airmen Certification Branch (AFB-720).

4. Designee Number. See Volume 1.

5. CLOA. The CLOA will identify the designee type and the specific authorizations, or limitations.

> **Note:** The CLOA should not be issued until all required training and orientation requirements have been completed.

6. Appointment Duration. The initial duration of a designee's appointment is up to 12 calendar months.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of the DPE, SAE, and Admin PE, referred to collectively in this chapter as designees. This designation type-specific policy and the Volume 1 constitute the overall policy for the responsibilities and obligations of DPEs, SAEs, and Admin PEs.

2. General Responsibilities.

a. Accept Airman Certificate or Rating Application. Accept applicable airman certificate or rating applications for airman certificates and ratings.

b. Conduct Tests. All tests or activities must be appropriate to the FAA CLOA held by the designee, and in accordance with the appropriate PTS or ACS. The use of an interpreter is strictly prohibited.

c. Charge Reasonable Applicant Fees. The designee must ensure that the applicant understands all fees charged, including the fee for retesting after failure, before the designee accepts the airman certificate or rating application.

d. Issue Temporary Airman Certificates. Issue Temporary Airman Certificates only to applicants who have been tested and found qualified for the certificate or rating sought. The managing FAA office may remove this authorization and retain this privilege. In this case, limitations will be entered on the CLOA.

e. Accept Pilot Applications. Accept pilot applications for new pilot certificates, ratings, or both (for which the designee holds that authorization) and any pilot certificate that is administrative in nature (*e.g.*, second-in-command (SIC) type rating or English language endorsement), provided the designee has received required initial training and recurrent training every 24 calendar months.

f. Expectations. Designees are expected to:

(1) Provide FAA testing and certification activities without prejudice or discrimination in a fair and unbiased manner.

(2) Honor appointments made as promptly as possible. The designee is also expected to make their services available to all applicants on an equitable basis.

(3) Give undivided attention to the applicant during the entire testing period.

(4) Ensure that discussions following any test are private and confidential.

(5) Maintain a high level of knowledge, skill, and expertise commensurate with their authorizations.

(6) Maintain aircraft specific training and endorsements for any aircraft in which they conduct exams.

(7) Charge no more than a reasonable fee for services.

(8) Keep abreast of current aviation trends and technologies.

(9) Serve as a willing resource to the aviation community on matters of FAA airman certification regulations and policy.

(10) Set a high standard of airmanship and safety through personal example.

(11) Exercise diligence and care in the preparation of airman certification documentation and files.

(12) Always represent the FAA and its workforce to the public in a positive manner.

(13) Work constructively with the managing FAA office.

(14) Become familiar with any circumstances unique to a particular area when testing outside their managing office's area.

(15) If an airman certificate or rating applicant only has a foreign address, and does not have a U.S. physical address of record on file with the FAA, the designee will verify that applicant has complied with the U.S. Agent for Service requirements in Part 3, Subpart C. This must be completed prior to issuing the applicant a certificate, rating, or authorization.

> **Note:** Designees should be encouraged to take part in FAA Safety Team (FAASTeam) seminars and events. The FAA values the participation of FAASTeam representatives in providing support for safety meetings.

g. Accidents and Incidents During Practical Tests. If an accident or incident occurs during a practical test, the designee should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the designee must notify the managing FAA office of the accident or incident.

h. Limitations. Designees must not:

(1) Conduct the flight portion of a practical test prior to the ground portion.

(2) Allow an applicant to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation.

(3) Schedule the test to be planned as a multiple-day event. Extenuating circumstances may allow for deviations, but must be approved by the managing FAA office. The extenuating circumstance will be evaluated on a case-by-case basis and documented in DMS. An example of a situation that may warrant a deviation is a LTA practical test, or weather conditions which requires the flight portion to begin at sunrise.

(4) Test more than one applicant at a time. To clarify "at a time": when a designee begins a test with an applicant, prior to accepting another application, the designee will terminate the

first test with the issuance of a Temporary Airman Certificate, a Notice of Disapproval, or a Letter of Discontinuance. In cases where the test aircraft requires a flightcrew of two, such as in the case of a type rating examination in an aircraft requiring two pilots, it is permissible to evaluate both applicants together.

(5) Conduct or monitor any portion of computer knowledge tests.

(6) Reissue or amend any expired Temporary Airman Certificate.

(7) Endorse, amend, alter, or issue any permanent airman certificate.

(8) Exempt any applicant from the testing requirements in the applicable PTS/ACS.

(9) Combine teaching with testing during the checking or testing of an applicant.

(10) Conduct tests unless an applicant presents proof of eligibility as prescribed in the applicable Part 61 or Part 63.

(11) Conduct practical tests unless the applicant has passed the required airman knowledge test, if a knowledge test is required.

(12) Temporarily suspend a test to allow the applicant further study, and then continue the same test later.

(13) Conduct checks or tests in any language other than English.

(14) Conduct activities outside the United States and its territories.

(15) Accept more than one initial CFI application in a single day.

(16) Conduct more than three complete practical tests in a single day. This limitation does not apply to the number of retests that can be conducted in one day. A complete practical test is defined as one that is not a retest from a previous unsatisfactory test or a continuation of a previously discontinued test.

(17) Allow anyone other than an ASI to observe a test. For designee training purposes only, exceptions may be authorized in writing by the managing FAA office.

(18) Test applicants trained by the examiner. A designee who trains an applicant for a certificate or rating may only test that applicant under the following conditions:

(a) If another instructor has given the applicant at least 3 hours (or 3 flights in a glider, or two training flights of 1 hour each for balloon) of flight instruction in the 2 calendar months prior to the test, in preparation for the test, and is the recommending instructor. For sport pilot privileges, the hours are reduced to 1.5 hours if the test is in a balloon; 1.0 hours if the test is in a powered parachute; 2.0 hours if the test is in all other aircraft that meet the provisions of § 61.316.

(b) A designee may also test an applicant trained by that designee for an additional aircraft class rating if the applicant has obtained the written recommendation of another CFI who has personally checked the applicant and found the applicant prepared for the practical test.

(c) A designee may test an applicant that they trained for a flight instructor certificate or rating if the designee obtains written permission from the managing FAA office.

(d) An ATPE may test an applicant that they trained for an ATP Certificate or rating if the designee obtains the permission of the managing FAA office.

(e) In cases where an SAE is the only readily available instructor qualified in a rare airplane, the SAE may conduct a certification practical test for an applicant that they trained if the designee obtains permission from the managing office.

(19) An ACR may not accept a Part 141 graduation certificate and will not issue a Temporary Airman Certificate to an applicant who has a Statement of Demonstrated Ability (SODA), unless an ASI from the managing FSDO has clearly determined that no operational limitations are required to be placed on that certificate.

(20) A VFEE must not endorse FAA Form 8060-7 to take a knowledge or written test unless the applicant has presented satisfactory documentation of having completed one of the experience requirements of § 63.37.

i. Conflicts and Questions. Designees must maintain a cooperative attitude and are responsible for following FAA policies and instructions. If an issue occurs while acting in an official capacity as a designee, contact your MS. If a conflict cannot be resolved at that level, the designee should contact their responsible Flight Standards Office management for assistance. Questions or concerns that involve other FAA offices must be coordinated by the MS or managing office.

3. Ongoing Requirements of a Designee. In order to complement the general requirements established in Volume 1 of this order, a DPE, SAE, or Admin PE will:

a. Maintain Minimum Requirements. Maintain the minimum qualifications established for appointment as specified in this order including PIC experience in the preceding 12 months, certification, currency, training requirements, and attendance at the required annual meetings. Specific eligibility PIC hours for designation that were met during appointment are not applicable unless adding a new category, class, or type rating.

Table 3-9. DPE and SAE PIC Experience Requirements

AIRCRAFT	PIC EXPERIENCE IN THE PRECEDING 12 MONTHS
Airplane	60 hours (10 hours in each class authorized including 5 hours in type(s) authorized, if applicable)
Airplane—§ 61.316	12 hours (5 hours in each class authorized)
Rotorcraft	25 hours (5 hours in each class authorized including 5 hours in type(s) authorized and 5 hours in SFC, if applicable)
Powered-Lift	35 hours (5 hours in each type authorized)
Gliders	3 hours, which included at least 3 flights
LTA—Airship	40 hours
LTA—Balloon	12 hours, which included at least 3 flights

AIRCRAFT	PIC EXPERIENCE IN THE PRECEDING 12 MONTHS
Weight Shift Control	12 hours (5 hours in each class authorized)
Powered Parachute	5 hours (3 hours in each class authorized)

Note: For purposes of this Volume, "type" includes both aircraft that require a pilot type rating and aircraft for which the FAA may issue an authorization to act as pilot in command. For example, an examiner authorization may apply where a pilot seeks a type rating, or where the pilot is operating under an FAA-issued PIC authorization in lieu of holding that type rating.

Note: PIC experience obtained while administering practical tests will not be considered for the purposes of the recent PIC experience required of the designation (listed above).

Note: For type-rated vintage aircraft, authorized experimental aircraft, and limited aircraft, exceptions to the 5 hours in type requirement for PIC experience in the preceding 12 months may be reduced as appropriate with the approval of AFG-970 and with the input from a CBO, if necessary. *The term "limited aircraft" in this case refers to a limited group of aircraft for which few other examiners are available.*

For designees who hold authorization to conduct tests in more than one category of aircraft, the DPE must have obtained the total PIC experience for the authorized category that requires the greatest number of hours. In addition, the number of PIC experience hours required for each additional class (in the case of gliders, 3 hours, including 3 flights) must be met. PIC experience obtained in airplane may be used to meet the requirements for airplane–§ 61.316 and vice versa. A DPE may only use flight time accumulated in aircraft categories that appear on their CLOA towards the PIC experience requirements (*i.e.*, A designee holding PE authority in ASEL, may use time in any airplane category to count toward the required 60 hours of PIC experience, 10 hours must be in ASEL).

Example #1: A DPE authorized to test in both airplanes and rotorcraft helicopter would be required to obtain a total of 60 hours of PIC (because 60 hours is the greatest total required of all authorized categories). Of those hours, at least 10 hours must be in each class of airplane authorized (*i.e.*, ASEL or AMEL) and at least 5 of that in helicopters (rotorcraft class). In this case, the DPE must have accrued 5 hours in rotorcraft-helicopter plus 10 in AMEL plus 10 in ASEL totaling 25. The remaining hours could be in any category or class.

Example #2: A DPE authorized to conduct tests in airplanes, gyroplanes, and gliders would be required to obtain a total of 60 hours PIC (because 60 hours is the greatest total required of all authorized categories). Of those 60 hours, 10 hours must be in the class of airplane authorized (*i.e.*, ASEL or AMEL), at least 5 hours in class of rotorcraft (gyroplanes), and 3 hours must be in gliders (which included at least 3 flights).

b. Use Current Regulations and Policies. Maintain and use the most current versions of the Code of Federal Regulations (CFR), the PTS/ACS, FAA Order 8900.1, and this order. Storage and retrieval of these documents may be electronic.

c. Attend Annual Meeting. Designees must attend the annual designee meeting conducted by the managing FAA office at least once every four quarters. For designees regularly testing in an area outside of their managing office's district, they are encouraged to attend the annual meeting for the district where they are regularly testing.

(1) The FAA office should attempt to schedule the annual meeting to allow for all designees of the same type to meet together in a location at the same time. At a minimum, the following subject areas must be discussed:

(a) Local issues;

(b) Local problem areas;

(c) Local procedures;

(d) Standardization issues;

(e) Designee performance; and

(f) National issues.

(g) Requirement to review, sign, and upload Code of Conduct to DMS.

(2) A record of attendance by each designee must be documented in DMS by the managing FAA office.

(3) In cases where, beyond the designee's control, it is not possible for a designee to attend the annual meeting, the designee must meet with their MS to discuss the same subject material that was presented at the meeting. A designee who misses the annual meeting must still satisfy the annual meeting requirement.

d. IACRA.

(1) For airman testing and certification, the designee is expected to use IACRA online processing system accessible through https://iacra.faa.gov.

(2) If IACRA is unavailable when the designee is beginning the test, the applicant must submit a paper application. The entire certification process must then be completed using the paper application and the certification file must be sent to the managing FAA office. The DPE cannot, under any circumstances, complete the certification in IACRA at the conclusion of the test, even if it is available. If the test is started with paper, it must be completed with paper. The DPE must also notify the managing FAA office of the reason for using paper instead of IACRA.

e. PTS/ACS. Designees with airman testing and checking privileges must use the appropriate PTS or ACS in accordance with their authorizations. The PTS or ACS is available through a number of commercial sources or through the FAA website.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of DPEs, Admin PEs, and SAEs.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. General.

a. General Considerations.

(1) Effective oversight of designees is founded on a strategy of risk management. A robust oversight policy includes a continual process of weighing the potential for harm from any apparent hazard against the likelihood of its occurrence. When safety risks and hazards are identified, appropriate preventive action is imperative.

(2) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. MSs are also responsible for ensuring that DPEs, Admin PEs, and SAEs are thoroughly coached in the importance of their role of administering ground and flight tests to the applicants in accordance with the PTS/ACS and Order 8900.1, Volume 5.

(3) Oversight will include oversight activities at varying intervals, as well as an OPE of each designee at least each 36 calendar months. The outcome of each oversight activity provides data to be used in completing each designee's OPE.

(4) Designees can expect that the managing office will assign to each DPE, SAE, or Admin PE a MS that is a qualified ASI (Operations). The ASI will develop oversight plans to ensure quality, the highest degree of integrity, and compliance with current policy, regulations, and the PTS or ACS, as appropriate. The oversight plan will also identify potential hazards and risks to aviation safety. If and when the FAA discovers deficiencies, the MS will respond in a manner prescribed by the common designee policy in this order and other relevant FAA guidance.

(5) DPEs and SAEs must expect the FAA to conduct a direct observation of their first complete test, and Admin PEs must expect the FAA to observe their first certification actions. Thereafter, the designees may be inspected or observed by FAA personnel at any time with or without prior notice.

(6) For multiple or additional authorizations. In the case of an office having granted the DPE or SAE more than a single authorization during initial designation (*e.g.*, PE and CIRE), the managing office need not observe the DPE or SAE administering a practical test for each authorization. However, subsequent authorization requests require a demonstration of competency as a pilot examiner appropriate to the aircraft. If approved, the FAA will observe the first test given to an applicant associated with the new request. The managing office will use

risk-based decision making to determine which test to observe. The requested authorization(s) will remain on a manual approval until a complete observation is conducted.

(7) The MS documents oversight activities and results in DMS. Such reporting is not only crucial for managing individual designees, but also for implementing risk-based decision making to the management of FS designees.

> **Note:** For an additional authorization in a category, class, or type rating not already on the CLOA, the designee will require a pilot proficiency check as described in Chapter 3 of this volume.

b. Managing Office and Managing Specialist. See Volume 1.

c. Oversight and DMS.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. DMS establishes the minimum required direct oversight activities for each designee based on their authorized activities. Additional oversight may be conducted as deemed necessary by the MS or managing office. Oversight activities are the responsibility of the designee's MS and the MS is expected to conduct the oversight activities. However, other ASIs can enter oversight activities on the designee, and there are provisions in DMS for the MS to "take credit" for an oversight activity of the same type conducted by another ASI if it's in the required timeframe. Additional instructions are included in the DMS job aids for oversight activities.

(2) The MS must conduct designee OPEs on an ongoing basis predicated on the outcome of oversight activities. The MS should record in DMS the results of individual oversight activities. However, the MS must record in DMS a formal evaluation at least once every 36 calendar months.

(3) Overdue Direct Observations. The MS should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the MS determines the lack of a completed direct observation presents an unacceptable risk, the designee must be suspended in DMS until the direct observation is completed. In cases where the MS finds the risk acceptable, that risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, and an explanation of the factors considered and the reason for the extension. Direct observations may not be extended more than two calendar quarters beyond the due date (*e.g.*, a due date of June 30, 2025, cannot be extended beyond December 31, 2025), and the designee must be suspended.

d. Performance Measures. The MS will render an overall rating for the period according to the following classifications:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an

expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Equipment and Materials. Does the designee possess relevant and current FAA publications, either electronically or in paper form, such as the CFR, the PTS/ACS, Aeronautical Information Manual (AIM), Chart Supplement U.S. (CS), and this order? Does the designee have access to technology in order to effectively use the IACRA system in the processing of airman certification files?

(b) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting authorized activities? Does the designee demonstrate an expert level of knowledge about the aircraft operation and systems?

(c) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards required by the authorization?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Screening Applicants. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, and data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(c) Conducting Evaluations and Tests. Does the designee follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(d) Issuing Certificates and Testing Results to Applicant. Does the designee follow the correct procedure when completing and issuing airman certificates, test results, or other findings to the applicant upon completion of the testing activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and the general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA to the Public and Stakeholders. Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude With the FAA. Is the designee easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA when required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(4) Key DPE and SAE Performance Measures. Additional performance measures for DPEs and SAEs include, but are not limited to the following:

(a) Develops and uses a written plan of action in accordance with Order 8900.1 and the applicable PTS or ACS.

(b) When using PTS, evaluates "Special Emphasis Items" throughout the test.

(c) Employs "scenario-based" questioning and flight tasks liberally throughout the test to assess the applicant's decision making and resource management abilities.

(d) Completes pretest, preflight, and postflight briefings as appropriate.

(e) Makes an accurate "pass/fail" determination.

(f) Properly completes the Temporary Airman Certificate, Letter of Discontinuance, or Notice of Disapproval, as appropriate, through the use of IACRA unless extenuating circumstances preclude IACRA use. In such cases, paper documents will be evaluated for completeness, accuracy, and legibility.

3. Oversight Actions.

a. Planning an Oversight Activity.

(1) In addition to guidance provided in Volume 1 of this order, the MSs should use a risk-based analysis to determine when an inspection is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(a) Oversight from DMS generated oversight activities. The MS also determines if additional oversight may be necessary.

(b) Complaints received about a designee's conduct during certifications.

(c) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance).

(d) Review of designee's certification files or reports produced through DMS indicate one or more of the following:

1. Overall problems with the certification files;

2. A “no failure” or “high pass rate” that seems unusual;

3. A higher activity rate, as compared to the average total number of tests/checks for all active DPEs;

4. Applicants are traveling long distances; or

5. Unreasonably long or short test durations considering the type of test.

(2) Prepare for the Inspection.

(a) Review the following documents prior to the inspection:

1. Designee’s file in DMS;

2. 2. Previous inspection reports and historic NPTRS and DMS Activity Recording (AR) entries; and

3. Any correspondence between the managing office and the designee since the last inspection.

(b) If appropriate, review the designee’s preapproval within DMS and arrange the inspection to coincide with the scheduled certification event.

(3) Additionally:

(a) Consider the habits and availability of designees and schedule activities so as not to inconvenience or create an unwarranted imposition on the individual.

(b) When planning an announced observation of a flight portion of a practical test being conducted by a DPE or SAE, communicate this intent in advance as much as practicable so that the aircraft is configured in such a manner (*e.g.*, Weight and Balance (W&B), fuel load, etc.) to accommodate the FAA as well as the applicant and designee.

(c) It is noted that, when the FAA plans an observation of any portion of a practical test (either examination ground or flight), an applicant’s permission is not required. Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the MS, and can be a useful tool in determining the quality of the designee’s work when they are not expecting to be observed.

b. Oversight Activities. Designee oversight includes the comprehensive management, monitoring, and tracking of a designee and related activities. All of these actions are considered oversight activities in DMS. A complete surveillance of a DPE, SAE, or Admin PE involves a group of oversight activities performed to observe the designee’s performance. These oversight activities may be completed independently within a set timeframe, or any number of them may be completed in conjunction with one another. This approach to oversight was adopted to allow

the MS's flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than an all-at-once, infrequent approach. The frequency of each of these activities will be determined by DMS.

(1) Direct Observations. A direct observation is a MS observing the designee performing work authorized by the designee's CLOA. The purpose is to determine that the designee has the knowledge and skill to properly administer a practical test or check, or in the case of an Admin PE, to properly conduct the certification function. Direct observations provide the MS the opportunity to determine if the designee is performing the work within the guidelines. It allows the MS to gain insight into the designee's technical, professional, and procedural attributes. It also provides the designee with feedback from their MS. In DMS, the direct observation for DPEs and SAEs is split into two parts; the observation of the ground portion of the test and the observation of the flight portion of the test. These observations may be conducted independently of each other, or both may be accomplished with the observation of a complete (ground and flight) test administered to a single applicant. The goal of the inspector during a direct observation is to observe the designee test all required areas of operations and tasks for the test that is being administered. However, in the case that the test does not proceed far enough to include all areas (*i.e.*, Letter of Discontinuance or Notice of Disapproval), the direct observation flight can be considered complete if, at a minimum, the applicant has departed the airport environment and the inspector has witnessed enough tasks that they are satisfied the designee is testing in accordance with PTS/ACS and current policy. Regardless of the test outcome, if in the judgment of the inspector there was an insufficient amount of tasks observed, another direct observation will be required.

(a) For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an FAA inspector, the inspector will observe a complete oral test, and the flight portion of the inspection will be completed with the FAA inspector playing the role of the applicant. This method of inspection is not intended to be used for examiners who conduct an adequate number of tests in aircraft that allow an inspector to observe the flight portion of the test. Whenever possible, the inspector will observe the designee conducting both the ground and flight portion of the practical test with the designee administering a test to an actual applicant.

(b) At a minimum, direct observations will be conducted every six calendar quarters to be completed by a MS (see DMS for due dates). If there is any indication of unsatisfactory performance (*e.g.*, interviews, complaints, etc.) the managing office must investigate and conduct additional surveillance in order to determine the actual performance of the designee. The MSs may increase the number of direct observations if deemed appropriate due to various risk indicators that may be established, such as when a "Needs Improvement" event has been identified, or any other reason deemed appropriate. The MS must conduct a complete direct observation (ground and flight) of the first practical test for a newly designated DPE or SAE. For the direct observation of an Admin PE, the MS must observe an entire certification event, from the applicant presenting the application to the designee completing the paperwork and presenting the applicant with the appropriate certificate. This would be recorded as a Direct Observation—Administrative PE.

(c) While exercising the privileges of their designation, designees must continue to maintain their currency and proficiency. During the direct observation, the MS or ASI must verify that the designee is maintaining currency and PIC requirements. Currency requirements are outlined in §§ 61.56 and 61.57, and PIC requirements are outlined in Table 3-9, PIC Experience Requirements. For designees (other than SAEs) who administer tests in large, turbine-powered aircraft, currency in accordance with § 61.58 must also be maintained, regardless of which seat the designee occupies.

(d) During a direct observation for a DPE, SAE, or Admin PE, the MS should assure the applicant that the observation is focused on the designee and not the applicant. Although this may not alleviate the heightened level of anxiety, the MS should make the applicant as relaxed as possible.

(e) If the MS observes a designee that is not following proper certification policy, such as conducting an exam for an applicant that is not eligible or does not meet the prerequisites for the certificate or rating sought, the MS has the responsibility to stop the certification and discuss the concern with the designee without the applicant being present. Under no circumstances will the MS allow the certification to be issued until the discrepancy(ies) are corrected.

(f) If during the testing/checking event a DPE or SAE omits required items from the PTS or ACS, MSs may, at their discretion, allow the test to continue. The MS must not allow the airman certificate to be issued or check to be satisfactorily completed when required items were not tested or the applicant unsatisfactorily performed the tasks. Because the PTS/ACS specifically states that the tasks can be accomplished in any order, this discretion is necessary to allow the MS to watch the entire test in the event that the designee completes the omitted items at the end of the test/check.

> **Note:** This type of discrepancy would be noted in DMS as a procedural issue, and might require additional observations by the MS to ensure the problem does not continue.

(g) Observe the DPE or SAE conducting the ground portion of an exam as described below:

1. Review the plan of action to determine the following:

i. Does the plan of action include all the areas of operation and tasks required by the appropriate PTS or ACS?

ii. Does the plan of action contain a scenario that allows the evaluation of most of the areas of operation and tasks required in the practical tests with minimum disruptions?

iii. Does the plan of action contain the required pretest, preflight, and postflight briefings?

2. Ensure the DPE or SAE utilizes the plan of action to conduct the test.

3. Ensure the DPE or SAE conducts the required pretest briefing.

4. Ensure that the DPE or SAE requests appropriate identification from the applicant and verifies the applicant's identity. The DPE/SAE must also review the applicant's logbook/training record and compare aeronautical experience with what is reported on the application. The designee must properly ensure that the applicant is eligible for the test or check.

5. Ensure the DPE or SAE does not intend to administer the practical test to more than one applicant at a time.

6. Ensure the applicant is informed that the inspector is principally observing the DPE or SAE's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the DPE or SAE will issue a temporary certificate if the applicant passes the test.

7. Ensure that the DPE or SAE receives a completed and signed application prior to beginning the test. In the case of IACRA, the applicant must log in to IACRA and sign the application prior to beginning the test.

8. Ensure the DPE or SAE conducts the ground portion of the exam in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2, Title 14 CFR Part 61 Certification of Pilots and Flight Instructors.

(h) Observe the DPE or SAE conducting the flight portion of an exam as described below:

1. Ensure the DPE or SAE conducts the required preflight briefing.

2. Ensure the DPE or SAE observes the applicant preflight the aircraft.

3. Ensure the DPE or SAE conducts the flight portion of the exam in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2.

4. Ensure the DPE or SAE does not allow the applicant to repeat any maneuvers or procedures that have been determined to be unsatisfactory.

5. Ensure the DPE or SAE conducts the required post-test briefing.

6. Ensure the DPE or SAE completes the required paperwork based on the following outcomes:

i. If the DPE or SAE and the applicant perform satisfactorily, observe the designee properly completing FAA Form 8710-1 and issuing FAA Form 8060-4 (this may be accomplished in IACRA, but FAA Form 8060-4 must still be issued to the applicant).

ii. If the DPE or SAE performs satisfactorily but the applicant is unsatisfactory, observe the DPE or SAE properly completing FAA Form 8710-1 and issuing

FAA Form 8060-5, Notice of Disapproval of Application, properly identifying the area(s) of operation or task(s) failed or not tested in the block for remarks.

iii. If the DPE or SAE performs unsatisfactorily but the applicant performs satisfactorily, allow the DPE or SAE to complete FAA Form 8710-1 and issue FAA Form 8060-4. This is only possible if the inspector determines that an adequate test was given. If the DPE or SAE's performance was inadequate, resulting in an incomplete test, then the airman applicant was not properly evaluated and the inspector should observe the DPE or SAE issue a Letter of Discontinuance.

iv. If the DPE or SAE and the applicant perform unsatisfactorily, allow the DPE or SAE to properly complete FAA Form 8710-1 and FAA Form 8060-5, properly identifying the area(s) of operation or task(s) failed or not tested in the block for remarks.

7. Ensure the DPE or SAE completes and submits the certification file in accordance with Order 8900.1. When using IACRA, the certification file is submitted to AFB-720 automatically and it is not necessary to submit a paper file.

8. Conduct a debriefing with the DPE or SAE separate from the applicant. Discuss the performance of the applicant and the DPE or SAE, and recommend areas of improvement needed by the DPE or SAE.

> **Note:** Prior to conducting surveillance in an aircraft, inspectors should review the certification and currency requirements contained in Order 8900.1, Volume 1, Chapter 3, Section 6, Operations Inspector Qualifications and Currency Overview.
>
> **Note:** The purpose of evaluating a DPE's or SAE's conduct of the direct observation is to ensure that the DPE or SAE follows testing procedures.

(i) Observe the Admin PE conducting the certification functions as described below:

1. Ensure the Admin PE requests appropriate identification from the applicant, validates the applicant's identity, and reviews the applicant's application for accuracy. This is required even when using IACRA.

2. Ensure the Admin PE conducts the certification function in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2.

3. Ensure the Admin PE completes and submits the certification file in accordance with Order 8900.1. When using IACRA, the certification file is submitted to AFB-720 automatically and it is not necessary to submit a paper file.

(j) Administrative authority. DPEs and SAEs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, DPEs and SAEs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

1. Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

2. The DPE or SAE will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the DPE or SAE completing appropriate documentation and issuing the certificate.

3. Completion of an administrative direct observation does not satisfy the requirement for a direct observation–ground or direct observation–flight.

4. For DPEs and SAEs with administrative authorizations only, Annual Meeting and Activity Log are also required every four quarters.

(2) Interviews of Recently Tested Airmen. The MS, an ASI or AST should conduct interviews of recently tested airmen. These interviews are to ensure that the examiner is properly following the PTS/ACS when the FAA is not in attendance. Inform interviewees that the questions are to evaluate the testing procedure and are not a reexamination of their certificates. Conduct enough interviews to provide confidence that the designee is properly conducting the Practical Tests. If the interviews indicate satisfactory performance by the designee, the schedule for direct observations developed by DMS may be followed. However, if the interviews of recently tested applicants indicate a deficiency with designee performance, the managing office must conduct additional direct observations.

> **Note:** Interview results are risk indicators used to determine the frequency of direct observations. Scripted interview questions must not be used. Closed-ended questions should be avoided, and the MS, ASI or AST should have a relaxed but directed conversation with the recently tested airman about their practical test experience with the designee. Ask follow-up questions based on what the airman says. The goal is to determine if the designee is giving an adequate test. Is the designee teaching, allowing repeat maneuvers, failing to test all the required items in the PTS/ACS for the certificate or rating tested? Using interviews properly will give the MS a picture of how the designee is conducting their work on behalf of the FAA.
>
> **Note:** ASTs conducting interviews of recently tested Airmen must be provided training by the managing FAA office.

(3) DPE or SAE Testing Proficiency Check. A MS may, at their discretion, ask the designee to demonstrate and explain maneuvers or evaluate maneuvers performed by the MS or an ASI. The purpose of a testing proficiency check is not to evaluate the piloting skills of the designee, but to assess the designee's understanding of the elements of the maneuvers and to determine that they are able to evaluate the applicant's performance in accordance with the PTS/ACS.

(4) Review Designee Certification Packages. Each managing office will review all certification packages submitted to the managing office to ensure that the designee has completed the documentation as required by the applicable section(s) of Order 8900.1,

Volume 5, Chapter 2. Package reviews as a result of correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS using this record.

(5) Provide Technical Assistance. Each MS will document in DMS when they spend time providing technical assistance to one of their designees. This does not include answering a quick phone call or email, but only when research or training is involved in the assistance.

(6) Review DMS Activity Log. Each MS will review the activity log of each of the designees they manage for the previous four quarters. The MS will look for possible actions contrary to policy (*e.g.*, test taking an unreasonable amount of time, etc.). This may also include comparing activity reported in the log to actual aircraft or training records.

(7) Review of Proper Guidance Materials. Each MS will review the applicable guidance and reference materials that the designee used to conduct a practical test or proficiency check. The MS will look to see that the designee is using the most current and correct documents for the specific test or check conducted. This includes, but is not limited to:

- Practical Test Standards (PTS)/Airman Certification Standards (ACS);
- FAA Order 8000.95, Designee Management Policy;
- FAA Order 8900.1;
- FAA Handbooks; and
- Advisory Circulars (AC).

(8) Evaluate the Plan of Action. Each MS will evaluate the designee's plan of action. The MS will look to see that it meets the requirements outlined in Order 8900.1, as well as to see that the designee alters their plan of action and is not using the same plan of action for each test or check that they administer.

(9) Record Feedback. Each MS will record in DMS any information that has been received from outside sources regarding the performance of their designee. This may be positive or negative feedback, and may come from another FAA employee, or may come from someone outside the FAA. If any follow-up action is required, and what that action should be, will be determined by the MS.

(10) Annual Meeting. Each managing FAA office will record the attendance at the annual meeting of each of their designees.

(11) Special Emphasis Items. Each MS will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the NPO. Specific instructions for recording this activity will be provided.

c. Additional Inspections.

(1) In addition to the required activity listed above, the managing office may conduct additional inspections as they deem necessary. The objectives of the inspections may include:

(a) To conduct additional direct observations.

(b) Confirmation that the designee has appropriate FAA references available.

(c) Evaluation of adequacy of facilities.

(d) Verification of maintenance of minimum qualifications.

(e) Analysis of pass/fail rates.

(f) Verification of access to technology for IACRA processing.

(g) Identification of risks or hazards.

(h) Other areas deemed necessary by the MS.

(2) Certain designee performance factors may prompt additional inspections. These issues may be indicative of underlying safety risks that require timely FAA attention. The performance factors include:

(a) A pass rate of 90 percent or higher.

(b) Discovery that the designee tested a student trained by the designee without written approval from the managing office.

(c) Ten percent or more of airman files were returned to the designee for correction.

(d) Valid public complaints about the designee or designees involved in an accident, incident, or violation.

> **Note:** MSs, in consultation with their management, may use their discretion and judgment in the kind and frequency of monitoring and inspections of their individual examiners. For example, a MS should consider the difference between a pass rate exceeding 90 percent for a designee that has conducted very few practical tests, and a pass rate exceeding 90 percent for a high activity designee. Similarly, if a designee's error rate is above 10 percent, the MS should consider whether the designee has conducted very few practical tests or is considered high activity. Also, in a case where a designee may have an excellent record for serving the public, and one applicant files a complaint, the MS may want to discuss the complaint with the designee, but the depth and detail of the monitoring, inspection, and oversight may not have to be significant. Again, we expect MSs to use their discretion and judgment and be professional.

d. Outcomes of Oversight Activities. For all oversight activities, the MS or ASI selects from three performance measure categories: Satisfactory, Needs Improvement, or Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must enter descriptive text in the appropriate performance measure category(ies).

(1) Follow-up Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate follow-up action(s) must be determined and recorded in DMS. These actions may include any of the following:

(a) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(b) Additional training. It may be necessary for the designee to receive additional training. This may include taking the initial designee course, going to a refresher course, or training provided by the MS or another ASI.

(c) Suspension. The most common reason for a suspension is when the designee has not been following certification policy.

> **Note:** Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to or deliberately disregards FAA policy. A result of unsatisfactory for an oversight activity does not require suspension or termination provided that the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

(2) FAA Actions to Address Regulatory or Statutory Noncompliance. In the event that inappropriate actions by a designee require action against the designee's pilot or flight instructor certificate(s), the MS should refer to FAA Order 8900.1, Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for the correct procedures and to determine the appropriate FAA action. Actions taken under the Compliance Program may range from counseling to revocation of airman certificates. Note that revocation is necessitated, in most cases, by fraudulent certifications performed by the designee. In the most egregious cases, criminal charges may be levied under Title 18 of the United States Code (18 U.S.C.) § 1001, which may lead to imprisonment.

(3) Special Emphasis Evaluation of Designees (SEED). AFS-850 will notify the designee's managing office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing office is responsible to process the suspension or termination. In the event AFS-850 and the managing office disagree on the termination of a designee, AFS-850 will make the final determination.

e. OPE. The OPE is a consolidated review of oversight activities and other data available outside of DMS (*e.g.*, SPAS, EIS, AIDS, etc.) on a reoccurring basis. The OPE results in an overall rating for the performance period and considers risk-based elements. The objectives of the OPE are for the MS to:

(1) Identify performance trends that are:

- Specific to the designee;

- Local in nature as compared to designees similar in authority locally; and
- National in nature as compared to designees similar in authority nationwide.

(2) Determine if corrective action is needed.

(3) Conduct a risk assessment of the designee.

(4) Review all data for the current performance evaluation period.

(5) Determine performance result. See Volume 1.

(6) Counseling. See Volume 1.

(7) Additional Training. See Volume 1.

4. Designee Management Functions.

a. Expand Authorities, Change Limitations, or Both. See Volume 1 and Volume 3, Chapter 3.

b. Reduce Authority. See Volume 1.

c. Record Note. See Volume 1.

d. Send Message to Designee. The MS is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback of Interaction With a Designee. See Volume 1.

f. Preapproval.

(1) Ensure designees understand that they must obtain preapproval in order to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. Preapproval requires the designee to request and receive approval to conduct authorized activity at least 24 hours prior to commencing that activity on behalf of the FAA. DMS will notify the MS through the DMS message center any time a designee submits a preapproval less than 24 hours in advance. Preapprovals may be authorized through two methods: manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the MS to review the designee's request for activity and approve it in DMS. This allows the MS to stay informed of the designee's activities and the nature of the certification activity involved. It provides a means of managing a designee's activity and ensuring only those activities that the managing office chooses to delegate are accomplished by the designee.

(b) Automatic Preapproval. Automatic preapproval allows the MS to set the DMS function to automatically approve an activity request by a specific designee. This feature

provides the MS with a flexible option to provide preapproval and continue to manage a designee's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of certification activity requested presents an acceptable risk. Automatic preapprovals must not be granted to a designee during the first 30 days of appointment.

> **Note:** The MS will determine to grant manual or automatic preapproval separately for each of the designee's authorizations. For example, if a MS is concerned about performance by the designee of one or two of their authorizations, the MS may elect to keep those authorizations on manual approval while granting automatic approval for the rest of the authorizations.

(2) DMS allows the designee to change or cancel a preapproval request.

(3) For DPEs, SAEs, and Admin PEs, each activity must be approved before the designee can perform any function for the FAA.

(4) Changes in time, date, location, type of exam, or aircraft (make/model) will require an amended preapproval in DMS prior to conducting the activity.

(5) Designee activity. It is the FAA's intention that designees perform their authorized function(s) within the managing office's area of responsibility. However, a designee may perform activities outside the area of responsibility as long as the FAA's ability to oversee the designee is maintained. The designee must utilize DMS preapproval process for all preapproval requests.

(a) Designee activity outside the United States. Designees are not allowed to conduct activities outside the United States and its territories.

(b) Temporary transfer. When designees work outside their local area in excess of 6 calendar months, the MS should consider a temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the activity is located. This transfer will require coordination and concurrence between both managing offices. The office handing off the designee to the temporary geographic office will reassign the designee in DMS to the new MS at the temporary geographic location. The new managing office will be responsible for all oversight responsibilities while the designee is temporarily under their supervision.

g. Post-Activity Reports. DPE, Admin PEs, and SAEs are required to complete post-activity reports in DMS after performing certification functions.

(1) Post-activity reports provide the MS with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

(2) If the designees have post-activity reports that have passed the requisite 7 calendar day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been submitted.

(3) If a designee is terminated or suspended, data can still be entered into a post-activity report in DMS.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This chapter also provides training policy for FAA personnel with designee-related responsibilities. This designation type-specific policy and Volume 1 constitute the overall policy for the training of designees and FAA personnel.

2. General.

a. Overview. This chapter prescribes the initial and recurrent training requirements for DPEs, SAEs, Admin PEs, and FAA personnel, including MSs, with designee management and oversight responsibilities. Applicants and designees register for training through the Designee Management System (DMS).

b. Documentation. Successful completion of training is documented by DMS. Training that is not available for registration in DMS must be conducted by the Managing Office and documented in DMS.

3. Designee Training Requirements.

a. Initial Training.

(1) Before appointment, designee applicants must satisfactorily complete the initial training program for the designee type and authority for which they are being considered for appointment. The initial training will be conducted by online web-based training, face-to-face classroom training, or both depending on the authorized functions the prospective designees are seeking. The initial training requirements for each designee type are:

Table 3-10. Initial Training Requirements for Each Designee

Designee Type	Initial Training Requirement
DPE and SAE performing flight tests in aircraft	Initial Designated Pilot Examiner, Part 1 (Online) and Part 2
Admin PE (ACR-141, ACR-FIRC)	Web-Based Administrative DPE Training
Admin PE (Administrative only)	Web-Based Administrative DPE Training
DPE and SAE with Administrative Authorization(s)	Web-Based Administrative DPE Training
DPE and SAE with Pilot Proficiency Examiner Authorization(s)	Initial Designated Pilot Examiner, Part 1 (Online), Part 2 and the Pilot Proficiency Examiner Course (Online)
SAE with FE Authorization(s)	Initial Training Conducted by the Managing FAA Office
DPE and SAE with SMFT Authorization	Initial Training Conducted by the Managing FAA Office
DPE and SAE performing flight tests in aircraft	Initial Designated Pilot Examiner, Part 1 (Online) and Part 2

(2) Each designee must successfully complete the Initial Designated Pilot Examiner training requirements within 1 year before initial designation. DPE and SAE applicants must not attend initial training until they have been notified by the appointing FAA office that they have been selected for appointment. Once selected for appointment, DPE and SAE applicants will be eligible to enroll for training in DMS.

b. Recurrent Training.

(1) Once a designee is appointed, attendance and successful completion of a recurrent training seminar is due on an established seminar interval based on the completion date of the initial standardization seminar or the most recent recurrent seminar, required of that specific designation type or authorization. Recurrent training requirements and the maximum recurrent completion interval in calendar months are in Table 3-11:

Table 3-11. Recurrent Training Requirements for Each Designee

Designee Type	Recurrent Training Requirement
DPE and SAE Performing Flight Tests in an Aircraft	24 calendar-months—Recurrent Designated Pilot Examiner Course
Admin PE (ACR-141, ACR-FIRC)	24 calendar-months—Web-Based Administrative DPE Training (Online)
Admin PE (Administrative only)	24 calendar-months-Web Based Administrative DPE Training (Online)
DPE or SAE With Administrative Authorization(s)	24 calendar-months—Web-Based Administrative DPE Training (Online)
DPE or SAE With Pilot Proficiency Examiner Authorization(s)	24 calendar-months—Recurrent Designated Pilot Examiner Course and Pilot Proficiency Examiner Course (Online)
SAE With FE Authorization(s)	24 calendar-months-Recurrent training conducted by the managing FAA office
DPE or SAE with SPE Authorizations	24 calendar-months—Recurrent Designated Pilot Examiner Course
DPE and SAE with SMFT Authorization	24 calendar-months—Recurrent training conducted by the managing FAA office

(2) Completion of recurrent training is mandatory and must not exceed the maximum interval listed for each designee type and authorization held. For DPEs, Admin PEs, and SAEs, it should be noted that different authorizations may require different recurrent training, and those recurrent training intervals are not required to be on the same schedule.

(3) Designees must schedule themselves for recurrent training as required and notify the managing FAA office.

(4) DPEs and SAEs (performing flight tests in an aircraft) may complete the Initial Designated Pilot Examiner Standardization Seminar (Parts 1 and 2) in lieu of the recurrent training to meet the recurrent training requirements.

Note: A designee may attend the Recurrent DPE Training course 1 calendar month prior to the established seminar due date. Early training attendance will not change the established due date of that specific designation type or authorization.

c. Post Course Test.

(1) Post course testing may be incorporated as knowledge assessments during practical application workshop (PAW) exercises, presented as a standalone test following training, or both. The applicant/designee must complete all PAW exercises, take a comprehensive post-course test, or both. The test will assess the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee's current or proposed CLOA. The designee candidate will receive a completion credit only after satisfactorily completing all required PAW exercises and assignments, or by achieving at least a 70 percent on the post course test (if administered).

(2) Should an applicant/designee fail to satisfactorily complete all required course assignments or pass the post-course test after completing the training curriculum, DMS will notify the manager of the applicant/designee's assigned FAA office and the MS. After a review of the circumstances related to the failure, the Managing FAA office may:

(a) For initial training, elect not to appoint the applicant for failure to complete training requirements, or if justified, allow the applicant to repeat the training course or post-course test. If appropriate, the Managing FAA office will allow the applicant only one additional attempt to complete the training. If a determination is made to allow the applicant to repeat the training or post-course test, the MS will email AFS-850 to arrange for reenrollment or retesting. Send emails to: 9-AVS-AFS-850@faa.gov.

(b) For recurrent training, elect to terminate the designee for failure to complete training requirements, or if justified, allow the designee to repeat the training course or post-course test. If appropriate, the Managing FAA office will allow the designee only one additional attempt to complete the training. If a determination is made to allow the designee to repeat the training or post-course test, the MS will email AFS-850 to arrange for reenrollment or retesting. Send emails to: 9-AVS-AFS-850@faa.gov. The designee must be suspended and may not exercise the privileges of their designation until training has been successfully completed.

(c) Administrative Designee Training Online course and Basic Administrative Examiner online course: MSs will follow the same procedures specified in paragraphs 3.c.(2)(a) and (b) of this chapter for Designees holding administrative authorizations; however, the MS may elect to remove the administrative authorization instead of terminating the designee.

Note: Justified reasons include technical issues, health issues, personal emergencies, or other situations deemed appropriate by the managing office.

(d) Successful completion of all required training is a prerequisite for holding a designation. Under most circumstances, in the event an applicant/designee is more than one hour late on the first day of training, they will not be permitted to attend training and will be

rescheduled to a future offering. If they arrive within the first hour of training, they will coordinate with training personnel to make up missed instruction outside of normal class hours prior to being authorized to take the final exam. Additionally, applicants/designees will be marked absent if not present after 15 minutes from all scheduled return from break times. Applicants/designees who are marked absent more than twice during the same class or do not attend the full duration of the training will not be authorized to take the final exam or receive credit for training.

d. Specialized Training. DPE, SAE, and Admin PEs who perform one or more specialized function(s) must complete the associated specialized training course prior to initial appointment, adding the authority, and at the recurrent interval specified regardless of any other initial or recurrent training requirement. A complete list of DPE/Admin PE specialized functions and the associated training requirements are available in DMS.

e. Training Limitations.

(1) DMS will automatically suspend designees who fail to successfully complete required training available for registration in DMS within the specified timeframe.

(2) Designees who fail to successfully complete required training conducted by the Managing Office within the specified timeframe must be suspended by the MS.

(3) A designee will not exercise designation privileges unless all required training is current.

(4) DMS will automatically provide notices of training due dates.

> **Note:** A designee that conducted activities with expired training must remain in a suspended status until the Managing Office conducts an investigation. The investigation must include a thorough review of the activities during this time, and a determination must be made if reduced authority or termination of designation is warranted. The investigation and associated steps taken must be documented in DMS.

4. FAA Personnel Training.

a. Initial and Recurrent Training Requirements. Initial training requirements for ASIs with MS responsibilities for DPE, Admin PE, and SAE include:

(1) Completion of the GA operations ASI indoctrination courses, or equivalent.

(2) Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

(3) Designee-specific on-the-job training (OJT) tasks for the type of designee oversight to be conducted.

Chapter 8. Annual Request for Extension of a Designee's Designation

1. Extension requests must include a signed Code of Conduct.

2. Designees using BasicMed in lieu of holding a medical certificate must include a copy of the most recent BasicMed Comprehensive Medical Examination Checklist (CMEC) and BasicMed course certificate. Designees may redact any private, sensitive, or confidential medical information in the CMEC.

3. See Volume 1.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of a DPE, SAE, or Admin PE. This designation type-specific policy and Volume 1 constitute the overall policy for termination of DPEs, SAEs, and Admin-PEs.

> **Note:** A managing office must not accept a voluntary surrender if termination for cause is warranted.

2. General. The following items require the MS to initiate an investigation and determine if termination is appropriate. See Volume 1, Chapter 6.

a. Any actions, at any time, by the designee that may reflect poorly on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.

b. Any time that a reexamination of an airman under 49 U.S.C. § 44709 becomes necessary due to an inadequate or inappropriate test performed by the designee, the managing office must immediately suspend the designee.

c. Any time that the FAA must revoke a pilot certificate or rating improperly issued by a designee, the managing office must immediately suspend the designee.

d. Any time an airman voluntarily surrenders or downgrades a pilot certificate or authorization that was improperly issued by the designee, the managing office must immediately suspend the designee.

3. Termination Investigation. See Volume 1, Chapter 6.

4. Termination for Cause Review Panel Responsibilities. See Volume 1, Chapter 9.

5. Termination for Cause Review Panel Members. For a DPE, SAE, or Admin PE that holds no other designations, the AO will convene a termination for cause review panel comprised of three members:

a. The AO associated with the designation. This individual will be the panel POC.

b. An AFS-850 representative.

c. An AFS-810 representative.

d. The AO must contact AFS-850 via email to request panel members before the panel is created in DMS. The request must be sent to the following email: 9-AVS-AFS-DMS-EP-Request@faa.gov.

> **Note:** For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and volume constitute the policy for other designee management functions.

2. Assign DMS Roles—Master Role Assigner. For FS GA designees, the MRA is typically the office manager or FLM. See Volume 1.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. Updates to certain information in the designee record, such as change in physical address or qualifications, may affect the designation. A change of physical address may cause the FAA to review need and ability to manage considerations. If the requested address change is in a different managing office's area, the FAA will make the determination if there is a need to transfer that designee to another MS closer to the designee's new location.

VOLUME 4. DADE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Aircraft Dispatcher Examiner (DADE) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is DADEs, their FAA MSs (MS), and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the DMS information technology (IT) tool and policy. Affected employees and designees will be notified through directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the MS and their respective management officials.

Section 2. Overview of Designee Functions

1. DADE. A DADE is an individual who is authorized by the Administrator to perform evaluations and certification functions for Aircraft Dispatchers in accordance with 14 CFR Part 65.

Section 3. Roles and Responsibilities

1. Responsibility and Authority for Policies Governing DADEs.

a. Associate Administrator for Aviation Safety (AVS-1). AVS-1 has the overall authority for establishing policy that governs the designees managed by the various AVS S/Os. These S/Os include FS, AIR, AAM, and AOV. The FS, AIR, AAM and AOV policy divisions are responsible for developing policy applicable to specific designee types. FS is responsible for developing policy specific to DADEs.

b. Air Transportation Division (AFS-200). AFS-200 provides direction and support to the Regulatory Support Division (AFS-800) regarding the policy related to the appointment and management of DADEs.

c. Regulatory Support Division (AFS-800). AFS-800 is responsible to develop standards, regulations, policies, and procedures for the application, selection, appointment, oversight, suspension, termination, training, and other management functions for all FS designees, in coordination with AFS-200.

2. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and MSs.

(4) Office managers or their delegates serve as the master role assigner (MRA) to ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

b. Appointing Official (AO). "Appointment" is the action taken by the FAA to designate a qualified individual as a representative of the Administrator. The AO of a DADE will be the manager of the FAA office with responsibility to manage the DADE. It may also be acceptable for a Front Line Manager (FLM) to be the AO for a DADE.

c. Selecting Official (SO). "Selection" means the identification and evaluation of qualified designee applicants that best meet the FAA's needs. In accordance with Part 183, a DADE falls under the category of Technical Personnel Examiners (TPE). Section 183.11 allows any local FS inspector to select a TPE. For a DADE, the SO is typically the FLM, but may also be an office manager when appropriate.

d. MRA. MRAs ensure inspectors, supervisory staff, and administrative staff are assigned appropriate roles within DMS to carry out assigned duties. MRAs are typically office managers, but may be FLMs.

e. Managing Specialist (MS). The MS is the individual primarily responsible for the management of a specific designee. MSs provide oversight, guidance and support to assigned DADEs.

(1) MS Qualifications. The MS of a DADE must be an Aviation Safety Inspector—Aircraft Dispatch (ASI-AD), commonly referred to as a dispatch inspector. An ASI-AD is not simply an ASI who holds an Aircraft Dispatcher Certificate. ASI-AD is a specific U.S. Office of Personnel Management (OPM) position description (PD). An ASI is not considered to be an ASI-AD unless specifically designated as such in an official OPM PD. The PD for an ASI-AD is contained in Human Resource Policy Manual (HRPM) Volume 1, Policy Chapter Supplement EMP-1.7e (1825AD), FAA Specific Qualifications Guidance for 1825 Aviation Safety Inspectors – Aircraft Dispatch.

(2) Knowledge of 14 CFR. The MS must be knowledgeable of Parts 1, 61, 65, 91, 110, 117, 119, 121, and 183, and the requirements set forth in this order.

(3) Training. The MS of a DADE must successfully complete FAA Academy course Aircraft Dispatcher Functions for ASIs. This course provides specific training on the administration of the Aircraft Dispatcher practical test and the management of a DADE.

f. Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the AO, SO, and MS roles may be proxied.

(4) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(5) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign an MS proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

i. Office Administrator (OA). The OA role allows certain FAA administrative office personnel limited MS functionality to submit administrative DMS entries such as training and meetings. The OA is typically an aviation safety assistant (ASA) or aviation safety technician (AST), but may also be an ASI.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to the application process for an individual applying to be a DADE designee. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DADE applicant.

2. General.

a. Application Process. The DADE applicant must:

(1) Complete an application in DMS;

(2) Upload a current résumé, supplemental information sheet (available in DMS), or both; and

(3) Upload at least two letters of recommendation attesting to the professional qualifications of the applicant.

(4) Enter their FAA tracking number (FTN). DADE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Application Considerations. The managing office will review DADE minimum qualifications and competitive differentiators when considering an applicant for possible selection and appointment as a DADE.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than one type of designation. For DADE applicants, consideration should be given to the effect of multiple designations on the ability of the DADE to perform functions appropriately.

3. Minimum Qualifications for DADEs. Applicants for initial DADE appointment must have experience working in an operational control environment and must be in a position to stay up to date with FAA-approved industry practices and the evolving regulatory environment as a condition of continued appointment. The applicant must hold an Aircraft Dispatcher Certificate that was issued no less than 3 years prior to their application as a DADE. In addition, the candidate must meet any one of the following criteria:

a. Have a total of at least 2 of the last 3 years' experience as a current and qualified Aircraft Dispatcher for an air carrier certificate holder conducting Part 121 domestic operations, flag operations, or both.

b. Have a total of at least 3 of the last 4 years' experience having responsibility for operational control for an air carrier certificate holder conducting Part 121 supplemental operations.

c. Have at least 2 of the last 5 years employed by the FAA as an ASI-AD.

d. Have at least 5 years of experience, without recency, as a current and qualified Aircraft Dispatcher for an air carrier certificate holder conducting Part 121 domestic operations, flag operations, or both, and currently performing technical functions in a dispatch or operational control-related field that supports Part 121 operations. For the purposes of this chapter, dispatch or operational control functions include the following:

(1) Actively employed as an air traffic coordinator working in the dispatch center or Operations Control Center (OCC) of an air carrier certificate holder conducting Part 121 domestic operations, flag operations, or both;

(2) Actively employed in a dispatch or operational control management position by an air carrier certificate holder conducting Part 121 operations;

(3) Actively working as an instructor who administers Part 121 regulatory training to Aircraft Dispatchers; and

(4) Actively employed as a dispatch subject matter expert (SME) for the purposes of developing dispatch and operational control procedures for an air carrier certificate holder that conducts Part 121 operations.

e. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

4. Competitive Differentiators. Practical experience that enhances the applicant's competitiveness appointment as a DADE are referred to as competitive differentiators. Having competitive differentiators does not guarantee appointment as a DADE. The competitive differentiators for a DADE are:

a. Prior experience as a DADE.

b. Prior experience as an FAA ASI-AD.

c. Appointed as an FAA designee other than a DADE.

d. Performed duties of an air transportation supervisor (ATS) (administering competence checks in accordance with Part 121 training requirements).

e. Currently employed as an Aircraft Dispatcher by an air carrier certificate holder conducting Part 121 domestic operations, flag operations, or both.

f. Currently employed as a person authorized to exercise operational control and conduct flight planning and flight release activities for an air carrier certificate holder conducting Part 121 supplemental operations.

g. Served as supervisor or manager of Aircraft Dispatchers for a certificate holder conducting Part 121 domestic or flag operations.

h. Served as an Aircraft Dispatcher instructor for a certificate holder conducting Part 121 domestic or flag operations.

i. Served as an air traffic control (ATC) coordinator in the OCC of a certificate holder conducting Part 121 domestic or flag operations.

j. Recent (last 5 years) experience dispatching airplanes in extended overwater operations.

k. Recent (last 5 years) experience dispatching airplanes in Extended Operations (ETOPS).

l. Recent (last 5 years) experience dispatching airplanes in high terrain (driftdown environment) operations.

m. Currently working in an environment that allows a continuing opportunity to remain professionally current with evolving regulations, technology, and FAA-approved programs.

n. Served as a dispatch standards or procedures developer for an air carrier certificate holder conducting Part 121 domestic or flag operations.

o. Holds additional airman certificates other than Aircraft Dispatcher.

p. An active member of an Aircraft Dispatcher professional organization such as the Airline Dispatchers Federation (ADF) or the International Federation of Airline Dispatchers Associations (IFALDA).

q. Worked as an instructor at an FAA-approved Aircraft Dispatcher certification course.

r. Served as a United States Air Force (USAF) flight manager.

5. Disqualifiers. See Volume 1.

6. Privilege, Not a Right. See Volume 1.

7. Post-Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DADE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of a DADE applicant.

2. General.

a. Selection Process. The selection process for a DADE applicant is initiated after the designee applicant completes the DMS application. The SO then initiates the selection process through DMS. Below is a high-level representation of the selection flow.

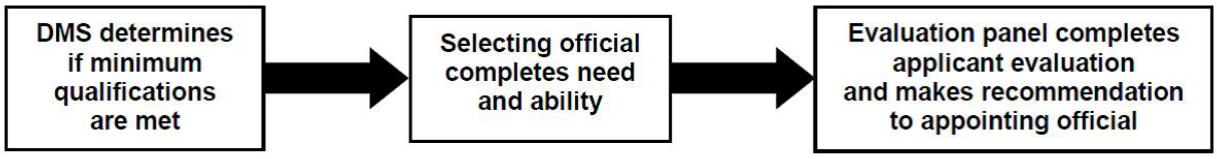


Figure 4-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) Candidates must complete an application in DMS.

(2) The evaluation panel assesses each applicant's background, knowledge, and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Contacting references provided by the applicant.

3. Need and Ability to Manage. The managing FAA office, within its sole discretion, determines the need for, and ability to manage, a DADE.

a. Need Considerations. The need for a DADE is driven by the certification needs of the public. The impact to existing DADEs or desires of individuals to become DADEs will not be a factor in determining need. Each Flight Standards office has overall responsibility to ensure the certification needs of the public within its area of responsibility are met. This includes ensuring that adequate FAA personnel, designees, or both are available to conduct certification activities in the area. Examples of what constitutes a need for a DADE are as follows:

(1) The managing FAA office cannot support the certification work and needs of the public with existing DADEs.

(2) The office no longer has the ability to provide examinations within a reasonable period of time.

(3) There are documented public complaints regarding long waiting periods for testing.

(4) The activity in the managing office has increased or is forecasted to increase, and cannot be supported with existing DADEs.

(5) The unavailability of an existing DADE.

(6) An event triggering a need for increased Aircraft Dispatcher certification, such as an FAA-approved Aircraft Dispatcher certification course or a Part 121 domestic air carrier, flag air carrier, or both located in, being established in, or otherwise moving to the area of responsibility of the managing office.

b. Ability to Manage Considerations. If need for a DADE has been established, the managing office must next determine if the office has the ability and resources to manage a DADE. The determination must be based on criteria such as:

(1) Appropriate Technical Resources. The managing office must have the appropriate technical resources to manage the DADE. The appropriate technical resource for managing a DADE is an ASI-AD who is available to manage the DADE and be assigned as the MS. If there is no ASI-AD assigned to a Flight Standards office in whose area of responsibility there is a public need for Aircraft Dispatcher certification, the office manager should consider staffing adjustments to include an ASI-AD who has the ability to manage the DADE. If the office has no ASI-AD who meets the necessary criteria, then the office does not have the ability to manage a DADE. In this case, the office manager may request the services of a DADE that is managed by another Flight Standards office to perform Aircraft Dispatcher certification (administer the Aircraft Dispatcher practical test and issue a Temporary Airman Certificate). Information on DADEs performing activities outside the managing office's area of responsibility can be found in Chapter 6, subparagraph 12e, Designee Activity.

(2) Ability to Maintain Oversight and Conduct Surveillance. Oversight is the ongoing task of ensuring that a designee performs within established guidelines. This is primarily accomplished through surveillance. Therefore, the proposed MS's current workload must permit that individual to conduct surveillance of a DADE whenever necessary. When determining whether or not the MS's workload will permit adequate oversight of a DADE, the office manager will consider the following with respect to workload:

(a) The number of air carrier certificate holders for which the MS is currently assigned oversight responsibility;

(b) The number of Aircraft Dispatcher certification courses for which the MS is the Dispatch Course Program Manager (DCPM);

(c) The total number of designees the MS is responsible for;

(d) The estimated number of Aircraft Dispatcher practical tests the MS will be required to observe, administer, or both; and

(e) The amount of travel involved for each of the ASI-AD's certificate management, designee management, course oversight, and testing responsibilities.

(3) Funding. The managing office must consider the funding that could be associated with any travel required to conduct surveillance of a DADE.

4. Solicitation of Applicants for DADE Selection. Once the need and ability to manage a DADE are established, it is important to solicit the most qualified applicant(s) available. The following are suggested avenues for soliciting applicants:

a. Advertise a DADE opening at an air carrier in the area that conducts Part 121 operations.

b. Notify professional Aircraft Dispatcher organizations, such as the ADF.

c. Contact the Airmen Certification Branch (AFB-720) and request they run a query of all certificated Aircraft Dispatchers located in a particular ZIP code range, city, or region.

5. Requesting Qualified Applicants in DMS.

a. List of Qualified Applicants. Once the FAA establishes the need for and ability to manage a designee, the SO can request a list of qualified applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. When an applicant in DMS does not meet a qualification requirement, the MS may request that the SO petition AFS-800, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The SO must route the request to AFS-800 for concurrence external to DMS. Deviation requests will be sent to 9-AVS-AFS-850@faa.gov. If in agreement with the recommendation, AFS-800, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

> **Note:** The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

6. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as a DADE. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When a DADE applicant submits an application in DMS, the Flight Standards office will establish an evaluation panel to further review and determine if each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The MS who is expected to be assigned to the designee. The presumed MS will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or another ASI-AD.

c. Evaluation Panel Checklist. For each prospective DADE candidate, the evaluation panel will complete the following checklist:

(1) Review the DADE application in DMS. Whenever possible, verify employment history and ensure there is nothing negative in the history that could call into question the applicant's qualifications and overall desirability as a candidate.

(2) Verify the minimum qualifications have been met.

(3) Verify the applicant possesses the appropriate airman certificate.

(4) Review the applicant's competitive differentiators.

(5) Review the letters of recommendation submitted by the applicant.

(6) Contact references as necessary;

(7) Verify any other FAA designee appointments held by the applicant.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) Safety Performance Analysis System (SPAS);

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) National Program Tracking and Reporting Subsystem (NPTRS); and

(f) Safety Assurance System (SAS).

(9) Interview the applicant(s).

(a) Select applicant(s) to interview. The evaluation panel will select up to three of the most qualified applicants to interview while considering each applicant's availability to administer Aircraft Dispatcher practical tests. If an applicant's availability to administer tests does not meet the demand for testing, the presumed MS should solicit additional applicants. In

the case where the need has been established for more than one DADE, the evaluation panel may select up to three candidates to interview per DADE needed.

(b) Conduct the interview(s). The evaluation panel will interview the DADE applicant(s). During the interview, the presumed MS will ask pointed questions about the applicant's experience and background as well as technical expertise regarding the requirements of Part 65 Subpart C, Part 121 Appendix A, and the current edition of the Aircraft Dispatcher practical test standards (PTS) or Airman Certification Standards (ACS).

(c) After the interview. After completing an interview, the evaluation panel will meet to discuss the applicant's ability to answer technical questions, as well as the applicant's overall adequacy as a DADE candidate. When considering an applicant, the evaluation panel will take into account any of the applicant's past performance (both negative and positive) in the aviation industry, as an FAA designee, or as a former FAA employee.

d. Evaluation Panel Tasks. In addition to the items listed above, the evaluation panel must ensure the DADE applicant has completed the following activities prior to designation:

(1) Training. In accordance with guidelines provided in Chapter 7, Training, the presumed MS will conduct initial training for each DADE candidate. Prior to appointing the candidate as a DADE, the MS must evaluate the candidate's knowledge of the training and verify that they understand their duties and responsibilities. If the MS is unable to verify the candidate's knowledge, or otherwise determines that the expected level of knowledge and understanding has not been achieved, the MS must either provide the candidate with additional training or reject the candidate.

(2) Qualification. Once a DADE candidate satisfactorily completes initial training, the candidate must be observed administering an Aircraft Dispatcher practical test in accordance with the Aircraft Dispatcher PTS or ACS to an applicant for an Aircraft Dispatcher Certificate (see Chapter 6, Oversight and Management of a Designee). The MS must evaluate the DADE candidate's overall performance. The DADE candidate does not have the authority to issue a Temporary Airman Certificate or Notice of Disapproval (as appropriate) to the applicant; however, the MS may allow the candidate to fill out the appropriate paperwork while the MS observes. The MS makes the final determination as to whether or not the applicant for the Aircraft Dispatcher Certificate passed or failed the test. The MS will sign the Temporary Airman Certificate or Notice of Disapproval, as appropriate, and issue it to the applicant. During the qualification phase, the DADE candidate may not charge a fee for administering the test.

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the SO whether to appoint the applicant or not and indicate any limitations that should be listed on the CLOA. There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify any recommended limitations.

(b) Prepare the recommendation for review by the SO and AO.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. SO Actions. The SO will select the most qualified applicant based on the recommendations of the evaluation panel. The SO may accept or reject the evaluation panel recommendation(s).

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a DADE.

2. General.

a. Appointment Process Flow. Below is a high-level representation of the designee appointment process.

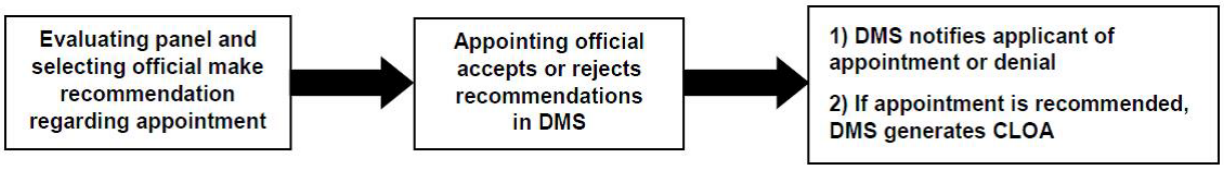


Figure 4-2. High-Level Appointment Process Flow

b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations in the CLOA based on:

(1) The applicant's background experience;

(2) The applicant's personal and professional qualifications; and

(3) The needs of the appointing office.

c. AO Actions. The AO may accept or reject the evaluation panel and SO recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar days of expiration.

b. Designee Maintains Qualifications. The DADE must continue to meet the minimum qualifications listed in chapter 2, paragraph 3 of this volume.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until their designation is terminated in DMS.

6. Reinstatement. A former DADE who was terminated "not for cause" may apply for reinstatement up to 12 calendar months after termination only for the managing Flight Standards office where last assigned. The former DADE must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

8. Relocation. A DADE who relocates outside the area of responsibility of the managing office is not guaranteed continued appointment. A DADE's appointment will only be continued if the managing office is able to continue effectively managing the DADE once relocated. In some cases, the managing office may transfer responsibility of the DADE to the responsible Flight Standards office for the area to which the DADE is relocating. However, this type of transfer is contingent upon the responsible Flight Standards office's need and ability to manage the DADE. Otherwise, the managing office will terminate the designation in accordance with Chapter 9, Termination of a Designation, as it relates to "Termination Not for Cause," since relocation is not a product of poor performance.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of a DADE.

2. DADE Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, DADEs must:

a. Represent the FAA Positively. A DADE must represent the Administrator in a manner that reflects positively on the FAA.

b. Honor Appointments. A DADE should honor appointments made with the public and with the FAA and be as prompt as possible.

c. Give Undivided Attention to the Applicant. A DADE must give undivided attention to the applicant throughout the conduct of the test. Do not leave the applicant unattended.

d. Keep Discussion Private and Confidential. A DADE must ensure that discussion with the applicant following the conduct of the Aircraft Dispatcher practical test is private and confidential.

e. Maintain a High Degree of Knowledge and Skill. A DADE must maintain a high degree of knowledge and skill in all areas and subjects set forth in Part 65 appendix A and the Aircraft Dispatcher PTS/ACS.

f. Follow Federal Regulations and FAA Policy. When exercising the privileges of a DADE designation, the DADE must adhere to Federal regulations and FAA policy set forth in FAA orders.

g. Develop a Plan of Action. A DADE must develop and use a plan of action for each Aircraft Dispatcher practical test administered by the DADE.

h. Administer Each Practical Test in English. A DADE must conduct the Aircraft Dispatcher practical test entirely in the English language. The use of a translator during the test is not permitted.

i. Charge a Reasonable Fee. The DADE is responsible to charge each applicant a reasonable fee. Prior to administering the test, a DADE must explain any fee charged and must ensure each applicant understands the fees, including those incurred for retesting after failure.

j. Complete Administrative Functions. DADEs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar days of completion.

k. Maintain Security of Controlled Material. Each DADE is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The DADE

must use appropriate security procedures as identified by policy and by the MS. At a minimum, DADEs must ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate, Rating Applications, or both, and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

3. DADE Limitations. DADEs must adhere to the following limitations:

a. A DADE May Not Test Applicants Who Have Not Successfully Completed an FAA-Approved Aircraft Dispatcher Certification Course Without Prior Authorization.

(1) A DADE may not test an applicant attempting to qualify to take the Aircraft Dispatcher practical test based on the experience outlined in Part 65, § 65.57(a) without prior authorization from the MS. The MS will not authorize the DADE without first having verified that the applicant's documentary evidence of experience is satisfactory.

(2) All DADE authorizations to test applicants based on experience will be accomplished in DMS. The MS will review and verify an applicant's previous experience prior to granting such authorization.

b. A DADE May Not Test an Applicant Who Fails to Demonstrate the Ability to Read, Speak, Write, and Understand the English Language. DADEs will use the current edition of Advisory Circular (AC) 60-28, FAA English Language Standard for an FAA Certificate Issued Under Parts 61, 63, 65, and 107, to evaluate an applicant's English language skills. If a DADE has concerns about an applicant's English language skills, the DADE may not test the applicant. In this case, the DADE must refer the applicant to the MS for further evaluation prior to conducting the test.

c. A DADE May Not Administer the Test to More Than One Applicant at a Time. A DADE must not administer the Aircraft Dispatcher practical test to more than one applicant at a time. For the purposes of this policy, "at a time" means that a DADE must initiate, conduct, and conclude the practical test with an applicant before accepting the application or initiating the test with another applicant. An Aircraft Dispatcher practical test is concluded when the DADE issues a Temporary Airman Certificate, a Notice of Disapproval, a Letter of Discontinuance, or for an applicant under the age of 23, completes the test and refers the applicant to the managing office for a Letter of Aeronautical Competency.

d. A DADE May Not Administer More Than Two Practical Tests Per Day. A DADE may not administer more than two full practical tests in a single calendar day (*i.e.*, midnight to midnight). However, in the case where one or more of the tests is a partial test (*e.g.*, due to discontinuance or a retest), a DADE may seek permission from the MS to administer more than two tests in a single calendar day. Prior to granting permission, the MS will take into account

how many hours in total the DADE is estimated to spend testing applicants in a single day. Prolonged periods of time spent administering multiple practical tests in a single day could contribute to fatigue, which could lead to degradation of the quality of testing.

e. A DADE May Not Allow Observers During the Test. A DADE may not allow observers while they are administering the Aircraft Dispatcher practical test, except as described in FAA Order 8900.1, Volume 5, Chapter 5, Section 10, Part 65 Aircraft Dispatcher Certification.

f. A DADE May Not Exempt an Applicant from any Portion of the Aircraft Dispatcher Practical Test Requirements. DADEs must administer the Aircraft Dispatcher practical test in accordance with the full requirements of the PTS/ACS.

g. A DADE May Not Provide Instruction to an Applicant in Combination With Administering the Practical Test to the Applicant. A DADE may not instruct the applicant during the test. If an applicant is unable to answer a question or successfully demonstrate a skill, the DADE may not instruct the applicant on the correct way to answer the question or demonstrate the skill.

h. A DADE May Not Temporarily Suspend (Discontinue) a Test to Allow the Applicant to Study. A DADE may not discontinue a test to allow an applicant time to study. If an applicant appears deficient in a particular task or area of knowledge, then the DADE must treat that as unsatisfactory performance and either continue the test if it appears the applicant will be able to pass the test overall, or fail the applicant.

i. A DADE May Not Endorse, Amend, Alter, or Issue Any Permanent Airman Certificates. DADEs are prohibited from endorsing, amending, altering, or issuing any permanent Aircraft Dispatcher Certificates. These actions may only be accomplished by a qualified FAA ASI.

j. A DADE May Not Issue Any Limitation to an Aircraft Dispatcher Certificate. At no time may a DADE issue any limitation to an Aircraft Dispatcher Certificate.

k. A DADE May Not Issue a Letter of Aeronautical Competency. A DADE may not issue a letter of aeronautical competency. Only the managing office can issue such a letter.

l. A DADE May Not Test an Applicant Trained by the DADE, Except Under the Following Conditions:

(1) The DADE's CLOA specifically allows this practice. A DADE may not test an applicant to whom the DADE has also administered training, unless specifically authorized in the CLOA. When authorized, the MS will list the name of each FAA-approved Aircraft Dispatcher certification course to which the authorization applies.

(2) Another instructor who holds an Aircraft Dispatcher Certificate must administer all training in the practical dispatch applications area of knowledge. A DADE who is also an instructor may not administer the Aircraft Dispatcher practical test to an applicant for an Aircraft Dispatcher Certificate unless another instructor who holds an Aircraft Dispatcher Certificate has

administered the practical dispatch applications area of knowledge training required by Part 65 appendix A, section VIII (including all of the topics and subtopics contained therein) and is the recommending instructor (signs the Instructor's Recommendation block on FAA Form 8400-3, Application for an Airman Certificate and/or Rating).

(3) A DADE may not be the recommending instructor for an applicant to whom the DADE administers the Aircraft Dispatcher practical test. This limitation directly corresponds to the preceding one (subparagraph (2) above).

4. DADEs Who Own, Operate, or Provide Instruction for an FAA-Approved Aircraft Dispatcher Certification Course. A DADE's ownership, operation of, or employment with an FAA-approved Aircraft Dispatcher certification course must not interfere with the DADE's primary responsibility, which is being a representative of the Administrator. A DADE must always maintain impartiality and thoroughly evaluate each applicant for an Aircraft Dispatcher Certificate to whom the DADE is administering the Aircraft Dispatcher practical test.

5. Testing. All practical tests must be conducted in accordance with the Aircraft Dispatcher PTS/ACS. The DADE should complete preapprovals as far in advance as possible (see Chapter 6, Oversight and Management of a Designee). See Figure 4-3, DADE Checklist, at the end of this chapter.

6. Testing Facilities. All DADEs must have access to testing facilities that are equivalent to those required by § 65.65 and Order 8900.1, Volume 3, Chapter 63, Section 3, Course Approval and Management. Testing facility access is a DADE's responsibility.

Figure 4-3. DADE Checklist

Scheduling Practical Tests:

☐ Schedule the practical tests with the applicant for the Aircraft Dispatcher Certificate.

☐ Complete the preapproval in DMS.

☐ Prepare written Plan of Action in accordance with PTS/ACS for each applicant.

Applicant Eligibility:

☐ Age—The minimum age to qualify to take the Aircraft Dispatcher Practical Test is 21 years old.

☐ Original ADX Knowledge Test results showing satisfactory results (good for 24 calendar months per 14 CFR § 65.55).

☐ Complete and sign FAA Form 8400-3, Application for an Airman Certificate and/or Rating.

☐ Course certificate or written statement of graduation (valid for 90 days per § 65.70).

Or

☐ Meets eligibility requirements of § 65.57(a).

Note: Documentary evidence of eligibility must be presented to the FAA MS and permission to test must be granted by the specialist.

☐ Verify and be sure the applicant can read, write, speak, and understand the English language, prior to administering the Aircraft Dispatcher Practical Test.

When the Applicant is Under 23 Years of Age:

Prior to administering the Aircraft Dispatcher Practical Test, inform the applicant of the following:

☐ The applicant is not entitled to a Temporary Airman Certificate until they reach their 23rd birthday.

☐ The FAA managing office will issue a Letter of Aeronautical Competency, in lieu of a Temporary Airman Certificate.

☐ The FAA will not automatically issue an Aircraft Dispatcher Certificate when the applicant reaches 23 years of age.

☐ The applicant will be required to present the Letter of Aeronautical Competency to a Flight Standards office once the applicant has reached the age of 23.

☐ The FAA will require a positive identification check before issuing a Temporary Airman Certificate; therefore, the applicant must bring the appropriate identification.

If Applicant Passes:

☐ Complete the DMS post-activity report and IACRA entries, as appropriate.

☐ If the applicant only has a foreign address and does not have a U.S. physical address of record on file with the FAA, the designee will verify that the applicant has complied with the U.S. Agent for Service requirements in Part 3, Subpart C before issuing the applicant a certificate.

Turn in to the FAA as required:

- ☐ FAA Form 8400-3, with source of establishing ID indicated.
- ☐ A copy of the written statement of graduation.
- ☐ The original ADX Knowledge Test Report.
- ☐ Original, typed Temporary Airman Certificate if 23 years of age or older.

If Applicant Fails:

☐ Complete the DMS post-activity report.

☐ Return ADX Knowledge Test results and the copy of the written statement of graduation to individual along with a copy of the Notice of Disapproval of Application.

Turn in to the FAA:

☐ FAA Form 8400-3 with unsatisfactory areas noted.

☐ Notice of Disapproval of Application and list what was unsatisfactory.

Retest:

☐ Complete the DMS post-activity report.

Turn in to the FAA:

- ☐ FAA Form 8400-3. If re-testing less than 30 days from previous test, the form must be signed by certificated Aircraft Dispatcher instructor recommending retest.
- ☐ A copy of the written statement of graduation (valid for 90 days per § 65.70).
- ☐ The original ADX Knowledge Test Report.
- ☐ Notice of Disapproval of Application or Temporary Airman Certificate, if applicable.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DADEs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of a DADE.

2. General.

a. Considerations. Effective oversight of DADEs is founded on a strategy of risk management in which safety management principles and oversight by the FAA includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence and taking appropriate preventive action.

b. DADE Oversight. DADE oversight includes the comprehensive evaluation, management, and monitoring of a DADE's activities. Complete surveillance of a DADE involves a group of activities designed to evaluate a DADE's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. However, oversight must be completed as prescribed in DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the MS flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and MS.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) MSs are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS or ACS, and approved training programs. MSs must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the MS.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The MS must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An OPE must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, the MSs should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The MS identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The DADE's plan of action and the approved Aircraft Dispatcher certification course curriculum; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, MSs should consider conducting inspections at a time coordinated with the DADE. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. MSs should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The DADE is observed conducting a complete Aircraft Dispatcher practical test to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. The purpose of the observation is to evaluate the DADE's ability to exercise designee authority in accordance with testing requirements, and complete appropriate documentation.

> **Note:** Directives, guidance, and instructions related to the administration of the Aircraft Dispatcher practical test are contained in Order 8900.1, Volume 5, Chapter 5, Section 10. DADEs must review Volume 5, Chapter 5, Section 10, become familiar with the content, and adhere to the requirements set forth in that section prior to administering the Aircraft Dispatcher practical test.

(1) Initial DADE Designation and Reinstatement. The MS will observe and evaluate each DADE candidate administering a complete Aircraft Dispatcher practical test in accordance with the aircraft dispatcher PTS/ACS to an applicant for an Aircraft Dispatcher Certificate. The DADE candidate does not have the authority to issue a Temporary Airman Certificate or Notice of Disapproval (as appropriate) to the applicant; however, the MS may allow the candidate to fill out the appropriate paperwork while the MS observes. The MS makes the final determination as to whether the applicant for the Aircraft Dispatcher Certificate passed or failed the test. The MS will sign the Temporary Airman Certificate or Notice of Disapproval, as appropriate, and issue it to the applicant. During the qualification phase, the DADE candidate may not charge a fee for administering the test.

(2) Direct Observation Frequency. DADEs will be observed at least once during each 4 calendar quarter period. However, the MS should observe the DADE administering the Aircraft Dispatcher practical test several times throughout the year to ensure consistency and compliance with the Aircraft Dispatcher PTS or ACS, Federal regulations, Order 8900.1, and this order. MSs may use the sample DADE Surveillance Checklist contained in Figure 4-4 at the end of this chapter to ensure surveillance is thorough. DADEs who have not been observed by the direct observation due date listed in DMS must be suspended until the direct observation is completed.

(3) Unannounced Direct Observations. It is noted that, when the FAA plans an observation of a practical test, an applicant's permission is not required. Further, advance notice to either the designee or the applicant is not required. Unannounced observations are at the discretion of the MS and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

b. Plan of Action. The MS evaluates the DADE's plan of action to ensure it meets policy and regulatory requirements and that the designee appropriately alters the plan of action for each test.

c. Guidance Materials. The MS reviews the applicable guidance and reference materials the designee used to conduct a practical test. The MS will ensure the most current documents are used, to include:

(1) PTS/ACS;

(2) Order 8000.95, Designee Management Policy;

(3) Order 8900.1;

(4) FAA handbooks; and

(5) ACs.

d. Annual Meeting. The MS must conduct a safety and standardization meeting and FAA briefing for each DADE under the MS's management at least once annually. At the discretion of the MS, these meetings may be combined with recurrent FAA-conducted DADE training. The MS will prepare an agenda for each event, including a recurrent training syllabus as appropriate. A sample meeting agenda is depicted in Figure 4-5, Sample Annual Meeting—Combined Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda. If an MS or managing office has oversight responsibility of multiple DADEs, those DADEs should attend the annual meeting together, if possible. This helps to ensure consistency and standardization in the DADEs' activities on behalf of the Administrator.

e. Activity Log. The MS reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether DADE activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (*e.g.*, a test taking an unreasonable amount of time, comparing activity reported in DMS to actual training records).

f. Quality and Compliance Check.

(1) At any time, the MS may elect to issue a Temporary Airman Certificate to an applicant for the purposes of getting direct feedback regarding the administration of the Aircraft Dispatcher practical test by a DADE. A brief interview of an applicant regarding the DADE's conduct and testing methods can be used as a quality check for verifying a DADE's continued compliance with the PTS; the provisions, limitations, and conditions of the CLOA; as well as FAA policies and Federal regulations.

(2) When the MS elects to issue a Temporary Airman Certificate to an applicant, they will notify the DADE in advance. The DADE must then notify the applicant that the FAA will be issuing the Temporary Airman Certificate.

(3) The Temporary Airman Certificate must be issued to the applicant in person. Therefore, the MS will take the applicant's scheduling needs into consideration prior to electing to issue a Temporary Airman Certificate for the purposes of interviewing the applicant. An MS's desire to interview the applicant should not negatively impact the applicant's ability to travel home or return to work after completion of the test.

g. Interview of Recently Tested Airmen. The MS will interview an applicant for an Aircraft Dispatcher Certificate regarding the performance of the DADE anytime the specialist

feels it's warranted. This may be conducted as part of the quality and compliance check described above, or as a separate activity.

h. Certification Package Review. When IACRA is not used, reviewing certification packages provides the MS the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's procedural attributes. These reviews will be recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS.

i. Provide Technical Assistance. The MS will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in depth assistance involving research, training, or both.

j. Special Emphasis Items. Each MS will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the National Policy Office (NPO). Specific instructions for recording this activity will be provided.

k. Additional Oversight. Certain DADE performance factors warrant at least one additional observation beyond those normally required. In some cases, multiple additional observations may be required. The following factors could represent underlying safety risks that warrant increased surveillance:

(1) The First Year of a DADE's Appointment. The MS should make every effort to observe a newly appointed DADE at least once quarterly in the first year of the DADE's appointment. The MS will use their discretion to determine if additional surveillance beyond once quarterly is warranted.

(2) High-Activity DADE. A DADE is considered to have high activity when they conduct 50 or more practical tests during a given 6-month period. For high-activity DADEs, the MS will conduct additional observations beyond the one required annually. The recommendation is for the MS to observe the DADE at least twice quarterly, and more often if the MS determines it is warranted.

(3) A DADE Conducts More Than Two Aircraft Dispatcher Practical Tests in a Single Day. Administering more than two tests per day requires permission from the MS, in accordance with the limitations listed in Chapter 5, Responsibilities and Obligations of a Designee. MSs who grant this permission should conduct additional surveillance to determine that the quality of testing does not degrade due to DADE fatigue.

(4) A DADE's Practical Test Passing Rate Exceeds 90 Percent. A passing rate in excess of 90 percent could be an indicator of loss of impartiality or less-than-thorough evaluation and

(5) Testing methods. It could also simply mean that the DADE routinely tests students who are knowledgeable and well prepared for the test. The MS would need to determine this through additional surveillance.

(6) A DADE's Certification File Error Rate Exceeds 10 Percent. Numerous errors could be an indicator of carelessness and lack of attention to detail by the DADE. This would be a red flag for the MS and could warrant counseling of the DADE, additional training, additional surveillance, or a combination of these.

(7) The DADE Is the Subject of a Valid, Documented Public Complaint. The MS will investigate all documented public complaints. Depending upon the nature of the complaint, the MS, in coordination with office management, will determine the best course of action. Documented public complaints typically warrant multiple additional surveillance activities. In cases where a DADE has a well-established satisfactory record, the MS should take this into consideration when determining the amount of additional surveillance that is required.

(8) The DADE Has Been Involved in an Accident, Incident, or a Violation of 14 CFR.

(a) Accident or Incident. The MS will determine the relevance of the accident or incident, as it relates to the DADE's appointment responsibilities, to determine whether additional surveillance is warranted.

(b) Violation by the DADE of 14 CFR. Violation of Federal regulations by any designee warrants additional surveillance and possibly more serious action, such as termination of the designation. The MS of a DADE who has been found in violation of 14 CFR will obtain direction from management regarding the best course of action.

(9) The DADE Tests Applicants Trained by the DADE. Additional surveillance is warranted when a DADE tests applicant to whom the DADE has also provided instruction in accordance with § 65.67 and Part 65 appendix A. Increased surveillance can help identify whether or not the DADE's duties as an instructor in any way interfere with or affect the DADE's objectivity and overall performance as a representative of the Administrator.

> **Note:** MSs, in consultation with their Flight Standards office management, may use discretion and judgment in the kind and frequency of inspections of individual DADEs. For example, if a designee's error rate is above 10 percent, the MS should consider whether the designee has conducted very few practical tests, or is considered a high-activity DADE.

7. Oversight of a DADE Associated With an Aircraft Dispatcher Certification Course. A DADE's primary regulatory responsibility is as a representative of the Administrator. At no time may a DADE who administers instruction at, or is an owner or operator of, an Aircraft Dispatcher certification course allow the responsibilities associated with the course to impede or otherwise interfere with the responsibilities associated with being a DADE and a representative of the Administrator. During surveillance of such a DADE, the MS will verify that the DADE understands this primary responsibility. Whenever possible, the DADE's MS should also be the DCPM of the Aircraft Dispatcher certification course of which the DADE is affiliated (owner, operator, or instructor). Having oversight responsibility of both the DADE and the Aircraft Dispatcher certification course will allow the inspector to have unfettered access to the DADE's testing records, as well as the course operator's student records. Access to these types of records is a normal function of oversight.

8. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the DADE understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the DADE demonstrate an expert level of knowledge about aircraft operations?

(2) Equipment and Materials. Does the DADE select or use the appropriate equipment, devices and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the DADE correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the DADE follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the DADE properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the DADE follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the DADE follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the DADE maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the DADE easy to work with and does the DADE present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the DADE demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the DADE effectively communicate either in writing or in conversation with the FAA or general public? Does the DADE provide feedback to the FAA with ways to improve the designee system?

9. Outcomes of Oversight Activities. For all oversight activities, the MS or ASI selects from three performance measure categories: "Satisfactory," "Needs Improvement," or "Unsatisfactory." If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must enter descriptive text in the appropriate performance measure category.

a. Follow-up Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate follow-up action(s) must be determined and recorded in DMS. These actions may include any of the following:

(1) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(2) Additional Training. MSs may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

(3) Suspension. The most common reason for a suspension is when the designee has not been following certification policy.

(4) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to FAA policy, deliberately disregards FAA policy, or both.

> **Note:** A result of "Unsatisfactory" for an oversight activity does not require suspension or termination, provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

b. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the MS should refer to the current editions of FAA Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

Note: Corrective actions as defined in this policy are intended to address issues with designee performance and are not related to corrective actions as defined in Order 2150.3.

10. OPE. See Volume 1.

11. Designee Management Functions.

a. Record Note. Record note allows the MS to make a personal note in the DADE's DMS record that only the MS can view. This note does not remain a permanent part of the DADE's record.

b. Send Message to Designee. The MS is able to transmit messages and notifications through DMS such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications as may be necessary.

c. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Follow-up action, if required, will be determined by the MS.

d. Preapproval. DADEs must obtain preapproval to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic.

(1) Manual Preapproval. Manual preapproval requires the MS to review each request for activity and approve it in DMS. This allows the MS to stay informed of the DADE's activities and plan appropriate oversight. It provides a means for the managing office to ensure the DADE is performing only those functions authorized in the DADE's CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the MS to set DMS to automatically approve an activity request by a specific DADE. This feature provides the MS with a flexible option to provide preapproval while continuing to manage the DADE's activity. Automatic preapproval will only be used when the designee's performance remains acceptable, and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to a DADE during the first 30 days of initial appointment.

(3) Preapproval Timeframe. DADEs should complete preapprovals as far in advance as possible to allow the MS or another ASI-AD time to prepare for possible oversight. DADEs work in a dynamic and variable environment that may require completion of a preapproval less than 24 hours prior to the requested activity. While this may occur occasionally, consistently late preapprovals may be an indicator of risk. MSs should closely monitor preapproval timeframes and manage risk appropriately. MSs will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel or Copy Preapproval. DMS allows the designee to change, cancel or copy a preapproval request.

e. Designee Activity. It is the FAA's intention that DADEs perform their authorized function(s) within the managing office's area of responsibility. However, a DADE may perform activities outside the area of responsibility as long as the FAA's ability to oversee the DADE is maintained. The DADE must utilize the DMS preapproval process for all activity requests.

(1) Designee Activity—Domestic. When the need for airman certification exists in an area that does not have the necessary resources for testing, such as an ASI-AD or a DADE, a DADE may perform activities beyond the managing office's area of responsibility. This is allowable provided it does not negatively affect the managing office's ability to manage the DADE. In addition, it must not negatively impact the ability of the managing office to meet the Aircraft Dispatcher certification needs of the public located within its area of responsibility. The following conditions apply:

(a) The managing office must be able to maintain the ability to conduct surveillance of the DADE while the DADE is administering the Aircraft Dispatcher practical test outside the office's area of responsibility, or

(b) The managing office will ensure surveillance support can be provided by the responsible Flight Standards office for the area where the DADE will be testing. Surveillance must be conducted by an ASI-AD.

(c) A DADE may not conduct activity outside the managing office's area of responsibility if there is no ability to conduct surveillance in the expanded area.

(2) Designee Activity—Outside the United States. DADEs are not currently allowed to conduct activities outside the United States and its territories. An FAA-issued Aircraft Dispatcher Certificate is required only for individuals dispatching flights for a U.S. air carrier conducting Part 121 domestic operations, flag operations, or both. An FAA-issued Aircraft Dispatcher Certificate is not required by any other type of operation or regulatory part. In the current aviation industry environment, Part 121 domestic and flag dispatch centers are located only within the United States and its territories. Should a U.S. air carrier conducting Part 121 domestic operations, flag operations, or both establish a dispatch center outside the United States or its territories, and there is a need for Aircraft Dispatcher certification to support that air carrier's dispatch center, this limitation could be removed. The FAA has allowed for designee activity outside the United States only when there has been a demonstrated need that such activity will serve U.S. citizens abroad and that a Flight Standards office can properly supervise the designee's activities. In such cases, the FAA determines if the activity warrants support by the FAA, and is consistent with Title 49 of the United States Code (49 U.S.C.) § 44702 and pertinent international agreements. The FAA is also required to determine if any coordination or notification of the Civil Aviation Authorities (CAA) is necessary. This must be accomplished through coordination with the International Program Division (AFS-50).

(3) Impact on the Public. A DADE may not conduct activities outside the managing office's area of responsibility if it could negatively impact the needs of the public located there.

An example of a negative impact would be delaying or otherwise impeding the certification of applicants for Aircraft Dispatcher Certificates within that area.

f. Post-Activity. DADEs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the MS with a record of activity for each DADE. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports must be completed within 7 calendar days of the approved activity.

(2) If a DADE does not complete a post-activity report within the requisite 7 calendar day submission deadline, DMS will not grant another preapproval until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to a DADE for up to 7 calendar days after a termination, suspension, or expiration for the DADE to record any results.

Figure 4-4. Sample Designated Aircraft Dispatcher Examiner Surveillance Checklist

Designated Aircraft Dispatcher Examiner

NAME: **DATE:** **COURSE OPERATOR:**

City Pair:
Plan of Action Reviewed:
Test Start Time:
Test End Time:

FLIGHT PLAN:

The DADE has at least three flight plan scenarios and changes the information as appropriate.

The flight plan scenario time should be between 90 and 120 minutes to incorporate all the required Practical Test Standards (PTS)/Airman Certification Standards (ACS) elements.

Aircraft performance charts and minimum equipment list (MEL) information should be consistent with aircraft type.

KNOWLEDGE:

The DADE asks questions about items that are fair and challenging to the applicant.

The DADE asks questions that make the applicant think and apply knowledge.

The DADE does not coach the applicant.

ADMINISTRATIVE:

The DADE makes sure the applicant brings only the materials allowed by the PTS/ACS and has no notes or other reference materials.

The DADE explains ground rules of the practical test to the applicant.

The DADE keeps track of the right and wrong answers.

The DADE's average test time is not less than 4 hours or more than 6 hours.

OTHER:

The DADE is knowledgeable of regulatory and industry changes.

The DADE maintains good records of the candidates tested. The records must include the results of each Aircraft Dispatcher Practical Test.

The DADE fills out forms correctly and properly briefs individuals less than 23 years of age.

NOTES: _____

_____

RESULTS OF SURVEILLANCE: _____

_____

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DADEs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of DADEs and FAA personnel.

2. General.

a. MS Actions.

(1) The MS will validate in DMS that the DADE completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(2) The MS will suspend a DADE who fails to complete training, meeting requirements, or both.

b. DADE Training Considerations.

(1) DADEs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(2) DADEs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

c. DADE References.

- Title 14 CFR Parts 1, 61, 65, 91, 110, 119, 121, and 183.
- Title 49 U.S.C.
- Order 8000.95, Volume 4, DADE Designee Policy.
- Order 8900.1, Volume 5, Chapter 5, Section 10, Part 65 Aircraft Dispatcher Certification.

d. DADE Materials.

(1) Materials. During training, the managing office will provide the DADE with the current editions of the following materials, at the discretion of the MS. For those DADEs and MSs who use IACRA, many of the materials listed below will not be necessary:

- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8060-5, Notice of Disapproval of Application.
- FAA Form 8400-3, Application for an Airman Certificate and/or Rating.
- Aircraft Dispatcher PTS/ACS.

(2) Access to Appropriate Information. Each DADE must have access to current versions of 14 CFR, FAA orders, and ACs, as well as any other appropriate information determined by the MS, that are applicable to Aircraft Dispatcher certification. DADEs must have direct access to a computer with internet access for the purpose of obtaining this information and using DMS.

(3) Use of IACRA. The IACRA application is a web-based program that automates the airman certification application process. The MS will determine if the use of IACRA by the DADE is appropriate.

3. DADE Training Requirements. DADEs must complete a course of training conducted by the FAA. MSs will ensure DADEs are trained in accordance with the requirements listed below. All training will be recorded in DMS.

a. Initial DADE Training. The MS is responsible for providing the DADE candidate with the initial training. Each DADE candidate must satisfactorily complete the initial training outlined in this paragraph before exercising the privileges of their designation.

(1) At a minimum, the training must include:

(a) The DADE's duties and responsibilities as a representative of the Administrator.

(b) The necessary application and certification forms accompanied by instructions for completion.

(c) When used, procedures and requirements associated with IACRA.

(d) Applicable FAA regulations, policies, and guidance.

(e) The use of the current Aircraft Dispatcher PTS/ACS.

(f) The development of the plans of action required by the PTS/ACS.

(g) Policies and procedures regarding functions of a DADE.

(h) Procedures and guidance for conducting the practical test.

(i) Developing and updating test scenarios.

(j) Requirements for testing applicants under the age of 23.

(k) Foreign student applicants.

(l) How and when to forward completed application paperwork to the MS.

(m)Providing reports to the FAA regarding trends in areas of weakness demonstrated by graduates of an Aircraft Dispatcher certification course.

> **Note:** Reports regarding trends in areas of weakness are valuable, particularly if graduates of the same Aircraft Dispatcher certification course demonstrate weakness in similar areas. Such a demonstration could be an indicator to the FAA that a course may require additional FAA surveillance. Additional surveillance could help establish whether the areas of weakness demonstrated by multiple graduates of the same course is a result of deficiencies contained in the course

itself, or simply the byproduct of students sharing each other's bad habits resulting in the same negative outcome.

(2) Validation of knowledge. Upon completion of the initial training, the MS will validate the DADE candidate's knowledge. Validation methods include:

(a) A written test, and

(b) An oral exam.

b. Recurrent FAA-Conducted DADE Training. DADEs must attend recurrent training every 24 calendar months. Recurrent training will include at least the following topics:

(1) The DADE's roles and responsibilities;

(2) Documentation discrepancies;

(3) Applicable changes to 14 CFR;

(4) Any updates to the Aircraft Dispatcher PTS/ACS;

(5) New FAA policies and procedures;

(6) Review of procedures and guidance for administering the practical test;

(7) Reviewing and updating test scenarios and plans of action;

(8) Providing reports regarding trends in areas of weakness demonstrated by graduates of an Aircraft Dispatcher certification course; and

(9) Foreign student applicants.

c. Regular Safety Standardization Meetings. At least annually, the MS will conduct regularly scheduled meetings with DADEs for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. See Figure 4-5 below. MSs should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(1) Updates on administrative procedures and personnel.

(2) Updates in training programs.

(3) New testing standards or training techniques.

Figure 4-5. Sample Annual Meeting—Combined Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda

XYZ Flight Standards Office Annual Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda

1) **Standardization Meeting.**

   a) Maintaining desirable standards and effective working relationships.

   b) Updates on administrative procedures and personnel.

   c) Updates in testing standards or techniques.

2) **FAA Briefing.**

   a) Current and new policies regarding the duties and responsibilities of the DADE.

   b) Review of DADE privileges.

   Note: This review must include emphasis that the DADE's authority is a privilege and not a right. The privilege is granted by the Administrator and subject to termination at any time for any reason at the discretion of the Administrator.

   c) Review of expected conduct as a representative of the Administrator.

   d) Review of past year's performance issues (negative and positive), industry business practice changes, as well as technology evolution.

   e) Provide feedback regarding testing, administrative, and procedural issues.

3) **Recurrent Training.**

   a) DADE roles and responsibilities.

   b) Paperwork discrepancies.

   c) Applicable changes to 14 CFR.

   d) New FAA policies and procedures.

   e) Review of procedures and guidance for administering the practical test.

   f) Review and updating test scenarios.

   g) Foreign student applicants.

d. Special Safety Standardization Meetings. MSs will call special meetings whenever a significant change affects the process of FAA airman certification or other DADE functions deemed necessary by the MS.

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for the MSs with DADE responsibilities include:

(1) Completion of the air carrier operations ASI indoctrination courses, or their equivalent.

(2) Completion of the managing FAA office's MS on-the-job training (OJT) program.

(3) Completion of the appropriate FAA Academy Aircraft Dispatcher Functions for ASIs course.

(4) Completion of the appropriate FS designee management training courses.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for termination of DADEs.

2. General. See Volume 1.

3. Termination Investigation. See Volume 1.

4. Termination For Cause Review Panel Responsibilities. See Volume 1.

5. Termination For Cause Review Panel Members. For a DADE that holds no other designation(s), the AO will convene a termination for cause review panel comprising three members:

a. The AO associated with the designation. This individual will be the panel POC;

b. An AFS-800 division representative;

c. An AFS-200 division representative.

Note: For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other DADE management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for DADEs.

2. Assign DMS Roles.

a. General. See Volume 1.

b. MRA. The MRA is typically the office manager or FLM.

3. Send Message to MS. See Volume 1.

4. Update Profile. See Volume 1.

VOLUME 5. DME, DPRE, AND DAR-T DESIGNEE POLICY

Chapter 1. General Information

Section 1. Overview

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), and Designated Airworthiness Representative—Maintenance (DAR-T) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is DMEs, DPREs, DAR-Ts, FAA MSs, and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees as appropriate.

3. Supplemental Information. This volume is organized to provide general policy and instructions related to DMS management. It is supplemented by DMS job aids for designees/applicants and FAA personnel.

a. Applicant and Designee DMS Job Aid Location: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms.

b. FAA Internal DMS Job Aid Location: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

Section 2. Designee Roles & Definitions

1. Definition of Roles in Flight Standards (FS) Maintenance (DME, DPRE, DAR-T).

a. DME. The DME will be issued with at least one of the following privileges:

(1) Airframe (A). Authorized to conduct aviation mechanic airframe rating oral and practical tests and the general oral and practical test, when required.

(2) Powerplant (P). Authorized to conduct aviation mechanic powerplant rating oral and practical tests and the general oral and practical test, when required.

(3) Airframe and Powerplant (A&P). Authorized to conduct aviation mechanic A&P ratings oral and practical tests, and the general oral and practical test, when required.

b. DPRE. The DPRE will be issued with at least one of the following privileges:

(4) Seat. Authorized to conduct parachute rigger seat rating oral and practical tests.

(5) Back. Authorized to conduct parachute rigger back rating oral and practical tests.

(6) Chest. Authorized to conduct parachute rigger chest rating oral and practical tests.

(7) Lap. Authorized to conduct parachute rigger lap rating oral and practical tests.

c. DAR-T. The DAR-T will be issued with at least one of the following function codes:

Table 5-1. Standard Airworthiness Certification Function Codes

Function Code	Description
101	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b) for U.S.-registered propeller-driven airplanes and powered or unpowered gliders.
102	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered, turbojet-powered airplanes type certificated for a Gross Take-Off Weight (GTOW) of 85,000 pounds or less.
103	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered, turbo-jet powered airplanes type certificated for a GTOW of more than 85,000 pounds.
104	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered rotorcraft.
105	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), for U.S.-registered manned free balloons.
106	Issue recurrent Standard Airworthiness Certificates (including amended, exchanged or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered airships.
107-111	Reserved.

Table 5-2. Special Airworthiness Certification Function Codes—Primary and Restricted Categories

Primary Category	
Function Code	**Description**
112	Issue recurrent/original Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), in the primary category for U.S.-registered aircraft.
113	Reserved.
Restricted Category	
Function Code	**Description**
114	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered propeller-driven airplanes.
115	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered, turbojet-powered airplanes type certificated for a GTOW of 85,000 pounds or less.
116	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered, turbojet-powered airplanes type certificated for a GTOW of more than 85,000 pounds.
117	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered rotorcraft.
118-123	Reserved.

Table 5-3. Limited Category Function Codes

Function Code	Description
124	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the limited category for U.S.-registered propeller-driven airplanes and turbojet/turbofan aircraft.
125	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the limited category for U.S.-registered rotorcraft.
126-127	Reserved.

Table 5-4. Experimental Purposes of Market Survey, R&D, or Crew Training Function Codes

Function Code	Description
128	Issue recurrent/original Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b) for the experimental purposes of market survey, research and development, or crew training for U.S.-registered propeller-driven airplanes and powered or unpowered gliders.
129	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered turbojet-powered airplanes.
130	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered rotorcraft and gyroplanes.
131	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered manned free balloons and airships.
132	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered powered parachute and weight shift control aircraft.
133-136	Reserved.

Table 5-5. Experimental Purposes of Exhibition or Air Racing Function Codes

Function Code	Description
137	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purposes of operating exhibition or air racing for U.S.-registered propeller-driven aircraft and powered or unpowered gliders.
138	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purposes of operating exhibition or air racing for U.S.-registered turbo-jet-powered aircraft.
139	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b) for the experimental purposes of operating exhibition for U.S.-registered rotorcraft.
140	Issue recurrent/original Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purposes of operating exhibition for U.S.-registered manned free balloons and airships.
141-146	Reserved.

Table 5-6. Experimental Purposes of Operating Amateur-Built Aircraft Function Codes

Function Code	Description
147	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purpose of operating amateur-built aircraft for U.S.-registered propeller driven airplanes and powered or unpowered gliders.
148	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purpose of operating amateur-built aircraft for U.S.-registered turbojet-powered airplanes.
149	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), for the experimental purpose of operating amateur-built aircraft for U.S.-registered rotorcraft and gyroplanes.
150	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in §§ 21.197(a)(1)(2)(4) and 21.197(b), the experimental purpose of operating amateur-built aircraft for U.S.-registered manned free balloons and airships.
151-156	Reserved.

Table 5-7. Light-Sport Category and Experimental Purposes of Operating Light-Sport Category Aircraft Function Codes

Function Code	Description
157	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) and Special Flight Permits (§§ 21.197(a)(1)(2)(4) and 21.197(b)) for the purposes of operating U.S.-registered airplanes and powered or unpowered gliders in the Light – Sport (§ 21.190), Light-Sport Kit-Built (§ 21.191(k)), and Former Light-Sport (§ 21.191(l)) categories, and replacement only of Special Airworthiness Certificates for experimental Light-Sport aircraft under § 21.191(i).
158	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) for the purpose of operating U.S.-registered lighter-than-air (LTA) aircraft in the Light-Sport (§ 21.190), Light-Sport Kit-Built (§ 21.191(k)), and Former Light-Sport (§ 21.191(l)) categories, and replacement only of Special Airworthiness Certificates for Experimental Light-Sport aircraft under § 21.191(i).
159	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) for the purpose of operating U.S.-registered powered parachutes and weight shift control aircraft in the Light-Sport (§ 21.190), Light-Sport Kit-Built (§ 21.191(k)), and Former Light-Sport (§ 21.191(l)) categories, and replacement only of Special Airworthiness Certificates for Experimental Light-Sport aircraft under § 21.191(i).
160	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport airplanes and powered or unpowered gliders.
161	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport LTA aircraft.
162	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport weight-shift-control or powered-parachute aircraft.
163-170	Reserved.

Table 5-8. Export Approvals Function Codes

Function Code	Description
171	Issue recurrent export approvals for U.S.-registered propeller driven airplanes and powered or unpowered gliders.
172	Issue recurrent export approvals for U.S.-registered turbojet-powered airplanes type certificated for a GTOW of 85,000 pounds or less.
173	Issue recurrent export approvals for U.S.-registered turbojet-powered airplanes type certificated for a GTOW of more than 85,000 pounds.
174	Issue recurrent export approvals for U.S.-registered rotorcraft.
175	Issue recurrent export approvals for U.S.-registered manned free balloons.
176	Issue recurrent export approvals for U.S.-registered airships.
177	Issue recurrent export approvals for reciprocating and turboprop/turboshaft engines.
178	Issue recurrent export approvals for turbojet and turbofan engines.
179	Issue recurrent export approvals for propellers.
180	Issue recurrent/original export approvals for articles.
181-187	Reserved.

Table 5-9. Domestic Approval of Engines, Propellers, and Articles Function Codes

Function Code	Description
188	Issue recurrent airworthiness approvals for domestic shipment of reciprocating and turboprop/turboshaft engines that conform to the approved design requirements and are in a condition for safe operation.
189	Issue recurrent airworthiness approvals for domestic shipment of turbojet/turbofan engines that conform to the approved design requirements and are in a condition for safe operation.
190	Issue recurrent airworthiness approvals for domestic shipment of propellers that conform to the approved design requirements and are in a condition for safe operation.
191	Issue recurrent/original airworthiness approvals for domestic shipment articles that conform to the approved design requirements and are in a condition for safe operation.
192-196	Reserved.

Table 5-10. Other Authorizations Function Codes

Function Code	Description
197	Issue notification of completion to air carriers after conducting records reviews and aircraft inspections (aging airplane rules) required by Part 121, 129, or 135 for propeller-driven multiengine airplanes.
198	Issue notification of completion to air carriers after conducting records reviews and aircraft inspections (aging airplane rules) required by Part 121, 129, or 135 for turbojet-powered multiengine airplanes.
199	Issue data approvals in support of a major repairs or alterations to propeller driven airplanes, and powered or unpowered gliders, or a combination of these.
200	Issue data approvals in support of a major repairs or alterations to turbojet-powered airplanes with a GTOW of 85,000 pounds or less.
201	Issue data approvals in support of a major repairs or alterations to turbojet-powered airplanes with a GTOW of more than 85,000 pounds.
202	Issue data approvals in support of a major repairs or alterations to rotorcraft.
203	Issue data approvals in support of a major repairs or alterations to manned free balloons.
204	Issue data approvals in support of a major repairs or alterations to airships.
205	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines for propeller driven airplanes.
206	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines for rotorcraft.
207	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines on airships.
208	Issue data approvals in support of a major repairs or alterations to turbojet/turbofan engines.
209-220	Reserved.

2. FAA Personnel Roles and Responsibilities.

a. FS Office Managers.

(1) FS office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) The office managers should anticipate changes in personnel requirements as a result of the “need and ability” standard.

(3) The office managers are responsible for continually evaluating the effectiveness of the designee program and MSs.

(4) The office managers are required to ensure that aviation safety inspectors (ASI) and office management staff are assigned appropriate roles within DMS to carry out their assigned duties.

b. Master Role Assigner (MRA). MRAs ensure inspectors, supervisory staff, and administrative staff are assigned appropriate roles within DMS to carry out assigned duties. MRAs are typically office managers, but may be Front Line Managers (FLM).

c. Appointing Official (AO). AOs are typically office managers, but may be FLMs.

d. Selecting Official (SO). SOs are typically FLMs, but may be office managers.

e. The Managing Specialist (MS).

(1) The MS is an ASI primarily responsible for the management of a specific designee. To be considered for a MS of an DME or DAR-T, the ASI must have a mechanic certificate with A&P ratings. To be considered for a MS of a DPRE, the ASI must have a parachute rigger certificate.

(2) The MS must ensure that designees are prepared to perform their duties. This includes the designee having completed the required training, and maintained the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) Designee management must consider potential risks and hazards to safety. MSs are to remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to focus oversight on problem areas.

(4) The MSs must be experienced FAA ASIs whose specialty is General Aviation (GA) Airworthiness or Air Carrier (AC) Airworthiness and must meet the requirements of paragraph (e)(1) above. They must have completed the Airworthiness ASI indoctrination courses, or equivalent and have completed or have a scheduled course start date to complete the required training. See Volume 5, Chapter 7 for training requirements.

f. Geographic Expansion Coordinator (GEC). The GEC is a role assigned to at least one Airworthiness ASI in each managing FAA office to receive and approve or deny geographic expansion requests contained within a DMS preapproval. Any requests received will be routed to all GECs assigned to the managing FAA office. The ASI must approve or deny the request. Coordination may be required outside of DMS such as telephone calls or emails; however, all actions to approve or deny the request will be documented in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

> **Note:** DMS user roles determine which activities an FAA user can access in DMS. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

i. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the AO, SO, and MS roles may be proxied.

(4) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(5) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign a MS proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

j. Designee Focal Point. In order to enhance designee oversight, each responsible Flight Standards office manager must appoint an airworthiness focal point within that office to support the oversight of airworthiness designees managed by that office.

> **Note:** For offices with a high volume of designee surveillance responsibilities, the responsible office manager may appoint more than one focal point.

(1) Designee focal points serve as resources for other inspectors in the area of designee oversight and surveillance, they provide guidance to and answer questions from other inspectors in the office who have responsibility for designee management.

(2) Designee focal points work with the MSs to take action necessary to correct performance issues and communicating performance issues with the national program office, when necessary.

(3) Designee focal points address issues relating to designee training, duties, and surveillance and they ensure the designee annual meeting requirements are met and properly documented for each designee.

> **Note:** Plan and conduct the annual meeting with input from the national program office and the office MSs to ensure any critical issues have been addressed.

(4) Designee focal points keep all personnel in the office aware of current designee issues, such as:

- Changes to the policies or processes regarding designees,
- National issues regarding designees, and
- Areas of emphasis related to designees.

(5) The MSs and ASIs should coordinate with the office focal point for all issues that arise related to designee oversight.

(6) To be appointed as a designee focal point, they should be a current or former MS who meet the training requirements of an MS.

> **Note:** Offices must maintain a current list of office focal points, and forward any changes to the list to AFS-850 when changes occur.

k. Office Administrator (OA). The OA role allows certain FAA administrative office personnel limited MS functionality to submit administrative DMS entries such as training and meetings. The OA is typically an aviation safety assistant (ASA) or aviation safety technician (AST), but may also be an ASI.

> **Note:** ASAs are limited to performing only certification file reviews and should not conduct applicant interviews.

Chapter 2. Application Process

1. Purpose. This chapter describes the policy related to an individual applying to be a DME, DPRE, or DAR-T. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DME, DPRE, and DAR-T.

2. General Application Considerations.

a. Apply in DMS. Candidates for initial designation as a DME, DPRE, or DAR-T must submit an application through DMS.

b. Place of Residence/Business. The applicant's place of residence and place of business may be outside the United States if the FAA determines that there is no undue burden on the FAA.

c. Citizenship. U.S. citizenship is not a requirement for appointment.

3. Additional Application Considerations.

a. Reinstatement. A former designee whose privileges were terminated "not for cause" may be reinstated only at the managing FAA office where last assigned. The former designee must meet the requirements and procedures for an original issuance of the designation. This provision may only be exercised at the discretion of the previous managing FAA office and only when the following provisions are met:

- The former designee meets the requirements and procedures for an original issuance of the designation and was previously authorized in DMS.
- The designation was terminated not more than 12 calendar months prior to application for reinstatement.
- The applicant meets the recurrent training requirement for the designee type.
- The managing FAA office determines that the former designee is still competent to perform the authorized activities.

Note: If the provisions are met, the Certificate Letter of Authority (CLOA) is reissued with the original designation number used for reinstatement.

b. Former Designee Appointment. Except as stated in paragraph a. above, former designees terminated "not for cause" and who are not in DMS must reapply through DMS as an initial applicant.

c. Relocation. Designees may relocate to a different managing FAA office if the receiving FAA office agrees to the transfer. Any change in location, change of managing FAA office, or change of MS is conducted through DMS. This change is initiated through DMS by the current MS. Before any designee transfer is initiated in DMS, both offices must discuss and agree to the transfer. FAA email is recommended to record the communication.

d. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS on the designee's action links for the particular

designation. All requests for additional authorizations are viewable by the SO in the same location as initial applications. Refer to the Selection and Appointment Process job aid for detailed information.

e. DME/DPRE Additional Testing Facilities. Since a DME or DPRE applicant can only list a single testing facility on their application, they may make a request in DMS to have an additional testing facility added to their CLOA after appointment and the first successful observation. Each additional testing facility must be evaluated to ensure the fixed based of operation, equipment and materials are adequate for conducting a test in the same manner as the original testing facility if it had not been previously evaluated. If the additional testing facility is outside the managing FAA offices service area, the managing FAA office and receiving office must discuss and agree to the additional testing facility before it is added to the CLOA by the managing FAA office. FAA email is recommended to record the communication. Requests to add an international testing facility must be processed through the appropriate IFO.

> **Note:** To make the request in DMS for an additional testing facility, the DME or DPRE will select the Change Designation Location tab on the left side of their homepage and then select the Add Authorized Location button at the bottom of the page, enter the new facility information and submit the request.

4. Minimum Qualifications and Disqualifiers.

a. Additional Requirements for DMEs. Additional application requirements for DME appointment include:

(1) Have verifiable evidence of a high level of knowledge and experience in the subject areas required for aviation mechanic certification in both reciprocating and turbine-engine aircraft.

(2) Currently holds a valid aviation mechanic certificate with both A&P ratings and has been continuously exercising the privileges of the mechanic certificate for the three years immediately prior to designation. The following activities constitute the exercise of mechanic certificate privileges:

(a) Serving as a mechanic under the appropriate certificate and rating;

(b) Technically supervising other mechanics, to include Part 147 AMTS instructors when supervising students performing shop projects;

(c) Supervising the maintenance or alteration of aircraft, including service as an FAA Aviation Safety Inspector (ASI) in an airworthiness specialty with verifiable experience performing applicable airman certification functions or managing and overseeing the applicable designee type as a Managing Specialist (MS); or

(d) Engaging in any combination of subparagraphs (a), (b), or (c).

(3) The applicant must have obtained at least five years' experience exercising the privileges of their valid aviation mechanics certificate by performing maintenance in any combination of the following:

(a) In accordance with § 65.81(a) on U.S.-registered civil aircraft.

(b) On U.S.-registered civil aircraft while employed by an FAA repair station (Part 145).

(c) On U.S.-registered civil air carrier aircraft operated under (Parts 121 and 135).

(d) Instructing aviation maintenance while employed by an FAA Aviation Maintenance Technician School (Part 147).

> **Note:** Five years of AMTS experience alone will not qualify. In addition to the AMTS experience of (d), the applicant must have exercised the privileges of a valid aviation mechanic certificate as described in (a), (b), (c), or a combination of these for at least 3 years.

(4) Have a fixed base of operation which is available to all Part 65 mechanic certificate applicants and is equipped to support testing in both reciprocating and turbine engine aircraft. This includes the following requirements:

(a) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the certificate and rating sought. The managing FAA office will monitor the status of equipment at least annually to ensure compliance.

(b) Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids for testing airman applicants.

(c) Tools, equipment, current publications, materials, etc., required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the aviation industry. Refer to FAA Order 8900.1, Volume 5, Chapter 5, Section 11, for the required Minimum Tools and Equipment List (MTEL).

> **Note:** The DME is required to immediately report to the MS any significant change in the equipment, materials, or authorized location available to test applicants. This notification is accomplished through the DMS message center.

(5) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

b. Additional Requirements for DPREs. Additional application requirements for DPRE appointment include:

(1) Evidence of a high level of knowledge in the areas of operation required for a parachute rigger certification.

(2) Previously held a valid master Parachute Rigger Certificate for 2 years with the rating(s) for which the managing FAA office will issue a designation.

(3) Actively exercised the privileges of a valid master Parachute Rigger Certificate for 2 years immediately before the designation.

(4) Have a fixed base of operation equipped to support testing in each required area of operation as described in the practical test standards (PTS) or Airman Certification Standards (ACS) for the designation held. This includes the following requirements:

(a) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the certificate and rating sought. The managing FAA office will periodically monitor the status of equipment to ensure compliance.

(b) Tools, equipment, current publications, materials, etc., required to complete a project assignment must be the type parachute manufacturers recommend or accept in the industry.

(c) The fixed base of operation must, at a minimum, have tools and equipment necessary to perform the tasks the DPRE will assign as part of the developed test.

Note: The DPRE is required to report to the MS immediately, any significant change in the equipment or materials available to test applicants. This notification is accomplished through DMS.

(5) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

c. Additional Application Requirements for DAR-T Appointment.

(1) Minimum Qualification Requirements for Standard Airworthiness Certification and Special Airworthiness Certification in Primary, Restricted, and Limited Categories.

(a) An applicant for DAR-T with authority to issue a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories must hold a current mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding the application.

Note: A mechanic certificate with A&P ratings is a minimum requirement for a DAR-T to hold any function code.

(b) Show 5 years of experience working in a position of responsibility for approval for return to service or determining eligibility for issuance of a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories for aircraft of the same type and complexity as shown below. The experience must:

1. Have been obtained on U.S.-registered aircraft holding a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories, or involved in a certification project that resulted in standard certification or issuance of a Supplemental Type Certificate (STC);

2. Include at least 2 years of verifiable full-time aviation maintenance employment within the last 3 years; and

3. Include one or more of the following type and complexity of aircraft:

- Propeller-driven airplanes, powered or unpowered gliders, or a combination of these.
- Turbojet-powered airplanes with a GTOW of 85,000 lbs. or less.
- Turbojet-powered airplanes with a GTOW of more than 85,000 lbs.
- Rotorcraft.
- Manned free balloons.
- Airships.

(c) Each of the following qualifies as a "position of responsibility" for determining approval for return to service or eligibility for issuance of an Airworthiness Certificate:

1. An FAA ASI (Airworthiness) with experience issuing original or recurrent Standard Airworthiness Certificates.

2. A director of maintenance or chief inspector for a Part 121 or 135 air carrier, or Part 145 repair station, performing maintenance and issuing approval for return to service of complete aircraft.

3. A shift supervisor, lead mechanic, or designated inspector for a Part 121 or 135 air carrier, or a Part 145 repair station, who is authorized by the certificate holder and has experience issuing approval for return to service for complete aircraft (airworthiness release or equivalent authority).

4. A mechanic with A&P ratings returning aircraft to service after performing maintenance or inspections as required by §§ 43.9 or 43.11.

(d) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

(2) Minimum Qualification Requirements for Other Special Airworthiness Certification.

(a) Experimental category for the following purposes:

1. Market Survey, R&D, Crew Training, Exhibition, or Air Racing. An applicant for DAR-T with authority to issue a Special Airworthiness Certificate for the purposes of market survey, research and development, and crew training must qualify under subparagraph 4.c.(1) for aircraft of the same type and complexity as requested, and:

i. Have verifiable experience in the maintenance, inspection, or alteration of aircraft holding a Special Airworthiness Certificate for the purposes of market survey, R&D, or crew training, exhibition, or air racing; or

ii. Have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

2. Operating Amateur-Built Aircraft. An applicant for DAR-T with authority to issue a Special Airworthiness Certificate for the purposes of operating amateur-built aircraft must meet one of the following:

i. Qualify under subparagraph 4.c.(1) for aircraft of the same type and complexity as requested, and in addition, have verifiable experience in the maintenance, inspection, or alteration of aircraft of the same type and complexity holding a Special Airworthiness Certificate for the purposes of operating amateur-built aircraft.

ii. Qualify under subparagraph 4.c.(1) for aircraft of the same type and complexity as requested, and in addition, have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

iii. Currently hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application, and have 3 years of verifiable experience with maintaining amateur built aircraft of the same type and complexity as requested, including performing at least three condition inspections.

> **Note:** Amateur-built type and complexity of aircraft include: propeller driven airplanes or gliders; weight shift control aircraft and powered parachutes; turbojet powered airplanes; rotorcraft, autogyros, or gyrocopters; manned free balloons; and airships.

3. Operating Experimental Light-Sport Category and Light-Sport Category. An applicant for DAR-T with authority to issue a Special Airworthiness Certificate in the light-sport category or in the experimental purpose of operating light-sport category aircraft must meet one of the following:

i. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and in addition, have verifiable experience in the maintenance, inspection, or alteration of aircraft holding a Special Airworthiness Certificate in the light-sport, or experimental purposes operating light-sport categories kit-built and operating former light - sport.

ii. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested and, in addition, have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

iii. Currently hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application, that has remained

continuously in effect for the 3 years immediately preceding application, and has 3 years of verifiable experience with maintaining LSA of the same type and complexity as requested.

iv. Currently hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application, and have a minimum of 3 years of verifiable experience as a field technical representative or a quality assurance inspector employed by the manufacturer of a light-sport category aircraft of one of the type and complexity listed below.

> **Note:** Light-sport type and complexity include propeller-driven airplanes or gliders, weight shift control aircraft and powered parachutes, and LTA aircraft.

(3) Minimum Qualification Requirements for Issuance of Export and Domestic Approvals.

(a) Export Approval of Aircraft. An applicant for DAR-T with authority to issue an export approval for an aircraft must:

1. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and have verifiable experience in demonstrating eligibility for export approval for these aircraft, or

> **Note:** This experience could be obtained by serving as an individual within a company as identified above, with responsibility for demonstrating compliance with export requirements when the company or a customer of the company is the applicant.

2. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested and have issued at least one export approval for these aircraft as an FAA ASI (Airworthiness).

(b) Export Approval and Domestic Approval of Engines. An applicant for DAR-T with authority to issue an export or domestic approval for engines must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of the type and complexity of aircraft the engines are commonly installed on as follows:

- Propeller-driven airplanes: reciprocating, turboprop, or turboshaft engines.
- Turbojet airplanes: turbojet or turbofan engines.
- Rotorcraft: reciprocating or turboshaft engines.
- Airships: reciprocating engines.

2. Hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application, have 6 months of experience within the preceding year, be employed at a Part 121 or 135 air carrier or a Part 145 repair station, and hold authority from the employer to issue approval for return to service after maintenance of

engines. Applicant must have verifiable experience in demonstrating eligibility for export approval for the following engines:

- Reciprocating;
- Turboprop or turboshaft; and
- Turbojet or turbofan.

(c) Export Approval and Domestic Approval of Propellers. An applicant for DAR-T with authority to issue an export and domestic approval for propellers must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of one of the following type and complexity of aircraft:

- Propeller driven airplanes, and
- Airships.

2. Hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application, have 6 months of experience within the preceding year, be employed at a Part 121 or 135 air carrier or a Part 145 repair station, and hold authority from the employer to issue approval for return to service after maintenance of propellers. The applicant must have verifiable experience in demonstrating eligibility for export approval for propellers.

(d) Export Approval and Domestic Approval of Articles. An applicant for DAR-T with authority to issue an export and domestic approval for articles must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of aircraft of the same type and complexity on which the article is eligible for installation;

2. Qualify under subparagraph 4c(3)(b) for export approval of parts and appliances used on the same type and complexity of engines, or propellers; or

3. Hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 5 years immediately preceding application have 6 months of experience within the preceding year, and be employed at a Part 121 or 135 air carrier or a Part 145 repair station with current authority to issue approval for return to service after overhaul of parts or appliances. The applicant must have at least some verifiable experience in demonstrating eligibility for export approval for these parts or appliances.

> **Note:** DAR-Ts authorized function code 180 should be issued limitations with this function code. The limitations should be established based on the applicant's verifiable experience and be related to the articles listed in subparagraphs (d)*1* or *2* above. Reviewing FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, prior to developing limitations is recommended.

(4) Minimum Qualification Requirements for Other Specific Authorizations.

(a) Issue notification of completion for Aging Aircraft Records Review/Spot Inspection. An applicant for DAR-T with authority to issue a notification of completion to a Part 121, 129, or 135 operator after conducting aircraft records review and structural spot inspection must meet one of the following:

1. Qualify under subparagraph 4c(1) for airplanes of one of the following type and complexity: propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes; and have verifiable experience in heavy maintenance, Corrosion Prevention and Control Program (CPCP), structural inspections, or major repairs/modifications to airframes, or a combination of these on aircraft operated under Part 121, 129, or 135.

2. Qualify under subparagraph 4c(1) for airplanes of one of the following type and complexity: propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes; and have conducted at least one aging airplane records review and structural spot inspection of these airplanes operated under Part 121, 129, or 135 as an FAA ASI (Airworthiness).

Note: Type and complexity include propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes.

Note: Before exercising the authority of this function, the applicant must be thoroughly familiar with the appropriate chapters of Order 8900.1 and have satisfactorily completed on-the-job training (OJT) on the air carrier's approved maintenance policies and procedures from the responsible Flight Standards office. The DAR-T must maintain documented proof of the training from the responsible Flight Standards office and provide a copy of the training to their MS so it can be uploaded to their training file in DMS. The DAR-Ts limitations for function codes 197 and 198 must include each air carrier for which they have received OJT by the responsible Flight Standards office and been authorized to perform these activities by their MS. A DAR-T may not issue a notification of completion for Aging Aircraft Records Review/Spot Inspection for any air carrier unless the air carrier is identified in the limitations.

(b) Issue data approvals in support of major repairs or alterations. An applicant for DAR-T with authority to issue data approvals in support of major repairs or alterations must meet one of the following:

1. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and have verifiable experience in applying for and receiving at least three field approvals of major repairs, alterations, or both in which block 3 has been signed on FAA Form 337 for each type and complexity of aircraft as requested.

2. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and have approved at least three field approvals of major repairs or alterations as an FAA ASI for each type and complexity of aircraft as requested.

Note: This authority may be issued for the following type and complexity of aircraft:

- Propeller-driven airplanes or gliders.
- Turbojet-powered airplanes with a GTOW of 85,000 lbs. or less.
- Turbojet-powered airplanes with a GTOW of more than 85,000 lbs.
- Rotorcraft.
- Manned free balloons.
- Airships.

3. Authority may be issued for data approval of engine repairs or alterations based on qualifications on aircraft categories under subparagraph 4c(1). In addition, the applicant must have verifiable experience in applying for and receiving at least three field approvals of engine repairs or alterations in which block 3 has been signed on FAA Form 337, or in approving at least three field approvals for engines as an FAA ASI. This authority may be issued for the following type and complexity of engines:

- Propeller-driven airplanes: reciprocating and turboprop or turboshaft engines.
- Rotorcraft: reciprocating and turboprop or turboshaft engines.
- Airships: reciprocating, turboprop, or turboshaft engines.
- Turbojet airplanes: turbojet or turbofan engines.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

7. Maintaining an Active Designee Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DME, DPRE, and DAR-T applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DME, DPRE, and DAR-T applicant. Request for expanded authority follow a similar process to original evaluation, so they are also included in this chapter. The DMS Selection and Appointment Process job aid should be reviewed for detailed information about the appointment or expanded authority process at: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. General.

a. Selection Process. The general process of selection can be broken down into three parts: DMS determines if the designee meets system-defined minimum qualifications; the SO determines if need and ability requirements are met; and then assigns an evaluation panel to further review the applicant's qualifications and determine what authorizations or function codes the applicant qualifies for. (See Figure 5-1 for a high-level representation of the selection flow.)

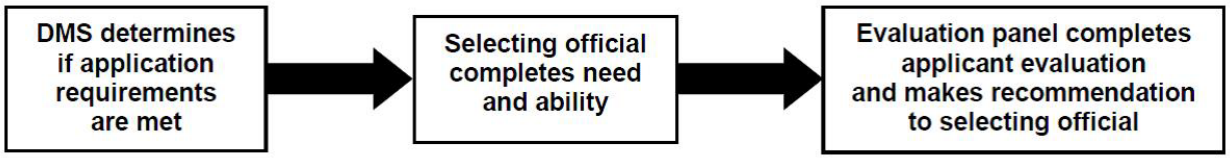


Figure 5-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) When a need for a designee has been identified, the office management will query DMS for a listing of applicants. Candidates must submit applications exclusively through DMS.

(2) An evaluation panel, determined by the SO, will then be established to review and evaluate the list of viable applicants identified through DMS. The evaluation panel assesses each designee candidate's background knowledge and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Review and contact references provided by the applicant and comments that may influence the decision to recommend or deny appointment.

> **Note:** The selection and appoint process has multiple steps, and involves several DMS users. The AO and the SO have access to the "Work Flow Tool" in DMS, which allows them to quickly determine the status of an appointment, or expanded authority request. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants.

a. Initial Request. DMS will provide appropriate applicants per the search request.

b. Qualification Deviation Request Process. When an applicant in DMS does not meet a qualification requirement, the MS may request that the SO petition the National Policy Office (NPO) for a deviation from the qualification requirement as follows:

(1) Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo to the NPO outside of DMS. The memo must identify the specific qualification requirement not met and specific justification for a deviation. The memo should be sent to the following email: 9-AVS-AFS-850@faa.gov.

(2) Coordination. The SO must route the request though the appropriate division management leadership for their office, for concurrence external to DMS. If in agreement with the recommendation, the NPO will document the circumstances and justification in a memo provided to the requesting office. The memo must be uploaded to the applicant's record by the evaluation panel.

> **Note:** The purpose of a deviation is to fill a specific need that the managing FAA office has for which there are no fully qualified applicants. The deviation process requires that the applicant has met the minimum general qualification requirements in DMS and have an active application. The expectation is that the office would appoint the applicant within 30 days of granting the deviation. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation Process. It is the goal of the FAA to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. An evaluation process that is not complete within 90 days of evaluation panel assignment must be cancelled by the SO.

b. Evaluation Panel. The SO will assign an evaluation panel to further evaluate the applicant(s) that DMS identifies, and for applicants requesting expanded authority. At such time that one or more viable applicants or current designees have been identified through DMS, an evaluation panel is convened to consider the merits of each person. The panel should comprise of members as described below:

(1) An ASI from the office that initiated the selection and appointment process (required). This ASI should assume a lead role during the evaluation process and is responsible for making contact with other panel members at the start of the evaluation process (EP) and will record the evaluation panel results within DMS.

(2) At least one additional ASI which may include an office management member (optional).

(3) An ASI from the Delegation Branch (AFS-850) (required). The SO must contact AFS-850 via email to request an evaluation panel member before the evaluation panel is created in DMS. The request for an AFS-850 evaluation panel member should be sent to the following email: 9-AVS-AFS-DMS-EP-Request@faa.gov.

> **Note:** If the EP is for an expanded authorization request for previously authorized function codes that had been removed due to inactivity, that information should be included in the email.

c. Evaluation Panel Tasks. The evaluation panel assesses each applicant's background, knowledge, and experience by conducting a thorough review of the designee application. When current designees are considered for expanded authority, the same steps are followed in DMS. To support this process, the following tasks must be accomplished:

(1) Review the applicant's application and supporting documents in DMS to ensure the applicant has provided the required supplemental information sheet and verifiable evidence to show they meet the requirements for each of the requested function codes.

(2) Verify that the applicant possesses the appropriate airman certificate for the authorizations sought.

(3) Contact references as necessary.

(4) Review relevant information for each prospective application from each of the following FAA databases in order to determine that candidate's aviation background and any issues which may have an adverse effect on that candidate's application:

(a) Enforcement Information System (EIS);

(b) Accident Incident Data System (AIDS);

(c) SPAS;

(d) National Program Tracking and Reporting Subsystem (NPTRS); and

(e) DMS.

(5) Ensure, based on the research found in the databases above, that the requirements of Volume 1, Chapter 4, Designee Appointment, are met.

(6) Review the applicant's experience on the DMS application to determine what authorizations or function codes they may qualify for. This should be done in advance of an applicant interview. The AFS-850 ASI assigned to the evaluation panel should be able to assist in clarifying experience requirements for the function codes.

(7) Interview the applicant to determine if the general and specific qualifications necessary for appointment are present, responses are consistent with the application information, and the qualities necessary to be successful as a designee are possessed. For DAR-T applicants,

the interview should also focus on determining if the applicant has the appropriate experience for the function codes being considered.

(8) Evaluate the applicant's facilities and equipment to be used for testing (DME/DPRE). Before proceeding with the EP, ensure the facility address the applicant listed is an appropriate fixed base of operation capable of supporting testing. If the location is not owned by the applicant, they need to provide a letter from the owner or school stating they have permission to test at that location.

(9) If the EP is for an expanded authorization request for previously authorized function codes that had been removed due to inactivity, the EP lead should enter a statement into the comment section detailing that information.

d. Evaluation Panel Outcomes.

(1) When the evaluation panel determines that an applicant meets the requirements for designation, the results are documented in DMS and a recommendation is provided to the AO through the SO. If the AO is in agreement with the recommendation, the appointment process will ensue. See Chapter 4 for information relating to the appointment process.

(2) If the evaluation panel, with concurrence from the SO, rejects all applications provided by DMS for good cause, the managing FAA office should encourage suitable applicants to apply through DMS so that they can be considered.

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the designee appointment of DME, DPRE, and DAR-T, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a DME, DPRE, and DAR-T. Refer to the Selection and Appointment Process job aid for detailed information at https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. General.

a. Appointment Process. Below is a high-level representation of the appointment process.

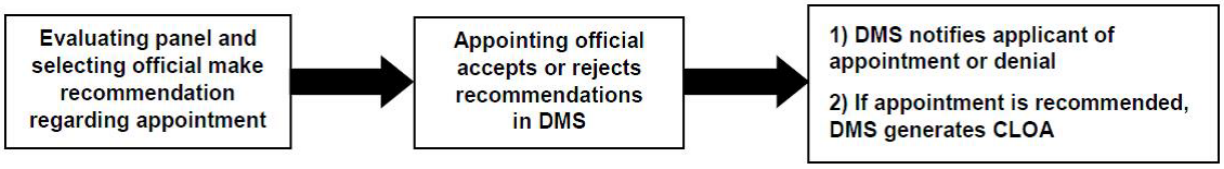


Figure 5-2. High-Level Appointment Process Flow

b. Appointment Considerations.

(1) The MS should issue appropriate privileges and limitations in the CLOA based on the following:

(a) Applicant's background experience;

(b) Applicant's personal and professional qualifications as described in Chapter 2, Application Process; and

(c) Needs of the appointing office.

(d) For DAR-Ts, limitations must be included for function codes 197 and 198 that contain each air carrier for which they have been authorized and have received OJT by the cognizant air carrier managing FAA office. Limitations should be included for function code 180 to address the needs of the managing FAA office.

(2) The MS will verify that the following events are completed before checking the yes bubble in the appointment recommendation in DMS:

(a) Successful completion of the initial designee-specific training conducted by the FAA's Delegation Branch (AFS-850). For a list of the training, refer to the following applicable website:

- For DAR-Ts: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dart/information.
- For DMEs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dme/information.

- For DPREs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dpre/information.

(b) Applicant has attended an orientation at their managing office.

1. For DMEs, DPREs and DAR-Ts, the managing FAA office should review the following:

i. Product Certification. Caution the designee that any irregularities or deficiencies related to the delegated work may result in the termination of the designation under the provisions of § 183.15(b)(4).

ii. Authorized Functions. Remind the designee to perform only authorized activities within the limits of their authority.

iii. Communication. Remind the designee to request preapproval through DMS before accepting any applicant requests for certification, inspection, testing, or approval activities. The DAR-T must also obtain any special directions or instructions deemed necessary for their managing FAA office. AFS-850 does not manage designees and is not authorized to provide direct guidance to designees in lieu of the managing FAA office guidance and instruction.

iv. Activity Reporting. Remind the designee that all activities performed under their delegation must be recorded in DMS.

v. Safeguarding of Forms. Emphasize that the designee must properly safeguard all FAA forms, certificates, and other official documents. Under no circumstance will any certificate be in the possession of an applicant until the designee has completed and signed the certificate. All Airworthiness Certificates or approvals and related documents will include the designee's printed or typed name, signature, and designation number.

vi. Conflicts of Interest. Remind the DAR-Ts that they are not allowed to perform any mechanical, maintenance, or inspection function or to act as an agent on behalf of an applicant (*e.g.*, an owner, agent, repair station, or Production Approval Holder (PAH)) on products for which the applicant seeks an Airworthiness Certificate or approval. Remind the DMEs and DPREs they must ensure to remain free of influence from their employers when conducting testing activities on behalf of the Administrator.

vii. Use of Authority. Remind the DAR-Ts to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (*e.g.*, Airworthiness Directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness or export certificates. The DAR-T will seek guidance from their managing FAA office when problems arise that they cannot resolve.

viii. Document Submittal. Remind the designees to submit applicable original or duplicate documents within 7 calendar days of completion to the managing FAA office for

review. Designees must not submit aircraft certification documents or files directly to the Aircraft Registration Branch (AFB-710) or Airmen Certification Branch (AFB-720).

ix. Airworthiness Applications—DAR-T Only. Emphasize that the DAR-T is to review applications for completeness and ensure that the various Airworthiness Certificates or approvals have certification statements signed by an applicant or authorized agent.

(c) Designee has received required OJT for any air carrier authorized in DAR-T function codes 197 or 198 and documented it in DMS.

(3) The MS will observe the DME and DPRE applicants conducting their first oral and practical (O&P) test. See Chapter 6, subparagraph 3b(1), Direct Observations, for more information.

(4) If the DME provided a letter giving permission to test at a facility, the MS must upload the letter into the training file of the DME after appointment or whenever such a letter is received.

3. Designee Number. See Volume 1.

4. CLOA. The CLOA will identify the designee type and the specific authorizations, or function codes and limitations.

5. Appointment Duration.

a. Initial Duration. The initial duration of a designee's appointment is up to 12 calendar months.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of DMEs, DPREs, and DAR-Ts, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of DMEs, DPREs, and DAR-Ts.

2. Designee Responsibilities.

a. General Responsibilities.

(1) Provide FAA testing and certification activities without prejudice or discrimination in a fair and unbiased manner.

(2) Maintain a high level of knowledge, skill, and expertise commensurate with authorizations.

(3) Charge no more than a reasonable fee for services.

(4) Keep abreast of current aviation trends and technologies.

(5) Serve as a willing resource to the aviation community on matters of FAA airman authorizations and aircraft certification regulations, or both, and policy.

(6) Set a high standard of airmanship and safety through personal example.

(7) Exercise diligence and care in the preparation of airman certification documentation and files.

(8) Always represent the FAA and its workforce to the public in a positive manner.

b. DME and DPRE Responsibilities.

(1) Designees must maintain a high degree of knowledge and skill in the subject areas required for airman certification, evaluation, and testing techniques.

(2) Designees must give undivided attention to the applicant during the testing period.

(3) Designees must ensure that discussion following any test is private and is confidential.

(4) Test security requirements apply to all tests generated, downloaded, printed from the system, or any combination of these. Downloaded tests must not be kept on shared drives or sent to anyone via email.

(5) Printed tests must not be available to anyone except DMEs and FAA personnel (when conducting a direct observation (DO)). Tests should be kept in a locked office, desk drawer, briefcase, or other secure area until the test is given or canceled. Once the test is completed or canceled, it must be destroyed. Tests cannot be used for any other purpose other than delivery of

that test for the applicant indicated. Misuse or storage of tests by a DME could result in termination of the designation or removal of access to download tests from the Mechanic Test Generator.

(6) Designees must ensure they are free of influence from their employers when conducting testing activities on behalf of the Administrator.

(7) Geographic boundaries and expansions do not apply to DMEs and DPREs as they may test at any location listed on their CLOA. At least one of the testing locations listed on the CLOA must be available to all applicants who wish to test with the designee.

c. DME and DPRE Privileges. The DMEs and DPREs are authorized to:

(1) Accept applications for airman certificates and ratings using FAA Form 8610-2, Airman Certificate and/or Rating Application – Mechanic and Parachute Rigger or the Integrated Airman Certification and Rating Application (IACRA) equivalent when it is deployed by the FAA for use.

(2) Conduct tests, in the English language, appropriate to the FAA CLOA held by the designee, in accordance with the appropriate PTS/ACS.

(3) Issue Temporary Airman Certificates to applicants who have been tested and found qualified for the certificate or rating sought. The managing FAA office may retain this privilege.

(4) At the request/direction and direct supervision of the managing FAA office, designees may assist in administering 49 U.S.C. § 44709 practical reexaminations. Reexaminations should be conducted only in the areas identified by the ASI in the letter of reexamination.

> **Note:** Under 49 U.S.C. § 44709, only an FAA Aviation Safety Inspector (ASI) is authorized to conduct a reexamination. Though DME may assist in administering the practical portion of the reexamination (for compensation), such assistance must occur strictly under the ASI's direct supervision and authority. The ASI retains full responsibility for the conduct, oversight, and final determination of the reexamination. All oral and written portions of the reexamination are administered directly by the ASI.

d. DME and DPRE Limitations. The DME and DPRE must not:

(1) Conduct tests at locations not listed on the current CLOA held by the designee.

(2) Conduct or monitor any portion of computer knowledge tests.

(3) Reissue or amend any expired Temporary Airman Certificate.

(4) Endorse, amend, alter, or issue any permanent airman certificate.

(5) Exempt any applicant from the testing requirements in the applicable PTS/ACS.

(6) Combine teaching with testing during the testing of an applicant.

(7) Conduct tests unless an applicant presents proof of eligibility as prescribed in the applicable Part 65.

(8) Conduct O&P tests unless the applicant has passed the required airman knowledge test.

> **Note:** This does not apply to aviation mechanic applicants authorized to test in accordance with § 65.80 or master parachute rigger applicants that hold a senior certificate.

(9) Temporarily suspend a test to allow the applicant further study, and then continue the same test later.

(10) Conduct an O&P test with more than one applicant at a time.

(11) Conduct tests in any language other than English.

(12) Conduct O&P tests at the base of operation that appears on the designee's CLOA unless the location is adequately equipped with available equipment and material necessary for conducting the tests, and permission is granted by the managing FAA office through DMS.

(13) Conduct O&P tests to applicants unless they have been authorized in DMS.

(14) Engage in any activity that would create a potential conflict of interest, such as providing applicant information to anyone other than the Administrator unless required by law, or receiving compensation from an AMTS to conduct a test on behalf of the Administrator.

(15) Deny testing to any eligible applicant.

(16) Test any applicant outside the United States, unless the applicant is a U.S. citizen, or the activity is in support of a government-to-government initiative. The decision to permit testing outside of the U.S. will be made by the appropriate IFO.

e. DAR-T Privileges.

(1) The DAR-Ts are authorized to perform examination, inspection, and testing services necessary to issue certificates within the limits of their authorized function codes, as well as to determine the continuing effectiveness of certificates.

(2) DAR-Ts should perform their authorized function(s) within their normal geographic boundaries. However, a managing FAA office may authorize a DAR-T to perform authorized function(s) outside the normal geographic boundaries on a case-by-case basis as long as the ability of the FAA to adequately monitor and supervise the designee is maintained. See Chapter 6, Oversight and Management of a Designee, of this volume for instructions on this process.

(a) A DAR-T assigned to a FSDO is considered a domestic designee, and their normal geographic boundaries are everything within the United States and U.S. territories.

(b) A DAR-T assigned to an IFO is considered an international designee and their normal geographic boundaries are everything outside the United States and U.S. territories.

> **Note:** A DAR-T performing an authorized function within their normal geographic boundaries will not require a geographic expansion request.

f. DAR-T Limitations. The DAR-T must not:

(1) Perform any function for which they have not been authorized.

(2) Perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

(3) Approve departures from specific policy and guidance, new or unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

(4) Issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft.

(5) Perform any mechanical, maintenance, or inspection function on behalf of an applicant (*e.g.*, owner, agent, repair station, or PAH); they may not act as the applicant or agent for service on products or articles for which an Airworthiness Certificate or approval is sought.

> **Note:** This would not preclude the DAR-Ts from performing maintenance, mechanical functions, or inspections in a non-DAR-T capacity when not involved in the airworthiness certification or approval actions under their DAR-T authority.

(6) Sub-delegate authorized functions.

(7) Perform authorized function(s) outside their normal geographic boundaries without an approved geographic expansion request.

> **Note:** Using DMS, the MS may authorize a designee to perform authorized function(s) outside the normal geographic boundaries on a case-by-case basis as long as the ability of the FAA to adequately monitor and supervise the designee is maintained. These requests may only be made as part of the preapproval process. In each case, the request requires the approval of the designee's MS and a geographic expansion coordinator at the office responsible for the geographic area where the activity is requested to be performed.

g. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your MSs. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned MSs. If a conflict cannot be resolved at that level, the designee should contact the responsible Flight Standards office management for assistance. Other FAA offices, including the Delegation Branch (AFS-850), do not manage designees and are not authorized to provide direct guidance to designees in lieu of the assigned FS managing office guidance and instruction.

3. Ongoing Requirements of a Designee.

a. General Requirements. To complement the general requirements established in Volume 1, Chapter 5, Responsibilities and Obligations of a Designee, a DME, DPRE, DAR-T will:

(1) Maintain the minimum qualifications established for appointment as specified in this order, including certification, initial and recurrent training, and attendance at the required annual meetings.

(2) Maintain and use the most current versions of the CFR, the PTS/ACS, and applicable FAA orders. Storage and retrieval of these documents may be electronic.

(3) Complete post-activity reports in DMS after performing certification functions. Post-activity reports may require attachments to be uploaded by the designee depending on the type of activity. The items required to be uploaded are identified in the DMS post-activity report.

b. Annual Meeting.

(1) DME, DPRE, and DAR-Ts must attend the annual designee meeting conducted by the managing FAA office.

(2) The managing FAA office should attempt to schedule the annual meeting to allow all designees of the same type to meet together in one location at the same time to discuss, at a minimum, the following subject areas:

(a) Local issues;

(b) Local problem areas;

(c) Local procedures;

(d) Standardization issues;

(e) Designee performance; and

(f) National issues.

(3) A record of attendance by each designee must be documented in DMS by the MS.

(4) In cases where, beyond the designee's control, it is not possible for a designee to attend the annual meeting, the MS must meet with that designee to discuss the same subject material presented at the meeting. The managing FAA office may opt to record their meetings on video and use the media for make-up meetings. This allows designees who missed the meeting to also benefit from the dialogue between designees during the meeting. A designee who misses this annual meeting must still satisfy the annual meeting requirement each 12 calendar months.

4. References, Forms, and Supplies.

a. DME and DPRE Designee Materials. The managing FAA office should provide each designee with supplies appropriate to the designation, or direct them to where they are available. The following supplies are necessary for the performance of designee duties. The managing FAA office may issue some or all of the designee materials at the time of selection. With the exception of FAA Form 8060-4, Temporary Airman Certificate, the material can be found online at www.faa.gov or through common sources such as the Government Publishing Office (GPO).

(1) DME and DPRE.

(a) FAA Form 8060-4, Temporary Airman Certificate.

(b) FAA Form 8610-2, Airman Certificate and/or Rating Application – Mechanic and Parachute Rigger.

(2) DME.

(a) FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

(b) FAA-S-ACS-1 Aviation Mechanic General, Airframe, and Powerplant Airman Certification Standards.

(c) FAA Order 8900.1.

(3) DPRE.

(a) FAA-S-8081-25, Parachute Rigger Practical Test Standards.

(b) FAA Order 8900.1.

b. DAR-T Designee Materials.

(1) FAA Form 8100-1, Conformity Inspection Record.

(2) FAA Form 8100-2, Standard Airworthiness Certificate

(3) FAA Form 8130-3, Authorized Release Certificate: Airworthiness Approval Tag.

(4) FAA Form 8130-7, Special Airworthiness Certificate.

(5) FAA Order 8130.2, Airworthiness Certification of Aircraft.

(6) FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

(7) FAA Order 8300.16, Major Repair and Alteration Data Approval.

(8) FAA Order 8900.1.

c. Security. Each designee is responsible to establish and carry out appropriate security procedures. The security of the controlled material is important to prevent compromise, and to ensure the applicants meet the aeronautical skill standards for aviation mechanic certificates and ratings. The designee must secure the aforementioned material in a manner that will not allow unauthorized access (*e.g.*, a locked drawer, cabinet, or closet). Only authorized representatives of the FAA Administrator will receive access to secured material. The designee should refer any public request for the secured material to the managing FAA office. Misuse or storage of tests by a DME could result in termination of the designation or removal of access to download tests from the Mechanic Test Generator.

d. If the applicant only has a foreign address and does not have a U.S. physical address of record on file with the FAA, the designee will verify that the applicant has complied with the U.S. Agent for Service requirements in Part 3, Subpart C before issuing the applicant a certificate.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DME, DPRE, and DAR-T designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of DME, DPRE, and DAR-T. Also refer to the FS DMS Oversight Activities Tab job aid for detailed information at https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. General.

a. General Considerations.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. MSs are also responsible for ensuring that DMEs and DPREs are thoroughly coached in the importance of their role of administering oral (knowledge) and practical (skill) tests to the applicants in accordance with the PTS/ACS and Order 8900.1, Volume 5, Chapter 5. MSs assigned to DAR-Ts are responsible for ensuring they perform airworthiness certification tasks in accordance with applicable policies and procedures.

(2) Oversight will include scheduled inspection activities in DMS and a periodic OPE of each designee. The OPE will be scheduled between 12 and 36 months based on the designee's past performance. Inspection activity results provide data to be used in completing each designee's OPE.

(3) Designees can expect that the managing FAA office will assign to each DME, DPRE, and DAR-T a MS that is a qualified ASI (Airworthiness) and will develop oversight plans to ensure quality, integrity, and compliance with current policy, regulations, and the PTS or ACS, as appropriate; the highest degree of professionalism; and the identification of potential hazards and risks to aviation safety. If and when the FAA discovers deficiencies, the MS will respond in a manner prescribed by the common designee policy in this order, and other relevant FAA guidance.

(4) DMEs and DPREs should expect the FAA to observe them conducting their first complete test. Thereafter, the designees may be inspected or observed by FAA personnel at any time with or without prior notice.

(5) The MS, and ASIs not assigned to the designee, document oversight activities and results in DMS. Such reporting is not only crucial for managing individual designees, but also for implementing risk-based decision making to the management of FS designees.

b. Managing FAA Office and Managing Specialist. When a designee has been approved to perform work in DMS, regardless if the activity is inside or outside the managing FAA office's service area, the MS and managing FAA office are responsible for the work being performed. To facilitate this responsibility, when the application for a certification activity is made in the Airworthiness Certification (AWC) application, the application must be assigned to the designee's managing FAA office and MS prior to work being started by the designee.

c. Oversight and DMS.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. DMS establishes the minimum required oversight activities for each designee based on their authorized activities and risk-based data. Additional oversight may be conducted as deemed necessary by the MS or managing FAA office. Oversight activities are the responsibility of the designee's MS and the MS is expected to conduct the oversight activities. However, other ASIs can enter oversight activities on the designee, and there are provisions in DMS for the MS to accept an oversight activity of the same type conducted by another ASI if it's in the required timeframe. Additional instructions are included in the DMS Job Aids for oversight activities.

(2) The MS must conduct designee performance evaluations on an ongoing basis and must record in DMS the results of individual oversight activities. All oversight activities are required to be completed once each four quarters, except for direct observations. Direct observations for DMEs and DPREs have a risk-based component, which means that the dates will not be consistent from designee to designee, and may change from one fiscal year quarter to the next. On the first day of each quarter, DMS "looks back" to determine how much activity the designee had in the previous four quarters, and when the last direct observation was conducted. Based on that data, DMS calculates the next due date for a direct observation. This timeframe may be as short as the current quarter, or as long as 12 quarters.

(3) The MS must also record in DMS an OPE. Refer to the FS DMS Management Action Link job aid for detailed information at https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

(4) Direct Observations. The MS should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the MS determines the lack of a completed direct observation presents an unacceptable risk, the designee may be suspended in DMS until the direct observation is completed. In cases where the MS finds the risk acceptable, that risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, and an explanation of the factors considered and the reason for the extension. If the designee has been actively performing the function codes during the oversight cycle, direct observations may not be extended more than one quarter beyond the due date (*e.g.*, if the due date is June 30, 2024, it cannot be extended beyond September 30, 2024). However, if the designee has not had any activity allowing oversight to be performed, the oversight may be extended for one year. If after that time, oversight could not be performed because of a lack of designee activity, the office must remove those function codes from the designees CLOA. If a function code has been removed from the CLOA, the designee must submit an expanded authority request in DMS if they wish to be reauthorized for the function code.

> **Note:** The office may remove function codes from a DAR-T due to a lack of activity instead of extending the oversight. If the office chooses to extend the oversight, they must set function codes in the extended group to manual approval.

(5) Direct Observations of DAR-Ts. DMS will allow the MS to perform a direct observation in each of the four function code groups with no associated pre-approval. If the DAR-T has not had any recent activity in the function code group that would allow the MS to conduct oversight, they may conduct a simulated or table top exercise of an activity within the function code group for the purpose of completing the direct observation. When the MS conducts an oversight in this manner, they must place all function codes within that group on manual approval. Only after a direct observation of the DAR-T conducting the activity in the function code group, may the MS elect to restore auto approval of those function codes. The MS may also follow item (4) above.

d. Performance Measures. Many of the oversight activities include the following performance measures to determine designee performance:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting the certification activity? Does the designee demonstrate an expert level of knowledge about the maintenance practice, aircraft operation, and systems (if applicable)?

(b) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards defined by the appropriate testing standard, order, or regulation?

(c) Equipment and Materials. Does the designee possess, select, use, or inspect (when supplied by the applicant) the appropriate and serviceable equipment, devices, tools, reference material, etc., when planning or conducting certifications?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Review of Applications for Completeness. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, and data to the FAA when it is required by FAA orders or by specific instructions provided by the managing FAA office?

(c) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting airman or airworthiness certifications, grading, evaluating, and providing feedback to applicants during certification?

(d) Issuing Certificate, Approval, Authorization, or Results to the Applicant. Does the designee follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the certification activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA. When dealing with the public, does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing FAA office instruction?

(c) Cooperative Attitude with the FAA. Is the designee easy to work with and do they present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities and interactions with the general public?

(4) DME, DPRE, and DAR-T Performance Measures. Additional performance measures for DME, DPRE, and DAR-Ts include, but are not limited to the following:

(a) Completes pretest and post-test briefings as appropriate;

(b) Makes an accurate “pass/fail” determination (for DMEs and DPREs); and

(c) Properly completes appropriate certification documents. (Documents will be evaluated for correctness, legibility, and compliance with FAA regulations/policies.)

3. Oversight Actions.

a. Planning an Oversight Activity.

(1) Risk-Based Analysis. MSs conducting oversight of designees should use a risk-based analysis to determine if an inspection is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(a) Oversight from DMS-generated oversight activities. The MS also determines if additional oversight may be necessary.

(b) Complaints received about a designee’s conduct during certifications.

(c) New designees (inspections can occur at a higher level of frequency to ensure compliance).

(d) Review of designee's certification files or reports produced through DMS indicate one or more of the following:

1. Overall problems with the certification files;

2. A "no failure" or "high pass rate" that seems unusual;

3. A high activity rate;

4. Applicants are traveling long distances; or

5. High rate of activities outside the designee's normal geographic boundaries.

(2) Prepare for the Inspection.

(a) Review the following documents prior to the inspection:

1. Designee's file;

2. DME or DPRE planning sheets;

Note: Copies of test planning sheets (for both DME/DPRE) are no longer required to be kept in the managing FAA office file and must be included in certification packages forwarded to AFB-720.

3. Preapproval requests specific to the activity to be observed.

4. Previous inspection reports and historic NPTRS and DMS entries; and

5. Any correspondence between the managing FAA office and designee since the last inspection.

6. Since an applicant's hours may be incompatible with the FAA's normal duty hours, the ASI will make every effort to be flexible when scheduling oversight of activities.

(b) If appropriate, review the designee's preapproval within DMS and arrange the inspection to coincide with the scheduled certification event.

b. Oversight Activities. Designee oversight includes the comprehensive management, monitoring, and tracking of a designee and related activities. All of these actions are considered oversight activities in DMS. A complete surveillance of a DME, DPRE, or DAR-T involves a group of oversight activities performed to observe the designee's performance. These oversight activities may be completed independently within a set timeframe, or any number of them may be completed in conjunction with one another. This approach to oversight was adopted to allow MS flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs

throughout the year rather than an all-at-once, infrequent approach. All scheduled oversight activities are based on a 4-quarter recurring interval. Oversight is usually accomplished by the assigned MS, but oversight activities contained in this volume may be performed by other FS ASIs and recorded in DMS.

(1) Direct Observations. A direct observation is an oversight activity that includes a MS observing the designee performing certification work that allow the MS to determine the designee's performance. Direct observations provide the MS the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. A direct observation may be performed in person, or by using remote technology if it provides access to everything the MS wants to observe. A minimum number of direct observations will be required by policy to be completed by a MS. The number of direct observations may be increased by MSs if deemed appropriate due to various risk indicators that may be established, such as when a designee's performance is "Unsatisfactory" or "Needs Improvement", or any other reason deemed appropriate.

(a) During a direct observation for a DME or DPRE, the MS should assure the applicant that the observation is focused on the designee and not the applicant. Although this may not alleviate the heightened level of anxiety, the MS should make the applicant as relaxed as possible.

(b) If the MS observes a designee that is not following proper certification policy, the MS has the responsibility to stop the certification and discuss the concern with the designee without the applicant being present. Under no circumstances will the MS allow the certification to be issued until the discrepancy(ies) are corrected.

(c) MSs may, at their discretion, allow the DME and DPRE to continue with the O&P test, after discovering that the designee omitted an item required by the PTS/ACS. The MS may allow the designee to complete the O&P, but must not allow the airman certificate to be issued.

> **Note:** This type of discrepancy would be noted in DMS as a procedural issue and might require additional observations by the MS to ensure the problem does not continue.

(d) Observe the DME or DPRE conducting an exam and perform pretest inspection activities as described below:

1. Review the planning sheet to determine the following:

i. Does the DPRE planned test include all the questions and projects required by the parachute rigger O&P test standard?

ii. Does the DPRE test cover each subject area/area of operation required by the PTS/ACS for the certificate/rating sought?

iii. The Mechanic Test Generator (MTG) creates the exam for the DME. The exam generated by the MTG meets the testing standard.

2. Ensure the DME or DPRE receives and properly reviews a completed application from the applicant and the applicant is eligible to take the oral (knowledge) and practical (skill) examinations.

3. Ensure the DME or DPRE requests appropriate identification from the applicant to validate the applicant's identity.

4. Ensure the DME or DPRE does not intend to administer the O&P test to more than one applicant at a time.

5. Ensure the applicant is informed that the inspector is principally observing the DME or DPRE's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the DME or DPRE will issue a temporary certificate if the applicant passes the test.

6. Ensure the DME or DPRE conducts the O&P portions of the exam in accordance with the procedures in Order 8900.1.

> **Note:** The inspector should request a copy of the planning sheet for the specific test being observed in advance of the test in order to avoid interruption. The inspector should direct any questions regarding the test plan or adequacy of the test to the DME or DPRE in private before the beginning of the test. At the completion of the exam, the inspector will return the test copy to the DME to be destroyed.

(e) Observe the DAR-T's Delegated Work Activities. At least once during each 4-quarter period, witness the designee performing an authorized function for each of the function groups held to ensure satisfactory performance. DMS will identify the required direct observations and other required activities for each DAR-T. Direct observations by function code groups include the following:

1. Observe a complete aircraft certification activity, export certificate of airworthiness or SFP (function codes (F/C) 101–176).

2. Observe a complete domestic airworthiness approval or export airworthiness approval (F/Cs 177–196).

3. Observe a complete inspection (aging aircraft notification of records reviews and aircraft inspections) (F/Cs 197–198).

> **Note:** The responsible Flight Standards office for the carrier may perform this observation if requested by the MS using the ASI role in DMS.

4. Review, observe, or both, a data approval (field approvals) (F/Cs 199–220).

(2) Post-Certification Oversight Activities.

(a) DME or DPRE. Ensure the DME or DPRE completes and submits the certification file in accordance with Order 8900.1. After observing the DME or DPRE conduct an oral (knowledge) and practical (skill) test of the applicant, note one of the four possible outcomes below. In each of these outcomes, conduct a debriefing with the DME or DPRE separate from the applicant. Discuss the performance of the applicant and the DME or DPRE, and recommend areas of improvement needed by the DME or DPRE.

1. If the DME or DPRE and the applicant perform satisfactorily, observe the DME or DPRE properly completing FAA Form 8610-2 and issuing FAA Form 8060-4.

2. If the DME or DPRE performs satisfactorily but the applicant is unsatisfactory, observe the DME or DPRE properly completing FAA Form 8610-2 and properly identifying the subject areas or area of operation or task failed or not tested in the block for remarks.

3. If the DME or DPRE performs unsatisfactorily but the applicant performs satisfactorily, allow the DME or DPRE to complete FAA Form 8610-2, and issue FAA Form 8060-4. This is only possible if the inspector determines that an adequate test was given. If the DME or DPRE's performance was inadequate, resulting in an invalid test, then the airman applicant was not properly evaluated and FAA Form 8060-4 should not be issued.

4. If the DME or DPRE and the applicant perform unsatisfactorily, allow the DME or DPRE to properly complete FAA Form 8610-2, properly identifying the O&P projects failed or subject areas and tasks not tested.

(b) DAR-T. The MS will monitor the designee's activity by reviewing the work records and reports for accuracy and by observing the activity to ensure that proper procedures and satisfactory inspection techniques or methods are used.

(3) Site Visit/Facility Inspection.

(a) Visit the Designee's Fixed Base. Validate that the designee meets the continued eligibility requirements of the designation by inspecting the following:

1. Ensure the designee is providing adequate security for controlled documents. Whatever form of storage is utilized, the designee must prevent unauthorized access to controlled documents.

2. Validate that the designee maintains a copy of all the forms and documents provided by the managing FAA office required for the designation.

3. Inspect the activity files/records and validate that the designee activity submitted to the managing FAA office is being maintained by the designee as required.

4. Examine the designee's airman certificates for currency and appropriate ratings.

5. Review the CLOA in DMS with the designee and validate that all information is still current and accurate.

6. Ensure the designee completed a recurrent standardization training within the required interval.

> **Note:** The fixed base for a DME or DPRE is the address listed on their CLOA. A DAR-T may have a fixed base of operations; however, the site visit activity may be performed at any location suggested by the DAR-T that is acceptable to the FAA provided that all the DAR-T requirements in this chapter are met at whatever location is inspected.

(b) In addition, for DMEs:

1. Determine if the facility is adequately equipped to support testing to the ACS by inspecting the tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought to meet the equipment requirements of Order 8900.1.

2. Ensure that the DME maintains current copies (paper or electronic) of the following DME-related documents:

- Aviation Mechanic ACS.
- FAA Form 337, Major Repair and Alteration.
- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8610-2, Airman Certificate and/or Rating Application – Mechanic and Parachute Rigger.
- Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration.
- Part 65, Certification: Airmen Other Than Flight Crewmembers.
- Part 183, Representatives of the Administrator.
- FAA-H-8083-30, Aviation Maintenance Technician Handbook—General.
- FAA-H-8083-31, Aviation Maintenance Technician Handbook—Airframe.
- FAA-H-8083-32, Aviation Maintenance Technician Handbook—Powerplant.
- Other data such as advisory circulars (AC), technical data, etc., which may be required for the development and administration of the test.

(c) In addition, for DPREs:

1. Determine if the facility is adequately equipped to support testing to the level required by the PTS/ACS by inspecting the tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought to meet the equipment requirements of Order 8900.1.

2. Ensure that the DPRE maintains current copies (paper or electronic) of the following DPRE-related documents:

- Order 8900.1.
- FAA-H-8083-17, Parachute Riggers Handbook.
- Parachute Rigger PTS/ACS.
- Applicable manufacturers' parachute packing instructions.
- Dan Poynter's The Parachute Manual: A Technical Treatise on Aerodynamic Decelerators, Volumes 1 and 2.
- Technical Standard Order (TSO)-C23 Series, Personnel Parachute Assemblies and Components.
- FAA Form 8060-4, Temporary Airman Certificate.
- Part 105, Parachute Operations.
- Part 183, Representatives of the Administrator.
- Parachute Industry Association (PIA) Technical Standard (TS) Publication PIA-TS-108, Parachute Canopy Fabric Pull Test Non Destructive Method.
- AC 105-2, Sport Parachuting.
- SAE International Aerospace Standard (AS), SAE AS8015 Series, Minimum Performance Standards for Parachute Assemblies and Components, Personnel.
- Other data such as ACs, technical data, etc., which may be required for the development and administration of the test.

(d) In addition, for DAR-Ts:

1. Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s). For DAR-Ts performing certification activities of aircraft, determine that they have access to the FAA Civil Aviation Registry Electronic Services (CARES) to perform necessary records research.

2. Determine that the designee is performing within the scope of the authorized function(s).

3. Verify that the designee's attendance at the appropriate standardization training is in accordance with this order.

4. Ensure that the designee coordinates with the FAA when authorized to work outside the designee's normal geographic boundaries.

5. Ensure that the designee is obtaining preapproval of all activities before performing delegated functions. Also ensure that preapproval by the FAA addresses any special directions or instructions that may be necessary before performing the delegated function(s).

Note: MSs must take immediate action on safety-related situations.

Note: The designee must contact the managing FAA office should they have any concerns or questions regarding any delegated activity.

(4) Review of Certification Packages. Reviewing certification packages provides the MS the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. The MS is responsible for reviewing the certification packages completed by their assigned designees. These reviews will be recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS.

Note: The MS is *not* required to record a certification file review in SAS.

(a) For Mechanic and Parachute Rigger Applications. Every certificate or rating certification package will be reviewed for correctness by either the MS, an ASI, or an OA. These certification packages must be sent to the managing office within 7 calendar days of the test date. A certification file may only contain an FAA Form 8610-2, but may contain additional documents as annotated in Designated Examiner's Report depending on the type of exam and if the applicant passed or failed. Review of certification files is required and must be documented in DMS using the Oversight Activities tab, Unscheduled Activities, Review of Certification Packages. Select the appropriate preapproval number and record the required information. After the review is complete, the MS will complete the FAA Inspector's Report and forward the certification file to AFB-700 as appropriate.

(b) For DAR-T. Document reviews of certification files are required by Order 8130.2 each time an application for an Airworthiness Certificate (FAA Forms 8130-1 and 8130-6) is submitted from a DAR-T. The person reviewing the certification files will close the application in AWC and forward the files to aircraft registry as appropriate. Oversight of the DAR-T may be increased by the specialist if deemed appropriate due to various risk indicators that may be established (such as when a "needs improvement" event has been identified), or for any other reason deemed appropriate. Review of data approvals by DAR-Ts holding any function code between 199 and 208 will also be documented using the "Review of Certification Packages" process in DMS.

(5) Interviews of Recently Tested Airmen (DME and DPRE). The MS, an ASI or OA should conduct interviews of recently tested airmen to ensure that the examiner is properly following the PTS/ACS when the FAA is not in attendance. Inform interviewees that the questions are to evaluate the testing procedure and are not a reexamination of their certificates. Conduct enough interviews to provide confidence that the designee is properly conducting the test. If the interviews indicate satisfactory performance by the designee, the schedule for direct observations developed by DMS may be followed. However, if the interviews of recently tested applicants indicate a deficiency with designee performance, the managing FAA office must conduct additional direct observations.

Note: OAs conducting interviews of recently tested Airman must be provided training by the managing office.

(6) Provide Technical Assistance. Each MS will document in DMS when they spend time providing technical assistance to one of their designees. This does not include answering a quick phone call or email, but primarily when research or training is involved in the assistance.

(7) Review DMS Activity Log. Each MS will review the activity log of each of the designees they manage for the previous four quarters. The MS will look for compliance with FAA policy.

(8) Annual Meeting. Each MS will record the attendance at the annual meeting of each of their designees.

(9) Special Emphasis Evaluation of Designees (SEED). The Delegation Branch (AFS-850) will notify the designee's managing FAA office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing FAA office is responsible to process the suspension or termination. In the event AFS-850 and the managing FAA office disagree on the termination of a designee, AFS-850 will make the final determination.

c. Outcomes of Oversight Activities. For all oversight activity, the MS or ASI selects from three performance measure categories: Satisfactory, Needs Improvement, or Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must enter descriptive text in the appropriate performance measure category(ies).

(1) Follow-up Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate follow-up action(s) must be determined and recorded in DMS. This is accomplished by using the Corrective Action process in DMS, which may include any of the following:

(a) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(b) Suspension. The most common reason for a suspension is when the designee has not been following certification policy as described in FAA policy.

(c) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to or deliberately disregards FAA policy.

> **Note:** Corrective actions as defined in this policy are intended to address issues with designee performance and are not the same as corrective actions as defined in FAA Order 2150.3, FAA Compliance and Enforcement Program.
>
> **Note:** A result of unsatisfactory for an oversight activity does not require suspension or termination provided that the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

(2) FAA Actions to Address Regulatory or Statutory Noncompliance. In the event that inappropriate actions by a designee require action against the designee's airman certificate, the MS must refer to and follow FAA Order 8900.1, Volume 14, Compliance and Enforcement, and Order 2150.3 for the correct procedures and to determine action choice(s). Actions taken under

the Compliance Program may range from counseling to revocation of airman certificates. Note that revocation is necessitated, in most cases, by fraudulent certifications performed by the designee. In the most egregious cases, criminal charges may be levied under Title 18 of the United States Code (18 U.S.C.) § 1001, which may lead to imprisonment.

(3) Special Emphasis Evaluation of Designees (SEED). The Delegation Branch (AFS-850) will notify the designee's managing FAA office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing FAA office is responsible to process the suspension or termination. In the event AFS-850 and the managing FAA office disagree on the termination of a designee, AFS-850 will make the final determination.

d. OPE. The OPE is a consolidated review of oversight activity and other data available outside of DMS on a recurring basis. The performance evaluation results in an overall rating for the performance period and considers risk-based elements. The objectives of the OPE are for the MS to:

(1) Identify performance trends that are:

(a) Specific to the designee.

(b) Local. Compared to designees similar in authority locally.

(c) National. Compared to designees similar in authority nationwide.

(2) Determine if corrective action is needed.

(3) Conduct a risk assessment of the designee.

(4) Review all data for the current performance evaluation period.

(5) Determine performance result. See Volume 1.

e. Investigations and Inquiries. See Volume 1.

4. Follow-up Actions.

a. Counseling. See Volume 1.

b. Additional Training. See Volume 1.

5. Designee Management Functions.

a. Expand Authorities, Change Limitations, or Both. See Volume 1 and Volume 5, Chapter 2.

b. Reduce Authority. See Volume 1.

c. Record Note. See Volume 1.

d. Send Message to Designee. The MS is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as necessary.

e. Record Feedback or Interaction With a Designee. See Volume 1.

f. Preapproval.

(1) Ensure designees understand that they must obtain preapproval in order to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. DMEs, DPREs, and DAR-Ts should complete preapproval requests as far in advance as possible to allow the MS or another ASI time to prepare for possible oversight. The MS will be notified through the DMS message center any time a designee submits a preapproval less than 24 hours in advance. While this may occur occasionally, consistently late preapproval requests may be an indicator of risk. MSs should closely monitor preapproval timeframes and manage risk appropriately. The notification is to assist the FAA in managing planned oversight activities that may be impacted. DAR-Ts will enter the AWC application number, if applicable for the activity, in the comment section of the preapproval. It is acceptable for DAR-Ts to submit request function codes 177-196 preapprovals with less than 24 hours' notice, however this must be based on applicant needs and not the convenience of the DAR-T. Preapprovals may be authorized through two methods: manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the MS to review the designee's request for activity and approve it in DMS. This allows the MS to stay informed of the designee's activities and the nature of the certification activity involved. It provides a means of managing a designee's activity and ensuring only those activities that the managing FAA office chooses to delegate are accomplished by the designee.

(b) Automatic Preapproval. Automatic preapproval allows the MS to set the DMS function to automatically approve an activity request by a specific designee. This feature provides the MS with a flexible option to provide preapproval and continue to manage a designee's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of certification activity requested presents an acceptable risk. Automatic preapprovals will not be granted:

1. To a DME, DPRE, or DAR-T during the first 30 days of appointment.

2. At any time for geographic expansion activities outside normal geographic boundaries.

(2) DMS allows the designee to change or cancel a preapproval request.

(3) For DMEs, DPREs, and DAR-Ts, each certification activity must be approved before the designee can perform any function for the FAA. Managing FAA offices should ensure that adequate FAA personnel, designees, or both are available to address the certification requests within their geographic area of the United States. IFOs must use their experience and discretion to determine the number of designees required, but may also utilize other designees as provided in this procedure to support valid certification requests in the IFO's district. IFOs have a unique

role regarding certification activity that takes place outside the United States. The complexities of meeting FAA obligations to international agreements with other countries require that these offices serve a key role in determining whether the FAA should support individual certification requests outside of the United States and U.S. territories. Certain FAA certification activities requested to be performed outside of the United States and U.S. territories require a regulatory determination of undue burden by the FAA. Although the FAA may delegate some certification activities outside the United States to designees, the decision to perform or not perform the activity rests solely with the FAA.

> **Note:** All preapprovals of function codes 177 – 191 for issuing export or domestic approvals of engines, propellers and articles must be closed and a post activity report completed within 7 days of issuing the initial 8130-3 for the articles.

(4) Geographic Expansion (DMEs, DPREs, and DAR-Ts). DMEs and DPREs may only conduct tests at locations listed on their current CLOA, and DAR-Ts should perform their authorized function(s) within their normal geographic boundaries. However, a managing FAA office may authorize a DAR-T to perform activities outside the normal geographic boundaries on a case-by-case basis as long as the activity meets the FAA criteria of need and ability to manage. Geographic expansion requests are processed as a function of the preapproval request. The designee must utilize the DMS preapproval process to initiate any geographic expansion requests using the following guidance:

(a) Geographic Boundaries. When the DAR-T makes a request in DMS to perform an activity that is within their normal geographic boundaries, or a DME/DPRE makes a request that is listed on their CLOA, they should select "No" in the Facility Information section when they are asked if the activity is outside of their assigned office area. They should only select "Yes" if the activity is outside of their normal geographic boundaries.

(b) Geographic Expansion. Designees may request a geographic expansion to perform an activity outside their normal geographic boundaries when the FAA has determined that the activity should be supported by the FAA, and is consistent with Title 49 of the United States Code (49 U.S.C.) § 44702 and pertinent international agreements. The geographic expansion request must be made as part of the preapproval request in DMS at least 10 calendar days in advance of the activity to allow the FAA sufficient time to coordinate any necessary oversight and provide any notification that may be required to other Civil Aviation Authorities (CAA), if necessary. At the time a DAR-T initiates a preapproval request in DMS, in addition to the AWC application number, they must upload a signed copy of the appropriate application and a complete agent for service letter, if applicable.

(c) Evaluating the Request for Geographic Expansions. MSs and other DMS users that are required to evaluate any element of a geographic expansion request should use the factors below before entering their individual approval or denial of the request. Where multiple users are required to review and approve a geographic expansion request, the review may be performed simultaneously after approval by the designee's managing FAA office. DMS notifies each user that is required to review a geographic expansion request. The list is not all inclusive, but provides minimum items that should be reviewed for a geographic expansion request:

1. The responsible office having responsibility for the location where the activity will be performed must complete a determination of need and ability to manage before authorizing a designee not assigned to that office to perform certification work within their area of responsibility.

2. The FAA's ability to provide oversight does not exceed available resources, and oversight is possible.

3. For airman certifications outside the United States, the applicant is a U.S. citizen, or the activity is in support of a government-to-government initiative.

4. For aircraft certifications, the work should be evaluated to ensure that it is a legitimate FAA certification request. If the activity is outside the United States and there is no need to complete this type of certification, other than to circumvent local or responsible CAA, we should not support this activity (*e.g.*, issuing a Standard Airworthiness Certificate for the sole purpose of obtaining an export certificate of airworthiness).

5. For international activity, the use of international designees takes precedence over domestic designees requesting expansion work. The IFO makes the final determination to approve or deny the activity.

6. The designee has adequately identified the specific reasons for this activity to be performed outside their geographic area. In cases where an aircraft owner or operators anticipates multiple activities for the same aircraft (*i.e.*, multiple SFPs to relocate the aircraft to different facilities for maintenance, refurbishment, painting, etc.), DAR-Ts receiving the request are expected to provide this information in the request. Making multiple isolated requests is discouraged and is detrimental to supporting requests from aircraft owners and operators for airworthiness certification.

> **Note:** Completed certification files and other documentation required for certification activity will be submitted to the designee's managing FAA office. The geographically responsible office having responsibility for the area where the activity will be performed may, however, request to review any certification work performed by a designee by contacting the managing FAA office.

> **Note:** Before a MS authorizes a DAR-T to perform any activities outside the United States, the managing FAA office will review the appropriate Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Airworthiness (IPA) or other pertinent international agreements to determine if the CAA requires written notification. If required, the managing FAA office will follow the procedures in the BASA IPA or other pertinent international agreements.

(d) When designees work outside their geographic area in excess of 6 calendar months, the MS should temporarily transfer supervisory and monitoring responsibilities to the appropriate geographic office where the activity is located. This transfer will require coordination and concurrence between both managing FAA offices. The office handing off the designee to the temporary geographic office will reassign the designee in DMS to the new MS at

the temporary geographic location. The new managing FAA office will be responsible for all oversight responsibilities while the designee is temporarily under their supervision.

(5) Provisions for Unique Circumstances. The following procedures provide FAA offices a method to address certification activity in unique circumstances.

(a) DAR-T Function Codes 197 and 198 Preapproval Including Geographic Expansion Requests. Function codes 197 and 198 provide authority for DAR-Ts to issue notification of completion to air carriers after conducting record reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the responsible Flight Standards office procedures. DAR-Ts authorized this function can only conduct these activities after completing OJT on the air carriers approved maintenance policies and procedures from the responsible Flight Standards office. This task requires coordination between ASIs, DAR-Ts, Certificate Management Offices (CMO), and air operators. Coordination is not limited to actions within DMS, and may require communication via telephone calls or emails. Because of the unique requirements of this function, DAR-Ts are allowed to perform this activity outside their normal geographic boundaries in accordance with the procedures below. DAR-Ts requesting authorization to perform an aging aircraft inspection and records review must utilize the DMS preapproval process for any requests to perform this activity. Based on the required advance coordination above, these activities are not required to be treated as geographic expansion on the preapproval request. DMS notifies each user that is required to review a preapproval request for this activity. DAR-Ts are not allowed to issue notification of completion to air carriers after conducting record reviews and aircraft inspections, for ineligible aircraft. Refer to Order 8900.1, Volume 6, Chapter 11, Section 14, Safety Assurance System: Conducting Records Reviews and Aircraft Inspections Mandated by the Aging Airplane Rules for Parts 121, 129, and 135, for eligible aircraft, and specific requirements to perform this function.

> **Note:** The procedures above for authorizing function codes 197 and 198 activity are unique and only apply to these functions. If other FAA-delegated activities are to be performed on the aircraft by the designee, the procedures in subparagraph 5f(4) above must be followed.

(b) Memorandums of Understanding (MOU). Long-term MOUs can be used in order to accommodate unique situations, such as a need for a shared designee resource between two FS offices. MOUs must be coordinated and approved by the specific offices. Copies of MOUs must be uploaded in DMS. MOUs must be maintained in DMS for the designee affected by the MOU.

g. Post-Activity Reports.

(1) DMEs, DPREs, and DAR-Ts are required to complete post-activity reports in DMS after performing certification functions. Post-activity reports may require attachments to be uploaded by the designee depending on the type of activity. See Figure 5-3.

DAR-T Function Codes 101-176	A copy of each of the following documents, if issued: Airworthiness Certificate, SFP, Operating Limitations, Export Certificate of Airworthiness, Letter of Denial.
DAR-T Function Codes 177-196	No attachments are required.
DAR-T Function Codes 197-198	A copy of the report submitted to the responsible Flight Standards office or CMO.
DAR-T Function Codes 199-208	A copy of the FAA Form 337 (front and back), or letter of denial.
Tests conducted by DMEs	A copy of the completed test planning sheet.
Tests conducted by DPREs	A copy of the completed test planning sheet.

Figure 5-3. Designee Post-Activity Attachments

(2) Post-activity reports provide the MS with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

(3) If designees have post-activity reports that have passed the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been submitted.

(4) Access to post-activity reports will remain available to a DME, DPRE, or DAR-T for up to 7 calendar days after a termination, suspension, voluntary surrender, or expired status to allow the designee to record any results.

h. Authorization to Test from Another FSDO.

(1) Permission to test applicants that have received their authorization to test from another FSDO.

> **Note:** The DME or DPRE must receive preapproval in DMS prior to performing any test. For all applicants who have been previously authorized by another FAA office, the DME or DPRE must note in the preapproval request the location the original authorization occurred.

(2) Since the applicant was previously authorized, there is no requirement for the FAA to reevaluate the applicant's experience or to re-determine eligibility.

i. DME testing at multiple domestic Part 147 (AMTS).

(1) A DME may request to add a single location to their CLOA that will permit testing at multiple AMTS locations within the U.S. provided the following requirements are met:

(a) The DME must obtain a letter from the AMTS stating the DME has permission to conduct testing at that location and utilize the tools and equipment.

(b) The DME completes the DME CHECKLIST FOR TESTING AT A PART 147 AMTS that can be found as part of the FAQ in the help link on their DMS homepage.

1. This checklist is required for each facility the DME intends to use for testing, prior to conducting a test at the facility.

2. The DME must update the checklist if there are any changes to the facility, tools, or equipment.

(c) The DME must submit a request in DMS to add an additional testing facility.

1. To create the request in DMS for an additional testing facility, the DME will select the Change Designation Location tab at the left of their homepage and then select the Add Authorized Location button at the bottom of the page and enter the following information:

i. Facility name, enter: Part 147 AMTS

ii. Address, enter: As shown

iii. City, enter: In training file

iv. State, enter: N/A

v. Country, enter: United States

vi. Zip code, enter: 11111

(2) The managing office only needs to approve the initial request to test at multiple AMTSs. The following must be accomplished for each AMTS the DME will conduct testing at prior to utilizing the new location:

(a) The DME will provide a letter from the AMTS and a completed checklist to their MS for each AMTS.

(b) The MS will create a training record entry, listing the name of the AMTS as the course name and upload the letter and checklist to the training file. The entry will not have an expiration date.

(3) When the DME conducts a test at any of these AMTSs, the DME must enter the correct name and address of the facility in the DMS pre-approval. When the DME makes a request that is listed on their CLOA, they should select "No" in the Facility Information section when they are asked if the activity is outside of their assigned office area.

(4) This does not remove or replace the requirement for a DME to maintain a fixed base of operations, equipment, and materials adequate for an applicant to demonstrate the basic skills required for the certificate or rating sought by the applicant, including all items required in the Minimum Tools and Equipment List (MTEL). In addition, it does not remove the requirement for the managing office to monitor the status of the equipment to ensure compliance.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DME, DPRE, and DAR-T designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the policy for the training of a designee.

2. General. This chapter prescribes the initial and recurrent training requirements for DMEs, DPREs, DAR-Ts, and FAA personnel, including MSs, with designee management and oversight responsibilities. Applicants and designees register for training within DMS. Successful completion of the training is also documented in DMS. Information regarding designee standardization training is available at the following websites:

- For DAR-Ts: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dart/information/.
- For DMEs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dme/information/.
- For DPREs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dpre/information/.

3. Designee Training Requirements.

a. DME/DPRE/DAR-T Training.

(1) Initial Training.

(a) Before appointment, DME, DPRE, and DAR-T applicants must satisfactorily complete the initial training program for the designee type and authority for which they are being considered for appointment. The initial training will be conducted by online web-based training, face-to-face classroom training, or both depending on the authorized functions the prospective designees are seeking. Prospective designees will register for training within DMS. Training requirements for each designee type are available at the websites listed in paragraph 2 above.

(b) Information and registration for designee standardization training are available at the websites listed in paragraph 2 above. Each applicant must successfully complete the initial standardization training requirement within the 1-year period before initial designation. In order to not exceed this 1-year limit, DME/DPRE/DAR-T applicants must not attend initial training until they have been notified by the appointing FAA office that they have been selected for appointment.

(2) Recurrent Training.

(a) Once a designee is appointed, attendance and successful completion of a recurrent training is due on an established seminar interval from the completion date of the initial training or most recent completion of recurrent training. Recurrent training requirements and the maximum completion interval in calendar months are available at the websites listed in paragraph 2 above. Completion of recurrent training is mandatory and must not exceed the maximum interval listed for each designee type and authorization held. For DAR-T, it should be

noted that different authorizations require different recurrent training and those recurrent training intervals may not be on the same schedule.

(b) Designees must schedule themselves for recurrent training as required in DMS. When they successfully complete the training, the system will update their training record.

(3) Specialized Training. DAR-Ts who perform one or more of these specialized functions must complete the associated specialized training course prior to initial appointment, added authority, and at the recurrent interval specified regardless of any other initial or recurrent training requirement. A complete list of DAR-T specialized functions and the associated training requirements is available at the website listed in paragraph 2 above.

(4) Comprehensive Post-Course Test.

(a) Following training, the applicant/designee will take a comprehensive post-course test that will test the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions will require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee's current or proposed CLOA. The designee candidate's training file will be updated in DMS after achieving at least a 70 percent on the post-course test.

(b) Should an applicant/designee fail to pass the post-course test after completing the training curriculum, DMS will notify the manager of the applicant/designee's assigned managing FAA office. After a review of the circumstances related to the failure, the managing FAA office may:

1. For initial training, elect not to appoint the applicant, or to allow the applicant to re-take the training course or the post-course test. If appropriate, the managing FAA office will allow the applicant only one additional attempt at successfully completing the training or re-taking and passing the post-course test.

2. For recurrent training, elect to terminate the designee for failure to complete training requirements, or if justification is provided, allow the designee to repeat the training or re-take the post-course test. If appropriate, the managing FAA office will allow the designee only one additional attempt at successfully completing the training and pass the post-course test or retaking and passing the post-course test only. The designee may not exercise the privileges of their designation until training has been successfully completed.

3. Successful completion of all required training is a prerequisite for holding a designation. Under most circumstances, if an applicant/designee is more than 1 hour late, the course manager will not permit that applicant/designee to complete the training. If they arrive in the first hour of training, the course manager will require the applicant/designee to make up the missed instruction with instructor personnel outside of normal class hours. Once the applicant/designee has accomplished this, they will take the final examination with the class. Designees or applicants will be marked as absent after 15 minutes has elapsed from the announced start time at the beginning of each day, or after the announced start time following a scheduled break. An applicant/designee marked as absent twice in the same class will not receive credit for the training, and will not be allowed to complete the final examination with the class.

4. Applicants and designees register for training within DMS. Information regarding designee standardization training is available at the websites listed in paragraph 2 above.

5. Successful completion of initial and recurrent training will automatically be documented in DMS.

b. Training Limitations.

(1) DMS will track training and will automatically suspend a designee if they allow any required training to expire. When the designee completes the expired training, the system will reinstate the designee.

(2) Designees may complete the initial training in lieu of the recurrent training to meet the recurrent training requirements.

(3) A designee must not exercise designation privileges unless the required training identified by the websites listed in paragraph 2 above is current.

4. FAA Personnel Training.

a. Initial and Recurrent Training Requirements. Initial training requirements for ASIs with MS responsibilities for DME, DPRE, and DAR-T include completion of the GA Airworthiness ASI indoctrination courses, or equivalent.

b. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the FS Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The training coordinators can also provide access to the training matrix and assistance on the Training Needs Assessment (TNA) for ASIs assigned to manage designees.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of a DME, DPRE, or DAR-T. This designation type-specific policy and Volume 1 constitute the overall policy for termination of DMEs, DPREs, or DAR-Ts.

> **Note:** A managing FAA office must not accept a voluntary surrender if a termination for cause is warranted.

2. General. The following items require the MS to initiate termination of a designee:

a. Any actions, at any time, by the designee that may reflect poorly on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.

b. Any time that a reexamination of an airman under 49 U.S.C. § 44709 becomes necessary due to an inadequate or inappropriate test performed by the designee, the managing FAA office must immediately suspend the designee and begin the termination process.

c. Any time that the FAA must revoke an Airworthiness Certificate improperly issued by a DAR-T, the managing FAA office must immediately suspend the designee and begin the termination process.

3. Termination Investigation. See Volume 1.

4. Termination for Cause Review Panel Responsibilities. See Volume 1.

5. Termination for Cause Review Panel Members. For a DME, DPRE or DAR-T that holds no other designation(s), the appointing official will convene a termination for cause review panel comprising three members:

a. The appointing official associated with the designation. This individual will be the panel point of contact (POC);

b. An AFS-850 branch representative. The request for a panel member should be sent to the following email: 9-AVS-AFS-DMS-EP-Request@faa.gov.

c. An AFS-300 division representative. The request for a panel member should be sent to the following email: 9-AWA-AFS-300-Correspondence@faa.gov.

> **Note:** For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions. This designation type-specific policy and Volume 1 constitute the overall policy for the other designee management functions. Also refer to the DMS Management Action Links job aid for detailed information at https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

2. Assign DMS Roles—Master Role Assigner (MRA). For FS GA designees, the MRA is typically the office manager or FLM. See Volume 1.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. Updates to certain information in the designee record, such as change in physical address or qualifications, may affect the designation. A change of physical address may cause the FAA to review need and ability to manage considerations. If the requested address change is in a different managing FAA office area, that office will make the determination if there is a need for the designation in that area. The designee should not expect to automatically be redesignated in the new area.

VOLUME 6. APD DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Aircrew Program Designee (APD) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is APDs and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the DMS information technology (IT) tool and policy. Affected employees and designees will be notified through a directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist (MS) and their respective management officials.

Section 2. Overview of Designee Functions

1. APD. An APD is an individual who is authorized by the Administrator to perform evaluations and certification functions in one type of aircraft within an approved air carrier training program.

a. Employment and Qualifications. APD candidates must be employed by or under contract to an air carrier and qualified as a check pilot or check Flight Engineer (FE) for that carrier before being designated as an APD.

b. Evaluations. APDs can only conduct evaluations for applicants employed by the air carrier as part of an approved air carrier training program.

c. APD Authorizations. Specific APD authorizations are listed on the designee's Certificate Letter of Authority (CLOA) issued through DMS. The following tables list the authorizations that may be issued to an APD:

Table 6-1. Certificate Level Testing Authorizations

CE	Commercial Pilot Examiner	A CE administers commercial pilot practical tests for the original issuance of a Commercial Pilot Certificate.
ATPE	Airline Transport Pilot Examiner	An ATPE administers airline transport pilot (ATP) practical tests for the original issuance of an ATP Certificate.
FEE	Flight Engineer Examiner	An FEE administers FE practical tests for the original issuance of a Flight Engineer Certificate.
TYPE	Type Rating Examiner	A type rating examiner administers aircraft type rating practical tests for a specific make and model (M/M) of aircraft.
AQPE	Advanced Qualification Program Examiner	An AQPE administers tests and checks as required by an air carrier's approved Advanced Qualification Program (AQP).

Table 6-2. Aircraft Category and Class Authorizations

ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in single-engine land airplanes.
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in multiengine land airplanes.
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in single-engine sea airplanes.
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in multiengine sea airplanes.
PLFT	Powered-Lift	This authorizes a designee to administer practical tests in powered-lift.
RH	Rotorcraft-Helicopter	This authorizes a designee to administer practical tests in helicopters.
RECP	Reciprocating	This authorizes an FEE to administer practical tests in reciprocating engine-powered aircraft.
TPRP	Turboprop	This authorizes an FEE to administer practical tests in turboprop-powered aircraft.
TJET	Turbojet	This authorizes an FEE to administer practical tests in turbojet-powered aircraft.

Table 6-3. Administrative Authorizations

Type	Full Title	Detailed Description
FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with 14 CFR § 61.75. An FPE may also issue a Private Pilot, Commercial Pilot, or ATP Certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Licensing (IPL) in accordance with § 61.71(c). Additionally, an FPE may convert a European Union Part-Flight Crew Licensing (EU Part-FCL) pilot license to an FAA pilot certificate using the FAA/European Union Aviation Safety Agency (EASA) Technical Implementation Procedures—Licensing (TIP-L). Certificates issued will be at the private pilot certification level.
MCE	Military Competency Examiner	An MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (*e.g.*, § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g).
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Renewal Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for renewal of a flight instructor certificate that is still current and for which the renewal process is merely administrative (*i.e.*, a practical test is not required for renewal of the applicant's flight instructor certificate). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor renewals.
RPE	Remote Pilot Examiner	An RPE reviews an applicant's knowledge test report, training course completion certificate, pilot certificate, and logbook, as applicable, for the issuance of a Remote Pilot Certificate, as specifically authorized (as per §§ 107.61 and 107.63).

Table 6-4. Special Authorizations [1]

Type	Full Title	Detailed Description
CPE	Check Pilot Examiner	A CPE is authorized to conduct initial and recurrent check pilot observations in accordance with § 121.413, or § 135.339.
CFEE	Check Flight Engineer Examiner	A CFEE is authorized to conduct initial and recurrent check FE observations in accordance with § 121.413 or § 135.339.

[1] Although these observations are not activity covered by Title 49 of the United States Code (49 U.S.C.) § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.

2. Aircrew Designated Examiner (ADE) Programs. An ADE program is established for the purpose of delegating certification authority and activity to select employees of Part 121 and 135 air carriers.

a. Program Description. APDs are trained and designated in an ADE program associated with air carriers who conduct their own program of airman qualification. It is the preferred program for conducting the certification of flightcrew members for complex Part 121 and 135 air carriers.

b. History. The ADE program was originally designed for air carriers with sophisticated training capabilities (including flight simulators), with highly trained personnel, and with a large volume of certification activity. The program has since been used by a broader range of air carriers.

c. Establish Program. Managing offices should consider establishing an ADE program before an air carrier's airman certification workload for any aircraft type exceeds the FAA's ability to meet requirements using available inspector resources.

d. Program Composition. The ADE program comprises:

(1) One or more of an air carrier's check pilots, check FEs, or both further authorized by the FAA as an APD to conduct airman certifications on behalf of the Administrator; and

(2) An FAA inspector known as an Aircrew Program Manager (APM) who oversees the APDs' activities.

Note: ADE program guidance can be found in FAA Order 8900.1, Volume 13, Flight Standards Designees.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and MSs.

b. Appointing Official (AO). The AO has the authority to appoint a designee in DMS. AOs are typically office managers, but may be Front Line Managers (FLM) or Principal Operations Inspectors (POI).

c. Selecting Official (SO). The SO initiates the selection of new designee applicants in DMS. SOs are typically FLMs, but may be office managers.

d. Master Role Assigner (MRA). MRAs ensure inspectors, supervisory staff, and administrative staff are assigned appropriate roles within DMS to carry out assigned duties. MRAs are typically office managers, but may be FLMs.

e. Managing Specialist (MS). MSs are experienced FAA aviation safety inspectors (ASI) whose specialty is Part 121 or 135 operations. MSs provide oversight, guidance, and support to assigned APDs.

(1) The MS is typically one of the following:

(a) POI;

(b) Assistant Principal Operations Inspector (APOI);

(c) APM;

(d) Assistant APM (AAPM);

(e) Partial Program Manager (PPM); or

(f) Other assigned inspector.

(2) MSs must ensure APDs are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) MSs are responsible for ensuring APDs maintain airman certification standards as prescribed by regulation, approved training programs, and applicable policies. MSs must conduct an active program of meetings and oversight to achieve this objective.

(4) Designee management must consider potential risks and hazards to safety. MSs should remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to ensure oversight on problem areas.

(5) MSs must work closely with assigned air carriers to assess risk and ensure designee programs meet the highest level of safety, standardization, and quality assurance.

f. Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the AO, SO, and MS roles may be proxied.

(4) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(5) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign an MS proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

i. Office Administrator (OA). The OA role allows certain FAA administrative office personnel limited MS functionality to submit administrative DMS entries such as training and meetings. The OA is typically an aviation safety assistant (ASA) or aviation safety technician (AST), but may also be an ASI.

j. Company Administrator (CA). The CA role allows certain company management or administrative representatives limited access to DMS to track designee currency, qualifications, and activity. A person may only be approved as a CA for one company.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to an individual applying to be an APD. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for an APD applicant.

2. General.

a. Application Considerations. The application process to designate an APD is initiated by the employing Part 121 or 135 air carrier.

(1) The Part 121 or 135 certificate holder must submit a letter to the managing office requesting appointment of the designee applicant. The air carrier will ensure the request letter is provided to the APD applicant for upload into DMS. The letter of request must contain the following:

(a) Justification of need based on FAA criteria;

(b) Identification of specific authority requested;

(c) Projected timeline of internal evaluator curriculum completion;

(d) Explanation of how this applicant is the most qualified of eligible applicants; and

(e) Statement that air carrier management has determined the applicant meets all eligibility and minimum qualification requirements for appointment.

(2) The APD applicant must:

(a) Complete an application in DMS; and

(b) Upload the air carrier request letter and a current résumé, supplemental information sheet (available in DMS), or both.

(3) The air carrier will coordinate APD applications with the MS. APD applicants will not be considered for designation without a completed DMS application, receipt of the request letter, and uploaded supplemental information.

(4) An APD candidate is nominated by an air carrier from the ranks of its proficiency check pilots or check FEs and is given training in FAA policies and certification procedures before being authorized by the FAA as an APD.

(5) FAA Tracking Number (FTN). APD applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Who Should Apply. Employees of an air carrier that have been recommended for nomination as an APD.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than one type of designation. For APD applicants, consideration should be given to the effect of multiple designations on the ability of the designee to perform functions appropriately.

3. Minimum Qualifications for APDs. To be eligible for consideration as an APD, candidates must first:

a. Meet the requirements of Volume 1, this chapter, and DMS.

b. Hold the appropriate airman certificate and rating(s) for the authority requested. (A medical certificate is not required for simulator evaluators.)

c. Be employed by the air carrier either full time, part time, or under contract to the air carrier.

d. Be an FAA-approved, proficiency check pilot or check FE, as applicable, for the air carrier in the aircraft in which the APD candidate is to perform examiner duties. To perform examiner duties in an aircraft in flight, a pilot APD candidate must also be an FAA-approved line check pilot—all seats, and proficiency check pilot—aircraft.

e. Have served as a check pilot or check FE for a minimum of one year (for pilot APD candidates—preferably 6 months as a proficiency check pilot) before designation as an APD. (Check pilot/check FE experience in other types of aircraft and in service with other air carriers may be credited toward a request for deviation from minimum qualifications, per the Deviation from Minimum Qualifications process listed in Chapter 3, Selection and Evaluation of a Designee Applicant.)

f. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

g. Have successfully completed the air carrier's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates.

4. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS using the designee's action link. Requests for additional authorizations are viewable in DMS by the SO.

5. Disqualifiers. See Volume 1.

6. Privilege, Not a Right. See Volume 1.

7. Post-Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of APD applicants. This designation type-specific policy and Volume 1 constitute the overall policy of the selection and evaluation of an APD applicant.

2. General.

a. Selection Process. The selection process for an APD applicant is initiated after the air carrier submits a letter of request to the assigned Flight Standards office and the designee applicant completes the DMS application. The SO then initiates the selection process through DMS. Below is a high-level representation of the selection process.

> **Note:** The selection and appointing process has multiple steps and involves several DMS users. The AO, SO, and MS have access to the "Work Flow Tool" in DMS, which allows them to quickly determine the status of an appointment, or expanded authority request. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/org/linebusiness/avs/avs-60/dms.

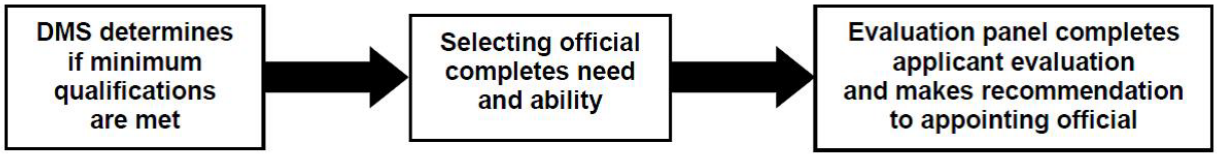


Figure 6-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) The air carrier should put forth recommendations of the most qualified applicants based on experience, knowledge, and ability.

(2) The SO should review all information provided by the air carrier, MS, and ASIs associated with the air carrier when selecting the applicant for evaluation.

(3) Preferred sources for APD candidates are airmen who are actively engaged in the activity for which examinations will be conducted.

3. Need and Ability to Manage. The SO must determine that a need exists and the office has the ability to manage the designee. The SO should work closely with assigned inspectors and the MS that will likely be responsible for determining need and ability. In order to determine need and ability, the Flight Standards office should consider the following:

a. Need Considerations.

(1) The ability of the air carrier to provide the required testing and checking within a reasonable time.

(2) Activity at the air carrier has increased or is forecasted to increase, and cannot be supported with existing designees.

(3) The ability of the FAA to support the certification work and need with existing designees.

(4) The FAA has lost an employee or designee resource.

(5) The number and types of aircraft and flight simulation training devices (FSTD).

(6) The historical and projected number of evaluations predicted by the air carrier over a specified period of time.

b. Ability to Manage Considerations.

(1) FAA inspector staffing must be sufficient and possess the technical skills and knowledge required to manage and oversee the designee.

(2) The existing and projected office workload must allow the office to effectively manage the designee.

(3) Funding must be adequate to allow inspector travel necessary to perform designee management and oversight. If existing budget constraints do not allow for proper oversight, then the designee appointment must not be made.

(4) The geographic location of the designee must not prohibit the ability of the FAA to provide normal designee management and oversight.

c. Other Considerations.

(1) The need for a new designee is driven by the need and ability to manage and not by the impact on existing designees or scheduling convenience. Prior to designation, the air carrier must clearly show a need for the requested APD.

(2) A utilization review of all APDs at the air carrier with similar authority should be accomplished when need is determined. If there is a large variation of activity between APDs with similar authority, the ability of the air carrier to efficiently schedule should be assessed. A large variation of activity would normally prevent the designation of additional APDs.

(3) A Memorandum of Understanding (MOU) is required to establish and maintain an ADE program and to provide training for FAA Operations ASIs assigned to provide oversight duties at the air carrier. Any ADE program proposing an MOU that does not conform strictly to the guidance in Order 8900.1, Volume 13, Chapter 2, Section 2, FAA's Management of an Aircrew Designated Examiner Program, to include the sample MOU, will be reviewed, approved, and signed by the Air Transportation Division (AFS-200), the POI, and the certificate-holding office manager. AFS-200 will notify the Regulatory Support Division (AFS-800).

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the SO can request a list of applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. When an applicant in DMS does not meet a qualification requirement, the MS may request that the SO petition AFS-800, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The SO must route the request to AFS-800 for concurrence external to DMS. Deviation requests will be sent to 9-AVS-AFS-850@faa.gov. If in agreement with the recommendation, AFS-800, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

> **Note:** The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as an APD. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When an air carrier presents one or more APD applicants for selection, the Flight Standards office will establish an evaluation panel to further review and determine each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The MS who is expected to be assigned to the designee. The presumed MS will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or any other operations inspector.

c. Evaluation Panel Checklist. For each prospective APD candidate, the evaluation panel must complete the following checklist:

(1) Review the air carrier request letter and determine if it contains the required elements.

(2) Review the APD application in DMS.

(3) Verify the minimum qualifications have been met.

(4) Verify the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorities being sought.

(5) Determine if the APD duties will be conducted in the aircraft and if a medical certificate is required.

(6) Conduct an interview of the APD applicant to verify qualifications, application information, and ensure qualities exist to be successful as a designee.

(7) Contact references as necessary.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) SPAS;

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) National Program Tracking and Reporting Subsystem (NPTRS); and

(f) Safety Assurance System (SAS).

d. Evaluation Panel Tasks. In addition to the checklist above, the evaluation panel must ensure the APD applicant has completed the following activities prior to designation:

(1) Verify the FAA APD training has been completed successfully and recorded in DMS (see Chapter 7, Training).

(2) Ensure the APD candidate has been observed conducting a complete certification test consisting of oral, simulator, and aircraft portions, or a Qualification Line Operational Evaluation (QLOE) under an AQP, as applicable (see Chapter 6, Oversight and Management of a Designee).

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the SO whether to appoint the applicant or not, and indicate what authorities or limitations should be included on the CLOA. There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify recommended authorizations and limitations.

(b) Prepare the recommendation for review by the SO and AO.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. SO Actions. The SO may accept or reject the evaluation panel recommendation.

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of an APD. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of an APD.

2. General.

a. Appointment Process. Below is a high-level representation of the designee appointment process.

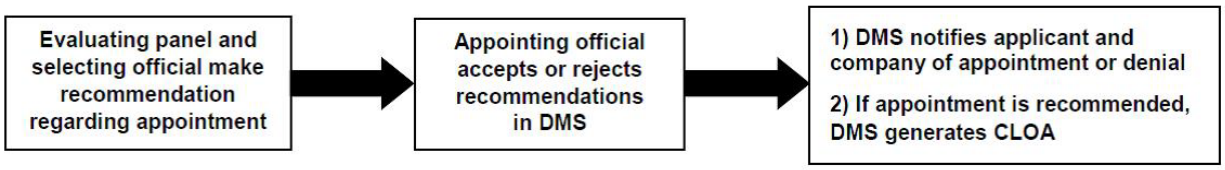


Figure 6-2. High-Level Appointment Process Flow

b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations on the CLOA based on the applicant's:

(1) Background experience;

(2) Personal and professional qualifications; and

(3) Needs of the appointing office.

c. AO Actions. The AO may accept or reject the evaluation panel and SO recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 calendar months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar days of expiration.

b. Designee Maintains Qualifications. The designee must continue to meet all requirements to maintain the authorizations listed on the CLOA.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until their designation is terminated in DMS.

6. Reinstatement. A former APD who was terminated "not for cause" may apply for reinstatement up to 12 calendar months after termination only for the air carrier where last assigned. The air carrier must submit a reinstatement request letter, and the former APD must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the policy associated with the responsibilities and obligations of an APD. This designation type-specific policy and the common policy in Volume 1 constitute the overall policy of responsibilities and obligations of an APD.

2. APD Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, APDs must:

a. Complete Administrative Tasks. APDs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar days of completion.

b. Establish Recency of Experience.

(1) A pilot APD may accomplish recency-of-experience requirements in an approved level C or D full flight simulator (FFS).

(2) An APD with an FE authorization may accomplish recency-of-experience requirements in an approved Level 6 or 7 flight training device (FTD), as well as all levels of an approved full-flight simulator.

c. Assure Confidentiality. Designees must ensure that information regarding tests or checks remains private and confidential.

d. Maintain Security of Controlled Material. Each APD is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The APD must use appropriate security procedures as identified by the air carrier and MS. At a minimum, APDs must ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate applications, Rating applications, or both, and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

e. Report Undue Pressure or Interference. If an APD experiences undue pressure or interference while conducting delegated activities, the APD will notify the managing office.

3. APD Authorizations.

a. Check Pilot and Check FE Observations. An APD may be authorized to conduct both initial and recurrent check pilot or check FE observations per § 121.413 or § 135.339. APDs may

be restricted to either initial or recurrent observations. The MS or other assigned inspectors may conduct a check pilot or check FE observation at any time if desired.

(1) For APDs at non-AQP air carriers that train and check under Part 121 Subparts N and O or Part 135 Subpart H, the APD-CPE, APD-CFEE, or both authorizations must be listed on the APD's CLOA, and APDs must record check pilot observations in DMS.

(2) For APDs at AQP air carriers, check pilot- or check FE-required evaluations of proficiency will be conducted in accordance with the approved AQP, the APD-CPE, APD-CFEE, or both authorizations need not be listed on the APD's CLOA, and evaluations of proficiency will be recorded under the approved AQP, not in DMS.

b. APD-FE Knowledge Test Endorsement. APD-FEs are authorized to endorse FAA Form 8060-7, Airman's Authorization for Written/Knowledge Test, following verification the applicant has presented satisfactory evidence of having completed one of the experience requirements of § 63.37 and is qualified to take the appropriate FE knowledge test.

c. Administrative Authority. An APD may be authorized to perform the administrative certificate functions listed in Table 6-3 in Chapter 1, General Information, Section 2, Overview of Designee Functions, subject to the following conditions:

(1) The appropriate administrative authorizations must be listed on the APD's CLOA;

(2) An APD may only perform administrative functions for employees of the APD's air carrier; and

(3) The APD receives FAA training on the issuance of certificates related to each specific administrative function authorized.

d. Administrative Removal of Certificate Limitations. If appropriately rated, an APD may remove the limitations associated with §§ 61.64, 61.159, and 61.160. No specific administrative authorization is required on the APD's CLOA. The applicant must be employed by the APD's air carrier and needs only to present satisfactory evidence that they have met the appropriate requirements. Refer to Order 8900.1, Volume 5, Chapter 3, Section 1, Application Phase—ATP Applicants Engaged in Operations Under 14 CFR Parts 121, 135, or 91 Subpart K—Airplanes and Helicopters.

> **Note:** Each certification activity must be approved before the designee can perform any function on behalf of the FAA. Designees will complete preapprovals and post activities in DMS for all certificates issued.

4. APD Limitations. APDs must adhere to the following limitations:

a. Proof of Eligibility. A designee may not conduct tests unless an applicant presents proof of eligibility as prescribed in regulation.

b. Completion of Airman Knowledge Test. A designee may not conduct an oral or practical test unless the applicant has passed the required airman knowledge test.

c. Pilots and FEs of the Employing Air Carrier. APDs may only conduct evaluations for pilots and FEs of the employing air carrier.

d. Examiners-at-Large. APDs may not act as examiners-at-large by conducting practical tests or proficiency checks for the general pilot and FE population.

e. Functioning as a Crewmember. An APD may not function as a required crewmember while conducting simulator evaluations.

f. Teaching During Testing or Checking. An APD may not combine teaching with testing or checking during the evaluation of an applicant.

g. Participation in Recent Training or Testing. Unless specifically authorized under an approved AQP, an APD may not evaluate an applicant for a certificate, additional rating, or an amendment without the expressed permission of the managing office if the APD has instructed the applicant in preparation for the certificate or rating sought, when the APD has recommended the applicant, or when the APD has found the applicant's performance to be unsatisfactory on the previous evaluation. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request. Scheduling convenience and trainee availability are not valid reasons to grant such permission.

h. Applicant's Third Evaluation. An APD may not conduct an evaluation of an applicant for any certificate action without the expressed permission of the managing office if, during the previous two attempts, the applicant was issued a Notice of Disapproval. The applicant's third evaluation will be conducted by a qualified ASI. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request.

i. Expired APD Authority. An APD must not conduct any evaluation after the APD expiration date listed in DMS.

j. Use of the English Language. All tests and checks must be conducted using the English language.

k. Exemptions from Testing or Checking Requirements. An APD may not exempt any applicant from the testing or checking requirements listed in the applicable practical test standards (PTS)/Airman Certification Standards (ACS), the approved curriculum, or applicable qualification module.

l. Suspension of a Test or Check. An APD may not temporarily suspend a test or check to allow the applicant further study, and then continue the same test later.

m. Amendment or Alteration of a Certificate. An APD may amend or alter a certificate only:

(1) When adding a rating to the certificate of an applicant that the APD has tested and found to be competent.

(2) When removing a limitation from a certificate, if authorized.

(3) APDs may add a second-in-command (SIC) type rating to an airman's certificate, if the applicant has successfully completed an approved air carrier curriculum that meets the requirements of § 61.55.

(4) An APD authorized as an FE may remove the restriction imposed by Exemption 4901 for an FE applicant provided the APD has been appropriately trained and authorized to perform the removal.

n. Expired Temporary Airman Certificate. An APD may not reissue or amend any expired Temporary Airman Certificate.

o. Waivers, Special Medical Evaluations, Competency Tests. An APD may not conduct special medical evaluations, tests for waivers, or any test for competency under 49 U.S.C. § 44709. Such applicants will be referred to the responsible Flight Standards office.

p. Evaluations Outside the United States. An APD may not conduct evaluations outside the United States without the permission of the assigned managing office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of APDs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of an APD.

2. General.

a. Considerations. Effective oversight of APDs is founded on a dogged strategy of risk management in which safety management principles by an air carrier, and oversight by the FAA, includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence, and taking appropriate preventive action.

b. APD Oversight. APD oversight includes the comprehensive evaluation, management, and monitoring of an APD's activities. Complete surveillance involves a group of activities designed to evaluate an APD's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. Oversight need only be completed at some point within a given time period as defined by regulation and DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the MS flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and MS.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) MSs are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS/ACS, and approved training programs. MSs must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the MS.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The MS must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An OPE must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, MSs should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The MS identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The APD's plan of action and the air carrier's approved training program; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, MSs should consider conducting inspections at a time coordinated with the APD. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. MSs should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The APD is observed conducting a complete practical test to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. In DMS, each direct observation is split into two parts, the ground (oral) portion and the flight portion (flight portion only (QLOE) for AQP). If a designee is both a pilot and FE APD, then the designee must be observed conducting both a pilot and an FE test.

(1) Purpose of Observation. The purpose of the observation is to evaluate the APD's ability to test in accordance with requirements and complete appropriate documentation.

(2) Observation Requirements.

(a) Practical Test. The APD will be observed conducting a complete practical test in accordance with the approved air carrier training program, to include associated briefings and debriefings.

(b) Documentation. The APD must demonstrate proper completion of the air carrier and FAA documentation including airman certification and qualification forms, as applicable, IACRA (if applicable), and appropriate DMS entries.

(3) Qualified Inspector. MSs must ensure each APD observation is completed by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3, Inspector Responsibilities, Administration, Ethics and Conduct.

(4) Direct Observation Frequency.

(a) Initial Observation. APD applicants must be observed conducting a complete certification event prior to appointment.

(b) Recurrent Observations. APDs will be observed conducting a complete certification event at least once every 8 calendar quarters.

(c) Overdue Direct Observations. The MS should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the MS determines the lack of a completed direct observation presents an unacceptable risk, the designee must be suspended in DMS until the direct observation is completed. In cases where the MS finds the risk acceptable, the designee may be granted a 1 calendar-quarter extension and the risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, along with an explanation of the factors considered and the reason for the extension. Direct observations may not be extended more than 1 calendar quarter beyond the due date (*e.g.*, a due date of June 30 may not be extended beyond September 30). Designees who still haven't been observed after the 1 calendar quarter extension must be suspended in DMS until the direct observation is completed.

(5) Unannounced Direct Observations. When the FAA plans an observation of any portion of a practical test (either ground or flight), an applicant's permission is not required.

Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the MS, and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

(6) APD Aircraft Authority. If an APD has authority in a simulator and in an aircraft, then an observation of the APD performing both functions is required.

(a) If the APD is authorized to conduct a segment of the test in an aircraft, it is acceptable for the MS to conduct the observation entirely in a simulator, provided the simulator can replicate all required maneuvers.

(b) Those events normally conducted in the aircraft must be observed in the simulator with the APD in the crewmember position occupied when evaluating in the aircraft. If the APD's normal position is in the right seat, then the MS may act as the applicant in the pilot-in-command (PIC) position, if current and qualified. If the observation is conducted in something other than an airplane, then the typical seat position should be used.

(c) The APD must still demonstrate in a simulator all tasks that would be evaluated in the simulator from the evaluator operating panel.

(7) APD Administrative Authority. APDs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, APDs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

(a) Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

(b) The APD will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the APD completing appropriate documentation and issuing the certificate.

(c) Timing and frequency of administrative direct observations are at the discretion of the MS.

(d) Administrative direct observations do not meet the testing direct observation requirement listed above.

(8) APDs with Special Authorizations. APDs with CPE and CFEE authority may be observed as determined by the MS. CPE and CFEE direct observations will be recorded in DMS.

b. Annual Meeting. The MS conducts an annual meeting with the APD. This meeting may be combined with recurrent FAA-conducted APD training.

c. Activity Log. The MS reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether APD activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (*e.g.*, a test taking an unreasonable amount of time, comparing activity reported in DMS to actual aircraft or training records).

d. Certification Package Review. When IACRA is not used, reviewing certification packages submitted to the office provides the MS the opportunity to determine if the designee is performing work within the guidelines, give feedback to the designee, and gain insight into the designee's procedural attributes. These reviews are recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) are also recorded. Designees must accurately complete certification packages and submit them to the managing office within 7 calendar days.

e. Provide Technical Assistance. The MS will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research or training.

f. Special Emphasis Items. Each MS will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the National Policy Office (NPO). Specific instructions for recording this activity will be provided.

7. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the APD understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the APD demonstrate an expert level of knowledge about aircraft operation and systems?

(2) Equipment and Materials. Does the APD select or use the appropriate equipment, device, tools, and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the APD correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the APD follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the APD properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the APD follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the APD follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the APD maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the APD easy to work with and does the APD present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the APD demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the APD effectively communicate either in writing or in conversation with the FAA or general public? Does the APD provide feedback to the FAA with ways to improve the designee system?

8. Outcomes of Oversight Activities. For all oversight activities, the MS or ASI selects from three performance measure categories: “Satisfactory,” “Needs Improvement,” or “Unsatisfactory.” If the designee’s oversight outcome results in “Needs Improvement” or “Unsatisfactory,” the MS must enter descriptive text in the appropriate performance measure category.

a. Follow-up Action. If the designee’s oversight outcome results in “Needs Improvement” or “Unsatisfactory,” then appropriate follow up action(s) must be determined and recorded in DMS. These actions may include any of the following:

(1) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(2) Additional Training. MSs may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

(3) Suspension. The most common reason for a suspension is when the designee has not been following certification policy.

(4) Reduce Authority. An MS may initiate a reduction in a designee's authority until the performance issue has been corrected.

(5) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to or deliberately disregards FAA policy.

> **Note:** A result of "Unsatisfactory" for an oversight activity does not require suspension or termination provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

b. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the MS should refer to FAA Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

> **Note:** Corrective actions as defined in this policy are intended to address issues with designee performance and are not related to corrective actions as defined in Order 2150.3.

9. OPE. See Volume 1.

10. Designee Management Functions.

a. Expand Authorities or Change Limitations. This functionality of DMS is available to managing offices to address changes in the need and ability to manage requirements. The APD requests additional authority in DMS and uploads a letter of request from the air carrier along with documentation to indicate the APD is qualified for the additional authority. If approved, DMS will automatically update the APD's authorities and CLOA.

b. Reduce Authority. The MS may initiate, or an APD may request, a reduction in an APD's authority through DMS. The MS must provide justification and an AO must approve all requests to reduce authority. If approved, DMS will automatically update the APD's authorities and CLOA.

c. Record Note. Record note allows the MS to make a personal note in the APD's DMS record that only the MS can view. This note does not remain a permanent part of the APD record.

d. Send Message to Designee. The MS is able to transmit messages and notifications through DMS, such as changes in the regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Follow-up action, if required, will be determined by the MS.

f. Preapproval. APDs must obtain preapproval to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic.

(1) Manual Preapproval. Manual preapproval requires the MS to review each request for activity and approve it in DMS. This allows the MS to stay informed of the APD's activities and plan appropriate oversight. It provides a means for the managing office to ensure an APD is performing only those functions authorized in the CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the MS to set DMS to automatically approve an activity request by a specific APD. This feature provides the MS with a flexible option to provide preapproval while continuing to manage the designee's activity. Automatic preapproval will only be used when the APD's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to an APD during the first 30 days of initial appointment.

(3) Preapproval Timeframe. APDs should complete preapprovals as far in advance as possible to allow the MS or another ASI time to prepare for possible oversight. APDs work in a dynamic and variable environment that may require completion of preapprovals less than 24 hours prior to the requested activity. While this may occur fairly often, consistently late preapprovals may be an indicator of risk. MSs should closely monitor preapproval timeframes and manage risk appropriately. MSs will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel, or Copy Preapproval. DMS allows the designee to change, cancel, or copy a preapproval request.

g. Post-Activity. APDs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the MS with a record of activity for each designee. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports must be completed within 7 calendar days of the approved activity.

(2) If an APD does not complete a post-activity report within the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been submitted.

(3) Access to post-activity reports will remain available to an APD for up to 7 calendar days after a termination, suspension, or expiration for the APD to record any results.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of APDs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of APDs and FAA personnel.

2. General.

a. MS Actions.

(1) The MS should work closely with the air carrier to coordinate and schedule APD training and meeting requirements.

(2) The MS will validate in DMS that the APD completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(3) The MS will suspend an APD who fails to complete training, meeting requirements, or both.

(4) The MS must conduct adequate oversight of APD initial and recurrent training curriculums that are conducted by the air carrier. This oversight is recorded outside of DMS.

b. APD Training Considerations.

(1) APDs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(2) APDs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

3. FAA-Conducted Training and Meetings. MSs will ensure APDs are trained in the elements listed in Table 6-5, FAA-Conducted Training and Meeting Requirements. APDs should be encouraged to contact the MS and include the air carrier to resolve questions or difficulties. Sufficient contact is essential and will include training, regular meetings, and special meetings. All training conducted by the FAA will be recorded in DMS.

a. Initial FAA-Conducted APD Training. The FAA must train APD candidates in the specific areas identified below in Table 6-5.

b. Recurrent FAA-Conducted APD Training. APDs must attend recurrent training every 24 calendar months. MSs will ensure training is provided for those elements listed in Table 6-5.

c. Regular Safety Standardization Meetings. At least annually, MSs will conduct regularly scheduled meetings with APDs for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. MSs should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(1) Updates on administrative procedures and personnel.

(2) Updates in approved programs.

(3) New testing standards or training techniques.

(4) National Transportation Safety Board (NTSB) or FAA Flight Standardization Board (FSB) recommendations on specific aircraft.

d. Special Safety Standardization Meetings. MSs will call special meetings whenever a significant change affects the process of FAA airman certification or other APD functions deemed necessary by the POI, APM, or MS.

Table 6-5. FAA-Conducted Training and Meeting Requirements

FAA-Conducted Training and Meeting Elements	Regular Safety Standardization Meetings	Special Safety Standardization Meetings	Initial Training and 24-Month Recurrent Training
Administrative procedures and relationships with FAA inspectors.	X		X
Designee roles and responsibilities, authorities, limitations, representation of the FAA: Applicable changes to 14 CFR New FAA policy and procedures Conduct of practical tests and checks Testing Standards/AQP Review and updating of test scenarios Airman certificate application/IACRA Feedback on approved training programs Regional and national issues (trends, considerations, etc.) Activity and pass/fail rates Administrative discrepancies DMS interface and requirements Written test			X
At least annually, MSs will conduct regularly scheduled meetings with APDs for the purpose of maintaining desirable standards and effective working relationships.	X		
MSs will call special meetings whenever a significant change affects the process of FAA airman certification with respect to APDs.		X	

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for MSs with APD responsibilities include:

(1) Completion of the air carrier operations ASI indoctrination courses, or equivalent.

(2) Completion of the managing FAA office's MS on-the-job training (OJT) program.

(3) Completion of appropriate FS designee management training courses.

(4) Currency and qualification in accordance with Order 8900.1 for performing direct observations of APDs or applicants.

> **Note:** MSs need not be qualified in every aircraft in which the air carrier operates. If needed, an MS may request a national resource or other available inspector to conduct required direct observations.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

> **Note:** For detailed information regarding the training of APMs managing designees in an ADE program, see Order 8900.1, Volume 13.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of an APD. This designation type-specific policy and Volume 1 constitute the overall policy for termination of APDs.

2. General. See Volume 1.

3. Termination Investigation. See Volume 1.

4. Termination For Cause Review Panel Responsibilities. See Volume 1.

5. Termination For Cause Review Panel Members. For an APD that holds no other designation(s), the AO will convene a termination for cause review panel comprising three members:

a. The AO associated with the designation. This individual will be the panel POC;

b. An AFS-800 division representative;

c. An AFS-200 division representative.

Note: For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other APD management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for an APD.

2. Assign DMS Roles.

a. General. See Volume 1.

b. MRA. The MRA is typically the office manager or FLM.

3. Send Message to MS. See Volume 1.

4. Update Profile. See Volume 1.

5. Retention of Existing Designee Management Files. See Volume 1.

VOLUME 7. TCE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Training Center Evaluator (TCE) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is TCEs and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the DMS information technology (IT) tool and policy. Affected employees and designees will be notified through a directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist (MS) and their respective management officials.

Section 2. Overview of Designee Functions.

1. TCE. A TCE is an individual employed by a training center certificate holder who is authorized by the Administrator to perform tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specifications (TSpec).

a. Title 14 CFR Parts 142 and 183. TCEs are issued authority to conduct various evaluations based on the FAA's need and ability to manage the TCEs. The regulatory basis for the designation of a TCE may be found in Parts 142 and 183. The FAA considers TCEs with certification authority to be examiners as the term is used in Part 183. Training centers certificated under Part 142 are required to have sufficient personnel to support their training objectives, which includes the appointment of TCEs. Part 142 also outlines the prerequisites, training requirements, operating procedures, and limitations of TCEs.

b. Contract Check Pilot Authorization. A TCE may, with the approval of the operator's Principal Operations Inspector (POI), be authorized to act as a contract check pilot for that operator. Contract check pilots and their associated authorities are not a part of DMS or this

policy. Contract check pilot policy and regulatory information can be found in FAA Order 8900.1 and the associated regulatory sections.

c. TCE Authorizations. Specific TCE authorizations are listed on the designee's Certificate Letter of Authority (CLOA) issued through DMS. The following tables list the authorizations that may be issued to a TCE:

Table 7-1. Certificate Level Testing and Checking Authorizations

Type	Full Title	Detailed Description
PE	Private Pilot Examiner	A PE administers private pilot practical tests for the original issuance of a private pilot certificate.
CE	Commercial Pilot Examiner	A CE administers commercial pilot practical tests for the original issuance of a Commercial Pilot Certificate.
IRE	Instrument Rating Examiner	An IRE administers the practical test for the addition of an instrument rating to a pilot certificate.
FIE	Flight Instructor Examiner	An FIE conducts practical tests for the initial issuance, renewal, and reinstatement of flight instructor certificates and additional ratings. An FIE is authorized to issue flight instructor renewals, reinstatements, and additional ratings on the basis of practical tests only.
ATPE	Airline Transport Pilot Examiner	An ATPE administers Airline Transport Pilot (ATP) practical tests for the original issuance of an ATP Certificate.
FEE	Flight Engineer Examiner	An FEE administers Flight Engineer (FE) practical tests for the original issuance of a Flight Engineer Certificate.
TYPE	Type Rating Examiner	A type rating examiner administers aircraft type rating practical tests for a specific make and model (M/M) of aircraft.
61.58 PPE	61.58 Pilot Proficiency Examiner	A 61.58 PPE administers the pilot-in-command (PIC) proficiency checks required by § 61.58. [1]

[1] Although these proficiency checks are not activity covered by Title 49 of the United States Code (49 U.S.C.) § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.

Table 7-2. Aircraft Category and Class Authorizations

Type	Full Title	Detailed Description
ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in single-engine land airplanes.
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in multiengine land airplanes.
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in single-engine sea airplanes.
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in multiengine sea airplanes.
PLFT	Powered-Lift	This authorizes a designee to administer practical tests in powered-lift aircraft.
RH	Rotorcraft-Helicopter	This authorizes a designee to administer practical tests in helicopters.
RECP	Reciprocating	This authorizes an FEE to administer tests or checks in reciprocating-engine-powered aircraft.
TPRP	Turboprop	This authorizes an FEE to administer tests or checks in turboprop-powered aircraft.
TJET	Turbojet	This authorizes an FEE to administer tests or checks in turbojet-powered aircraft.

Table 7-3. Administrative Authorizations

Type	Full Title	Detailed Description
FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with § 61.75. An FPE may also issue a private pilot, commercial pilot, or ATP Certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Licensing (IPL) in accordance with § 61.71(c). Additionally, an FPE may convert a European Union Part-Flight Crew Licensing (EU Part-FCL) pilot license to an FAA pilot certificate using the FAA/European Union Aviation Safety Agency (EASA) Technical Implementation Procedures—Licensing (TIP-L). Certificates issued will be at the private pilot certification level.
MCE	Military Competency Examiner	An MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (*e.g.*, § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g).
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Renewal Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for renewal of a flight instructor certificate that is still current and for which the renewal process is merely administrative (*i.e.*, a practical test is not required for renewal of the applicant's flight instructor certificate). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor renewals.
RPE	Remote Pilot Examiner	An RPE reviews an applicant's knowledge test report, training course completion certificate, pilot certificate, and logbook, as applicable, for the issuance of a Remote Pilot Certificate, as specifically authorized (as per §§ 107.61 and 107.63).

Table 7-4. Special Authorizations

Type	Full Title	Detailed Description
142.53 IE	142.53 Instructor Examiner	A 142.53 IE administers the training center instructor observations required by Part 142, § 142.53(a)(1) and the training center instructor proficiency checks required by § 142.53(a)(7). [2]
142.55 PPE	142.55 Pilot Proficiency Examiner	A 142.55 PPE administers the TCE proficiency checks required by § 142.55(a)(4). [3]
SCCP	Standardized Curriculum Check Pilot	A Standardized Curriculum Check Pilot (SCCP) is authorized to conduct the competency and proficiency checks required by §§ 135.293(a)(2) and (b) and 135.297. The SCCP authorization applies only to those check pilots approved under a standardized curriculum.
CAT II	Category II Examiner	A CAT II examiner administers Category II pilot authorization practical tests in accordance with § 61.67.
CAT III	Category III Examiner	A CAT III examiner administers Category III pilot authorization practical tests in accordance with § 61.68.

2. TCEs Abroad.

a. Approved Training Program. A TCE may be authorized to serve at locations outside the United States, provided the TCE will examine only those applicants from the training center for which TCE authorization is held, in accordance with the Part 142 training program.

b. Managing Office. A designee serving internationally will generally be managed by the Flight Standards office responsible for the TCE's training center.

c. Non-U.S. Citizen Authorization. An individual who is not a U.S. citizen may be authorized as a TCE abroad only when the need cannot be filled by a U.S. citizen, and the individual has met the U.S. certification requirements for the examining authority requested.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

[2] Although these observations are not activity covered by 49 U.S.C. § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.
[3] Although these proficiency checks are not activity covered by 49 U.S.C. § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and MSs.

b. AO. The AO has the authority to appoint a designee in DMS. AOs are typically office managers, but may be Front Line Managers (FLM) or Training Center Program Managers (TCPM).

c. SO. The SO initiates the selection of new designee applicants in DMS. SOs are typically FLMs, but may be office managers.

d. MRA. MRAs ensure inspectors, supervisory staff, and administrative staff are assigned appropriate roles within DMS to carry out assigned duties. MRAs are typically office managers, but may be FLMs.

e. Managing Specialist (MS). MSs are experienced FAA aviation safety inspectors (ASI) whose specialty is Part 142 operations. MSs provide oversight, guidance, and support to assigned TCEs.

(1) The MS is typically one of the following:

(a) TCPM;

(b) Assistant Training Center Program Manager (ATCPM);

(c) Fleet Training Program Manager (FTPM);

(d) Partial Program Manager (PPM); or

(e) Other assigned inspector.

(2) MSs must ensure TCEs are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) MSs are responsible for ensuring TCEs maintain airman certification standards as prescribed by regulation, approved training programs, and applicable policies. MSs must conduct an active program of meetings and oversight to achieve this objective.

(4) Designee management must consider potential risks and hazards to safety. MSs should remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to ensure oversight on problem areas.

(5) MSs must work closely with assigned training centers to assess risk and ensure TCE programs meet the highest level of safety, standardization, and quality assurance.

f. Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the AO, SO, and MS roles may be proxied.

(4) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(5) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign an MS proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

i. Office Administrator (OA). The OA role allows certain FAA administrative office personnel limited MS functionality to submit administrative DMS entries such as training and meetings. The OA is typically an aviation safety assistant (ASA) or aviation safety technician (AST), but may also be an ASI.

j. Company Administrator (CA). The CA role allows certain company management or administrative representatives limited access to DMS to track designee currency, qualifications, and activity. A person may only be approved as a CA for one company.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to an individual applying to be a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a TCE applicant.

2. General.

a. Application Considerations. The application process to designate a TCE is initiated by the employing Part 142 training center.

(1) The Part 142 certificate holder must submit a letter to the managing office requesting appointment of the TCE applicant. The training center will ensure the request letter is provided to the TCE applicant for upload into DMS. The letter of request must contain the following:

(a) Justification of need based on FAA criteria;

(b) Identification of specific authority requested;

(c) Projected timeline of internal evaluator curriculum completion;

(d) Explanation of how this applicant is the most qualified of eligible applicants; and

(e) Statement that training center management has determined that the applicant meets all eligibility and minimum qualification requirements for appointment.

(2) The TCE applicant must:

(a) Complete an application in DMS; and

(b) Upload the training center request letter and a current résumé, supplemental information sheet (available in DMS), or both.

(3) The training center will coordinate TCE applications with the MS. TCE applicants will not be considered for designation without a completed DMS application, receipt of the request letter, and uploaded supplemental information.

(4) FAA Tracking Number (FTN). TCE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Who Should Apply. Employees of a training center that have been recommended for nomination as a TCE.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than

one type of designation. For TCE applicants, consideration should be given to the effect of multiple designations on the ability of the TCE to perform functions appropriately.

3. Minimum Qualifications for TCEs. To be eligible for consideration as a TCE, candidates must first:

a. Meet the requirements listed in Volume 1, this chapter, and DMS.

b. Hold an unrestricted FAA pilot or FE certificate, as appropriate, to act as PIC or FE for the specific aircraft in which the applicant seeks authority.

c. Meet the instructor qualification and training requirements of Part 142 Subpart C.

d. Be currently assigned as an instructor at the employing training center.

e. Be qualified in each specific curriculum and the associated flight training equipment for which TCE privileges are requested.

f. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The MS must verify the airman information through the FAA's record keeping systems before scheduling any training or qualification observations.

g. Within the previous 12 calendar months, have accumulated at least 100 hours of flight simulation training device (FSTD) operating experience in a FSTD representative of the same aircraft make, model, series (M/M/S), and type (if type is applicable) of aircraft for which the designation is requested. If such FSTD does not exist, operating experience in a similar M/M/S, and type (if type is applicable) may be accepted at the discretion of the managing office.

> **Note:** The 100 hours of Part 142 FSTD operating experience begins when an instructor is designated in Training Specifications paragraph A013.

(1) The 100-hour requirement to be considered as a TCE does not apply to the introduction of a new aircraft type to the certificate holder's program, which would allow an initial cadre (see paragraph 5 below).

4. TCE (Aircraft). When maneuvers and procedures cannot be fully completed in an approved FSTD, a TCE may be authorized to conduct evaluations in an aircraft in flight.

a. Additional Requirements. TCEs who conduct aircraft evaluations must meet the same requirements specified for FSTD instructors, plus the additional training requirements listed in § 142.53(a)(5) and (6).

b. Hours as PIC. Candidates requesting authorization to conduct evaluations in an aircraft while acting as a required crewmember must have logged at least 100 hours as PIC in the M/M/S of the aircraft, except when approved as initial cadre on newly certificated aircraft types, or newly acquired aircraft for the employing training center.

5. Initial Cadre TCEs. During the early phases of establishing a TCE program, initial cadre TCEs are required. Initial cadre TCE candidates must first become fully qualified as flightcrew members and then be trained, evaluated, and approved as TCEs. Because the regulatory language of Part 142 does not address a training process for initial cadre TCEs, this section provides the necessary guidance. The process that follows is valuable for startup operations, or when a new aircraft type is introduced to a training center, because it is a practical way to initiate and build a TCE program, and because it takes advantage of initial training when the center is under close FAA scrutiny (with desirable effects on the TCE program).

a. Existing Training Program. The introduction of an aircraft which is new to a particular satellite training center, but for which the certificate holder already has an existing training program established at another location, does not qualify for approval of instructors, evaluators, or both under an initial cadre.

b. Training Center Request. The overseeing inspector must arrange with the training center to approve one or more TCE candidates to form an initial cadre. The training center must submit a letter of request and an initial implementation plan. The implementation plan must include a description of the prerequisites, training, and checking that the initial cadre TCEs will undergo, as well as any associated administrative functions. Specifically, quality control (QC) measures, the training curriculum, recordkeeping, and the methods that will be used for the instructor to gain experience must be clearly identified, as well as any additional information required by the MS or the TCPM. The letter of request must contain the following:

- Name of initial cadre candidates,
- Business address,
- Candidate airman certificate numbers,
- Candidate current positions,
- Requested TCE authorities,
- Aircraft type,
- Brief résumé of each candidate's aviation background and experience, and
- Copies of each candidate's training records.

Note: The TCPM or MS may require additional information to suit circumstances.

c. Training, Startup, or New Aircraft Introduction. The training center must provide a full qualification process for the initial cadre of TCEs nominated.

d. Initial Training and Certification. Prior to initial cadre TCE designation, the training center must first arrange to have the initial cadre TCE candidates trained and appropriately certificated. The training center may provide the training internally, or by contracting with a manufacturer, another Part 142 training center, or with other qualified individuals such as flight test pilots (FTP). In any case, initial cadre TCE candidates must meet all of the regulatory requirements of Part 142.

e. Gaining Proficiency as an Instructor. After the initial training and certification, initial cadre TCE candidates must become proficient in the training center's approved training program

by instructing one another. During this training, a training center may arrange for a pilot from the manufacturer, an operator, or another source to act as the safety pilot or instructor pilot, if needed.

f. Proficiency and Competency Checks. After the first initial cadre TCE candidates have become proficient as instructors, they may then begin the training and checking of other initial cadre TCE candidates in accordance with the training center's initially approved flight training and qualification curriculum segments.

(1) Each check must be observed by an FAA inspector who meets the qualification requirements of FAA Order 8900.1, Volume 1, Chapter 3, Inspector Responsibilities, Administration, Ethics and Conduct.

(2) If the inspector determines that the performance of an initial cadre TCE candidate conducting a certain check is satisfactory, the inspector will recommend to the overseeing inspector that the airman be approved as a TCE for that type of check.

(3) One initial cadre TCE candidate may check another initial cadre TCE. Initial cadre TCEs can repeat this process until each candidate has been approved as a TCE or has been terminated from the program. If only one individual is considered the initial cadre TCE, an inspector will observe that individual conducting a check of another airman.

g. Designation of Initial Cadre TCE. Designation of an initial cadre TCE follows the same basic procedures as for normal (not initial cadre) TCEs.

h. Surveillance of Initial Cadre TCEs. Initial cadre TCEs may not meet the required minimum experience requirements, as a normal TCE (not initial cadre) would. Additional FAA surveillance may be required to mitigate the risk associated with this lack of experience. Although the TCE may be issued a CLOA after the initial surveillance/observation is completed as part of the normal designation process, additional surveillance may also be performed. Typically, an additional three to five surveillance activities are performed within the first 6 to 9 months following designation; however, TCPMs may deviate below these normal surveillance expectations when the TCE candidate possesses exceptional experience. Conversely, additional surveillance may be required for TCE candidates who lack previous experience that would normally be expected. The following are factors to consider when determining additional surveillance:

(1) Overall training center industry experience with the aircraft type. For example, is this the first curriculum at any training center for this aircraft type?

(2) The specific training center's overall experience with introducing new aircraft type curriculums. For example, is this the first new aircraft type the training center has introduced since certification as an air agency?

(3) Previous surveillance results during the introduction of a new aircraft type curriculum at that specific training center.

(4) Previous experience of each individual TCE, including previous experience as an APD or check pilot on the same aircraft type. For example, does the TCE have previous TCE experience on other aircraft of the same make? Or does the TCE have previous experience as an APD for an air carrier on the same aircraft type?

6. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS using the designee's action link. Requests for additional authorizations are viewable in DMS by the SO.

7. Disqualifiers. See Volume 1.

8. Privilege, Not a Right. See Volume 1.

9. Post-Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of TCE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of a TCE applicant.

2. General.

a. Selection Process. The selection process for a TCE applicant is initiated after the training center submits a letter of request to the assigned Flight Standards office and the designee applicant completes the DMS application. The SO then initiates the selection process through DMS. Below is a high-level representation of the designee selection process.

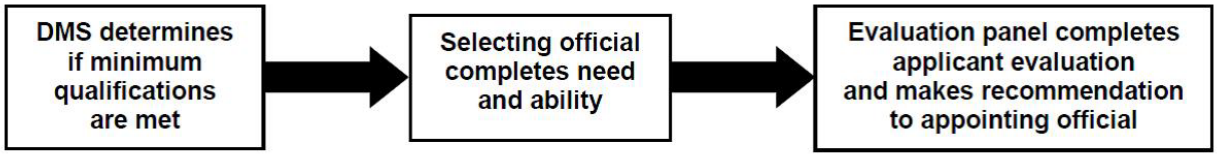


Figure 7-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) The training center should put forth recommendations of the most qualified applicants based on experience, knowledge, and ability.

(2) The SO should review all information provided by the training center, MS, and ASIs associated with the training center, when selecting the applicant for evaluation.

(3) Preferred sources for TCE candidates are:

(a) Current or former FAA designees.

(b) Current or former air carrier, military, or foreign CAA evaluators who have engaged in evaluation activities that involved testing or checking.

3. Need and Ability to Manage. The SO must determine that a need exists and the office has the ability to manage the designee. The SO should work closely with assigned inspectors and the MS that will likely be responsible for determining need and ability. The following items must be considered when determining the need and the ability to manage each TCE:

a. Need Considerations.

(1) The ability of the training center to provide the required testing or checking of applicants within 7 calendar days after the completion of training.

(2) The number of complaints received from the public, if any, about a lack of TCEs to provide certification.

(3) The activity at the training center has increased or is forecasted to increase, and cannot be supported with existing designees.

(4) The ability of the FAA to support the certification work and need with existing designees.

(5) The FAA has lost an employee or designee resource.

(6) The total number of FSTDs.

(7) The number and use of satellite training centers.

b. Ability to Manage Considerations.

(1) FAA inspector staffing must be sufficient and possess the technical skills and knowledge required to manage and oversee the designee.

(2) The existing and projected office workload must allow the office to effectively manage the designee.

(3) Funding must be adequate to allow inspector travel necessary to perform designee management and oversight. If existing budget constraints do not allow for proper oversight, then the designee appointment must not be made.

(4) The geographic location of the designee must not prohibit the ability of the FAA to provide normal designee management and oversight.

c. Other Considerations.

(1) The need for a new designee is driven by the needs of the public. Prior to designation, the training center must clearly show a need for the requested TCE. Scheduling convenience or allowing an individual to meet some other requirement, such as designation by a foreign entity, cannot be considered as justification for the designation.

(2) A utilization review of all TCEs at the training center with similar authority should be accomplished when need is determined. If there is a large variation of activity between TCEs with similar authority, the ability of the training center to efficiently schedule TCEs should be assessed. A large variation of activity would normally prevent the designation of additional TCEs.

(3) A Memorandum of Understanding (MOU) is required to establish and maintain TCEs and to provide training for FAA Operations ASIs assigned to provide oversight duties at the training center. The MOU must be written in accordance with the instructions and the sample MOU which can be found on the list of effective documents located on the Part 142 training centers website at https://www.faa.gov/pilots/training/part_142/. Any deviations to this template must be approved in writing by the Air Transportation Division (AFS-200), who will notify the Regulatory Support Division (AFS-800).

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the SO can request a list of applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. When an applicant in DMS does not meet a qualification requirement, the MS may request that the SO petition AFS-800, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The SO must route the request to AFS-800 for concurrence external to DMS. Deviation requests will be sent to 9-AVS-AFS-850@faa.gov. If in agreement with the recommendation, AFS-800, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

> **Note:** The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as a TCE. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When a training center presents one or more TCE applicants for selection, the Flight Standards office will establish an evaluation panel to further review and determine if each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The MS who is expected to be assigned to the designee. The presumed MS will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or any other operations inspector.

c. Evaluation Panel Checklist. For each prospective TCE candidate, the evaluation panel must complete the following checklist:

(1) Review the training center request letter and determine if it contains the required elements.

(2) Review the TCE application in DMS.

(3) Verify the minimum qualifications have been met.

(4) Verify the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorities being sought.

(5) Determine if the TCE duties will be conducted in an aircraft and if a medical certificate is required.

(6) Conduct an interview of the TCE applicant to verify qualifications, application information, and ensure qualities exist to be successful as a designee.

(7) Contact references as necessary.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) SPAS;

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) National Program Tracking and Reporting Subsystem (NPTRS); and

(f) Safety Assurance System (SAS).

d. Evaluation Panel Tasks. In addition to the checklist above, the evaluation panel must ensure the TCE applicant has completed the following activities prior to designation:

(1) Verify the following training has been completed successfully:

(a) The training center's approved TCE training; and

(b) The FAA TCE training (see Chapter 7, Training).

(2) Ensure the proficiency check required by § 142.55(a)(4) has been completed (see Chapter 6, Oversight and Management of a Designee).

(3) Ensure the TCE candidate has been observed conducting a complete certification test consisting of oral, simulator, and aircraft portions if required, when certification authority is requested. If certification authority is not requested, then observe the check for the requested authority (see Chapter 6).

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the SO whether to appoint the applicant or not,

and indicate what authorities or limitations should be included in the CLOA. There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify recommended authorizations and limitations.

(b) Prepare the recommendation for review by the SO and AO.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. SO Actions. The SO may accept or reject the evaluation panel recommendation.

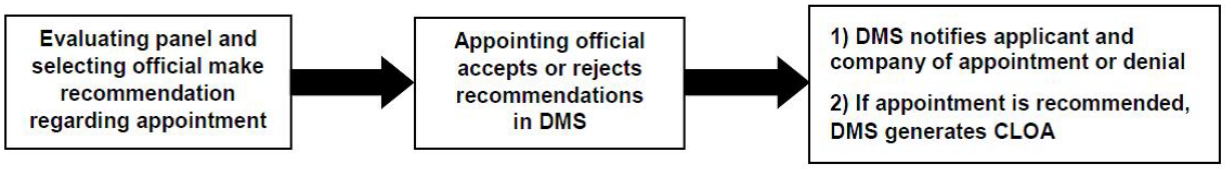
Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of TCE designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a TCE.

2. General.

a. Appointment Process. Below is a high-level representation of the designee appointment process.

Figure 7-2. High-Level Appointment Process Flow



b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations in the CLOA based on the applicant's:

(1) Background experience;

(2) Personal and professional qualifications; and

(3) Needs of the appointing office.

c. AO Actions. The AO may accept or reject the evaluation panel and SO recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 calendar months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar days of expiration.

b. Designee Maintains Qualifications. The designee must continue to meet all requirements to maintain the authorizations listed on the CLOA.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until their designation is terminated in DMS.

6. Reinstatement. A former TCE who was terminated "not for cause" may apply for reinstatement up to 12 calendar months after termination only for the training center where last assigned. The training center must submit a reinstatement request letter, and the former TCE must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of a TCE.

2. TCE Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, TCEs must:

a. Complete Administrative Tasks. TCEs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar days of completion.

b. Establish Recency of Experience.

(1) A pilot TCE may accomplish recency of experience requirements in an approved level C or D full flight simulator (FFS).

(2) A TCE with an FE authorization may accomplish recency-of-experience requirements in an approved level 6 or 7 flight training device (FTD), as well as all levels of an approved full-flight simulator.

c. Assure Confidentiality. Designees must ensure that information regarding tests or checks remains private and confidential.

d. Maintain Security of Controlled Material. Each TCE is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The TCE must use appropriate security procedures as identified by the training center and MS. At a minimum, TCEs must ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate Applications, Rating Applications, or both, and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

e. Report Undue Pressure or Interference. If a TCE experiences undue pressure or interference while conducting delegated activities, the TCE will notify the managing office.

3. TCE Authorizations.

a. Section 142.53 Authority. If authorized on the CLOA as a 142.53 IE, a TCE may conduct the instructor observations required by § 142.53(a)(1) and (7). [14] The TCE must be from the same training center and qualified and current in the specific curriculum and flight training equipment as the instructors being observed. MSs should list the specific curricula for which the TCE is authorized 142.53 IE authority in the limitations section of the CLOA.

b. Section 142.55 Authority. If authorized on the CLOA as a 142.55 PPE, a TCE may conduct the TCE proficiency checks required by § 142.55(a)(4). [5] The TCE must be from the same training center and qualified and current in the specific curriculum and flight training equipment as the TCE being checked. MSs should list the specific curricula for which the TCE is authorized 142.55 PPE authority in the limitations section of the CLOA. The MS or other assigned inspectors may conduct the § 142.55 TCE proficiency check at any time if desired.

c. Issue Airman Certificates Based on Check Pilot Authority. A TCE with full certification authority may issue an ATP Certificate, the appropriate aircraft type rating, or both after successful completion of a proficiency check under § 121.441, or both a competency check under § 135.293(a)(2) and (b) and a PIC instrument proficiency check (IPC) under § 135.297. Anytime a TCE issues an airman certificate based on an air carrier check, the TCE must complete a preapproval to document the activity in DMS.

(1) Check Pilot Authorization Under a Standardized Curriculum. A TCE may be authorized to act as a Part 135 check pilot under a standardized curriculum. Because standardized curricula and the associated check pilots are approved under Part 142 by the TCPM, check pilot authority will be granted in DMS and listed on the TCE CLOA, along with the list of standardized curricula for which the TCE is approved as a check pilot.

(2) Contract Check Pilot Authorization. A TCE may, with the approval of the operator's POI, be authorized to act as a contract check pilot for that operator. Contract check pilots and their associated authorities are not a part of this policy. Contract check pilot authority is not listed on the TCE CLOA. Contract check pilot policy can be found in Order 8900.1.

d. Second-in-Command (SIC) Type Rating. A TCE may, with appropriate certification authority, issue an SIC type rating to an applicant in conjunction with the satisfactory completion of a training center's approved curriculum provided the applicant:

(1) Is enrolled in a curriculum approved to meet the requirements of § 61.55; and

(2) Has not failed to complete a curriculum approved to meet the requirements of § 61.58, § 61.63, or § 61.157.

[4] Although this activity is not covered by 49 U.S.C. § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.
[5] Although this activity is not covered by 49 U.S.C. § 44702(d)(1), the FAA uses the DMS to oversee and manage the performance of these regulatory functions performed by designees.

Note: An applicant who has applied for an initial or additional type rating may not be granted an SIC type rating due to their inability to successfully complete the initial or additional type rating training course. In those instances, the individual will be issued a Notice of Disapproval.

e. TCE-FE Knowledge Test Endorsement. TCE-FEs are authorized to endorse FAA Form 8060-7, Airman's Authorization for Written/Knowledge Test, following verification the applicant has presented satisfactory evidence of having completed one of the experience requirements of § 63.37 and is qualified to take the appropriate FE knowledge test.

f. Administrative Authority. A TCE may be authorized to perform the administrative certificate functions listed in Table 7-3 in Chapter 1, General Information, Section 2, Overview of Designee Functions, subject to the following conditions:

(1) The appropriate administrative authorizations must be listed on the TCE's CLOA;

(2) A TCE may only perform administrative functions for employees and students at the TCE's employing training center; and

(3) The TCE receives FAA training on the issuance of certificates related to each specific administrative function authorized.

g. Administrative Removal of Certificate Limitations. If appropriately rated, a TCE may remove the limitations associated with §§ 61.64, 61.159, and 61.160. No specific administrative authorization is required on the TCE's CLOA. The applicant must be an employee or student at the TCE's employing training center and needs only to present satisfactory evidence that they have met the appropriate requirements. Refer to Order 8900.1, Volume 5, Chapter 3, Section 1, Application Phase—ATP Applicants Engaged in Operations Under Parts 121, 135, or 91 Subpart K—Airplanes and Helicopters.

Note: Each certification activity must be approved before the designee can perform any function on behalf of the FAA. Designees will complete preapprovals and post activities in DMS for all certificates issued.

4. TCE Limitations. TCEs must adhere to the following limitations:

a. Multiple Training Centers. A TCE may not be a TCE for more than two different training center certificate holders.

b. Maximum Evaluation Time. Combined instruction and evaluation time in an FSTD may not exceed 8 hours in any 24-consecutive-hour period. This limitation does not include preflight and postflight briefings associated with flight training.

c. Three or More Grades of Pilot Certificate. A TCE may not conduct evaluations for three or more grades of pilot certificate unless specifically justified and approved by the managing office.

d. Multiple Aircraft. Before a TCE can be approved for a second aircraft, the MS must carefully evaluate the differences between the aircraft currently authorized and that of the second type requested. In many cases, an aircraft type rating will encompass a number of different models and series of aircraft within that type rating. Different models or series within a specific type may have vastly different operating characteristics and systems. Levels of differences (designated A–E) are described in Order 8900.1, Volume 3, Chapter 19, Flightcrew Member Training and Qualification Programs. Because the TCE's knowledge and skills directly affect the quality of an evaluation, the MS must consider the following guidelines and limitations when determining the reasonable number of aircraft in which a TCE may be authorized to conduct evaluations:

(1) A TCE may not be authorized in more than two aircraft types or two different M/M/S within the same type if they are significantly different.

(2) A TCE may not be authorized to conduct evaluations in more than one aircraft type and one training course for non-type-rated aircraft.

(3) A TCE may conduct evaluations in up to four different series of one aircraft model, provided the differences between series are not significant (no more than level A or B differences). Authorization to conduct evaluations in an aircraft model or series that encompass level A or B differences are relatively easy to accomplish (*e.g.*, DHC-8-100 versus DHC-8-200) and may not affect the TCE's ability to effectively transition between the aircraft.

(4) Authorization to evaluate in a model and series that requires level C, D, or E differences training will affect the complexity of the evaluation and must be considered before additional authority is granted (*e.g.*, LR-25 versus LR-55).

(5) Authorization to evaluate in aircraft that require separate curricula or flight training equipment must be considered as another type rating even though they may list the same type rating on the pilot's certificate (*e.g.*, DC-9-30 versus MD-88 or B717).

(6) Evaluations resulting from a specialty curriculum, such a CAT II or III authorization, also affect overall complexity.

(7) Consideration must also be given to the number of annual proficiency checks and training events required to maintain the TCE's currency.

e. Proof of Eligibility. A TCE may not conduct tests unless an applicant presents proof of eligibility as prescribed in Part 61.

f. Completion of Airman Knowledge Test. A TCE may not conduct a practical test unless the applicant has passed the required airman knowledge test.

g. Graduates of the Employing Training Center. TCEs may only conduct evaluations for graduates of the employing training center or satellite center(s).

h. Examiners-at-Large. TCEs may not act as examiners-at-large by conducting practical tests or proficiency checks for the general pilot population.

i. Functioning as a Crewmember. A TCE may not function as a required crewmember while conducting simulator evaluations.

j. Teaching During Testing or Checking. A TCE may not combine teaching with testing or checking during the evaluation of an applicant, except when conducting approved progressive checks.

k. Participation in Recent Training or Testing. A TCE may not evaluate an applicant for a certificate, additional rating, or an amendment without the expressed permission of the managing office if the TCE participated in one of the three previous flight training events, when the TCE has recommended the applicant, or when the TCE has found the applicant's performance to be unsatisfactory on the previous evaluation. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request. Scheduling convenience and trainee availability are not valid reasons to grant such permission.

l. Applicant's Third Evaluation. A TCE may not conduct an evaluation of an applicant for any certificate action without the expressed permission of the managing office if, during the previous two attempts, the applicant was issued a Notice of Disapproval. The applicant's third evaluation will be conducted by a qualified ASI. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request.

m. Expired TCE Authority. A TCE must not conduct any evaluation after the expiration date listed on their CLOA.

n. Use of the English Language. All tests and checks must be conducted using the English language.

o. Exemptions from Testing or Checking Requirements. A TCE may not exempt any applicant from the testing or checking requirements listed in the applicable practical test standards (PTS)/Airman Certification Standards (ACS), the approved curriculum, or other qualification module.

p. Suspension of a Test or Check. A TCE may not temporarily suspend a test or check to allow the applicant further study, and then continue the same test later.

q. Amendment or Alteration of a Certificate. A TCE may amend or alter a certificate only:

(1) When adding a rating to the certificate of an applicant that the TCE has tested and found to be competent.

(2) When removing a limitation from a certificate, if authorized. For example, a TCE may remove the "Circling Approach–VMC Only" limitation when the applicant has completed an approved course of training and the TCE has completed the appropriate qualification module.

(3) When adding an SIC type rating to an airman's certificate, if the applicant has successfully completed an approved training curriculum that meets the requirements of § 61.55.

(4) A TCE authorized as an FE may remove the restriction imposed by Exemption 4901 for an FE applicant, provided the TCE has been appropriately trained and authorized to perform the removal per the training center's approved TSpecs.

r. Expired Temporary Airman Certificate. A TCE may not reissue or amend any expired Temporary Airman Certificate.

s. Waivers, Special Medical Evaluations, Competency Tests. A TCE may not conduct special medical evaluations, tests for waivers, or any test for competency under 49 U.S.C. § 44709. Such applicants will be referred to the responsible Flight Standards office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of TCEs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of a TCE.

2. General.

a. Considerations. Effective oversight of TCEs is founded on a dogged strategy of risk management in which safety management principles by a training center, and oversight by the FAA, includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence, and taking appropriate preventive action.

b. TCE Oversight. TCE oversight includes the comprehensive evaluation, management, and monitoring of a TCE's activities. Complete surveillance of a TCE involves a group of activities designed to evaluate a TCE's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. Oversight need only be completed at some point within a given time period as defined by regulation and DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the MS flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and MS.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) MSs are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS/ACS, and approved training programs. MSs must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the MS.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The MS must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An OPE must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, MSs should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The MS identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The TCE's plan of action and the training center's approved curriculum; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, MSs should consider conducting inspections at a time coordinated with the TCE. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. MSs should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The TCE is observed conducting a complete test or check to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. In DMS, each direct observation is split into two parts, the ground (oral) portion and the flight portion. If a designee is both a pilot and FE TCE, then the designee must be observed conducting both a pilot and an FE test or check.

> **Note:** The TCE's flight training equipment proficiency and aircraft-specific knowledge is evaluated during the § 142.53 and § 142.55 evaluations.

(1) Purpose of Observation. The purpose of the observation is to evaluate the TCE's ability to test or check in accordance with requirements and complete appropriate documentation. The TCE will be observed conducting the complete oral, FSTD, and (if appropriate) aircraft modules, including associated briefings, debriefings and appropriate documentation.

(2) Observation Requirements.

(a) TCE Certification Authority. The TCE will be observed conducting a complete practical test in accordance with a core curriculum approved for the employing training center and appropriate to the TCE's authority. A proficiency check or combined competency/proficiency check that results in certification under § 61.157(f) may be observed at the discretion of the managing office.

(b) TCE Proficiency Check-Only Authority. The TCE will be observed conducting a complete proficiency check administered under § 61.58. A proficiency check under § 121.441 or combined competency/proficiency checks under §§ 135.293 and 135.297 may be observed at the discretion of the managing office.

(c) Documentation. The TCE must demonstrate proper completion of the training and curriculum paperwork required by the employing center, as well as appropriate FAA documentation and reporting to include airman certification and qualification forms, as applicable, IACRA (if applicable), and appropriate DMS entries.

(3) Qualified Inspector. MSs must ensure each TCE observation is completed by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3, Inspector Responsibilities, Administration, Ethics and Conduct.

(4) Direct Observation Frequency.

(a) Initial Observation. TCE applicants must be observed conducting a complete test or check appropriate to the authority requested prior to appointment.

(b) Recurrent Observations. TCEs will be observed at least once every 8 calendar quarters.

Note: If a TCE is unable to be observed at least once every 8 calendar quarters due to the center's lack of workload, the MS will evaluate the need for the TCE. Inability to observe a TCE is justification for a reduction of the TCE's authority or termination of the TCE's designation.

(c) Overdue Direct Observations. The MS should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the MS determines the lack of a completed direct observation presents an unacceptable risk, the designee must be suspended in DMS until the direct observation is completed. In cases where the MS finds the risk acceptable, the designee may be granted a 1 calendar quarter extension and the risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, along with an explanation of the factors considered and the reason for the extension. Direct observations may not be extended more than 1 calendar quarter beyond the due date (*e.g.*, a due date of June 30 may not be extended beyond September 30). Designees who still haven't been observed after the 1 calendar quarter extension must be suspended in DMS until the direct observation is completed.

(5) Unannounced Direct Observations. When the FAA plans an observation of any portion of a practical test (either ground or flight), an applicant's permission is not required. Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the MS, and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

(6) Multiple Aircraft Types. If the TCE is qualified in more than one type of aircraft, alternating observations should be planned. If the aircraft are not in the same category and class, evaluations that are more frequent must be scheduled. In this situation, the TCE's next observation must be accomplished in the alternate aircraft. It is important to note that TCE observations are not the same as the requirement for each instructor to annually demonstrate instructional proficiency in a representative segment of each curriculum in which they are authorized to instruct (refer to § 142.53(a)(1)).

(7) TCE Aircraft Authority. If the TCE will have authority in a simulator and in an aircraft, then an observation of the TCE performing both functions is required:

(a) If the TCE is authorized to conduct a segment of the check or test in an aircraft, it is acceptable for the MS to conduct the observation entirely in an FFS, provided the FFS can replicate all required maneuvers.

(b) Those events normally conducted in the aircraft must be observed in the FFS with the TCE in the crewmember position occupied when evaluating in the aircraft. If the TCE's normal position is in the right seat, then the MS may act as the applicant in the PIC position, if current and qualified. If the observation is conducted in something other than an airplane, then the typical seat position should be used.

(c) The TCE must still demonstrate in an FFS all tasks that would be evaluated from the evaluator operating panel.

(8) TCE Administrative Authority. TCEs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, TCEs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

(a) Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

(b) The TCE will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the TCE completing appropriate documentation and issuing the certificate.

(c) Timing and frequency of administrative direct observations are at the discretion of the MS.

(d) Administrative direct observations do not meet the testing or checking direct observation requirements listed above.

b. Annual Meeting. The MS conducts an annual meeting with the TCE. This meeting may be combined with recurrent FAA-conducted TCE training.

c. Activity Log. The MS reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether TCE activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (*e.g.*, exceeding the number of events or time allowed in a 24-hour period, comparing activity reported in DMS to actual training records).

d. Section 142.55 TCE Proficiency Check. Each TCE must satisfactorily pass a written test and annual proficiency check as required by § 142.55(a)(4). The proficiency check may be conducted by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3, or another TCE with 142.55 PPE authority from the same training center who is qualified and current in the specific curriculum and flight training equipment. If a designee is both a pilot TCE and an FE TCE, then the designee must complete a proficiency check as both a pilot and FE.

(1) The proficiency check must be taken in a FFS or aircraft that represents the M/M/S of aircraft in which the TCE will be conducting evaluations. In addition, if authorized to evaluate in the aircraft due to the limitations of the FSTD for 100-percent testing and checking, the TCE must accomplish an annual proficiency check in the aircraft on the maneuvers that cannot be accomplished in the FSTD.

Note: An instructor proficiency check that is designed to evaluate "a representative segment of each curriculum" as permitted by § 142.53 (as opposed to the full requirements of the appropriate PTS or ACS), does not meet the testing or checking requirements for a TCE. A TCE proficiency check, however, may be considered to meet the instructor proficiency requirements of § 142.53.

(2) Each required proficiency check must have been accomplished within 12 calendar months of the previous proficiency check. Completion of the proficiency check in the calendar month before or the calendar month after the month in which it is due is considered to have been completed in the month it was due.

(3) A TCE may accomplish required Part 142 Subpart C proficiency check requirements by one of the following methods:

(a) Accomplish the annual proficiency evaluation as required by § 142.55; or

(b) Complete an air carrier's proficiency evaluation in accordance with § 121.441 or §§ 135.293 and 135.297 for the M/M/S of aircraft for which the TCE holds evaluation authority.

Note: TCEs that maintain their § 142.55 qualification through an approved air carrier program must accomplish all of the maneuvers required by the ATP PTS or ACS, as appropriate, regardless of the specific air carrier's proficiency check requirements. For example, an air carrier may not be approved to conduct circling approaches at published minimums. In order for the TCE to remain qualified to instruct and evaluate circling approaches at published minimums, the TCE must be evaluated accomplishing the circling maneuver at published minimums during their proficiency check. This requirement must be met to ensure the TCE's Part 61 qualifications are maintained.

(4) The content of the proficiency check must include a demonstration of the following:

(a) The knowledge and skill areas required for the original issuance of the certificate for which the TCE holds authority; and

(b) All maneuvers and procedures listed in the PTS or ACS, as appropriate, for the applicable certificate and rating. In addition, this check must include other crewmember functions that the TCE may be expected to evaluate in the accomplishment of assigned duties, such as CAT II or Head-Up Display (HUD)/Enhanced Vision Systems (EVS) approaches.

e. Certification Package Review. When IACRA is not used, reviewing certification packages submitted to the office provides the MS the opportunity to determine if the designee is performing work within the guidelines, give feedback to the designee, and gain insight into the designee's procedural attributes. These reviews are recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) are also recorded. Designees must accurately complete certification packages and submit them to the managing office within 7 calendar days.

f. Provide Technical Assistance. The MS will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research or training.

g. Special Emphasis Items. Each MS will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the National Policy Office (NPO). Specific instructions for recording this activity will be provided.

7. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the TCE understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the TCE demonstrate an expert level of knowledge about aircraft operation and systems?

(2) Equipment and Materials. Does the TCE select or use the appropriate equipment, devices, and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the TCE correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the TCE follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the TCE properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the TCE follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the TCE follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the TCE maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the TCE easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the TCE demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the TCE effectively communicate either in writing or in conversation with the FAA or general public? Does the TCE provide feedback to the FAA with ways to improve the designee system?

8. Outcomes of Oversight Activities. For all oversight activities, the MS or ASI selects from three performance measure categories: "Satisfactory," "Needs Improvement," or "Unsatisfactory." If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the MS must enter descriptive text in the appropriate performance measure category.

a. Follow-up Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate follow-up action(s) must be determined and recorded in DMS. These actions may include any of the following:

(1) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(2) Additional Training. MSs may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

(3) Suspension. The most common reason for a suspension is when the designee has not been following certification policy.

(4) Reduce Authority. An MS may initiate a reduction in a designee's authority until the performance issue has been corrected.

(5) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to or deliberately disregards FAA policy.

Note: A result of "Unsatisfactory" for an oversight activity does not require suspension or termination, provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

b. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the MS should refer to the current editions of Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

Note: Corrective actions as defined in this policy are intended to address issues with designee performance and are not related to corrective actions as defined in Order 2150.3.

9. OPE. See Volume 1.

10. Designee Management Functions.

a. Expand Authorities or Change Limitations. This functionality of DMS is available to managing offices to address changes in the need and ability to manage requirements. The TCE requests additional authority in DMS and uploads a letter of request from the training center, along with documentation to indicate the TCE is qualified for the additional authority. If approved, DMS will automatically update the TCE's authorities and CLOA.

(1) Addition of Certification Authority. A TCE with proficiency check-only authority may add certification authority to conduct Part 61 or 63 practical tests. The TCE must be observed by the FAA conducting an actual certification event as described under subparagraph 6a, Direct Observation.

(2) Additional Aircraft Authority. A TCE may add the authorization to evaluate in an additional M/M/S, and type (if applicable), of FSTD, aircraft, or both.

(a) The TCE must satisfactorily pass a written test and proficiency check in the M/M/S, and type (if applicable), of aircraft to be added.

(b) The TCE must be observed and evaluated conducting each portion of a complete practical test (or proficiency check, if authorization is limited to § 61.58 proficiency checks only) by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3.

Note: TCEs who already hold full certification authority need not be observed conducting an actual certification event in order to add a series that is not significantly different to an existing make and model on the TCE's CLOA. In this case, observation of the TCE conducting a complete proficiency check in the additional series is sufficient to add full certification authority in the additional series.

(3) Section 142.53 and 142.55 Authorities. A TCE may be authorized to conduct the instructor observations and proficiency checks required by § 142.53 and the TCE proficiency checks required by § 142.55.

(4) Standardized Curriculum Check Pilot (SCCP). A TCE may be authorized under an approved standardized curriculum as a Part 135 check pilot.

(5) Administrative Authorities. A TCE may be authorized to perform administrative certificate functions for students enrolled in an approved training center curriculum.

(6) CAT II and III Authorities. A TCE may be authorized to conduct CAT II, CAT III, or both, practical tests required by §§ 61.67 and 61.68, subject to the following requirements:

(a) The MS must provide adequate training.

(b) TCEs must complete an approved instructor and TCE CAT II/III training curriculum developed by the training center.

(c) TCEs will not be given authority to conduct CAT II/III practical tests until they have satisfactorily demonstrated adequate knowledge and at least one CAT II/III practical test to the MS or other authorized inspector.

(d) In addition to the initial CAT II/III practical test observed by the MS, at least every tenth CAT II/III practical test conducted by an authorized TCE will be observed and deemed satisfactory by the MS or other authorized inspector. Direct observations of CAT II/III practical tests will be recorded in DMS under Direct Observation – Special Authorizations.

b. Reduce Authority. The MS may initiate, or a TCE may request, a reduction in a TCE's authority through DMS. The MS must provide justification and an AO must approve all requests to reduce authority. If approved, DMS will automatically update the TCE's authorities and CLOA.

c. Record Note. Record note allows the MS to make a personal note in the TCE's DMS record that only the MS can view. This note does not remain a permanent part of the TCE record.

d. Send Message to Designee. The MS is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Follow-up action, if required, will be determined by the MS.

f. Preapproval. TCEs must obtain preapproval to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic:

(1) Manual Preapproval. Manual preapproval requires the MS to review each request for activity and approve it in DMS. This allows the MS to stay informed of the TCE's activities and plan appropriate oversight. It provides a means for the managing office to ensure the TCE is performing only those functions authorized in the TCE's CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the MS to set DMS to automatically approve an activity request by a specific TCE. This feature provides the MS with a flexible option to provide preapproval while continuing to manage the TCE's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to a TCE during the first 30 days of initial appointment.

(3) Preapproval Timeframe. TCEs should complete preapprovals as far in advance as possible to allow the MS or another ASI time to prepare for possible oversight. TCEs work in a dynamic and variable environment that may require completion of preapprovals less than 24 hours prior to the requested activity. While this may occur fairly often, consistently late preapprovals may be an indicator of risk. MSs should closely monitor preapproval timeframes and manage risk appropriately. MSs will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel, or Copy Preapproval. DMS allows the designee to change, cancel, or copy a preapproval request.

g. Post-Activity. TCEs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the MS with a record of activity for each TCE. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports must be completed within 7 calendar days of the approved activity.

(2) If a TCE does not complete a post-activity report within the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to a TCE for up to 7 calendar days after a termination, suspension, or expiration for the TCE to record any results.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of TCEs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of TCEs and FAA personnel.

2. General.

a. MS Actions.

(1) The MS should work closely with the training center to coordinate and schedule TCE training and meeting requirements.

(2) The MS will validate in DMS that the TCE completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(3) The MS will suspend a TCE who fails to complete training, meeting requirements, or both.

(4) The MS must conduct adequate oversight of TCE initial and recurrent training curriculums that are conducted by the training center. This oversight is recorded outside of DMS.

b. TCE Training Considerations.

(1) TCEs must meet all regulatory requirements as defined by § 142.55.

(2) TCEs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(3) TCEs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

3. TCE Training Requirements. TCEs must complete FAA-approved training conducted by the employing training center and training conducted by the FAA.

a. Training Center-Conducted Training. The training center will normally develop and conduct training for TCEs in the following categories: initial, recurrent, and other.

(1) Initial TCE Training. An approved course of training that is comprehensive in nature and prepares a TCE applicant for duties as a TCE. This training provides TCEs with the basic elements for testing and checking airmen and completing appropriate documentation. An overview of the training can be found in Table 7-5.

Table 7-5. TCE Training Requirements

TCE Training Conducted by the Training Center in Accordance With FAA-Approved TCE Training Curriculum	Initial	Recurrent Every 12 months
1) Evaluator duties, functions, and responsibilities	X	X
2) Methods, procedures, and techniques for conducting required tests and checks	X	X
3) Procedures for the evaluation of pilot performance; the knowledge, abilities, and skill requirements for the original issuance of the certificate and added ratings, as applicable	X	X
4) Procedures for the management of unsatisfactory tests and subsequent corrective action	X	X
5) Observation and practice in conduction of tests and checks (simulator-based training, aircraft-based training, or both)	X	

(2) Recurrent TCE Training. An approved course of training conducted at least annually by the training center. The training is a condensed curriculum consisting of the elements required for initial training, except for observation and practice in the conduct of checks and tests. A TCE who completes this training in the calendar month before or after the month in which it is due is considered to have taken it in the month in which it was due. Recurrent training center-conducted training meets the annual requirement listed in § 142.55(a)(3).

(3) Other TCE Training. A training center may develop other approved training for TCEs in any areas not specifically covered. Examples would be:

(a) To address the differences between simulators and Instructor Operating Stations (IOS).

(b) When the training center introduces a new aircraft type.

(c) To train a TCE for additional authorizations.

(d) To address changes in technology which require additional evaluator skill or knowledge, such as a HUD, Electronic Flight Bag (EFB), or Required Navigation Performance (RNP) operations, etc.

(4) Air Carrier Evaluator Training. The Administrator may give credit for the requirements of § 142.55(a)(3) to an evaluator who has satisfactorily completed an evaluator training course for a Part 121 or 135 certificate holder if the Administrator finds that:

(a) The course is equivalent to the requirements of § 142.55(a)(3); or

(b) The course is an approved option in the TCE curriculum.

b. FAA-Conducted Training and Meetings. MSs will ensure TCEs are trained in the elements listed in Table 7-6, FAA-Conducted Training and Meeting Requirements. TCEs should be encouraged to contact the MS and include the training center to resolve questions or

difficulties. Sufficient contact is essential and will include training, regular meetings, and special meetings. All training conducted by the FAA will be recorded in DMS.

(1) Initial FAA-Conducted TCE Training. The FAA must train TCE candidates in the specific areas identified below in Table 7-6.

(2) Recurrent FAA-Conducted TCE Training. TCEs must attend recurrent training every 24 calendar months. MSs will ensure training is provided for those elements listed in Table 7-6.

(3) Regular Safety Standardization Meetings. At least annually, MSs will conduct regularly scheduled meetings with TCEs for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. MSs should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(a) Updates on administrative procedures and personnel.

(b) Updates in approved training curricula.

(c) New testing standards or training techniques.

(d) National Transportation Safety Board (NTSB) or FAA Flight Standardization Board (FSB) recommendations on specific aircraft.

(4) Special Safety Standardization Meetings. MSs will call special meetings whenever a significant change affects the process of FAA airman certification or other TCE functions deemed necessary by the TCPM, MS or both.

Table 7-6. FAA-Conducted Training and Meeting Requirements

FAA-Conducted Training and Meeting Elements	Regular Safety Standardization Meetings	Special Safety Standardization Meetings	Initial Training and 24-Month Recurrent Training
Administrative procedures and relationships with FAA inspectors	X		X
Designee roles and responsibilities, authorities, limitations, representation of the FAA Applicable changes to 14 CFR New FAA policy and procedures Conduct of practical tests and checks Testing standards/PTS/ACS Review and updating of test scenarios Airman certificate application/IACRA Feedback on approved training curricula Regional and national issues (trends, considerations, etc.) Activity and pass/fail rates Administrative discrepancies DMS interface and requirements Written test			X
At least annually, MSs will conduct regularly scheduled meetings with TCEs for the purpose of maintaining desirable standards and effective working relationships	X		
MSs will call special meetings whenever a significant change affects the process of FAA airman certification with respect to TCEs		X	

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for MSs with TCE responsibilities include:

(1) Completion of the Air Carrier (AC) or General Aviation (GA) operations, as appropriate, ASI indoctrination courses, or equivalent.

(2) Completion of the managing FAA office's MS on-the-job training (OJT) program.

(3) Completion of appropriate FS designee management training courses.

(4) Currency and qualification in accordance with Order 8900.1 for performing direct observations of TCEs or applicants.

Note: MSs need not be qualified in every aircraft for which the training center provides training. If needed, an MS may request a national resource or other available inspector to conduct required direct observations.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500. The training matrix is organized by designee type and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for termination of TCEs.

2. General. See Volume 1.

3. Termination Investigation. See Volume 1.

4. Termination For Cause Review Panel Responsibilities. See Volume 1.

5. Termination For Cause Review Panel Members. For a TCE that holds no other designation(s), the AO will convene a termination for cause review panel comprising three members:

a. The AO associated with the designation. This individual will be the panel POC;

b. An AFS-800 division representative;

c. An AFS-200 division representative.

Note: For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other TCE management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for a TCE.

2. Assign DMS Roles.

a. General. See Volume 1.

b. MRA. The MRA is typically the office manager or FLM.

3. Send Message to MS. See Volume 1.

4. Update Profile. See Volume 1.

5. Retention of Existing Designee Management Files. See Volume 1.

VOLUME 8. DMIR AND DAR-F DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Manufacturing Inspection Representative (DMIR) and Designated Airworthiness Representative—Manufacturing (DAR-F) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is manufacturing designee applicants, DMIRs, DAR-Fs, and the FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

Section 2. Designee Overview

1. Airworthiness Designee Types.

a. DMIRs. An individual appointed to act on behalf of the FAA in accordance with 14 CFR § 183.31 who possesses aeronautical knowledge and experience, is employed by a Production Approval Holder (PAH) or a PAH's approved supplier, and meets the established qualification requirements.

b. DAR-Fs. An individual appointed to act on behalf of the FAA in accordance with § 183.33 who possesses aeronautical knowledge and experience and meets the established qualification requirements.

Section 3. Managing Specialists

1. Obligations and Qualifications of Managing Specialists (MS). FAA manufacturing aviation safety inspectors (ASI) must complete initial designee management training prior to being given the DMS role of MS. Prior to completion of designee management training, ASIs may be given the DMS role of ASI which allows them to conduct Direct Observations (DOs) and serve as panel members for evaluating applicants.

Chapter 2. Application Process

1. Purpose. This chapter describes the process by which a qualified private individual may apply for appointment as DMIR or DAR-F in DMS.

2. General.

a. DMIR Application Considerations. When an individual elects to pursue appointment, the DMIR applicant must apply for specific authority using DMS. Supplemental information, such as a résumé, PAH or PAH's approved supplier request letter must be uploaded via DMS and will become part of the application. The Supplemental Information Sheet provided in DMS must be used to substantiate the applicant's qualifications.

> **Note:** Companies seeking DMIR appointments will coordinate a need for additional designees with their principal inspector or local Certificate Management Section (CMS) prior to directing employees to apply for a designation. This coordination will include a detailed description of the function codes the applicant should pursue and this information will be included in the required company letter.

(1) DMIR applicants must submit a letter from their employer, a PAH, requesting appointment and identifying any special recommendations or limitations considered appropriate with respect to the function codes requested. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude and be included with the application submittal in DMS.

> **Note:** A DMIR terminated in good standing due to a change of employment and who retains currency with all recurrent training requirements does not have to re-accomplish initial training prior to appointment.

(2) Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same persons used for character references. A DMIR applicant's letter of recommendation from the company attesting to the applicant's technical competency may be considered one of the three required technical references.

(3) DMIR applicants must be familiar with the facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, and parts approval and associated data, as appropriate for the function codes sought.

(4) DMIR applicants at a PAH's approved supplier facility requesting appointment must be initiated by a letter from the supplier. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude. The request for appointment must also contain a letter from the PAH detailing the need for the DMIR appointment. These documents must be uploaded in DMS by the applicant for evaluation by the CMS. Applicants must apply to the CMS in the geographic area where the supplier is located, which will determine the need and ability to manage the designee.

(5) A supplier DMIR will be limited to perform the authorized functions on products and articles produced by an approved supplier under the Production Certificate (PC), Technical Standards Authorization (TSOA), or Parts Manufacturer Approval (PMA) held by the PAH and for which the designee is appointed.

> **Note:** If a type certificate (TC) or supplemental type certificate (STC) applicant who does not hold a production approval has articles manufactured at a supplier that does not hold a production approval, the required conformity inspections must be performed by a DAR/ASI.

(6) A PAH may supply articles to a TC/STC applicant who does not hold a production approval. In this case, a qualified PAH DMIR (or a DAR) will perform any required conformity inspections. A TC/STC applicant who does not hold a production approval may make a written request to a PAH supplier to provide a DMIR to make conformity inspections on articles manufactured in that facility on the applicant's behalf. This written request should include the project number and information, and the specific need for the DMIR. The PAH acting as a supplier will coordinate the request with its geographic CMS requesting the DMIR's CLOA be amended to include this additional authorization. Evidence of the request must be uploaded in DMS.

(7) Applying as a DMIR located outside the United States:

(a) Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or a PAH's approved supplier may apply for a DMIR appointment outside the United States in accordance with the applicable criteria found in the application. The application must be accompanied by adequate written justification providing all information (such as work location, type of work, duration, etc.) necessary for the FAA to render a judgment.

(b) The managing office may permit the appointment of a DMIR located outside the United States only when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained. This must include the ability to conduct DOs, including the use of remote technology, on the designee at the facility identified on the CLOA.

(c) During the review process, the managing office will request information from the CAA to determine if the applicant has a history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations.

> **Note:** Before appointing a designee outside the United States, the FAA managing office must comply with the requirements in FAA Order 8100.11, Requirements for Finding Undue Burden and No Undue Burden Under Part 21.

b. DAR-F Application Considerations. When an individual elects to pursue the DAR-F designation, the applicant must apply for specific authority using DMS. Supplemental information supporting the request for appointment, such as a résumé, must be uploaded via

DMS and will become part of the application. The Supplemental Information Sheet provided in DMS must be used to substantiate the applicant's qualifications. Failure to provide sufficient documentation to validate the required experience will result in non-selection.

(1) DAR-F applicants are required to provide three verifiable technical references to substantiate that the applicant possesses the required technical expertise for the function codes sought. The applicant must include daytime telephone numbers at which the references may be reached during normal Monday through Friday business hours. These references must be individuals who have first-hand knowledge of the applicant's technical abilities.

(2) Applying as a DAR-F located outside the United States:

(a) The managing office may permit the appointment of a DAR-F only when it can adequately supervise, monitor, train, and track the DAR-F's activity. The request will be denied if adequate oversight cannot be maintained.

(b) Applications submitted in DMS must also be accompanied by a letter from the CAA of the country, addressed to the appointing manager, stating that it has no objection to the DAR-F making findings of conformity or compliance on aircraft and components located in its country.

(c) The managing office will request information from the CAA to determine if the applicant has a history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with this chapter.

> **Note:** Before appointing a designee outside the United States, the FAA managing office must comply with the requirements in Order 8100.11.

c. Requests for Multiple Appointments, Expanded Authority, and Transfer. This paragraph provides the application and evaluation panel requirements for currently appointed designees seeking multiple appointments, expansion to their authority, and transfer to a different managing office.

(1) Requests for Multiple Appointments. An active designee requesting an appointment for more than one type of designation (such as DMIR or DAR-F) will submit a complete application package in DMS.

(2) Expand Authorities or Change Limitations.

(a) Authorities can be expanded and limitations changed on an existing designation only.

(b) When a DAR-F believes that they are qualified to perform additional authorized tasks within their designee type, other than those that the FAA currently authorizes, they may request additional authorizations in DMS.

(c) If a DAR-F submits a request for additional authorizations in DMS, the MS will review the request and notify the SO. The SO will establish need and ability to manage, select the designee's application for the additional authorizations, and assign a panel to evaluate the applicant. The panel will make a recommendation to the AO.

> **Note:** When a DAR-F submits a request for additional authorizations, the information in the request will be viewable in the designee record under the DMS activity history tab.

(d) If a DMIR requests an expansion of authority in DMS, the request goes to the SO and the MS is notified in the message center. This allows a streamlined process for granting additional authorizations.

(e) The MS must ensure all required initial training for any new function codes is completed prior to granting additional authorizations.

(f) The AO must approve all expansions in authority, changes of limitations, or both in DMS. In order for the AO to approve the request, the designee must meet all requirements, and the FAA must have the need and ability to manage the designee.

(g) If approved, DMS will automatically update the authority and CLOA as appropriate, notifying both the designee and the MS. A designee must not exercise any expanded authority until the request has been approved and official notification has been made.

(3) Transfer. The FAA is under no obligation to transfer a designee to a new managing office. Designees may request to relocate to a different geographic area if the receiving FAA office agrees to the transfer. Designees requesting a transfer should communicate with their managing office as well as the potential new office. Any change in location, including a change of managing office, is conducted in DMS.

> **Note:** Prior to a MS transferring an active designee, all open action items, post-activity report submittals, and any pending actions shown under the Activity History tab in the designee records must be completed. DMS will not allow a transfer of a designee with pending actions for the existing MS.

3. Minimum Qualifications. In addition to qualification requirements found in Volume 1, Chapter 2, Application Process, an applicant requesting appointment or an existing designee requesting additional authorizations must have the minimum requirements listed in Table 8-1.

Table 8-1. Minimum Qualification Requirements

Certification Activity: Issuance of FAA Form 8130-3, Authorized Release Certificate, for Domestic and Export Approvals of Engines, Propellers, and Articles **Function Codes: 1 - 8**
Minimum Qualification Requirements
Original/Recurrent Domestic Approvals for Aircraft Engines, Propellers, or Articles. Minimum qualification requirements for issuance of original/recurrent airworthiness approvals for engines, propellers, or articles designated for domestic use (such as module, subassembly, article, etc.) made under an FAA production approval, at least ONE of the following must apply: a) The applicant must present evidence of 12 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for aircraft engines, propeller, or articles of the same type and complexity as those for which authorization is sought. b) The applicant must present evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (of the same type and complexity as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This should include documented knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (*e.g.*, heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspections. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures. **Original/Recurrent Export Airworthiness Approvals for Engines, Propellers, or Articles.** Minimum qualification requirements for issuance of original/recurrent export approvals for engines, propellers, and articles designated for export made under an FAA production approval, at least ONE of the following must apply: a) The applicant must present evidence of 12 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) export airworthiness approvals for aircraft engines, propellers, or articles of the same type and complexity as those for which authorization is sought. b) The applicant must have up-to-date knowledge and present evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (of the same type and complexity as those for which authorization is sought) conform to approved design, are in a condition for safe operation, and comply with Part 21, Subpart L, Export Airworthiness Approvals. This should include knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (*e.g.*, heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspections. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures.

Certification Activity: FAA Conformity Determination on Engines, Propellers, Articles, or a combination of these, and Production Conformities

Function Codes: 20, 21, 23, 24, 25, and 28

Minimum Qualification Requirements

Making FAA Conformity Determinations on Engines, Propellers, or Articles (including those submitted for FAA tests) and Production Conformities. The applicant must have one of the following:

a) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test engines, propellers, or articles (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated.

b) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test engines, propellers, or articles (of the same type and complexity as those for which authorization is sought) to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following:

1. Use of FAA-approved type design data.
2. First article, in-process, and final assembly inspections.
3. Quality assurance provisions of special processes (*e.g.*, heat treating, brazing, welding, carbonizing, and plating).
4. Destructive and nondestructive inspection.
5. Manufacturing processes.
6. Airworthiness assurance.
7. Development and implementation of quality control systems and procedures.
8. Testing procedures.

Certification Activity: Conformity Certifications for Articles Manufactured in the United States for Non-U.S. Product Manufacturers

Function Code: 26

Minimum Qualification Requirements

Issuance of Conformity Certifications for Articles Manufactured in the United States for Non-U.S. Product Manufacturers. The applicant must have one of the following:

a) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test engines, propellers, or articles (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated.

b) The applicant must have up-to-date extensive knowledge and present evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test engines, propellers, or articles to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following:

1. Use of FAA-approved type design data.
2. First article, in-process, and final assembly inspections.
3. Quality assurance provisions of special processes (*e.g.*, heat treating, brazing, welding, carbonizing, and plating).
4. Destructive and nondestructive inspection.
5. Manufacturing processes.
6. Airworthiness assurance.

7. Development and implementation of quality control systems and procedures.
8. Testing procedures.

Certification Activity: FAA Conformity Determination on Aircraft

Function Codes: 22 and 27

Note: Experience used for the function codes in this section may also be used for function codes 30 – 80.

Minimum Qualification Requirements

Making FAA Conformity Determinations on Aircraft (including those submitted for FAA tests). The applicant must have one of the following:

a) The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated.

b) The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following:

1. Use of FAA-approved type design data.
2. Aircraft inspection experience.
3. First article, in-process, and final assembly inspections.
4. Quality assurance provisions of special processes (*e.g.*, heat treating, brazing, welding, carbonizing, and plating).
5. Destructive and nondestructive inspection.
6. Manufacturing processes.
7. Airworthiness assurance.
8. Development and implementation of quality control systems and procedures.
9. Testing procedures.

c) For FC 27, the applicant must also have up-to-date extensive knowledge and must present evidence of 60 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for aircraft of the same type and complexity as those for which authorization is sought.

Certification Activity: Standard Airworthiness Certification for U.S.-Registered Aircraft

Function Codes: 30, 31, 32, 33, 34, and 35

Minimum Qualification Requirements

The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for U.S.-registered aircraft of the same type and complexity as those for which authorization is sought.

In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of Weight and Balance (W&B) calculations, to determine airworthiness and conformity to type design and determining an aircraft is in a condition for safe operation.

Certification Activity: Special Airworthiness Certification for U.S.-Registered Aircraft
Function Codes: 40 – 56, 62 – 67

Minimum Qualification Requirements

The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) Special Airworthiness Certificates for U.S.-registered aircraft of the same type and complexity as those for which authorization is sought.

In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes to ensure that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) conform to the type design or proposed type design being evaluated and determining an aircraft is in a condition for safe operation.

Certification Activity: Export Airworthiness Certification of Aircraft
Function Code: 36

Minimum Qualification Requirements

Issuance of Original Export Airworthiness Approvals for Aircraft. The applicant must have 60 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) export airworthiness approvals for aircraft of the same type and complexity as those for which authorization is sought.

In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of W&B calculations, to determine airworthiness and conformity to type design and determining an aircraft is in a condition for safe operation.

Certification Activity: Amateur-Built and Light-Sport Category Aircraft Certification
Function Codes: 57, 58, 59, 60, 61, 61a, 61b, 61c, 61d, 61e, 68a, 68b, 68c, 68d, 68e, 69a, 69b, 69c, 69d, and 69e

Minimum Qualification Requirements

***Amateur-Built Aircraft*.** For the issuance of Special Airworthiness Certificates for the purpose of operating amateur-built aircraft, the applicant must have up-to-date extensive knowledge relating to the fabrication, assembly, and operating characteristics of amateur-built aircraft and meet ONE or more of the following criteria:

a) Holds a current mechanic certificate with Airframe and Powerplant (A&P) ratings and has performed a minimum of three condition inspections on amateur-built aircraft or light-sport category aircraft of the same class and complexity as those for which authorization is sought.

b) Received a repairman certificate for at least one certificated amateur-built aircraft or light-sport category aircraft the applicant has built and has performed a minimum of three condition inspections. That aircraft must have been operated for a minimum of 100 hours.

c) Experience as an FAA inspector or DAR-F who has completed at least three original airworthiness inspections and issued the original airworthiness certificates or denial letter for amateur-built aircraft, light-sport category aircraft, experimental light-sport aircraft, experimental light-sport category kit-built, or experimental former light-sport category aircraft in the same class of aircraft for which authorization is sought.

***Experimental Light-Sport Category Aircraft - Specialized Experience*.** For issuance of experimental airworthiness certificates for operating light-sport aircraft, operating light-sport category kit-built aircraft, and operating former light-sport category aircraft, the applicant must possess current

knowledge relating to the fabrication, assembly, and operating characteristics of these aircraft and meet ONE or more of the following criteria:

a) Holds a current mechanic certificate with A&P ratings or light-sport repairman certificate with a maintenance rating, and has performed a minimum of three condition inspections on amateur-built aircraft or light-sport aircraft, light-sport category kit-built, or former light-sport category aircraft of the same class of aircraft and complexity for which authorization is sought.

b) Has a minimum of 36 months of experience as either a field technical representative or a quality assurance inspector for a light sport or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection and providing technical assistance to builders on the assembly and testing of their aircraft that are for the same class of aircraft for which authorization is sought.

c) Experience as an FAA inspector or DAR-F who has completed at least three original airworthiness inspections for amateur-built or light-sport category aircraft, or experimental light-sport aircraft, experimental light-sport category kit-built, or experimental former light-sport category aircraft in the same class of aircraft for which authorization is sought.

***Light-Sport Category Aircraft - Specialized Experience*.** For the issuance of Special Airworthiness Certificates in the light-sport category, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of light-sport category aircraft and meet ONE or more of the following criteria:

a) Holds a current mechanic certificate with A&P ratings or light-sport repairman certificate with a maintenance rating. The individual also must have a minimum of 36 months of experience maintaining the same class of aircraft for which authorization is sought.

b) Has a minimum of 36 months experience as a field technical representative or a quality assurance inspector employed by a light-sport category aircraft, light-sport category kit-built or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection, providing technical assistance to builders on the assembly and testing of aircraft of the same class, or both, for which authorization is sought.

c) Experience as an FAA inspector or DAR-F who has completed at least three original airworthiness inspections for amateur-built or light-sport category aircraft, or experimental light-sport aircraft, experimental light-sport category kit-built, or experimental former light-sport aircraft in the same class of aircraft for which authorization is sought.

Certification Activity: Special Airworthiness Certification for Unmanned Aircraft Weighing 55 Pounds or Less That Do Not Meet the Requirements in Part 107

Function Code: 70

Minimum Qualification Requirements

The applicant must have one of the following qualifications based on experience that occurred within the past 48 months:

a) A current mechanic certificate with Airframe and Powerplant (A&P) ratings and a minimum of 24 months of experience building, modifying, maintaining, or conducting repairs on an Unmanned Aircraft System (UAS).

b) A minimum of 24 months of experience as a field technical representative or quality assurance inspector employed by a manufacturer who builds unmanned aircraft. This experience must include hands-on aircraft inspections, providing technical assistance to the manufacturer on the assembly and testing of their aircraft, or both.

c) Has 24 months of experience as a UAS maintenance technician on a U.S. Department of Defense (DOD) or other federal, state, or local government UAS program.

d) Has 24 months of experience as an FAA ASI issuing UAS certificates, working directly with UAS applicants conducting inspections leading to a certificate, or working with an applicant pursuing a type certificate (TC).

Certification Activity: Standard, Special, and Export Airworthiness Certification and Making Conformity Determinations for U.S.-Registered UAS Certificated as Special Class **Function Codes: 76 and 80**
Minimum Qualification Requirements
The applicant must possess current knowledge relating to the design, fabrication, assembly, operating characteristics, control mechanisms, and safety considerations associated with UAS operations based on experience that occurred within the past 48 months. The applicant must also have at least one of the following qualifications: a) A current Mechanic Certificate with A&P ratings and a minimum of 24 months of experience building, modifying, maintaining, or conducting repairs on a UAS. b) A minimum of 24 months experience as a field technical representative or quality assurance inspector employed by a manufacturer who builds unmanned aircraft. This experience must include hands-on aircraft inspections, providing technical assistance to the manufacturer on the assembly and testing of their aircraft, or both. c) Experience as an FAA ASI or designee (manufacturing or airworthiness) who has issued at least three Special Airworthiness Certificates for limited, restricted, experimental, or light-sport aircraft, or has issued three special flight permits for any purpose or has issued three denial letters for any of the above.
Certification Activity: Standard, Special, and Export Airworthiness Certification for U.S.-Registered UAS and Optionally Piloted Aircraft (OPA) **Function Codes: 71 – 74, 76 – 80**
Minimum Qualification Requirements
The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for U.S.-registered aircraft or UAS or UAS/OPA aircraft of the same type and complexity as those for which authorization is sought. This experience must include extensive knowledge in inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of Weight and Balance (W&B) calculations, to determine airworthiness and conformity to type design as applicable, and determining an aircraft is in a condition for safe operation. The applicant must also have 24 months of experience working on UAS programs pursuing a TC or an Airworthiness Certificate.
Certification Activity: Standard and Special Airworthiness Certification for U.S.-Registered Powered-Lift Aircraft **Function Codes: 61e, 68e, and 69e**
Minimum Qualification Requirements
The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for U.S.-registered aircraft of the same type and complexity as those for which authorization is sought. The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes to ensure that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) conform to the type design or proposed type design being evaluated and determining an aircraft is in a condition for safe operation.

The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of weight and balance (W&B) calculations, to determine airworthiness and conformity to type design and determining an aircraft is in a condition for safe operation. The applicant must also have 24 months of experience working on powered-lift aircraft programs pursuing a Type Certificate or an Airworthiness Certificate.

a. Interface Qualifications and Requirements for Applicants.

(1) The applicant must have a good command of the English language (read, write, speak, and understand) that is sufficient to allow them to perform the functions sought.

(2) The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These may be the same persons or organizations used for technical references.

(3) The applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.

b. Interface Qualifications and Requirements for Amateur-Built and Light-Sport Applicants. In addition to the requirements in paragraph 3.a (1)-(3), the applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA. Owners and principal partners of LS companies are not eligible for appointment as LS DAR-Fs for certification of products from their companies. LS DAR-F applicants employed by a company are eligible for appointment. However, LS DAR-Fs may not certificate any LS on which they supervise employees or perform any tasks to any LS on behalf of the company. See Chapter 3, Selection and Evaluation of a Designee Applicant.

c. Limitations. DAR-Fs with amateur-built function codes and light-sport function codes must be limited by class (*i.e.*, airplane, glider, Weight Shift Control (WSC), balloon, Powered Parachute (PPC), powered-lift, and seaplane) and complexity (*i.e.*, metal, tube and fabric, composite, wood, and tube and sail) on their CLOA and will be annotated in DMS.

d. Changes to Limitations. Existing DAR-Fs with amateur-built function codes who wish to add class and complexity within their authorized function codes to their CLOA may do so through equivalent training or experience as determined by their managing office.

> **Note:** For example, a DAR-F with amateur-built function codes for airplane, metal/composite may add airplane, metal/composite/tube and fabric to their CLOA after receiving the appropriate training or experience. The method of appropriate training or experience to be received will be determined by the DAR-F's managing CMS (*e.g.*, repairman maintenance training, Experimental Aircraft Association workshops).

4. Disqualifiers. See Volume 1, Common Designee Policy.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

7. Maintaining an Active Designee Application. See Volume 1.

8. Selectable Functions and Codes. Persons interested in applying for a DAR-F or DMIR authorization and appointed designees requesting expansion of authority will find a list of available function codes within the DMS automation. Function codes and descriptions are also available on the designees and delegations information page for DMIRs and DAR-Fs at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/manufacturing.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter describes the policy related to the FAA's selection and evaluation of the qualifications and skills of a DMIR and DAR-F designee applicant and final selection of a qualified applicant. This designation type-specific policy and Volume 1 constitute the overall policy for an individual applying for designation authority.

Figure 8-1. High-Level Selection Process Flow

2. General. This chapter describes the procedure to process and evaluate an application.

a. Process. The selection and evaluation process involves the SO's determination of need and ability to manage the designation and assigns an evaluation panel to evaluate the applicant's qualifications for the authorization sought. This section also describes the selection and evaluation process for existing designees requesting additional authorizations.

b. Geographic CMS Responsibility. The geographic CMS is not responsible to evaluate every DMIR and DAR-F application that is submitted. Once the candidate submits an application, DMS makes an initial determination if the applicant is qualified and automatically notifies designee applicants regarding the status of their application in the DMS message center. Submitted applications will be valid for 12 calendar months and all applicants are required to update their application annually to be considered for selection. The CMS office does not have access to applications until the office manager or SO determines a need and ability to manage a designee before initiating the selection process. Only after the SO has identified the need for and ability to manage a particular designee type should the FAA initiate the selection process in DMS.

3. Need and Ability to Manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, specialized training for oversight of designation, funding, and ratio of designees to MS. If the FAA determines there is a need and adequate FAA resources to manage the designee, the SO will initiate a search for qualified applicants in DMS.

> **Note:** For company designees, the managing office will coordinate with the company to determine the need for a designee. If the managing office determines that there is a need for a designee, they will direct the company to have qualified employees submit applications in DMS.

4. Requesting Qualified Applicants via DMS.

a. Search Criteria. The SO initiates the selection process and indicates whether the search is for an independent designee applicant, company-affiliated designee applicant, or an existing designee requesting additional authorizations, and establishes the qualifications necessary for an

applicant or designee to meet the specific FAA need. The SO should avoid applicants whose position within a company could result in a conflict of interest.

b. Deviation. When selecting company designees (DMIRs), the managing office may have a need to coordinate a deviation for equivalent qualifications for a specific applicant. In this case, the SO will use an override feature in DMS to move the application through the screening process and request a deviation from the Policy & Standards Division, System Oversight & Delegation Section (AIR-634).

5. Evaluation.

a. Special Considerations. Special considerations may cause the FAA to reduce or deny the applicant based on the evaluation panel review of the application.

b. Evaluation Panel. The SO will assign an evaluation panel to review each application selected and assess the applicant's background, knowledge, and experience.

> **Note:** For DMIRs terminated in good standing due to company closure or changes to location, or other situations requiring a new appointment, the evaluation panel is optional.

(1) For a designee requesting additional authorizations, the evaluation panel is required only when the request is for a type of certification activity not previously held. For example, a designee holding a standard airworthiness certification function code requesting an additional standard airworthiness certification function code need only provide a letter identifying when and where the additional experience was attained. A designee holding only conformity certification function codes requesting airworthiness certification function codes must be evaluated through the entire EP process. DMS will prompt the SO to assign a minimum of two evaluation panel members who are knowledgeable in the selection and appointment process. The lead panel member is responsible for documenting the evaluation outcome in DMS.

> **Note:** The evaluation panel must consist of at least three individuals for applicants seeking specialized delegation for vintage aircraft: one from the Central Certificate Management Branch and two who are in one of the requested vintage aircraft disciplines. For applicants seeking special vintage aircraft delegation for engines, the evaluation panel will also include a member from the East Certificate Management Branch. A representative of the Flight Standards office with knowledge of the applicant's activity is also highly recommended.

(2) Evaluation panel members should meet in person but may also participate via remote technology.

> **Note:** The applicant's assigned MS may be a member of the evaluation panel.

c. Evaluation Process.

(1) Use the Evaluation Panel Checklist in DMS to complete and record the evaluation. The evaluation panel will review the application package for general qualifications and scope. The evaluation panel will review the application, supplemental information sheet, and supporting documents in DMS for completeness to ensure that all minimum qualifications have been met.

(2) Contact references as necessary.

(3) If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

(4) All DAR-F applicants must be interviewed by the evaluation panel. The evaluation panel has the option to conduct a face-to-face or remote technology interview of the applicant and may request additional information or documentation at any point during the evaluation process.

(5) For a DMIR applicant, the interview is optional. If an interview is conducted, it may either be face-to-face or by remote technology. The panel may request additional information or documentation at any point during the evaluation process.

(6) The evaluation panel will make recommendations in accordance with established policies and procedures.

(7) The evaluation panel will make one of the following recommendations to the SO:

(a) Recommend selection.

(b) Recommend denying the selection. The panel has determined not to recommend appointment (comments conditionally required).

(8) The Lead Panel Member receives the action in DMS and is responsible for coordinating the process and documenting the evaluation panel recommendation and uploading any supporting documentation as a result of the panel recommendation.

(9) For the remaining steps based on recommendations made by the evaluation panel, see Volume 1.

Chapter 4. Designee Appointment

1. Purpose. This chapter describes the policy associated with the appointment of a selected DMIR and DAR-F applicant. This designation type-specific policy and Volume 1 constitute the policy for the appointment of a designee.

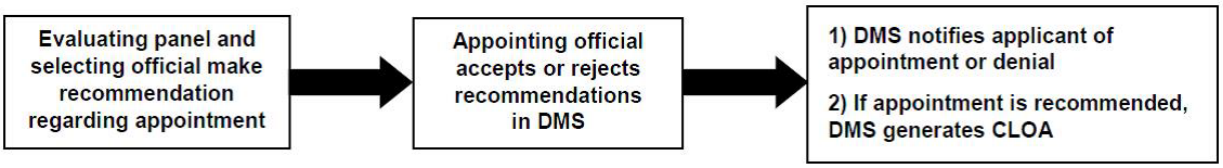


Figure 8-2. High-Level Appointment Process Flow

2. General.

a. Appointment Checklist.

(1) The MS should issue appropriate functions and limitations in the CLOA based on the applicant's:

(a) Background experience;

(b) Personal and professional qualifications; and

(c) Needs of the appointing office.

(2) Prior to appointment, the MS must verify the identity of the designee applicant. Such identification must include an official government-issued identification that includes a photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

> **Note:** This is a visual verification of documents. Do not copy or attach this information in DMS.

(3) The MS must also validate that the designee applicant who has been evaluated by the evaluation panel with positive results has successfully completed the initial standardization training seminar. (See Chapter 7, Training, for initial training requirements.)

> **Note:** Former DMIRs who were terminated in good standing, and who have maintained the appropriate recurrent training requirements, may be appointed without repeating the initial training.

b. Designee Orientation.

(1) The assigned MS is responsible for the initial orientation for a newly appointed designee. The applicant must have successfully completed initial standardization training.

(2) A DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. FAA designees and PAHs should understand that the DMIR program is of mutual benefit to the FAA and the PAH in accomplishing the certification responsibilities. Therefore, the MS must inform the DMIR's employer that it will be necessary to allow the DMIR sufficient time to attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment.

(3) A DAR-F will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. A DAR-F must ensure attendance at meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment.

(4) For those designees authorized to conduct conformity inspections, the MS must accompany the designee on their first conformity inspection and document a DO in DMS under the oversight tab.

(5) For those designees authorized to perform aircraft certification functions, including unmanned aircraft, the MS must accompany the designee on their first airworthiness certification inspection and document a DO in DMS under the oversight tab.

(6) The MS will review each authorized function code(s), including any limitations, with the designee.

c. Orientation Topics. The MS will download the Orientation Checklist in DMS, fill out the form during orientation, and upload the completed form in DMS. The MS should provide a copy to the designee. The MS will review the following with each designee during orientation:

(1) Authority and Responsibility. Remind the designee to perform only authorized functions within the limits of designated authority when authorized in DMS. Designee may not issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft, are not authorized to perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or Service Difficulty Reports (SDR), on behalf of the FAA. The FAA inspector will not authorize any privilege not included in § 183.31 for a DMIR or § 183.33 for a DARF.

(2) Communication. Designees are appointed by the local CMS based on FAA need and ability to manage. Once appointed, the designee will communicate directly with the managing office on all questions concerning policy, procedure, or any other aspect of conducting certification activity on behalf of the FAA. Explain the importance of the preapproval process and attention to detail when completing the request. This is included in initial designee training but it may be necessary to highlight the specific requirements, especially for a DAR-F.

(a) Designees must have access to DMS and email through the internet.

(b) The designee is responsible for accessing DMS and checking DMS messages, notifications, and email on a regular and recurring basis.

(3) Certification Process. Remind the designee to comply with certification requirements in accordance with FAA orders. For example:

- FAA Order 8110.4, Type Certification;
- FAA Order 8130.2, Airworthiness Certification of Aircraft;
- FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag; and
- FAA Order 8130.34, Airworthiness Certification of Unmanned Aircraft Systems and Optionally Piloted Aircraft.

Note: The designee must contact the managing office to obtain any special directions, instructions, or concurrence of operating limitations before issuing an experimental certificate.

Note: For requests to issue special airworthiness certificates outside the United States, the designee must select the box "this activity will be conducted outside the United States" in the DMS pre-approval workflow. The designee must then enter the country(s) over which the applicant desires to operate the aircraft to allow the MS to coordinate with the CAA(s).

(4) Preapproval. Ensure the designee understands preapprovals are required for performing all functions authorized on behalf of the FAA. Preapproval requires the designee to request approval in DMS to conduct authorized certification activity prior to commencing that activity on behalf of the FAA. There are two preapproval settings available to the MS, manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the MS to review the preapproval request from the designee and either approve or deny the request. This setting provides the MS the capability to review the details of the request and to add additional special instructions for the designee to follow during the activity.

(b) Automatic Preapproval.

1. The automatic setting allows the MS to have DMS automatically approve the request without any review. The MS can select automatic or manual preapproval by function code to facilitate the review of higher-risk certification activities.

Note: Newly appointed DMIR or DAR-Fs authorized aircraft certification functions must not be put on automatic preapproval until the first DO has been satisfactorily completed. See Chapter 6, Oversight and Management of a Designee.

2. Automatic preapproval will only be used when the designee's performance remains satisfactory and an analysis indicates that the type of certification activity requested presents an acceptable risk.

(c) Post-Activity Reports. If designees have post-activity reports that have passed the requisite 7-day submission deadline, DMS will not grant approval to another preapproval number until all outstanding post-activity reports have been submitted.

(5) Designee's Signature on Forms. All Airworthiness Certificates or approvals and related documents must include the DMIR or DAR-F's printed or typed name, signature, and unique designee identification number.

(6) Product Certification. DMIRs and DAR-Fs should be cautioned that any irregularities or deficiencies related to their certification activities might result in the termination of their designation.

(7) Use of Authority. DMIRs and DAR-Fs may conduct any inspections that may be necessary to determine that products or articles meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (such as Airworthiness Directives (AD), marking requirements, registration, and special importing requirements) before issuing Airworthiness Certificates. The DMIR or DAR-F should seek guidance from the assigned MS when problems arise.

(8) Conformity. Inform the DMIR and DAR-F to document certification activities in accordance with the instructions provided in Order 8110.4, and any special instructions from the MS.

(9) Conflicts of Interest. DAR-Fs are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (such as owner, agent, repair station, or PAH) on products for which an Airworthiness Certificate or approval is sought. This does not preclude the DAR-F from performing maintenance, mechanical functions, or inspections in a non-DAR-F capacity when not involved in the airworthiness certification or approval actions under the DAR-F's authority.

(10) A DMIR or a DAR-F conducting certification work for a company that experiences undue pressure or interference in conducting an inspection or certification activity should notify the MS for assistance.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1 for general information.

5. Appointment Duration. The initial appointment is 12 calendar months. See Chapter 8, Annual Request for Extension of a Designee's Designation, for additional information.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the policy associated with the responsibilities and oversight of a DMIR and DAR-F designee. This designation type-specific policy and Volume 1 constitute the policy for the responsibilities and obligations of a designee.

2. Ongoing Requirements of a Designee.

a. Authorizations. DMIRs and DAR-Fs, within limits and under the supervision of the MS, may be authorized to perform examinations, inspections, and witness tests in the manufacturing areas.

b. Access to FAA Publications and Documents. Designees must be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any functions until the required documents are obtained. Information may be downloaded from the FAA Designee and Delegation website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations.

c. Functions Not Authorized. Designees are not authorized to:

(1) Perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

(2) Approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions outside the scope of the delegation statute (49 U.S.C. § 44702(d)) and cannot be delegated to a designee.

(3) Issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft.

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

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

f. Privilege, Not a Right. All applicants must understand that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time, for any reason.

g. Guidance Material. Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designees are encouraged to obtain guidance material through the reference library located on the designee website. The reference library is intended to be the primary source of electronic designee guidance material. If designees are unable to obtain guidance material through the internet, they may contact their managing or appointing offices for assistance.

h. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your MS. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned MS. If a conflict cannot be resolved at that level, the designee should contact the CMS manager for assistance. Other FAA offices, including AIR-634 or the General Aviation and Commercial Division, Delegation Group (AFS-850), do not manage designees and are not authorized to provide direct guidance to designees in lieu of the local CMS guidance and instruction. Designees will not contact AIR-634 for guidance. Designees will not contact AFS-850 for any matters other than training course information, registration, or technical issues with course materials.

i. Update Profile. The FAA requires designees to update their DMS profile when changes occur and review their profile at least annually. The designee profile contains the email address used for notifications from DMS and the managing office; update email address through the Help Portal at the MyAccess sign-in (faa.gov).

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the policy associated with the oversight and management of DMIR and DAR-F designees. This designation type-specific policy and Volume 1 constitute the overall policy for overseeing and managing a designee.

2. General Oversight and Management Considerations. See Volume 1, Chapter 6.

a. Managing Office and MS. The managing office is responsible for supervising, monitoring, and tracking a designee's activities to ensure that the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. In performing oversight functions, the FAA uses the tools described in this chapter to enhance the working relationship with the designee.

3. Oversight and DMS. DMS is the official record for all designee management activities. DMS provides several tools for documenting designee performance and activity.

a. Corrective Action. This is used to record details of corrective action assigned to a designee and establish a due date for completion.

b. Counseling. This is used to record details of a counseling session.

c. Direct Observation. This is used to record pertinent information concerning designee certification activity observed by the MS.

d. Initiate Designee Transfer. This is used to transfer a designee to another office.

e. Manage CLOA. This is used to add or remove function codes, limitations, and PAHs.

f. OPE. This is used to record the performance evaluation of a designee. This is done every 12 months for manufacturing designees.

g. Record Feedback. This tool is available to any FAA employee to record information on a designee.

h. Suspend Designation. This is used to suspend a designee.

i. Terminate Designation. This is used to begin the termination process.

j. Training Record. This is used to record completion of required training.

k. Preapproval Setting. This is used to select manual or automatic preapproval.

Note: There are three mandatory compliance dates for manufacturing designees:

- OPE is due every 12 months. The OPE due date in DMS defaults to 12 months and there is a warning banner that appears in the workflow reminding the user to select 12 months.
- DO is due every 12 months for the first 24 months after appointment. After two consecutive satisfactory DOs, the DO cycle may be set by risk or designee type. DAR-Fs may go up to 24 months and DMIRs may go up to 60 months based on risk.
- Recurrent training is due every 36 months.

4. DO. This is the process for conducting a required oversight activity that includes a MS observing the designee performing certification work that allows the MS to evaluate the designee's performance. MSs may conduct the DO in a face-to-face environment or by using remote technology. The use of remote technology to conduct DOs in consecutive order should be carefully evaluated based on the designee's performance and activity risk. The DO events provide the MS the opportunity to determine if the designee is performing the work within FAA guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. This is not a review of documentation, although this may be part of a DO event. The MS must plan a face-to-face or remote technology event with the designee to observe the entire process of a certification activity.

a. FAA Form 8130-3 Issuance. For a designee authorized to issue FAA Form 8130-3, this would require observation of the process and documentation used to issue the form. For a DMIR, this must be accomplished at a location authorized on the designee's CLOA.

b. Conformity Certifications. For a designee authorized to conduct conformity certifications, this event must include observation of the designee conducting and documenting the results of the inspection, and issuing the required documents. For a DMIR, this must be accomplished at a location authorized on the designee's CLOA or identified in the FAA Request for Conformity.

c. Certificate Complete Aircraft. For a designee authorized to certificate complete aircraft, this event requires observation of the designee conducting the inspection and issuing the certificate or denial letter. If an applicant's aircraft is not available for completing the DO by the activity due date, a DO must be conducted on the next preapproval for certification of an aircraft. The MS will add a special emphasis entry in the DMS Oversight tab detailing the reason for the delay in compliance to the due date for the event. If no applicant aircraft are available, the MS may observe the designee's inspection of a substitute complete aircraft to demonstrate inspection techniques necessary for aircraft airworthiness certification and aircraft records review. For a DMIR, this must be accomplished at a location authorized on the designee's CLOA.

d. Highest Associated Risk. For each designee, this event will be conducted on the type of certification activity with the highest risk associated with the activity. For example, for a designee authorized to issue FAA Form 8130-3, conduct conformity inspections, and authorized to certificate complete aircraft, this DO event must be an inspection and certification of a

complete aircraft. For a designee authorized to conduct conformity inspections and issue FAA Form 8130-3, the DO event must be performed on a conformity inspection.

Table 8-2. Schedule a DO Based on the Highest Risk from this Table

Certification Activity	Issuance of Form 8130-03	Conformity Determinations	Aircraft Certification
Function Codes	Function Codes 1-8	Function Codes 20-29	Function Code 30-80
Severity of Risk	Minimum Risk	Moderate Risk	Highest Risk

e. Lack of Certification Activity. If a required DO event cannot be conducted due to the lack of certification activity available to the designee and if the time delay for a required DO exceeds 6 months, consideration must be made to reduce the designee's authority or termination due to a lack of FAA need for the designee.

5. Establishing the DO Cycle.

a. Timeframe. For all newly appointed designees, a DO will be accomplished once every 12 calendar months for a period of at least 24 months. Use the following guidance to establish the DO cycle for the period beginning after the first 24 months of appointment. When changing the DO cycle, you must document the justification in DMS.

> **Note:** For a newly appointed DMIR or DAR-F holding aircraft certification functions, the first DO will be conducted on the first preapproval request for aircraft certification. Designees must be put on manual preapproval for all aircraft certification functions until the first aircraft certification DO has been satisfactorily completed. The DO may be performed in a face-to-face environment or by using remote technology. When using remote technology to accomplish the DO, the MS will identify the use of remote technology in DMS.

(1) After 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO for a DAR-F may be extended to 24 months. When a designee's OPE or DO results in a "needs improvements" or "unsatisfactory" outcome, the DO cycle will be adjusted in accordance with the DMS tool parameters.

(2) After 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO for a DMIR may be extended to coincide with the PAH's established audit, which is scheduled based on the facility risk level determination process in Order 8120.23 (current revision). This allows the DO to align with the facility audit, eliminating the need for a separate facility visit solely for the designee's DO unless it is necessary.

(3) In all cases, when a designee's performance results in a less-than-satisfactory outcome, the performance issue will be documented and the DO cycle adjusted in accordance with the parameters of the DMS tool (i.e., one to six months).

b. Inspection Criteria for a DO.

(1) Article. Observe the designee's inspection of a PAH produced engine, propeller, or article or an FAA conformity of an engine, propeller, or article. The observation should ensure satisfactory inspection techniques are used. Depending on availability, it may be necessary to use either an in-process or a noncommercial article to fulfill this requirement. If the MS determines that no suitable engine, propeller, or articles are available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement. Simulations cannot be used to meet DO requirements on a consecutive basis or when the DO cycle is greater than 24 months.

(2) Aircraft. Observe the designee's inspection of a complete aircraft and the issuance or denial of the certificate. If an applicant aircraft is not available a substitute airworthy aircraft may be used to complete the DO. If no applicant aircraft or substitute airworthy aircraft is available by the due date, the managing office may defer the DO up to 180 days. However, the next pre-approval for aircraft certification must be a DO.

c. Documentation. Ensure all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (such as orders, advisory circulars (AC), and notices), and any instructions provided by the MS.

> **Note:** The number of DO events may be increased by MSs if deemed appropriate due to various performance indicators, including non-compliances to FAA policy or procedures, discovered during a DO event resulting in the designee's performance documented as "Unsatisfactory" or "Needs Improvement" in DMS. Additional or more frequent DOs may be necessary if the certification activity has a higher risk.

6. OPE. At least once every 12 calendar months, MSs must complete an OPE of the designee's performance and document this review in DMS. This activity consists of reviewing the past performance of a designee's post-activity reports and any other documentation in the designee record. There is no requirement to conduct a DO or meet with the designee when documenting an OPE.

7. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

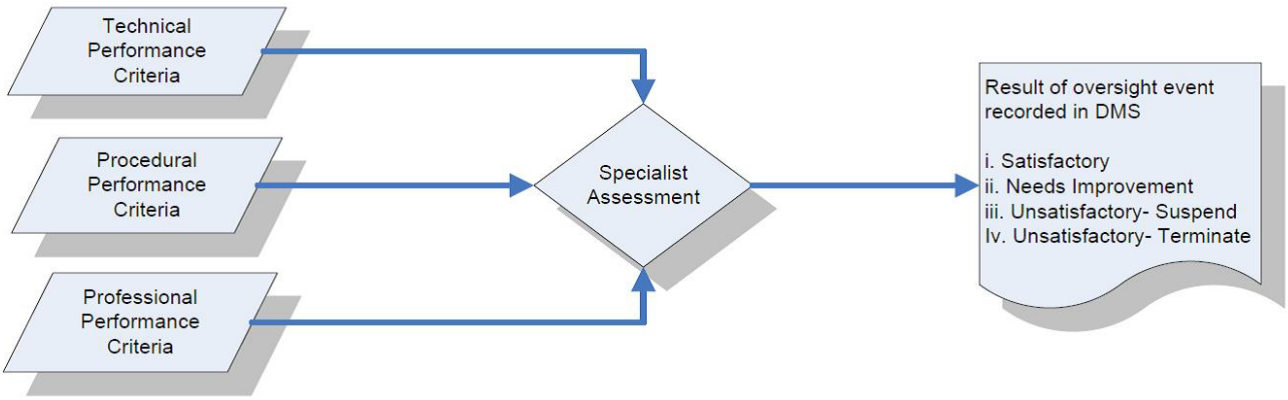


Figure 8-3. Performance Measures and Oversight Activity Results

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the designee demonstrate an expert level of knowledge about the aircraft operation and systems?

(2) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards defined by the appropriate testing standard, order, or regulation? (This performance measure is most appropriate for DO.)

(3) Equipment and Materials. Does the designee possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for DO or site visits.)

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Authority. Does the designee perform within the scope of their authorized function(s)?

(2) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting certifications, grading or evaluating, and providing feedback to applicants during certification?

(4) Issuing Certificate, Approval, Authorization, or Results. Does the designee follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings upon completion of the certification activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and the general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(2) Professional Representation of the FAA (With the Public). Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(3) Cooperative Attitude with the FAA. Is the designee easy to work with and does the designee present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(4) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

8. Other Oversight Activities and Considerations.

a. General. The MS is responsible for continuous management and oversight of the designee. The orientation session with the designee during the appointment process is the place to establish expectations for the designee's performance. Developing consistent communication with the designee is essential to managing the designee. The MS will monitor the designee's activity by reviewing the post-activity reports and by observing the designee's performance to ensure that they use proper procedures and satisfactory inspection techniques or methods. The designee is responsible for all training requirements. DMS sends the designee training notices starting 180 days prior to the due date. The MS is copied on several of these DMS messages. The MS must monitor the designee's completion of required recurrent training for the function codes authorized. The designee will be suspended by DMS for failure to complete recurrent training by the due date.

b. Training Record. The MS is responsible for:

(1) Monitoring DMS for designee training notifications in the DMS message center.

(2) Verifying completion of required training prior to the due date in DMS.

Note: MSs must not enter training not applicable to the individual designee authorization, such as ODA training, Part 21, etc.

Note: When a designee fails to complete the required training or a designee fails a test during recurrent training, regardless of the due date, the designee will be suspended by DMS (see Chapter 10, Suspension of a Designation). When a designee fails a test during recurrent training, AFS-850 will notify the managing office of the failure. Do not use Manage CLOA to remove authorized functions to avoid suspending the designee.

c. Activity Preapproval. The MS must approve all designee activity in advance using the preapproval process in DMS. There are two settings, manual or automatic preapproval. MSs should be cautious in setting preapproval to automatic for DAR-Fs with authority to issue other than Standard Airworthiness Certificates to allow review of requests that may have greater risks associated with the activity, and provide any additional guidance or instructions.

d. Responsibilities. The MS will:

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

(2) Provide oversight to ensure that the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

(3) Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s).

(4) Determine that the designee is performing within the scope of authorized function(s).

(5) Verify the designee's attendance at the appropriate recurrent training seminar.

(6) Verify the designee has ongoing activities to justify the continuance of the designation.

(7) When applicable, ensure that the designee has direct communication with appropriate authorities within the PAH or PAH's approved supplier's organization and with the assigned MS at the managing office.

(8) Emphasize that the designee should seek the MS's assistance relative to any concerns connected with the authorized functions.

e. Management Level DMIR/DAR-F Evaluation Considerations. When evaluating the designee the MS should verify that the DMIR/DAR-F is able to act independently and impartially. This is based on an analysis of how well the DMIR/DAR-F is able to separate internal company functions and the ability to adequately exercise the DMIR/DAR-F authority. Below are examples of actions that may lead to discoveries of a change in the DMIR's/DAR-F's performance that may affect the DMIR's/DAR-F's ability to meet the above criteria in terms of separation of function. These examples are not all encompassing and serve only as examples for the CMS when complying with this order.

(1) Performance Degradation. If during an interaction, a meeting, or a specific review, designee performance degradation is perceived or found, then the DMIR's/DAR-F's MS should consider the DMIR's/DAR-F's position as a possible cause and investigate further.

(2) Changed Roles or Responsibilities. For any DMIR/DAR-F who has had roles, responsibilities, or a title change within that company, the MS should conduct a review. The review should be aimed at the effect of those changes on the DMIR's/DAR-F's activities and delegated authority. These changes may inhibit the DMIR's/DAR-F's ability to continue to perform authorized functions without undue pressure. Examples of this may include the following:

(a) A promotion of a working level inspector to a supervisory role within the company. The promotion would include leading a larger group of inspectors, thereby giving that DMIR/DAR-F additional responsibilities that may adversely affect the DMIR's/DAR-F's ability to perform impartially or stay focused on the delegated authority. This may be further compounded if by the company still chooses to use the DMIR/DAR-F in previous technical areas of expertise.

(b) A promotion or transfer to another area within the company, thereby not allowing the DMIR/DAR-F to maintain the awareness needed to carry out DMIR/DAR-F responsibilities. In this case, if the company still wanted to use the DMIR/DAR-F in the original capacity, it would be grounds for termination.

(c) Leniency of Compliance Findings. This occurs, for example, when a review establishes that a DMIR/DAR-F is not submitting technically complete work products for simple certification efforts that were easily achieved by that DMIR/DAR-F on past projects.

9. Correcting Performance-Related Issues.

a. Improvement Options. When a designee's performance does not meet FAA expectations, the MS should consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training (OJT), requiring the designee to complete additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas or functions.

> **Note:** It is essential that the MS establish and maintain frequent quality communications with the designee. The DMS message center notifies and reports on required documentation activities but should not be the only means of communications with the designee. Phone calls, emails, and when possible, site visits establish the basis for quality communications and may aid in detecting problem areas or conflicts the designee is dealing with.
>
> **Note:** The ability to upload supporting documents is available in each workflow. The actions taken must be documented in DMS as appropriate to allow a proper evaluation of the designee's performance improvement. It is the FAA's desire to coach, counsel, and provide additional training to a poorly performing designee, to enable them to return to a satisfactory performance level.

b. DMS Tools for Documentation. The following DMS tools should be used in this sequence to document a designee's poor performance:

> **Note:** The first tools available to the MS in communicating with the designee are the telephone, emails, and face-to-face visits when practical.

(1) Counseling. This tool allows the MS to make a written record of a counseling session with a designee. Entries should include prescriptive details concerning the reason for the counseling and the anticipated outcomes in performance by the designee.

(2) Corrective Action. This tool should be used to change designee performance when counseling has not resulted in the desired outcomes for designee performance. Corrective action provides a process for the MS to assign specific actions and establish a deadline for completing the corrective action. Corrective action might include additional training or other mentoring. Within 30 calendar days of completed corrective action, conduct a follow-up session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible suspension or other actions with the office manager.

(3) Investigations. The FAA may determine that an investigation of a designee is warranted. Investigations can be initiated based on information discovered during oversight, internal or external feedback, complaints, allegations of misconduct, inappropriate behavior, misuse of authority granted to a designee or other matters the FAA becomes aware of warranting further investigation. See Volume 1, Chapter 6, paragraph 4(c) for the investigation process.

(4) Suspend Designation. This tool is normally used to take more definitive action for a designee when performance issues persist after counseling and corrective action. Suspension provides a process to stop the designee from performing designee functions until additional training or other requirements are accomplished. Suspension provides a process that could allow the designee to return to full use of their authority.

> **Note:** Suspension of a designee's authority must be discussed with the office manager before initiating the action in DMS.

(5) Terminate Designation. If after counseling, corrective action, and suspension, the designee's performance does not improve to an acceptable level, and the managing office determines that the designee's continued performance does not meet FAA expectations, the designation will be terminated. See Chapter 9, Termination of a Designation.

> **Note:** Act on safety-related situations immediately.

> **Note:** It is imperative that the MS document all actions in DMS concerning the designee's poor performance along with all steps taken to correct the designee's poor performance. This documentation must be detailed and specific to allow a thorough evaluation of the designee's performance with the AO to determine termination action when warranted.

10. Additional Training. See Volume 1.

11. Record Note. See Volume 1.

12. Send Message to Designee. See Volume 1.

13. Record Feedback or Interaction With a Designee. See Volume 1.

14. Geographic Area. Manufacturing designee certification activities may be performed in two geographic areas: (1) the United States, and (2) locations outside the United States. Requests to issue Special Airworthiness Certificates outside the United States must be made in the DMS pre-approval workflow. When the designee requests Special Airworthiness certification outside the

United States, DMS moves the pre-approval request to the manual approval process requiring the MS to review the request. The MS will review the request, coordinate with the appropriate CAAs, and either approve or deny the request in DMS.

a. Managing Specialist. The MS will review the designee's preapproval request and approve or deny the request. If the MS denies the designee's request, the MS will document the denial in DMS. In both cases, DMS will send a notification to the designee via the DMS message center.

> **Note:** Before a managing office authorizes a designee to perform any activities outside the United States, the managing office will check the individual bilateral agreement for the country(s) impacted. The Bilateral Airworthiness Agreement (BAA) or Bilateral Aviation Safety Agreement (BASA) with Implementation Procedures for Airworthiness (IPA) or the FAA/European Union Aviation Safety Agency (EASA) Technical Implementation Procedures (TIP) provide for airworthiness technical cooperation between the FAA and its counterpart CAAs.

15. Post-Activity Reports. DMIRs and DAR-Fs are required to complete post-activity reports in DMS after performing certification functions.

a. Post-activity reports provide the MS with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

b. If designees have post-activity reports that have not been submitted within the requisite seven calendar-day submission deadline, DMS will not authorize another preapproval number until all outstanding post-activity reports have been submitted.

c. Access to post-activity reports will remain available to DMIRs and DAR-Fs for up to five business days after their status is set to expiration, suspension, or termination for the designee to record any results.

Chapter 7. Training

1. Purpose. Designees and FAA personnel must enhance and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. This chapter describes the policy associated with the training of DMIR and DAR-F designees. This designation type-specific policy and Volume 1 constitute the policy on training requirements.

2. General. This chapter prescribes the initial and recurrent training requirements for DMIRs, DAR-Fs, and FAA personnel with DMIR and DAR-F management and oversight responsibilities. Applicants and designees are required to successfully complete the initial and recurrent training as specified in this chapter. Designees must also successfully complete any other training as tasked by the managing office.

3. Designee Training Requirements. Each applicant seeking an authorization or a designee authorized to perform certain functions must attend FAA training seminars as described at https://www.faa.gov. The designee, not the FAA, is responsible for completing training as required. Failure to do so will result in immediate suspension.

a. Initial Training. All applicants must successfully complete initial training prior to initial appointment. Training is provided by AFS-850, located in Oklahoma City, OK. Course information and registration are available in DMS.

> **Note:** Applicants should use caution when enrolling in and completing initial designee training as the training is only valid for 24 months from the date of training completion. It may be beneficial to wait until being notified by the FAA selecting office that their application has been selected for evaluation and possible appointment.

b. Recurrent Training.

(1) All designees must successfully complete applicable recurrent training every 36 calendar months beginning from the completion date of their initial training or last successful recurrent training. All designees must also complete any modular recurrent training when tasked by their managing office.

> **Note:** Recurrent training expires on the last day of the 36th month.

(2) DMS will notify designees when their recurrent training requirements are due.

c. Failure to Complete Training.

(1) A designee who fails a test during recurrent training regardless of the due date for that training will be immediately suspended. A designee who fails to attend and successfully complete recurrent training within the 36 calendar-month cycle will be immediately suspended. A designee who fails to successfully complete additional training as tasked through DMS or the managing office by the due date will be suspended immediately.

Note: A designee with authority in more than one specific area (for example, complete aircraft and conformity determinations) who fails to complete conformity training will have his or her designation suspended. Do not use Manage CLOA to remove authority to avoid suspension until the designee completes the required training.

(2) Suspension can only be lifted when the designee attends and successfully completes the appropriate recurrent training seminar or other training, as required.

d. FAA Personnel Training.

(1) Initial Training Requirements. Manufacturing ASIs must complete designee management training before being assigned to manage designees. The designee management training courses are developed and managed by the AIR Workforce Development Branch (AIR-940). Specific courses required for designee management are listed in the "AIR Designee Managing Specialist and OMT Member" matrix. The training matrix is maintained as part of the AIR Training Curriculum Roadmap – ASI located on the AIR Training website. MSs must also complete any specialized training, such as UAS, prior to managing a designee with UAS authority.

(2) Recurrent Training Requirements. MSs and their managers will complete recurrent training every 36 months.

e. FAA Employee Training Requirements. See Volume 1.

Chapter 8. Annual Request for Extension of a Designation

See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation.

> **Note:** When the designee fails to request an extension of their designation(s), their status changes to "expired." The FAA has no ability to change this status. If the designee does not request an extension within 180 days after expiration, the designee must be terminated.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to termination of a DMIR or DAR-F. This designation type-specific policy and Volume 1 constitute the overall policy for termination of a DMIR or DAR-F.

2. General. See Volume 1.

> **Note:** For a company designee, the company representative may contact the designee's MS to request voluntary surrender for termination in DMS.

3. Termination For Cause Investigation. See Volume 1, Chapter 6 and Volume 1, Chapter 9.

4. Termination For Cause Review Panel. See Volume 1.

5. Termination For Cause Review Panel Considerations for DMIR/DAR-F terminations.

a. Panel Members. For a DMIR or DAR-F who holds no other designation(s), the AO will convene a termination for cause review panel comprising three members:

(1) The AO associated with the designation. This individual will be the panel POC;

(2) An AO or SO from a separate CMS; and

(3) A MS or ASI not involved in the termination process or management of the designee.

> **Note:** For designees with multiple designations, refer to Volume 1 for appropriate termination for cause review panel procedures.

Chapter 10. Suspension of a Designation

1. Purpose. This chapter describes the common policy associated with other designee management functions in DMS. This designation type-specific policy and Volume 1 constitute the policy for other designee management functions in DMS.

2. General. This chapter provides the procedures and requirements for the suspension and reinstatement of the designation of a DMIR and DAR-F.

a. Fair and Equitable Treatment. Suspension procedures are intended to ensure fair and equitable treatment of the designee, with the continued integrity, quality, and efficiency of the FAA's overall delegation system being paramount.

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

3. Types of Suspension. There are two types of suspension available in DMS: manual and automatic.

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

b. Automatic Suspension. DMS automatically suspends a designee under certain conditions, such as the failure to successfully complete required training or initiation of the termination process by the FAA.

(1) If a designee fails to complete recurrent training within the timeframes specified in this order, DMS will immediately suspend the designee. The suspension will remain in effect until the designee successfully completes the required recurrent training.

(2) If a designee completes the recurrent training but fails the associated test, they will remain suspended until they successfully complete the recurrent training. Alternatively, the designee may attend and successfully complete the appropriate initial seminars to lift the suspension.

c. Reinstatement from Suspension. Reinstatement from suspension is the FAA action taken to remove a suspension. A suspended designee must request a suspension release utilizing the link in DMS. The FAA managing office will review the request and provide a response to the designee through the DMS message center.

Note: MSs must follow the reinstatement process in DMS to lift the suspension. This activity requires the suspended designee to request and justify a suspension release in DMS. Do not use "cancel" to reinstate a designee. This process is not applicable to automatic suspension for overdue training.

4. **Follow-up Actions.** See Volume 1.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter describes the common policy associated with other designee management functions in DMS. This chapter and the corresponding designation type-specific volumes constitute the policy for other designee management functions in DMS.

2. Assign DMS Roles.

a. General. The primary purpose of this process is to authorize a qualified FAA employee to have appropriate access to functionality within DMS.

(1) DMS roles allow users the ability to access DMS and perform functions within each process, including apply, select, appoint, etc., as described in this order. DMS roles control specific user access within DMS. The FAA may assign users more than one role within DMS.

(2) DMS roles are assigned when the individual meets all the qualifications as described in the designation type-specific volumes of this order.

(3) The term "DMS role" does not convey an official position or title.

b. MRA. The MRA makes the initial assignment or assigns an existing user to a role in DMS.

(1) "Designee" is a role, but is not assigned via the MRA process. DMS automatically assigns the designee role during appointment.

(2) The MRA function may be given at different levels within each Service/Office.

(3) Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(a) Proxies should meet the same qualifications required to hold the primary role.

(b) Proxies may be assigned for a defined amount of time or indefinitely.

(c) Only the AO, SO, and MS roles may be proxied.

(d) An AO or SO may have only one proxy. Only an AO may assign an AO proxy. Only an AO or SO may assign a SO proxy.

(e) Each designee may have only one MS and up to three MS proxies. An AO, SO, and the MS who will be proxied may assign a MS proxy.

(f) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(g) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

3. Annual Request to Extend Expiration Date. The FAA requires designees to request an extension of their expiration date every 12 months.

a. Notifications.

(1) Designees will be notified by DMS to submit their annual request for extension of their expiration date 60 calendar days prior to the due date.

(2) If designees have not submitted their annual request for extension of their expiration date, the MS will be notified by DMS 15 calendar days prior to the due date.

b. Expired Status. If the designee does not submit their annual request for extension by their expiration date, DMS will change their status to "expired." In this status, the designee will not be able to request preapproval or conduct any certification activity until they submit their request to extend their expiration date.

> **Note:** The FAA managing office does not have any control over this process and is not responsible for any action involved in this process.
>
> **Note:** For manufacturing designees, when placed in "Expired" status, access to the AWC application tool will also change to "Expired" status, denying access.

c. Impact of Updates to Information. Depending on the designation type, updates to certain information in the designee record, such as a change in physical address or qualifications, may affect the designation.

(1) A change of physical address may cause the FAA to review need and ability to manage considerations. DMS will notify the current MS if there has been a change of physical address, and the MS will determine if the new address will initiate a change in the managing office. If so, the AO at the gaining office must determine need for the designee and the ability to manage the designee.

(2) The FAA is under no obligation to transfer the designee to a new managing office.

d. Change of Name. Designees will make name changes through the Help Portal at the MyAccess sign-in (faa.gov). When completed successfully, DMS automatically updates the CLOA.

> **Note:** See Volume 1 for additional information.

VOLUME 9. DER DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the Designated Engineering Representative (DER) designee management program not otherwise provided in Volume 1.

2. Audience. The intended audience of this volume is DER applicants, DERs and the FAA personnel involved in the selection, appointment, and oversight of this designee type.

Section 2. DER Overview

1. DER Types.

a. Company DER (DER-Y). An individual may be appointed to act as a company DER for the individual's employer and may only approve, or recommend approval to the FAA of, technical data for their company. If a company DER is assigned to work in a consortium, business arrangement (such as using other companies' DERs), partnership, licensing agreement, etc., the company representative should coordinate with the managing office and obtain their acceptance before the designee approves or recommends approval of technical data for another company. The company must provide an endorsement letter that the applicant must submit as part of the application.

b. Consultant DER (DER-T). An individual may be appointed to act as an independent consultant DER to approve or recommend approval of technical data to the FAA for a client.

2. Technical Disciplines. An individual may be appointed in one or more of the following technical disciplines:

- Structural Engineering.
- Powerplant Engineering.
- Electrical Systems and Equipment Engineering.
- Mechanical Systems and Equipment Engineering.
- Engine Engineering.
- Propeller Engineering.
- Flight Analyst.
- Flight Test Pilot.
- Acoustical Engineering.

3. Delegation Philosophy. The philosophy for engineering delegation is that authority is stated in the context of a technical discipline and one or more 14 CFR Parts (airworthiness standards, environmental standards, or both). In addition, while DERs find compliance with specific regulations within the authorized 14 CFR Part, their ability to do so varies depending upon the application of those regulations. For instance, a DER who is authorized 14 CFR Part 25 findings

might be qualified to make a finding with § 25.301 when it is applied to an interior structural item such as an avionics rack, but may not have the necessary knowledge and skills to make a finding with § 25.301 when the application is to a pressure bulkhead. Because of this, the FAA documents a DER's authority using a knowledge-based system of charts that identify authorized delegations and areas of expertise, including limitations, in a very broad manner. The FAA then authorizes the DER to use that chart authority on a project-by-project basis or as agreed to by the DER's managing office for special delegations such as major repair data approval.

4. DER Authority. The scope of the designation authority, and any limitation(s) considered necessary, will be clearly indicated in DMS and on the Certificate Letter of Authority (CLOA). Although authority is provided in terms of current 14 CFR Parts, that authority also includes the predecessor regulations and other applicable regulations for that part unless specifically excluded in the DER's limitations.

5. DER Charts. The FAA documents DER authority in DMS using technical discipline-specific charts. Each chart is made up of applicable authorized delegations combined with areas of expertise and has special delegations that may be authorized within each discipline or in general. The specific authorized delegations, areas of expertise, and special delegations for each technical discipline are located within DMS and sample charts are available at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/der/information.

a. Authorized Delegations. An authorized delegation is generally the technical area involved in determining compliance with applicable airworthiness regulations.

b. Areas of Expertise. An area of expertise is generally the specific portion or system of an aircraft or the type of engine or propeller or specialized area to which an authorized delegation applies.

c. Recognition of Authority across Multiple Disciplines. The authorized delegations of Software, Airborne Electronic Hardware, HIRF/Lightning/EMC (specific to Electrical Systems Engineering) and the special delegations of Project Management, Safety Analysis, PMA Identicality and Repair Specifications, are unique in that each can be authorized in a single DER technical discipline but used for projects related to other project technical disciplines unless specifically limited otherwise in the DER's CLOA. For example, an Electrical Systems DER with the authorized delegation of Software can be authorized to approve software data on a Mechanical System, Engine, Powerplant, Propeller, etc. project, without a DER delegation in those technical disciplines. Likewise, a Mechanical Systems DER with the special delegation for Repair Specifications can manage a repair specification project for a Structures, Electrical Systems, Engine, Powerplant, Propeller etc. repair specification without a DER delegation in those technical disciplines. The managing office has the flexibility to determine how best to manage or limit these specific authorities.

d. Limitations.

(1) Limitations of DER Authority. A DER may be appointed for, or limited to, specific types of work. A Mechanical Systems DER could be limited to handling data approvals for

alterations to specific types of systems, for example, hydraulic and pressurization, on only one airplane model, or a Flight Test Pilot DER could be limited to conducting flight tests on fixed-wing aircraft of a specified maximum gross weight. Another example is the limitations section for special delegations of Electrical Wiring Interconnect Systems (EWIS) and Part 26 where specific authority for EWIS or Part 26 Aging Aircraft Safety Rule (AASR), as prescribed in policy memos, is either documented or identified in DMS and referred to elsewhere. Caution should be exercised in making delegations so narrowly limited that they become burdensome to the FAA.

(2) Other Acceptable Airworthiness Requirements. All DER authorizations are stated in the context of a technical discipline and one or more airworthiness or environmental standards (Parts 23, 25, 27, 29, 31, etc.) but can be extended to certification requirements outside the CFRs that the FAA has found appropriate for special classes of aircraft. When these additional or alternative certification requirements are applicable to a special class aircraft, or to the engines or propellers installed on a special class of aircraft, they must be specifically identified in a DER's authority in order for the DER to approve data that meets those requirements. Certification requirements outside of the CFR that the FAA has found appropriate include the airship design criteria, the Joint Airworthiness Requirements (JAR) for sailplanes (gliders), the JAR for very light airplanes (VLA), and any other airworthiness criteria the FAA may find provide an equivalent level of safety to the airworthiness standards under § 21.17(b). In these cases, a DER would be authorized an appropriate CFR (*i.e.*, Part 23, Part 25, etc.) and then have special class design criteria called out in limitations.

e. Special Delegations. A DER may be authorized to approve technical data under a special delegation. Each engineering designation has an area of special delegations to cover this contingency. When the managing office authorizes a special delegation, it will be noted on the CLOA. The managing office may use limitations to more specifically define the authority. A DER or DER applicant seeking a special delegation must have significant experience in the appropriate area to be given a special delegation and, in some cases, specialized minimum qualifications must be met. The availability of a particular special delegation is dependent on the technical discipline, except as noted below. The authorization of special delegations other than those defined in this order must be coordinated with the Organization and System Policy Branch (AIR-630). The following special delegations may be authorized:

(1) Major Repairs. A DER requires specific authorization to examine and approve data for major repairs. The FAA may assign a DER the special delegation of "major repairs," which will be related to the DER's authorized delegations/areas of expertise. A DER only needs this delegation if an FAA Form 8110-3, "Determination of Compliance with Airworthiness Standards", will be referenced as the approved data for a specific major repair. The special delegation for Major Repairs is limited to serial number specific or work order specific repairs, unless authority to approve data for multiple repairs in support of repair specifications is documented in the DER's limitations. In order to approve repair data in support of a repair specification, a DER must also have the special delegation of "major repair" along with the following note included in the Authorized Limitations/Notes section of the DER's chart in DMS: "Authority to approve data for multiple use repairs in support of repair specifications." Service documents and overhaul manuals produced by the original design or Production Approval Holder (PAH) are not considered major repair data that require this specific authorization. This

special delegation requires specialized training that must be completed prior to receiving this authority. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

> **Note:** Specific authorization for a major repair may be granted by the managing specialist (MS) on a one-time basis if requested by the DER in DMS. The DER must meet all requirements (except formal training) before the one-time request will be approved. The ability to request a one-time approval is not intended to be a substitute for the special delegation. A DER who requests authorizations for a major repair on a regular basis should be directed to apply for the special delegation in DMS.

(2) Major Alterations. Similar to major repairs, a DER requires specific authorization to examine and approve data for major alterations. The FAA may assign a DER the special delegation of "major alterations" which will be related to the DER's authorized delegations/areas of expertise. A DER only needs this delegation if an FAA Form 8110-3 will be referenced as the approved data for a specific major alteration. Service documents and overhaul manuals produced by the original design or PAH are not considered major alteration data that require this specific authorization. This special delegation requires specialized training that must be completed prior to receiving this authority. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

> **Note:** Specific authorization for a major alteration may be granted by the MS on a one-time basis if requested by the DER in DMS. The DER must meet all requirements (except formal training) before the one-time request will be approved. The ability to request a one-time approval is not intended to be a substitute for the special delegation. A DER who requests authorization for a major alteration on a regular basis should be directed to apply for the special delegation in DMS.

(3) Repair Specification (RS). An "RS-DER" is a shortened name for a DER with the special delegation for repair specifications authorizing the DER to manage the approval of non-serial number specific major repairs. The RS-DER special delegation is not technical discipline specific unless noted in a DER's limitations.

(a) An RS-DER is responsible for managing the repair specification project and ensuring that technical data associated with the repair specification is approved via an FAA Form 8110-3 before approving the RS cover sheet. The RS-DER may rely on other DER-approved data, provided the DER has the appropriate delegation of multiple repairs in support of repair specifications.

(b) Once the RS-DER is satisfied that the repair specification meets all the requirements, the RS cover sheet must be signed with the RS-DER's name and DER number. The RS cover sheet must be uploaded into DMS as non-8110-3 activity.

(4) Parts Manufacturer Approval (PMA). A DER requires specific authorization to examine and make findings of identicality to obtain a PMA. This is appropriate only where a DER has access to the original design approval holder's data, allowing them to make a direct comparison of design data. The FAA authorizes test and computation findings within the scope

of the DER's basic authority and does not require a PMA special delegation. This special delegation is not discipline specific unless noted in a DER's limitations.

(5) Alternative Method of Compliance (AMOC). The FAA may give a design approval holder's Structural DER the authority to approve AMOCs for specific structural Airworthiness Directives (AD) when the intent of the AD is to restore the airplane to its type certification basis or other known, defined, and published standards. Other DER disciplines can be given AMOC authority on a case-by-case basis for minor deviations from an AD's requirements not associated with correcting the unsafe condition. The DER may also be authorized to approve either a global AMOC or an individual AMOC applicable to multiple products (as in the case of rotable or unserialized parts) on a case-by-case basis for a pattern of identical approvals for a defined set of products.

(6) Service Documents. A properly authorized DER can approve descriptive data included in the service documents. However, if the FAA has issued, or intends to issue, an AD that addresses an unsafe condition that is the subject of a service document, then the DER must coordinate with the project office and obtain concurrence prior to approving the descriptive data included in the service document. The FAA may reserve the approval of AD-related service documents and revisions.

(7) Project Management. A DER authorized for project management performs FAA certification project management duties for the agency, acting as an FAA project manager. They organize the applicant's certification program, directing, overseeing, and managing the tasks of technical assessments and findings of compliance. They ensure that all technical data required to show compliance is reviewed and approved by the appropriate technical DER, except those items reserved by the FAA for approval. This special delegation is not discipline specific unless noted in a DER's limitations.

(8) Safety Analysis. A DER may be authorized to conduct an orderly and thorough evaluation of the effects on safety of the foreseeable failures or other events, such as errors or external circumstances, separately or in combination, involving one or more aircraft or system functions. This special delegation is not discipline specific unless noted in a DER's limitations.

(9) Foreign Civil Aviation Authority (CAA) Compliance Findings. A DER may be authorized to find compliance with foreign regulations as part of a request from the foreign CAA to the FAA. This may be done in accordance with the Implementation Procedures for Airworthiness (IPA) under a Bilateral Aviation Safety Agreement (BASA) or some other written FAA-approved arrangement with that country.

(10) Title 14 CFR Part 26 Compliance Findings. A DER may be authorized to find compliance with Part 26 sections that are not specifically retained by the FAA. This special delegation may only be authorized for a Structural DER with 14 CFR Part 25 and damage tolerance authority or a Powerplant DER with 14 CFR Part 25 authority.

(11) Electrical Wiring Interconnection Systems (EWIS). This special delegation may only be authorized for an Electrical Systems DER with 14 CFR Part 25 authority. Such DERs may be authorized for specific EWIS rules in four areas: Design, Installation, Analysis, and

Maintenance. The specific rules that may be delegated are defined in the "EWIS Areas of Delegated Authority" table located in appendix A of the electrical systems engineering supplemental information sheet (SIS). This SIS can be accessed in DMS or on the Information for DERs website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/der/information. The DER must propose and be granted specific rules in the form of the EWIS table which will be tailored for each DER that will have EWIS authority. The MS will provide the finalized EWIS table to the DER. The MS must upload the EWIS table to the DER's record in DMS.

Section 3. Managing Specialists

1. Obligations and Qualifications of Managing Specialists (MS). FAA Aviation Safety Engineers (ASE) must complete designee management training prior to managing DERs. See Chapter 7, Training.

Chapter 2. Application Process

1. Purpose. This chapter describes the process by which a private individual may apply for appointment as a DER. This chapter and Volume 1 constitute the policy for the application process for a DER.

2. DER Application Considerations. When an individual elects to pursue appointment as a DER, the applicant must apply in DMS. The FAA uses a combination of minimum qualifications and experience to determine if an applicant is qualified for the authority being requested. Application information will be collected in DMS as part of the application process. The applicant should ensure that they meet all qualifications and have provided supplemental information sufficient to document their qualifications and experience prior to submitting an application.

a. Who May Apply. Anyone may apply to be a DER but prospective applicants must meet all qualifications prior to appointment.

b. DER Applicants. An applicant may choose to apply to any managing office. The DER applicant should consider the following:

(1) Where you expect to do the majority of your work. Although there are no geographic restrictions on where a DER works within the United States, the applicant should consider applying to the managing office that would benefit the most from the appointment since the managing office will be responsible for the management and oversight of the designation.

(2) Are you willing to travel to the managing office if requested?

c. Separate Applications. Each DER type (company or consultant) and discipline (*i.e.*, structures, propulsion) combination must have a separate application in DMS. Only one application per combination is allowed.

d. Supplement Information Sheets. In addition to specific requirements listed in Volumes 1 and 9, the applicant will be required to substantiate their knowledge and experience by filling out a Supplemental Information Sheet (SIS) during the application process. Each SIS is specific to a discipline *(i.e.*, structures, mechanical systems, etc.) and must be included for each application submitted. The SIS is available in DMS and on the Information for DERs website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/der/information.

e. References. Each application must include references. All information must be current and must include daytime telephone numbers at which the references may be reached during normal business hours, Monday through Friday. References will be provided in the SIS.

(1) Technical References. Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. These references must be individuals who have first-hand knowledge of the applicant's technical abilities. The referring individuals must possess the technical knowledge necessary to make such a judgment regarding the applicant's technical ability. Although not required, it is helpful if the references are individuals known to the Aircraft

Certification Service (AIR). These references may be the same individuals used for character references.

(2) Character References. Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same individuals used for technical references.

f. Initial Training. Each applicant must successfully complete DER Initial Training prior to submitting their application (see Chapter 7, Training). If the applicant is a former FAA advisor or FAA MS, this training is not required. For additional information, refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

g. Qualified Applicants. The FAA will use DMS to determine whether the applicant meets minimum qualifications. If so, the application will be held in a "pool" of qualified applicants. The FAA has no obligation to evaluate an application. The selection of a qualified application for evaluation is solely dependent on the FAA's need for an additional DER and the FAA's ability to manage an additional DER. Applicants will be notified of the status of their application in their message center in DMS. Applicants are discouraged from contacting the FAA directly regarding the status of their application. The applicant must ensure that their information is kept up to date. See Volume 1 for additional information.

3. Additional Considerations for DER-Y Applicants. Company representatives should coordinate with the managing office before their prospective applicant applies in DMS. The FAA must have the need for and the ability to manage an additional DER-Y and coordinating with the managing office will assist the process. The DER applicant must provide a company endorsement as part of the application process that includes a statement from the company attesting to the applicant's technical competency. The applicant's documented technical expertise will be evaluated against the requested authorizations and will be used to determine the scope of the appointment.

a. The applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without pressure or influence from other organizational elements.

b. The applicant's position within a company should not result in any significant conflict of interest when the designee is acting on behalf of the FAA.

c. There may be local working agreements between the managing office and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before appointment.

4. Qualifications. In addition to the qualifications listed in Volume 1, DER applicants must meet the following general and specialized qualifications (where applicable) for the authority requested:

a. General Minimum Qualifications. The following list of minimum qualifications applies to all DER applicants.

(1) The applicant must possess professionalism and sound judgment. All DERs must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. Company applicants must include a statement from the company attesting to these attributes.

(2) The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.

(3) The applicant must be cognizant of regulatory requirements and issues related to civil aircraft approvals and have direct experience in the general certification process.

(4) The applicant must have a thorough working knowledge of the specific 14 CFR Parts for which the designation is requested.

(5) The applicant must have been in a responsible position in connection with the type of work for which designation is sought. The applicant must be cognizant of related technical requirements and problems related to civil aircraft approval or must otherwise demonstrate suitability for the designation sought.

(6) The applicant must have the basic engineering knowledge appropriate to the designation being sought, as demonstrated by eight years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years of maximum credit. Applicants may substitute one year of experience for completion of a Master of Science degree in Airworthiness Engineering from a university program that has been accepted by the FAA. Specific details on the expectations of qualifying Master of Science degree programs, as well as a list of accepted university programs, can be found on the FAA-Accepted Master of Science Degree in Airworthiness Engineering website. Applicants may also earn experience credit while working in aircraft design/certification while concurrently pursuing their Master of Science in Airworthiness Engineering. An applicant who has not earned an engineering degree may substitute 40 credit-hours of successfully completed course work in engineering or related curriculum for one year of experience, up to one year maximum credit.

(7) The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.

(8) Each applicant must possess knowledge of pertinent regulations, directives, and related guidance material related to the designee program as well as DER responsibilities, authority, limitations, activities, and procedures, while serving as a representative of the FAA Administrator. The successful completion of the DER Initial Training is evidence of this knowledge. The applicant may also list other experience, training, etc., that has helped the applicant gain this knowledge.

(9) The applicant must have significant experience working directly with the FAA. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to

determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well versed in all pertinent regulation(s).

b. Technical Qualifications and Experience. The FAA has defined a broad amount of authority that is dependent on several factors, such as technical discipline, areas of expertise, and authorized delegations. The authority granted is based on the qualifications and experience of the applicant. Some qualifications are specific, such as the number of pilot-in-command (PIC) hours required for a Flight Test Pilot DER. Others are less exact and based more on the applicant's experience and familiarity with FAA and industry standards. It is incumbent on the applicant to ensure that enough information is provided to allow the FAA to evaluate each application for the requested authority. This information will typically be provided on the SIS described above. The applicant may also choose to upload a resume.

(1) Flight Test Pilot. For a Flight Test Pilot DER designation, the applicant must also meet the following:

(a) Hold a Commercial Pilot Certificate with an instrument rating, and be qualified in an aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

(b) Have logged a minimum of 2,000 PIC flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 calendar months.

(c) Have logged a minimum of 100 hours of appropriate experimental flight test experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

> **Note:** The requirements of subparagraph (1)(b) and (1)(c) above are initial requirements, not annual requirements.
>
> **Note:** Former FAA test pilots may be exempted from the 100 hours in 12 months requirement in paragraph 1(b), at the discretion of the Flight Test Branch evaluation panel. An explanation for not meeting this requirement must be provided in the supplemental information sheet in the application.

(2) Human Factors/Flight Deck Evaluation. For a Flight Analyst DER designation with human factors/flight deck evaluation authority, the applicant must also possess the following:

(a) Formal training in human factors in aviation-related field.

(b) Experience performing human factors evaluations.

(c) Experience in conducting flight tests.

(d) Understanding of regulations containing human factors aspects.

(e) Understanding of human factors best practices and guidance material.

(f) Performance history working with the FAA Flight Test Branch.

(3) Software Approval. For a DER with an authorization for software approval, the applicant also must provide evidence of the following experience, knowledge, and capabilities for the requested software development assurance level:

Activity	Experience/Knowledge	Capabilities
Software Levels A, B, and C Activities such as: • Reviewing software life cycle processes and data; and • Evaluating software modifications.	Have at least 4 years of experience within the past 10 years in the development or review of software planning, requirements, design, coding, integration, and integral processes life cycle data using the guidance recognized by the current edition of AC 20-115, Airborne Software Development Assurance Using EUROCAE ED-12( ), or other acceptable means of compliance for airborne software assurance. This qualification may be satisfied by an aggregate of experience with different software development programs. Have familiarity with the systems safety assessment methodology; specifically, those portions that establish the software levels as a function of criticality and the techniques that may be employed to reduce software levels. Have a thorough working knowledge and understanding of the guidance recognized by AC 20-115.	Ability to assess a project's compliance with the guidance recognized by AC 20-115. Ability to assess the development team's adherence to approved plans and standards. Proficient in at least one programming language used in software for airborne systems.
Software Level D Activities such as: • Reviewing software life cycle processes and data, and • Evaluating software modifications.	Have at least 1 year experience in the development or review of life cycle data using the guidance of AC 20-115 or other acceptable means of compliance for airborne software assurance. Have familiarity with the systems safety assessment methodology; specifically, those portions that establish the software levels as a function of criticality and the techniques that may be employed to reduce software levels. Have a working knowledge and understanding of the guidance recognized by AC 20-115.	Ability to assess a project's compliance with the guidance recognized by AC 20-115 applicable to software level D. Ability to assess the development team's adherence to approved plans and standards. Competent in at least one programming language.

Note: The managing office will determine what limitations, if any, will be placed on the DER's software approval level. The general experience, knowledge, and skills for software levels A, B, and C are the same. However, the software levels indicated in the applicant's supporting evidence should be

considered, and appropriate limitations to approval authority by software level should be reflected in the designation. There is no requirement for a minimum number of years of experience with each software level. That is at the discretion of the managing office. Applicants that satisfy the criteria for software levels A, B, and C will also be granted approval for software level D without having to provide additional information.

Note: Normally, the Plan for Software Aspects of Certification and Software Accomplishment Summary should be reserved for approval by the managing office.

(4) Damage Tolerance. For a Structural DER with an authorization for damage tolerance evaluation, the applicant must also possess the following:

(a) A degree in one of the following: engineering mechanics, aerospace or aeronautical engineering, mechanical engineering, or civil engineering.

Note: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.

(b) At least 2 years of experience in airframe stress analysis within the past 10 years. At least 3 years of experience in damage tolerance analysis within the past 10 years.

(5) Fatigue Analysis. For a Structural DER with an authorization for fatigue analysis, the applicant must also possess the following:

(a) A degree in one of the following: engineering mechanics, aerospace or aeronautical engineering, mechanical engineering, or civil engineering.

Note: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.

(b) At least 2 full years of experience in fatigue analysis in the past 10 years.

(6) Repair Specification. For an RS-DER, the managing office will ensure that the applicant for the special delegation of RS-DER has the following experience before authorizing repair specification authority:

(a) Experience in approving repair designs as a DER with the special delegation of major repairs (or equivalent experience, for example, as an aviation safety engineer in a managing office or Organization Designation Authorization (ODA) Unit Member (UM)). The experience should be of sufficient quality and quantity to ensure that the applicant will be able to execute the delegation appropriately. For example, the applicant should demonstrate this by having approved more than 12 major repairs in 1 year.

(b) Experience managing projects and being responsible for ensuring that all applicable certification requirements for the repair are identified. This can be evidenced by overseeing others who develop and approve data that demonstrates compliance with the

certification requirements, and ensuring compliance issues resulting from or associated with overlapping of engineering disciplines are resolved.

> **Note:** A DER may be limited to working on repair specifications appropriate to their experience. For example, the FAA may limit a structure DER to airframe repair specifications. A DER might not be limited if experience allows managing repair specification data approvals in other technical areas with the support of appropriately authorized DERs in those areas.

(7) Foreign CAA Compliance Findings. For DER applicants seeking authority to make determinations of compliance with foreign CAA's regulations, knowledge in the application and interpretation of the specific foreign regulations must be demonstrated.

(8) Airborne Electronic Hardware. For a DER with an authorization for airborne electronic hardware approval, the applicant also must possess the following:

(a) Thorough working knowledge and understanding of the guidance recognized by AC 20-152 (current version) or other acceptable means of compliance for airborne electronic hardware assurance.

(b) Understanding of and experience with hardware life cycle data required for certification, such as: Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, and Traceability Data. The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.

(c) Familiarity with the systems safety assessment (SSA) process; specifically, those portions that establish the hardware development assurance levels.

(d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of the related documents.

(e) Ability to distinguish between complex and simple electronic hardware. This includes the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.

(f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.

(g) Experience interacting with the phases of airborne electronic hardware development and testing processes, including the use of the associated configuration

management and process assurance. This experience should include significant responsible involvement in several of those phases.

(h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.

(i) Familiarity with hardware description languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.

(j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency checking processes is highly desirable.

(k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.

(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware development assurance level, such as redundancy, built-in-test, monitoring, circuit or function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.

(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware (for example, handling of components, use of development tools, design, and manufacturing and fabrication process).

(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.

(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation, or emulation, and testing.

(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.

(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.

(r) A minimum level of successful experience before being allowed to approve data pertaining to airborne electronic hardware. The experience to be considered in relation to airborne electronic hardware development assurance levels is as follows:

Level A Airborne Electronic Hardware	A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA DO-254 appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 12 months of successful experience reviewing level A airborne electronic hardware data submittals before being designated to approve any level A data.
Level B Airborne Electronic Hardware	A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA DO-254 appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 12 months of successful experience reviewing level A or level B airborne electronic hardware data submittals before being designated to approve any level B data.
Level C Airborne Electronic Hardware	A DER should have at least 12 months of successful experience reviewing level A, level B, or level C airborne electronic hardware data submittals before being designated to approve any level C data.
Level D Airborne Electronic Hardware	A DER may be designated to approve level D data if the qualification criteria for appointment as a DER with airborne electronic hardware approval have been met.

Note: The managing office will determine what limitations will be placed on the DER's authority. These limitations should be expressed in the terms used in AC 20-152 and must be defined in the DER's CLOA.

Note: Certain data approvals should be reserved for approval by the managing office: the Plan for Hardware Aspects of Certification, Top Level Drawing or Hardware Configuration Index, and the Hardware Accomplishment Summary. For some systems and airborne electronic hardware requiring development assurance level A or level B, the verification and validation data may also be reserved for approval by the managing office.

(9) EWIS Authorization. For an applicant seeking an EWIS authorization for transport airplane electrical systems, the applicant must also possess the following experience, knowledge and skills for each activity, as listed below:

Activity	Experience/Knowledge	Skills
Design Activities such as system or component power requirement assessment, wire sizing or selection, wire bundle design considering the environment effects, duty cycle, altitude, and other de-rating factors, etc.	Have an engineering degree plus 4 years employment experience in aircraft wiring design Have a thorough working knowledge and experience in the areas provided in the next column	Electrical systems types and characteristics for transport airplanes Designing wiring in a factory setting for transport airplanes Developing test procedures for testing and inspecting electrical wiring Wire and cable selection Wire connection and associated hardware Aspects of RTCA DO-160 and AC 43.13-1
Installation Activities such as wire routing, wire bundle fabrication, installation drawing preparation, wire length determination, form boards, etc.	Have a minimum of 4 years of employment with practical experience in wiring installations for aircraft Have a thorough working knowledge of and experience in each of the areas provided in the next column	Wire installations in a factory setting in transport airplanes Performing wiring inspections Aircraft wire types and their unique characteristics Aircraft zones and unique characteristics (*e.g.*, temperature, vibration, moisture, etc.) Wire connection and installation hardware Aircraft wiring separation standards and wiring best practices
Analysis Activities such as developing and reviewing electrical load analysis, zonal and enhanced zonal analysis, system safety analysis, failure mode and effect analysis, etc.	Have an engineering degree Have a thorough working knowledge and experience that includes the application or development of each of the following area provided in the next column	Aircraft electrical load analysis Safety analysis Industry EWIS design standard Aircraft functional hazard assessments System functional hazard assessments System safety assessments (fault tree analysis or dependence diagrams) Failure modes and effects analysis common cause analyses (zonal analysis or common mode analysis)

Activity	Experience/Knowledge	Skills
Maintenance Activities such as developing or performing maintenance tasks, ICA, standard wiring practice manual, etc.	Have a minimum of 4 years employment with a thorough working knowledge and experience in each of the areas provided in the next column	Performing electrical wiring maintenance at a maintenance facility Performing wiring tests, inspections and troubleshooting Wire and cable selection Wiring components and installation hardware Standard wiring practice manual Aircraft zonal analysis Wiring inspection techniques (*e.g.*, visual inspection, detailed visual inspection, etc.) Understanding of and experience with the aspects of AC 43.13-1

Note: The supplemental information sheet (SIS) for Electrical Systems Engineering contains the information that must be provided by the individual seeking EWIS authority. This SIS can be accessed in DMS or on the Information for DERs website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/der/information.

(10) Engine Powered Airplanes. An applicant seeking authorization to make findings with Part 34 must have a thorough knowledge of the applicable statutes and regulations associated with aircraft exhaust emissions, fuel venting, or both, which include:

(a) Part 34, Fuel Venting and Exhaust Emissions Requirements for Turbine Engine Powered Airplanes; 40 CFR Part 87, Control of Air Pollution from Aircraft and Aircraft Engines; and the relationship between the FAA and the U.S. Environmental Protection Agency (EPA), as specified under Title II of the Clean Air Act, Sections 231 through 234, in establishing and implementing aircraft engine emissions standards; and

(b) International Civil Aviation Organization (ICAO) Annex 16, Environmental Protection, Volume 2, Aircraft Engine Emissions, which is incorporated by reference into 40 CFR Part 87 and referenced in associated guidance material such as AC 34-1, "Fuel Venting and Exhaust Emission Requirements for Turbine Engine Powered Airplanes", and the ICAO Environmental Technical Manual, Volume II, "Procedures for the Emissions Certification of Aircraft Engines".

Note: Additional information regarding the applicant's knowledge of the emissions area, additional technical considerations, and how an applicant may demonstrate their qualifications must be included in the SIS.

Note: The following note should be added to the CLOA: Findings of compliance with [list specific regulations being delegated, *e.g.*, § 34.XX] may be fully delegated to this DER.

5. Disqualifiers. See Volume 1.

6. Multiple Appointments.

a. Separate Appointments. An individual may be appointed as more than one type of designee. For example, an applicant can be appointed as a DAR and DMIR, or as a DAR, DMIR, and DER, if all appointment criteria are met. In such cases, separate appointments will be made. A separate MS should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two MSs. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations.

> **Note:** A designee performing engineering and manufacturing DMIR and DAR functions (or other combination thereof) may not perform both functions on the same product or article. For example, a manufacturing DMIR and DAR cannot perform a conformity inspection on the same product or article for which the design was approved as a DER.

b. Appointment of DERs Outside of the United States. The FAA will not appoint as a DER an individual who does not have a legal permanent residence in the United States. The FAA has determined the burden to the agency of managing a DER who does not reside in the United States outweighs any FAA need that might be met by appointing such a DER.

7. Transfer. A DER may determine that a transfer to another managing office would be beneficial for any number of reasons. Although there are no restrictions on which office can manage a DER, a transfer request should be given the same considerations that an applicant uses to determine where to apply. Where does the DER expect to do the majority of their work? Will the new managing office benefit more from the appointment? Will the new managing office be able to manage your designation? A DER who wishes to transfer to another managing office should communicate with their managing office as well as the potential new office about the possibility and the reason(s) for the request. The FAA is under no obligation to transfer a designee but if the managing offices agree to the transfer, the DER's MS will initiate the transfer request in DMS. If the receiving office rejects the transfer request, the DER will not be assigned to the new office and will continue to be managed by their current office.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DER applicants, referred to collectively in this chapter as applicants. The designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of a DER applicant.

2. General. Selection and evaluation is the process by which a selecting official (SO) at a managing office, based on specific criteria, can obtain a list of qualified applicants that may be evaluated for possible appointment.

a. Managing Office Responsibility. The managing office is not responsible for evaluating every DER application that is submitted. Only after the SO has identified the need for a particular DER type should the selection process be initiated in DMS. This is considered FAA-initiated and is used for the selection of DER-T applicants.

b. DER-Ys. The selection process for DER-Y applicants is similar except that the process is initiated by a company approaching the FAA (via the appropriate point of contact) and identifying their need for a DER. The managing office still must have the need for the additional DER and the ability to manage the additional DER.

c. Documentation in DMS. DMS will facilitate the selection and appointment process flow and must be used to capture all notes, documentation, and deliberation records, as appropriate, via direct entry or upload into the applicant record.

3. Need and Ability to Manage. The SO must document the need for an additional DER and the ability to manage an additional DER in DMS.

4. Requesting Qualified Applicants.

a. Applicant Search. The SO will initiate a search in DMS based on the type of DER (company or consultant) that is needed for that office. DMS will provide all qualified applicants that meet the search criteria, including applicants that may have been previously evaluated but not selected for appointment.

b. Deviation from Minimum Qualifications. Applicants who do not meet minimum qualifications will not be appointed. Deviations from minimum qualifications are not allowed.

5. Evaluation. The SO must follow the recommendations of the initial evaluator or evaluation panel.

a. Initial Evaluation. Once a list of qualified applicants has been provided, the SO determines which applicant(s) will be evaluated. There is no limit to the number of applicants that can be selected for evaluation. Determining which applicants will be evaluated for appointment is at the sole discretion of the SO. Once the determination is made, DMS will prompt the SO to identify an initial evaluator to conduct the initial evaluation. The initial evaluator must be qualified to manage DERs (*i.e.*, they must have the MS role), should be in the same discipline as the applicant, and be familiar with the selection and appointment process.

(1) Initial Evaluator Responsibilities. The initial evaluator will accomplish the following:

(a) Review the application for completeness and ensure that the minimum qualifications have been met.

(b) Contact the applicant's references, if necessary.

(c) Verify that initial training has been completed. An applicant's training record can be verified in DMS. If the applicant is a former FAA advisor or FAA MS, initial training is not required and the evaluator should answer "yes" to the initial training question in DMS.

(d) Reduce the scope of authority sought and add limitations, when appropriate, based on the application and evaluation of technical capability. Expanding the scope of requested authority is not allowed.

(e) Upload any notes, documentation, and deliberation records as appropriate via direct entry or upload into the applicant record in DMS. The initial evaluator should be diligent in providing sufficient information to justify the recommendation they will make.

(f) Make a recommendation based on the initial evaluation.

(2) Initial Evaluator Recommendation.

(a) If the recommendation is to deny selection, the SO must return the applicant to the pool of qualified applicants.

(b) If the initial evaluator recommends selection, the SO must select an evaluation panel and continue the evaluation process.

b. Evaluation Panel. The purpose of the evaluation panel is to compare qualifications to the appointment criteria and to make a recommendation regarding appointment as appropriate. DMS will prompt the SO to select a minimum of two individuals for the evaluation panel and to identify a lead. Evaluation panel members should be in the same discipline as the applicant and familiar with the selection and evaluation process. When possible, the evaluation panel should include the individual that will likely be assigned as the MS. The applicant's initial evaluator may also be a member of the evaluation panel and one individual must be identified as the evaluation panel lead. The evaluation panel should meet in person when practical but may use other methods if necessary. The evaluation panel will be conducted outside of DMS, but deliberations and outcomes will be documented in DMS by the initial evaluator. The evaluation panel will accomplish the following:

(1) Review the application package that was submitted by the initial evaluator. The application package will be available in DMS.

(2) Interview the applicant or document the reasons why an interview was not necessary.

(3) Reach consensus on one of the following recommendations:

(a) Recommend selection.

(b) Recommend selection with reduced authority.

(c) Recommend denying selection.

(4) The evaluation panel lead must provide the initial evaluator the evaluation panel recommendation along with any relevant documentation that was generated including notes from interviews or deliberations, reductions in scope of requested authority and limitations, or any other information relevant to the evaluation panel activities.

(5) Special Requirements for Acoustical Engineering DERs. Acoustical DER appointments require the evaluation panel to obtain concurrence of the Office of Environment and Energy, Noise Division (AEE-100), or AEE personnel to whom they have delegated concurrence. Evidence of concurrence may be documented in DMS in the applicant's record or retained locally outside of DMS such as in an email record.

c. Documenting the Evaluation Panel Outcome. The initial evaluator will upload any provided documentation to the applicant record, adjust the requested authority as necessary, and document the evaluation panel recommendation in DMS. Once completed, the initial evaluator will submit the recommendation to the SO.

Chapter 4. Designee Appointment

1. Purpose. This chapter describes the policy associated with the appointment of a selected DER applicant. This designation type-specific policy and Volume 1 constitute the policy for the appointment of DERs.

2. Reviewing Evaluation Panel Results. Once the outcome of the evaluation panel has been documented in DMS, the SO will be tasked to review the results.

a. Denying Selection. If the evaluation panel recommends denying selection, the SO must follow the recommendation. DMS will notify applicants that are not selected for appointment.

b. Recommending Selection. If the evaluation panel recommends selection or selection with reduced authority, the SO must follow the recommendation. The MS will complete the appointment preparation.

3. Appointment Preparation. The MS will be responsible for completing the appointment preparation. The MS must do the following:

a. Verify That All Required Training Has Been Completed. This not only includes initial training but also any specialized training requirements that may be required prior to appointment.

b. Select a Proposed Expiration Date. The default expiration date will be one year plus to the end of the current month. The expiration date can be changed from the default but may not be extended.

c. Conduct an Orientation.

4. DER Orientation. The MS is responsible for ensuring the initial orientation of a DER applicant is conducted prior to appointment. The orientation should be conducted in person if possible but other options may be used if necessary. The following items should be included:

a. Identity Verification. Verify the DER applicant's identity as specified in Volume 1.

b. AIR Organizational Structure. Review the AIR organizational structure.

c. Certification Branch Structure. Review the Certification Branch structure.

d. Personnel. Introduce the applicant to personnel as appropriate if orientation is given in person.

e. Assigned Tasks. Emphasize that the DER must have adequate time to perform their assigned duties and to adequately represent the Administrator.

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

g. Geographic Restrictions. Explain the procedures for working outside the country.

h. The Role of DMS. Explain the role of DMS and how it is used to manage a DER.

i. Use of Department of Transportation (DOT) or FAA Logos. Emphasize to the applicant that DERs may not infer that they are FAA employees or use the DOT or FAA logo on items such as business cards, letterheads, facsimile covers, document covers, or any other business forms. Emphasize that a DER cannot sign FAA correspondence on behalf of the FAA.

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

k. Compliance with Policy. Explain that the DER must use and implement FAA policy and guidance material (for example, notices, orders, and policy memos) in addition to the regulations and any other special instructions. For example, a Memorandum of Understanding (MOU) conveyed by the managing office. In addition, explain to the applicant that these policy and guidance materials must be followed and complied with.

> **Note:** The MS should explain that a signed issue paper for the certification project being conducted is binding for that project. Also, explain that a documented FAA technical position for a certification project that is coordinated, in writing, with the appropriate standards branch participation is binding for that project.

l. Request Additional Authorizations. Explain the process of expanding the DER's authority by requesting additional authorizations in DMS.

m. Extension of a DER's Authorization. Explain the process for extending the DER's expiration date in DMS.

n. Change of Location. Explain that a change in location may require the FAA to initiate a transfer but that the receiving office is under no obligation to accept the request.

o. Training. Explain the recurrent training requirements.

p. Designation Privilege. Explain that designation is a privilege, not a right, and at the time of appointment, there is no property right to be implied by the appointment. Emphasize that DERs are entitled to only as much due process as the FAA provides. See Volume 1, Chapter 9, Termination of a Designation, for the termination process.

q. Authorized Functions. Remind the applicant that no authority that the FAA has delegated may be further delegated by a DER.

r. Approval Authority. Review in detail what the DER may approve and what the DER may only recommend for approval, and how they must remain within the authority that has been documented on their chart. Review how authority is delegated.

s. DER Guidance Handbook. Review in detail Order 8110.37.

t. FAA Form 8110-3. Explain how to complete FAA Form 8110-3.

u. Use of Authority. Advise the DER to exercise the full extent of delegated authority. Inform the DER that if the delegated authority is not exercised, an explanation must be provided on FAA Form 8110-3 when submitted. Advise the DER to explain submittal rejections.

v. Test Plan Approval. Note that the managing office may delegate test plan approval to the DER. Inform the DER that specific approval from the FAA must be obtained before witnessing a test as the FAA representative. Explain that the managing office and the DER must agree beforehand on how to document the approval.

w. Other Pertinent Information. Review other pertinent information, such as AC 21-40, Application Guide for Obtaining a Supplemental Type Certificate; other applicable ACs; FAA Order 8110.4, Type Certification; material burn requirements; service difficulties; major and minor changes; and job aids. Provide the DER with copies of information of particular interest to the appointment specialty.

x. Company Influence. Advise all DERs to contact the managing office immediately if any pressure is put on them by a company's management to approve data that they believe should not be approved.

y. Questions Concerning Approval Authority. Emphasize that if the DER has any doubts about the approval authority or has questions on any subject, the appropriate MS or manager in the managing office should be contacted.

z. DER Executive Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive or lead category within a company, or an executive consultant in an engineering organization who applies for a DER appointment. Emphasize that if additional monitoring, supervision, or surveillance becomes required as a result of their position or changes in their position within the company, it may affect the FAA's need for, or ability to manage, the DER.

5. Designee Number. See Volume 1.

6. CLOA. See Volume 1.

7. Appointment Duration. See Volume 1.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of DERs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the policy related to the responsibilities and obligations of a DER.

2. Responsibilities and Obligations.

a. Publications. DERs must be familiar with and have ready access to all appropriate FAA publications and documents. Material may be accessed and downloaded from the FAA Designee and Delegation website.

b. Authority. DERs must work within the limits and scope of the authority they have been authorized. A DER's authority is documented by the FAA in a broad manner that may depend on the project, or repair or alteration. The DER must coordinate with their MS or project team member (PTM) if there is any question about the work being within the limits and scope of their authority.

c. Departures from Policy. DERs may not: (i) approve departures from specific policy and guidance; (ii) establish or grant an equivalent level of safety; (iii) establish special conditions; or (iv) grant exemptions. These activities exceed the scope of the matters the Administrator may delegate under 49 U.S.C. § 44702(d).

d. DER Title. DERs are not employees of the FAA. DERs are authorized to use their titles only when performing those functions specifically delegated by the FAA managing office.

e. Privilege, Not a Right. DERs, upon appointment and extension of their authorizations, must acknowledge that designation is a privilege, not a right, and understand the designation may be terminated at any time for any reason at the discretion of the Administrator.

f. Guidance Material. DERs are responsible for obtaining and maintaining all guidance material necessary to perform their authorized functions. All DERs are encouraged to obtain guidance material through the reference library. The reference library is intended to be the primary source of electronic designee guidance material. This website can be accessed from the Designee and Delegation website. If designees are unable to obtain guidance material through the internet, they may contact their managing office or MS for assistance.

g. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your MS. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned MS. If a conflict cannot be resolved at that level, the designee should contact the managing office manager for assistance. Other FAA offices, including AIR-630, do not manage designees and are not authorized to provide direct guidance to designees in lieu of the local managing office guidance and instruction.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the policy associated with the oversight and management of a DER. This designation type-specific policy and Volume 1 constitute the policy for the oversight and management for DERs.

2. General.

a. Philosophy. DER oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach. Every interaction between the DER and the FAA constitutes an opportunity for oversight. These interactions may be in the form of documentation review for a project, major repair, or major alteration. Others may be direct observations of a DER performing work such as flight tests or personal contact such as face-to-face visits or telephone calls. DMS provides a way to document oversight regardless of who interacts with the DER. Documenting oversight in DMS is critical to the continued success of the DER program and provides information that allows the managing office to more effectively manage its limited resources.

b. Oversight Roles.

(1) Managing Office. The managing office must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of its DERs.

(2) Managing Specialists. The MS is responsible for managing, monitoring, and tracking a DER's activities to ensure that the DER is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

(3) Project Team Member (PTM). It is likely that the DER will interact with other aviation safety engineers (ASEs) while working on certification projects not associated with the MS. These ASEs, known as PTMs in DMS, should provide oversight based on their interactions with the DER. Although the MS is responsible for the overall performance of a DER, the oversight provided by the PTMs is critical to the overall success of DER oversight.

c. Oversight and DMS.

(1) DER Oversight. DER oversight includes the managing, monitoring, and tracking of a DER's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the MS.

(2) Oversight Record. All oversight must be documented in DMS. Maintaining an accurate oversight record in DMS is crucial not only for managing DERs, but it also allows for the identification of strengths and weaknesses in the entire system.

d. Performance Measures. DERs will be evaluated in three areas: technical, procedural, and professional. These measures will be used when documenting oversight activities and will be used in the overall performance evaluation (OPE) of the DER. The following is intended to provide additional information on the performance measures as they apply to DERs and to assist in determining the outcome for each at the conclusion of an oversight event or the OPE.

(1) Technical. The DER demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The DER possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Application of Regulations. The DER produces acceptable compliance findings with complete supporting data. The DER demonstrates understanding and proper application of regulations, etc., during the course of certification activities including meetings with the FAA, appropriate compliance findings and determinations, etc.

(b) Demonstrates Technical Competence in Area of Appointment. The DER's technical work and interaction with the FAA, particularly on complex technical issues, demonstrates the DER's competence in the delegated area. The DER demonstrates competence through properly developed test plans, appropriate compliance findings, technically accurate and complete substantiation, and test reports.

(c) Quality of Submittals. The DER's data submittals and FAA forms are complete, logically arranged, legible, accurate, are of good quality, and clearly establish compliance with the applicable airworthiness requirements such that review by the FAA may be minimal. The DER submits test plans, test reports, substantiation, drawings, etc. that meet the listed criteria.

(d) Identification of Significant Issues. As early as practical in the program, the designee identifies to the FAA areas of new technology, unusual design features, or those areas requiring special guidance or direct FAA involvement.

1. The DER makes timely informal contact with FAA to alert areas of concern.

2. The DER participates in certification meetings to identify significant technical issues for issue papers.

(e) Knowledge and Understanding. The DER understands the technical terminology contained in FAA orders and other reference material used in exercising their authorizations. The DER can communicate effectively with their MS, applicant representatives, and engineers using technical terminology appropriately.

(2) Procedural. The DER demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Application of Regulations, Policy, and Guidance. The DER properly applies airworthiness requirements and administrative policy or guidance. The DER demonstrates understanding and proper application of FAA policy and guidance during the course of certification activities, including meetings with the FAA, appropriate compliance findings and determinations, etc.

(b) Timely Identification of Significant Issues. The DER identifies significant issues in a timely manner. The DER identifies procedural issues or significant items that merit issue papers and reports them to their FAA counterpart.

(c) Timely Review of Data.

1. The DER submits compliance data within timeframes consistent with program schedules and required FAA review.

2. The DER consistently avoids last minute "data dumps," thus allowing adequate time for FAA actions prior to critical program milestones.

(d) Follow Policy and Procedures. The DER submits all required information appropriately (selects and completes forms/submissions accurately and timely) and follows all relevant procedures.

1. The DER can describe the correct procedure for conducting a delegated activity.

2. The DER demonstrates care and accuracy with FAA Form 8110-3.

(3) Professional. The DER conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The DER communicates effectively in a manner that reflects positively on the FAA.

(a) Oral and Written Communication. The DER effectively communicates both in writing and in conversation with the FAA and general public.

1. The DER provides reports and documents that are accurate, consistently comprehensible, and uses terminology that is consistent with FAA orders and policies.

2. The DER communicates orally using comprehensible terminology that is consistent with FAA orders and policies.

(b) Professional Representation of FAA with the Public. The DER demonstrates a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction.

(c) Cooperative Attitude with the FAA. The DER is easy to work with and presents a positive attitude when interacting with the FAA. The DER is responsive to the FAA and reasonably accessible to the FAA, as required. Repeated attempts should not have to be made by the FAA managing office to successfully contact the designee. The DER returns phone calls and emails to the FAA, as required.

(d) Ethics and Judgment. The DER maintains high ethical standards and demonstrates good judgment in the conduct of authorized activities.

3. Oversight Activities.

a. Planning an Oversight Activity. Oversight for a DER is generally not required at specific intervals, so it is not necessary to plan an oversight activity.

b. Oversight Activities for DERs. Oversight activities can only be documented in DMS by the PTM or the MS. There are two types of oversight activities for DERs.

(1) Direct Observation.

(a) Direct observation is observing the DER performing work within the scope of their authority. Direct observation would be appropriate for such activities as flight tests, compliance inspections, or test set-up and data gathering.

(b) Each direct observation record will capture information that is asked for in DMS with the MS or PTM determining the results of the activity. Each direct observation will be treated as an oversight activity that is tied to the DER's record and is available in DMS.

(2) Review of Documentation. The MS or PTM has the responsibility to review a sample of the work that has been submitted by the DER in connection with a project, major repair, or major alteration. DMS will store FAA Form 8110-3s submitted by the DER, however, it will not store the documentation that supports the compliance finding. The MS or PTM may request that the DER submit any supporting documentation they deem necessary to facilitate their review.

(a) Review Documentation for a Project. When a DER submits an FAA Form 8110-3 for a project, DMS stores and associates it with that project. This allows for the easy identification of FAA Form 8110-3s that are associated with the project and available to review. An oversight activity may be initiated and the outcomes documented in DMS. All oversight activities become part of the DER's activity history and any required corrective or follow up actions are the responsibility of the MS.

(b) Review Documentation for a Major Repair or Major Alteration. When a DER submits FAA Form 8110-3 for a major repair or major alteration, DMS stores and associates it with the DER's major repair or major alteration authority as appropriate. If an FAA Form 8110-3 is selected for review and an oversight action initiated, the outcomes will be documented in DMS and become part of the DER's activity history. Any required corrective or follow-up actions are the responsibility of the MS.

c. Outcomes. For each oversight activity mentioned above, an outcome will be selected for each of the three performance areas (technical, procedural and professional) as described in subparagraph 2d of this chapter. The three possible outcomes are satisfactory, needs improvement, and unsatisfactory. Any outcome other than satisfactory will result in an oversight correction task for the MS, who will decide how to proceed.

d. Overall Performance Evaluation (OPE). The MS is responsible for completing an OPE for the DER and documenting the outcome in DMS. This evaluation consists of reviewing oversight activities and any other documentation submitted during the evaluation period. The purpose of the evaluation is to document the DER's performance over a specific period of time

and to assign an overall outcome. Ideally, the evaluation outcome will be a reflection of the individual oversight activities, feedback, and other documentation submitted during the evaluation period. The MS will be required to make all performance evaluation decisions.

(1) Frequency of Evaluations.

(a) Initial performance evaluation must be within 12 months of appointment.

(b) Subsequent evaluations are based on the overall outcome of the evaluation, as follows:

1. For an overall outcome of "Satisfactory," the due date for the next OPE is 12 months.

2. For an overall outcome of "Needs Improvement" or "Unsatisfactory," see Volume 1, Chapter 6.

(2) Performance Evaluation Results. The MS should consider the performance measures described in subparagraph 2d above when determining the OPE result. Although the outcomes are somewhat subjective, the following may be considered as a general guide:

(a) Satisfactory.

1. No performance-related issues noted throughout the period.

2. Few or minor performance-related issues noted throughout the period.

(b) Needs Improvement.

1. Some issues were noted but were corrected or were of minimal impact to safety.

2. Few or minor performance-related issues noted throughout the current as well as previous periods demonstrating a negative pattern.

(c) Unsatisfactory.

1. Significant issues were noted and were safety related.

2. Significant issues noted throughout the performance period and were not safety related.

Note: Performance evaluation results for DERs may require follow-up actions or action against the DER's authority (see Volume 1 for guidance).

(3) Certification Activity Level.

(a) Lack of Oversight Activities. The MS should reach out to PTMs who worked with the DER and ask them to submit an oversight activity. The MS may also need to go into the DER's record and submit an oversight activity for major repair or major alteration work.

(b) Lack of Certification Activity. There could be a number of reasons why there was a lack of certification activity. In these cases, the MS should consider other information in the designee record such as feedback, non-FAA Form 8110-3 activity, ODA UM activity, etc. The MS should evaluate all activity and make a determination about the FAA's continued need for the delegation. If appropriate, the MS should counsel the DER about their activity level and give them an opportunity to increase the level before initiating a termination action.

e. Correcting Performance Related Issues. It is the FAA's desire to counsel and provide additional training to a poorly performing DER, to enable them to return to a satisfactory performance level. When a DER's performance does not meet FAA expectations, the MS should consider options to aid in improving the DER's performance to a satisfactory level. These options are tools in DMS and include counseling the DER, requiring the DER to complete additional formal training, closely monitoring the DER's work activities for a determined amount of time, and reducing authority. It is imperative that the MS document all actions in the appropriate DMS tool concerning the DER's poor performance along with all steps taken to correct the DER's poor performance. This documentation must be detailed and specific to allow a thorough evaluation of the DER's performance with the appointing official to determine termination action when warranted.

4. Follow-up Actions.

a. Counseling. See Volume 1.

b. Additional Training. See Volume 1.

5. Other Oversight Activities and Considerations. The MS is responsible for continuous management and oversight of the DER. The orientation session with the DER during the appointment process is the place to establish expectations for the DER's performance. Developing consistent communication with the DER is essential to managing the DER.

6. Designee Management Functions.

a. Request Additional Authorizations or Change Limitations. A DER may only request expansion of authority within the technical disciplines (Structural, Mechanical Systems, etc.) for which they are already designated. Similarly, any limitation changes must be within the current technical disciplines as well. The request should be made and justified by the designee using the Request Additional Authorizations process in DMS. The request will be evaluated by the MS in a manner similar to the original application, except an evaluation panel is not required for this type of change. A panel, however, may be held at the discretion of the managing office.

> **Note:** DER-Ys should coordinate with the managing office before they apply for expansion through DMS.

b. Reduce Authority. See Volume 1.

c. Investigations. See Volume 1.

d. Inquiries. See Volume 1.

e. Record Note. See Volume 1.

f. Send Message to Designee. See Volume 1.

g. Record Feedback or Interaction with a Designee. See Volume 1.

h. Certification Work.

(1) FAA Form 8110-3. All engineering data approvals on FAA Form 8110-3 will be linked to either a project (*e.g.* type certificate (TC), Supplemental Type Certificate (STC), PMA project or special project) or to a major repair or major alteration. DMS will allow the DER to create, edit, and submit FAA Form 8110-3 without limit. Upon submittal in DMS, FAA Form 8110-3 becomes the official FAA record and is held in DMS as part of the DER's record. Once an FAA Form 8110-3 has been submitted, it cannot be edited. A PDF or hard copy of FAA Form 8110-3 may be generated from DMS for providing to another entity. All FAA Form 8110-3s should be initiated in DMS unless doing so is not possible. In such cases, the DER must upload any FAA Form 8110-3 created outside of DMS at the earliest opportunity. The FAA expects that there would be very few scenarios where it would be necessary or acceptable to create an FAA Form 8110-3 outside of DMS.

(a) Project FAA Form 8110-3. When the DER is notified that they have been approved to work on an FAA project, the DER must log into DMS and create a project in their record. The DER will enter project information and the PTM they will be working with using the approved certification plan, information provided by the FAA, or both. The DER can only submit FAA Form 8110-3 for projects they have been approved to work and that they have created in their DMS record.

(b) Major Repair FAA Form 8110-3. The DER may only issue FAA Form 8110-3 for major repairs if they have major repair authority in DMS. The DER must remain within the scope of the authority specified by the MS and documented in DMS.

(c) Major Alteration FAA Form 8110-3. The DER may only issue FAA Form 8110-3 for major alterations if they have major alteration authority in DMS. The DER must remain within the scope of the authority specified by the MS and documented in DMS.

(2) Non-FAA Form 8110-3 Activity. While the majority of a DER's activity involves submitting FAA Form 8110-3s, the FAA acknowledges that there are other activities that a DER may be involved in that provide value such as witnessing testing, developing, or reviewing certification plans and compliance checklists, identifying/resolving certification issues, and approving repair specification cover sheets. DERs are encouraged to document these activities in DMS. Repair specification cover sheets must be documented in DMS.

i. Activity Level. A DER must utilize their delegated authority to maintain an activity level that validates the continued need for the designation.

Chapter 7. Training

1. Purpose. Designees and FAA personnel must enhance and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. This chapter describes the policy associated with the training requirements for MSs, designees, and designee applicants. This designation type-specific policy and Volume 1 constitutes the policy for training MSs, DER applicants, and DERs.

2. General. This chapter prescribes the initial and recurrent training requirements for DER applicants, DERs, and MSs. This training will normally be conducted online and successful completion of the training is documented in DMS. DERs must also successfully complete any other training as tasked by the managing office. Successful completion is defined as taking the training and passing the test.

3. Training Requirements. Each DER applicant seeking a designation or a DER authorized to perform certain functions must attend training. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

a. Initial Training.

(1) A DER applicant must successfully complete initial training prior to submitting their application. The DER initial training is not required for applicants who are former FAA advisors or FAA MSs that met the training requirements.

(2) The DER Initial Training is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This training provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

(3) Initial Training is offered online via DMS. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

b. Recurrent Training.

(1) DERs must successfully complete annual recurrent training by September 30, beginning the first calendar year after appointment. Online recurrent training content will be deactivated on November 15 of each year and new content made available in January of the following year.

(2) For a DER who holds a single authorization in one or more engineering-delegated areas and who holds no other authorizations in those delegated areas, technical topics may be identified by Policy & Standards Division (AIR-600) to be appropriate to the authorization. Software-only DERs are an example of DERs with this type of authorization. Otherwise, a DER holding a single delegated function may complete technical topics deemed by the MS to be the most appropriate to the work performed.

(3) Recurrent training is offered online via DMS. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

c. Specialized Training. Some authorizations may require specialized training. The special delegations of major repairs and major alterations are examples. Refer to the Engineering Designee Training Information (DER & ODA UM) website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent.

d. Documenting Training. All training information is documented and held in DMS.

e. Failure to Complete Training.

(1) A designee who fails to attend and successfully complete recurrent training by the specified due date will be automatically suspended.

(2) When training requirements have been met, the suspended DER will be returned to active status.

4. Managing Specialist Training Requirements. Training requirements are located on the AIR Training website at https://my.faa.gov/org/linebusiness/avs/offices/air/air_training.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1, Chapter 8.

Chapter 9. Termination of a Designation

1. Purpose. This chapter describes the policy associated with the termination of a DER. This designation type-specific policy and Volume 1 constitute the policy for the termination of a DER.

2. General. See Volume 1.

3. Termination for Cause Review Panel.

a. Panel Members for a single designation. For a DER that holds no other designations, the appointing official associated with the designation will establish a review panel consisting of the following members:

(1) The appointing official associated with the designation. This individual will be the point of contact (POC).

(2) A selecting official from the managing office not involved in the termination decision. A selecting official from another managing office may be selected.

(3) An ASE/MS not involved in the termination decision.

b. Panel Members for Multiple Designations being Terminated. See Volume 1.

4. Voluntary Surrender Process.

a. Consultant DER (DER-T). See Volume 1.

b. Company DER (DER-Y).

(1) The voluntary surrender process for a company DER (DER-Y) is called a company voluntary surrender request. To begin the process, the company representative should contact the DER's MS and indicate the reason for the voluntary surrender.

(2) The MS will complete the company voluntary surrender request in DMS.

(3) A DER-Y is not able to initiate a company voluntary surrender request in DMS.

Chapter 10. Suspension of a Designation

See Volume 1, Chapter 10.

Chapter 11. Other Designee Management Functions

1. Purpose. This chapter describes the policy associated with other designee management functions in DMS. This designation type-specific policy and Volume 1 constitute the policy for other designee management functions.

2. Proxy. The proxy function allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

a. Proxies should meet the same qualifications required to hold the primary role.

b. Proxies may be assigned for a defined amount of time or indefinitely.

c. Only the appointing official, selecting official, and MS roles may be proxied.

d. An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

e. Each designee may have only one MS and up to three MS proxies. An appointing official, selecting official, and the MS who will be proxied may assign an MS proxy.

f. Proxy candidates must accept the proxy request in DMS in order to be assigned as a proxy.

g. Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

VOLUME 10. DCTO-E DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Control Tower Operator Examiner (DCTO-E) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is DCTO-Es and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

Section 2. Designee Program Roles

1. DCTO-E. A DCTO-E is an air traffic control (ATC) tower operator employed by a nongovernmental agency who is authorized by the Administrator to accept applications for and conduct written and practical tests necessary for issuing Control Tower Operator (CTO) certificates for that employer under 14 CFR Part 183.

2. Appointing Official (AO). The AO is the AOV manager with overall responsibility of the credentialing and CTO certificate programs.

3. Selecting Official (SO). The SO is the AOV manager with overall responsibility of the credentialing and CTO certificate programs.

4. Managing Specialist (MS). The MS is appointed by the SO and is responsible for the management of specific designees.

5. Corporate-Level Manager. A Corporate-Level Manager is a company administrator employed by a non-governmental agency, who is tasked with overseeing the company's DCTO-E program.

Section 3. Minimum Qualifications Overview

1. Minimum Qualification of Managing Specialists. Personnel meet the minimum qualification requirements to be the MS of a DCTO-E if:

- They have been selected by the SO.
- They have completed DCTO-E MS training.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to an individual applying to be a DCTO-E. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DCTO-E applicant.

2. General—Application Information. Candidates for initial designation as a DCTO-E must be nominated by their employer for a specific location(s) and submit an application through the DMS.

3. Reinstatement. A former designee whose privileges were terminated "not for cause" may be reinstated only at the managing office where last assigned. This provision may only be exercised at the discretion of the previous managing office, and only when the following provisions are met:

- The former designee meets the requirements and procedures for an original issuance of designation and was previously authorized in DMS.
- The designation was terminated not more than 12 calendar months prior to application for reinstatement.
- The applicant meets the recurrent training requirement for the designee type.
- The managing office determines that the former designee is still competent to perform the authorized activities.

Note: If the provisions are met, the Certificate Letter of Authority (CLOA) is reissued with the original designation number used for reinstatement.

4. Former Designee Appointment. Except as stated in paragraph 3 above, former designees who wish to reapply for previously held authorizations that have been terminated "not for cause" must reapply through DMS as an initial applicant.

5. Relocation. Designees that relocate to a different control facility will have their designee authorization terminated. They may reapply in accordance with paragraphs 3 and 4 of this chapter.

6. Minimum Qualifications.

a. Single-Facility Examiner Criteria. The applicant must be an Air Traffic Manager (ATM) in possession of a valid CTO certificate with a facility rating for the location they are applying, and meet the following criteria:

(1) Have at least 5 years of experience as a certificated or credentialed air traffic controller, serving at least 3 of those years in a control tower.

(2) Have a demonstrated history of professional performance and personal conduct indicating suitability for a position of responsibility and trust.

(3) Be qualified and current with all training and proficiency requirements in the facility in which applying.

(4) Be in compliance with all applicable policies, rules and regulations of the FAA.

(5) Possess a current medical certificate that meets requirements for duty.

b. Multi-Facility Examiner Criteria. ATM or Corporate-level managers who meet the following criteria may be authorized, on a case-by-case basis, to conduct CTO examinations at multiple locations:

(1) ATM with a single-facility designation:

(a) Hold a DCTO-E authorization at their primary facility in accordance with paragraph 6.

(b) Complete multi-facility DCTO-E training.

(c) Request and receive approval for an additional facility from the MS through the DMS.

(2) Corporate-Level Manager:

(a) Have possessed a valid CTO certificate.

(b) Have at least 5 years of experience as a certificated or credentialed air traffic controller, serving at least 3 of those years in a control tower.

(c) Have a demonstrated history of professional performance and personal conduct indicating suitability for a position of responsibility and trust.

(d) Complete familiarization training for the facility where the CTO examination will be conducted.

(e) Be in compliance with all applicable FAA policies, rules, and regulations.

(f) Possess a current medical certificate that meets requirements for duty.

(g) Receive approval for a DCTO-E multi-facility authorization for the facilities where the CTO examination will be conducted.

(h) Complete multi-facility DCTO-E training.

7. Disqualifiers. An applicant that has lost their eligibility to hold a certificate or rating, in accordance with 14 CFR Part 3, Subpart B, Security Disqualification, is disqualified from serving as a DCTO-E.

8. Privilege, Not a Right. Designation is a privilege, not a right. A designation may be removed at any time, for any reason the Administrator considers appropriate.

9. Post-Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DCTO-E applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of DCTO-E applicants.

2. General.

a. Selection Process Flow. The general process of selection consists of three steps: DMS determines if system-defined minimum qualifications are met; the SO determines if need and ability requirements are met; and then assigns an evaluation panel to further review the applicant's qualifications and abilities.

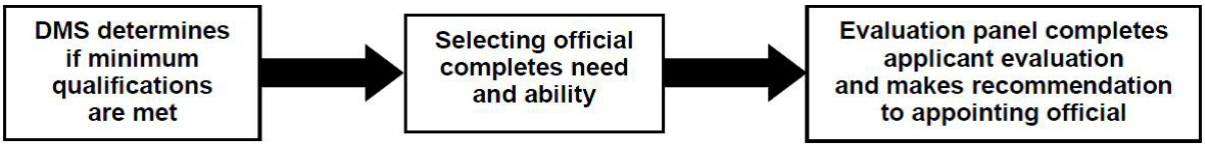


Figure 10-1. High-Level Selection Process Flow

b. Selection Considerations.

(1) DMS is the sole source from which to obtain a list of qualified applicants.

(2) An evaluation panel, determined by the SO, will then be established to review and evaluate the list of viable applicants identified through DMS. The evaluation panel assesses each designee candidate through:

(a) A thorough review of the application; and

(b) Consultation with others who are familiar with the applicant.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants. If no qualified DCTO-Es are available within DMS and the FAA demonstrates a significant need for the appointment, the SO may request a deviation from the AO as follows:

a. Documentation. The SO will document and communicate the circumstances and justification for the deviation in a memo to the appointing authority outside of DMS.

b. Coordination. The appointing authority must route the request to the executive director of AOV for approval external to DMS. If in agreement with the recommendation, the SO will document the circumstances and justification in DMS and complete the required DMS process.

5. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as a DCTO-E. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable).

b. Evaluation Panel. The SO will assign an evaluation panel to further evaluate the applicant(s) that DMS identifies. At such time that one or more viable applicants or current designees have been identified through DMS, an evaluation panel is convened to consider the merits of each person. The evaluation panel as determined by the SO will then be established to review and evaluate the list of viable applicants.

c. Evaluation Panel Checklist Criteria. For each prospective DCTO-E candidate, the evaluation panel must complete the following checklist:

(1) Review of the applicant's qualifications and supporting documentation.

(2) Verify the applicant was not previously terminated for cause. The FAA will not consider for designation an applicant that has been previously terminated for cause.

(3) Determine if there is a need for a member of the evaluation panel to contact the applicant for more information regarding the application.

d. Evaluation Panel Outcomes. The evaluation panel will make a recommendation in DMS to the SO whether to appoint the applicant or not, and make one of the following recommendations:

(1) Approve. The evaluation panel recommends appointment and prepares the recommendation for review by the SO and AO.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

e. SO Actions. The SO may accept or reject the evaluation panel recommendation.

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of DCTO-E designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a DCTO-E.

2. General.

a. Appointment Process. Below is a high-level representation of the designee appointment process.

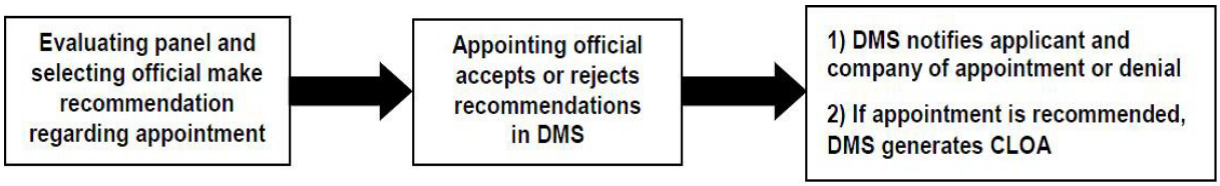


Figure 10-2. High-Level Appointment Process Flow

b. AO Actions. The AO may accept or reject the evaluation panel and SO recommendations. Provide justification in DMS if the appointment is denied.

c. Training Requirements Prior to Appointment. Once the SO has approved the evaluation panel recommendation, the SO will appoint a MS. The MS will be responsible for assisting with the completion of the following training requirements:

(1) Schedule the orientation and document the appointment in DMS.

(2) Conduct the orientation briefing and document completion in DMS.

(3) All initial training specified in Volume 10, Chapter 7.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. Appointment Duration. See Volume 1.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a DCTO-E. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of a DCTO-E.

2. DCTO-E Responsibilities and Requirements. In addition to the responsibilities listed in Volume 1 of this order, DCTO-Es must:

a. Privilege, Not a Right. Understand that an appointment as a designee is a privilege and not a right and can be removed at any time for any reason the Administrator considers appropriate.

b. Authorized Functions. Designees will only perform functions within the limits of designated authority in Part 183.

c. Complete Administrative Functions. DCTO-Es must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be sent to AOV via the post-activity report in DMS within seven calendar days of completion.

d. Assure Confidentiality. Designees must ensure that information regarding tests or checks remains private and confidential.

e. Update Profile. The FAA requires designees to update their DMS profile when changes occur and to validate their profile at least annually. DCTO-E profiles contains the email address used for notifications from DMS and the managing office. See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation, for additional information.

f. Guidance Material. Designees are responsible for obtaining and maintaining all guidance material, including FAA forms, necessary to perform their authorized functions. All designees are encouraged to obtain guidance material through the reference library located on the designee website. The reference library is intended to be the primary source of electronic designee guidance material. If designees are unable to obtain guidance material through the internet, they may contact their MS offices for assistance.

g. Maintain Security of Controlled Material. Each DCTO-E is responsible for maintaining the security of controlled material pertaining to the issuance of the CTO certificate. The DCTO-E must use appropriate security procedures as identified by the MS. At a minimum, DCTO-Es must ensure adequate security of:

(1) Knowledge element questions developed for the tests.

(2) Skill element plans of action developed for the tests.

(3) Airman certificate applications, rating applications, or both, and Temporary Airman Certificates.

(4) Applicant Personally Identifiable Information (PII).

h. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your MS. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned MSs.

3. DCTO-E Limitations. DCTO-Es must adhere to the following limitations:

a. Proof of Eligibility. A DCTO-E may not conduct tests unless an applicant presents proof of eligibility as prescribed in § 65.33 and other FAA directives.

b. Multi-Facility Examiners. Only DCTO-Es with a multi-facility authorization may conduct certification skill checks for award of the facility rating and CTO certificate at locations not listed as their primary facility.

c. Functioning as a CTO. A DCTO-E is not authorized to work any positions in the tower while conducting evaluations.

d. Teaching During Testing or Checking. A DCTO-E may not combine teaching with testing or checking during the evaluation of an applicant.

e. Expired DCTO-E Authority. A DCTO-E must not conduct any evaluation after the expiration date listed on their CLOA.

f. Use of the English Language. All tests and checks must be conducted using the English language.

g. Exemptions from Testing or Checking Requirements. A DCTO-E may not exempt any applicant from the testing or checking requirements of the CTO.

h. Suspension of a Test or Check. A DCTO-E may not temporarily suspend a test or check to allow the applicant further study, and then continue the same test later.

i. Not FAA Employees. Designees, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and are not considered employees of the FAA. Designees are authorized to use their DCTO-E title only when performing those functions specifically delegated by the FAA managing office.

j. Functions Not Authorized. Designees are not authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are outside of the scope of the delegation statute (refer to 49 U.S.C. § 44702(d)) and therefore cannot be delegated to a designee.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DCTO-Es. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of a DCTO-E.

2. General.

a. DCTO-E Oversight. DCTO-E oversight includes the comprehensive evaluation, management, and monitoring of a DCTO-E's activities. Complete surveillance of a DCTO-E involves a group of activities designed to evaluate a DCTO-E's overall performance.

b. CLOA Expiration. Oversight in DMS is not tied to the CLOA expiration date. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles. DCTO-Es will have a managing office and MS to oversee the performance of their examiner functions.

a. Managing Office. The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

b. Managing Specialist. MSs are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, and approved training programs. MSs must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the MS.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it allows for the identification of strengths and weaknesses in the entire system as well. The MS must conduct designee performance evaluations on an on-going basis predicated on the outcome of oversight activities. A formal performance evaluation must also be recorded in DMS at least once every 12 calendar months.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, the MSs should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) DMS generates an oversight activity and additional oversight is deemed necessary.

(2) Complaints received about a designee's conduct during certifications.

(3) Persons newly designated (evaluation can occur at a higher level of frequency to ensure compliance).

(4) The MS identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the evaluation:

(1) The designee's file.

(2) Previous evaluation reports, historic data, and DMS entries.

(3) Any correspondence between the managing office and the designee since the last evaluation.

(4) The oversight activity preapproval in DMS.

c. Unscheduled Evaluations. Although unscheduled evaluations may be appropriate under some conditions, MSs should consider conducting DCTO-E evaluations at a time coordinated with the DCTO-E.

d. Job Aids. MSs should use job aids when available to assist with and standardize evaluation processes. When a job aid is not available, evaluators should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation.

(1) Responsibility. The DCTO-E is observed conducting a complete test or check to ensure the designee performs in accordance with regulatory requirements, FAA policy, applicable standards, and approved curriculums.

(2) Evaluation. MSs must ensure that each DCTO-E observation is completed by an FAA Air Traffic Safety Inspector with prior air traffic ratings.

b. Special Emphasis Oversight. Certain DCTO-E performance factors prompt at least one additional required observation other than those that are normally required. The following factors may be indicative of underlying safety risks that require timely FAA attention. Special emphasis evaluations are prompted in the following situations:

(1) Unapproved Examinations. The DCTO-E conducts an examination without prior approval from the MS.

(2) Certification File Error Rate. The DCTO-E has a certification file error rate exceeding 10 percent.

(3) Valid Public Complaint, Accident, Incident, or Violation. The DCTO-E is the subject of a valid public complaint, or has been involved in an accident, incident, or violation.

c. Annual Meeting. The MS conducts an annual meeting with the DCTO-E.

d. Provide Technical Assistance. The MS will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research or training.

e. Paperwork Review. The MS reviews the quality of the paperwork submitted by the DCTO-E. DCTO-Es must accurately complete and issue certification paperwork and ensure prompt submission of all required DMS data.

f. Review of Proper Guidance Materials. The MS reviews the applicable guidance and reference materials the designee used to conduct a test or check. The MS will ensure the most current documents are used, to include:

- The approved training curriculum.
- FAA Order 8000.95, Designee Management Policy.
- FAA Handbooks.
- Advisory Circulars (AC).
- Certification Checklists.

g. Designee Interaction. The MS may add any interaction with the DCTO-E that they deem relevant and appropriate in the DCTO-E's DMS record.

h. Interviews of Recently-Tested Airmen. The MS records the results of a formal interview of a recently-tested airman.

7. Performance Measures. For many of the oversight activities, the MS should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. The DCTO-E must understand the terminology contained in FAA orders and other reference material used in planning, describing, or conducting airman testing.

(2) Equipment and Materials. The DCTO-E must select or use the appropriate equipment, tools, and reference material, etc., when planning or conducting tests.

(3) Interpret and Apply. Does the DCTO-E correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Confirm Applicant Eligibility. The DCTO-E must follow the correct procedures when determining applicant eligibility.

(2) Submittal of Information and Data to the FAA. The DCTO-E must properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office.

(3) Conducting Evaluations and Tests. The DCTO-E must follow the correct procedure when conducting, grading, and providing feedback to applicants during testing.

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. The DCTO-E must follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity.

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. The DCTO-E must maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities.

(2) Cooperative Attitude with the FAA. The DCTO-E must be easy to work with and present a positive attitude when interacting with the FAA. Additionally, the designee must be responsive and accessible to the FAA when required.

(3) Professional Representation of the FAA to the Public and Stakeholders. The DCTO-E must demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction.

(4) Oral and Written Communication. The DCTO-E must effectively communicate either in writing or in conversation with the FAA or general public. The DCTO-E must provide feedback to the FAA with ways to improve the designee system.

8. Performance Measures and Oversight Activity Results. For many of the oversight activities, the MSs will summarize the performance measures and determine a final oversight activity result. See Figure 10-3, Performance Measures and Oversight Activity Results, for the general process flow. The MS can select from:

- Satisfactory.
- Needs Improvement.
- Unsatisfactory—Suspend.

- Unsatisfactory—Terminate.

Table 10-1. Performance Measures and Oversight Activity Results

Overall Performance Result			
The MS will choose the overall rating that best represents the overall performance result of the designee during the performance period:			
Overall Rating	**Required Action Against Designee Authority**	**Follow-up Actions**	**Performance Evaluation Required within 6 Months?***
Satisfactory	None	None	No
Needs Improvement	Counseling, Additional Training or Suspend	Plan and execute an oversight activity	Yes
Unsatisfactory	Suspend*	Plan and execute a corrective action activity	Yes
	Reduce/Restrict Authority	Change authority, plan and execute oversight activity	Yes
	Terminate	Terminate	N/A

*Requires description of planned follow-up activity

9. Performance Evaluation. See Volume 1.

10. Follow-up Actions. Depending on the issues involved, additional follow-up or oversight may be needed to ensure that the deficiency has been corrected. The intent of the follow-up action is to correct the deficiency using the most appropriate method. Refer to Figure 10-3.

a. Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

b. Additional Training. MSs may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

c. Suspension. The most common reason for a suspension is when the designee has not been following certification standards as described in FAA policy.

d. Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to or deliberately disregards FAA policy.

e. Enforcement Action. If enforcement action is required, the MS should refer to FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures.

11. Designee Management Functions.

a. Record Note. Record note allows the MS to make a personal note in the DCTO-E's file that only the MS can view. This note does not remain a permanent part of the DCTO-E's file.

b. Send Message to Designee. The MS is able to transmit messages and notifications through DMS, such as changes in the practical test standards (PTS)/Airman Certification Standards (ACS), regulations, upcoming meetings, and other communications, as may be necessary.

c. Record Feedback. Record feedback allows any FAA employee with access to DMS to provide feedback regarding a DCTO-E.

d. Preapproval. DCTO-Es must obtain preapproval to perform functions on behalf of the FAA. The MS will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic:

(1) Manual Preapproval. Manual preapproval requires the MS to review each request for activity and approve it in DMS. This allows the MS to stay informed of the DCTO-E's activities and plan appropriate oversight. It provides a means for the managing office to ensure the DCTO-E is performing only those functions authorized in the DCTO-E's CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the MS to set DMS to automatically approve an activity request by a specific DCTO-E. This feature provides the MS with a flexible option to provide preapproval while continuing to manage the DCTO-E's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

(3) Preapproval Timeframe. Preapprovals must be completed at least 24 hours prior to the requested event. If, due to unforeseen circumstances, a preapproval must be completed within 24 hours of the requested event, preapproval will be manual in nature and coordinated with the MS.

(4) Change or Cancel Request. DMS allows the designee to change or cancel a preapproval request.

e. Post-Activity. DCTO-Es are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the MS with a record of activity for each DCTO-E. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports must be completed within 7 calendar days of the approved activity.

(2) If a DCTO-E does not complete a post-activity report within the requisite 7 calendar day submission deadline, DMS will not grant another preapproval until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to a DCTO-E for up to 7 calendar days after a termination, suspension, or expiration for the DCTO-E to record any results.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DCTO-Es, and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of DCTO-Es and FAA personnel.

2. General.

a. Managing Specialist Actions.

(1) The MS will validate in DMS that the DCTO-E completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(2) MSs must suspend DCTO-Es who fail to complete training requirements. DMS will automatically suspend DCTO-Es who fail to meet recurrent training requirement due dates (see Volume 1, Chapter 10, Suspension of a Designation).

(3) MSs may suspend or terminate DCTO-Es that fail to attend safety standardization meetings or other meetings as directed by the MS.

(4) The MS must conduct oversight of DCTO-E initial and recurrent training curriculums.

b. DCTO-E Training Considerations.

(1) DCTO-Es must verify they meet all regulatory requirements as defined by § 65.31 through § 65.50 prior to training.

(2) DCTO-Es must not exercise their authority as designees unless they satisfactorily meet all training requirements.

3. DCTO-E Training Requirements. All DCTO-E training must be conducted by the FAA. MSs must ensure DCTO-Es are trained in the elements listed in Table 10-1, FAA-Conducted Training and Meeting Requirements. DCTO-Es should be encouraged to contact the MS to resolve questions or difficulties. Sufficient contact is essential and will include training, regular meetings, and special meetings. All training conducted by the FAA must be recorded in DMS.

a. Initial DCTO-E Training. The FAA must train DCTO-E candidates in the specific areas identified below in Table 10-1.

b. Recurrent FAA-Conducted DCTO-E Training. The FAA must conduct recurrent DCTO-E training every 12 calendar months. DCTO-Es must attend recurrent training. The MSs must ensure training is provided for those elements listed in Table 10-1.

c. Regular Safety Standardization Meetings. At least annually, the MSs must conduct regularly scheduled meetings with DCTO-Es for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-

conducted training. MSs should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(1) Updates on administrative procedures and personnel.

(2) Updates in approved programs.

(3) New testing standards or training techniques.

d. Special Safety Standardization Meetings. MSs will call special meetings whenever a significant change affects the process of FAA airman certification or other DCTO-E functions deemed necessary by the MS.

Table 10-2. FAA-Conducted Training and Meeting Requirements

FAA-Conducted Training and Meeting Elements	Regular Safety Standardization Meetings	Special Safety Standardization Meetings	Initial Training and 12 Month Recurrent Training
Administrative procedures and relationships with FAA inspectors	X		X
Designee's roles and responsibilities, sources of authority, limitations, representation of the FAA FAA support to the DCTO-E Administrative discrepancies Applicable changes to 14 CFR New FAA policy and procedures The procedures, methods, and techniques associated with the required certification tests Conduct of the practical test and checks Feedback on approved training courses Regional and National issues (trends, considerations, etc.) Job Aids DMS interface and requirements Written test			X
At least annually, MSs will conduct regularly scheduled meetings with DCTO-Es for the purpose of maintaining desirable standards and effective working relationships	X		
MSs will call special meetings whenever a significant change affects the process of FAA airman certification in respect to examiners		X	

4. FAA Personnel Initial Training Requirements. DCTO-E MSs must complete the DCTO-E MS training program for initial training and then review the program annually for recurrent training.

Chapter 8. Annual Request for Extension of a Designee's Designation

See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Designation.

Chapter 9. Termination of a Designation

See Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Other Designee Management Functions

See Volume 1.

APPENDIX A. DEFINITIONS

Section 1. Common Definitions

Table A-1. Designee Management Definitions—Common

Name	Definition—Common
Active	The appointed designee currently exercises the delegated authority.
Applicant	The individual who has applied to be a designee.
Appointing Office	The FAA office having selection, appointment, and management responsibilities for designees.
Appointing Official	Any FAA employee with the authority to approve a designee candidate's appointment.
Certificate Letter of Authority (CLOA)	The Certificate of Authority, Certificate of Designation, and the Identification Card (issued to AMEs only) as required by 14 CFR Part 183 are combined within, and represented by the CLOA. The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS. A CLOA is available to the designee for each type of designation held.
Delegation	Authorizing an organization or individual to perform functions on behalf of the FAA Administrator in accordance with title 49 U.S.C., section 44702(d).
Designation	Designation is a privilege that conveys responsibilities to perform specific activities on behalf of the FAA Administrator.
Designee	Private person (*i.e.*, individual) or organization delegated to act as a representative of the Administrator.
Designee Record	Designee information maintained in DMS to support the delegation.
Evaluating Office	The office that has the technical expertise necessary to determine the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.
Evaluation Panel	One or more technical specialists assigned to evaluate an applicant's qualifications for appointment.
Evaluation Panel Lead	The FAA employee with primary responsibility to evaluate a designee applicant.
Expired	The appointment was not extended placing the designee in an expired status. In this status, the designee cannot perform any functions on behalf of the FAA. The designee will be suspended until the designee extends or the FAA terminates the designation.
Guidance Material	The direction provided by a guide; these are FAA policy and advisory materials.
Managing Office	The FAA office with the responsibility of oversight and management of a designee.
Managing Specialist	The FAA employee with primary oversight and management responsibility of a designee.
Master Role Assigner	An individual that assigns various roles in DMS to employees.
Need and Ability to Manage	Term used to describe a determination made by the FAA that there is a need for the designee and that the managing office has the ability to manage that designee.

Name	Definition—Common
Oversight	The act of managing, monitoring, and tracking a designee's activities to ensure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations.
Performance	Tracking and determining how well the designee is meeting desired outcomes in three areas: technical, professional, and procedural.
Preapproval	A request by the designee for approval to perform a certification function on behalf of the FAA.
Risk	An expression of the impact of an undesired event in terms of severity and likelihood.
Risk-Based	A term used to imply the use of risk management techniques and tools.
Risk Management	Any activity designed to ensure that risk is identified, mitigated, eliminated, or controlled within established risk parameters.
Selecting Official (SO)	The individual with authority to select a designee applicant for evaluation. This individual may or may not be the Appointing Official (AO).
Suspension	Suspension is a management process that allows the FAA to temporarily remove a designee's privileges without terminating the designation.
Termination	The FAA action to rescind a designation at any time and for any reason the Administrator considers appropriate.
Voluntary Surrender	When a designee voluntarily relinquishes a designation.

Section 2. AME Definitions

Table A-2. Designee Management Definitions—AME

Name	Definition—AME
Aviation Medical Examiner (AME)	A civilian or military physician designated by the FAA (a designee), who has been delegated the authority by the FAS to accept applications and perform physical examinations necessary to determine qualifications for the issuance of second- and third-class FAA airman medical certificates under Part 67. The AME conducts these physical examinations; issues, defers, or denies airman medical certificates in accordance with Part 67 and the Guide for Aviation Medical Examiners.
Extension	The process of extending the designation of AMEs at specified intervals before expiration of the prior period of validity.
Federal AME	A physician designated as an AME to support special federal activities unique to the National Airspace System (NAS) and to the FAA and its mission. These physicians are not required to perform examinations to demonstrate proficiency, but are expected to train at the same intervals as all other AMEs.
Managing Specialist	FAA employee with the primary interface and oversight responsibility for designees and who makes selection, redesignation, and termination recommendations to the Selecting/Appointing Official. Normally this will be an AME Program Analyst.
Medical Assessors	Medical Assessors including Regional Flight Surgeons (RFS) (AOs/SOs) and AAM Medical Officers are technically not AMEs because they are not designees; they are, however, still expected to attend AME training at the same frequency as AMEs. Medical Assessors have been delegated the authority to manage aviation medical certificates in Part 67.

Name	Definition—AME
Military Flight Surgeon	A physician who is a commissioned officer in the U.S. Armed Forces (Air Force, Navy, Army, Coast Guard, and commissioned officers of the Public Health Service) who has completed the appropriate military aviation medicine training and has been awarded the title of Flight Surgeon.
Official Aviation Medical Examiner (AME)	A physician, not otherwise categorized as a Federal AME or a military flight surgeon, whose duties support the NAS and the FAA mission. Examples include Airline Medical Directors or Aerospace Medicine Residency faculty. The official category is to be reserved for those AMEs whose value to the FAA is determined to supersede a need to demonstrate proficiency by the number of examinations performed.
Physician	A physician is a doctor of medicine (M.D.) or doctor of osteopathy (D.O.). An AME is defined by Part 183, § 183.11 as a physician, and therefore, precludes other medical disciplines from performing AME functions. Duties and responsibilities of the AME are further defined in § 183.21.
Reinstatement	The process of designating former AMEs.
Selecting/Appointing Official	RFSs, Deputy Regional Flight Surgeons (DRFS), and the Manager, Aerospace Medical Education Division (AMED), are responsible for selecting and appointing AMEs within the geographic location in which the AME will practice. While acting for the respective RFS, DRFSs can perform AO duties. However, any RFS may choose to delegate SO responsibilities to a managing specialist. The AO has the authority to issue the Certificate Letter of Designation to designees; this responsibility may not be delegated and must always be a medical assessor, such as the RFS, DRFS, or Manager, AMED.
Senior Aviation Medical Examiner (AME)	An AME delegated the additional authority to accept applications and perform physical examinations necessary to determine qualifications for the issuance of first-class FAA airman medical certificates under Part 67.
Surveillance Program Analyst (SPA)	These analysts perform duties necessary to accomplish quality assurance monitoring of AMEs designated by the FAA. This is accomplished by the review of specific areas of a nonpriority-issued airman's medical examination to determine whether or not the issuance was appropriate. These analysts also conduct an adequate number of site visits in the geographic area of responsibility of the RFS to meet national goals.
Termination of Designation	Termination is the action taken by the FAA as a result of a decision to not or to rescind a designation at any time and for any reason the Administrator considers appropriate.

Section 3. DPE, Admin PE, and SAE Definitions

Table A-3. Designee Management Definitions—DPE, Admin PE, and SAE

Name	Definition—DPE, Admin PE, and SAE
Administrative Pilot Examiner (Admin PE)	An Admin PE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. An Admin PE has administrative privileges only and may not administer practical tests for pilot certification under their authority. For the purposes of this order, Admin PE includes the following types: Airman Certification Representative (ACR) for a Part 141 Pilot School with Examining Authority (ACR-141) or ACR for a Flight Instructor Refresher Course (ACR-FIRC).

Name	Definition—DPE, Admin PE, and SAE
Airman Medical Certificate	An airman medical certificate is a valid certificate issued under Part 67, Medical Standards and Certification.
Airmen Certification Branch (AFB-720)	AFB-720 is part of the FAA Civil Aviation Registry Division (AFB-700) and has final authority for the issuance of permanent airman certificates and maintenance of certification records. AFB-720 is located at the Mike Monroney Aeronautical Center (MMAC) in Oklahoma City, OK.
Training and Certification Group (AFS-810)	AFS-810, which is part of the General Aviation and Commercial Division (AFS-800), is the principal office concerned with the certification and training of airmen (pilots, ground, and flight instructors).
Aviation Safety Inspector (ASI)	An FAA employee with the necessary technical qualifications who is responsible for developing, administering, investigating, and enforcing safety regulations for airmen, aircraft, and aircraft operations.
Aviation Safety Technician (AST)	An FAA employee who provides technical support and assistance to ASIs.
Certificate Letter of Authority (CLOA)	The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS.
Designated Pilot Examiner (DPE)	A DPE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. For the purposes of this order, DPE includes the following types: Private Pilot Examiner (PE), Commercial and Instrument Rating Examiner (CIRE), Commercial Pilot Examiner (CE), Airline Transport Pilot Examiner (ATPE), Flight Instructor Examiner (FIE), or Pilot Proficiency Examiner (PPE).
Delegation Group (AFS-850)	AFS-850, which is part of the General Aviation and Commercial Division (AFS-800), develops and conducts a variety of standardization seminars both domestically and internationally that are used by designees, designee applicants, representatives of delegations, and FAA personnel for initial training.
FAA Form 8060-4, Temporary Airman Certificate	FAA Form 8060-4 is a Temporary Airman Certificate issued to a successful airman applicant.
FAA Form 8060-5, Notice of Disapproval of Application	FAA Form 8060-5 is issued by a DPE to an unsuccessful airman applicant.
FAA Form 8710-1, Airman Certificate and/or Rating Application	FAA Form 8710-1 is used by pilot applicants (not applicable to sport pilot applicants) when applying for an airman certificate or airman rating.
Integrated Airman Certification and Rating Application (IACRA)	The IACRA system is an internet-based (paperless) method of processing airman applications.
Pilot Proficiency Examiner (PPE)	A PPE conducts the pilot-in-command (PIC) proficiency checks required by 14 CFR Part 61, § 61.58 for airmen who act as PIC of an aircraft that is type certificated (TC) for more than one required pilot flightcrew member or is turbojet-powered, and operated under regulations other than 14 CFR Part 121, 125, 129, or 135.

Name	Definition—DPE, Admin PE, and SAE
Specialty Aircraft Examiner (SAE)	An SAE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. SAEs are authorized to conduct tests and checks in aircraft, or for operating privileges, that require specialized experience. SAE includes the following types: Vintage Aircraft Examiner (VAE), Limited Aircraft Examiner (LAE), Vintage Flight Engineer Examiner (VFEE), Experimental Aircraft Examiner (EAE), Sport Pilot Examiner (SPE), or Sport Pilot Flight Instructor Examiner (SPFIE).
Simplified Flight Control (SFC)	Aircraft with simplified flight control designation which require model specific training and a logbook endorsement from an authorized instructor.

Section 4. DADE Definitions

Table A-4. Designee Management Definitions—DADE

Name	Definition—DADE
Responsible Flight Standards Office	Either a Flight Standards District Office (FSDO) or a Certificate Management Office (CMO).
Designated Aircraft Dispatcher Examiner (DADE)	A private individual who is authorized by the Administrator to perform evaluations and certification functions for Aircraft Dispatchers in accordance with 14 CFR Part 65.
Letter of Aeronautical Competency	Letters of aeronautical competency are issued to individuals who pass the Aircraft Dispatcher practical exam and meet the requirements of Part 65 Subpart C, with the exception that they have not reached their 23rd birthday.
Part 65 Course	A Part 65 Subpart C Aircraft Dispatcher certification course approved through an FAA Letter of Approval, issued biannually.
Plan of Action	A plan of action is a written plan, describing how an examination will be conducted, which of the six areas of operation (see “Practical Test” definition) will be included in the oral portion, which areas will be included in the skill portion, which areas will overlap, and in what order the examination will be conducted.
Practical Test	A practical test examines the areas of operations for an Aircraft Dispatcher Certificate that is conducted by having the applicant demonstrate an acceptable level of knowledge and skill as defined by the practical test standards (PTS).
Practical Test Standards (PTS)	The PTS (FAA-S-8081-10, Aircraft Dispatcher Practical Test Standards) details specific areas of operations, tasks, and objectives and defines expected standards for a certificate or rating.

Section 5. DME, DPRE, and DAR-T Definitions

Table A-5. Designee Management Definitions—DME, DPRE, and DAR-T

Name	Definition—DME, DPRE, and DAR-T
Airmen Certification Branch (AFB-720)	AFB-720 is part of AFB-700 and has final authority for the issuance of permanent airman certificates and maintenance of certification records. AFB-720 is located at the MMAC in Oklahoma City, OK.

Name	Definition—DME, DPRE, and DAR-T
Aviation Maintenance Technician School (AMTS)	An FAA-approved school for aviation mechanics. Graduation from the appropriate course of a certificated AMTS is one way for mechanic applicants to meet the experience requirement of Part 65, § 65.77.
Aviation Safety Inspector (ASI)	An FAA employee with the necessary technical qualifications who is responsible for developing, administering, investigating, and enforcing safety regulations for airmen, aircraft, and aircraft operations. In most cases, ASIs are also responsible for the oversight of designees.
Certificate Letter of Authority (CLOA)	The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS.
Delegation Branch (AFS-850)	AFS-850 develops and conducts a variety of standardization seminars, that are used by designees, designee applicants, representatives of delegations, for initial and recurrent training. AFS-850 is responsible for DME, DPRE and DAR-T policy.
Designated Airworthiness Representative—Maintenance (DAR-T)	A DAR-T is an individual, appointed in accordance with § 183.33, who has a high level of knowledge in the subject areas required for certificating aircraft and related parts, and meets the general qualification requirements set forth in Volume 5, Chapter 2.
Designated Mechanic Examiner (DME)	A DME is an individual, appointed in accordance with § 183.25, who holds a valid aviation Mechanic Certificate, possesses technical knowledge and experience required for aviation mechanic certification, and meets the general qualification requirements set forth in Volume 5, Chapter 2 and the TPE-specific qualifications set forth in Volume 5, Chapter 6.
Designated Parachute Rigger Examiner (DPRE)	A DPRE is an individual, appointed in accordance with § 183.25, who has a high level of knowledge in the subject areas required for parachute rigger certification, holds a master Parachute Rigger Certificate for the particular designation, and meets the general qualification requirements set forth in Volume 5, Chapter 2.
FAA Form 8060-4, Temporary Airman Certificate	FAA Form 8060-4 is a Temporary Airman Certificate issued to a successful airman applicant.
FAA Form 8610-2, Airman Certificate and/or Rating Application	FAA Form 8610-2 is used by mechanic and parachute rigger applicants when applying for an airman certificate, airman rating, or both.
General Aviation & Commercial Division (AFS-800)	AFS-800 promotes safety by educating and advising users through the development, implementation, analysis, and distribution of technical information including airmen testing, designee standardization, and management of aviation data systems.
International Field Office (IFO)	The IFO, as used in this order, is the office that has jurisdiction over the international geographic area in which the designee is located.
Technical Personnel Examiner (TPE)	For the purposes of this table, TPE will refer to only DMEs and DPREs.

Section 6. APD Definitions

Table A-6. Designee Management Definitions—APD

Name	Definition—APD
Aircrew Designated Examiner (ADE)	APDs are trained in an ADE program. An ADE program is associated with an operator which conducts its own program of airman qualification. It is the preferred program for conducting the certification of flightcrew members for complex Part 121, 125, and 135 operators.
Aircrew Program Designee (APD)	An individual who is authorized by the Administrator to perform evaluations and certification functions in one type of aircraft within an approved air carrier training program.
Aircrew Program Manager (APM)	An APM is an appropriately trained operations inspector, who is also specifically trained by an operator, to oversee the certification activity and to manage the oversight of that operator's training program in a specific airplane type. An APM reports to the Principal Operations Inspectors (POI).
Airman Certification Standards (ACS)	The ACS is an enhanced version of the PTS. The ACS will eventually replace the PTS for all categories and classes.
Line-Oriented Flight Training (LOFT)	A LOFT is designed to provide training and to transition the pilot from maneuver-oriented flight training (in which systems knowledge and operating skills are initially learned and practiced) to operational flying, which involves the application of skills and knowledge, crew coordination, and all other aspects of operating the aircraft in typical service.
Partial Program Manager (PPM)	One or more PPMs may be assigned to complement the APM in oversight and management activities related to an ADE program. A PPM is specifically trained in the same manner as the APM, and reports to the APM.
Practical Test Standards (PTS)	PTS details specific objectives, tasks, operations, and expected results for a certificate or rating.

Section 7. TCE Definitions

Table A-7. Designee Management Definitions—TCE

Name	Definition—TCE
Airman Certification Standards (ACS)	The ACS is an enhanced version of the PTS. The ACS will eventually replace the PTS for all categories and classes.
Line-Oriented Flight Training (LOFT)	The LOFT is designed to provide training and to transition the pilot from maneuver-oriented flight training (in which systems knowledge and operating skills are initially learned and practiced) to operational flying, which involves the application of skills and knowledge, crew coordination, and all other aspects of operating the aircraft in typical service.
Practical Test Standards (PTS)	The PTS details specific objectives, tasks, operations, and expected results for a certificate or rating.
Satellite	Satellite training centers are considered to be permanent in nature and function under the operational and management control of the principal training center. Although physically separated from the principal training center, responsibility for regulatory compliance of the satellite rests with the principal training center.

Name	Definition—TCE
Training Center Evaluator (TCE)	An individual employed by a training center certificate holder who is authorized by the Administrator to perform tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specifications (TSpecs).
Training Center Program Manager (TCPM)	TCPMs have regulatory oversight responsibility for training centers and are responsible for overall FAA technical administration, certification, surveillance, and investigation. TCPMs are the primary FAA focal point for relations with training centers and are responsible for coordinating FAA activity at training centers, satellites, and remote training sites. Their role is to verify that the training, testing, and checking conducted by the center continually meets regulatory standards; the terms and conditions of the center's TSpecs; and complies with established FAA policy and guidance.

Section 8. DMIR and DAR-F Definitions

Table A-8. Designee Management Definitions—DMIR and DAR-F

Name	Definition—DMIR and DAR-F
Appointing Office	The CMB, CMS, or CMO having selection, appointment, and management orientation responsibilities.
Article	A material, part, component, process, or appliance.
Conformity Inspection of Prototype Products and Related Parts	An inspection to determine the applicant's compliance to 14 CFR Part 21, Certification Procedures for Products and Parts, § 21.33(b) and any other inspections necessary to determine that the prototype products and related articles conform to the proposed design drawings and specifications.
Denied	It is determined that the applicant fails to meet the minimum qualifications of the delegation(s), and the delegation of designee-requested authority cannot be made.
Designated Airworthiness Representative (DAR)—Manufacturing (DAR-F)	An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience, and meets the qualification requirements of this order.
Designated Manufacturing Inspection Representative (DMIR)	An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge and experience, is employed by a PAH or a PAH's approved supplier, and meets the qualification requirements of this order.
Designee File	An electronic file, maintained in DMS, that contains all information on an individual, beginning with the application process through the life of the delegation.
Evaluation Panel	Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, or appointment and delegated authority, as appropriate.
Manufacturer	See PAH. For the purpose of this order, "manufacturer" and "PAH" are used interchangeably. A manufacturer is a PAH.
Monitoring	That portion of oversight responsibilities of assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.

Name	Definition—DMIR and DAR-F
Multiple Appointment	An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.
Product	An aircraft, aircraft engine, or propeller.
Production Approval Holder (PAH)	The holder of a PC, a Parts Manufacturer Approval (PMA), or a Technical Standard Order Authorization (TSOA), issued under the provisions of 14 CFR Part 21, who controls the design and quality of the product.
Production Conformity	Production conformity is an activity the FAA performs to validate if the TC holder's (production under TC) or PAH's (or their approved supplier) products, articles, manufacturing processes, or a combination of these conform to the FAA-approved type design and are in a condition for safe operation. Production conformity is not used for the purposes of FAA oversight or certificate management.
Supervision	That portion of oversight responsibilities for assigned designees that includes the following: a. Documenting and maintaining current and accurate records. b. Informing designees of their duties and responsibilities. c. Authorizing activities outside the managing office's geographic area. d. Providing guidance and direction in the implementation of all assigned duties. e. Providing designee training. f. Notifying designees of their performance. g. Initiating corrective action, as required.
Suspension Reinstatement	The FAA action taken to authorize a designee to act on behalf of the FAA when that authorization was previously suspended.
Tracking	The portion of oversight responsibilities conducted by a managing specialist for assigned designees that includes documenting the designee's activities.

Section 9. DER Definitions

Table A-9. Designee Management Definitions—DER

Name	Definition—DER
Article	A material, part, component, process, or appliance.
Compliance Inspection	A physical inspection performed by the Certification Branch (CB) engineer or the Designated Engineering Representative (DER) when authorized. This inspection provides an opportunity to review an installation and its relationship to other installations on a product to determine compliance with 14 CFR/Civil Air Regulation (CAR) requirements, which cannot be adequately determined from an evaluation of the technical data.
Delegated Function	A delegated function applies to the technical areas involved in determining compliance with applicable airworthiness regulations.

Name	Definition—DER
Designated Engineering Representative (DER)	An individual appointed in accordance with § 183.29 who possesses technical knowledge and experience, and meets the qualification requirements of this order. a. Company. An individual appointed to act as a company DER for the employer to approve or recommend approval of technical data to the FAA. b. Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA.
Evaluation Panel	Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial or appointment and delegated authority, as appropriate.
Executive Level	An individual who holds the company position of president, vice president, chief engineer, chief inspector, owner, part owner, director of engineering or quality assurance, etc.
Guidance Material	The direction provided by a guide; these are FAA policy and advisory material.
Monitoring	The portion of oversight responsibilities of the assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.
Multiple Appointment	An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.
Product	An aircraft, aircraft engine, or propeller (14 CFR § 21.21(b)(6)).
Production Approval Holder (PAH)	The holder of a production certificate (PC), a Parts Manufacturer Approval (PMA), or a Technical Standard Order Authorization, issued under the provisions of Part 21, who controls the design and quality of the product/article.
Supervision	That portion of oversight responsibilities for assigned designees that includes the following: a. Document and maintain current and accurate records. b. Inform designees of their duties and responsibilities. c. Authorize activities outside the managing office's geographic area. d. Provide guidance and direction in the implementation of all assigned duties. e. Provide designee training. f. Notify designees of their performance. g. Initiate corrective action, as required.
Tracking	The portion of oversight responsibilities for assigned designees that includes documenting the designee's activities.

APPENDIX B. ACRONYM LIST

ACRONYM	DEFINITION
14 CFR	Title 14 of the Code of Federal Regulations
40 CFR	Title 40 of the Code of Federal Regulations
18 U.S.C.	Title 18 of the United States Code
49 U.S.C.	Title 49 of the United States Code
A	Airframe
A&P	Airframe and Powerplant
AAI	Authorized Aircraft Instructor
AAM	Office of Aerospace Medicine
AAPM	Assistant Aircrew Program Manager
AC	Advisory Circular
AC	Aeronautical Center
AC	Air Carrier
ACCME	Accreditation Council for Continuing Medical Education
ACO	Responsible Aircraft Certification Service Office
ACR	Airman Certification Representative
ACR-141	Airman Certification Representative for a 14 CFR Part 141 Pilot School with Examining Authority
ACR-FIRC	Airman Certification Representative for a Flight Instructor Refresher Course
ACS	Airman Certification Standards
AD	Airworthiness Directive
ADE	Aircrew Designated Examiner
Admin PE	Administrative Pilot Examiner
AGC	Office of the Chief Counsel
AIDS	Accident Incident Data System
AIM	Aeronautical Information Manual
AIR	Aircraft Certification Service
AMCD	Aerospace Medical Certification Division
AMCS	Aerospace Medical Certification Subsystem
AME	Aviation Medical Examiner
AME ID Card	Aviation Medical Examiner Identification Card
AME PA/MS	AME Program Analysts/Managing Specialists
AMED	Aerospace Medical Education Division
AMEL	Airplane Multiengine Land
AMES	Airplane Multiengine Sea
AMOC	Alternative Method of Compliance
AMTS	Aviation Maintenance Technician School
AOPA	Aircraft Owners and Pilots Association
AOV	Air Traffic Safety Oversight Service
APD	Aircrew Program Designee
APM	Aircrew Program Manager
APOI	Assistant Principal Operations Inspector

ACRONYM	DEFINITION
AQP	Advanced Qualification Program
AS	Aerospace Standard
ASA	Aviation Safety Assistant
ASE	Aviation Safety Engineer
ASEL	Airplane Single-Engine Land
ASES	Airplane Single-Engine Sea
ASI	Aviation Safety Inspector
ASI-AD	Aviation Safety Inspector—Aircraft Dispatch
ASIC	Application Specific Integrated Circuits
AST	Aviation Safety Technician
ATC	Air Traffic Control
ATCPM	Assistant Training Center Program Manager
ATP	Airline Transport Pilot
ATPE	Airline Transport Pilot Examiner
ATS	Air Transportation Supervisor
AVS	Aviation Safety
AWC	Airworthiness Certification
BAA	Bilateral Airworthiness Agreement
BAE	Basic Administrative Examiner
BASA	Bilateral Aviation Safety Agreement
CA	Company Administrator
CAA	Civil Aviation Authority
CAMI	Civil Aerospace Medical Institute
CAPAME	Clinical Aerospace Physiology Review for Aviation Medical Examiners
CAR	Civil Air Regulations
CARES	Civil Aviation Registry Electronic Services
CAT	Category
CBO	Community-Based Organization
CE	Commercial Pilot Examiner
CFEE	Check Flight Engineer Examiner
CFI	Certificated Flight Instructor
CFR	Code of Federal Regulations
CIRE	Commercial and Instrument Rating Examiner
CLOA	Certificate Letter of Authority
CMB	Certificate Management Branch
CME	Continuing Medical Education
CMO	Certificate Management Office
CMS	Certificate Management Section
COA	Certificate of Authority
CPE	Check Pilot Examiner
CS	Chart Supplement (U.S.)
CTO	Control Tower Operator
CQLOE	Continuing Qualification Line Operational Evaluation
DADE	Designated Aircraft Dispatcher Examiner

ACRONYM	DEFINITION
DAR	Designated Airworthiness Representative
DAR-F	Designated Airworthiness Representative—Manufacturing
DAR-T	Designated Airworthiness Representative—Maintenance
DCPM	Dispatch Course Program Manager
DCTO-E	Designated Control Tower Operator Examiner
DEA	Drug Enforcement Administration
DER	Designated Engineering Representative
DER-T	Designated Engineering Representative—Consultant
DER-Y	Designated Engineering Representatives—Company
DFAS	Deputy Federal Air Surgeon
DIWS	Document and Imaging Workflow System
DME	Designated Mechanic Examiner
DMIR	Designated Manufacturing Inspection Representative
DMS	Designee Management System
DOB	Date of Birth
DOD	Department of Defense
DOT	Department of Transportation
DPE	Designated Pilot Examiner
DPRE	Designated Parachute Rigger Examiner
DRFS	Deputy Regional Flight Surgeon
DRS	Dynamic Regulatory System
EAA	Experimental Aircraft Association
EAE	Experimental Aircraft Examiner
EASA	European Union Aviation Safety Agency
ECG	Electrocardiogram
EFB	Electronic Flight Bag
EIS	Enforcement Information System
eLMS	Electronic Learning Management System
ELSA	Experimental Light-Sport Aircraft
EPA	Environmental Protection Agency
ETOPS	Extended Operations
EU Part FCL	European Union Part-Flight Crew Licensing
EVS	Enhanced Vision System
EWIS	Electrical Wiring Interconnection System
FAA	Federal Aviation Administration
FAASTeam	FAA Safety Team
FAS	Federal Air Surgeon
FE	Flight Engineer
FEE	Flight Engineer Examiner
FIE	Flight Instructor Examiner
FIRC	Flight Instructor Refresher Course
FIRE	Flight Instructor Renewal Examiner/Flight Instructor Recent Experience Examiner
FLM	Front Line Manager
FPE	Foreign Pilot Examiner

ACRONYM	DEFINITION
FPGA	Field Programmable Gate Arrays
FS	Flight Standards
FSB	Flight Standardization Board
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
FSIRP	Flight Standards Inspector Resource Program
FSTD	Flight Simulation Training Device
FTD	Flight Training Device
FTN	FAA Tracking Number
FTP	Flight Test Pilot
FTPM	Fleet Training Program Manager
GA	General Aviation
GEC	Geographic Expansion Coordinator
GIE	Ground Instructor Examiner
GPO	Government Publishing Office
GTOW	Gross Takeoff Weight
HQ	Headquarters
HRPM	Human Resources Policy Manual
HUD	Head-Up Display
IA	Inspection Authorization
IACRA	Integrated Airman Certification and Rating Application
ICAO	International Civil Aviation Organization
IFO	International Field Office
IOS	Instructor Operating Station
IPA	Implementation Procedures for Airworthiness
IPC	Instrument Proficiency Check
IPL	Implementation Procedures for Licensing
IT	Information Technology
LAE	Limited Aircraft Examiner
LOB	Line of Business
LOE	Line Operational Evaluation
LOFT	Line-Oriented Flight Training
LTA	Lighter than Air
MAMERC	Multimedia Aviation Medical Examiner Refresher Course
MCE	Military Competency Examiner
MCSPT	Medical Certification Standards and Procedures Training
MEL	Minimum Equipment List
MFI	Military Flight Instructor
MGR/AO	Manager/Appointing Official
M/M	Make and Model
M/M/S	Make, Model, and Series
MMAC	Mike Monroney Aeronautical Center
MOU	Memorandum of Understanding

ACRONYM	DEFINITION
MRA	Master Role Assigner
MS	Managing Specialist
MTEL	Minimum Tools and Equipment List
MTG	Mechanic Test Generator
NAS	National Aerospace Standard
NAS	National Airspace System
NPO	National Policy Office
NTSB	National Transportation Safety Board
NVG	Night Vision Goggles
O&P	Oral and Practical
OA	Office Administrator
OCC	Operations Control Center
ODA	Organization Designation Authorization
OJT	On-The-Job Training
OPA	Optionally Piloted Aircraft
OPE	Overall Performance Evaluation
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
P	Powerplant
PA	Program Analyst
PAH	Production Approval Holder
Part 91K	Part 91 Subpart K
PAW	Practical Application Workshop
PC	Production Certificate
PD	Position Description
PE	Private Pilot Examiner
PIA	Parachute Industry Association
PIC	Pilot In Command
PII	Personally Identifiable Information
PLD	Programmable Logic Device
PLFT	Powered-Lift
PMA	Parts Manufacturer Approval
POC	Point of Contact
POI	Principal Operations Inspector
PPC	Powered Parachute
PPCL	Powered Parachute Land
PPE	Pilot Proficiency Examiner
PPM	Partial Program Manager
PTM	Project Team Member
PTRS	Program Tracking And Reporting Subsystem
PTS	Practical Test Standards
QC	Quality Control
QLOE	Qualification Line Operational Evaluation
QMS	Quality Management System

ACRONYM	DEFINITION
R&D	Research and Development
RECP	Reciprocating
RH	Rotorcraft Helicopter
RFS	Regional Flight Surgeon
RFS/AO	Regional Flight Surgeons/Appointing Officials
RFSWG	Regional Flight Surgeon Working Group
RG	Rotorcraft Gyroplane
RMS	Risk Management Strategy
RNP	Required Navigation Performance
RPE	Remote Pilot Examiner
RS	Repair Specifications
SAE	Specialty Aircraft Examiner
SAS	Safety Assurance System
SCCP	Standardized Curriculum Check Pilot
SDR	Service Difficulty Report
SEED	Special Emphasis Evaluation of Designees
SFAR	Special Federal Aviation Regulation
SFP	Special Flight Permit
SIC	Second in Command
SIS	Supplemental Information Sheet
SME	Subject Matter Expert
SMFT	Special Medical Flight Test
SO	Selecting Official
SOE	Supervised Operating Experience
SODA	Statement of Demonstrated Ability
SPA	Surveillance Program Analyst
SPAS	Safety Performance Analysis System
SPE	Sport Pilot Examiner
SPFIE	Sport Pilot Flight Instructor Examiner
STC	Supplemental Type Certificate
TC	Type Certificate
TCE	Training Center Evaluator
TCO	Training Course Outline
TCPM	Training Center Program Manager
TIP-L	Technical Implementation Procedures—Licensing
TJET	Turbojet
TNA	Training Needs Assessment
TPE	Technical Personnel Examiner
TPRP	Turboprop
TS	Technical Standard
TSO	Technical Standard Order
TSOA	Technical Standard Order Authorization
TSpec	Training Specification
TYPE	Type Rating Examiner

ACRONYM	DEFINITION
UAS	Unmanned Aircraft System
UM	Unit Member
USAF	United States Air Force
VAE	Vintage Aircraft Examiner
VCT	Video and Communication Technology
VFEE	Vintage Flight Engineer Examiner
VFR	Visual Flight Rules
VLA	Very Light Aircraft
VSV	Virtual Site Visit
W&B	Weight and Balance
WSC	Weight Shift Control
WSCL	Weight-Shift Control Land
WSCS	Weight-Shift Control Sea

Directive Feedback Information

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

Subject: Order 8000.95 Revision E, Designee Management Policy_____

To: AVS-60 ODA Office at 9-avs-60-directives-feedback@faa.gov, _____

(Please mark all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____on page _____.

☐ Recommend paragraph _____on page _____be changed as follows:
(attached separate sheet if necessary)

☐ In a future change to this order, 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: _____