



Federal Aviation
Administration

ODA OFFICE

ORGANIZATION DESIGNATION
AUTHORIZATION OFFICE

Presentation Overview

- Foundation of the ODA program
- Airmen Certification ODA Type
- Delegation systems
- Qualifications
- Responsibilities
- Application, Selection, and Appointment
- Questions and Answers



Foundation of the ODA Program

Title 49 of the United States Code (49 U.S.C.) 44702(d)

Authorizes the FAA to delegate



14 Code of Federal Regulations (CFR) Part 183 Subpart D

Describes the requirements for an organization to perform functions on behalf of the Administrator



FAA Order 8100.15, “Organization Designation Authorization Procedures”

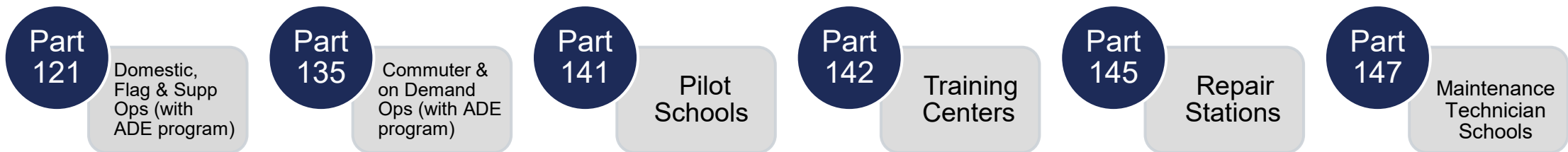
Provides instructions and policy for FAA personnel and ODA holders



Airmen Certification (AC) ODA Update

FAA Order 8100.15C was published on October 1, 2025, and includes the new AC ODA type.

- Once authorized, AC ODA holders will be authorized to conduct specific airmen testing functions leading to the issuance of FAA airman certificates (pilot or mechanic).
- Organizations must:
 - have experience managing programs related to the issuance of an airman certificate
 - hold and maintain one of the following types of certificates—



Aircrew Designated Examiner (ADE)

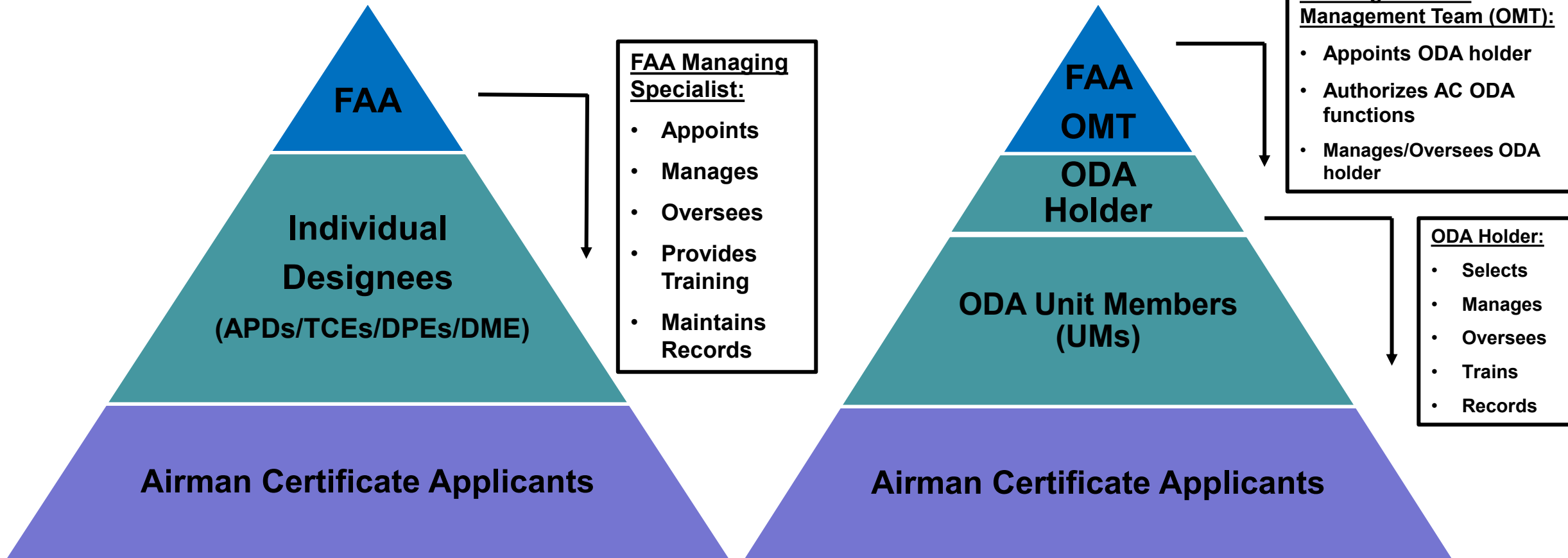


Delegation Systems

Individual Designee System

vs.

ODA System



Aircrew Program Designee (APD); Training Center Evaluator (TCE); Designated Pilot Examiners (DPE); Designated Mechanic Examiner (DME)



ODA Holder Qualifications

- Management commitment to ODA and Safety Culture
- Demonstrated Integrity
- Organizational Model that supports the ODA
- Experience with the type of authorization sought
- Commitment of Resources
- Adequate facilities

FAA Order 8100.15C Chapter 3, Section 1



ODA Holder Responsibilities

- Continued eligibility
- Procedures Manual
- Training
- Selection of Unit Member (UM) and Administrator
- Work Activity Reports
- Records
- Renewal
- Continuous Improvement

FAA Order 8100.15C Chapter 3, Section 4



Overview of ODA Application, Selection, and Appointment

Preapplication Communication

- Discuss desire to obtain ODA with the office managing the certificate
- Provide intended scope of application

Note – If the applicant is a current ODA holder, the current OMT must be involved in the Preapplication process.

Application

- FAA Form 8100-13
- Cover Letter
- Eligibility
- Qualifications
- ODA model
- ODA Administrator
- ODA unit members
- Draft Procedures Manual

Selection Process

- Initial Application screening
- Evaluation Panel
 - Interviews
 - Site Visits
 - Procedures Manual review

Appointment

- Application Approval
- Memorandum of Understanding
- Letter of Designation

FAA Order 8100.15C Chapter 3, Section 3



Preapplication



Organizations interested in AC ODA application, reference FAA Order 8100.15C Chapter 3



Contact the Office that manages the certificate to start the Preapplication process



AVS-60, The ODA Office, has outreach and support to assist



Resources

- AC ODA Specific questions - 9-AVS-AC-ODA-Info@faa.gov
- For General Information visit the FAA's [Delegation Organizations](#) webpage
(https://www.faa.gov/other_visit/aviation_industry/designees_delegations/delegated_organizations)

