



FAA Product Designees Newsletter

A Bi-Annual Journal for DARs, DMIRs & ODA Unit Members

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Dating Advice for Designee Nerds

Charlie Owen, AFS-640

As every nerd knows, proper dating etiquette is quite confusing. Never knowing for sure if the person and/or object of your attention will be happy with your choice of dating skills. Oh, to complicate it even more, just involve someone from a foreign country in your date plans. Historically they have never liked how Americans date, especially those individuals from the European community. Persons from the European community tend to be boring in their expectations of how a proper date should be carried out. But, you know what? Just because they may be boring in the aspect of a proper date does not mean that we should not attempt to get along. By being harmonious it means that you will get along happily with the recipient of your date choice.

So where does a designee nerd go for advice on proper dating skills? They should seek that advice from the FAA. (Although here, FAA stands for Federal Aviation Administration and not Flirty Attractive and Attentive; it is an organization that has many well-known dating skills.) How do you as a nerdy designee find the answers you need? Well it depends: are you wanting to date a form or a certificate? What, we are talking about forms and certificates? Sorry about that guys and gals! You are asking the FAA for dating advice; what did you expect?

Where does a designee go to find the proper date format for an FAA form? Well first, you should be asking yourself what do the instructions for filling out the form say? Actually, many forms do not have a required date format called out in their instructions (and that is if the form has instructions). It is up to the discretion of the individual filling out the form to use whatever date format they deem fit. (Speaking of discretion in dating, we will come back to that later.) For example, FAA Form 8100-1 simply states in the instructions for Block 4: "List the date the inspection began" and in the instructions for block 5: "List the date the inspection ended." Nothing special is called out for a date format. (continued on next page)

INSTRUCTIONS

1. List the FAA assigned project number along with date of TIA or Request for Conformity, as applicable.
2. Self-explanatory.
3. List the applicant or the manufacturer, or both. (The manufacturer may be the party producing or responsible for the product).
4. List the date the inspection began.
5. List the date the inspection ended.
6. If inspecting an aircraft, list the make, model, N-number, and serial number. For an engine or propeller, list the make, model, and serial number.
7. Aviation Safety Inspectors must type or print name, sign, and enter office identification. Designees must type or print name, sign, and list their designee identification number. If using CMIS, the user cannot provide a traditional signature. Populating Block 7 with the required information will demonstrate completion of the form.
8. Assign consecutive numbers for each item inspected.
9. List the name or description of the part, appliance, assembly, drawing, document, specification, or name of the process being evaluated.
10. List the technical data that describes the item listed in Block 9. i.e., drawing number, document number, process specification number, etc.

Dating Advice, continued

Then we go to FAA form 8130-3. What a confusing form. Is it a form, a certificate, a tag, a document? What is it? Technically speaking it is a multipurpose form. It is a tag, a certificate, and a document all rounded up in one form. There is one thing in common regarding this form: no matter the title or use of the form, it requires a specific date format. FAA Order 8130.21H in paragraphs 2-8(q) and 4-5(q) require the DD/MMM/YYYY date format to be in Block 13e. Paragraph 3-6(r) requires the DD/MMM/YYYY date format to be used in block 14e. (As always, use the applicable chapter of the Order when completing an 8130-3.) All three paragraphs have something else in common. They do not specify to use slashes, hyphens, or spaces to be when dating the form.

So what does the FAA specifically say about certificates? FAA Order 8130.2J states in paragraph A-1(e): “Dates on certificates should be in DD MMM YYYY format, for example, “25 DEC 2016” or 25 Dec 2016.” Notice that the Order says, “should be” and not, “must be.” Technically speaking, designees do not have what is known as discretionary authority. In this case, when a designee sees a “should be” they should consider it a “must be” unless given permission by their managing office to enter the date in any other format. For our comrades working as Unit Members within an ODA, if your procedures manual does not specify, always follow all applicable FAA guidance when dating forms and certificates.

As in life, your selection of a proper date is important to us.

Export E-Card: A Radical Change of Direction or The Pen is Mightier than The Eraser

Charlie Owen, AFS-640

AC Form 8050-72, Export Certificate Number Assignment Card is somewhat of an enigma. It is not an FAA form per se. It is an Aeronautical Center Form. In the past it held almost an esteemed status. The form is serialized. To obtain this form, designees were required to sign for these as secured materials and also held accountable for their security. The instructions in FAA Order 8130.2 Chapter 21 para 2-1(g)1 for filling it out are pretty simple:

- (1) E-Card. Complete Aeronautical Center Form 8050-72, Export Certificate Number Assignment Card, (E-Card) from the information on the application.

Enter the E-card number (E-number), on the application and the export C of A. The E-number facilitates the identification and recording of the official export files in AFS-750.” (Please note that AFS-750 office identifier has changed to AFB-710).

(continued on next page)

Export E-Card (continued)

Prior to FAA Order 8130.2J, the FAA and their designees were allowed to fill out the form in pencil. This allowed the form to be reused if the original export transaction was cancelled. The form was simply erased and reused. That has changed with FAA Order 8130.2J. The .2J is silent to using pencil and allowing the form to be erased and reused. So where do we go for directions? Appendix A of the .2J states in paragraph A-1(b), “The use of pencil, erasures, strikeouts, etc., on airworthiness forms other than applications is not permitted.” Pretty clear. No more pencils!

So what do we do when we fill out the 8050-72 in pen and the export falls through or the paperwork was filled out by mistake? Do we destroy the card? Do we turn in the card and exchange for a new one since it is serialized? Do we just hope no one notices and ask for forgiveness? The answer to that is actually more vague than you can imagine. At this time there is no FAA policy that tells you what to do. What does that mean? You are on your own! That’s right folks, suck it up. Just kidding! No designee should ever feel like they are on their own! In reality, what you need to do is seek direction from your managing office. That’s right. Ask them how you need to manage the E-Cards in your possession. The folks in Washington, DC.. who wrote and manage the order decided that this is a designee management issue and not an issue requiring certification policy to address. So remember, fill it out in pen and seek guidance from your managing office on what to do if a mistake is made on the form or the data on the form is no longer relevant to the export at hand.

Signing up for an AFS-640 Course: What You Need to Know

Sandra Stratton & Julie Boino, AFS-640

What’s important to read and know when signing up for an AFS-640 course? Everything! All the information on the Designee Registration System (DRS) regarding a face-to-face seminar or online course that you are interested in taking should be read thoroughly. This will hopefully keep you from enrolling in the wrong course.

Course Schedules and Cost

To view the list of available classes and the cost for each class:

- Log in the Designee Registration System (DRS) with your user name and password.
- Hover your mouse over **Student** in the blue ribbon and then select **Home – View Schedules**.
- Select **Designee and Delegated Organization Training** from list of categories.
- Select your designee type, for example, **DAR-T/ODA Maintenance UM**.
- Select the course you are interested in, for example, **Initial Aircraft Certification**. You will then see all the information about that course.
- Select the **View available classes** button to see all of the available classes for that course, including the dates and location of each class, as well as the cost. (continued on next page)

Signing up for an AFS-640 Course, continued

Course Description

Each course has a description that details the purpose of the course, function codes needed, and any eligibility requirements, if applicable.

Special Notices

Pay attention to any special notices listed for a course. For example, a special notice might say, "The FAA must establish a need for and ability to manage a designee." Please do not register and pay for a course unless you have been told to do so by an FAA Managing Specialist. A certificate of completion does not necessarily mean that you will become a designee.

Online Part I

Every face-to-face seminar has a Part I online portion that must be completed before attending the seminar. The End-of-Course test that follows face-to-face seminar will not be available to anyone who fails to complete the Part I online portion of the course.

Enrolling and Paying for a Course

- When viewing the available classes for a course, select the **Select** link on the course you want to enroll in. This will open a **Section Details** page.
- Click on the **Enroll** button at the bottom of the page (you must be logged in to DRS to enroll). This will open the **Pay Now** page.
- Your spot in a class is reserved for 1 hour until it is fully reserved after you complete the payment.
- Place a check in the box for the course(s) you want to pay for, and then select the **Pay for Selected Enrollments** button. You will then be redirected to the Pay.gov website to pay for your course(s) with a credit card.
- If you navigate away from the **Pay Now** page, you can hover your mouse over **Student** in the blue ribbon and then select **Pay Now** to return to the **Pay Now** page.
- A red **Pay Now** button will also be located in the top right hand corner of the screen.

Online-only courses must be completed within 90 days of enrollment! If you take the end-of-course test after 90 days, your test will not be recorded and you will not receive a certificate of completion. Please keep this in mind when enrolling in an online-only course.

Accessing Online Courses and the Online Part I

- After logging in to DRS, hover your mouse over **Student** in the blue ribbon and select **Go To Online Courses**. This will open the **Online Course** page.
- Select the **Go To Online Course** button. This will take you to Blackboard.
- All of the online courses, including any Part I online portions, you are enrolled in will be listed in the middle of the page under My BlackBoard Courses.
- Select the course you want to want to complete and begin with Lesson 1. (cont., next page.)

Signing up for an AFS-640 Course, continued

Course Completion

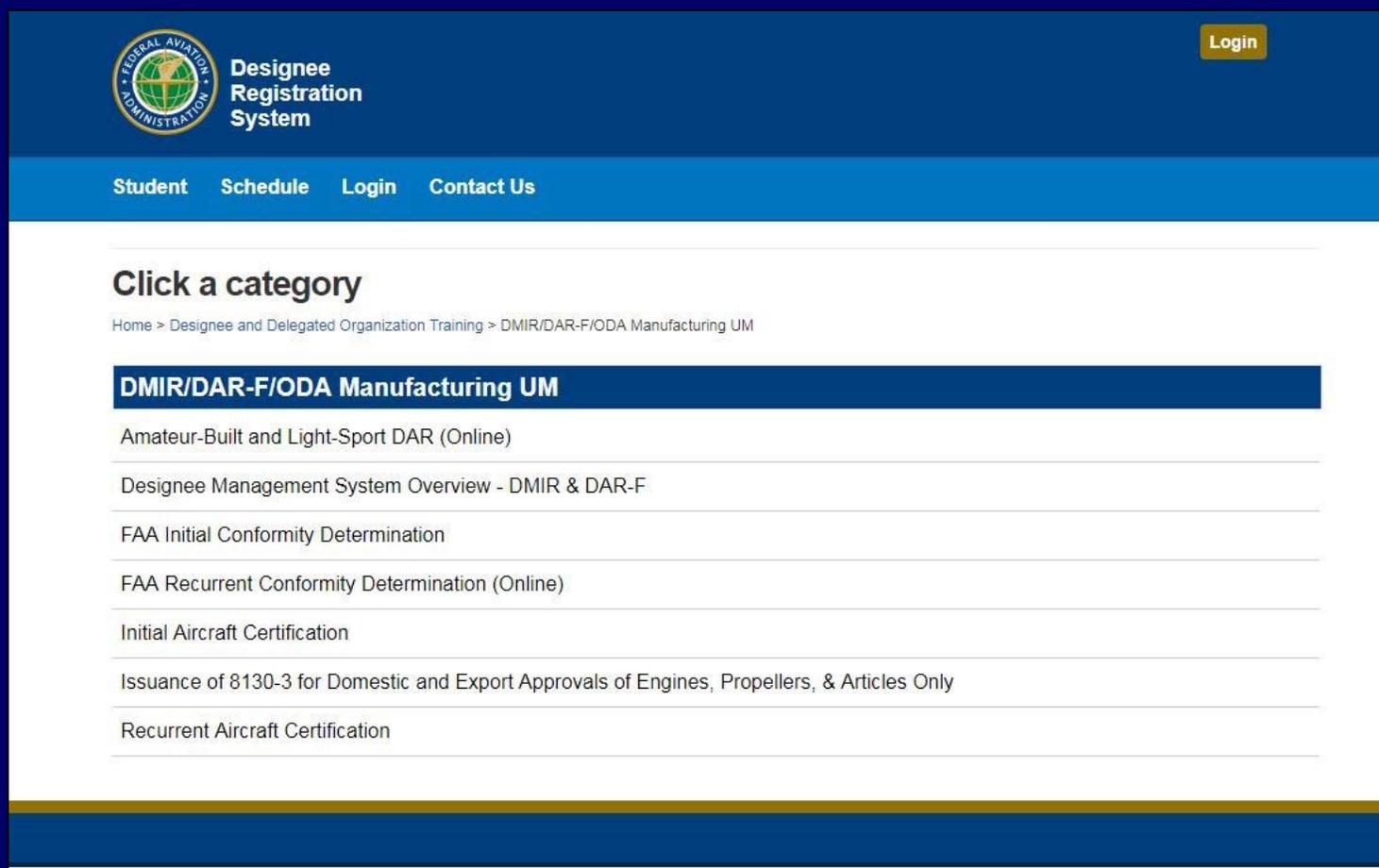
Successful completion of a course requires a passing grade of a 70% or higher on a comprehensive, open book end-of-course test.

For face-to-face courses, the end-of-course test is taken online after the completion of the seminar. It is delivered via DRS and taken through Blackboard. It is available for 7 calendar days after the completion of the face-to-face seminar. The end-of-course test covers the material presented in both the online Part I portion and the face-to-face seminar.

For online-only courses, you have 90 days from the day you enroll in the course to complete the lessons and take then end-of-course test.

After completing the test with a 70% or higher, you will receive an email from DRS with your course completion certificate within an hour.

If you are unsure about which courses to enroll in, please check with your FAA Managing Specialist. If you have specific questions about a course, you can contact AFS-640 at (405) 954-6495.



The screenshot shows the FAA Designee Registration System website. At the top left is the FAA logo and the text "Designee Registration System". At the top right is a "Login" button. Below the header is a navigation bar with links for "Student", "Schedule", "Login", and "Contact Us". The main content area has a heading "Click a category" and a breadcrumb trail: "Home > Designee and Delegated Organization Training > DMIR/DAR-F/ODA Manufacturing UM". A dark blue bar highlights the selected category "DMIR/DAR-F/ODA Manufacturing UM". Below this bar is a list of links: "Amateur-Built and Light-Sport DAR (Online)", "Designee Management System Overview - DMIR & DAR-F", "FAA Initial Conformity Determination", "FAA Recurrent Conformity Determination (Online)", "Initial Aircraft Certification", "Issuance of 8130-3 for Domestic and Export Approvals of Engines, Propellers, & Articles Only", and "Recurrent Aircraft Certification".

AFS-640 Specialty Online Courses

AFS-640 offers many specialty courses online. Students who complete the following **face-to-face** courses below and score a 70% or higher on the End-of-Course Test may take the following **online** courses, **free of charge**.

FAA Initial Conformity Determination:

Issuance of 8130-3 for Domestic and Export Approvals of Engines, Propellers, & Articles Only

Initial Aircraft Certification:

Aging Airplane Inspection and Records Review Amateur-Built and Light-Sport DAR

Field Approval Delegation

Issuance of 8130-3 for Domestic and Export Approvals of

Engines, Propellers, & Articles Only

Recurrent Issuance of FAA form 8130-3 for Domestic or Export Airworthiness Approvals Course

Recurrent Aircraft Certification:

Aging Airplane Inspection and Records Review Amateur-Built and Light-Sport DAR

FAA Recurrent Conformity Determination

Field Approval Delegation

Issuance of 8130-3 for Domestic and Export Approvals of Engines, Propellers, & Articles Only

Recurrent Issuance of FAA form 8130-3 for Domestic or Export Airworthiness Approvals Course

IA Renewal

AFS-640 offers several courses accepted by the FAA for Inspection Authorization (IA) renewal credit. These courses are:

Initial Aircraft Certification

Recurrent Aircraft Certification

Initial Technical Personnel Examiner (DME/DPRE) Seminar

Recurrent Designated Mechanic (DME) Seminar

FAA Product Designees

Newsletter

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AIR-6C2

Dion Drechsel

Professional Development

Professional development is an important part of any job. Keeping up with the latest technology in aviation; orders and regulatory requirements is a huge challenge .

As always check the Designee Registration System (DRS) for most current schedules. We also use DRS to keep you informed about policy changes and provide training to help you understand the latest changes.

Make sure you keep your profile up to date so you don't miss out on these notifications. Log on to:
<https://av-info.faa.gov/DsgReg/sections.aspx>

Web Resources

<http://www.faa.gov>

<https://av-info.faa.gov/DsgReg/Sections.aspx>

<http://fsims.faa.gov/>

https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afx/afs/afs600/afs640/

Federal Aviation Administration

AFS-640, Designee Standardization Branch



Upcoming Courses

Course schedules are subject to change. Please visit the DRS website for official course schedules.

AFS-640

P.O. Box 25802

Oklahoma City, OK 73125

Initial Aircraft Certification

Applicable Function Codes: 1, 2, 4, 8, 9, 10, 11-18, 22-31, 33, 46, 47, 48, 61, 62, 65-69, 100

(405) 954-4220 phone

(405) 954-4748 fax

www.faa.gov

February 13-15, 2018 Oklahoma City, OK

June 5-7, 2018 Oklahoma City, OK

August 14-16, 2018 Oklahoma City, OK

FAA Initial Conformity Determination

Applicable Function Codes: 5, 6, 21, 22, 61, 62, 65-70, 80, 90

Jan 30 - Feb 1, 2018 Oklahoma City, OK

April 17-19, 2018 Oklahoma City, OK

May 8-10, 2018 Oklahoma City, OK

July 10-12, 2018 Oklahoma City, OK

Are you a designee or ODA Unit Member with Conformity function codes? If so, you can take the FAA Initial Conformity Determination course and receive credit for your recurrent Conformity training!

Recurrent Aircraft Certification

Applicable Function Codes: 1, 2, 4, 8, 9, 10, 11-18, 22-31, 33, 46, 47, 48, 61, 62, 65-69, 100

February 27-28, 2018 San Antonio, TX

March 13-14, 2018 Peachtree City, GA

April 10-11, 2018 Portland, OR

May 22-23, 2018 Harrisburg, PA

Notice to All Designees:

The courses listed here do not include Domestic or Export tags, or any specialty aircraft online courses. Each designee with function codes other than these listed **must take the appropriate online course as well as the face-to-face course needed.**

Reminder! All face-to-face courses have an online Part I that **must be completed prior** to attending the face-to-face seminar! If you fail to complete Part I, we will not be allowed to send you the test and therefore, you will not be able to successfully complete the course.

Newsletter Feedback

Click [here](#) to leave comments and suggestions for the newsletter!