Organization Designation Authorization (ODA) Webinar

Presented to: FAA OMT Leads and ODA Administrators

By: AVS-60, ODA Office

Date: November 6, 2024

Federal Aviation Administration

Webinar Agenda & Schedule

Topic	Presenter	Time (ET)
Introduction and Welcome	Ho-Joon Lim, Acting Manager, Delegation System Planning Section, AVS-63	12:00 – 12:05 PM
AVS-60 Office Updates & Highlights	Kevin Dickert, ODA Office Director, AVS-60	12:05 – 12:30 PM
ODA Scorecard	Robert Nilson, Program Manager (PM), West Cert. Branch PM Section, AIR-877 Ron Riker, Data Scientist, Data & Assessments Section, AVS-61	12:30 – 12:55 PM
Order 8100.15 Rev C	Cynthia Bradley, Program Manager, Policy & Oversight Integration, AVS-64 Laura Rios, Instructional System Specialist, Policy & Oversight Integration, AVS-64	12:55 – 1:15 PM
BREAK		*1:15 – 1:25 PM*
Designee Registration System (DRS)	Lauren Langston, Project Specialist, Data & Assessments Section, AVS-61	1:25 – 1:30 PM
Interference Review Team (IRT)	AJ Mercado, Program Manager, AVS-62 Matt Thompson, Program Manager, AVS-64	1:30 – 1:50 PM
AIR-600 Certification Policy	Sue McCormick, Systems Standards Section Manager, AIR-63A	1:50 – 2:10 PM
BREAK		*2:10 – 2:20 PM*
AIR-800 Updates	Mike Cann, East Cert. Branch, PM Section Manager, AIR-857	2:20 – 2:50 PM
Open Forum	Leadership Team, AVS-60	2:50 – 3:00 PM
Closing Statement	Kevin Dickert, ODA Office Director, AVS-60	3:00 – 3:05 PM

Federal Aviation Administration

Webinar Participation Guidelines

Name, ODA or Name, FAA Section

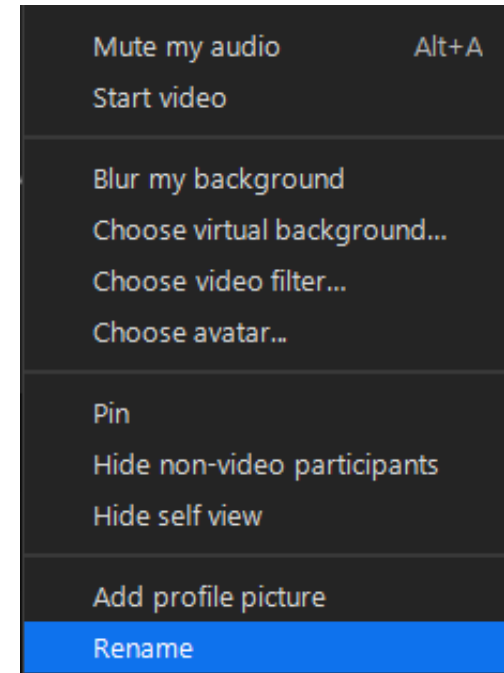Use the "Raise-Hand" or Chat to ask questions

Be back on time from breaks

Camera on when speaking (if possible)
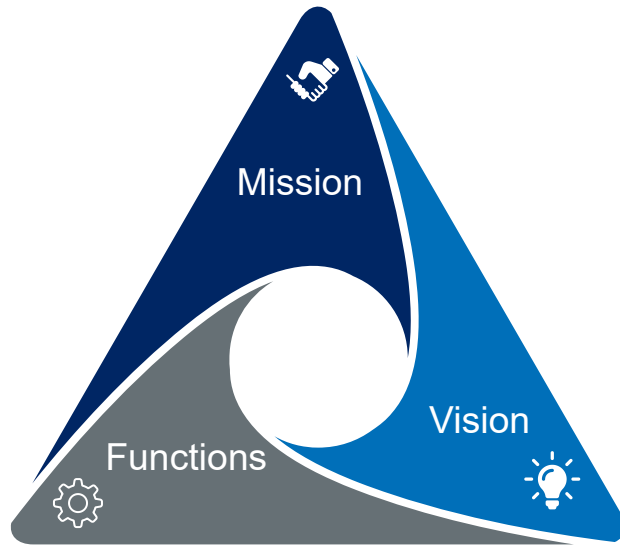
Participate in polling/discussion

Click on the three dots in the righthand corner of your name box.

Mute my audio	Alt+A
Start video	
Blur my background	
Choose virtual background...	
Choose video filter...	
Choose avatar...	
Pin	
Hide non-video participants	
Hide self view	
Add profile picture	
Rename	

AVS-60 Updates

AVS-60 Mission, Vision, Values, and Core Functions

Mission of the Office

- Enhance aviation safety and efficiency by partnering with FAA and industry stakeholders to improve the health and effectiveness of the AVS delegation system

Vision of the AVS Delegation System

- Leverage agency resources;
- Respond to changes in workloads and aviation industry needs;
- 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

Core Functions

- Establish Aviation Safety Delegation Strategy
- Design, Issue, and Implement Delegation Policy
- Measure Delegation System Performance
- Make Delegation System Improvements

Federal Aviation Administration

AVS-60's Value to You

Services

- **Analyze data** for designee programs
- Provide expert delegation **advice**
- Conduct **outreach** to FAA and Industry
- Promote **consistency**
- Respond to policy **deviation requests**
- Conduct delegation system **assessments** (not direct designee oversight)
- Identify delegation system **improvements**
- **Provide data** for delegation programs (on request and published)
- **Manage websites** related to FAA delegation programs
- Identify and monitor delegation system **performance indicators**
- Manage AVS-wide congressional and Office of Inspector General/Accounting Office (OIG/GAO) activities

Products

- AVS Delegation Strategy
- Policy and Guidance
- Training Courses and Materials
- Designee Record and Automation Tools
- Data Collection Tools
- Performance Reports
- Best Practices & Recommendations

AVS-60: Strategic Goals and FY 24 Highlights

FY 24 Highlights

Legislative & Recommendation Tracking System (LRTS) Development

Designee Management System (DMS) Training/Support

8100.15C Development and Outreach

FAA Notice 8100.19 and Interference Review Team
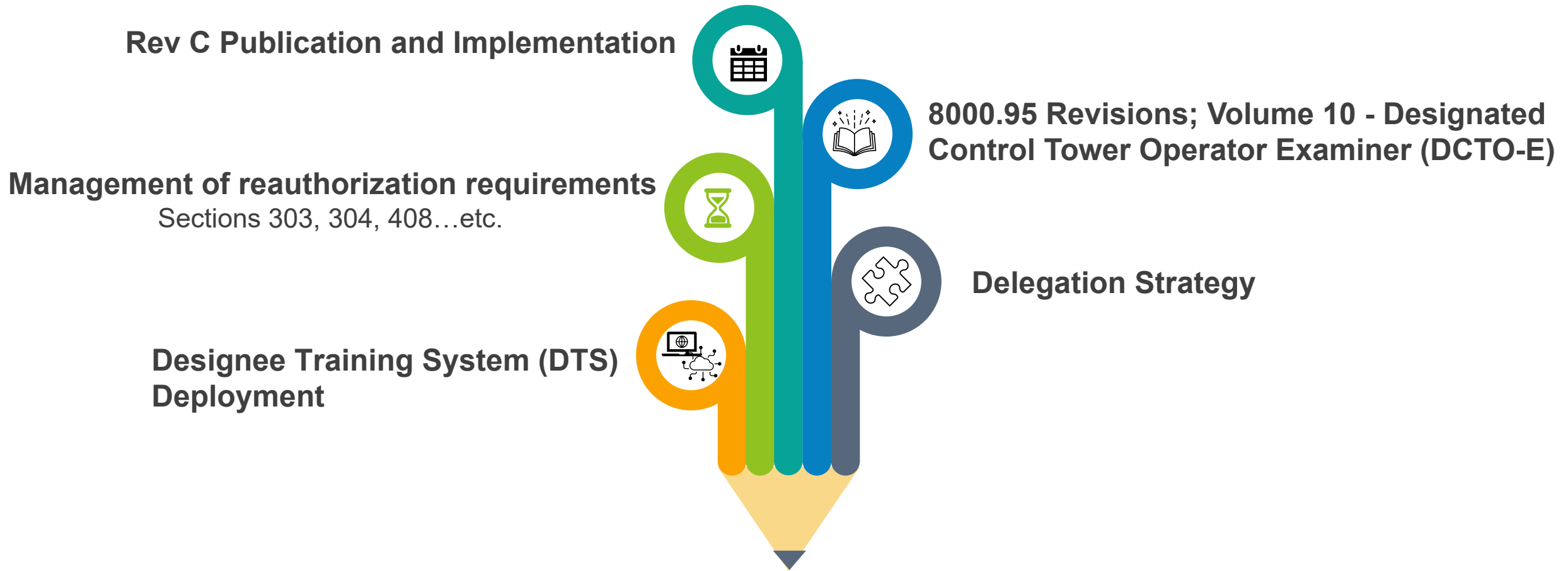
Section 103 ODA Panel

AVS-60 Goals

- **Increase Delegation System Effectiveness and Efficiency**
  Identify and provide the resources, training, guidance, and communication necessary to optimize delegation and enhance safety

- **Develop AVS Enterprise Level Approach to Designee Management**
  Promote continuous improvement of FAA and designee performance while ensuring activities are completed per established guidance and standards

- **Create a Robust and Forward-Looking Delegation System**
  Leverage resources, prioritize responsiveness to changes in workload and industry needs, and demand the highest technical and ethical standards from designees to ensure public, industry, congressional, and FAA confidence in the AVS delegation system

AVS-60 FY 25 Priorities and Beyond

Rev C Publication and Implementation

8000.95 Revisions; Volume 10 - Designated Control Tower Operator Examiner (DCTO-E)

Management of reauthorization requirements
Sections 303, 304, 408…etc.

Delegation Strategy

Designee Training System (DTS) Deployment

ODA Scorecard

Federal Aviation
Administration

ODA Scorecard Updates

✓ Continuous Improvement Team (CIT) communicated recommendations to change some aspects of the ODA Scorecard

Multiple discussions both internal and external to the FAA occurred over the last several months

- The usefulness of current participation data collected
- Resulted in direction to make changes
- CIT recommendations were complimentary to an internal FAA initiative to simplify and improve the ODA Scorecard data collection effort

Result of all these activities is a simplified process that uses an online ODA Scorecard Assessment using SurveyMonkey

Scorecard: Key Changes

Aspect	Previous	New
Data Collection Tool	Excel Spreadsheet	Online SurveyMonkey Assessment
ODA Info Section	Red/Yellow/Green Scale	5-Point Likert Scale • 1 - Consistently Not Meeting... • 5 - Consistently Meets
Participation Tab	Complex	Simplified Spreadsheet
Compliance Tab	Existing Format	Retained For Data Collection

Federal Aviation Administration

New Data Collection Tool: Key Features

- **Objective is to *ease the burden* on OMT Leads and ODA holders**
  - Online platform using SurveyMonkey
  - Unique links for each ODA holder and OMT Lead
  - Built-in user guide
  - Automated email confirmation
- **Submitted assessments *rolled directly* into an FAA database**
- **AVS-60 team *will develop a dashboard* for the annual Scorecard**
  - Compiles data
  - Creates National Roll-up
  - Produces individual ODA Holder Scorecards

Participation / Compliance Tab Changes

Make data entry easier for OMT Leads and ODA holders	• Limit # of cells that are protected and / or locked • Reduce calculations
Include link in ODA Scorecard Assessment to simplified ODA Scorecard Spreadsheet	• 2 tabs, 1 for Participation and 1 for Compliance • Completion process will be the same as current

ODA Scorecard: Takeaways and Next Steps

Clarification needed

- Update the Scorecard Users Guide for enhanced clarity and reflect new data collection tools

Enhancing data collection tools

- Aim to simplify data collection for all users and enhance analytical capabilities
- Will not change the CIT measures or data being collected, however improves the FAA's current collection and validation processes

What is next?

- Provide outreach to ODA administrators in November
- Launch in December per established ODA Scorecard timeline

Federal Aviation Administration

Demo

- **[OMT Assessment of ODA Holder](#)**
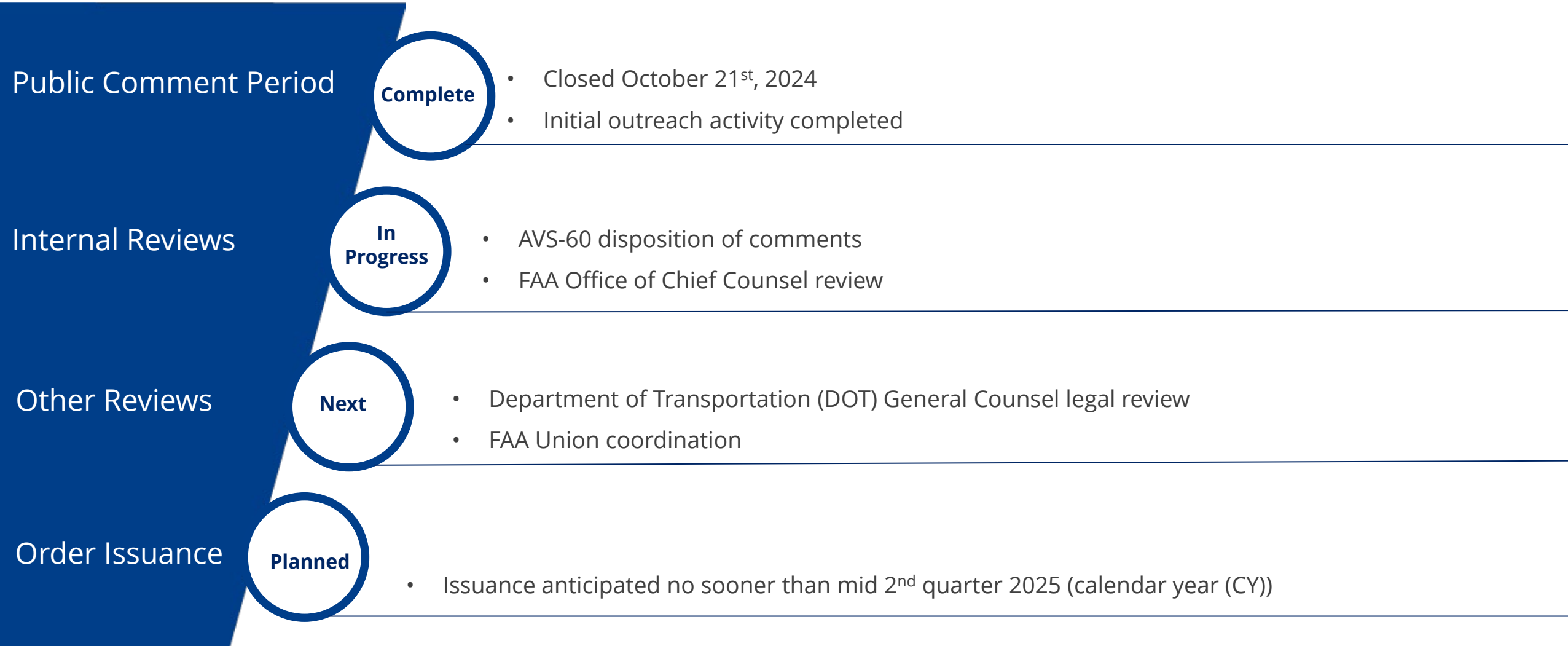- **[ODA Holder Assessment of OMT](#)**

ODA Scorecard Contact

- **For questions or comments on the ODA Scorecard, contact the ODA email box at 9-AVS-ODA-Scorecard@faa.gov.**

FAA Order 8100.15 Revision C

8100.15C Development: Progress and Updates

Public Comment Period

Complete

- Closed October 21st, 2024
- Initial outreach activity completed

Internal Reviews

In Progress

- AVS-60 disposition of comments
- FAA Office of Chief Counsel review

Other Reviews

Next

- Department of Transportation (DOT) General Counsel legal review
- FAA Union coordination

Order Issuance

Planned

- Issuance anticipated no sooner than mid 2nd quarter 2025 (calendar year (CY))

Federal Aviation Administration

Rev C Status & Next Steps

Continued Operations

- Operate under Rev B requirements for Supervision & Delegation Organization Inspection Program (DOIP) functions until surveillance windows are established (within 90 days after Rev C issuance)

FAA Review & Disposition of Public Comments

- Received 700+ comments
- Dispositioning of comments in progress

Rev C Issuance, Outreach & Beyond

- Targeting mid 2nd quarter 2025 (CY)
- Continued targeted outreach for OMTs and ODA holders
- Continued targeted outreach for Airmen Certification (AC) ODA Applicants and FAA Offices, and Industry
- Ongoing communication and support
- Establishing a regular policy release cadence (planning 18–24 month cycle)

8100.15 Rev C: ODA Holder Training

Course	Status
ODA Part 1: Administrator Training	Revising
ODA Part 2: (TC, PC, STC, MRA, PMA, TSOA)	Revising
New ODA Part 2: AC ODA	In Development
ODA Seminar	Revising

Intend to release new/revised training concurrent with Rev C release

Major Repair, Alteration, and Airworthiness (MRA)   Production Certificate/Certification (PC)

Supplemental Type Certificate (STC)   Parts Manufacturer Approval (PMA)

Type Certificate (TC)   Technical Standard Order (TSO)

Airmen Certification (AC)

Federal Aviation Administration

8100.15 Rev C: OMT Training

Course	Status
20000124 Managing ODAs for AVS Personnel	Revising
Introduction to AC ODA	In Development
27200088 ODA Oversight: OMT Lead	In Development
ODA Seminar	Revising

Intend to release new/revised training concurrent with Rev C release

Federal Aviation Administration

Designee Registration System (DRS) Replacement

Designee Registration System Replacement (1 of 2)

Date	Action
June 26, 2025	Designee Registration System (DRS) decommissioned for use, excluding Designated Engineering Representatives (DERs) and ODA Engineering Unit Members (UM)
June 26, 2025	Transition to using Designee Management System (DMS) to register and access all training
September 30, 2025	DERs and ODA Engineering UMs will continue to access technical engineering courses through DRS
January 2026	DERs and ODA Engineering UMs will make the transition to DMS

Designee Registration System Replacement (2 of 2)

- FAQs and Job Aids will be sent out before implementation to DMS occurs.

- Regularly check your DRS profile email and DMS message centers for updates.

- POC for pre-deployment questions - Lauren Langston (lauren.a.langston@faa.gov) or the Course Training Administrator

Federal Aviation Administration

Interference Review Team (IRT)

Federal Aviation Administration

Notice 8100.19: Key Updates

- **Effective Date:** September 6, 2024

  – Replaces expired N8100.18 (September 7, 2024)

- **Ongoing Policy Extension:** Include interference reporting, communication instructions, and Interference Review Team (IRT) procedures.

  - Interference policies to be included in the next revision of Order 8100.15.

- **Change:** In 5a(1)(b), Affirmative response to the ODA holder's annual solicitation no longer treated as an interference report needing a full investigation.

Interference Review Team (IRT) Overview

Purpose

- Ensuring standardized interference determinations across the ODA system (Supporting both ODA Holders and OMT)

Assist with interference implementation by:

- Ensuring standardized and consistent application of interference determinations
- Monitoring health of system
- Develop training scenarios for future outreach with OMT Leads and ODA holders (based on de-identified cases etc.)
- Identify trends for additional outreach and training opportunities (misunderstandings or policy clarification)

Success Metrics and Next Steps

- **Measures of Success:**

Metric	Goal
IRT non-concurrences with OMT decisions	Decreasing
IRT non-concurrences with ODA holder determinations	Decreasing
Distribution of additional training scenarios	As needed

- **Ongoing Activities:**

  - Continue interference case reviews

  - Provide observational and OMT feedback to the Interference implementation team and policy group

- **New Scenario Development:**

  - Project Communication

Federal Aviation Administration

IRT – FY2024 Year in Review (Case Review)

Total 51 cases: 8 interference, 43 non-interference

- Overall, the determinations made at each level (ODA holder or OMT) have been relatively consistent with the IRT

Observations

- Non-interference determinations observations:
  - *Unit Member (UM) not performing authorized function during time of the reported incident
  - Project schedule communication issues
  - Lack of clarity of company procedures (Roles & Responsibilities & When)

Potential Interference Scenario

Factors Impacting Interference Determinations

- Would a reasonable person conclude that the communication or act was intended to improperly influence the UM in the performance of his/her duties?

- Was the UM provided adequate time to accomplish the authorized function?

- What was the tone of the communication? How did the UM react? Was there a history of similar communications or acts?

FAA Delegation & Certification Policy Update

Presented to: FAA OMT Leads and ODA Administrators

By: Sue McCormick, AIR-63A

Date: November 6, 2024

Federal Aviation Administration

Topics

- **Part 21 policies & guidance in work**
  - Design Certification
  - Production Certification
  - Continued Operational Safety (COS)
  - Oversight / Delegation / Other

- **Rulemaking – In Work**
  - Final Rules in Work
  - Aviation Rulemaking Committees (ARCs)

- **Typical / General Policy Flow Process**

Initial Drafting → TW Editing → Internal Comments → AGC Review → Public Comments → Disposition comments and Final Reviews → Published

Policies in Work – Design Certification

Document Type	Document Number	Description	Phase (Policy & Guidance)
Advisory Circular	21.101-1C	Establishing the Certification Basis of Changed Aeronautical Products	TW Editing
Order	8110.4D	Type Certification	Prepping for Public Comment
Order	8110.123	Type Certificate Data Sheet Procedures	Prepping for Public Comment
Advisory Circular	21-60	Means of Compliance	Disposition comments and final reviews

FAA Order 8110.4, Revision D

- **Organizational Structure and References – AIR refinement**
- **Alignment with *The FAA and Industry Guide to Product Certification (CPG)*, Third Edition and Enhanced PSCP Guide**
- **Removed restriction on STCs for Minor Changes**
- **Statement of Compliance Requirements (§ 21.20)**
- **Incorporation of STCs into Type Certificated Products**
  - In Draw and Incorporation by Reference
- **Remote Technology**
- **Incorporates Streamlined Conformity Inspection Notation Process**
- **Removal of restricted category TCs → Moved to Order 8110.56**
- **Type Inspection Authorization (TIA) Type Inspection Report (TIR)**
- **Part 38**
- **Removed Chapter 3 – Type Certificate Data Sheet (TCDS) Requirements**

FAA Order 8110.123 TCDS

- New Order combining contents from Order 8110.4, *Type Certification*, Chapter 3, Order 8110.121, *TCDS Notes*, and Advisory Circulars 33.7-1, *Ratings and Operating Limitations for Turbine Engines, 35-1, Certification of Propellers*

- Standardizes requirements with regulations and statutes

- Establishes criteria when a TCDS needs to be revised

- Adds requirements for documenting Master Drawing List (MDL) and Safety Critical Information

- Clarifies and standardizes expectations for certification basis documentation

- Title Box information consistent with FAA Order 8000.71, *Aircraft Make, Model, and Series Taxonomy*

Advisory Circular 21-60 Means of Compliance

- **Provides guidance:**

  - Using Means of Compliance (MOC) for a design approval under Title 14 of the Code of Federal Regulations (CFR) part 21 to show compliance to airworthiness requirements and minimum performance standards defined in technical standard orders authorizations (TSOA), or changes to these design approvals,

  - Appropriate use and limitations of the review of engineering drawings in an engineering design review as the only means to show compliance to the airworthiness requirements or minimum performance standards

- **Defines Design Review, Analysis, Test, Inspection**

- **Use of Previously Approved Designs**

- **Summary of Public Comments**

  - Standardizations between terminology of Means vs. Methods of Compliance

  - Use of Design Review only vs. Design Review + Another means of compliance

  - Listing "Not applicable" regulations

  - Applicability to other design approval types

  - Consistency / Recognition of MOC Codes with bilateral partners

  - Clarify documentation expectations when MOC is by design review

Policies in Work – Production Certification

Document Type	Document Number	Description	Phase (Policy & Guidance)	
Order	8130.21J	Completion of FAA Form 8130-3 under Part 21	AGC Review	Dispositioning Comments
Order	8120.18A	Production Approval Holders (PAH) Who Rebuild or Alter Their Own Products and/or Articles Under 14 CFR 43.3(j)	AGC Review	Dispositioning Comments
Order	8120.22B	Production Approval Procedures	AGC Review	Dispositioning Comments
Order	8130.2K	Airworthiness Certification of Aircraft	Published	Effective Date: Dec 2nd

Bundle: 8130.21J, 8120.18A, 8120.22B

Policies in Work – Continued Operational Safety

Document Type	Document Number	Description	Phase (Policy & Guidance)		
Handbook/Manual		Transport Airplane Risk Assessment Methodology (TARAM) Handbook v. 2025	→	Internal Comments	Public Comments
Policy Statement	PS-AIR-25-05-R1	Risk Assessment for Transport - Category Airplanes	→	Internal Comments	Public Comments
Order	8110.103C	Alternative Methods of Compliance (AMOC)		Internal Comments	
Order	8110.107B, CHG 1	Monitor Safety/Analyze Data (MSAD)		Internal Comments	→
Order	8040.1D	Airworthiness Directives		Disposition comments and Final Reviews	

Policies in Work – Oversight / Delegation / Other

Document Type	Document Number	Description	Phase (Policy & Guidance)	
Policy Statement	PS-AIR-21.93-XXX	Classification of Major and Minor Changes in Type Design	**AGC Review**	Dispositioning Comments + AIR-700 Template
Policy Statement	PS-AIR-21-02	Policy for Processing Airworthiness Standards Non-compliances	**AGC Review**	Dispositioning Comments
Order	8110.37G	Designated Engineering Representative (DER) Handbook	**Internal Comments**	
Advisory Circular	21-56	Guidance for Technical Standard Order (TSO) Applicant Design Capability	**TW Editing**	
Order	8120.23B	Certificate Management of Production Approval Holders	**Initial Drafting**	

Policy Statement – Known Compliances

- **Develop and issue policy for processing airworthiness standard non-compliances**
- **Policy will include:**
  - Criteria for what constitutes an airworthiness standards noncompliance;
  - The process AIR will use to assess whether a potential noncompliance meets the criteria;
  - The actions AIR will take for closing out items determined to not be a noncompliance under the criteria;
  - The actions AIR will take for addressing items determined to be a noncompliance under the criteria, both for non-compliances that raise a safety concern and for non-compliances that do not create a safety issue

Known Noncompliances Plan

✔ • **New Policy Statement**

✔ • **Engagement and Coordination with Field Offices Upfront**

  – AIR-500 / AIR-720 / AIR-730 / AIR-760 / AVS-60

  – Foreign Authorities / AIR-40

✔ – Pilot Program with Field Offices

Pending • **Coordination for Formal Comments**

• **Training / Implementation**

  – Cutover/Cut-in

  – Existing vs. new disclosures

Policy Statement document (Subject: Guidance for Processing Airworthiness Standard Non-compliances, Policy No: PS-AIR-21-02)

Current Rulemaking Projects → Part 21

Project Name	Lead Division	Part 21 Rules Affected
Falsification	AGC	§ 21.2 → Part 3
Modernization of Special Airworthiness Certification (MOSAIC)	AIR	§§ 21.25, 21.175, 21.181, 21.182, 21.183, 21.185, 21.187, 21.190, 21.191, 21.193, 21.195, 21.327, 21.329
Safety Critical Information	AIR	§§ 21.1, 21.3, 21.15, 21.113

Dispositioning Comments

Dispositioning Comments

Dispositioning Comments

Aviation Rulemaking Committees (ARC)

Project Name	Group Type	Rules Affected	Status
Continued Operational Safety Agreements	ARC	§ 21.3 and part 39	Recommendations Submitted
Instructions for Continued Airworthiness	ARC	§§ 21.50, various airworthiness XX.1529 rules	In Progress
Changed Product Rule	ARC	§§ 21.19, 21.101	In Progress

Charters - **https://www.faa.gov/regulations_policies/rulemaking/committees**

COS Agreements - **https://www.faa.gov/sites/faa.gov/files/Charter_COS-ARC_effective-07192023.pdf**

ICA - **https://www.faa.gov/sites/faa.gov/files/Instructions_for_Continued_Airworthiness_Aviation_Rulemaking_Charter_01262024.pdf**

Changed Product Rule -
https://www.faa.gov/media/78426#:~:text=The%20CPR%20ARC's%20recommendations%20will,by%20the%20FAA%20in%202021

Transfer of OMT Lead Responsibilities
Transitioning from AIR-700 to AIR-857/867/877

Presented to: FAA OMT Leads and ODA Administrators

By: Mike Cann, AIR-857

Date: November 6, 2024

Federal Aviation Administration

Overview and Purpose

- **AIR implemented organizational changes as of April 9, 2023, to better integrate oversight for:**

  - Organizational Designation Authorization (ODA)

  - Design and Production Approvals

  - Safety Management System (SMS)

- **Key change:**

  - Transfer of **OMT Lead responsibilities** from **AIR-700** (Compliance & Airworthiness) to **AIR-800** (System Oversight) for Design and Manufacturing ODAs.

- **New responsibilities:**

  - AIR-800: Oversight and Authorization Management

  - AIR-700: Design Certification Management

AIR Structure & Why Change? (1 of 2)

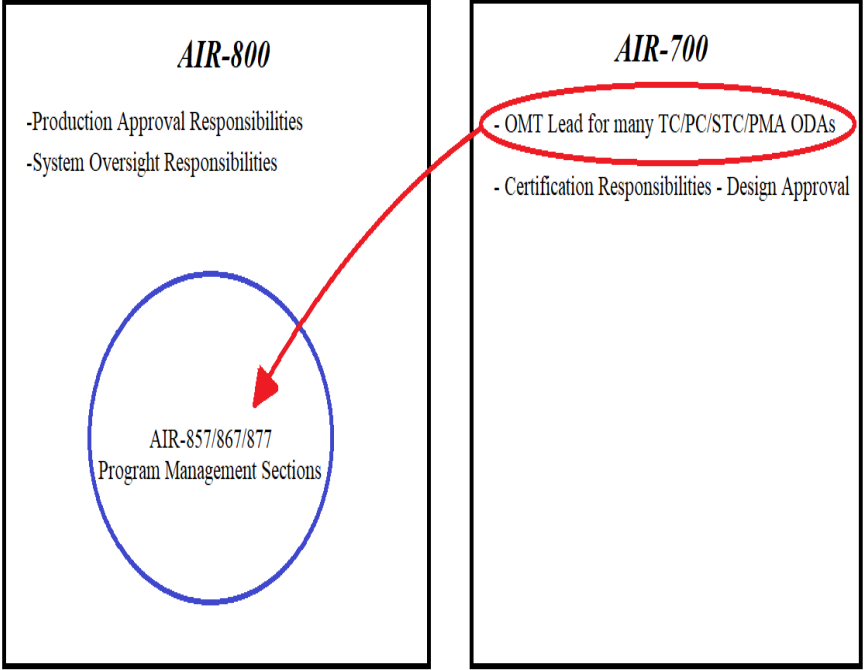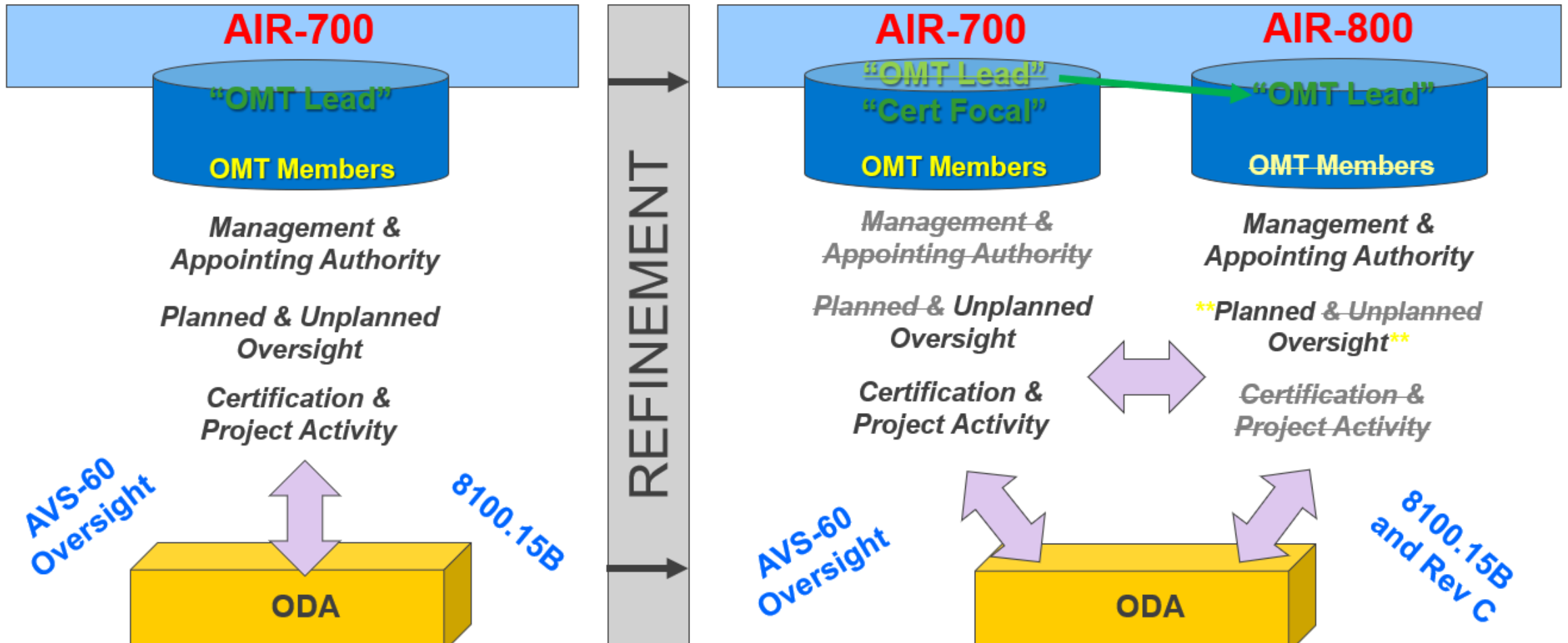|	
System Oversight:	• **AIR-800** is organized to support system-level oversight. • **FAA Order 8100.15** designates the OMT Lead role as an oversight and coordination function.
OMT Alignment:	• Successful examples, such as **Textron through Wichita ACO**, have aligned program managers with the oversight model before AIR-8x7 was established.
Challenges in AIR-700:	• Many OMT Leads in AIR-700 also handled certification work, which blurred responsibilities and priorities.
New Approach:	• **AIR-857/867/877** will focus exclusively on oversight roles and delegation management, **separate from certification work**, in line with FAA Order 8100.15.
Collaboration Needed:	• Some "grey areas" will require collaboration between **AIR-700** and **AIR-800** for smooth transitions. There is further development underway on FAA internal work splits and workstreams.

AIR-800

- Production Approval Responsibilities
- System Oversight Responsibilities

AIR-857/867/877
Program Management Sections

AIR-700

- OMT Lead for many TC/PC/STC/PMA ODAs
- Certification Responsibilities - Design Approval

AIR Structure & Rationale for the Changes & Responsibilities: Defining the Split Between AIR-700 and AIR-800

Background (2019)	OMT Lead Role	Current Actions
A high-level plan was introduced to split responsibilities between AIR-700 and AIR-800 for ODA Management and Oversight.	As outlined in FAA Order 8100.15B, OMT Lead responsibilities are mostly **administrative**, not certification-focused.	**AVS-60** is involved to ensure that the work aligns with FAA Order 8100.15 Rev B and the upcoming **Rev C**.
This plan focuses on separating certification from oversight.	OMT Leads may come from other lines of businesses (LOBs), including Flight Standards, depending on ODA Authorities.	The **Project Plan Team** (PPT), supported by AIR-700 and AIR-800, is working on refining roles and responsibilities (R&Rs).

Overall Strategy

AIR-700

"OMT Lead"

OMT Members

Management & Appointing Authority

Planned & Unplanned Oversight

Certification & Project Activity

AVS-60 Oversight

8100.15B

ODA

REFINEMENT

AIR-700

"OMT Lead"
"Cert Focal"

OMT Members

Management & Appointing Authority

Planned & Unplanned Oversight

Certification & Project Activity

AIR-800

"OMT Lead"

OMT Members

Management & Appointing Authority

Planned & Unplanned Oversight

Certification & Project Activity

AVS-60 Oversight

8100.15B and Rev C

ODA

AIR-800 will be *responsible for* Planned Oversight; AIR-700 OMT Members will still be *performing* Planned Oversight

OMT Lead Transition: Current Status and Timeline

Initial State (Pre-April 2023)	OMT Leads were primarily in **AIR-700**
Transition Began (April 2023)	Transition of OMT Leads from AIR-700 to **AIR-8x7** began
Where are we NOW	• Still in the **Transition phase** • Transitions are driven by priority and staffing
AIR-8x7 staffing is increasing (currently 80-90% complete for OMT Leads)	Training is the a "long pole in the tent"
End State (by 2025)	• Final structure: **AIR-8x7** OMT Leads with **AIR-700** maintaining OMT Certification Focals • **Goal**: Complete the transition by **end of year 2025**, ideally before FAA Order 8100.15, Rev C is issued

What is an OMT Lead Transition?

5 • Be effective in certification, delegation, and oversight

4 • SUPPORT the ODA
• Minimize disruption during transition

3 • WORK as a team using work-split definitions

2 • ASSIGN new OMT certification focal from AIR-700 (Core OMT Member)

1 • ASSIGN new OMT Lead from AIR-8x7

CONTINUOUS IMPROVEMENT

As part of continuous improvement, we have a feedback loop between AIR-8x7 and AIR-700. We can refine the transition process as lessons are learned.

OMT Transition Team

Required Team Members	Transition
Existing OMT Lead	From AIR-700
New OMT Lead	Assigned from AIR-8x7
New OMT Certification Focal	Assigned from AIR-700 • This role may be filled by the previous OMT Lead • See next slide

As Needed Team Members	Transition
Delegation Standardization PM	From AIR-700 • Some offices have Program Managers that assist with standardization and delegation management
Additional personnel	As identified by management, based on specific needs

OMT Certification Focal Role

✏️	Role Overview	**"OMT Certification Focal"**: An **ASE** or **PM** from AIR-700 who coordinates **ODA certification projects**
🔗	Adaptability	Certification offices may assign either ASEs or PMs for this role, depending on organizational structure and management decisions.
🪪	Core Member	Works as a **Core OMT Member**, collaborating with the **OMT Lead** from AIR-8x7
👥	Team Clarification	Although not defined in current policy, the role clarifies the **work-split** between **AIR-700** (certification) and **AIR-8x7** (oversight).

OMT Certification Focal is not in the current policy (it is essentially just a Core OMT Member with responsibility in Engineering/Certification), but the term helps clarify the work-split between AIR-700 and AIR-8x7.

*ASE – Aerospace Engineer / PM – Program Manager

Federal Aviation Administration

Executing the Transition Plan

Initiation:

- Once the **Transition Team** is identified, informal communication begins with **ODA Lead Administrators**

Smooth Transition:

- The focus is on **minimizing disruption** to the ODA during the transition period

Collaboration Emphasis:

- The **Transition Team** will work closely with the ODA to ensure a **seamless process**
- The approach is **collaborative**, not a sudden "light switch" change

Target Timeline:

- The transition should take **60-90 days** to complete from start to finish

Transition Plan – Key Elements

- The Transition Plan template currently includes 25+ tasks to review and tailor to each ODA. The template can be used to develop a plan for specific projects, supervision requirements, etc. It covers (not all-inclusive):

|	
Logistics	• Access to IT Systems • Cadence for meetings
Technical	• Open projects • Unit Member types
Procedures	• ODA Manual • Appointment processes

Federal Aviation Administration

Finalizing the Transition Plan: Communication and Out-brief

| Communication with ODA	Key Discussions	Out-brief and Conclusion
The Transition Team coordinates with both the **ODA Holder** and the **ODA Unit** to implement the Transition Plan, typically this is done via the ODA Lead Administrator.	Ongoing communication with the **ODA Lead Administrator** and, if necessary, further discussions with the **ODA Holder**.	Upon completion of the Transition Plan, the FAA will hold a **final out-brief** with **ODA management** to formally conclude the transition and announce the new **OMT Lead**.

Key Goals for the OMT Transition Process
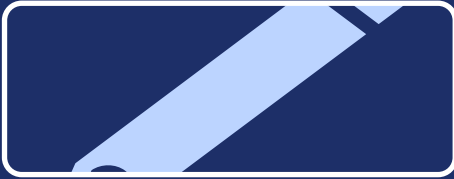
Be standardized, not identical
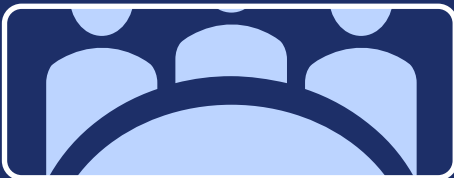- Size, scope and complexity matter
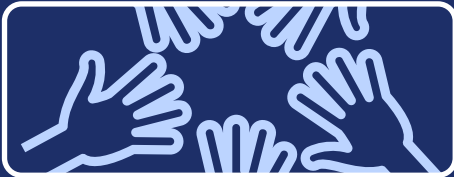
Be effective as a team
- Have an effective partnership between the OMT and ODA Holder/Unit

Allow Certification Focal to focus on engineering and certification

Allow OMT Lead to prioritize surveillance, new delegation and appointments, and strategize with the ODA for the future using System-Level concepts (Safety Management Systems principals)

Open Forum

Federal Aviation
Administration

Submit Feedback

Please submit feedback and questions via the ODA Office mailbox at 9-AVS-ODA-OFFICE@faa.gov

Federal Aviation Administration