



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

Aviation Rulemaking Committee  
Extension of the Charter

Original Effective Date: 1/21/2014  
1<sup>st</sup> Amended Effective Date: 4/11/2014  
2<sup>nd</sup> Amended Effective Date: 5/4/2015  
Extension Effective Date: 11/16/2017

**SUBJECT: Air Carrier Training Aviation Rulemaking Committee**

1. **PURPOSE.** This charter extends the Air Carrier Training (ACT) Aviation Rulemaking Committee (ARC), originally issued on January 21, 2014, and amended on April 11, 2014, and May 4, 2015, according to the Administrator's authority under Title 49 of the United States Code (49 U.S.C. § 106(p)(5)).

The ACT ARC has considered 41 initiatives to date, of which 33 are closed. The ACT ARC has requested this extension to address the eight initiatives that remain open.

2. **BACKGROUND.** The Federal Aviation Administration (FAA) is committed to maintaining the safest air transportation system in the world. One key area to ensure a safe system is maintaining the quality of air carrier training. The FAA must continue to review existing air carrier training and qualification regulations, policies, and guidance to ensure it is current and relevant. In addition, the FAA continues to identify new challenges with changing technology and new research that may necessitate the development of new regulations, policies, and guidance. The ARC is a key resource in the FAA's ability to identify and address these challenges.
3. **OBJECTIVES.** The ACT ARC provides a forum for the United States aviation community to discuss, prioritize, and provide recommendations to the FAA concerning operations conducted under parts 121, 135, and 142.
4. **TASKS OF THE ARC.** The ACT ARC specifically addresses air carrier training. The general objectives and scope are to:
- Develop and recommend to the FAA new or updated guidance material, notices, handbooks, and other related materials for air carrier training and qualification.
  - Make recommendations, including necessary rulemaking and additional tasking, to the Administrator through the Associate Administrator for Aviation Safety.
  - Discuss global air carrier training issues and develop strategies for international harmonization.
  - Provide documentation and technical information to support recommendations.
  - Form and provide committee oversight of specialized and temporary task groups to research, document, and make recommendations on specific, assigned topics.
  - Status Reports.** Provide a status update to the Associate Administrator for Aviation Safety every 12 months.
  - Recommendation Report.** Submit a report detailing recommendations within 48 months from the effective date of the charter.
    - The Industry Co-Chair sends the recommendation report to the Associate Administrator for Aviation Safety and the Director of the Office of Rulemaking.

- ii. The Associate Administrator for Aviation Safety determines when the recommendation report is released to the public.

**5. ARC PROCEDURES.** The tasks of the ACT ARC are:

- a. Act solely in an advisory capacity by advising and providing written recommendations to the Associate Administrator for Aviation Safety and the Director of the Office of Rulemaking.
- b. May propose additional tasks as necessary to the Associate Administrator for Aviation Safety for approval.
- c. Develop a work plan for each task or issue an implementation plan for each recommendation, considering related activities being undertaken by other committees that may exist. It will recommend timelines based on the complexity and priority of its recommendations. Recommendations should take the form of documented issue resolutions, recommended policy decisions, draft guidance material, or proposed rulemaking, as needed.
- d. Develop and propose specific implementation planning and processes to ensure that recommendations meet these objectives.
- e. May reconvene following the submission of the recommendation report for the purposes of providing advice and assistance to the FAA, at the discretion of the Associate Administrator for Aviation Safety, provided the charter is still in effect.

**6. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION.** The organization, membership, and administration remain unchanged. The FAA will set up a committee of members of the aviation community. Members will be selected based on their familiarity with air carrier training, analysis, and regulatory compliance. Membership will be balanced in viewpoints, interests, and knowledge of the committee's objectives and scope.

The provisions of the August 13, 2014 Office of Management and Budget guidance, "Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions" (79 FR 47482), continues the ban on registered lobbyists participating on Agency Boards and Commissions if participating in their "individual capacity." The revised guidance now allows registered lobbyists to participate on Agency Boards and Commissions in a "representative capacity" for the "express purpose of providing a committee with the views of a nongovernmental entity, a recognizable group of persons or nongovernmental entities (an industry, sector, labor unions, or environmental groups, etc.), or state or local government." (For further information see the Lobbying Disclosure Act of 1995 (LDA) as amended, 2 U.S.C 1603, 1604, and 1605.)

Membership is limited to promote discussion. Attendance, active participation and commitment by members is essential for achieving the objectives and tasks. When necessary, the ACT ARC may set up specialized and temporary task groups that include at least one ACT ARC member and invited subject matter experts from industry and government.

This ACT ARC will consist of members from government, employee associations, airlines, training organizations, and other industry organizations that can provide expertise in aircraft

operations, flightcrew member training, dispatcher training, human factors, and other applicable specialties as determined by the FAA.

- a. The Associate Administrator for Aviation Safety will:
    - 1) Select and appoint industry and FAA participants as members;
    - 2) Select an Industry Co-Chair from the membership of the ARC;
    - 3) Ensure FAA participation and support from all affected lines-of-business;
    - 4) Provide the FAA participation and support from all affected lines-of-business;
    - 5) Provide notification to the members of the time and place for each meeting; and
    - 6) Receive any status reports and the recommendations report.
  
  - b. Once appointed, the Industry Co-Chair will:
    - 1) Coordinate required ARC meetings in order to meet the objectives and timelines;
    - 2) Establish and distribute meeting agendas in a timely manner;
    - 3) Keep meeting notes, if deemed necessary;
    - 4) Perform other responsibilities as required to ensure the objectives are met;
    - 5) Provide status reports, as requested, in writing to the Associate Administrator for Aviation Safety; and
    - 6) Submit the recommendation report to the Associate Administrator for Aviation Safety and the Director of the Office of Rulemaking.
7. **PUBLIC PARTICIPATION.** Meetings are not open to the public. Persons or organizations outside the ACT ARC who wish to attend a meeting must get approval in advance of the meeting from either the Industry Co-Chair or the FAA Co-Chair.
8. **AVAILABILITY OF RECORDS.** Consistent with the Freedom of Information Act, Title 5, U.S.C., section 552, records, reports, agendas, working papers, and other documents that are made available to or prepared for or by the ARC will be available for public inspection and copying at the FAA Flight Standards Service, Air Transportation Division, AFS-200, 800 Independence Avenue, SW., Washington, D.C. 20591. Fees will be charged for information furnished to the public according to the fee schedule published in Title 49 of the Code of Federal Regulations, Part 7.

You can find this charter on the FAA Committee Database website at:

[http://www.faa.gov/regulations\\_policies/rulemaking/committees/documents/](http://www.faa.gov/regulations_policies/rulemaking/committees/documents/).

9. **DISTRIBUTION.** This charter is distributed to the Executive Director of Flight Standards Service, the Office of the Associate Administrator for Aviation Safety, the Office of the Chief Counsel, the Office of Aviation Policy and Plans, and the Office of Rulemaking.

**10. EFFECTIVE DATE AND DURATION.** The ACT ARC continues to be in effect upon the issuance of this extension of the charter and will remain in existence for 48 months, unless this charter is sooner suspended, terminated, or extended by the Administrator.

Issued in Washington, D.C. on **NOV 16 2017**

A handwritten signature in black ink, appearing to read 'M. Huerta', with a circled number '1' at the end.

Michael P. Huerta  
Administrator