



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aviation Rulemaking Committee Charter

Effective Date: 1/21/14

SUBJECT: Air Carrier Training Aviation Rulemaking Committee

1. **PURPOSE.** This charter establishes the Aviation Rulemaking Committee (ARC) for Air Carrier Training according to the Administrator's authority under Title 49 of the United States Code (49 U.S.C.) 106(p)(5). This charter also outlines the committee's organization, responsibilities, and tasks.
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. To that end, the FAA must continue to review existing air carrier training and qualification regulations, policies, and guidance to ensure they are current and relevant. In addition, there continues to be new challenges with changing technology and new research that may necessitate the development of new regulations, policies, and guidance.
3. **OBJECTIVES AND TASKS OF THE ARC.** The ARC will provide 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. The ARC will specifically address air carrier training. The general objectives and scope are to:
 - a. Develop and recommend to the FAA new or updated guidance material, notices, handbooks, and other related materials for air carrier training and qualification.
 - b. Make recommendations, including necessary rulemaking and additional tasking, to the Administrator through the Associate Administrator for Aviation Safety.
 - c. Discuss global air carrier training issues and develop strategies for international harmonization.
 - d. Provide documentation and technical information to support recommendations.
 - e. Form and provide committee oversight of specialized work groups to research, document, and make recommendations on specific, assigned topics.

Recommendation Report. The ARC shall make recommendations to air carrier training. The ARC will submit reports detailing recommendations addressing the identified objectives and tasks as appropriate.

4. **ARC PROCEDURES.**
 - a. The ARC advises and provides written recommendations to the Associate Administrator for Aviation Safety and acts solely in an advisory capacity. Once the ARC recommendations are delivered to the Associate Administrator for Aviation Safety, it is within his/her discretion to determine when and how the report of the ARC is released to the public.
 - b. The ARC may propose additional tasks as necessary to the Associate Administrator for Aviation Safety for approval.
 - c. The ARC will 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. The committee will recommend timelines based on the complexity and priority of its recommendations. Recommendations should take the form of documented issue

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resolutions, recommended policy decisions, draft guidance material, or proposed rulemaking, as needed. The ARC will develop and propose specific implementation planning and processes to ensure that recommendations meet these objectives.

- d. The Industry Co-Chair of the ARC sends the recommendation report to both the Associate Administrator for Aviation Safety and the Director of the Office of Rulemaking.
- e. The ARC may reconvene following the submission of its 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.

5. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION. 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. However, the June 18, 2010 memorandum "Lobbyists on Agency Boards and Commissions," states that a member must not be a federally registered lobbyist, who is subject to the registration and reporting requirements of the Lobbying Disclosure Act of 1995 (LDA) as amended, 2 U.S.C 1603, 1604, and 1605, at the time of appointment or reappointment to an advisory committee, and has not served in such a role for a two-year period prior to appointment. Therefore, the FAA will not select any person that is a registered lobbyist. (For further information see the Office of Management and Budget final guidance on appointment of lobbyists to federal boards and commissions (76 FR 61756, October 5, 2011.)

ARC membership is limited to no more than 15 members to promote discussion. Active participation and commitment by members will be essential for achieving the ARC objectives and tasks. Attendance is essential for continued membership on the committee. When necessary, the ARC may set up specialized work groups that include at least one ARC member and invited subject matter experts from industry and government.

This ARC will consist of members from government, employee associations, airlines, training organizations, and other industry organizations that can provide experts in aircraft operations, flightcrew member training, dispatcher training, human factors, and other applicable specialties as determined by the FAA.

The Associate Administrator for Aviation Safety is the sponsor of the ARC and will select an Industry Co-Chair from the membership of the ARC and the FAA Co-Chair. The FAA participation and support will come from all affected lines-of-business.

- a. The ARC sponsor is the Associate Administrator for Aviation Safety who:
 - 1) Appoints members or organizations to the ARC, at the manager's sole discretion;
 - 2) Receives all ARC recommendations and reports;
 - 3) Selects industry and FAA members; and
 - 4) Provides administrative support for the ARC, through the Flight Standards Service.

- b. Once appointed, the Industry Co-Chair will:
 - 1) Coordinate required committee and work group (if any) meetings in order to meet the ARC's objectives and timelines;
 - 2) Provide notification to all ARC members of the time and place for each meeting;
 - 3) Ensure meeting agendas are established and provided to the committee members in a timely manner;
 - 4) Keep meeting minutes, if deemed necessary;
 - 5) Perform other responsibilities as required to ensure the ARC's objectives are met; and
 - 6) Provide status updates in writing to the Associate Administrator for Aviation Safety within 6 months and from the effective date of this charter and annually thereafter.

6. COST AND COMPENSATION. The estimated conservative cost to the Federal Government for the Air Carrier Training ARC is approximately \$50,000. All travel costs for government employees are the responsibility of the government employee's organization. Non-government representatives, including the Industry Co-Chair, serve without government compensation and bear all costs related to their participation on the committee.

7. PUBLIC PARTICIPATION. ARC meetings are not open to the public. Persons or organizations outside the 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 committee 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/.

9. DISTRIBUTION. This charter is distributed to director-level management in 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. This ARC is effective upon issuance of this charter. The ARC will remain in existence for 48 months, unless sooner suspended, terminated or extended by the Administrator.

The effective date of this charter is January 21, 2014.



Michael P. Huerta
Administrator



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aviation Rulemaking Committee Charter**

Original Date: 1/21/14
Amended Date: 4/11/14

SUBJECT: Air Carrier Training Aviation Rulemaking Committee

1. **PURPOSE.** This charter amends the Air Carrier Training Aviation Rulemaking Committee (ARC) according to the Administrator's authority under Title 49 of the United States Code (49 U.S.C.) 106(p)(5). This charter also outlines the committee's organization, responsibilities, and tasks. This charter was originally issued on January 21, 2014.
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. To that end, the FAA must continue to review existing air carrier training and qualification regulations, policies, and guidance to ensure they are current and relevant. In addition, there continues to be new challenges with changing technology and new research that may necessitate the development of new regulations, policies, and guidance.
3. **OBJECTIVES AND TASKS OF THE ARC.** The ARC will provide 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. The ARC will specifically address air carrier training. The general objectives and scope are to:
 - a. Develop and recommend to the FAA new or updated guidance material, notices, handbooks, and other related materials for air carrier training and qualification.
 - b. Make recommendations, including necessary rulemaking and additional tasking, to the Administrator through the Associate Administrator for Aviation Safety.
 - c. Discuss global air carrier training issues and develop strategies for international harmonization.
 - d. Provide documentation and technical information to support recommendations.
 - e. Form and provide committee oversight of specialized work groups to research, document, and make recommendations on specific, assigned topics.

Recommendation Report. The ARC shall make recommendations to air carrier training. The ARC will submit reports detailing recommendations addressing the identified objectives and tasks as appropriate.

4. **ARC PROCEDURES.**
 - a. The ARC advises and provides written recommendations to the Associate Administrator for Aviation Safety and acts solely in an advisory capacity. Once the ARC recommendations are delivered to the Associate Administrator for Aviation Safety, it is within his/her discretion to determine when and how the report of the ARC is released to the public.
 - b. The ARC may propose additional tasks as necessary to the Associate Administrator for Aviation Safety for approval.
 - c. The ARC will 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. The committee will recommend timelines based on the complexity and priority of

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its recommendations. Recommendations should take the form of documented issue resolutions, recommended policy decisions, draft guidance material, or proposed rulemaking, as needed. The ARC will develop and propose specific implementation planning and processes to ensure that recommendations meet these objectives.

- d. The Industry Co-Chair of the ARC sends the recommendation report to both the Associate Administrator for Aviation Safety and the Director of the Office of Rulemaking.
- e. The ARC may reconvene following the submission of its 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.

5. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION. 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. However, on June 18, 2010 President Obama issued a memorandum, "Lobbyists on Agency Boards and Commissions." This memorandum directed agencies and departments in the Executive Branch not to appoint or re-appoint federally registered lobbyists to advisory committees and other boards and commissions. In accordance with OMB implementing guidance on this memorandum, a member must not be a federally registered lobbyist, who is subject to the registration and reporting requirements of the Lobbying Disclosure Act of 1995 (LDA) as amended, 2 U.S.C. 1605, at the time of appointment or reappointment to an advisory committee, and has not served in such a role for a period of three consecutive quarters prior to appointment. Therefore, the FAA will not select any person that is a registered lobbyist or has been a registered lobbyist at any time during the three consecutive quarters preceding service on the ARC. (For further information see the Office of Management and Budget final guidance on appointment of lobbyists to federal boards and commissions (76 FR 61756 (Oct. 5, 2011)).)

ARC membership is limited to no more than 15 members to promote discussion. Active participation and commitment by members will be essential for achieving the ARC objectives and tasks. Attendance is essential for continued membership on the committee. When necessary, the ARC may set up specialized work groups that include at least one ARC member and invited subject matter experts from industry and government.

This ARC will consist of members from government, employee associations, airlines, training organizations, and other industry organizations that can provide experts in aircraft operations, flightcrew member training, dispatcher training, human factors, and other applicable specialties as determined by the FAA.

The Associate Administrator for Aviation Safety is the sponsor of the ARC and will select an Industry Co-Chair from the membership of the ARC and the FAA Co-Chair. The FAA participation and support will come from all affected lines-of-business.

- a. The ARC sponsor is the Associate Administrator for Aviation Safety who:
 - 1) Appoints members or organizations to the ARC, at the manager's sole discretion;
 - 2) Receives all ARC recommendations and reports;
 - 3) Selects industry and FAA members; and
 - 4) Provides administrative support for the ARC, through the Flight Standards Service.

- b. Once appointed, the Industry Co-Chair will:
- 1) Coordinate required committee and work group (if any) meetings in order to meet the ARC's objectives and timelines;
 - 2) Provide notification to all ARC members of the time and place for each meeting;
 - 3) Ensure meeting agendas are established and provided to the committee members in a timely manner;
 - 4) Keep meeting minutes, if deemed necessary;
 - 5) Perform other responsibilities as required to ensure the ARC's objectives are met; and
 - 6) Provide status updates in writing to the Associate Administrator for Aviation Safety within 6 months and from the effective date of this charter and annually thereafter.

6. COST AND COMPENSATION. The estimated conservative cost to the Federal Government for the Air Carrier Training ARC is approximately \$50,000. All travel costs for government employees are the responsibility of the government employee's organization. Non-government representatives, including the Industry Co-Chair, serve without government compensation and bear all costs related to their participation on the committee.

7. PUBLIC PARTICIPATION. ARC meetings are not open to the public. Persons or organizations outside the 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.

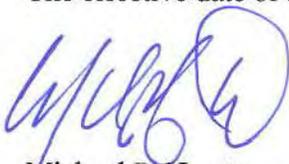
8. AVAILABILITY OF RECORDS. Consistent with the Freedom of Information Act, Title 5, U.S.C., section 552, records, reports, agendas, working papers, and other documents that are made available to or prepared for or by the committee will be available for public inspection and copying at the FAA Flight 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:
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9. DISTRIBUTION. This charter is distributed to director-level management in 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. This ARC continues to be in effect upon issuance of this amendment of the ARC charter. The ARC will remain in existence for 48 months from the original charter, unless sooner suspended, terminated or extended by the Administrator.

The effective date of this charter is January 21, 2014.



Michael P. Huerta
Administrator



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aviation Rulemaking Committee Charter

Original Effective Date: 1/21/2014
1st Amended Effective Date: 4/11/2014
2nd Amended Effective Date: 5/4/2015

SUBJECT: Air Carrier Training Aviation Rulemaking Committee

1. **PURPOSE.** This charter amends the Air Carrier Training Aviation Rulemaking Committee (ARC), originally issued on January 21, 2014 and amended on April 11, 2014, according to the Administrator's authority under Title 49 of the United States Code (49 U.S.C.) 106(p)(5). The sponsor of this ARC continues to be the Associate Administrator for Aviation Safety and this charter outlines the committee's organization, responsibilities, and tasks.
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.
3. **OBJECTIVES AND TASKS OF THE ARC.** The Air Carrier Training ARC will provide 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. The Air Carrier Training ARC will specifically address air carrier training. The general objectives and scope are to:
 - a. Develop and recommend to the FAA new or updated guidance material, notices, handbooks, and other related materials for air carrier training and qualification.
 - b. Make recommendations, including necessary rulemaking and additional tasking, to the Administrator through the Associate Administrator for Aviation Safety.
 - c. Discuss global air carrier training issues and develop strategies for international harmonization.
 - d. Provide documentation and technical information to support recommendations.
 - e. Form and provide committee oversight of specialized and temporary task groups to research, document, and make recommendations on specific, assigned topics.

Recommendation Report. The Air Carrier Training ARC will submit a report detailing recommendations addressing the identified objectives and tasks as appropriate.

4. **ARC PROCEDURES.**
 - 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. **Status Reports.** Provide a status update to Associate Administrator for Aviation Safety every six months.
- f. **Recommendation Report.** Submit a report detailing recommendations within 48 months from the effective date of the charter.
 - i. The Industry Co-Chair sends the recommendation report to both 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.
- g. 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.

5. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION. 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 Air Carrier Training ARC may set up specialized and temporary task groups that include at least one Air Carrier Training ARC member and invited subject matter experts from industry and government.

This Air Carrier Training ARC will consist of members from government, employee associations, airlines, training organizations, and other industry organizations that can provide experts 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 the FAA participants as members,
 - 2) Select an Industry Co-Chair from the membership of the Air Carrier Training ARC,
 - 3) Select the FAA Co-Chair from the FAA line-of-business,
 - 4) Provide the FAA participation and support from all affected lines-of-business,
 - 5) Provide administrative support for the Air Carrier Training ARC, through the Office of Flight Standards Service, and
 - 6) Receive all status reports and the recommendations report.

- b. Once appointed, the Industry Co-Chair will:
 - 1) Coordinate required ARC (and task group, if any) meetings in order to meet the objectives and timelines,
 - 2) Provide notification to the members of the time and place for each meeting,
 - 3) Establish and distribute meeting agendas in a timely manner,
 - 4) Keep meeting notes, if deemed necessary,
 - 5) Perform other responsibilities as required to ensure the objectives are met,
 - 6) Provide status reports in writing to Associate Administrator for Aviation Safety, and
 - 7) Submit the recommendation report to Associate Administrator for Aviation Safety.

6. **COST AND COMPENSATION.** The estimated conservative cost to the Federal Government for the Air Carrier Training ARC is approximately \$50,000. All travel costs for government employees are the responsibility of the government employee's organization. Non-government representatives, including the Industry Co-Chair, serve without government compensation and bear all costs related to their participation on the ARC.

7. **PUBLIC PARTICIPATION.** Meetings are not open to the public. Persons or organizations outside the Air Carrier Training 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 Office of 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.

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9. **DISTRIBUTION.** This charter is distributed to the 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. This Air Carrier Training ARC continues to be in effect upon the issuance of this amendment of the charter and will remain in existence for 48 months, unless sooner suspended, terminated or extended by the Administrator.

Issued in Washington, D.C. on May 4, 2015.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' to the right of the signature.

Michael P. Huerta
Administrator