



SUBJECT: Air Carrier Training Aviation Rulemaking Committee Charter

- 1. PURPOSE.** This charter extends the Air Carrier Training (ACT) Aviation Rulemaking Committee (ARC), originally issued on January 21, 2014, and subsequently extended on November 16, 2017, and November 1, 2021, according to the Administrator's authority under Title 49 of the United States Code § 106(p)(5). The sponsor of the ACT ARC is the Associate Administrator for Aviation Safety. This charter outlines the ARC's organization, responsibilities, and tasks.

The ACT ARC has submitted 72 recommendations to the FAA. The ACT ARC, in consultation with the FAA Co-Chair, has requested an extension to address the six open initiatives. In addition, the Federal Aviation Administration (FAA) intends to assign additional initiatives to the ARC.

- 2. BACKGROUND.** The FAA's mission is to provide the safest, most efficient aerospace system in the world. Providing a safe aerospace system requires 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 they are 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 OF THE ARC.** 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 Title 14 of the Code of Federal Regulations parts 121, 135, and 142.
- 4. TASKS OF THE ARC.** The ACT ARC specifically addresses air carrier training. The tasks of the ACT are:
 - Develop and recommend to the FAA new or updated guidance material, notices, handbooks, and other related materials for air carrier training and qualifications.
 - 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.

- e. Form and provide ACT ARC oversight of specialized and temporary task groups to research, document, and make recommendations on specific, assigned topics.
- f. **Recommendation Reports.** Submit reports detailing recommendations in support of assigned initiatives.
 - i. The Industry Co-Chair sends the ACT ARC's recommendation reports to the Associate Administrator for Aviation Safety and the Executive Director of the Office of Rulemaking.
 - ii. The Associate Administrator for Aviation Safety determines when the recommendation reports and records pursuant to paragraph 8 will be made available for public release.
- g. **Annual Status Reports.** Provide a status update detailing the ACT ARC's past and planned activity to the Associate Administrator for Aviation Safety every 12 months.

5. ARC PROCEDURES.

The ACT ARC will:

- a. Act solely in an advisory capacity by advising and providing written recommendations to the Associate Administrator for Aviation Safety.
- b. Propose related follow-on tasks outside the ARC's stated scope to the Associate Administrator for Aviation Safety.
- c. Develop a work plan for each task or issue and an implementation plan for each recommendation, considering related activities being undertaken by other ARCs that may exist. 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.

The ACT ARC may reconvene following the submission of the recommendation report at the discretion of the FAA Co-Chair to provide advice and assistance to the FAA, provided the charter is still in effect.

6. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION.

The organization, membership, and administration remain unchanged. The FAA has established a committee of members of the aviation community. Members are selected based on their expertise and relevant experience with air carrier training, flight crew member training, dispatcher training, human factors, operational experience, analysis, regulatory compliance, and other applicable specialties as determined by the FAA. In conducting ACT ARC business, members will consider the interests and priorities of all stakeholders and provide

candid and objective input informed by their expertise and experience. Membership is 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 (OMB) guidance, "Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions" (79 FR 47482), continue the ban on registered lobbyists participating on Agency Boards and Commissions if participating in their "individual capacity." The revised guidance 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, refer to the OMB Guidance at 79 FR 47482.

Membership is limited to promoting discussion. Attendance, active participation, and commitment by members are essential for achieving the objectives and tasks. In general, the ACT ARC members shall be appointed for the duration. When necessary, the ARC may set up specialized and temporary working groups that include at least one ARC member and invited subject matter experts from industry and government.

Other federal government agency subject matter experts may be requested to participate as Observers and to provide technical support to the members.

a. The Sponsor, Associate Administrator for Aviation Safety, will:

- 1) Select and appoint the FAA Co-Chair;
- 2) Select the Industry Co-Chair from the membership of the ACT ARC; and
- 3) Receive any status and recommendation reports.

b. The FAA Co-Chair will:

- 1) Select and appoint industry members and the FAA participants;
- 2) Ensure FAA participation and support from all affected lines of business; and
- 3) Provide notification to the members of the time and place for each meeting.

c. The Industry Co-Chair will:

- 1) Coordinate required ACT ARC meetings 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 FAA Co-Chair; and
- 6) Submit the recommendation reports to the Associate Administrator for Aviation Safety and the Executive Director of the Office of Rulemaking.

- 7. PUBLIC PARTICIPATION.** ACT ARC 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 from the Industry Co-Chair and the FAA Co-Chair.
- 8. AVAILABILITY OF RECORDS.** Subject to applicable Freedom of Information Act Exemptions pursuant to Title 5, U.S.C., section 552, the FAA will make records provided by the ARC to the FAA available for public inspection and copying. Available records will be located at the Office of Rulemaking, FAA Headquarters, 800 Independence Ave. 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 CFR, 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 the Executive Director of the Flight Standards Service, the Office of the Associate Administrator for Aviation Safety, the Office of the Chief Counsel, the Office of Assistant Administrator for Policy, International Affairs, and Environment, and the Office of Rulemaking.
- 10. EFFECTIVE DATE AND DURATION.** The ARC is effective upon issuance of this charter and will remain in existence for a maximum of 4 years, unless the Administrator suspends, terminates, or extends the charter earlier.

Issued in Washington, D.C. on 12/22/2025



Bryan Bedford
Administrator