

FLIGHT TECHNOLOGIES AND PROCEDURES DIVISION

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Application Guide

Guide to assist users, Principal Inspectors (PIs), Training Center Program Managers (TCPMs) and Part 142 Training Centers

Initial Operating Capability (IOC) Version 1.0

NextGEN



FLIGHT TECHNOLOGIES AND PROCEDURES DIVISION

Special Instrument



Procedures

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Section 1: Introduction

This application guide is for the following:

1. **Operators**, hereafter referred to as “**users**”, applying for an Operations Specification (OpSpec)/Management Specification (MSpec)/Letter of Authorization (LOA) C081, and
2. **Part 142 Training Centers** hereafter referred to as “**training centers**” that provide training on Special Instrument Procedures, *(if required)*.

OpSpec/MSpec/LOA Paragraph C081 authorizes special, non-14 CFR Part 97 instrument approach procedures (IAP), departure procedures (DP), special terminal arrivals and area navigation (RNAV) Visual Flight Procedure (RVFP) operations. Special procedures may be developed with non-standard or proprietary procedure design criteria. Specials may also require the use of landing aids, communications, or weather services not available for public use.

This application guide was developed by the Federal Aviation Administration (FAA) [Flight Technologies and Procedures Division](#) (AFS-400) to provide users or training centers with an organized method for submitting required content as part of a C081 or B003 application package, as applicable. This guide is optional, however we recommend its use because it will help expedite the application process.

For new applications, users should schedule a pre-application meeting or teleconference with your Flight Standards Office (FS). Your Principal Inspector (PI) will provide appropriate guidance; contact the Flight Procedures and Airspace Group (AFS-420), responsible Aviation Safety Inspector (ASI); issue the special procedure documentation to the user upon receipt of a valid request, and issue or amend paragraph C081.

For training centers requesting approval of special approach curriculums, your TCCPM will provide appropriate guidance; contact the Flight Procedures and Airspace Group (AFS-420), responsible Aviation Safety Inspector (ASI); issue the special procedure documentation to the training center upon receipt of a valid request, and issue or amend paragraph B003. [Click to download AFS-420 contact information](#). Training centers should contact their Training Center Program Manager (TCCPM) for any question regarding the application process for providing training for Special Instrument Procedures.

1.1 Terms

Current AC. The current AC is indicated by “()” in place of the version letter. For example AC 90-112 will be shown in this guide as AC 90-112().

Flight Simulation Training Device (FSTD). Flight Simulators (Level A through D) and Flight Training Device (FTD) (Levels 5 through 7) are all referred to in this document as “Flight Simulation Training Device(s)” (FSTD).

Principal Inspector (PI). This document uses the term “Principal Inspector (PI)” which may be a Principal Operations Inspector (POI), Assistant Principal Operations Inspector (APOI), Principal Avionics Inspector (PAI) or Principal Maintenance Inspector (PMI).



Training Center(s). This document uses the term “training center(s)” for Part 142 Training Center(s).

User. A “user” refers to an operator, certificate holder, program manager, and operator/company.

1.2 Applicability

Users:

This guide may be used by certificate holders/users/program managers conducting aircraft operations under 14 CFR Parts 91 (including Part 91K), 121, 121/135, 125 (including Part 125 Letter of Deviation Authority (LODA) holders), and 135. This guide is primarily for users applying for existing, FAA-approved special procedure(s). You may view a list of existing special procedures by downloading the following [MS Excel spreadsheet](#).

Training Centers:

This guide is also for training centers applying for authorization to train the special procedure(s) in a FSTD through their TCPM issuing/amending their TSpec B003. See [Appendix C](#) for useful training center links.

If a training center desires to provide ground training and/or FSTD training on special procedures or RVFPs, they should follow this process as a “user” with the exception of Sections 4 and 5 and apply for the special procedure documentation (Please refer to paragraph 1.5 and [Appendix B](#) for a flowchart of the process). In addition, the training center must then follow the applicable process for curriculum approval for the named special procedure to be listed in their T-Specs (See [Appendix B](#)). If there are questions regarding the Flight Procedures and Airspace Group (FPAG) training curriculum approval process, please contact the TCPM.

1.3 Guidance Documents

FAA guidance documents include but are not limited to the following:

- FAA [Order 8260.60\(\)](#), *Special Procedures*
- [Advisory Circular \(AC\) 90-112](#), *Development and Submission of Special Instrument Procedures to the FAA*
- [Order 8900.1](#) (*Volume 3, Chapter 18, Section 5, Paragraph C081*)
- [Order 8900.1](#) (*Volume 3, Chapter 18, Section 4, Paragraph B003*)
- [FAA InFO 17015: Unauthorized Use of Special Instrument Procedures](#)

1.4 Aircraft/Fleet or FSTD

This application guide is for submitting a single-make, model and series (MMS) of an aircraft/FSTD. If the user submits an application for identically equipped MMS aircraft/FSTDs, then no additional PI /TCPM review and authorization is necessary. Use separate application guides and send to the PI for different MMS aircraft/FSTDs or for those **not** identically equipped.

Note 1: “Identically equipped” means that an aircraft/FSTDs are identical in every way including MMS, avionics, software, flight deck configuration, and performance. Minor differences may be accepted as “identically equipped” on a case by case basis by the PI or TCPM.

Note 2: For additional guidance on FSTDs, refer to [Appendix D](#).

1.5 The Special Procedures Distribution Package

The FAA Flight Technologies and Procedures Division, Flight Procedures and Airspace Group (FPAG) is the “gatekeeper” of all special procedures and their documentation (FAA 8260-Series Forms), herein after referred to as the “Special Procedures Distribution Package”. The FPAG maintains a current list of [Special Procedures](#).

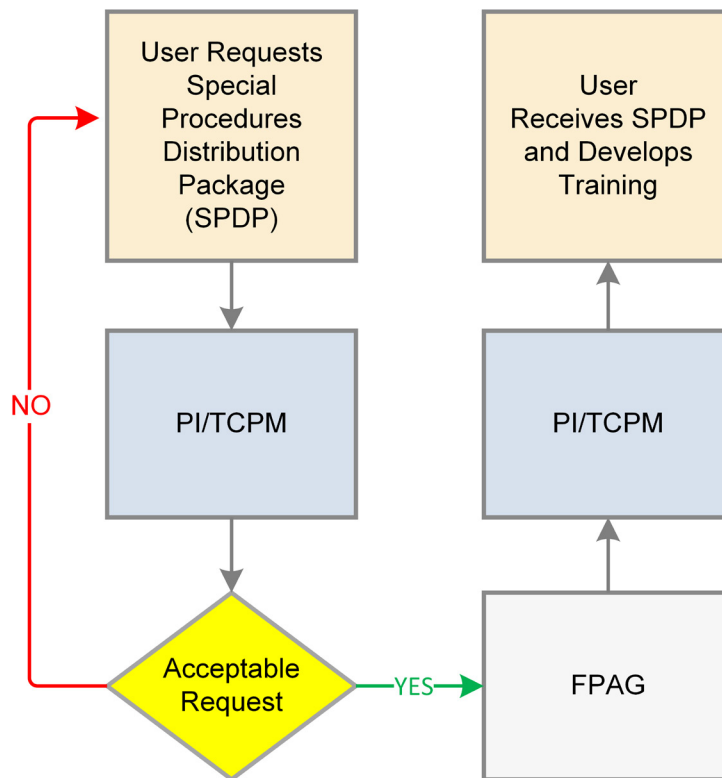


Some Special Procedures are FAA developed and others are “privately funded” and/or “proprietary” where a user must obtain written permission from the owner of the procedure in addition to FAA authorization. For questions regarding whether a Special Procedure is proprietary, users should contact FPAG through their PI/TCPM.

1.6 Overview of the Special Procedures Distribution Process

The user requests the Special Procedures Distribution Package via request (letter or email) to their PI/TCPM. The figure below is a high level flow chart of the Special Procedures Distribution Process.

Figure 1-1: Flow Chart of the Special Procedure Distribution Process



The FAA PI/TCPM issues the Special Procedures Distribution Package to the user, which enables the user to:

1. Review and sign the appropriate FAA Form(s) (i.e. 8260-7, 8260-7B, etc.); See [Appendix B](#).
2. Use the signed forms to obtain a procedure chart;
3. Update their Flight Management System (FMS) aircraft’s navigation database to add the special procedure; and
4. If the procedure requires training, the user/training center, as applicable is required to complete several actions, including but not limited to the following in order to complete the special procedures issuance process:
 - ➔ Certificated operators (e.g. Parts 135/121/91k) must develop a special procedures training curriculum and receive PI approval;
 - ➔ Training Centers may develop special procedure training curriculum as part of the TCPM approval process via TSPEC B003.



5. Obtain training from an authorized training provider or authorized instructor (if required).
6. Provide copies of Training Documentation/Certificates/Records (if required) to the PI/TCPM.

These steps are necessary for you and your PI/TCPM to ensure all requirements specific to the procedure, and listed on the 8260 forms, are satisfactorily addressed. These requirements may require special aircraft performance, equipment, avionics/software, flight crew procedures and/or training. Instructions on how to attach documentation to the application guide are explained in [Appendix A](#).

1.7 Instructions

1. **Fill-in-the Blank.** Use the fill-in-the-blank portion of this guide ([Section 2](#)) and include a letter or email of request explaining your intentions.
2. **Adding Identically Equipped Aircraft** (*meaning the aircraft is identical in every way with your currently approved aircraft for the C081 special procedure*). Users should provide their PI with a request letter or email stating the aircraft is identically equipped as their previously approved aircraft. A PI may amend OpSpec/MSpec/LOA C081 without additional FAA review for an identically equipped aircraft.
3. **Adding Aircraft Non-identically Equipped.** Provide a separate application for each aircraft or fleet with documentation to confirm all installed equipment for use on the special instrument procedure(s).
4. **Final Application Package Preparation.** See [Appendix A](#) for instructions on using Adobe Acrobat to attach files and the naming convention for submitting this application guide with attachments. This appendix includes a checklist to aid you in making sure your application is complete.





Section 2: Application Form

Date: **Letter or Email of Request is Attached**

Indicate which one of the following apply:

Operator application for a C081 special procedure(s)

Adding an identical equipped aircraft to an existing C081 approval (*Need only to fill application through 2.4*)

Adding a different aircraft or one that is **not** identically equipped to an existing C081 approval

Training center application for a special procedure distribution package required for the curriculum approval process.

2.1 User Information

- Company/User Name:
- 14 CFR Part: User Four Letter Designation:
- Address: Suite:
- City: State: Zip Code:
- Region/U.S. Territory (*if applicable*):
- Country (*if applicable*):

2.2 Contact Information

This is the person to contact for questions about the application.

- Contact Name:
- Contact Phone:
- Contact Email:



2.3 PI/TCPM (as applicable) Contact Information

- PI or TCPM Name:
- PI or TCPM Phone:
- PI or TCPM Email:

2.4 Aircraft/FSTD

Make:

Model:

Series:

FSTD Identification Number(s):

Stop Here if only adding identical aircraft to an existing C081 authorization

2.5 Special Instrument Procedures Requested

Airport Identifier (ICAO Identifier)	Procedure Name (Include Amendment Number)	Airport State	Select type of Special Procedure (Select from one of the options of whether the special procedures is an IAP, DP STAR, or RVFP (RNAV))
			IAP DP STAR RVFP
			IAP DP STAR RVFP
			IAP DP STAR RVFP
			IAP DP STAR RVFP
			IAP DP STAR RVFP
			IAP DP STAR RVFP



2.6 Higher than Standard Climb Gradient



The Airport ID and Procedure name will auto-populate from the information you entered in Table 2.5. FPAG should indicate whether the special instrument procedure(s) require higher than standard climb gradient(s) (i.e. greater than 200 ft/nm) and the user should indicate whether your aircraft can meet or exceed those gradient(s) using the performance data acceptable to the FAA (See InFO [18014](#)). If an instrument procedure does not have a higher than standard gradient answer “No” and “N/A” in the last column.

Airport Identifier (ICAO Identifier)	Procedure Name (Include Amendment Number)	Procedure Higher than Standard Climb Gradient (Answer “Yes” or “No” if your proposed instrument procedure requires a higher than standard climb gradient (i.e. greater than 200 ft/nm))		Aircraft Capability (Answer “Yes” or “No” if your aircraft can meet or exceed the higher than standard climb gradient all engines operating or N/A if not applicable) Note: If “No”, contact your PI.		
		Yes	No	Yes	No	N/A
		Yes	No	Yes	No	N/A
		Yes	No	Yes	No	N/A
		Yes	No	Yes	No	N/A
		Yes	No	Yes	No	N/A
		Yes	No	Yes	No	N/A





2.7 Additional Authorizations

The following OpSpecs/MSpecs/LOAs may be required for the authorization of specific procedures for OpSpec C081. Click to place a check mark for each authorization you currently have (user) or intend to provide instruction (training center) for the following aircraft:

Make:

Model:

Series:

Operating Under Part	C052	C063	C064	C077	C080	C384
91	Optional	Optional	NA	NA	NA	*
91K	R	*	NA	NA	NA	*
121	R	*	*	*	*	*
121/135	R	*	*	*	*	*
135	R	*	*	*	*	*
125	R	*	*	NA	NA	*
125 LODA	R	*	*	NA	NA	*

R – Required

* – May Be Required

NA – Not Applicable

Note: Users should review the procedure requirements, PBN requirements box (on the charted navigable procedure) and FAA Form 8260-7B.

- **OpSpec/MSpec/LOA C052**, Straight-In Non-Precision, APV, and Category I Precision Approach and Landing Minima—All Airports.
- **OpSpec/MSpec/LOA C063**, Area Navigation (RNAV) and Required Navigation Performance (RNP) Terminal Operations and Advanced Required Navigation Performance (A-RNP) Operations.
- **OpSpec/LOA C064**, Terminal Area IFR Operations in Class G Airspace and at Airports Without an Operating Control Tower—Nonscheduled Passenger and All-Cargo Operations.
- **OpSpec C077**, Terminal Visual Flight Rules, Limitations, and Provisions. Parts 121, 121/135, and 135 certificate holders may require a C077 authorization.
- **OpSpec C080**, Terminal Area IFR Operations in Class G Airspace and at Airports Without an Operating Control Tower for Part 121 Scheduled Passenger Operations.
- **OpSpec/MSpec/LOA C384**, Required Navigation Performance (RNP) Procedures With Authorization Required (AR).



Section 3: Aircraft Eligibility and FSTD Suitability

Aircraft eligibility is based on specific requirements of a special instrument procedure. Therefore, the user will need to review the 8260 forms to determine required equipment and performance. Specific airworthiness guidance is provided in [AC 20-138\(\)](#).

This guide will assist you in completing this important portion of your application. If you are applying for more than one procedure, then provide the documentation that satisfies the requirements of all the procedures in this application package.

For each attachment request in this section, training centers applying for a special procedures curriculum should provide documentation on the suitability of their FSTD(s) to perform any of the stated functions, navigation database, performance, automatic temperature compensation functionality etc., as applicable.

For each attachment, we recommend providing the necessary documentation to establish compliance. Include the corresponding reference numbers with each attachment or hyper-linked reference number to **highlighted text to show compliance**.

3.1 Lateral Navigation Systems

Reference Number	Attached	N/A	Lateral Navigation Attachments
EQP-1			If applicable, for RNAV and/or RNP system requirements required for the procedure (i.e. listed on FAA form 8260), provide a statement from the manufacturer documenting compliance with the criteria in AC 20-138() , Airworthiness Approval of Positioning and Navigation Systems, meet the performance and functional requirements of this AC. Manufacturer documentation can include AFM and/or AFM Supplements (AFMS), Service Bulletins (SB) or Service Letters (SL) as applicable. These statements should include the airworthiness basis for compliance.
EQP-2			For special instrument approach procedure(s) with LNAV or LP (Localizer Performance) i/a/w AC 90-107 line of minima, show your systems meet the navigational guidance in accordance AC 20-138 .
EQP-3			For the aircraft M/M/S on this application, if the special instrument procedure is an RNP AR procedure, provide a copy of your OpSpec/MSpec/LOA C384 or TSpec as applicable.



Reference Number	Attached	N/A	Lateral Navigation Attachments
EQP-4			If the special procedure includes Advanced RNP (A-RNP) features (e.g. RF Legs, Scalable RNP, etc.), provide documentation that your aircraft is capable of A-RNP operations or FSTD can simulate A-RNP in accordance with AC 90-105 (), Appendix H.

3.2 Vertical Navigation Systems

Reference Number	Attached	N/A	Vertical Navigation Attachments
VRT-1			For special instrument approach procedure(s) requiring barometric Vertical Navigation (baro-VNAV) provide documentation from the Airplane Flight Manual (AFM) or Airplane Flight Manual Supplement (AFMS) which states the Vertical Navigation (VNAV) system is approved for approach operations in accordance with AC 20-138 (), Airworthiness Approval of Positioning and Navigation Systems.
VRT-2			For special instrument approach procedure(s) that require approved vertical guidance in the final approach segment to Localizer Performance with Vertical Guidance (LPV) lines of minima, provide documentation from your AFM or AFMS that your RNP system is enabled by Satellite-Based Augmentation System (SBAS)(e.g. Wide Area Augmentation System (WAAS) in accordance with AC-20-138 .





3.3 Navigation Database

Reference Number	Attached	N/A	Database Attachment
DAT-1			<p>Verify that your navigation database includes the special procedure(s).</p> <p>Source: AC 20-138() and AC 20-153().</p>

3.4 Climb Performance

Reference Number	Attached	N/A	Climb Performance Attachment
PRF-1			<p>If the special instrument procedure(s) requires a higher than standard climb gradient (200 ft/nm) to a particular altitude, then provide an explanation of the method/process for ensuring your aircraft is capable of meeting the requirements.</p> <p>See InFO 18014 and AC 120-91(), <i>Airport Obstacle Analysis</i></p>

3.5 Descent Capability

Reference Number	Attached	N/A	Descent Angle Attachment
DCT-1			<p>If the special instrument approach procedure(s) requires a steeper than standard descent angle in various landing configuration (i.e. anti-ice on), provide documentation that your aircraft is capable of executing the required descent angle (e.g.. greater than 3.77 Degrees for Approach Category C).</p>

3.6 Temperature Compensation

Reference Number	Attached	N/A	Temperature Compensation Attachment
TMP-1			<p>If the special instrument procedure(s) requires automatic temperature compensation, provide documentation that your aircraft is equipped with automated temperature compensation system.</p> <p>Note: If manual temperature compensation is desired, coordinate with PI and FPAG.</p>



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Section 4: Operational Requirements

Specific operational guidance is provided in the following ACs:

- [AC 90-101](#)(), Approval Guidance for RNP Procedures with AR
- [AC 90-105](#)(), Approval Guidance for RNP Operations and Barometric Vertical Navigation in the U.S. National Airspace System and in Oceanic and Remote Continental Airspace
- [AC 90-107](#)(), Guidance for Localizer Performance with Vertical Guidance and Localizer Performance without Vertical Guidance Approach Operations in the U.S. National Airspace System
- [AC 90-112](#)(), Development and Submission of Special Instrument Procedures to the FAA
- [AC 120-91](#)(), Airport Obstacle Analysis

For each attachment, provide the necessary documentation to establish operational compliance. Include the corresponding reference numbers with each attachment or hyper-linked the reference number to **highlighted text**. Training centers should consider the following operational items when developing their curriculum.

4.1 Operational Procedures

Establish policies and procedures for pilots and operational staff involved in planning and performing special procedure operations and incorporate them in the appropriate operations manuals. The use of highlights, outlines, tables and/or hyper-links for your supporting documentation will greatly reduce the application process time. Include only the applicable page or paragraph to show compliance.

Reference Number	Attached	N/A	Operational Attachments
OPS-1			<p>Provide documentation of your operational procedures used by your pilot(s) for performing special instrument procedures (if required by FAA Form 8260-7B). Include both normal and emergency operations as documented from the following documents:</p> <ul style="list-style-type: none"> → AFM, → AFMS, → Aircraft Operating Manual, and/or → International Operations Manual (IOM), and/or → General Operations Manual (GOM). <p>Note: Operators should develop procedure manual(s)/checklist(s) specific to the procedure requirements as per the Form 8260-7B requirements in accordance with their appropriate 14 CFR.</p>



Reference Number	Attached	N/A	Operational Attachments
OPS-2			If the special instrument procedure(s) requires or recommends one engine inoperative (OEI) obstacle avoidance (emergency extraction) procedures and/or training, provide documentation of your procedures and training that meet these requirements. Reference is AC 120-91 () Airport Obstacle Analysis.
OPS-3			Provide documentation from your aircraft's minimum equipment list (MEL) addressing the equipment requirements for any of the special instrument procedures listed in this application. For example, if the special procedure requires Terrain Awareness and Warning System (TAWS) be operational, then TAWS must be operational for the special procedure. The TAWS should have the current operational software and the current terrain & obstacle database.
OPS-4			Air Carrier only (14 CFR Parts 91K, 121, 125, 135, not applicable to Part 91) Provide operational documentation that your dispatcher and/or flight locating personnel preflight duties include the following: <ol style="list-style-type: none"> 1. The aircraft is eligible and equipped for the desired special instrument procedure; and 2. The pilot is trained and current for the desired special procedure operation.
OPS-5			Provide operational pilot procedures on the use of automated or manual temperature compensation when applicable for a special instrument procedure. Include procedures. Refer to the AIM , Chapter 7.
OPS-6			Provide pilot operational procedures that address (all engines operating (AEO)), non-standard climb gradients during the missed approach procedure or special instrument departure procedure (DP). The user is responsible to ensure the aircraft will be able to comply with the published climb gradient for the planned aircraft loading, atmospheric conditions, and operating procedures. <i>See InFO 18014 and AC 120-91(), Airport Obstacle Analysis</i>
OPS-7			For operations utilizing a special A-RNP procedure, provide a copy of your OpSpec/MSpec C063. Applies to Part 91K, 121, 125, and 135 operators. Note: OPS-7 does not apply to Part 91 operators.



4.2 RNP AR Operational Procedures

Reference Number	Attached	N/A	RNP AR Attachment
RNP AR-1			For operations utilizing a special RNP AR procedure, provide a copy of your OpSpec/MSpec/LOA C384.





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Section 5: Training Requirements

This section applies to users and does not apply to training centers. For each attachment, provide the necessary documentation to establish compliance with training requirements. Include the corresponding reference numbers with each attachment or hyper-linked the reference number to **highlighted text**.

5.1 Training

Training for special instrument procedures may be required if the performance, equipment, services, terrain effects, or a combination of factors is emphasized to ensure a safe operation. FAA Form 8260-7B specifies the training requirements for the procedure, which may include ground training or a combination of ground and flight training in accordance with the appropriate 14 CFR part. Flight Training in either an aircraft or FSTD may be required. Training for each specific procedure in this application may not be required if the training is duplicative. An example of duplicative training would be for a user to repeat unnecessary training (i.e. multiple procedures at the same airport with the same training objectives) or repeating training on airport-specific features such as surrounding terrain, weather patterns, etc.).

Reference Number	Attached	N/A	Training Attachments
TNG-1			<p>Method for Ground Training (if required by Form 8260-7B):</p> <ul style="list-style-type: none"> → *Part 91 – Ground Training acceptable to the PI: (Ref: 14 CFR Part 61 §61.1) → Part 91K/121/125/135– FAA-Approved Ground Training Curricula <p>Provide your ground training documentation (e.g. handout, curriculum segment outline and course-ware, etc.) for personnel involved with special instrument procedures (i.e. pilots, dispatchers, flight follower personnel). This training material must cover pertinent aspects of your special instrument procedure(s) operations as specified in Form 8260-7B.</p> <p>Eligibility/Prerequisite – User/FAA-Signed 8260-7B Form</p> <p>*If training is provided by a training center, See TNG-3</p>



Reference Number	Attached	N/A	Training Attachments
TNG-2			<p>Method for Flight Training, Aircraft (if required by Form 8260-7B):</p> <ul style="list-style-type: none"> ➔ *Part 91 – Flight Training provided by an authorized instructor acceptable to the PI. ➔ Part 91K/121/125/135 – FAA-Approved Flight Training Curricula <p>Provide your flight training documentation available for personnel involved with special instrument procedures (i.e. pilots, dispatchers, flight follower personnel). This material must cover pertinent aspects of your special instrument procedure(s) operations as specified in Form 8260-7B.</p> <p>*If training is provided by a training center, see TNG-3.</p>
TNG-3			<p>If FAA Form 8260-7B requires training in a FSTD or ground training is provided under 14 CFR Part 142:</p> <ul style="list-style-type: none"> ➔ Training Center must have an FAA-Approved training course for the special procedure <ul style="list-style-type: none"> • Training Specifications (T-Specs) ➔ User provides the FAA Representative (PI) with training records as required by 14 CFR 142.73. ➔ If a certificated user, the training center must be listed on user's OpSpec paragraph A031 or A131 (91K, 121, 125, 135 Contract Training). ➔ If the FAA Representative (PI) has questions, contact the TCPM for additional information about the approved training curriculum, including FSTD qualifications. ➔ The training curriculum must meet the requirement(s) of the appropriate 14 CFR Part.



Reference Number	Attached	N/A	Training Attachments
TNG-4			<p>Part 91K/121/125/135 Certificated Users Only:</p> <p>Provide documentation of your Dispatcher or Flight Locating Personnel training program, (if applicable) for special instrument procedure operations. Document your training covers all pertinent aspects of your special instrument procedure operations including understanding:</p> <ul style="list-style-type: none"> ➔ Regulatory requirements and dispatch procedures pertinent to the your special instrument procedures, as well as the applicable FAA authorization (i.e. OpSpecs, MSpecs, or LOA C081); ➔ The following aircraft performance capabilities: <ul style="list-style-type: none"> • The effects of inappropriate application of MEL relief for required equipment on the special instrument procedure flight planning; • The aircraft Original Equipment Manufacturer's (OEM) minimum operating equipment list of aircraft equipment essential to flight planning for the special instrument procedure; • Navigation signal availability for special instrument procedures as required; • Aircraft performance requirements (i.e. non-Standard (STD) climb gradients on the missed approach procedure, etc.); and • Flight crew initial qualification requirements as specified on Form 8260-7B.
TNG-5			<p>Some Special Procedures Form 8260-7B specify pilot currency requirements (Recency of experience):</p> <p>Provide documentation of method or procedures the user intends to implement to comply with the currency requirements specified on Form 8260-7B.</p>



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Section

6

Section 6: Special Instrument Procedure Attachment(s)

This Section is dedicated for you to attach one or more special instrument procedures of both the charted procedure and the appropriate 8260 form, as provided by your PI. You should have one or more of the following forms:

1. **New Approaches (2011 and after).** Use **FAA Form 8260-7A**, Special Instrument Approach Procedure, defines the procedure and **FAA Form 8260-7B**, Special Instrument Approach Procedure Authorization, defines the user requirements. FAA Form 8260-7B requires both the PI or TCPM and user signatures.
2. **Older Approaches (prior to 2011).** Use **FAA Form 8260-7** defines the procedure and FAA Form 8260-10, Standard Instrument Approach Procedure, defines the user requirements, with FAA Form 8260-7 requiring PI and user signatures.
3. **For Departures.** Use **FAA Form 8260-15A/B/C**, Takeoff Minimums and Obstacle Departure Procedures (ODP)/Graphic Departure Procedures (DP)/Departure. FAA Form 8260-7B is also included and requires PI or TCPM and user signatures.

6.1 Special Instrument Procedure Attachments

The airport identifier and procedure name should be auto-populated from [Section 2](#). For each special instrument procedure you entered in [Section 2](#), ensure both the charted procedure and the appropriate user-signed form for the procedure is attached to this application guide. Include the reference number of each set (i.e. chart and 8260 form). Follow the instructions and checklist in [Appendix A](#) to complete your application package.

Table 5-1: Special Instrument Procedures Attachments

Reference Number	Airport Identifier (ICAO Identifier)	Procedure Name (Include Amendment Number)	Airport State	Charted Procedure Attached	User-signed FAA Form Attached (Form 8260-7A/B, Form 8260-7, or 8260-15A/B/C attached)
SPC-1					
SPC-2					
SPC-3					



Reference Number	Airport Identifier <i>(ICAO Identifier)</i>	Procedure Name <i>(Include Amendment Number)</i>	Airport State	Chartered Procedure Attached	User-signed FAA Form Attached <i>(Form 8260-7A/B, Form 8260-7, or 8260-15A/B/C attached)</i>
SPC-4					
SPC-5					
SPC-6					





Section 7: Additional Attachments/Information

7.1 Additional PI Requested Documentation

This section is included for any additional information that may be requested by your PI. For each attachment, provide the necessary page(s)/paragraph(s) to establish compliance. Include the corresponding reference number with the attachment.

Reference Number	Attached	N/A	Additional PI Requested Documentation
POI-1			If requested, attach additional documentation requested by your PI.

7.2 Document Review

Check each document below to indicate you are knowledgeable with each.

Check Box	Document List
	AC 20-138 (), Airworthiness Approval of Positioning and Navigation Systems
	AC 90-101 (), Approval Guidance for RNP Procedures with AR
	AC 90-105 (), Approval Guidance for RNP Operations and Barometric Vertical Navigation in the U.S. National Airspace System and in Oceanic and Remote Continental Airspace
	AC 90-107 (), Guidance for Localizer Performance with Vertical Guidance and Localizer Performance without Vertical Guidance Approach Operations in the U.S. National Airspace System
	AC 90-112 (), Development and Submission of Special Instrument Procedures to the FAA



Check Box	Document List
	AC 120-91 (), Airport Obstacle Analysis
	InFO 17015 , Unauthorized use of Special Instrument Procedures
	InFO 18014 , Departure Procedure & Missed Approach Climb Gradient Requirements




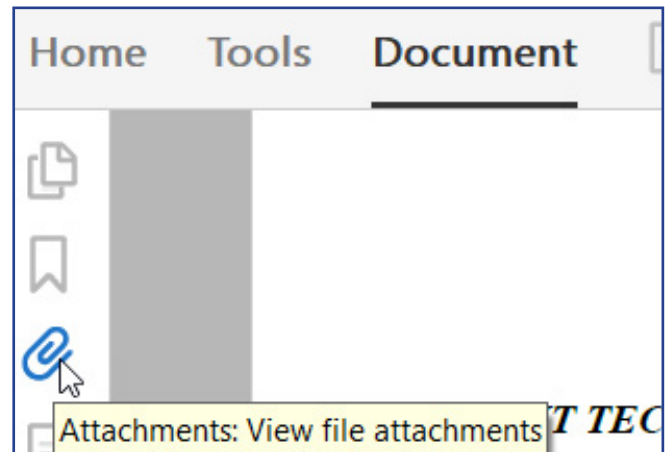



Appendix A | Final Application Preparations

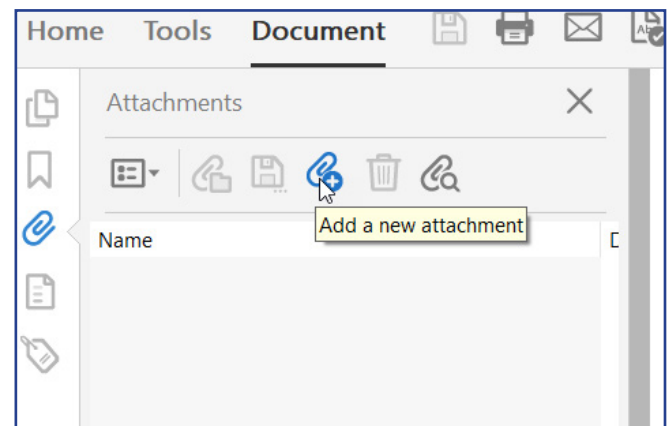
A.1 How to Attach Documents using Adobe Acrobat

Attach files to this PDF using the Acrobat attachment feature. Send your application with all the attachments in one file. Use the naming convention described in paragraph A.2 for your file name. This method will result in ONE PDF WITH ATTACHMENTS and is highly recommended. If do not have Acrobat, then use the naming convention in paragraph [A.2](#) and provide the attachments as separate documents. Attach documents with Acrobat as follows:

1. Click the Paper Clip icon  in the left margin of this application guide:











2. To Add Files click the  and browse for the file attachments on your computer.






















3. Click on the files to attached to your application.

Name	Date modified	Type	Size
 DAT-1	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 DCT-1	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 EQP-1	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 EQP-2	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 EQP-3	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 EQP-4	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 OPS-1	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB
 OPS-2	4/5/2021 3:22 PM	Adobe Acrobat D...	15,378 KB

4. Make sure you have added all the necessary files including any addendum attachments needed for the LOAs which are to be included in your application.

Attachments	
     	
Name	
 DAT-1.pdf	
 DCT-1.pdf	
 EQP-1.pdf	
 EQP-2.pdf	
 EQP-3.pdf	
 EQP-4.pdf	
 OPS-1.pdf	
 OPS-2.pdf	
 OPS-3.pdf	
 OPS-4.pdf	
 OPS-5.pdf	

A.2 Naming Convention for Application

Use the following file naming convention when submitting this document and attachments as one document (if using Acrobat option).

C081_Application_User/Name_Date(MM_DD_YYYY)_Version_Number_(VX)

Example: C081_Application_ABC LLC_05_10_2022_V1

Use the following file naming convention when submitting separate attachments not attached to this application guide (i.e. not using the Acrobat file attachment feature).

C081_Attachments_User/Name_Date(MM_DD_YYYY)_Version_Number_(VX)

Example: C081_Attachments_ABC LLC_05_10_2022_V1

Note: Version numbers are used in order for the PI to distinguish between a re-submittal of an application and the original which should be labeled beginning with V1.



A.3 C081 User Application Checklist

User Application Checklist

Ensure all the applicable items have been completed.

Attach your letter or email of request along with all the documents below for your PI.

[Section 2](#), Application Form.

[Section 3](#), Aircraft Eligibility with supporting documentation.

[Section 4](#), Operational Requirements with supporting documentation.

[Section 5](#), Training Requirements.

[Section 6](#), Special Procedure Attachment(s) and appropriate accompanying 8260 forms (8260-7 A/B, 8260-7, and/or 8260-15 A/B/C).

[Section 7](#), Additional Attachments and Information (If requested by the PI),

Attached files to this application guide and use the naming convention described in this appendix.

Sign FAA Form 8260-7B where indicated and attach a signed copy for the PI.

Obtain a procedure chart (charted navigable procedure) from your charting provider or FAA, as appropriate, and attach a copy of the navigable chart for your PI.

Ensure the special procedure is included in their Flight Management System (FMS) navigational database (NDB).

Satisfactorily complete all required training for the procedure and attach training documentation for the PI.

Review FAA Authorization C081 (OpSpec/MSpec/LOA) and ensure all information in Table-1 is correct and accurate before commencing flight operations utilizing the special procedure(s).





A.4 Training Center Special Procedure Curriculum Application Checklist

Training Center Application Checklist

Ensure all the applicable items have been completed.

Attach your letter or email of request along with all the documents below for your TCPM.

Section 2, Application Form.

Section 3, FSTD Suitability with supporting documentation for each attachment.

Section 6, Special Procedure Attachment(s) and appropriate accompanying 8260 forms (8260-7 A/B, 8260-7, and/or 8260-15 A/B/C).

Section 7, Additional Attachments and Information (If requested by the PI),

Appendix B, Ensure the curriculum meets all characteristics in paragraph C of Order 8900.1, Flight Standards Information System, Volume 3, Chapter 54, Section 6 and part 142 subpart B.

Attached files to this application guide and use the naming convention described in this appendix.

Sign FAA Form 8260-7B where indicated and attach a signed copy for the TCPM.

Obtain a procedure chart (charted navigable procedure) from your charting provider and attach a copy of the navigable chart for your TCPM (*if not already included in courseware*).

Ensure the special procedure is included in the Flight Management System (FMS) navigational database (NDB) of the FSTD.

Review FAA T-Spec B003 to ensure all information is correct and accurate before commencing special procedure curriculum delivery.



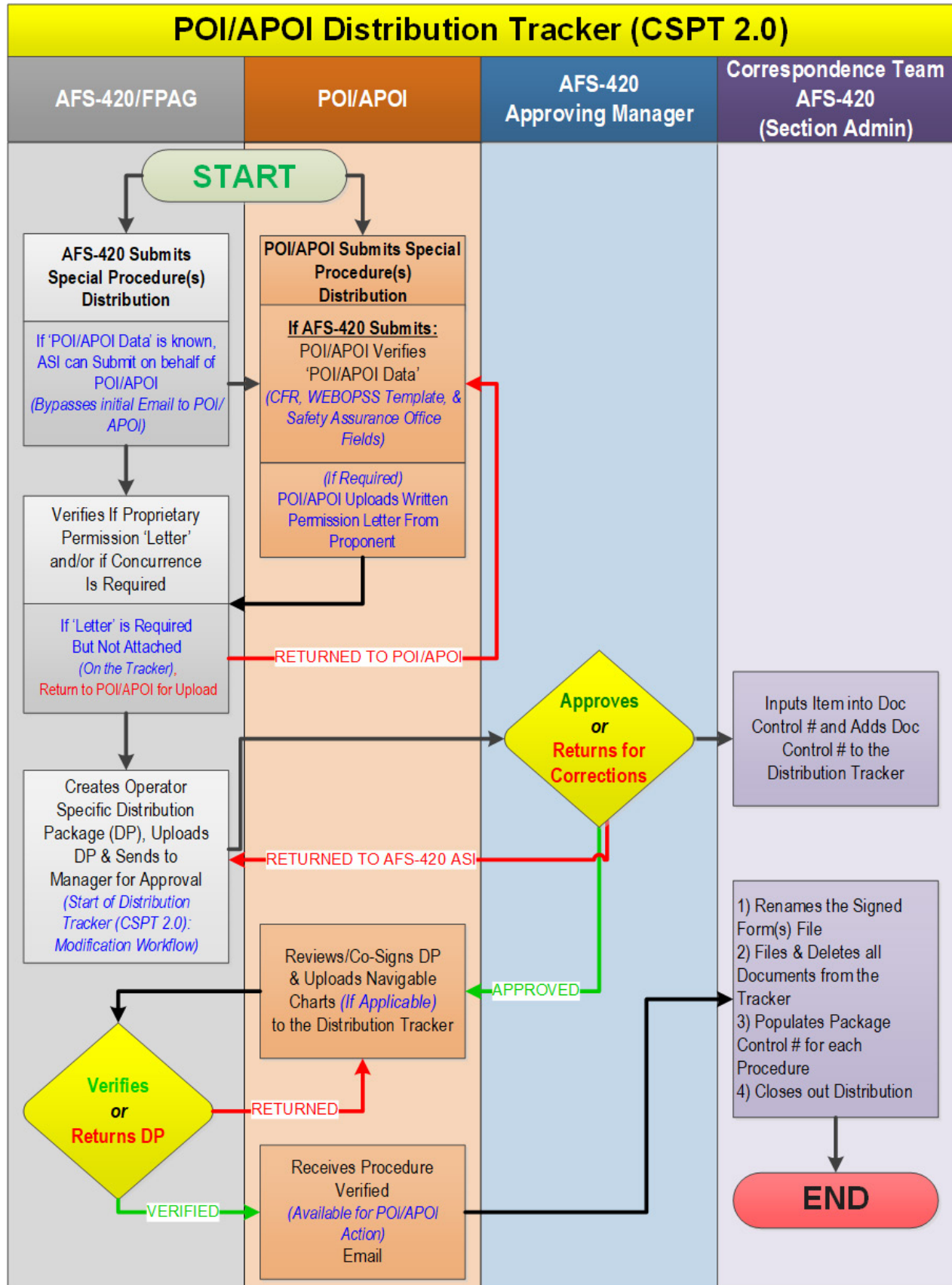
Appendix B | Application Processing and Flow Charts

B.1 PI Flowchart of the C081 Application Process

See [Figure B-1](#), Distribution Tracker Flow Chart.

1. In general, the process for a C081 authorization begins and ends with the PI (i.e. [Figure B-1](#)). The user's initial contact with the PI generally results in an appointment for a kickoff meeting. The kickoff meeting can occur via teleconference or in person.
2. The kickoff meeting provides the user with guidance on submitting the required documentation. This forum also provides an opportunity to answer any questions.
3. The PI will submit a new Special Procedure Distribution Package request to the FPAG via the Centralized Special Procedures Tracker (CSPT) process.
4. FPAG reviews the application for eligibility and completeness. FPAG will notify the PI of any necessary follow-up actions. If the CSPT submission is acceptable, FPAG sends the special procedure(s) Distribution Package(s) to the PI with additional instructions through the CSPT.
5. During the evaluation process, the FAA confirms the user and their aircraft are capable of compliance with the requirements of the special procedure(s). FPAG will contact the user through the user's PI, if additional information is required. Do not upload the embedded attachments to the CSPT.
6. PI Reviews/Co-signs the Distribution Package and uploads it with the navigable chart(s) (if applicable) to the Distribution Tracker.
7. FPAG reviews the user and PI signed Form 8260-7B for completeness and also reviews the user's copy of the navigable procedure chart to ensure currency and consistency with the 8260-Series forms that define the procedure.
8. The PI reviews the user's training documentation (if required) and evaluates the aircraft eligibility to ensure the aircraft is capable of conducting the operation safely. The PI may request FPAG assistance with reviewing training programs and/or documentation.
9. The final OpSpec/MSpec/LOA C081 concurrence is completed with the following:
 - FPAG provides concurrence (if required) to the PI.
 - When all the above steps are completed satisfactory, the PI issues the user OpSpec/MSpec/LOA C081, as appropriate via [WebOPSS](#).

Figure B-1: FPAG and PI Distribution Tracker Flow Chart
(FPAG and PI Internal CSPT Process) See [CSPT "JOB AID"](#)





B.2 TCPM Workflow for the Centralized Special Procedure Tracker

See [Figure B-2](#), TCPM Flow Chart for the Centralized Special Procedure Tracker Process.

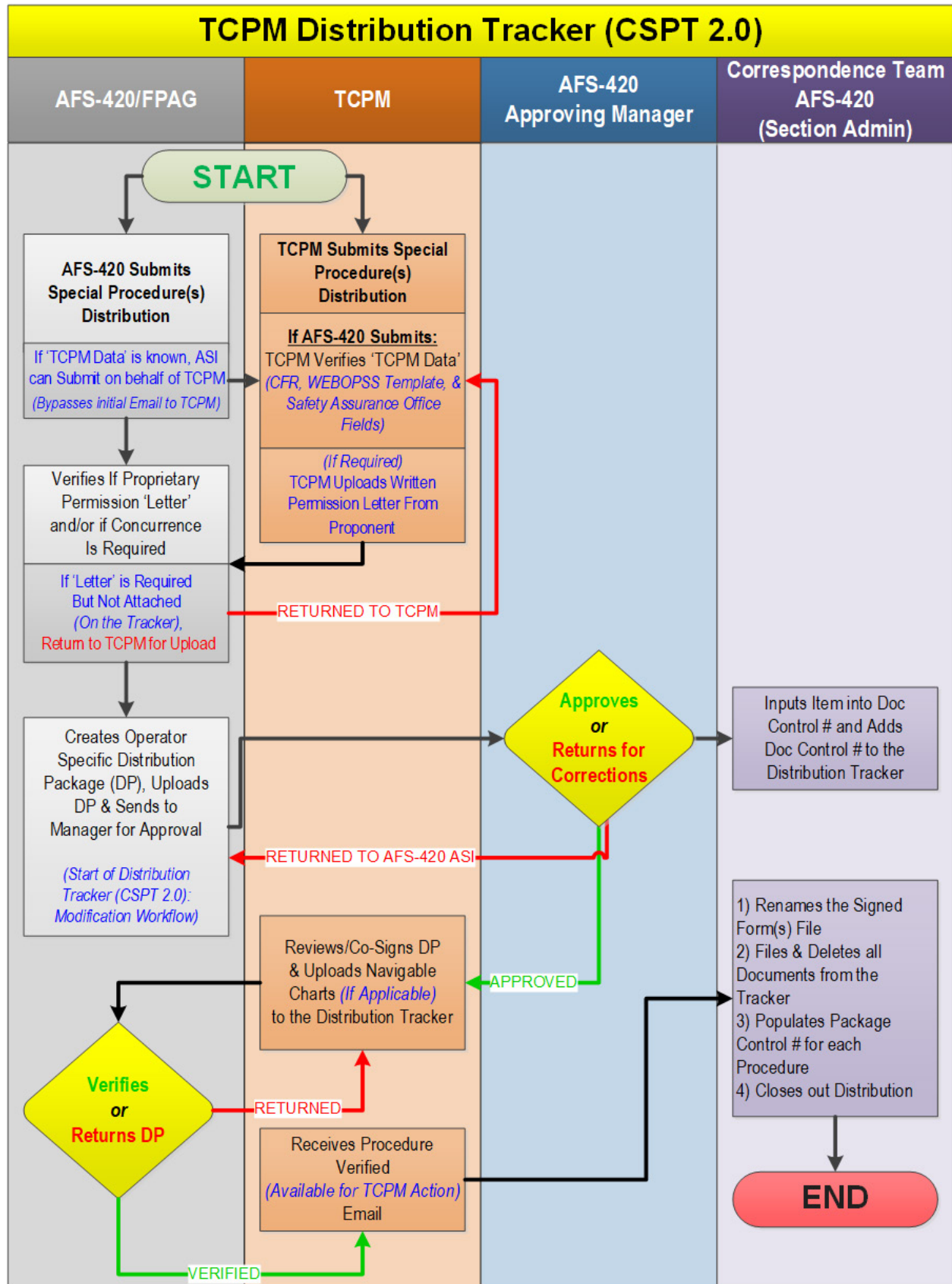
In general, the authorization process for a special procedure curriculum approval begins and ends with the TCPM (i.e. [Figures B-2](#) and [B-3](#)). The training center's initial contact with the TCPM generally results in an appointment for a kickoff meeting.

The kickoff meeting can occur via teleconference or in person.

1. The kickoff meeting provides the training center with guidance on submitting the required documentation. This forum also provides an opportunity to answer any questions.
2. The TCPM will submit a new application to Flight Procedures and Airspace Group (FPAG) via the Centralized Special Procedures Tracker (CSPT) process.
3. FPAG reviews the application for eligibility and completeness. FPAG will notify the TCPM of any necessary follow-up actions. If the CSPT submission is acceptable, FPAG sends the Special Procedure(s) Distribution Package(s) to the TCPM with additional instructions, if needed, through the CSPT.
4. TCPM Reviews/Co-signs the Distribution Package and uploads it with the navigable chart(s) (if applicable) to the Distribution Tracker. Do not upload the embedded attachments to the CSPT.
5. FPAG reviews the training center and TCPM signed Form 8260-7B for completeness and also reviews the copy of the navigable procedure chart (if applicable) to ensure currency and consistency with the 8260-Series forms that define the procedure. FPAG will contact the training center through the TCPM, if additional information is required.
6. TCPM uploads required documents to the distribution tracker, then receives a "Procedure Verified" email. The process continues with the training center(s) request for special procedure curriculum approval from the TCPM. (See [B.3](#)).



Figure B-2: TCPM Flow Chart for the Centralized Special Procedure Tracker Process
(FPAG and TCPM Internal CSPT Process)





B.3 Training Center Special Procedure Curriculum Approval Process

The flow chart in [Figure B-3](#) depicts the approval process flow for training center curricula for special instrument procedures (TSpec B003). Below are brief explanations of the flow chart in Figure B-3 using circled capital letters (i.e. ①). For detailed explanations, see [Order 8900.1, Flight Standards Information System, Volume 3, Chapter 54, Section 6](#).

①

Training center curriculum submission

②

Acceptable Characteristics of a Training Curriculum

The special procedures curriculum will be evaluated for general characteristics explained in paragraph C of [Order 8900.1, Flight Standards Information System, Volume 3, Chapter 54, Section 6](#) and compliance with [14 CFR Part 142 Subpart B requirements](#) in accordance with Part 142, subpart B. If the curriculum is not acceptable, the TCPM sends a request back to the training center to correct any discrepancies before the curriculum can proceed to the approval process. Training Specification paragraph B003, other curriculum, is the most appropriate authorizing paragraph.

③

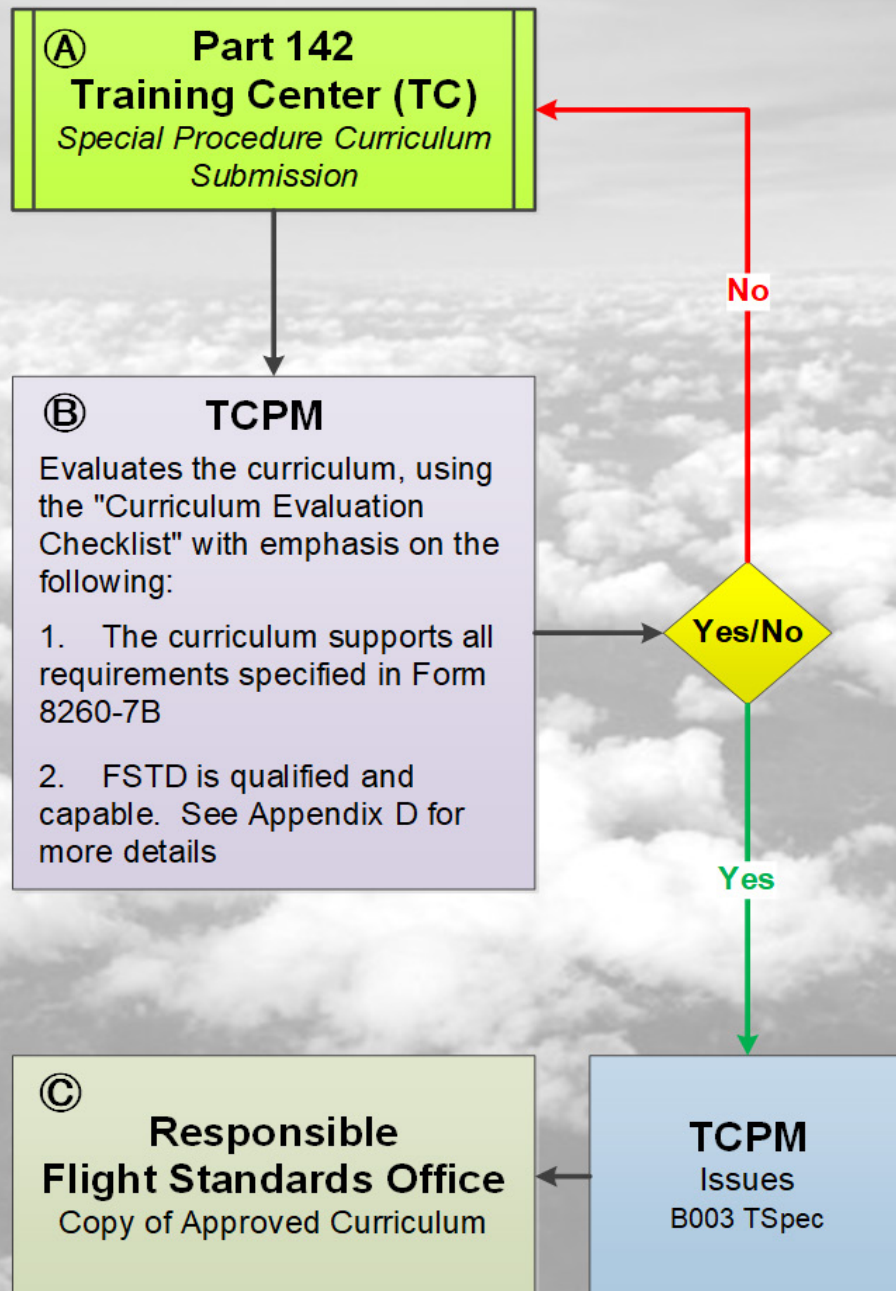
Curriculum Approval.

The TCPM approves the curriculum via TSpec B003. The TCPM completes all fields of the TSpec and maintains on file at the responsible Flight Standards office, a copy of the curriculum, either electronically or paper, during the period that the curriculum is approved for use by the training center.





Figure B-3: Training Center Curricula Approval Flow Chart





Appendix C | Useful Links for Training Centers

C.1 Helpful Links

[Training Centers](#) (FAA website)

[National Simulator Program \(NSP\) FSTD Information Bulletins](#) (FAA Website)





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Appendix D | Flight Simulation Training Device Information

D.1 General Requirements

General FSTD Requirements:

- ➔ FSTDs include both Flight Training Devices (FTDs) and Full-Flight Simulators (FFS).
- ➔ FSTDs potentially qualified for training special instrument procedures are FTD Levels 5 through 7 and FFS Levels A through D.
- ➔ Basic and Advanced Aviation Training Devices (BATD/AATD) are not approved for training special instrument procedures.
- ➔ FSTDs must be qualified by the FAA Training and Simulation Group (AFS-280) and approved by the PI/TCPM.
- ➔ The training curriculum associated with FSTDs must be approved by the PI/TCPM under the applicable 14 CFR Part (Refer to FAA Order 8900.1, [Volume 3, Chapter 19, Section 6](#)).
- ➔ The FSTD must meet all the requirements specified in the special procedure and perform the particular maneuver, procedure, or crewmember function to be performed as per FAA Form 8260-7B, Simulator Requirements.
- ➔ FSTDs may be utilized by non-certificated users (e.g. Part 91), through an FAA-approved Part 142 Training Curriculum.

Navigational Capability Requirements:

Qualified FSTDs must support the navigational requirements of the special instrument procedure.

- ➔ Refer to the special instrument procedure's FAA Form 8260-7B, "Simulator Requirements" for details.
 - Examples:
 - For an RNP AR special instrument procedure, the FSTD must have RNP AR procedures qualified on the Statement of Qualification (SOQ) (Form T001A).



- If flight training is required, the FSTD Navigation System’s FMS Database must be current and include/contain the special procedure.
- Special instrument procedures with “Emerging Technology” – The FSTD must incorporate the emerging technology.

FSTD Visual Capability Requirements:

- ➔ Qualified FSTDs must correctly model the visual requirements of the special instrument procedure.
- ➔ Class I, II and III airport visual models may be used. However, the TPAA must approve Class III airport visual models used for training, testing, or checking activities.
- ➔ If there is a visual segment of the special instrument procedure that includes a “fly-visual” segment requiring the pilot to navigate visually via a series of unique lighting aids, the FSTD’s visual model must include necessary visual references.
- ➔ If there is a visual segment to the approach and utilizing a Level 5, 6 or 7 FSTD, the device must be qualified for circling approach (e.g. visual maneuvering) on the FAA FSTD Statement of Qualification (FAA Form T001A “Circling Approach” box is checked).

Note: This signifies the device has a visual system meeting the standards set out for at least a Level A Flight Simulator per [14 CFR Part 60](#) – A visual system incorporating specific visual Qualification Test Guide (QTG) tests.

- ➔ Special instrument procedures with “circling only” minima (no straight-in) must also be evaluated by the TPAA and listed in T-Spec paragraph C075.
- ➔ For questions on airport visual modeling, contact the TCPM.

D.2 Compatibility

Compatibility. The compatibility between FTSDs means: the FSTDs are equipped so that a pilot training in either device would not need to conduct the maneuver, procedure or pilot function for the special procedure differently because of the FSTD equipage differences. The configuration should also be the same so that the pilot is able to satisfactorily complete the procedure IAW the special procedure requirements.

Compatible Differences. Compatible differences are those that would not impact safety of flight or, compromise the pilot’s ability to conduct the required procedures satisfactorily. For characteristics of compatible differences, refer to Order 8900.1, ([Volume 3, Chapter 19, Section 9](#)).

Non-Compatible Differences: Examples of



non-compatible difference are the following:

- ➔ Avionics differences that require interactive training devices (e.g. Level C or D Differences Training) in accordance with [AC 120-53\(\)](#), *Guidance for Conducting and Use of Flight Standardization Board Evaluations*. to execute the special instrument procedure.
- ➔ Analog instrumentation versus EFIS with display reversion.

For any questions on FSTD compatibility contact:

Air Transportation Division, Training & Simulation Group, AFS-280

Phone: (202) 267-8166

Email: 9-AFS-200-Correspondence@faa.gov



D.3 Advanced Required Navigation Performance (A-RNP)

A-RNP takes advantage of the multiple flight phase capabilities of the advanced navigation functionality and performance of modern production aircraft. A-RNP enables the RNP system to navigate with multiple RNP values and have the capability to perform at least the following three functions:

1. Radius to Fix (RF)
2. Parallel Offset, and
3. Scalable RNP

Special Instrument RNP procedures may use A-RNP functions where the obstacle/terrain environment, traffic density, aircraft separation and runway access do not require RNP AR operations. SIDs/STARs and IAPs may use A-RNP where direct pilot to ATC (voice) communication is available. These procedures may require air traffic surveillance service to assist in contingency procedures (e.g. loss of GNSS), to mitigate the effect of pilot blunder errors, and to reduce route spacing. Refer to [AC 90-105\(\)](#) for A-RNP Approval Guidance for RNP Operations and Barometric Vertical Navigation in the U.S. National Airspace System and Oceanic and Remote Continental Airspace.

D.4 A-RNP and FSTD Eligibility

The FSTD must be able to navigate with scalable RNP values and capable of the four A-RNP functions listed above. If the FSTD is eligible for RNP AR Operations (e.g. RNP AR box is checked on Form T00A) then the FSTD is eligible for conducting A-RNP operations without further evaluation.

If the FSTD is not RNP AR capable, then the PI/TCPM will review the user's documentation and obtain concurrence from the FAA's A-RNP Team: Flight Technologies and Procedures Division (AFS 410/420), Training and Simulation Branch (AFS-280) and Aircraft Certification Service (AIR-622) to ensure the FSTD is equipped, eligible and suitable for the requested A-RNP special instrument procedure(s).





Appendix E | Procedure Amendments and Cancellations

E.1 Amendments

FPAG will notify the PI or TCPM of procedure amendments and send the PI/TCPM all of the new forms required for the special procedure amendment via the CSPT process. In most cases, this entire process should be reviewed to ensure user compliance with the amended procedure requirements. The user must review and sign the amended procedure 8260-7B form, obtain a new procedure chart and submit copies of the chart, if required and signed 8260-7B form to the PI /TCPM. The PI /TCPM will forward the new chart and signed 8260-7B to the FPAG to complete the amended distribution. The PI will Amend OpSpec/MSpec/LOA C081, and the TCPM TSpec B003, when all required steps are satisfactorily completed.

NOTE: Procedure amendments must be processed as soon as possible. The superseded procedure is not authorized upon reaching the Effective Date of the amended procedure. Amendments may require a change to an approved training curriculum.

E.2 Cancellations

If a user is no longer going to use a procedure, the PI /TCPM must remove the procedure from the user's OpSpec/MSpec/LOA C081 or TSpec B003 and advise the FPAG through the CSPT that the user is no longer authorized to use that procedure. If the procedure is canceled, the FPAG will notify the PI /TCPM, and the PI /TCPM will remove the procedure from the user's OpSpec/MSpec/LOA or TSpecs by the effective date of the cancellation.

If the special procedure can no longer be maintained by the service provider and must be canceled, FPAG will notify the PI /TCPM via the CSPT process. FPAG will provide the Effective Date of when the special procedure will be canceled. The PI/TCPM must advise the user of the pending special procedure cancellation and the effective date. The PI /TCPM will amend the user's C081 or TSpec B003 and remove the canceled special procedure.





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Appendix F | Helpful Hints and Tips

F.1 Helpful Hints and Tips

Users approved for special instrument procedure(s) should consider the following:

- Do not share the special procedure documentation or charted navigable procedure with other users.
- Carefully review their FAA authorization (OpSpec/MSpec/LOA C081) and confirm that the current special procedure, including amendment number is listed in [WebOPSS](#) (C081) Table-1, and confirm the current amendment number of the special procedure is indicated on the procedure chart.
- Users should review the procedure in the FMS database and compare with the procedure documentation/chart to ensure consistency.
- If any questions arise, users should contact FPAG, through their PI /TCPM.





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Appendix G | Acronyms

Acronyms	Meaning
AATD	Advanced Aviation Training Devices
ACS	Airman Certification Standards
AEO	All Engines Operating
AFM	Airplane Flight Manual
AFMS	Flight Management System Supplement
APOI	Assistant Principal Operations Inspector
A-RNP	Advanced Required Navigation Performance
ASI	Aviation Safety Inspector
baro-VNAV	Barometric Vertical Navigation
BATD	Basic Aviation Training Devices
CSPT	Centralized Special Procedures Tracker
DP	Departure Procedure
FAA	Federal Aviation Administration
FFS	Full Flight Simulator
FMS	Flight Management System
FPAG	Flight Procedures and Airspace Group
FS	Flight Standards
FSTD	Flight Simulation Training Device
FTE	Flight Training Equipment
GNSS	Global Navigation Global Navigation Satellite System
IAP	Instrument Approach Procedure
IOC	Initial Operating Capability
IOM	International Operations Manual
LNAV	Lateral Navigation
LOA	Letter of Authorization
LODA	Letter of Deviation Authority
LP	Localizer Performance
LPV	Localizer Performance with Vertical Guidance
MMS	Make, Model and Series
MSpec	Management Specification



Acronyms	Meaning
ODP	Obstacle Departure Procedure
OEI	One Engine Inoperative
OEM	Original Equipment Manufacturer
OpSpec	Operations Specification
PI	Principal Inspector (i.e. POI/APOI, PAI, or PMI)
PAI	Principal Avionics Inspector
PMI	Principal Maintenance Inspector
POI	Principal Operation Inspector
PTS	Practical Test Standards
QTG	Qualification Test Guide
RNAV	Area Navigation
RNP AR	Required Navigation Performance with Authorization Required
RVFP	RNAV Visual Flight Procedure
SAS	Safety Assurance System
SB	Service Bulletin
SBAS	Space-Based Augmentation System
SL	Service Letter
STD	Standard
TAWS	Terrain Awareness and Warning System
TCPM	Training Center Program Manager
TPAA	Training Program Approval Authority
T-Spec	Training Specification
WAAS	Wide Area Augmentation System
WebOPSS	Web Based Operations Safety System



Please Provide Feedback

*In our continuing effort to improve the
quality of service we provide to you,
the Federal Aviation Administration would appreciate any
feedback you may have on this guide and how we can improve it:*



Please Indicate “Special Procedures Application Guide” in the Subject Line

Mail to: 9-AWA-AVS-AFS-400-flight-technologies-procedures-division@faa.gov