



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

Effective Date: 10/24/24

**SUBJECT: Task Force on Human Factors in Aviation Safety Aviation Rulemaking  
Committee**

---

- 1. PURPOSE.** This charter establishes the Task Force on Human Factors in Aviation Safety Aviation Rulemaking Committee (ARC) ("HF Task Force ARC"), according to the Administrator's authority under Title 49 of the United States Code (49 U.S.C.) § 106(p)(5). The Sponsor of the HF Task Force ARC is the Associate Administrator for Aviation Safety. This charter outlines the HF Task Force ARC's organization, responsibilities, and tasks.
- 2. BACKGROUND.** The Federal Aviation Administration (FAA) Reauthorization Act of 2024 (Pub. L. 118-63), Section 330, Task Force on Human Factors in Aviation Safety, requires the Administrator to convene a task force on human factors in aviation safety by November 15, 2024.
- 3. OBJECTIVES OF THE ARC.** The HF Task Force ARC will provide a forum for the United States aviation community to discuss and provide recommendations to the FAA focused on the most significant human factor risks to aviation safety.
- 4. TASKS OF THE ARC.** The HF Task Force ARC is tasked with addressing the legislative requirements in Section 330 and any additional related tasks assigned by the FAA. In coordination with the Research, Engineering, and Development Advisory Committee, the tasks of the HF Task Force ARC are to:
  - a. Produce a written report that:
    - i. To the greatest extent possible, identifies the most significant human factors and the relative contribution of such factors to aviation safety risk.
    - ii. Identifies new research priorities for research in human factors in aviation safety.
    - iii. Reviews existing products by other working groups related to human factors in aviation safety, including the work of the Commercial Aviation Safety Team pertaining to flight crew responses to abnormal events.
    - iv. Provides recommendations on potential revisions to any FAA regulations and guidance pertaining to the certification of aircraft Title 14 of the Code of Federal Regulations (14 CFR) part 25, including sections related to presumed pilot response times and assumptions about the reliability of pilot performance during unexpected, stressful events.
    - v. Reviews rules, regulations, or standards regarding flight crew and maintenance personnel rest and fatigue that are used by a sample of international air carriers, including rules, regulations, or standards determined to be more stringent and less stringent than the current standards pertaining to air carriers (as such term is

- defined in 49 U.S.C. §40102) and identifies risks to the national airspace system from any variation in such rules, regulations, or standards across countries.
- vi. Reviews pilot training requirements and recommends any revisions necessary to ensure adequate understanding of automated systems on aircraft.
  - vii. Reviews approach and landing misalignment and makes any recommendations for reducing misalignment events.
  - viii. Identifies ways to enhance instrument landing system maintenance schedules.
  - ix. Determines how a real-time smart system should be developed to inform the air traffic control system, air carriers, and airports about any changes in the status of runway and taxiway lights and identifies how such real-time smart system could be connected to the maintenance system of the FAA.
  - x. Analyzes, with respect to human errors related to aviation safety of air carriers operating under 14 CFR part 121–
    - 1. Fatigue and distraction during critical phases of work among pilots or other aviation personnel;
    - 2. Tasks and workload;
    - 3. Organizational culture;
    - 4. Communication among personnel;
    - 5. Adherence to safety procedures;
    - 6. Mental state of personnel; and,
    - 7. Any other relevant factors that are the cause or potential cause of human error related to aviation safety.
  - xi. Includes a tabulation of the number of accidents, incidents, or aviation safety database entries received in which an item identified under subparagraph (x) was a cause or potential cause of human error related to aviation safety and
  - xii. Includes a list of causes or potential causes of human error related to aviation safety about which the Administrator believes additional information is needed.

In carrying out the duties under subparagraphs (x) through (xii), the HF Task Force ARC shall consult with the National Transportation Safety Board (NTSB) and use all available data compiled and analysis conducted on safety incidents and irregularities collected during the relevant fiscal year from the following:

- Flight Operations Quality Assurance.
  - Aviation Safety Action Program.
  - Aviation Safety Information Analysis and Sharing.
  - The Aviation Safety Reporting System.
  - Aviation safety recommendations and investigation findings of the NTSB.
  - Other relevant programs or sources.
- b. Within 2 years from the first meeting after the effective date of the charter, submit a recommendation report.
    - i. The Industry Co-Chair sends the recommendation report to the FAA Co-Chair and the Executive Director of the Office of Rulemaking.
    - ii. The FAA Co-Chair determines when the recommendation report and records, pursuant to paragraph (8), will be made available for public release.

## 5. ARC PROCEDURES.

- a. The HF Task Force ARC acts solely in an advisory capacity by advising and providing written recommendations to the FAA Co-Chair.
- b. The HF Task Force ARC may propose related follow-on tasks outside its stated scope to the FAA Co-Chair.
- c. The HF Task Force ARC 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 FAA Co-Chair, provided the charter is still in effect.

## 6. ARC ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION. As prescribed in section 330 of the Act, paragraph (b), the Administrator will appoint members that:

- a. Have expertise in an operational or academic discipline that is relevant to the analysis of human errors in aviation, which may include air carrier operations, line pilot expertise, air traffic control, technical operations, aeronautical information, aircraft maintenance and mechanics psychology, linguistics, human-machine integration, general aviation operations, and organizational behavior and culture;
- b. Sufficiently represent all relevant operational or academic disciplines described in subparagraph a;
- c. Have expertise on human factors but whose experience and training are not in aviation and who have not previously been engaged in work related to the FAA or the aviation industry;
- d. Are representatives of pilot labor organizations and certificated mechanic labor organizations;
- e. Are employees of the FAA that have expertise in safety and
- f. Are employees of other federal agencies with expertise in human factors.

In appointing members, the Administrator shall ensure that:

- a. At least half of the members appointed have expertise in aviation;
  - b. At least one member appointed represents an exclusive bargaining representative of air traffic controllers certified under Title 5 of the U.S.C. section 7111; and
  - c. Three members are employees of the FAA, and one member is an employee of the NTSB.
- The FAA and NTSB participants are non-voting members of the HF Task Force .

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), continues 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 promote discussion. Attendance, active participation, and commitment by members are essential for achieving the objectives and tasks. In general, HF Task Force ARC members shall be appointed for the duration of the HF Task Force ARC. When necessary, the HF Task Force ARC may set up specialized and temporary working groups that include at least one 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, the Associate Administrator for Aviation Safety, will designate the FAA Co-Chair. The FAA Co-Chair will:
    - 1) Select and appoint members, including those from the FAA,
    - 2) Select the Industry Co-Chair from the membership of the HF Task Force ARC,
    - 3) Ensure FAA participation and support from all affected lines of business,
    - 4) Provide notification to the members of the time and place for each meeting and
    - 5) Receive any status reports and the recommendations report.
  - b. Once appointed, the Industry Co-Chair will:
    - 1) Coordinate required HF Task Force 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 report to the FAA Co-Chair and the Executive Director of the Office of Rulemaking.
7. **PUBLIC PARTICIPATION.** HF Task Force meetings are not open to the public. Persons or organizations outside the HF Task Force ARC who wish to attend a meeting must get approval in advance of the meeting 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 of the U.S.C. section 552, the FAA will make records provided by the HF Task Force ARC to the FAA available for public inspection and copying. Available records will be located at the Aircraft Certification Service Office, 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/](http://www.faa.gov/regulations_policies/rulemaking/committees/documents/).

9. **DISTRIBUTION.** This charter is distributed to 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; the Air Traffic Organization; and the Office of Rulemaking.

- 10. EFFECTIVE DATE AND DURATION.** The ARC is effective upon the issuance of this charter and will remain in existence for a maximum of 2 years, unless the Administrator suspends, terminates, or extends the charter earlier.

Issued in Washington, D.C. on

A handwritten signature in black ink, appearing to read "M. Whitaker", written in a cursive style.

Michael G. Whitaker  
Administrator