

**MEMORANDUM OF AGREEMENT**  
between the  
**FEDERAL AVIATION ADMINISTRATION**  
and the  
**JOINT SERVICE**  
**AVIATION MAINTENANCE TECHNICIAN**  
**CERTIFICATION COUNCIL**  
for the purpose of providing  
**FAA AIRMAN KNOWLEDGE TESTING SERVICES**  
  
**SEPTEMBER 30, 2023**

**I. PURPOSE**

This Memorandum of Agreement (MOA) between the Federal Aviation Administration (FAA) and the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) provides limited authority for FAA-approved appointees of the JSAMTCC, thru the [Regulatory Support Division's \(AFS-600\) Airman Testing Standards Branch \(AFS-630\)](#), to provide FAA airman knowledge tests, at no-cost, to eligible applicants.

**II. PRIVILEGES AND LIMITATIONS**

This MOA applies to all FAA airman knowledge tests as described in the [FAA Airman Knowledge Testing Matrix](#).

Aviation Maintenance Technician (AMT) knowledge tests may be delivered **only** to applicants who meet the requirements of [Title 14 of the Code of Federal Regulations \(14 CFR\) section \(§\) 65.77](#)

Provisions of this MOA cover the following groups:

- Active-duty, cadets (service academy), guard, and reserve component personnel of the United States (U.S.) Air Force, Army, Coast Guard, Marine Corps, Navy, and Space Force
- Dependents (i.e., spouse, child) of active-duty, guard, and reserve component personnel of the U.S. Air Force, Army, Coast Guard, Marine Corps, Navy, and Space Force
- Department of Defense (DoD) civilians
- Department of Homeland Security (DHS) civilians (including U.S. Coast Guard Auxiliaries, **with base access\***)
- Prior U.S. military members, including retirees and veterans (**with base access\***)
- Dependents of U.S. military retirees (i.e., spouse, child) (**with base access\***)

Provisions of this MOA do **not** cover the following groups:

- Civil Air Patrol (CAP)
- College or high school Reserve Officers' Training Corps (ROTC) cadets
- DoD contractors
- DHS contractors
- Department of State (DoS) employees
- FAA employees and contractors

- Foreign affiliate military members
- Individual Ready Reserves (IRR)
- National Oceanic and Atmospheric Administration (NOAA)
- North Atlantic Treaty Organization (NATO)
- Prior U.S. military members (i.e., retirees, and veterans) (**without** base access\*)
- Transportation Security Administration (TSA)
- U.S. Coast Guard Auxiliarists (**without** base access\*)
- Other U.S. government agencies (**not** listed in the groups covered above)
- Other civilian individuals (**not** listed in the groups covered above)

**\*NOTE:** Testing center personnel are **not** responsible for arranging base access, or escorting those without base access, to Airman Knowledge Testing (AKT) Centers. Eligible group members are fully responsible for presenting the required identification and documentation, for base access **AND** proof of affiliation with the listed group, at the time of their FAA testing appointment.

### III. JSAMTCC HISTORY

The JSAMTCC Program was created, in May 2000, by the Community College of the Air Force (CCAF), with the mission of:

- bridging the training gap between military aviation maintenance experience and civilian aviation standards; and
- assisting military members in meeting the eligibility requirements for FAA Airframe and Powerplant (A&P) certification/ratings.

In order to meet this mission, the JSAMTCC serves as a functional advisory body to the respective aviation maintenance component of each U.S. Military Branch of Services (BOS) and the FAA's [Aircraft Maintenance Division \(AFS-300\)](#). The Council:

- represents military interests, in regard to FAA policy, programs, decisions, and actions affecting the A&P certification process, to ensure the FAA's continued recognition of formal military aviation maintenance technical training and practical experience;
- provides direction and resources necessary to ensure military technicians meet FAA eligibility and certification requirements; and
- identifies and recommends eligible and qualified military personnel for A&P certification.

In June 2006, the FAA/JSAMTCC AKT Program was expanded to include access to airman knowledge tests for **all** FAA certificates and ratings.

In November 2011, due to changes in the mission of the Department of Defense (DoD) Defense Activity for Non-Traditional Education Support (DANTES), AFS-630 partnered with the JSAMTCC to assume the roles and responsibilities previously executed by DANTES.

### IV. RESPONSIBILITIES

The JSAMTCC, and all parties affected by this MOA, should follow guidance provided by the FAA's Airman Testing Standards Branch (AFS-630), for the purposes of providing support for and/or participating in the FAA/JSAMTCC AKT Program.

As party to this MOA, in supporting certification testing services for the FAA/JSAMTCC AKT Program, the JSAMTCC will **not** operate as a designee under [14 CFR part 183](#).

Airman knowledge testing services, covered by the provisions of this MOA, may be provided only by FAA-approved JSAMTCC testing centers utilizing the Airman Certificate Testing Service (ACTS) vendor's proctor console, applicant registration, and test delivery platforms.

The ACTS vendor is contracted to develop and host a software platform for:

- maintaining testing center facility, location, and historical information;
- creation and maintenance of proctor accounts;
- providing vendor-sponsored training;
- providing portions of FAA-specific training; and
- knowledge test registration and delivery services.

The ACTS vendor also partners with the FAA to provide technical support to JSAMTCC testing centers and proctors.

Military testing centers and proctors should adhere to the ACTS vendor's established hardware and software requirements, system usage guidelines, and initial and recertification proctor training requirements, unless otherwise specified in guidance provided by AFS-630 and/or the FAA/JSAMTCC AKT Program Manager or Administrator.

Concerns regarding, and/or requests to deviate from, FAA and/or vendor-provided guidance should be submitted to the FAA/JSAMTCC AKT Program Manager or Administrator.

The FAA / AFS-630 is responsible for:

- receiving, reviewing, and approving/disapproving –
  - requests for establishment of JSAMTCC/FAA testing centers, and
  - requests for appointment of testing center personnel;
- providing FAA training materials to the JSAMTCC, its BOS appointees, and testing center proctors;
- maintaining records and historical files of JSAMTCC testing center information, proctor additions/changes/deletions, and proctors' FAA training confirmations;
- providing FAA-related administrative support, during regular business hours (central time zone);
- executing program quality control activities through electronic surveillance, virtual audits, and in-person testing center inspections; and
- providing program status reports for scheduled JSAMTCC meetings, and/or upon the request of the JSAMTCC or its BOS appointees.

The JSAMTCC agrees to:

- appoint an FAA/JSAMTCC AKT Program representative for each BOS;
- assist the FAA in communicating and distributing program developments, guidelines, and changes to appointees;
- assist the FAA in providing information and training to proctors; and
- provide program compliance and administrative support upon the request of the FAA/JSAMTCC AKT Program Manager or Administrator.

FAA-authorized JSAMTCC testing centers are responsible for:

- employing proctor(s) that have –
  - completed vendor-provided **and** FAA-required training, and
  - been approved by the FAA to administer airman knowledge tests;
  - ensuring compliance with all facility requirements as set forth in vendor-provided **and** FAA guidance; and
- allowing the ACTS vendor and/or the FAA unhindered access to their testing center and personnel performance data, applicant survey results, and physical facilities for the purpose of conducting statistical analyses, virtual or on-site training, inspections, and/or electronic or in-person surveillance.

JSAMTCC proctors are responsible for:

- completing initial and recertification training as provided by the ACTS vendor;
- completing FAA-required initial, recurrent, and remedial training, and providing training confirmations to the FAA/JSAMTCC AKT Program Administrator;
- remaining knowledgeable in the content of any AKT guidance provided by AFS-630, including the [FAA Airman Knowledge Testing Matrix](#);
- verifying identity, eligibility, and appropriate authorization for every airman applicant for every knowledge test, prior to proctoring each exam; and
- providing continuous applicant surveillance during administration of all FAA tests.

## V. SECURITY

FAA security policies require users working for, on behalf of, or connected to an FAA information system enter into a formal agreement with the FAA, through an MOA, to ensure appropriate measures are taken to protect the information and systems commensurate with its sensitivity level and the risk and magnitude of harm.

This agreement authorizes the JSAMTCC, and its appointees, representatives, and test proctors to utilize ACTS vendor websites, software, and systems, which may provide access to high-stakes test content and Personally Identifiable Information (PII) associated with test proctors and/or airman knowledge test applicants. As such, authorized appointees and personnel of the JSAMTCC and its testing centers agree to access any and all ACTS vendor websites, software, and systems, **only** -

- in accordance with FAA and ACTS vendor security requirements, policies, and procedures; and
- as required, for –
  - retrieving and viewing FAA and ACTS vendor reference materials;
  - entering, maintaining, and viewing testing center information and schedules;
  - establishing and maintaining proctor accounts;
  - completing and documenting personnel training;
  - in-processing and out-processing of airman applicants for testing appointments; and
  - performing airman knowledge test delivery and reporting activities.

The FAA reserves the authority to rescind system and user account access, at any time, should the JSAMTCC, its appointees, or testing center facilities or personnel fail to comply with FAA and ACTS vendor security requirements.

## VI. DISPOSITION

This FAA/JSAMTCC MOA does **not** name the JSAMTCC as an FAA-appointed designee, but authorizes the BOSs to administer airman knowledge tests, to eligible applicants, at FAA-approved testing centers, located within military installation facilities and education centers.

This MOA is valid for a period of three calendar years from the date of approval signatures. However, either party to this MOA may request cancellation of the agreement, in writing, at least 90 days in advance of the desired cancellation date. The FAA reserves the authority to rescind this authorization, at any time, should the JSAMTCC, its appointees, or testing center facilities or personnel fail to comply with this MOA or any AFS-630 or FAA/JSAMTCC AKT Program guidance.

This version of the MOA supersedes all previous versions, revisions of, and addendums to the FAA/JSAMTCC MOA.

## VII. APPROVALS

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Karen E. Lucke, Manager  
FAA Regulatory Support Division (AFS-600)

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Chris Thomas, Manager  
FAA Airman Testing Standards Branch (AFS-630)

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Shelly R. Waddell Smith, Program Manager  
FAA/JSAMTCC Airman Knowledge Testing Program  
FAA Airman Testing Standards Branch (AFS-630)

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Arthur E. Rousseau, Co-Chair  
Joint Service Aviation Maintenance Technician  
Certification Council