



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
8000.93A

Effective Date:
12/21/09

SUBJ: Aircraft Certification Service National Technical Training Plan

This order (hereafter referred to as the AIR Training Order) identifies minimum training requirements for the Aircraft Certification Service's workforce to achieve full service offices (FSO). This order also provides guidance for all employees and their immediate supervisors to use when identifying individual training needs, including course prerequisites and equivalencies; requests for temporary and permanent waivers from requirements; and the requirements for course attendance.

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Director, Aircraft Certification Service

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Chapter 1. General Information

100. Purpose of this Order. This order provides guidance for the Aircraft Certification Service's (AIR) employees and their managers to use when identifying organizational and individual employee training needs to achieve full service offices (FSO) and in preparation for the Annual Call for Training. This order is to be used in combination with the AIR Technical Training Requirements Summary Table to ensure compliance with Service level training requirements. Supplemental training guidance for flight test pilots (FTP) and flight test engineers (FTE) is identified in Order 8110.41, FAA Flight Test Responsibilities, Procedures, and Training. This training order is reviewed annually by the Training Branch (AIR-520) in coordination with AIR management teams and AIR training managers (ATM).

101. Audience. All AIR employees and managers must comply with the requirements of this order.

102. Cancellation. Order 8000.93, Aircraft Certification Service National Training Plan, dated January 31, 2007, is canceled.

103. Where To Find This Order. You can find this order on the FAA website at http://www.faa.gov/regulations_policies/orders_notices/.

104. Distribution. Distribute this order to all the branch level offices within the Aircraft Certification Service and within the Regulatory Standards Division of the FAA Academy.

105. Explanation of Changes. This revision:

a. Formats the order in accordance with the new format guidelines in FAA Order 1320.1E, FAA Directives Management.

b. Incorporates editorial changes, including updated organizational designations.

c. Broadens coverage of the order to all AIR employees, not just technical and safety-related staff and their managers.

d. Adds references to the QMS procedure, AIR-001-041, AIR Annual Call for Training, and the list of mandatory training for all AVS employees as related publications as well as the location of the documents on the employees.faa.gov website.

e. Adds definitions for the AIR Technical Training Requirements Summary Table, Operational Support Staff, and Training Category; and clarifies definitions of AIR Technical Employee, Full Service Office, and Safety-related Employee.

f. Updates the roles and responsibilities to delete course mentor, and adds the requirements of QMS procedure AVS 001-012 to supervisors' responsibilities.

g. Clarifies the distinction between temporary and permanent waivers and adds critical illness and military duty to the circumstances for which temporary waivers may be granted.

h. Assigns new form numbers to the Request for Waiver form (FAA Form 8000-48, Appendix 1) and the Training Non-Attendance Justification form (FAA Form 8000-47, Appendix 2).

106. Background.

a. The increasing requirements for certification of aircraft utilizing new technology concepts in design and construction make it essential that the knowledge and skills of AIR's workforce be developed and maintained to a high level of proficiency. This requires training in state-of-the-art technical developments, job functions, project management, and other general training.

b. This order consolidates AIR technical training requirements, roles and responsibilities, into one order and is to be used by the employee and his/her supervisor to identify individual training needs and establish training priorities.

107. Related Publications.

a. AIR Technical Training Requirements Summary Table. The table is maintained on the employees.faa.gov website under Aircraft Certification Service Technical Training Program.

b. AIR Annual Call for Training QMS Procedure, AIR-002-041. The procedure is maintained on the employees.faa.gov website under Aircraft Certification Service Quality Management System.

c. AVS Competency Awareness and Training QMS Procedure, AVS-001-012. The procedure is maintained on the employees.faa.gov website under Aviation Safety Quality Management System.

d. List of mandatory training for all AVS employees. The list is maintained on the employees.faa.gov website under the Aviation Safety (AVS) organization.

108. Definitions.

a. AIR Technical Employee. For the purpose of this order, this includes aviation safety inspectors (ASI), aerospace engineers (ASE), FTP, FTE, transportation industry analysis officers, social sciences human factors employees, and aviation safety analysts (ASA).

b. AIR Technical Training Requirements Summary Table. A listing of initial, mandatory, position essential, and continuing development training is available on the employees.faa.gov website under Aircraft Certification Service Technical Training Program.

c. Continuing Development Training. Training that is not considered necessary to perform a basic job function, but may be beneficial to enhance workforce performance or to prepare for future job assignments.

d. Electronic Learning Management System (eLMS). The Department of Transportation (DOT) system of record for all employees' training histories. It is the employee's responsibility to ensure the accuracy and completeness of the information captured in eLMS.

e. Equivalency. An approved substitution for an AIR training requirement. Equivalencies are determined on a course-by-course basis as referenced in the AIR Technical Training Requirements Summary Table.

f. Full Service Office (FSO). The collective knowledge and skills needed for the employees of a service unit to effectively provide all the products and services demanded by the unique customer base of the service unit. This means that an operational perspective takes precedence over an individual employee's desire for training.

g. Grandfather Clause. A waiver that may be granted to employees who, as of January 31, 2007, had seven or more years of continuous service and a successful performance rating, both within the Aircraft Certification Service. This waiver only applies to training identified in the AIR Technical Training Requirements Summary Table as "Initial" (e.g., Indoctrination Basics, Indoctrination Applications, Core Job Functions), with the notable exception of the Part 21 course. For those employees for whom the Part 21 course is identified as "Initial," Part 21 cannot be waived under any circumstances.

h. Initial Training. Training that is required of AIR technical employees within the first 24 months of service. Initial training may also be required of safety-related and operational support employees when deemed necessary for their job functions. Initial training is optional for all other AIR employees.

i. Mandatory Training. For the purpose of this order, is training required by an AIR order or policy, and/or updates to orders or policy (as mandated by memorandum from a directorate/division manager or policy owner). This includes training that is required on a recurring basis and may take the form of informational briefings designed to bridge the gap between old and new policy. No exceptions or waivers are permitted for mandatory training unless specified in the applicable order or policy. Note: Other organizations (DOT, FAA, or AVS) may mandate training in a policy; however, only training mandated by AIR is covered in this order.

j. Operational Support Staff. All staff other than technical or safety-related.

k. Position Essential. AIR technical training assigned by management and is essential to performing a job function carried out by an employee. Note: Even though a course may not be a Service requirement, individual directorate/division managers may designate it as position essential for his/her directorate/division personnel.

l. Prerequisites. Training, briefings, readings, and/or other informal workshops required in advance of attending another learning event. (Refer to Waiver definition below.)

m. Proficiency. Maintaining the level of competence necessary to successfully perform work.

n. Recurrent Training. Training required on an ongoing basis in order to maintain proficiency. Recurrent training intervals are determined by an order, regulation, or by the Director of the Aircraft Certification Service. Supervisors may also require recurrent training on a more frequent basis as performance circumstances warrant.

o. Safety-related Employee. Position category that includes, but is not limited to, technical writers/editors, instructional systems design staff, and program managers.

p. Training Category. An AIR training designation. Training categories include initial, mandatory, position essential, and continuing development.

q. Waiver. A request to:

(1) substitute work experience, education, and/or other outside training in lieu of position essential training;

(2) alter the sequence in which training is taken; or

(3) substitute alternatives to training attendance until training can be completed.

109. Roles and Responsibilities.

a. Training Branch. AIR-520 designs and develops technical training and ensures appropriate delivery methods for the AIR technical workforce, manages the AIR training budget, and leads the ATMs in managing AIR's annual call for training and coordinating AIR's training requirements with other organizations. AIR-520, in conjunction with AIR management teams and the ATMs, is responsible for reviewing and updating this order and the AIR Technical Training Requirements Summary Table annually or as needed.

b. Supervisors are responsible for ensuring that their employees meet the training requirements of their specific positions. In the annual call for training process, supervisors identify and prioritize organizational and individual employee training needs in accordance with AVS and AIR guidance. Supervisors will review each employee's specific training profile annually to determine if any initial, mandatory, position essential, or continuing development training is required. Supervisors document their rationale for waivers in accordance with the waiver process guidance located in Chapter 3 of this order.

c. Employees are to work with their supervisors in identifying their training needs in consideration of current job requirements and career development plans. Employees identify areas in which knowledge or skills could be acquired to improve their job performance and/or may be required to perform specific job functions. This may include self-development activities which would broaden knowledge and skills. Employees are responsible for verifying the accuracy of training completion information in eLMS. For any missing training history information, employees must provide proof of training completions to their ATMs.

d. AIR Directorate/Division Training Managers (ATM) provide training information and resources to directorate/division employees; advise managers and employees on training policies and guidance; and manage the Annual Call for Training Process within their respective directorates/divisions. The ATMs record permanent waivers in eLMS in accordance with the waiver process guidance located in Chapter 3 of this order.

110. Records Management. Refer to FAA IR-04-01, AIR Records Management Requirements Manual; and to Orders 1350.14 Records Management; and 1350.15, Records Organization, Transfer

and Destruction Standards; or your office Records Management Officer for guidance regarding retention and other records management procedures.

Chapter 2. Training Requirements Identification Process

200. Assessment of Need. Each FAA-funded learning and development activity must be based on an objective assessment of need. This requires a clear justification that the funded activity is intended to improve or enhance individual and/or organizational performance. As a part of the training requirements identification process, each directorate/division analyzes its own operational requirements and policy drivers to determine FSO needs. Policy drivers are the principal statutory and regulatory requirements that identify training needs. Each office also considers other mandates in assessing its office needs, such as directives or standard operating practices, congressional mandates, comptroller decisions, and union agreements.

a. Employees work with their supervisors to identify training needs based on current or anticipated duties and responsibilities, and they jointly review their training records to ensure all initial/mandatory training requirements have been requested, scheduled, or completed. (Note: The employee must receive his/her supervisor's approval in advance for any training taken during duty hours or requiring the use of government resources.)

b. Supervisors must identify organizational training needs and work with employees to identify individual employee training needs. Supervisors must work with their employees to identify training needs based on current/anticipated duties and responsibilities, and jointly review their training records to ensure all initial/mandatory training requirements have been requested, scheduled, or completed. Identification of individual employee training needs should be completed and documented:

- (1) Within 30 days of employment for a new employee,
- (2) As part of the performance evaluation reviews, and/or
- (3) As part of the annual call for training process.

c. AIR Directorate/Division Training Managers (ATM) provide training information and resources to directorate/division employees; advise managers and employees on training policies and guidance; and manage the Annual Call for Training Process within their respective directorate/division.

201. Identification of the Organization's Training Needs. Annually, a specific plan is developed to accommodate training needs for the next fiscal year (FY). A process initiated by AIR-520, called the "Annual Call for Training" is a tool used to identify those training needs and facilitate the scheduling/procurement of training events to accommodate the needs. For technical and non-technical subjects, supervisors assess whether or not their organization has the minimum competency in the identified subject areas to accomplish the work that is planned for the next fiscal year. The ATM in each directorate/division provides the supervisors with the resources to use to identify organizational training needs. In identifying training needs for the next fiscal year to support the organization, supervisors should consider:

a. Training requested for the current FY that has not yet been scheduled. This training should only be carried over to the following FY if it is still needed, and it is certain that the training will not be scheduled during the current FY.

- b.** New hires (new employees);
- c.** New work;
- d.** Changes in technology;
- e.** Reductions in work;
- f.** Assignment changes;
- g.** Retirements/attrition;
- h.** Employee input;
- i.** FSO concept;
- j.** AIR/AVS training requirements;
- k.** New courses;
- l.** Flight test guidelines/requirements;
- m.** Training available through other than formal courses (for example, details);
- n.** Amount of training that can be reasonably supported by the organization during the next FY. It is important to look at the “big picture” to include time out of the office (in terms of each individual employee and the cumulative impact on the office) with reference to operational requirements; and
- o.** Recurrent training requirements.

202. Identification of Employee Training Needs. The supervisor works with the employee to identify any initial, mandatory, position essential, or continuing development training for the individual employee. The following steps should be used to determine if any training is required, and if so, the type of training required.

- a.** Review position description or level definition and job competency requirements.
- b.** Review employee’s input and training records.
- c.** Review documented assessment of employee training needs (as outlined in paragraphs 200 a. and b.).
- d.** Review employee’s eLMS learning plan and learning history.
- e.** Identify FSO requirements.
- f.** Determine if the employee will perform activities that require this skill within the next year. If not, this training may be identified through the employee’s learning plan as a means of assisting the employee in achieving his/her career goals.

g. Determine if the employee has completed initial training. If not, refer to the AIR Technical Training Requirements Summary Table for a list of initial courses.

h. Determine if training is required by AIR, such as in a regulation, order or policy memorandum. Refer to the AIR Technical Training Requirements Summary Table for a list of mandatory courses and target audience information.

i. Determine if the employee possesses the knowledge and skills required to perform necessary job tasks. The supervisor must determine whether training is position essential or continuing development.

j. Determine if this training is needed to update or enhance required skills. If yes, the training is considered continuing development.

203. Determination of Training Priorities. Priorities are determined by the supervisor and provide an objective means to determine the criticality of the training requirements. Note: A training priority must be assigned to each training need identified. Table 1 contains further guidance and definition of the priorities used by AIR.

Table 1. Training Priorities

Priority 1	The minimum training required by AIR technical employees and AIR safety-related employees to achieve the Service's mission in FSOs. The focus of Priority 1 training is to provide knowledge/skill to help the Service and its technical employees to do the following: <ol style="list-style-type: none"> a. perform continued operational safety functions; b. work with aviation authorities, manufacturers, and other stakeholders to help them successfully improve the safety of the international transportation system; c. administer safety standards governing the design, production, and airworthiness of civil aeronautical products; and d. oversee design, production, and airworthiness certification programs to ensure compliance with the prescribed safety standards.
Priority 2	The minimum training required by operational support staff (for example, administrative and clerical staff, managers, program analysts, and secretaries) to achieve the Service's mission. It includes operationally essential, executive, management, supervisory, position essential and general training. This training, like Priority 1, is delivered for the organization to accomplish its mission.
Priority 3	Additional training required to operate the organization effectively and efficiently. This priority covers training for all employees. Priority 3 training allows the organization to become more operationally efficient, rather than achieving only minimum training requirements identified in Priorities 1 and 2. The aggregate of Priorities 1, 2, and 3 represents the optimum training requirements of the organization.
Priority 4	Training requested by employees or managers that is job-related, but the focus is on the employee's needs and goals, not those of the organization.
Priority 5	Training that includes all other training requested. It is not job-related. An example is an inspector requesting to take a budget course that could help in the transition to a new career field.

204. Documentation of Annual Call for Training Requirements for Directorate/Division. Once the organizational and individual employee assessments of training needs have been completed, the manager(s) of each division/directorate documents the division/directorate requirements in preparation for the Service-wide Annual Call for Training. The ATM in each directorate/division assists supervisors with documentation for completing the Annual Call for Training. At a minimum, the documentation will include employee names or position titles (such as in the case of projected new hires), training items including any out-of-agency training, priority of training items requested for each employee/position, and training category (e.g. initial, mandatory, position essential,

continuing development). Refer to the “AIR Technical Training Requirements Summary Table” for a list of AIR-sponsored training. This list is located on the employees.faa.gov website under Aircraft Certification Service/AIR Technical Training Program. Completed data is submitted to the ATM for the office.

205. Submission of Training Requirements to AIR-520. ATMs consolidate and submit their division/directorate training requirements to AIR-520 using completed and approved data submitted by supervisors. AIR-520 is responsible for consolidating the AIR-wide training requirements.

Chapter 3. Prerequisites, Waivers and Course Attendance Procedures

300. Prerequisites. All FAA course prerequisites must be met or temporarily or permanently waived, as appropriate, prior to receiving training.

301. Waivers. (Refer to Appendix 1: Request for Waiver Form).

a. A permanent waiver for attendance at a learning event/course may be requested in the following circumstances:

(1) Grandfather clause (refer to paragraph 108.g.).

(2) To substitute work experience, education, and/or other outside training in lieu of position essential training. Management must document its rationale.

b. A temporary waiver for attendance at a learning event/course the employee is to attend at a later date may be requested in the following circumstances:

(1) To alter the sequence in which training is taken. For example, a waiver may be granted to request permission to attend the Aircraft Certification Systems Evaluation Program (ACSEP) course before the Part 21 course. This waiver does not exempt the employee from taking Part 21, but if granted, allows the employee to take ACSEP prior to Part 21.

(2) To address alternatives to training attendance until training can be completed, a waiver of training may be considered as specified by an AIR order or policy. For example, the designee management policy stipulates that under certain conditions an employee who oversees designees may perform designee management functions with an assigned mentor until the employee has completed designee management training.

(3) For critical illness as documented.

(4) For military duty.

c. For those employees for whom the Part 21 course is identified as "Initial," Part 21 cannot be permanently waived under any circumstances.

d. A written request must be submitted by the supervisor using the Request for Waiver Form, FAA Form 8000-48. The AIR Request for Waiver form is maintained on the FAA employee website under the AIR Technical Training Program. A temporary waiver must be approved (signed) by the employee's immediate supervisor. Permanent waiver requests must be approved (signed) by both the immediate supervisor and the directorate/division manager.

e. The supervisor will submit FAA Form 8000-48 to the ATM and must include a statement of the reason for the waiver (justification). A request for waiver should be submitted (with justification) to the ATM no less than six weeks prior to the start of class. If the employee is identified as a candidate for the course less than 6-weeks prior to the start date of the course, the manager will submit the form within two (2) business days of identifying the employee for the course.

f. The ATMs will coordinate approval for all waivers with the appropriate supervisors. The ATM may request that the course manager work directly with the immediate supervisor to resolve any questions or concerns regarding waiver requests. The ATM will retain the original copy of the waiver per records management guidance. All permanent waivers are recorded in eLMS. In addition, the ATM will send a copy of a temporary waiver to the AMA-220 course manager who will maintain a copy of the temporary waiver request(s) according to the records retention schedule.

302. Course Attendance

a. All employees are expected to attend training as scheduled, abiding by both course dates and class times. Employees are expected to be on time and stay through the completion of the course. They must not make travel or other arrangements (for example, to return home) that will result in an interruption of the scheduled training. If the employee does so, he/she may not receive credit for attending the course and may have to re-take all or part of the course at a later date. Employees are expected to coordinate missed class time with their supervisors, as well as with the course manager to avoid loss of credit. If credit is lost, the course manager must notify the appropriate ATM.

b. In cases involving illness, injury, emergencies, or other situations that are beyond the employee's control, the course manager and the employee's immediate supervisor will assess the situation and determine completion requirements. Each situation will be evaluated individually, considering factors such as the total course time missed and the ability of the employee to make up work missed.

c. When an employee is enrolled in a training course but does not attend, the circumstances surrounding the non-attendance/cancellation will be documented on the Training Non-Attendance Justification form. This form must be completed and signed by the immediate supervisor as soon as it is known that the employee will not be able to attend training. The original is provided to the ATM and a copy is to be maintained by the supervisor. (Refer to Appendix 2 for a sample of the training non-attendance justification form.)

303. Completion Credit. Credit for course attendance is awarded to employees who successfully complete the prototype or regular scheduled offering, and includes completing all course exercises and activities. Employees participating in a course walk-through do not receive credit. All employees' training is recorded in the eLMS system.

**Appendix 1. Request for Waiver Form
(Sample)**

Request for Waiver Form	Aircraft Certification Service Technical Training Program
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Name of employee for whom waiver is requested: _____

Routing Symbol of employee: _____

Name and Number of Item: _____

1. Indicate the type of waiver being requested:

A Temporary Waiver of Prerequisite Requirement (requires immediate supervisor approval)

To alter the sequence in which training is taken. For example, a waiver may be granted to request permission to attend ACSEP training before Part 21 training. This waiver does not exempt the employee from taking Part 21, but if granted, allows the employee to take ACSEP prior to Part 21.

To address alternatives to training attendance until training can be completed, a waiver of training may be considered as specified by AIR policy. For example, the Designee Management Policy stipulates that under certain conditions an employee who oversees designees can perform designee management functions with an assigned a mentor until the employee has completed Designee Management training.

Waive Item Attendance (requires both immediate supervisor and directorate/division manager's approval)

Grandfather clause - a waiver that may be granted to employees who have seven or more years of continuous service and successful performance, both within the Aircraft Certification Service. This waiver only applies to training identified in the AIR Technical Training Requirements Summary Table as "Initial" (e.g., Indoctrination Basics, Indoctrination Applications, Core Job Functions), with the notable exception of Part 21. For those employees for whom Part 21 is identified as "Initial," Part 21 cannot be waived under any circumstances.

To substitute work experience, education, and/or other outside training in accordance with the AIR Technical Training Requirements Summary table and the Aircraft Certification Service National Technical Training Plan Order.

2. Management must document its rationale

Justification for waiver (i.e. other training experience, FAA/industry experience, why satisfactory completion of training is predicted):

3. Approval

Signature of Immediate Supervisor	Date
Title/Routing: _____	Telephone: _____

For waiver of item attendance, the directorate/division manager's approval is also required

Concur Non-concur

Signature of Approving Official (Directorate/Division Mgr. or Designee)	Date
Title/Routing: _____	Telephone: _____

Original: Directorate/Division ATM cc: AMA-220
FAA FORM 8000-48 (1-07)

**Appendix 2. Training Non-Attendance Justification Form
(Sample)**

Training Non-Attendance Justification Form	Aircraft Certification Service Technical Training Program
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Name Of Employee: _____

Routing Symbol: _____ Employee's Office Location: _____

Item No.: _____

Scheduled Offering: _____

Item Title: _____

Conducted By: Academy CMEL Other: _____

Begin Date: _____ End Date: _____

Reason for Training Cancellation

Approval

Signature of Immediate Supervisor Date

Title/Routing: _____ Telephone: _____

Signature of Approving Official (Directorate/Division Mgr. or Designee) Date

Title/Routing: _____ Telephone: _____



U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8000.93, AIRCRAFT CERTIFICATION SERVICE NATIONAL TECHNICAL TRAINING PLAN

To: Directive Management Officer, AIR-510

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____