

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

FS 1100.1 CHG 24

2/14/06

SUBJ: FLIGHT STANDARDS SERVICE ORGANIZATIONAL HANDBOOK

**1. PURPOSE.** This change transmits revised pages for Chapter 7, Regulatory Support Division, AFS-600.

**2. DISTRIBUTION.** This change is distributed to the branch level in Washington headquarters Flight Standards Service; to all regional Flight Standards divisions; and to all supervisors in the Flight Standards field offices.

**3. EXPLANATION OF CHANGES.**

**a.** The Regulatory Support Division, AFS-600, provides for a headquarters/regional oversight methodology for the Flight Standards designees.

**b.** The Light Sport Aviation Branch, AFS-610, duties and responsibilities have been refined to include current directives, guidance, and implementation of the light sport aircraft/sport pilot regulatory changes. AFS-610 continues to be the agency focal point on certification, standardization, and training in light sport aircraft/sport pilot initiatives.

**c.** The Designee Standardization Branch, AFS-640, removed the policy responsibility for the National Examiner Board (NEB) and assigned the policy responsibility to AFS-650.

**d.** The Designee Quality Assurance Branch, AFS-650, is established. AFS-650 is a new organizational element, which will develop and implement a headquarters/regional oversight methodology for Flight Standards designees.

**4. DISPOSITION OF TRANSMITTAL.** This transmittal is to be **RETAINED AND FILED IN THE BACK OF THIS HANDBOOK** until it is superseded by a new basic order.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
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/s/ John M. Allen for  
 James J. Ballough  
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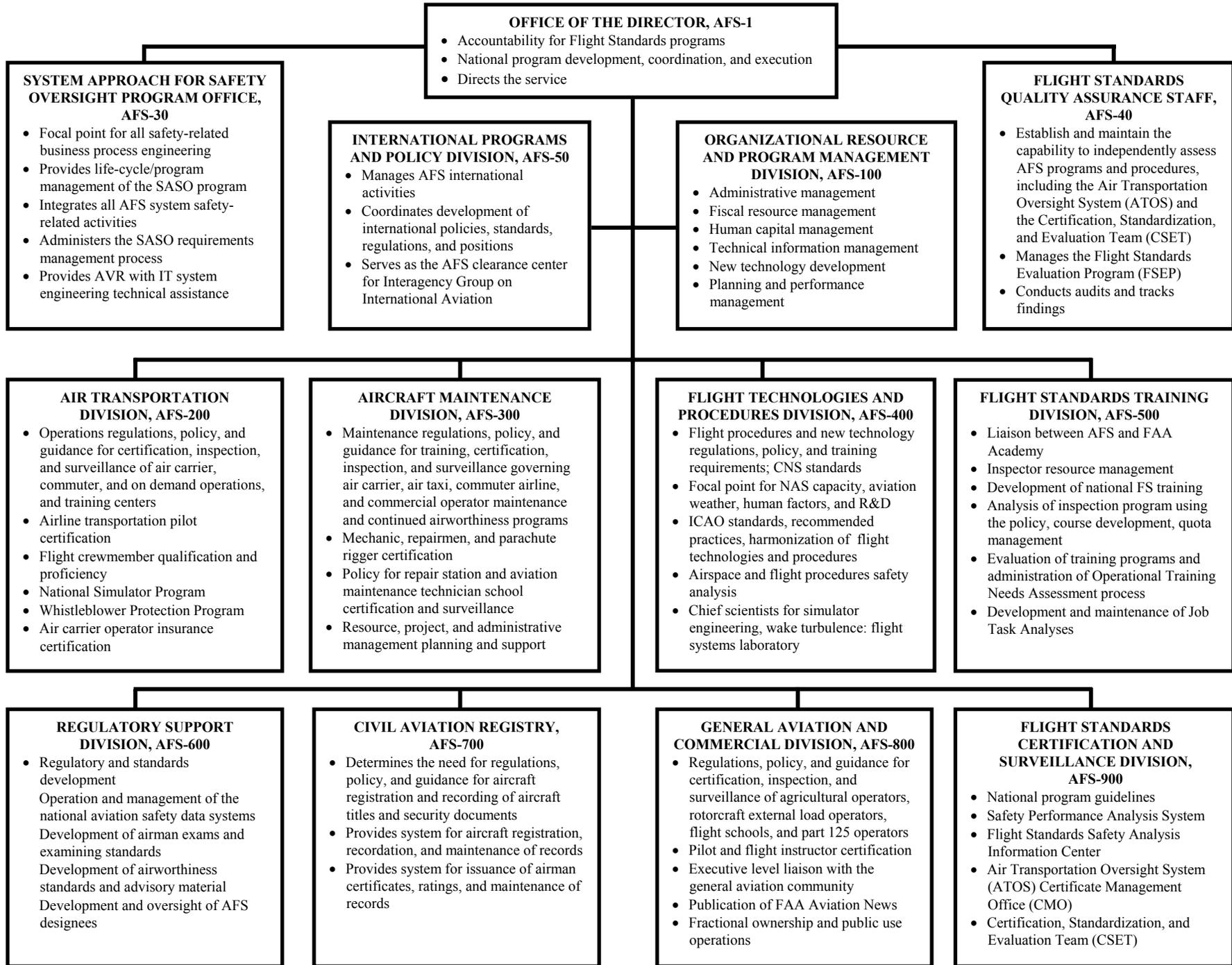
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FIGURE 1-1. FLIGHT STANDARDS SERVICE FUNCTIONAL ORGANIZATION CHART



## CHAPTER 7. REGULATORY SUPPORT DIVISION, AFS-600

**700. REGULATORY SUPPORT DIVISION.** The Regulatory Support Division, AFS-600, is the principal organization responsible for providing regulatory and standards development for offices and services under the direction of the Associate Administrator for Aviation Safety. The Regulatory Support Division performs the following:

a. Manages the Light Sport Aviation Operations national program and in coordination with AFS-300 and AFS-800, develops and publishes guidance for Light Sport Aircraft operations.

b. Manages and maintains a number of major safety data systems; develops and implements new data systems; ensures data quality; administers the Freedom of Information Act (FOIA), Pilot Records Improvement Act (PRIA), and Privacy Act programs.

c. Plans, develops, and manages airman certification testing and training standards and related activities.

d. Develops, improves, and presents material to ensure standardization for private and agency persons in matters relating to airworthiness, operations, inspection functions, and related activities.

e. Originates, processes, publishes, and/or distributes internationally continued airworthiness and other aircraft certification documents, certification and safety publications, and printed products in support of the maintenance of knowledge tests and practical tests, technical instructional manuals, publications, and safety education materials.

f. Provides for a headquarters/regional oversight methodology for the Flight Standards designees.

**701. LIGHT SPORT AVIATION BRANCH.** This branch, AFS-610, manages the light sport aviation operations national program and develops and publishes guidance for light sport aircraft operations in coordination with the Aircraft Maintenance Division (AFS-300), the Civil Aviation Registry (AFS-700), and the General Aviation and Commercial Division (AFS-800). AFS-610 also works with other stakeholder directorates and divisions in developing guidance and policy, airworthiness certification, operations, and inspection functions.

a. Maintains continuing liaison with industry and FAA segments involved with light sport aircraft/sport pilot certification, standardization, and training issues.

b. Plans, develops, and conducts initial seminars in support of light sport aircraft/sport pilot certification. Provides technical assistance to FAA elements on matters related to these programs. Provides public information seminars as necessary in order to ensure compliance with light sport aircraft/sport pilot regulatory requirements.

c. Has policy responsibility for the management of the sport pilot examiner program. Develops, coordinates, and implements directives, guidance, and policy in providing oversight and surveillance of designated sport pilot examiners.

d. Provides technical assistance to Flight Standards Service field offices in designating and conducting surveillance of designated pilot examiners authorized sport pilot examining privileges.

**e.** Manages the acceptance and tracking program for industry-developed repairman courses. Provides oversight of accepted repairman courses through direct and indirect surveillance.

**f.** Has policy responsibility for the Light Sport Standardization Board (LSSB) and is the repository for all applications from sport pilot examiner candidates. Develops, coordinates, and manages the LSSB charter with appropriate Flight Standards Service division stakeholders.

**g.** Participates in the National Examiner Board (NEB) as subject matter experts in selecting Designated Airworthiness Representatives—Light Sport Aircraft/Amateur Built (DAR-LSA/AB). Assists the NEB in selecting qualified applicants to attend initial training.

**h.** Develops, coordinates, and conducts DAR-LSA/AB initial training seminars. Assists the Designee Standardization Branch, AFS-640, in the development of DAR-LSA/AB recurrent courses. Supports the FAA field offices with guidance in selecting and surveillance of designated DAR-LSA/AB representatives.

**702. AVIATION DATA SYSTEMS BRANCH.** This branch, AFS-620, is responsible for the management and maintenance of a number of major safety data systems, development and implementation of new data systems, data quality, FOIA inquiries, Privacy Act requests, PRIA, and participation in meetings, conferences, and committees associated with assigned and new systems.

**a.** Manages assigned operational systems to include the application of the system and the data contained therein.

**b.** Participates in system redesign efforts as appropriate.

**c.** Facilitates new systems integration and analysis tools.

**d.** Develops and tests improved capabilities as technology evolves.

**e.** As the System expert, participates in national and regional committees, working groups, policy and procedures development, requirements teams, etc., associated with the AFS automation systems.

**f.** Participates in testing and deployment of information systems.

**g.** Acts as the focal point for analysis of system problems.

**h.** Administers the FOIA, Privacy Act, and the PRIA programs for the division.

**i.** As the Custodian of Assigned Systems of Records, has the legal authority to serve as the authorized release point and make the final determination for the FAA concerning data contained in assigned systems. Analyzes safety data and requests, prepares responses for information from Congress, other government offices, other FAA offices including headquarters, foreign governments, the aviation community, the legal community, and the general public.

**j.** Provides technical expertise on special projects, accident prevention efforts, Civil Aviation Security issues, and other aviation-related issues.

**703. AIRMAN TESTING STANDARDS BRANCH.** This branch, AFS-630, is the principal element of the division concerning all airman certification testing and training standards. With respect to this, the branch performs the following functions:

- a. Ensures the initiation of appropriate corrective actions concerning the FAA's airman testing standards and training materials as a result of reviewing investigations and hearings resulting from general aviation accidents, incidents, and violations.
- b. Provides technical advice, support, and recommendations for the development of useful airman testing and training materials in concert with AFS airman testing and training programs, goals, and objectives.
- c. Plans, develops, and manages airman knowledge tests and practical test standards with sufficient frequency to minimize obsolescence and compromise.
- d. Develops and maintains currency of airman knowledge and skill standards, knowledge test guides, technical instructional manuals, publications, and other education materials for public use.
- e. Plans and develops policies, procedures, and directives governing administration of the FAA's computer-assisted airman knowledge and skill testing programs; maintain continuing surveillance of the programs.
- f. Provides technical expertise to the AFS policy divisions in carrying out assigned projects, with responsibility for developing project plans, determining resource requirements, conducting technical research and special studies, and ensuring timely project completion.
- g. Assists technical schools, colleges, and industry educational organizations in improving the substance and quality of instructional material provided to applicants for FAA certificates and ratings.
- h. Conducts research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting airman training and testing standards.
- i. Works in partnership with headquarters' organizations to affect proposed changes to regulations, FAA orders, and Aviation Safety Inspector's Handbooks, with respect to the testing and certification of airmen and airman schools.
- j. Participates in the Flight Evaluation Program to validate practical test standards. Ensures standards are valid, objective, comprehensive and usable, and meet the intent of the CFRs.
- k. Provides final edited, electronically produced, and printed products in support of the maintenance of the knowledge tests and practical tests, technical instructional manuals and publications, and safety education materials for public use.
- l. Provides technical personnel to FSDOs to participate as team members in initial certification or recertification efforts of airman technical schools.
- m. Defines the type, scope, and frequency of statistical studies, analyses, and evaluations of each airman certification and rating knowledge and skill tests. Also define FAA-approved

aviation maintenance technician and pilot school graduates' performance on knowledge and skill tests.

**704. DESIGNEE STANDARDIZATION BRANCH.** This branch, AFS-640, is responsible for developing, improving, and presenting material to ensure standardization for private and agency persons in matters relating to airworthiness, operations, and inspections functions. The branch provides document management functions and project support for national projects in support of AFS, AIR, and other government offices.

**a.** Provides technical support in carrying out assigned projects and performs special studies, with responsibility for developing project plans. Determine resource requirements, conducting technical research, and ensuring timely project completion.

**b.** Conducts research and maintains continuing liaison with industry and operating segments of the FAA to determine trends and developments affecting training standards, and the usage and training of designees.

**c.** Plans, develops, and conducts initial and recurrent seminar programs system wide to improve the performance and ensure the standardization of designees and FAA field inspectors who supervise those programs. Provides technical assistance to FAA elements, aviation organizations, and the aviation industry on matters related to these programs.

**d.** Develops, publishes, and distributes the *AFS Designee Update* newsletter.

**e.** Works in partnership with headquarters organizations to affect changes to the CFR, with respect to matters relating to the branch's areas of responsibility.

**f.** Conducts research and maintains continuing liaison with the industry and operating segments of the FAA to determine that the most up-to-date, economical printing methods are used to produce certification and safety publications. Provides technical editing of documents.

**g.** Maintains the Designee Seminar Payback System (DSPS). The system is a program that maintains a database for registering and collecting fees charged to all designees trained by this branch. The system is also used to update training information in the Designee Information Network (DIN), and will soon be used to update records in the Vital Information Subsystem (VIS).

**h.** Serves as the office of primary interest for Orders 8610.4 and 8610.5.

**705. DESIGNEE QUALITY ASSURANCE BRANCH.** This branch, AFS-650, is the principal element of Flight Standards concerning designee quality assurance. With respect to this, the branch performs the following functions:

**a.** Develops business requirements to collect and analyze data on the performance of designees and the designee systems.

**b.** Performs root cause analysis to determine effective recommendations or solutions to designee issues.

- c. Coordinates designee issues within Flight Standards and other services in AVS.
- d. Develops and implements customer satisfaction survey tools to measure effectiveness of the designee systems.
- e. Performs or manages internal audit functions on various designee systems.
- f. Provides technical expertise to the AFS policy divisions in carrying out assigned projects, with responsibility for developing project plans, determining resource requirements, conducting technical research and special studies, and encouraging timely project completion.
- g. Has policy responsibility for the NEB and is the repository for all applications from prospective examiners. Provides the co-chairperson for the NEB. The NEB represents AFS on designee initiatives and assists in designee oversight management issues by screening and recommending persons for consideration as designees upon request from the individual AFS district offices. The NEB is responsible for creating and maintaining a national examiner candidate pool.
- h. Recommends changes to policy based on objective data.

**706. thru 712. RESERVED.**