



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

National Policy

**ORDER  
9000.3A**

Effective Date:  
11/23/15

**SUBJ: Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential**

- 1. Purpose of This Order.** This order provides guidance for the issuance, use, control, and recovery of Federal Aviation Administration (FAA) Aviation Drug and Alcohol Testing Program Inspector and Investigator Credentials.
- 2. Audience.** Drug Abatement Division (AAM-800) personnel and the Flight Standards Service's Aviation Special Activities and Security (AFS-1000) staff.
- 3. Where Can I Find This Order?** You can find this order on the MyFAA Employee website: [https://employees.faa.gov/tools\\_resources/Orders\\_notices/](https://employees.faa.gov/tools_resources/Orders_notices/).
- 4. What This Order Cancels.** This order cancels FAA Order 9000.3, Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential dated September 19, 2007.
- 5. Requests for Information.** Requests for information concerning this order or concerning specific procedures, forms, reporting requirements, and controls should be addressed to FAA, Office of Aerospace Medicine, Drug Abatement Division Manager, 800 Independence Avenue, S.W., Washington, DC 20591.
- 6. Background.**
  - a.** The FAA's drug and alcohol testing regulations are set forth in Title 14 Code of Federal Regulations (14 CFR) part 120, Drug and Alcohol Testing Program. These regulations establish requirements for certain aviation industry operators and related businesses to implement drug and alcohol testing programs of specific categories of employees. Drug and alcohol testing must be done in accordance with Department of Transportation (DOT) regulations contained in 49 CFR part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs. The FAA has established a compliance and enforcement program in AAM-800 to monitor these programs and for initiating enforcement actions as necessary.
  - b.** AAM-800's responsibilities require on-site inspections, access to persons, documents, facilities, and operations relating to the employer's compliance with the drug and alcohol testing regulations. A credential is necessary to identify AAM-800 personnel (including a supervisor, inspector or investigator) and to allow access to conduct inspections and investigations.

**FOR OFFICIAL USE ONLY**

Public availability to be determined under 5 US C 552

c. FAA Order 1600.25, as amended, Federal Aviation Administration (FAA) Official Credentials, sets the standards and procedures for procurement, control, issuance, and recovery of the FAA official credentials. Assistant Administrator for Security and Hazardous Materials Safety (ASH-1) inspects all FAA credentialing processes.

**7. Responsibilities.** The following personnel are responsible for the described functions:

a. The Associate Administrator for Aviation Safety (AVS-1) approves the Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential.

b. The Federal Air Surgeon, Office of Aerospace Medicine, (AAM-1), monitors the procedures for the issuance and control of the credential as required by FAA Order 1600.25, FAA Official Credentials effective 7/24/2013.

c. The Manager, Drug Abatement Division (AAM-800), establishes the criteria for eligibility, issuance, control, and accountability of Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential, FAA Form 9120-1(1-01). This credential is designed for exclusive use by AAM-800 managers, inspectors and investigators. AAM-800 has coordinated this order with the ASH-1 to ensure credentials comply with FAA credentialing standards.

d. The Manager, Program Administration Branch (AAM-810)

(1) Maintains an accurate list of all personnel within the division who have been issued a credential and case. AAM-810 will conduct an annual inventory of all current credentials and cases issued. AAM-810 will also monitor expired credentials to advise the branch or center manager 45 days before the credentials expiration date.

(2) Receives and maintains a record of reports of lost, stolen, damaged, or recovered credentials and/or cases. Reports lost or stolen credentials and/or cases to ASH, in accordance with Order 1600.25, paragraph 18.

(3) Prior to issuing the credential and case, AAM-810 receives an acknowledgement in writing that the inspector/investigator has read and understands this order.

(4) Coordinates the date and time for the inspector or investigator to report to AFS-1000 or a field office to have a full-face digital photograph taken and to create an electronic signature.

(5) Issues and controls all Aviation Drug and Alcohol Testing Program Inspector and Investigator credentials and cases.

(6) Gathers credential card stock, works closely with AFS-1000 to prepare FAA Form 9120-1 (1-01), and forwards the credential and case to the appropriate manager according to the requirements of this order.

(7) Coordinates with the reporting manager any official investigations involving actual or alleged misuse of the credential.

(8) Disposes of and/or destroys Aviation Drug and Alcohol Testing Program Inspector and Investigator credentials and cases that become damaged or are surrendered.

e. The Flight Standards Service's Aviation Special Activities and Security Staff: Prepares FAA Form 9120-1 (1-01) and forwards the credential to AAM-810 for distribution to the appropriate manager according to the requirements of this order.

f. The Drug Abatement Division Manager, the Compliance and Enforcement Center Manager (AAM-840, AAM-850, or AAM-860) and the Special Investigations Branch Manager (AAM-830):

(1) Complete the memorandum and DOT Identification Card/Credential Application, DOT F 1681, for credential holders assigned to them.

(2) Ensure the credential applicant has completed New Inspector / Investigator training, FAA Compliance and Enforcement training (Order 2150.3 as amended), and the division's on-the-job-training (OJT) and complete the Credential Requirement Memorandum – New Applicant (Appendix G). NOTE: This is not required for credential reissuance.

(3) Ensure that AAM-810 has an accurate list of all personnel who have been issued a credential and case.

(4) Report lost or stolen credentials and/or cases to AAM-810 and ASH (in accordance with 1600.25, paragraph 18) within 24 hours of notification of loss or theft. A written report must be sent to AAM-810 by next workday.

g. Each Aviation Drug and Alcohol Testing Program credential holder:

(1) Ensures that the credential is never separated from the case and is used only to accomplish official business in support of the FAA mission.

(2) Informs his/her immediate supervisor within 24 hours of the loss or theft of a credential and/or case.

(3) Prepares a written statement that contains full details of the loss or theft of a credential and submits it to his/her immediate supervisor on the first duty day after the loss or theft.

(4) Affirms in writing to AAM-810, prior to issue of the credential and case, that he/she has read and understands this order. See Appendix E of this order for the Acknowledgement of Credential and Case Memorandum template.

**8. Eligibility Criteria.** The following eligibility criteria apply:

a. Operational requirements consistent with the mission of AAM-800 provide the basis for applications for an inspector or investigator credential within AAM.

b. AAM-800 will issue credentials to its personnel whose duties include inspections and investigations of the aviation industry drug and alcohol testing programs, when the personnel have successfully completed New Inspector / Investigator training, FAA Compliance and Enforcement training (Order 2150.3 as amended), and the division's OJT.

**9. Use of the Inspector or Investigator Credential.** The inspector or investigator will only use the credential in the conduct of official duties that the bearer is authorized to perform in the name of the Administrator pursuant to 49 United States Code (U.S.C.) Section 40113. The inspector or investigator is authorized to use the credential for investigations, inspections, and other duties imposed by law and regulations. The inspector or investigator must not use the credential for any other purpose.

**10. Application Procedures.** The following application procedures apply:

a. The manager must complete a memorandum confirming that the inspector or investigator has met the eligibility criteria for a credential. See Appendix C of this order for the Request for Inspector/Investigator Credential Memorandum template.

b. AAM-810 will coordinate a date and time for the inspector or investigator to report to AFS-1000 to have a full-face digital photograph taken and to create an electronic signature. See Appendix D of this order for the Credential Issuance Appointment Memorandum template.

c. The applicant will complete the Identification Card / Credential Application, DOT F 1681, (included in Appendix A of this order) and will submit the completed application to AFS-1000 or a field office for processing.

d. AFS-1000 will complete FAA Form 9120-1 (1-01), Aviation Drug and Alcohol Testing Program Inspector and Investigator Credentials.

**11. Issuance of Credentials.** AAM-810 will issue credentials as follows:

a. Once AFS-1000 receives the Identification Card/Credential Application, DOT F 1681, the AAM-810 designee will gather credential card stock (included in Appendix B of this order), work closely with AFS-1000 to prepare FAA Form 9120-1 (1-01), and forward the credential and case to the appropriate manager. AAM-810 will send the credential and case by registered mail return-receipt requested; or by a commercial delivery service that provides continuous signature accountability and physical control comparable to that of U.S. registered mail; or hand-deliver them to the appropriate manager.

b. Each credential holder must sign the Acknowledgement of Credential and Case Memorandum (Appendix E) to acknowledge he/she received the credential and case and that he/she has read and understands this order. He/she must return the acknowledgement to AAM-810 after signing and dating it.

**12. Accountability and Control of Credentials.** AAM-810 will maintain a record and conduct an annual inventory of all current credentials and cases issued. AAM-810 will also maintain a record of all credentials and cases reported lost, stolen, or mutilated. The records will include all

relevant documents. When a credential holder is terminated or otherwise becomes ineligible to retain the issued credential, the manager must ensure the credential and case are returned to AAM-810 by hand-delivery; by registered mail return-receipt requested; or by a commercial delivery service that provides continuous signature accountability and physical control comparable to that of U.S. registered mail.

**13. Reporting Lost or Stolen Credentials.** The process for reporting lost or stolen credentials applies as follows:

**a.** The Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential is Government property. If the credential is lost or stolen, the holder must report the occurrence immediately to his/her manager. The holder must notify his/her manager if the credential is not recovered within 24 hours. The manager will notify AAM-810 and submit a Facility Incident Report to ASH online at <https://incidentreporting.faa.gov/> within 24 hours of the occurrence. Information about submitting a Facility Incident Report is available in the current version of FAA Order 1600.69 as amended, FAA Facility Security Management Program, at [https://employees.faa.gov/tools\\_resources/orders\\_notices/index.cfm/go/document/information/documentid/13640](https://employees.faa.gov/tools_resources/orders_notices/index.cfm/go/document/information/documentid/13640) and in the Web Based Incident Reporting System User Guide available on the Drug Abatement Division's SharePoint Site.

**b.** The reporting manager must inform AAM-810 if the holder subsequently recovers the credential. AAM-810 will adjust its accountability records to reflect the recovery and will inform AIN-1 and AFS-1000. AAM-810 will decide whether the credential will be destroyed or reissued to the bearer. Under no circumstances are inspectors or investigators to retain more than one credential and case at a time.

**14. Replacing Lost or Stolen Credentials.** The process for replacing lost or stolen credentials applies as follows:

**a.** In the event of lost or stolen credentials, AAM-810 will not issue a replacement for at least 30 days to allow sufficient time for possible recovery.

**b.** If AAM-810 finds that the loss or theft was due to negligence on the part of the inspector or investigator concerned, AAM-810 will require a written request from the manager before issuing a replacement credential.

**c.** AAM-810 may request an investigation into the circumstances of the loss or theft, in accordance with Order 1600.25, paragraph 19.

**d.** An inspector or investigator who loses his/her credential, including loss by theft or as the result of negligence, may be subject to administrative action (such as revocation of official duties and responsibilities and/or reassignment) and/or disciplinary action up to and including removal from the Federal Service in accordance with the provisions of the Human Resources Policy Manual (HRPM), Volume 4, Employee Relations, Standards of Conduct, ER-4.1.

**15. Replacing Mutilated Credentials.** In the case of mutilated credentials and cases, the holders will follow the procedures described in this order for initial issuance of a credential and case. In addition, the following will apply:

**a.** The manager must submit a written request to AAM-810 for a replacement, if there is mutilation or severe damage to the credential or case. See Appendix C of this order for the Request an Inspector/Investigator Credential Memorandum template.

**b.** The manager must send the mutilated credential or case with the application. The manager must send them to AAM-810 by hand-delivery; by registered mail return-receipt requested; or by a commercial delivery service that provides continuous signature accountability and physical control comparable to that of U.S. registered mail.

**16. Updating of Credentials.** Credentials remain valid until the date printed on them. AAM-810 will not reissue credentials merely because of a change in the name or title of the authenticating official(s). Credentials may be updated and reissued when the following occur:

**a.** A legal name change;

**b.** An official reassignment to a different position that changes the credential holder's title or authority;

**c.** A significant change of appearance, which would question the holder's identification;

**d.** Mutilated or excessively worn credentials;

**e.** Sufficient time has elapsed indicating return or recovery of a lost or stolen credential;  
or

**f.** The credential is no longer valid due to expiration. Within 45 days of the expiration date, AAM-810 will notify the manager to initiate the procedures described in this order for initial issuance of a credential and case.

**17. Penalties for Misuse of Credentials.** The penalties for misuse of credentials apply as follows:

**a.** The careless handling, abuse, misuse, attempt to separate credential from case, or intentional misrepresentation of official credentials may result in administrative action (such as revocation of official duties and responsibilities) and/or disciplinary action up to and including removal from Federal Service in accordance with the provisions of the HRPM, Volume 4, Employee Relations, Standards of Conduct, ER-4.1.

(1) Credential holders must never use the credential and/or case for transacting nonofficial or personal business. The FAA may impose penalties for the improper use of official identification. Specifically:

(2) 18 U.S.C. § 499 states that, “Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by or under the authority of the United States, or with the intent to defraud, uses or possesses any such pass or permit, or personates or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued, or willfully allows any other person to have or use any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned for not more than 5 years, or both.”

(3) 18 U.S.C. § 1028 establishes penalties for fraud and related activity in connection with identification documents.

**b.** The manager shall verbally communicate any report of actual or alleged misuse of the credential to AAM-800 and AAM-810 as quickly as possible, but not less than 24 hours from the time of receipt. The following additional actions will be taken:

(1) The manager submitting the report will initiate an official investigation through AAM-810 into the matter.

(2) The manager will complete an investigation within 30 days and submit the report to AAM-800 and AAM-810.

(3) AAM-810 may refer the matter to ASH for investigation, in accordance with Order 1600.25, paragraph 19.

**18. Surrender of Credentials.** The credential holder must surrender their Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential for any of the following reasons:

- a.** Termination of employment.
- b.** Reassignment to a position that does not meet the eligibility requirements specified for issue of a credential.
- c.** Credentials must be surrendered to the manager in cases of extended leave or extended absence in excess of 30 days; however, exceptions of up to 45 days may be granted by the Drug Abatement Division Manager on a case-by-case basis. The manager will decide whether to destroy or reissue the credential.
- d.** Upon request by credential holder’s manager.

**19. Destruction.** AAM-810 will destroy Aviation Drug and Alcohol Testing Program Inspector and Investigator credentials and cases that become damaged or are surrendered, and will complete the Credential Destruction Witness Statement (Appendix F).

**20. Distribution.** AAM-810 will distribute this order to the Associate Administrator for Aviation Safety; to the division level in the Office of Internal Security; to the branch levels in the Flight Standards Service, Aircraft Certification Service, and the Office of Aviation System Standards; to the branch levels in the regional Flight Standards and Office of Security and

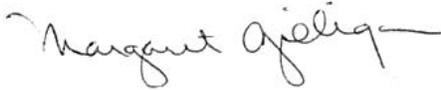
Hazardous Materials; to the Regulatory Standards Division of the FAA Academy; limited distribution to all field offices and facilities; and standard distribution to all Drug Abatement Division Branches and Centers, Field Offices.

**21. Delegation of Authority.** The FAA Administrator delegated authority to AVS-1 to issue Aviation Drug and Alcohol Testing Program Inspector and Investigator Credentials. AAM-1 is responsible for, among other things, the design, procurement, final approval for issuance, recovery, and accountability of the Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential, in accordance with the provisions of this Order.

**22. Forms.** The following forms are used to facilitate the issuance of credentials:

**a.** Application Form. An applicant will use form DOT F 1681, Identification Card/Credential Application, to apply for the Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential. Appendix A provides a sample of DOT F 1681.

**b.** AAM-810 stocks and controls FAA Form 9120-1 (1-01), Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential.



Margaret Gilligan  
Associate Administrator for Aviation Safety

Appendix A. Identification Card/Credential Application

Applicant Data					
Application for <input type="checkbox"/> Identification Card or <input type="checkbox"/> Credentials				ID Card Number: (To be completed by Issuer)	
Last Name	First Name	Middle Name	Social Security Number		
DOT Administration/Agency	Org. Seg. (OST only) Line of Business (FAA only)	Date/Place of Birth	<input type="checkbox"/> M <input type="checkbox"/> F Sex (M/F)		
ft. in. Height	lbs. Weight	Hair Color	Eye Color	Citizenship	
Office Routing Symbol	Office Phone Number(s)	Issuing office use			
Office e-mail address			Office (Street) Address		
----- Contractors Only -----					
Contractor Company		Contract Number & Expiration Date	Contracting Officer Name and Phone Number (printed)		
----- Reason for Issuance -----					
<input type="checkbox"/> New ID Card or Credential <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/> Expired <input type="checkbox"/> Other (Specify):					
----- Application for Credentials Only -----					
New Credential Request		Type: <input type="checkbox"/> Executive <input type="checkbox"/> Official <input type="checkbox"/> Other	Position title to appear on the credential		
Credential Justification/Remarks					
----- Applicant Signature -----					
Employee Type <input type="checkbox"/> Permanent <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary		Signature of Applicant		Date of Application	
<input type="checkbox"/> Other:					
----- Information below to be filled out by the Sponsor -----					
Expiration Date of ID Card	Type of Card:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Other (Specify):		
		<input type="checkbox"/> Temporary			
Sponsor's Name & Phone Number (Typed or Printed)		Routing Symbol	Date	Sponsor's Signature	
----- Identity Verification Information below to be filled out by the Registrar or Trusted Agent (TA) -----					
<input type="checkbox"/> Applicant's identity documents have been examined		<input type="checkbox"/> Applicant has submitted all investigation paperwork (if required)		<input type="checkbox"/> Applicant has been fingerprinted	
				<input type="checkbox"/> Applicant's picture for ID has been taken	
Registrar's/ TA's Name (Typed or Printed)		Routing Symbol	Date	Registrar's/TA's Signature	
----- Information below to be filled out by the Registrar -----					
Individual is authorized to be issued the following ID type <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Other:					
Individual has a completed and favorably adjudicated <input type="checkbox"/> NAC <input type="checkbox"/> NACI or higher <input type="checkbox"/> FBI Fingerprint Check <input type="checkbox"/> Other:					
Registrar's Name (Typed or Printed)		Routing Symbol	Date	Registrar's Signature	
----- Information below to be filled out by the Issuer -----					
<input type="checkbox"/> DOT F 1681 is correctly completed.		<input type="checkbox"/> Applicant's information in the ID system is correct.			
Issuer's Name (Typed or Printed)		Routing Symbol	Date	Issuer's Signature	
----- Applicant's Acknowledgement Receipt -----					
Your card contains data that may be used to verify your identity. You must exercise care in handling your card. Do not bend or twist it, expose it to extreme heat or cold. You may keep the card only for as long as you are authorized to enter Federal buildings or have access to Federal information systems. You must return the card when you no longer need it, or upon demand by the government or your employer. You must inform your supervisor, your security representative, and/or the organization that issued your card if it is lost or stolen. You may be asked to wait for a period of time before a replacement card is issued. Please acknowledge receipt of your card and that you accept your responsibilities regarding its use and safeguarding by signing your name below.					
Applicant's Signature				Date	

DOT F 1681 (test - 12/01/05)

Privacy Act Notice:

The information on this form is requested under authority of Titles 5 and 49, USC; Title 32, CFR; and Title 40 USC 486c. Submission of all data is mandatory in order to receive DOT identification media. The purpose is to provide a ready concentration of employee personal data to facilitate issuance, accountability, and recovery of required identification/credential card(s) which are issued to employees/contractors. The information provided will be used to issue such identification/credential card(s) as may be required to enable the employee or contractor to properly conduct assigned duties. Failure to provide all or any part of the requested data will result in your inability to be properly identified and, therefore, be unable to properly perform all aspects of your assigned official duties.

Appendix B. Card Stock Sample



**Hand feed sheets individually into printer.**



**Appendix C. Request for Inspector/Investigator Credential Memorandum Template**



Federal Aviation  
Administration

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# Memorandum

Date:

To: (NAME), Drug Abatement Division Manager, AAM-800

From: (NAME), Compliance & Enforcement Center Manager or Special Investigations Branch Manager, (ROUTING SYMBOL)

CC: (NAME), Program Administration Branch Manager, AAM-810

Subject: ACTION: Request for Inspector(s)/Investigator(s) Credential

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I am requesting your approval to issue an Aviation Drug and Alcohol Testing Program Inspector/Investigator Credential to the following:

<u>Name</u>	<u>Title</u>	<u>Reason for Issuance</u> (New/Replacement/Expired)
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above Drug and Alcohol Compliance & Enforcement Inspector(s)/Investigator(s) met or maintain the eligibility criteria established in Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential Order 9000.3 as amended.

Upon receipt of your approval, AAM-810 will contact the local FSDO to schedule an appointment to complete the personal data collection portion of this process.

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
(NAME), Drug Abatement Division Manager

Disapproved: \_\_\_\_\_ Date \_\_\_\_\_  
(NAME), Drug Abatement Division Manager

**Appendix D. Credential Issuance Appointment Memorandum Template**



Federal Aviation  
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# Memorandum

Date:

To: (Inspector/Investigator's Name), Drug and Alcohol Compliance & Enforcement  
(Inspector/Investigator), (ROUTING SYMBOL)

CC: (NAME), Program Administration Branch Manager, AAM-810

From: (NAME), Compliance and Enforcement Center Manager or Special Investigations Branch  
Manager, (ROUTING SYMBOL)

Subject: ACTION: Credential Issuance Appointment

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The Office of Aerospace Medicine, Drug Abatement Division has approved the issuance of your Aviation Drug and Alcohol Testing Program Inspector or Investigator Credential. Please bring this memorandum and attached document, and report to the Flight Standards District Office location listed below.

FAA requires you to provide personal information, submit to a full-face digital photograph, and create a digital signature. If you have any questions or concerns about the credentialing process, please let me know.

Attachment

The local FSDO is located at: \_\_\_\_\_

\_\_\_\_\_

Your appointment is scheduled for: \_\_\_\_\_

The point of contact will be: \_\_\_\_\_

Phone: \_\_\_\_\_

**Appendix E. Acknowledgement of Credential and Case Memorandum Template**

# Federal Aviation Administration

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## Memorandum

Date:

To: (NAME), Drug Abatement Division Manager, AAM-800

CC: (NAME), Program Administration Branch Manager, AAM-810

From: (Inspector/Investigator's Name), Drug and Alcohol Compliance & Enforcement  
(Inspector/Investigator), (ROUTING SYMBOL)

Subject: Acknowledgment of Credential and Case

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I have received my FAA Form 9120-1, Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential and case. I will report immediately to my manager the circumstances if the credential and/or case becomes lost, stolen, or mutilated. I will surrender the credential and case to the Manager, Drug Abatement Division, upon reassignment from a position requiring a credential, termination of employment, or at the request of management. I also acknowledge that I have read and understand FAA Order 9000.3 as amended, Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential and will comply with this Order.

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 Print Inspector or Investigator Name:

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 Inspector or Investigator Signature:

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 Date:

**Appendix F. Acknowledgement of Credential Destruction Witness Statement Template**



Federal Aviation  
Administration

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## Credential Destruction Witness Statement

In accordance with Section 19 of the Aviation Drug and Alcohol Testing Program Inspector and Investigator Credential Order 9000.3A, the credential for the following individual(s) has been destroyed:

**Name**

**Credential Number**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Program Administration  
Branch Manager, AAM-810

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Appendix G. Credential Requirement Memorandum – New Applicant**



Federal Aviation  
Administration

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# Memorandum

Date: [Insert Date]  
To: [Insert Name], Program Administration Branch Manager, AAM-810  
From: (NAME), Compliance and Enforcement Center Manager or Special  
Investigations Branch Manager, (ROUTING SYMBOL)  
Subject: Inspector Credential Requirements

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The following Drug Abatement Inspector has completed his/her first 40 hours of On-the-Job Training (OJT), FAA Compliance and Enforcement, and New Inspector Training.

Inspector Name: \_\_\_\_\_  
C&E Center: \_\_\_\_\_  
OJT Start Date: \_\_\_\_\_  
First 40 hrs OJT  
Completed Date: \_\_\_\_\_  
FAA Compliance and  
Enforcement Course  
Completion Date: \_\_\_\_\_  
New Inspector Training  
Completion Date: \_\_\_\_\_  
Inspector Sign and Date: \_\_\_\_\_  
Trainer Sign and Date: \_\_\_\_\_  
Manager  
Sign and Date: \_\_\_\_\_