ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8110.41

11/3/93

SUBJ: FLIGHT TEST PILOT TRAINING, RESPONSIBILITIES, AND PROCEDURES

1. PURPOSE. This order establishes procedures and guidance pertaining to training and type rating requirements. It also delineates certain responsibilities pertaining to conducting FAA certification flight tests. The information contained herein supplements the guidance in Order 8000.32, National Training Plan for Aerospace Engineers, Flight Test Pilots, and Program Support Specialists, and supersedes that information pertaining to pilot training contained in Order 8110.4, Type Certification.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, to the branch level in the regional Aircraft Certification Directorates, all Aircraft Certification Offices, the Brussels Aircraft Certification Division, the Office of Training and Higher Education, and the FAA Academy.

3. RESPONSIBILITIES AND PILOT QUALIFICATIONS. All flight test pilots (including the Aircraft Engineering Division test pilots) and their managers will adhere to the policies of this order. The requirements of this order should be used when identifying pilot training needs during budget submittals.

a. Background. At one time, FAA test pilots were issued an "All Ratings Authorized" pilot certificate. That certificate is no longer issued. Now, some applicants (especially large airlines) are reluctant to allow FAA test pilots to control their aircraft or occupy a pilot seat if they do not possess a type rating in that model aircraft. Additionally, FAA pilots cannot remain abreast of the rapidly advancing technology used in the newer aircraft without formal training in a variety of systems.

b. General Responsibilities. Flight test personnel are responsible for the accomplishment of flight tests and evaluation of engineering data on new or modified aircraft pertaining to performance, flight characteristics, handling qualities, equipment operations, and the determination of operating limitations, procedures, and information. Particular attention and emphasis are to be given to the human error

avoidance aspects of the entire system in which a pilot and an aircraft must operate. The system includes not only the pilot and the aircraft, but airports, air navigation facilities, air traffic systems, safety rules, and operating procedures as well as environmental factors.

c. General Pilot Qualification Policy.

(1) New Test Pilots. Each new flight test pilot [with the FAA less than two (2) years] initially becomes qualified by successfully completing a formal flight test pilot training program coupled with on-the-job training. Each new test pilot must successfully complete the formal "Initial Flight Test Pilot/Flight Test Engineers" Course (#28083) to be retained in the Flight Test Pilot occupation, in accordance with the guidance given in Announcement FAA/FTP-1 (Flight Test Pilot, GS-2181-14). Failure to successfully complete the course will result in reassignment, demotion, or dismissal from the Flight Test Pilot occupation within the FAA. Each new pilot should complete the Engineering Indoctrination Training Course (#21604) at Oklahoma City, OK, within the first six months of service after being assigned to the Aircraft Certification Service. This order should be cited as the authority for requesting training. Both courses are considered "true need" training for all flight test pilots.

(2) Aircraft Certification Office (ACO) Pilots. Each ACO should have at least two (2) test pilots who are type rated/formally trained in the aircraft types currently in production for which the ACO is geographically responsible. This requirement is considered as the absolute minimum necessary to perform the Aircraft Certification Service's mission and constitutes "true need" requirements for each office. The term "formally trained" means a type rating course or a formal course of training on those aircraft that do not require a type rating or for which a type rating is not yet available.

(3) Project Pilots. For aircraft intended primarily for operation under Federal Aviation Regulations (FAR) Parts 121 or 135 that are still in production in the ACO's geographic area, project test pilots must possess a type rating in the specific model or one of equivalent size and complexity. Although specific type ratings are always desirable, and in some cases may be required by a specific airline, amassing the full range of transport type ratings for current fleets would be both unnecessary and uneconomical. One does not need a type rating in a DC-10 to do a DC-10 Traffic Collision and Avoidance System (TCAS) installation flight test, but that test pilot should have experience in TCAS programs and a type rating in a heavy jet to ensure appreciation of crew duties and procedures, piloting techniques, performance characteristics, etc. For an aircraft that does not yet have a type rating available, the procedures

in paragraph 3.d.(4) apply. In any case, a test pilot possessing the above qualifications or one applying for a rating per paragraph 3.d.(4) is to conduct all of the tests that have an important role in the cockpit interface. Project pilots operating large aircraft intended primarily for operation under FAR Part 91 should be type rated in those aircraft or one of comparable size and complexity.

(4) Five Year Training Plan. Each Flight Test Manager/ACO Manager will develop a "Five Year Training Plan" for each pilot. In addition to any other training and ratings requirements, it is desired that each test pilot be type rated/formally trained in:

(a) Single engine recips, both conventional and tail wheel,
(b) Light reciprocating engine twins,
(c) Twin engine turbo-props,
(d) Business jets,
(e) Narrow body transports,
(f) Wide body transports,
(g) Normal and transport helicopters (where applicable), and
(h) Any other special aircraft types that may be appropriate for the type of type certificate (TC)/supplemental type certificate (STC) projects typically flown within the office's geographic area of responsibility, (e.g., seaplanes, gyroplanes, gliders, LTA-balloons, LTA-airships, etc.). Items (a) through (h) are not mission critical; however, it is the goal of the Aircraft Certification Service to have as many career test pilots as possible trained and experienced in the above aircraft, [priority three (3) training requirement]. Previous training and ratings (military, civilian airline, etc.) may be used to meet the above requirements.

(5) Flight Test Managers. Flight test managers who are test pilots are expected to conform to the above plans. Those qualified in both fixed-wing and rotary-wing aircraft need only perform recurrent training in one type. They will also fly an adequate amount annually to stay abreast of the advancing technology and maintain their ability to help their project pilots in evaluating specific problems with the certification of a product. They must also stay current to be able not only to evaluate the performance of their cadre of test pilots but also to evaluate prospective test pilot employees of the FAA. Non-pilot managers should utilize evaluations of senior pilots to select new pilots.

(6) Imported Transport and Commuter Category Aircraft. Nationally, one or two (depending upon the workload) FAA test pilots must be type rated/formally trained in each imported transport and commuter category aircraft type

that is to be used primarily in FAR Part 121 or 135 operations, and is in current production. Being familiar with the aircraft is considered mandatory to properly evaluate imported aircraft to ensure compliance with the FAR. Those pilots should remain current in those aircraft after their initial qualification as long as there are active projects on the aircraft. The test pilots requiring this training should be assigned to the ACO that has primary responsibility for a particular aircraft. The cognizant directorate and the ACO shall coordinate the effort to have those test pilots qualified.

(7) Continuing Proficiency. Production surveillance flight testing, as prescribed by the program guidelines, may be utilized for continuing proficiency and, with appropriate supervision, may be a useful source of on-the-job training. Production surveillance flight testing should never be done solely for the purpose of maintaining proficiency.

(8) Recurrent Training. It is desirable to have career test pilots attend an initial qualification course (type rating/formally trained) in a new or different type of aircraft, at least every 3 years to broaden the experience and thereby the credibility of FAA test pilots. Each test pilot (including the Aircraft Engineering Division test pilots) should be scheduled for training every year for either an initial qualification course or a recurrent course (NOT BOTH). This order may be cited as the authority for requesting that training during the annual "CALL FOR TRAINING". Once qualified, all flight test pilots shall be scheduled to complete at least one recurrent training course annually in the class of aircraft appropriate to their expected workload, unless scheduled for initial qualification training in another type of aircraft the same year. Recurrent training must be accomplished in a formal course. If involved in both fixed and rotary wing testing, recurrent training must be completed annually in each category, unless a significant amount of test flying makes recurrent training for one of those categories redundant and unnecessary. Recurrent training for small airplanes may be accomplished at the regional level in accordance with FAA Order 4040.9, FAA Aircraft Management Program, if formal training is not available. Additionally, all test pilots must attend the "Flight Test Pilot/Flight Test Engineers Recurrent" Course (#28273) at least every three (3) years as a true need training requirement.

(a) All test pilots must remain current with the flight time requirements of Order 4040.9 and fly a minimum of 48 hours per year. If the minimum flight time requirement can not be met by conducting FAA flight tests, then credit may be given for rental aircraft and simulator training, military training, and private flying, if necessary. The approach and

night time requirements are also to be maintained. The substitution of a proficiency flight check in lieu of the 48 hours of flight time should not be considered.

(b) The Aircraft Management Program (FAA Order 4040.9) must be utilized to bring all test pilots proficiency flying up to the minimum of 48 hours per year. The certification directorates should request aircraft rental resources that meet at least the minimum level of flight hours required by Order 4040.9. If such requests are not accepted at the regional level, the directorate manager must notify the Director, Aircraft Certification Service, in writing, so that further action can be taken at the director level.

(9) Peripheral Training. It is virtually impossible for anyone to remain abreast of the technology currently being installed in aircraft; therefore, each flight test pilot (and flight test engineer) is encouraged to apply for a cockpit pass in accordance with the instructions contained in Order 8000.38, "Aviation Safety Inspector's Credential, FAA Form 110A, Use of FAA Form 8430-13, Request for Access to Aircraft", as an Aviation Certification Specialist. All requests should be routed through the directorate manager and the Director, Aircraft Certification Service, for approval. The use of the cockpit pass is encouraged on commercial flights to further one's knowledge of the new technology in use at the time of the flight. This type of pass can only be utilized in conjunction with a purchased ticket.

(10) Physiological Training.

(a) FAA personnel participating in flight tests above 10,000 feet, where oxygen equipment is normally used, or on pressurized aircraft that operate at altitudes above 25,000 feet must complete or have completed an initial physiological training course prior to being assigned to such projects. This is considered a "true need" training requirement.

(b) This course will be routinely given at the Civil Aeromedical Institute (CAMI) prior to or concurrent with initial qualification training. Completion of a training course conducted by one of the military services or an approved civil facility is acceptable.

(c) Training is required for pilots, flight test engineers assigned to a flight test branch, and other individuals whose proper performance of duty is necessary for safety during high altitude flight.

(d) Recurrent training is required as specified in FAA Order 4040.9, when official duties require high altitude flight which, at present, is every four years. This is also a true need training requirement.

(11) Smoke Evacuation Training. It is recommended that all test pilots participate in the smoke evacuation drill conducted by the Accident Investigation School at Oklahoma City, OK, at least once early in their careers. An appreciation of the difficulty in meeting the emergency evacuation procedures can only be realized by this training.

d. Specific Pilot Qualification Policy.

(1) Qualification on Test Aircraft. For TC projects, the applicant is expected to provide, as a part of the flight test program, the necessary first pilot checkout qualification flight time for the flight test pilot(s) assigned responsibility for the project. The assigned project test pilot(s) is/are to arrange with a responsible official of the applicant's organization for an adequate and agreed upon checkout in the applicant's aircraft. The checkout must be accomplished prior to the FAA pilot(s) conducting any flight tests requiring action in an official flight test pilot capacity.

(2) Familiarization Flight Time on New Models. Familiarization flying may be arranged for additional flight test pilots as a part of functional and reliability testing, production testing, or during extensive type testing provided it does not impose an additional burden on the applicant or interfere with the responsible directorate's conduct of the required certification tests. If additional test pilots not assigned directly to the project need qualification flight training (as a convenience to the government) in a manufacturer's prototype or in first production models, arrangements are to be made to contract for this training. These arrangements should be made through internal service channels of the pilot's training organization, and not directly with the manufacturer. Since it is unlikely that the FAA Academy can provide such training, the funds will come from the training budget.

(3) Airman Rating Qualification During Type Certificate (TC)/Supplemental Type Certificate (STC) Tests. Each TC project involving a new design or any major STC project that significantly modifies the flight characteristics or procedures (such as change from reciprocating engine to turboprop) is to include those airman competency tests and maneuvers shown in FAR Part 61, Appendix A. These tests and maneuvers are required of a civilian pilot to operate the aircraft in the kind of operation(s) and atmospheric condition(s) for which it will be approved. The airman competency maneuvers and minimum crew evaluation are to be developed in coordination with the assigned Aircraft Evaluation Group (AEG) specialist during the type certification program. This is to ensure satisfactory determinations of speeds, handling characteristics, procedures, and systems operations for the airman competency maneuvers and the adequacy of the proposed minimum flight crew.

(4) Type Rating. If the test aircraft requires a new type rating, the appropriate FAA Form 8710-1, Airman Certificate and/or Rating Application, is to be completed for the test pilot by an Aircraft Evaluation Group pilot (or an appropriately authorized Air Carrier Inspector) after the test pilot has satisfactorily completed the oral and flight parts of the examination. The form is to be forwarded through normal channels and made a part of the flight test pilot's record file.

e. TC/STC Responsibility Qualifications.

(1) Every FAA flight test pilot is expected to be skilled and knowledgeable in experimental aircraft testing techniques and be competent and knowledgeable in aircraft operations under environmental conditions appropriate to the kind(s) of operation(s) for which the applicant is seeking approval. Special training (i.e., type rating, seaplane rating, tailwheel qualification, etc.) should be requested, as needed, to qualify individuals in advance of actual need for a specific project. This request is made through the use of a Special Flight Request (SFR) form through normal training channels. The special training may be a formal course of instruction or a check out in the applicants aircraft. A test pilot will not be assigned to conduct flight tests until the manager is assured that the pilot's experience, ability, and skills are adequate to safely conduct the tests. When certification projects arise that require special training, this order should be cited as the authority for Priority 1 "true need" training when preparing the SFR.

(2) Before a flight test pilot is assigned responsibility for a TC/STC project, it should be determined by the first line supervisor/manager that:

(a) The scope of the project is appropriate to the pilot's experience, training development, and position description;

(b) The pilot has: (1) successfully completed the Initial Flight Test/Flight Test Engineers Course (# 28083), or (2) has received the equivalent in on-the-job training in certification testing techniques and knowledge under the supervision of an experienced FAA test pilot while waiting to complete the required formal course, or (3) has otherwise demonstrated his/her aircraft testing competence and knowledge to an experienced FAA test pilot and the results have been reviewed and approved by another flight test specialist or supervisor;

(c) The pilot has had related operational experience or training in and knowledge of similar types of aircraft in the kind(s) of operations probable for the type. The pilot should be competent in and familiar with at least two or three other similar makes and models; and

(d) The pilot meets the currency requirements in paragraph 3.c.(8)(b).

f. Simulator Proficiency for Flight Test Pilots.

(1) Each Certification Directorate will establish a simulator proficiency program for all test pilots qualified in aircraft having an approved simulator. The program will be developed and funded at the directorate level. It will ensure an effective flight simulator program for all pilots who need to maintain proficiency in assigned aircraft where simulator proficiency is more economical, practicable, and effective than actual aircraft flight time. The simulator program is funded through the same channels as the aircraft rental program.

(2) Programs should include, but are not limited to the following:

(a) Pilot-in-command (PIC) time for flight test pilots is to be scheduled for individuals type rated in the particular aircraft concerned. In special cases, flight test pilots whose duties involve flight tests or evaluation of jet transport aircraft may be scheduled in aircraft simulators whose characteristics are similar to the assigned project aircraft.

(b) To obtain maximum benefits from this program, all crew positions should be occupied. Test pilots may coordinate and split time with FAA Flight Standards pilots to better utilize the simulator program.

(c) Each flight test pilot whose duties involve flight test evaluations of jet transport aircraft should receive four hours of PIC time each quarter in a Category IIc (or better) simulator for the type aircraft for which he/she has primary responsibility. In the case of dual qualified test pilots, one four-hour period each year should be devoted to aircraft of the secondary assignment.

(d) The Flight Engineer station (when applicable) should be occupied by a pilot appropriately qualified in the particular type of aircraft.

(e) The First Officer position may be occupied by another flight test pilot qualified in the type aircraft or by another pilot who might derive some benefits from the simulator flight (e.g., test pilots or operations inspectors who do not receive recurrent flight training on a regularly scheduled basis or qualified management personnel, etc.).

(f) The maneuvers outlined in Appendix A to FAR Part 61 should serve as a basis for this program. Special emphasis items may be provided by the Aircraft Certification Service.

(g) Simulators should be "dry" leased whenever possible (i.e., without instructors). Periods should be contracted for by appropriate directorate offices with procurement procedures similar to those used in FAA Order 4040.9.

(h) Local directorate procedures should be established to ensure positive control over scheduling of all simulator periods and disbursement of all funds associated with this program. A monthly utilization report should be submitted to the cognizant directorate organization responsible for the management of the aircraft rental and simulator program. This may be the regional office's or ACO's Technical and Administrative Support Staff (103) or another organization. The report should include the name of each person who utilized a simulator, his/her aircraft qualification, type of simulator, amount of time contracted for and time used.

4. Waivers. The purpose of a waiver letter is to formally recognize that the requirements of this order were not met for specific reasons beyond the control of the Aircraft Certification Service and its flight test managers. If the training requirements of this order cannot be met for any reason (including budgetary), then a letter of waiver from the requirements must be issued to the individual pilot (including Flight Test Managers) by their supervisor with an explanation of why the requirements were not met. Waivers for other than budgetary reasons should be rare and must be signed by a directorate manager. A copy of non-budgetary waivers should be forwarded to the Director, Aircraft Certification Service. The letter of waiver will be placed in the individual's personnel folder with a copy submitted to the appropriate 103 office. The waiver letter will allow the pilot to continue to perform flight testing functions under the conditions specified in the letter. The 103 offices will submit a consolidated report and copies of all waiver letters issued to AIR-500, FAA Headquarters, annually by September 30.

5. FLIGHT TEST PROTOCOL.

a. Test Flight Planning. Each test flight should be carefully planned prior to actual flight. A written schedule of the maneuvers, configurations, and sequence to be done during the test should be agreed on by the applicant and FAA flight test personnel.

b. Hazardous Flight Tests. FAA flight test personnel are not authorized to participate in or to conduct hazardous flight tests until the applicant has successfully performed these tests and has submitted a report. Conversely, if the flight tests are not deemed hazardous, then FAA flight test pilots and flight test engineers are authorized to participate in flight tests with an applicant on the first flight that those tests are conducted provided a Type Inspection Authorization (TIA) or Letter of Authorization (LOA) has been issued. The determination of which tests are hazardous will be made by responsible personnel (Flight Test Manager/ACO Manager or higher) within each directorate.

(1) The applicant's flight test report should describe the results of the hazardous testing, state that the aircraft meets the requirements of the FAR, and specify that there are no additional hazardous or unusual characteristics that could stop certification of the product. This pre-TIA report must be signed by the applicant's test pilot for transport category aircraft; for other aircraft, a written report is desired, but verbal reports or witnessing of the tests by the FAA is acceptable.

(2) To avoid imposing an unnecessary financial burden on the applicant, and to minimize duplication of effort, the FAA flight test crew should consider the following approaches when dealing with hazardous testing:

(a) Based upon a review of fully instrumented tests, or FAA witnessing all the applicant's testing, the FAA pilot would repeat only selected critical test conditions.

(b) Have the applicant use a designated engineering representative (DER) flight test pilot for the initial hazardous testing and delegate compliance finding to the DER. This option is only valid if aircraft conformity can be traced to the final product.

(3) The alternative is for the FAA flight test crew to repeat all the hazardous flight tests with the applicant.

(4) Spin tests conducted by FAA pilots must be initially flown with a spin chute (or equivalent equipment) installed on the aircraft and approved by an FAA structural

engineer. After all spin modes have been evaluated and found satisfactory, the spin characteristics should be checked with the external spin chute removed, unless it is determined that the spin chute installation has no significant effect on spin characteristics.

(5) Advisory Circular 23-8A, Flight Test Guide for Certification of Part 23 Airplanes, contains excellent information on spins and should be reviewed before each spin program.

c. Emergency Provisions. Although the applicant's test pilot is technically the Pilot-In-Command and should conduct all required briefings, the project test pilot(s) should make sure all necessary safety equipment is provided and that all crew members know about and are briefed in the usage of this equipment. The pilot(s) should anticipate the possible emergencies that could occur for a particular test phase and outline crew duties in the event an emergency is encountered. Each crew member should be provided with the protective clothing and equipment in accordance with Order 3900.19A, Occupational Safety and Health, Chapter 8, Section 107f, and ACE-100 Procedures Manual A-31-106.

(1) In some cases it is not possible to completely eliminate all risks. Tests such as icing, abuse testing, failure state testing, and others contain inherent risks due to uncontrollable variables. In the event that the risk is sufficient to warrant emergency egress provisions and/or external recovery devices, those devices must be demonstrated to perform as intended by analysis, ground or flight tests, or a combination thereof. If, in the judgment of the FAA test pilot, emergency provisions are inadequate, flight testing shall not commence.

(2) The installation of emergency egress provisions and/or recovery devices shall not present a hazard in itself. Sufficient care must be taken to prevent unwanted deployment of recovery devices as well as untimely release or jettison of such devices. The ability to release or jettison recovery devices, when desired, must be guaranteed by redundant and reliable means.

(3) If emergency egress is possible, flight and ground (rescue) crew procedures shall be developed. Minimum safe bailout altitude should be established by analysis of the type of testing, terrain, egress provisions, type of parachute, number (and order) of crew, and any other variables unique to the test vehicle and program.

(4) Surface weather criteria should be established relative to commencing and terminating hazardous/high risk

testing. It has been established that 10 knots of surface wind is the maximum recommended in the possible event of a bailout which should be assumed on any flight that requires a parachute. Procedures for contacting ground services (ambulance, helicopter, etc.) should be established and reviewed prior to commencement of these tests.

d. Official Flight Tests. Official flight tests should not be started until a TIA has been issued. All official tests should be conducted in accordance with whatever restrictions and limitations are set forth to ensure safety and to determine compliance with the FAR. This includes DER flight tests. The TIA may be phased or issued in increments to ensure basic airworthiness and systems safety has been established before proceeding to the next phase. A LOA may be used in lieu of a TIA when the complexity and magnitude of the type inspection activity are relatively simple and straightforward. In these cases, a letter will be prepared by the appropriate office authorizing participation by flight test and manufacturing inspection personnel specifying what is to be done; i.e., conduct conformity inspection with design drawings and conduct flight tests to ensure that specific components, systems, or other aspects of the aircraft perform their intended function, do not create a hazard, and/or do not interfere with other characteristics of the aircraft. When a DER pilot does flight tests early in a program, before an FAA conformity inspection, his data may still be valid if it can be established that his testing took place on an aircraft that was essentially identical to the article that received conformity inspection and that no significant changes have been made in that interval of time.

e. Conformity of Test Article with Type Design. Prior to starting any official certification flight test, the responsible test pilot for the project and ground inspection personnel should verify that a conformity inspection has been conducted in accordance with a TIA to ensure that the aircraft is suitably configured and is in satisfactory airworthiness condition for the particular flight test(s) being conducted.

f. Pilot Relationships. The pilot-in-command is the applicant's pilot except in single piloted aircraft. The FAA pilot must ensure that the applicant's pilot understands that either pilot may terminate any test at his/her discretion. All tests involving the handling qualities or pilot/cockpit interface must be conducted by an FAA (or DER) pilot occupying the pilot seat(s) most appropriate for the evaluation being conducted. Other tests may be observed by the FAA (or DER) pilot from any other cockpit position.

g. Minor Changes. All airborne tests, regardless of how minor, require a TIA or LOA and must be coordinated with all affected branches.

h. Certification Flight Hours. The recording of certification flight test time by the FAA flight test crew (pilot and/or engineer) should include all flights during which an FAA crew member is conducting required evaluations, including flight to and from local test areas, flight in the traffic pattern, etc. It also includes time required to conduct or witness systems evaluations and other certification tests, regardless of whether an FAA pilot is at the controls. Initial pilot familiarization may be considered official test time even though no specific tests are conducted. Certification flight time does not include ferrying to remote areas or tests conducted for purposes other than determination of compliance, regardless of whether an FAA pilot is at the controls.

6. Inter-ACO Cooperation. For short duration projects, when a particular ACO does not have a qualified test pilot in a particular type aircraft, then the ACO's are encouraged to request help from an ACO that has a qualified test pilot.

7. Training Requests. All requests for initial indoctrination, initial and recurrent type rating, and special flight training addressed in this order, should be made during the annual "CALL FOR TRAINING" (if foreseeable), citing this order as the authority.

8. Information Currency. Any deficiencies found, clarification's needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Administrative Branch, AIR-530, Attention: Directives Management Officer, for consideration. Your assistance is welcomed. Federal Aviation Administration Form 1320-19, Directives Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed, you may contact the Policy and Procedures Branch, AIR-110, but you should also use FAA Form 1320-19 as a follow-up to verbal conversation.

John K. McGrath
Manager, Aircraft Engineering Division
Aircraft Certification Service

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 _____

To: Directive Management Officer, AIR-530

(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 folowing subject
(briefly describe what you want added):

☐ Other comments:

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

Submitted by: _____ Date: _____

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