



Federal Aviation Administration

Memorandum

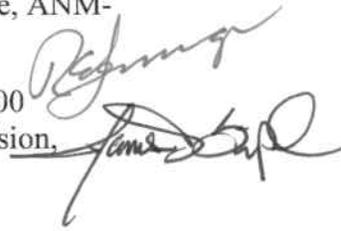
Date: OCT 31 2011

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Subject: Guidance – ODA Unit Member Selection Decision Process,
Order 8100.15A Paragraph 3-13



This memo requires Organization Designation Authorization (ODA) Organization Management Teams (OMT) led by the Aircraft Certification Service to review certain ODA unit member selection decisions for at least two years after the ODA holder's appointment date.

A recently issued Department of Transportation Office of Inspector General Report (AV-2011-136, June 29, 2011) highlighted inconsistencies in OMT participation in the ODA unit member selection process. The Office of Inspector General recommended, with FAA concurrence, that the FAA review selection decisions for a minimum of two years before allowing the ODA holder to make unit member selections independent of FAA review.

Order 8100.15A, paragraph 3-12d (2) currently provides for OMT review of selection decisions for proposed ODA unit members whose qualifications require evaluation by the ODA holder. However, the Order does not currently mandate an OMT review of the selection decision.

Effectively immediately, unless the FAA has already granted an ODA holder approval to independently select its unit members, all unit member selection decisions must be reviewed by

the OMT before the ODA holder can add that individual to the unit member listing. As indicated in paragraph 3-13(d)(2), the OMT does not need to review selection decisions if the proposed unit member is an existing designee or a unit member for another ODA and is being appointed with the same authority.

After a period of at least two years in which it has demonstrated a successful process for selecting qualified unit members, an ODA holder may be authorized to select unit members without subsequent OMT review. If discrepancies or issues with a proposed unit member are discovered, the OMT must document the problems using an ODA supervision record and pursue corrective action with the organization.

Also, Figure 3-1 in Order 8100.15A, contains some discrepancies. The attached flow diagram is a correction intended to clarify the unit member selection process.

If you have any questions, you may contact Ralph Meyer, of the Engineering Procedures Office, at ralph.meyer@faa.gov or 405.954.7072.

