



# Federal Aviation Administration

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## Memorandum

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To: ACOLT  
MIMT  
Angelos Xidias, Manager, Boeing Aviation Safety Oversight Office

From: David W. Hempe, Manager, Aircraft Engineering Division, AIR-100  
Frank Paskiewicz, Manager, Production and Airworthiness Division, AIR-200  
Carol Giles, Manager, Aircraft Maintenance Division, AFS-300

Prepared by: Ralph Meyer, Delegation and Airworthiness Programs Branch, AIR-140

Subject: ODA Administrator and OMT Lead Training Requirements

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Order 8100.15, Organization Designation Authorization (ODA) Procedures, paragraph 3-10 states - *Each ODA lead administrator must attend ODA applicant training prior to appointment and a delegation workshop at least every 24 months.* Since ODA holders may identify a number of different positions as "administrator" positions, this requirement is applied to the "Lead" administrator for the entire ODA and any "Lead" administrator for functional ODA types, TC, PC, PMA, etc., if identified.

This ODA applicant training was previously conducted in a classroom format, but is now available on-line at <https://av-info.faa.gov/dsgreg/>. The courses that make up this training-- "ODA Applicant Training, Part I" (and Part II) are cataloged under AFS640 Courses, or may be accessed by selecting "Online Seminars." Part I consists of general ODA information applicable to all ODA administrators, and Part II consists of different modules for each ODA type. Administrators for new ODA applicants must now attend this on-line training as applicable to their ODA authority prior to appointment.

Additionally, those ODA administrators that attended classroom ODA applicant training prior to appointment must also complete the on-line courses prior to September 30, 2010. This applies to all ODA administrators except previous DAS, DOA or SFAR administrators who attended ODA transition training hosted at the ACOs from October-December 2006.

Order 8100.15 paragraph 5-2 also requires that in addition to the ODA administrators, Organization Management Team (OMT) leads must also *attend a delegation workshop at least every 24 months.* Since delegation workshops are typically held once annually, scheduling of the workshop may not allow attendance every 24 months. The intention of the requirement is that

OMT leads and administrators attend a workshop at least every two calendar years. This will be clarified in the next revision to Order 8100.15.

For more information, contact Ralph Meyer, AIR-140, 405.954.7072, [Ralph.Meyer@faa.gov](mailto:Ralph.Meyer@faa.gov).