



# Federal Aviation Administration

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## Memorandum

Date: December 9, 2014

To: See Distribution List

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Subject: Deviation to Order 8100.15B, *Organization Designation Authorization Procedures*

Memo No.: AIR100-14-140-DM26

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This memorandum authorizes a deviation to FAA Order 8100.15B, *Organization Designation Authorization Procedures* (ODA), to expand training requirements for Organization Management Team (OMT) leads, OMT members, and personnel participating in ODA delegated organization inspection program (DOIP) inspections. In response to the FAA Reauthorization Section 312 Aviation Rulemaking Committee recommendations regarding ODA auditing training, a new string of required training is in development for personnel performing ODA supervision or inspections.

In addition to the existing training requirements of Order 8100.15B, Aircraft Certification Service (AIR) OMT leads, AIR OMT members, and AIR personnel participating in DOIP inspections are required to complete the following courses by December 31, 2017:

1. Basic Compliance Auditing for Aviation Safety (AVS) Personnel (existing classroom course);
2. ODA Oversight for OMT Members (on-line eLMS course); and
3. Facilitated Discussion Training for ODA Oversight (on-line eLMS course).

All AVS OMT leads and DOIP inspection team leads are also required to complete the ODA Oversight for OMT Leads (on-line eLMS) course by December 31, 2017.

For AIR personnel, the Basic Compliance Auditing for AVS Personnel course is a prerequisite for the ODA Oversight courses. Completion of one of the ODA Oversight courses, either the team member course or the team lead course, is a prerequisite for the Facilitated Discussion Training course.

Flight Standards Service OMT leads, OMT members and personnel participating in DOIPs must complete the same training, except for the Basic Compliance Auditing for AVS Personnel course, which is not required.

Extra sessions of the Basic Compliance Auditing for AVS Personnel course are being scheduled for FY 2015-2016 to accommodate the large number of personnel required to complete it. It is expected that it will be possible to provide this course at locations convenient to specific field offices, when the number of attendees dictates. We encourage everyone, especially ODA inspection team leads and personnel expected to participate in inspections, to register and attend the Basic Compliance Auditing for AVS Personnel course, as soon as possible.

The on-line ODA Oversight courses are expected to deploy later on this month (December 2014), and the facilitated discussion course is expected to deploy early in calendar year 2015.

The information in this memo will be incorporated into a future revision of Order 8100.15.

For more information, please contact Ralph Meyer, AIR-140, at [ralph.meyer@faa.gov](mailto:ralph.meyer@faa.gov), or at (405) 954-7072, or Michael Hendricks, AFS-650, at [Michael.g.hendricks@faa.gov](mailto:Michael.g.hendricks@faa.gov), or at (817) 798-8426.

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