



Federal Aviation Administration

Memorandum

Date: JUL 14 2011

To: ACO Managers
ACMT

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Subject: Policy Memo: Training Requirement for Major Repairs and/or Major Alterations Approval Authority

Memo No: AIR-100-11-100-001

Policy References: Order 8110.37; Order 8100.8

This policy memo provides guidance on training requirements for Designated Engineering Representatives (DERs) and delegated organization engineering staff members (Unit Members (UMs)). An online course is now available through the Designee Registration System for DERs, DER applicants, and ODA UMs wishing to be granted approval authority for Major Repairs and/or Major Alterations.

The online course must be completed as a prerequisite for the appointment of a DER with the special delegation of Major Repairs and/or Major Alterations, or for an ODA unit member who will be given that authority within the ODA, unless they attended an in-person DER Initial Seminar within the last two years. The course may also be assigned as a requirement at the discretion of the DER's advisor or the ODA Administrator for those individuals who would benefit from refresher training on Major Repairs and/or Major Alterations.

A certificate will be issued after completion of the course. It will serve as proof of meeting the prerequisite requirement. The certificate can be included with the DER applicant's initial application package. For existing DERs and ODA UMs who seek expanded authority for Repairs and/or Alterations, the certificate should be provided to the managing ACO or ODA administrator, and recorded in their training record prior to granting the authority.

The designee training information in this memo will be included in future revisions to FAA Order 8110.37, *Designated Engineering Representative (DER) Handbook*; and Order 8100.8, *Designee Management Handbook*.

We expect that this training will serve to standardize requirements for all future DER/UM authority for Major Repairs and/or Major Alterations.