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FEDERAL AVIATION ADMINISTRATION
National Policy

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SUBJ: Designee Management Policy

This order is a comprehensive publication establishing policy and procedures for managing all aspects of certain representatives of the Administrator including selection, appointment, orientation, training, oversight, suspension, and termination. This order represents a consolidation of existing policies across Aviation Safety (AVS) Services and Offices: Aircraft Certification Service (AIR), Flight Standards Service (FS), and the Office of Aerospace Medicine (AAM). This order also establishes the Designee Management System (DMS), which is a web-based tool designed to standardize the management of designees.

ORIGINAL SIGNED by

/s/ Jodi Baker
Acting Deputy Associate Administrator for Aviation Safety

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VOLUME 1. COMMON DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Order. This order establishes policy for integrated designee management across the Office of Aerospace Medicine (AAM), Aircraft Certification Service (AIR), and Flight Standards Service (FS) as well as the use of the Designee Management System (DMS), which is a web-based tool designed to standardize the management of designees.

a. This order consolidates orders across Aviation Safety (AVS) Services and Offices and establishes a common policy section for all designees and provides respective volumes for the specific designee types. These policy changes are global in nature and, therefore, are not listed individually.

b. All users of this order must familiarize themselves with its contents and comply with the instructions and guidance contained herein. Many of the procedural functions are not included in the order since they are now incorporated into the functionality of DMS.

2. Audience. The primary audience for this order is AVS designees, Federal Aviation Administration (FAA) managing specialists, and FAA personnel who may interact with designees or designee programs, including FAA management, operational, and administrative employees as appropriate. The secondary audience is persons seeking to become designees.

3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at https://fsims.avs.faa.gov. Air carriers (operators) can find this order on the FAA website at https://fsims.faa.gov. This order is available to the public at https://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. This order cancels FAA Order 8000.95 CHG 5, Designee Management Policy, dated September 9, 2019.

5. How This Order Is Organized. This order contains nine volumes. Volume 1 contains common policy applicable to all AVS designee types. Volumes 2 through 9 contain policy applicable to specific designee types. Together, these volumes represent the designee management policy for AVS designees, excluding holders of Organization Designation Authorization (ODA).

6. Implementation. Compliance with this order will be phased in by designee type(s) and achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the DMS policy and automation. Affected employees and designees will be notified through directive/memo or other means of communication when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee access and designee login credentials

and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS policy and automation for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist and their respective management officials, if required.

7. Authority to Change This Order. AAM, AIR, and FS have the authority to revise material in this order. Depending on the change, the appropriate office (AAM, AIR, or FS) will initiate the change and coordinate with the other organizations to ensure consistency with DMS policy. Requests to deviate from this order will be sent to the responsible AVS Service/Office for evaluation and approval/disapproval. Deviation requests affecting more than one organization or that may require changes to the automation will be coordinated across the affected organizations and with the DMS program office.

8. Responsible Offices for Designee Policy.

Table 1-1. Offices Responsible for Designee Policy

Designee Type	Office
Aviation Medical Examiner (AME)	AAM-400
Aircrew Program Designee (APD)	AFS-600
Designated Aircraft Dispatcher Examiner (DADE)	AFS-600
Training Center Evaluator (TCE)	AFS-600
Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), and Designated Airworthiness Representative—Maintenance (DAR-T)	AFS-600
Designated Pilot Examiner (DPE), Administrative Pilot Examiner (Admin PE), and Specialty Aircraft Examiner (SAE)	AFS-600
Designated Engineering Representatives (DER)	AIR-6F0
Designated Airworthiness Representative—Manufacturing (DAR-F) and Designated Manufacturing Inspection Representative (DMIR)	AIR-6F0

9. Directive and Guidance Information.

a. Directive Information.

(1) This type of information is directive in nature and contains terms such as “shall,” “will,” or “must.” These words indicate that the actions are mandatory. “Shall not” prohibits the action.

(2) The use of these terms does not allow for flexibility.

b. Guidance Information.

(1) This type of information is considered guidance and contains terms such as “should,” “can,” or “may.”

(2) These terms indicate actions that may not be mandatory; however, they are strongly encouraged, permissive, and allow flexibility.

10. Designation of a Designee Authorization.

a. Power to Delegate. Title 49 of the United States Code (49 U.S.C.) § 44702 empowers the Administrator to “...delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate under this chapter; and issuing the certificate.”

b. Designation Authority. Title 14 of the Code of Federal Regulations (14 CFR) Part 183, Representatives of the Administrator, prescribes the requirements for designating a private person or an organization to act as a representative of the Administrator.

11. Employee Status. A designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee.

12. Role of DMS. DMS will collect, store and process data and information associated with designees and the designee management processes in accordance with FAA recordkeeping requirements. DMS may utilize information from other FAA systems where appropriate and other FAA systems may utilize information from DMS where appropriate.

13. Technical Support. For questions regarding the operation of DMS, contact the AVS National IT Service Desk at 844-322-6948 or via email at helpdesk@faa.gov.

Section 2. Designee Overview

1. Legal Authority. Title 49 U.S.C. § 44702(d) is the statutory authority to delegate private persons to perform certain authorized functions on behalf of the FAA. These persons are called designees. The designee’s function is vital to enhancing the FAA’s public service role and improving overall safety in the National Airspace System (NAS). The FAA appoints designees to provide airman and aircraft certifications and other services to the public in accordance with FAA policy, guidance, and regulations.

2. Vision of Delegation Management Programs. The FAA delegation programs leverage agency resources; respond to changes in workloads and aviation industry needs; demand the highest technical and ethical standards from designees; and ensure public, governmental, and industry confidence in aviation safety through strict compliance with certification policies and regulations.

3. Designation Principles. The FAA bases the designation programs on the following principles, which are implicit in the day-to-day management of these programs:

a. Privilege. Designation is a privilege, not a right.

b. Knowledgeable. Designees must be knowledgeable, qualified, and competent.

c. Risk-Based Approach. Management of designation programs must employ a risk-based approach.

d. Essential. Designation programs are essential.

e. Need and Ability. A need for and ability to manage a designee must exist for all designees.

4. Designee Types Covered by This Order. Specific designee types covered by this order include:

a. Office of Aerospace Medicine (AAM).

(1) Aviation Medical Examiner (AME).

(a) Civilian.

(b) Military.

(c) Federal.

(d) Official.

b. Flight Standards Service (FS).

(1) Air Transportation Designee.

(a) Aircrew Program Designee (APD).

(b) Designated Aircraft Dispatcher Examiner (DADE).

(c) Training Center Evaluator (TCE).

(2) Administrative Pilot Examiners (Admin PE).

(a) Airman Certification Representative (ACR) for a 14 CFR Part 141 Pilot School with Examining Authority (ACR-141).

(b) ACR for a Flight Instructor Refresher Course (ACR-FIRC).

(3) Designated Pilot Examiner (DPE).

(a) Private Pilot Examiner (PE).

(b) Commercial Pilot Examiner (CE).

(c) Commercial and Instrument Rating Examiner (CIRE).

(d) Flight Instructor Examiner (FIE).

(e) Pilot Proficiency Examiner (PPE).

(4) Specialty Aircraft Examiners (SAE).

(a) Sport Pilot Examiner (SPE).

(b) Sport Pilot Flight Instructor Examiner (SPFIE).

(c) Experimental Aircraft Examiner (EAE).

(d) Vintage Flight Engineer Examiner (VFEE).

(e) Vintage Aircraft Examiner (VAE).

(f) Limited Aircraft Examiner (LAE).

(5) Designated Airworthiness Representative (DAR)—Maintenance (DAR-T).

(6) Designated Mechanic Examiner (DME).

(7) Designated Parachute Rigger Examiner (DPRE).

c. Aircraft Certification Service (AIR).

(1) Designated Engineering Representatives (DER).

(a) Company (DER-Y).

(b) Consultant (DER-T).

(2) Airworthiness Designee.

(a) DAR—Manufacturing (DAR-F).

(b) Designated Manufacturing Inspection Representative (DMIR).

5. Risk-Based Principles.

a. Risk-Based Management. Risk-based management is a continuous process of identifying, analyzing, evaluating, controlling, and monitoring risks that exist with the designee program. DMS captures and manages the data, including the substantiation and documentation of the decisions.

b. Risk Management Strategy (RMS). RMS provides the managing specialist with a methodology for managing hazards and the associated risks related to designee performance.

DMS provides the managing specialist with a means to document and track the performance of a designee utilizing the oversight module. The oversight module allows the managing specialist to review and evaluate the disposition of any risks associated with discrepancy findings. This methodology may include the following:

(1) Identifying the discrepancy and determining the hazard;

(2) Analyzing and assessing the risk;

(3) Making a decision;

(4) Implementing the decision; and

(5) Monitoring the effectiveness of the decision.

6. Performance. Throughout the oversight process for each designee, there are both automated and manually initiated determinations that are documented that may trigger specific actions by the managing specialist. Using risk-based principles provides a comprehensive method of managing designees.

Section 3. Minimum Qualifications Overview

1. Minimum Qualifications of Managing Specialists. The minimum qualifications for managing specialists are established by the responsible offices for designee policy. See Chapter 1, General Information, of each volume of the designee type-specific volumes for details.

Chapter 2. Application Process

1. Purpose. This chapter describes the designee application process. This chapter and the corresponding designation type-specific volumes constitute the application process policy.

2. General.

a. Application Information. To learn about the designee management program and/or initiate the designee application process, qualified individuals should access the FAA Designee website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/.

b. Eligibility. Anyone may apply to be a designee; however, DMS will not accept applications from the following:

(1) Current FAA employees using an FAA email address.

(2) Previous applicants who have been banned from applying. Please see Chapter 3, Selection and Evaluation of a Designee Applicant, for more information regarding banning.

(3) Former designees who have been terminated and as part of the termination process have been banned from DMS.

c. Multiple Designee Types.

(1) The FAA may appoint an individual to more than one type of designation.

(2) Designee applicants must complete a separate application for each designation type sought. Each designation is a separate appointment.

d. References. The applicant may provide the following:

(1) Three verifiable character references to substantiate that the applicant possesses integrity and sound judgment.

(2) Three verifiable technical references to substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same individuals used as character references.

3. Qualifications. In addition to the requirements in subparagraph 2b above, applicants may also have additional eligibility requirements which can be found in the appropriate designation type-specific volumes of this order.

a. Minimum Qualifications. The designee applicant must:

(1) Meet FAA English language standards as described in Advisory Circular (AC) 60-28, FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts 61, 63, 65, and 107; and

(2) Be at least 23 years of age.

b. Character. The designee applicant must:

(1) Have a high degree of integrity;

(2) Have a cooperative attitude;

(3) Be able to exercise sound judgment;

(4) Be engaged in the aviation industry;

(5) Have a reputation for dependability; and

(6) Be able to maintain the highest degree of objectivity while performing authorized functions.

c. Technical Experience. The applicant must have up-to-date extensive knowledge and experience that is pertinent to the designation being sought.

d. FAA Interaction. Any previous working relationship the applicant had with the FAA must have been positive.

4. Disqualifiers. Applicants will be disqualified for any of the following reasons:

a. Terminated for Cause. See Chapter 9, Termination of a Designation, for details.

b. Banned. See Chapter 3 for details.

c. Convictions and Felonies. Having, within the past 7 years:

(1) Been convicted of any violation of any local, state, or Federal law pertaining to drugs or alcohol.

(2) Been convicted of any felony offenses. A felony offense is considered a conviction where the punishment could have been greater than 1 year regardless of the sentence.

(3) Been imprisoned, been on probation, or is on parole because of a felony conviction (including civilian or military felonies, firearms, or explosive violations).

(4) Been other than “honorably” discharged from the military.

(5) Had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority (CAA) regulations (foreign or domestic).

d. Current Disqualifiers. Is currently under investigation, charged indictments, or has a pending action for the items described in subparagraph 4c above.

5. Privilege, Not a Right. Successfully meeting the minimum qualifications does not guarantee appointment as a designee. During the application process in DMS, the designee applicant will be required to acknowledge the following in DMS:

a. Designation is a privilege, not a right.

b. The FAA Administrator can terminate any designation at any time, for any reason.

6. Post-Application.

a. Retention of Application Data. DMS saves all application data in accordance with FAA Order 1350.14, Records Management.

b. Notification. DMS will automatically notify designee applicants regarding the status of their application.

c. Updating Applications. Applicants must update their applications whenever information changes and they must validate and verify the application data at least every 12 calendar-months. Failure to maintain up-to-date information may affect selection eligibility and appointment as a designee. An application that is updated will remain active in DMS until the applicant is selected or cancels the application.

d. Cancellation. A designee applicant can cancel an application at any time in DMS.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter describes the common policy related to the selection and evaluation of a designee applicant. Selection refers to the identification and evaluation of qualified designee applicants that best meet the FAA's needs. This chapter and the corresponding designation type-specific volumes constitute the policy for the selection and evaluation of a designee applicant.

2. General.

a. Qualified Applicants. DMS will provide a list of qualified applicants that meet the needs identified by the requesting FAA office.

b. Selection Timeframe. Once DMS presents a list of qualified applicants, the selecting official should complete the selection action within 30 calendar-days.

3. Need and Ability to Manage. The FAA must show need for specific functions to be delegated and, subsequently, the ability to manage a designee performing those functions before a designee can be appointed. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The selecting official at the managing FAA office must validate the need and ability to manage an additional designee by answering a series of questions during the selection process in DMS.

a. Considerations for Determining Specific Need.

(1) The FAA cannot support the certification work and need with existing designees.

(2) The activity in the office has increased or is forecasted to increase, and cannot be supported with existing designees.

(3) The FAA has lost an employee or designee resource.

(4) The need for a new designee is driven by the needs of the public and not by the impact on other existing designees or entities.

b. Considerations for Determining Ability to Manage.

(1) The managing office staff has the technical skills and knowledge to manage the designee.

(2) The existing and/or projected office workload allows the office to effectively manage the designee.

(3) Adequate funds (e.g., travel allocation) exist to oversee the additional or existing designee.

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the selecting official can request a list of qualified applicants from DMS. DMS will search active applicants to identify applicants that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. If no qualified candidates are available within DMS, an appointing official may request a deviation from the minimum qualification requirements if:

(1) The FAA demonstrates a significant need for the appointment, and

(2) The applicant meets an equivalent qualification. (See the appropriate designee type-specific volume for more information.)

5. Evaluation. The following tasks are part of the evaluation process:

a. Evaluating Search Returns. Once DMS has generated a list of applicant(s) based on the search criteria, the selecting official may choose to review the applications prior to assigning personnel to evaluate the applicant's qualifications. Determining which applicants will be evaluated for appointment is at the sole discretion of the selecting official.

b. Assigning Evaluating Specialist. Once the selecting official determines which applicants will be evaluated for appointment, DMS will prompt the selecting official to assign personnel to conduct an evaluation of the applicant based on designee type-specific policies.

c. Reviewing Application for Minimum Qualifications. For each applicant, the personnel assigned to evaluate the application will review the application for completeness to ensure that all minimum qualifications have been met.

d. Completing Evaluation Checklist. The evaluating specialist or lead evaluation panel member, depending on the designee type-specific policies, completes an evaluation checklist in DMS for each applicant being evaluated. See Chapter 3 in each designee-specific volume for more information.

6. Banning. If the evaluation of an applicant determines that the applicant falsified information during the application process, the evaluating specialist or lead evaluation panel member will make the determination whether that applicant should be banned from applying as a designee.

a. Banning Process. During the selection process, if the evaluating specialist or lead evaluation panel member determines that an applicant intentionally falsified information on the application, the FAA may ban the applicant in DMS. The evaluating specialist or lead evaluation panel member should consider all relevant information, including whether the falsification was intentional or accidental, before making a recommendation to ban. Since this is a rare and serious offense, the evaluating specialist or lead evaluation panel member will be required to justify and document the recommendation in DMS and forward it to the selecting official for the final determination.

b. Appealing a Decision to Ban. The applicant can appeal a ban decision. See Chapter 11, Appealing a Ban or Termination for Cause, for more information on the appeal process.

Chapter 4. Designee Appointment

1. Purpose. This chapter describes the common policy associated with the appointment of a selected qualified applicant. This chapter and the corresponding designation type-specific volumes constitute the policy for designee appointment.

2. General.

a. Designee Number. During the application process, DMS assigns a unique nine-digit identification number known as the designee number. However, this number is not known to applicants and only visible to the designee once appointed. This designee number is used in documentation to identify the work and certifications completed by the designee when authorized by the Administrator.

b. Certificate Letter of Authority (CLOA). For each appointment, DMS generates and stores a CLOA that serves as the certificate of authority, certificate of designation, and the identification card (ID cards are issued to AMEs only) as required by part 183. The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS. A CLOA is available to the designee for each type of designation held and serves as the record of the designee's authority. Authorized users can view a designee's authority in DMS. A designee may print a copy of the CLOA but is not required to do so.

3. Appointment Duration. Appointment duration is 1 year from the appointment date. See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Authorization, and the designee type-specific policy for considerations to extend the designation beyond the expiration date.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a designee. This chapter and the corresponding designation type-specific volumes constitute responsibilities and obligations of a designee.

2. Responsibilities. A designee must:

a. Represent the Administrator. Each designee must represent the Administrator in a manner that reflects positively on the FAA.

b. Conduct Approved Activities. Each designee must conduct only those activities approved in DMS.

c. Follow Policy. Designees must follow all requirements found in regulations, orders, and other policies related to the functions they perform.

d. Maintain Skills and Knowledge. Designees must maintain technical skill and knowledge of subject matter specific to the designation held.

e. Exhibit Sound Judgment. Designees must display sound judgment.

f. Exhibit Integrity. Designees must show a high degree of integrity, responsibility, and professionalism.

3. Ongoing Requirements. In addition to maintaining minimum qualifications as specified in this and the designee type-specific volumes, all designees must continue to meet the following requirements:

a. Use DMS. Designees must use DMS as directed in this order. Designees have the responsibility to read and respond to DMS messages and provide requested information within DMS, as directed, in a timely manner.

b. Maintain Contact Information. Designees must update their DMS profile when changes occur and review their profile at least annually.

c. Access to Internet. Designees must have access to DMS and email through the internet.

(1) The designee is responsible for accessing DMS and checking DMS messages, notifications, and email on a regular and recurring basis.

(2) The designee is responsible for scanning and uploading documents required for designation.

d. Attend Required Training. Designees must comply with minimum training requirements.

e. Attend Required Meetings. Designees must comply with meeting requirements.

4. Other. Designees must maintain other requirements deemed necessary by the appointing office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the common policy associated with the oversight and management of a designee. This chapter and the corresponding designation type-specific volumes constitute the policy for oversight and management of a designee.

2. General.

a. Oversight Principles.

(1) Promote Safety. A primary responsibility of the FAA is to promote safety through systematic oversight of industry stakeholders, including designees. Information generated from oversight programs permits the FAA to identify safety hazards, mitigate risk, and enhance aviation safety. In order for oversight programs to be effective, they must be carefully planned and executed during the conduct of specific inspection activities.

(2) Evaluate Performance. The objective of an oversight program is to ensure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations. Oversight is not merely an isolated event or series of activities. Oversight results should be considered in total to provide a high-level perspective of a designee's performance over time.

b. Managing Office and Managing Specialist.

(1) Designation Type. Designees have a managing office and managing specialist for each designation type. If the designee holds more than one type of designation, a designee may have more than one managing office and more than one managing specialist.

(2) Area of Responsibility. The FAA expects designees to perform the majority of their functions within the bounds of that managing office's area of responsibility unless otherwise noted in the designee specific-type volume.

(3) Regulatory Oversight Responsibility. Managing specialists have regulatory oversight responsibility of designees and must monitor them to ensure that they continue to meet the requirements of their designations. A comprehensive oversight plan enables managing specialists to:

(a) Determine the designee's compliance with regulatory requirements, guidance, policy requirements, and safe operating practices;

(b) Validate the corrective actions;

(c) Detect changes as they occur in the operational environment; and

(d) Detect the need for regulatory, managerial, and operational changes.

c. Oversight and DMS. The FAA uses DMS to record the outcomes of oversight activities for a designee which may vary depending on the designee type. By documenting oversight activity in DMS, the FAA can make an overall assessment of the designee's performance.

(1) Oversight Characteristics. In DMS, oversight activities have the following characteristics:

(a) A definite beginning and a definite end;

(b) Defined procedures;

(c) Specific objectives; and

(d) A required report of findings.

(2) DMS Oversight Activities. The following oversight activities are available in DMS for most designee types:

(a) Direct observation;

(b) Document completed work review;

(c) Document results of investigation or inquiry;

(d) Document designee interaction;

(e) Document designee training;

(f) Document applicant interview results; and

(g) Create overall performance evaluation.

(3) DMS Management Tools. The following management tools are available in DMS dependent on the designee type:

(a) Create planned activity;

(b) Record feedback;

(c) Send note to designee; and

(d) Document annual meeting.

d. Performance Measures. For many of the oversight activities, the managing specialist should use the following performance measures to determine designee performance:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an

expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

3. Oversight Actions. Managing specialists may use DMS to plan but must use DMS to document the outcome of oversight activities.

a. Planning an Oversight Activity. DMS allows managing specialists to schedule an oversight activity.

(1) Managing specialists should use risk management principles when planning oversight.

(2) Managing specialists should review the designee's previous oversight outcomes as well as current activities, records, and policy as part of the planning.

b. Oversight Activity. For a list and explanation of oversight activities applicable to a specific designee type, see Chapter 6, Oversight and Management of a Designee, in the respective designee type-specific volume.

c. Outcomes of Oversight Activities.

(1) For some oversight activities, the managing specialist must select from three general categories in DMS for the overall ranking of the oversight activity: Satisfactory, Needs Improvement, and Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the managing specialist must enter descriptive text in the appropriate performance measure category(ies).

(2) Additionally, if the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the managing specialist must also determine and record appropriate followup action(s). For more detail on followup actions, see Table 1-2, Overall Performance Result, and Paragraph 4, Followup Actions, in this chapter, as well as the performance evaluation information in Chapter 6 of each designee type-specific volume.

d. Performance Evaluation.

(1) At the end of the performance period, the managing specialist conducts a consolidated review of the designee's documented oversight activity and other data available and recorded in DMS.

(2) Based on an analysis of the information above and considering risk-based elements, the managing specialist selects an overall performance rating (Satisfactory, Unsatisfactory, or Needs Improvement) and any followup actions, if required. See Table 1-2 below.

(3) If the performance evaluation rating is "Needs Improvement" or "Unsatisfactory," the next performance evaluation must be completed within 6 calendar-months from the previous performance evaluation date. If the performance evaluation result is "Satisfactory," the due date for the next performance evaluation is between 12 and 36 calendar-months. See Chapter 6 in the respective designee type-specific volumes for more information.

(4) If the overall performance evaluation rating requires a 6-month followup, the next performance evaluation of the designee must be a "Satisfactory" rating or the designee will be terminated.

Table 1-2. Overall Performance Result

Overall Performance Result			
The managing specialist will choose the overall rating that best represents the overall performance result of the designee during the performance period:			
Overall Rating	**Required Action Against Designee Authority**	**Followup Actions**	**Performance Evaluation Required w/in 6 Months?***
Satisfactory	None	None	No
Needs Improvement	See designee type-specific volume, as applicable	Plan and execute an oversight activity	Yes
Unsatisfactory	Suspend*	Plan and execute a corrective action activity	Yes
	Reduce/Restrict Authority	Change authority, plan and execute oversight activity	Yes
	Terminate	Terminate	N/A

* Requires description of planned followup activity.

4. Followup Actions. Depending on the issues involved, additional followup or oversight may be needed to ensure that the deficiency has been corrected. The intent of the followup action is to correct the deficiency using the most appropriate method. The following options are available to provide support for designee management:

> **Note:** If suspension or termination is required, please see the designee type-specific "Suspension of a Designation" and "Termination of a Designation" chapters for more information. For "Reduce Authority" decisions, see subparagraph 5b below.

a. Counseling. Managing specialists may use counseling as a type of corrective action to follow up from a specific event, an oversight activity, or to address specific performance issues. The managing specialist must record the results of the counseling session in DMS.

b. Additional Training.

(1) Managing specialists may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

(2) If the deficiency is such that the designee is unable to perform authorized functions correctly, the managing specialist may initiate the suspension process to suspend the designation or specific authority until the designee completes the training.

5. Designee Management Functions. Since the designee is performing duties on behalf of the FAA, the managing specialist should ensure that the designee has the ability and authority to perform authorized functions. If the managing specialist or the designee determines that the authorized functions are inconsistent with the work the designee will perform, DMS provides the ability to expand or reduce authorities and change limitations.

a. Request for Additional Authorizations or Limitations.

(1) Authorities can be expanded and limitations changed on an existing designation only.

(2) When designees believe that they are qualified to perform additional authorized tasks within their designee type, other than those that the FAA currently authorizes, they may request the change through DMS.

> **Note:** In some cases, the managing specialist may also initiate this process in DMS.

(3) The selecting official will review the request and determine if the added authority is needed and, if so, make a recommendation to the appointing official.

(4) The appointing official must approve all requests for additional authorizations or limitations in DMS. In order for the appointing official to approve the request, the designee must meet all requirements, and the FAA must have the need and ability to manage the designee. In some cases, an evaluation panel will be convened to review the designee's qualifications for the additional authorizations. Refer to the designee-specific volume for specific instructions.

(5) If approved, DMS will automatically update the authority and CLOA as appropriate, notifying both the designee and the managing specialist. A designee shall not exercise any expanded authority until the request has been approved and official notification has been made.

b. Reduce Authority. A managing specialist may initiate a reduction in a designee's authority for a specific designation through DMS, or a designee can request a reduction of authority through the managing specialist.

(1) DMS requires the managing specialist to enter a justification for reducing a designee's authority.

(2) In order for the request to be approved, the FAA must consider whether the need and ability to manage the designation still exists given the reduction in authority. If there is no longer a need or ability to manage the designee with reduced authority, the managing specialist will initiate the termination process.

(3) An appointing official must approve all requests to reduce authority. If approved, DMS will automatically update the designee's authorities and CLOA, as appropriate.

c. Record Note. Managing specialists can create a personal note or reminder in DMS. This note is the digital equivalent of a sticky note; it is not part of the designee's official record, and only the author can view the note. Managing specialists should not use this feature to record performance-related issues or other oversight-related information.

d. Send Message to Designee.

(1) Managing specialists can use DMS to send a message to one or more of their designees.

(2) DMS will store the message and record the date the message is sent, along with the date the message is opened by the designee.

(3) DMS users can view these messages. Designees are required to monitor DMS for new messages.

e. Record Feedback or an Interaction Regarding a Designee.

(1) Interaction can be verbal and/or written communication between the designee, FAA, and industry.

(2) Feedback should be provided promptly following the activity to which it references. While the managing specialist has management responsibility for the designee, any FAA employee working with a designee or designee's work product has the responsibility to provide feedback regarding the designee's performance or activity. Any FAA employee with access to DMS can enter feedback on a designee. If the user providing the feedback is not the managing specialist, DMS will send a notification to the managing specialist.

(3) Types of feedback or interactions that should be recorded in DMS include, but are not limited to, the following:

(a) Corrective—intended to correct an error;

(b) Evaluative—intended to detail specific positive feedback;

(c) Instructional—intended to provide information about the quality of performance; and

(d) Compliments, critiques, and suggestions.

Chapter 7. Training

1. Purpose. This chapter describes the common policy associated with training of designee applicants, designees, and FAA personnel. This chapter and the corresponding designation type-specific volumes constitute the policy for training.

2. General. Designees and FAA personnel must develop and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles.

3. Designee Training Requirements.

a. Initial Training. Prior to the FAA appointing an individual as a designee, the individual must participate in and successfully complete the initial training program.

b. Recurrent Training. A designee must regularly attend and successfully complete recurrent training.

c. Specialized Training. Specialized training covers specific authority not held by the majority of designees of a particular type, or covers new concepts, processes, and delegation authority. These topics are not normally covered in the initial or recurrent training for those designee types and are therefore addressed outside of this normal training environment. Specialized training is typically web-based and addresses those areas where specialized experience and authority is required. Where applicable, a designee must complete any specialized training that is required for the specific authority requested or held. This specialized training must be completed prior to appointment or adding the special authority, and in some cases must be repeated at the interval specified.

4. FAA Managing Specialist Training Requirements. Managing specialists should complete relevant initial training prior to being assigned as a managing specialist. If an individual cannot complete the relevant initial training prior to being assigned as a managing specialist, they should enroll in a training course that takes place within 6 calendar-months of assignment and another managing specialist (either in the managing office or another office) should be identified by the managing office.

5. Other FAA Employee Training Requirements. Managers of DMS users who have assigned DMS roles should complete AVS training associated with designee management within 6 calendar-months of being assigned that role.

Chapter 8. Annual Request for Extension of a Designee's Authorization

1. Purpose. This chapter describes the common policy associated with the FAA's extension of a designee's authorization from the current expiration date. This chapter and the corresponding designation type-specific volumes constitute the policy for extending the expiration date on an existing designee in good standing.

2. General. Extension of the designee's authorization is the responsibility of the designee. Since designee oversight requirements have defined intervals, extension of their designation is not contingent upon a particular oversight activity. As long as a designee is in good standing and continues to meet the qualification requirements for their designation, the designee will be given a one-year extension on their designation once they complete the annual profile update.

3. Annual Profile Update.

a. Timeframe. Designees are required to update their profile annually. They will be able to update their profile 60 calendar-days prior to the due date. The validation includes verifying the following information is current:

- Profile information, including contact information, mailing addresses, and other basic information about the individual; and
- Designation location, which is the location the designee is authorized to perform work when a specific location is required.

b. Additional Information. When a specific location is not required, the designee will update the designation location that will be published in the designee locator. The designee will also update any information required to maintain the specific designation and answer the common questions required to maintain basic designee eligibility. Extending a designee's authorization is predicated on the active designee:

- Remaining in good standing;
- Having no violation history;
- Being current on all required training;
- Having no arrests or convictions; and
- Having not had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended or revoked; or having not had to pay a civil penalty as a result of a violation of any FAA or other CAA regulations (foreign or domestic).

4. New Expiration Date. Once the profile update has been successfully submitted, DMS will set a new expiration date on the CLOA, extending a designee's authorization for 1 year from the date the action is completed. All new expiration dates will be set for the last day of the month even if it exceeds 1 year.

> **Note:** During the annual profile update, designees in a suspended status may qualify for the 12 calendar-month extension of the expiration date, but they must be in an active status by the time the profile update is submitted. This along with

policy in the designee specific volumes constitute the requirements for the annual request for extension of a designee's authorization requirements.

5. Termination—Nonsubmittal. If the designee does not submit the required profile update action in DMS before the designation expires, DMS changes the designee's status to "expired." In an expired status, the designee is no longer authorized to perform any duties related to the expired designation and will have limited access to DMS. The designee can be removed from the expired status by updating their profile information. If a designee does not perform the required update, the FAA will initiate the termination process. See Chapter 9 for additional information. Designees terminated for nonsubmittal of a profile update are considered terminated "not for cause" and may reapply at any time or be reinstated where designee specific policy allows.

6. Reminders. The designee is responsible for accessing DMS and checking DMS message center notifications and action required items on a regular and recurring basis. The designee has the sole responsibility to update their profile when they receive the action on their homepage and the email notification.

7. Duration. Successful submission of the Update Profile action extends the designee's expiration date for one additional year with a date of the last day of the month.

8. Surrender. A designee who does not intend to extend a designation is encouraged to voluntarily surrender the designation in DMS prior to expiration.

9. Expansion of Authority. The designee may not seek an expansion of authority using the profile update process. (See Chapter 6, Subparagraph 5a, Request for Additional Authorizations and Limitations.)

10. Privilege, Not a Right. Successfully meeting the minimum qualifications does not guarantee an extension as a designee. During the annual update, a designee applicant must also acknowledge in DMS that a designation is a privilege, not a right. During the annual update, the designee must also acknowledge in DMS that the FAA Administrator can terminate any designation at any time, for any reason.

11. Disqualifiers. See the list in Volume 1, Chapter 2, Application Process.

Chapter 9. Termination of a Designation

1. Purpose. This chapter describes the common policy associated with the termination of a designation. This chapter and the corresponding designation type-specific volumes constitute the policy for termination of a designation.

2. General. There are two methods used to terminate a designation: voluntary surrender and FAA-initiated termination.

3. Voluntary Surrender.

a. Voluntarily Surrendering a Designation. A designee may voluntarily surrender a designation.

(1) Designees must surrender each designation separately. The voluntary surrender process applies only to a single designation at a time.

(2) A voluntary surrender of a designation does not preclude the individual from applying to be a designee in the future.

(3) Once DMS notifies the designee of the suspension based on a pending termination for cause action, the designee may not submit a voluntary surrender request in DMS.

b. Voluntary Surrender Process.

(1) To begin the voluntary surrender process, a designee must submit a voluntary surrender request in DMS.

(2) For a company designee, a company representative may contact the designee's managing specialist to request voluntary surrender in DMS.

(3) The managing specialist must document the voluntary surrender in DMS and include the specific reason(s) provided by the designee.

(4) If the designee is voluntarily surrendering a designation, the managing specialist will indicate whether or not the designee is considered "in good standing." This determination is helpful should the designee choose to reapply at a later date.

(5) DMS will turn off access to DMS functionality as appropriate for the designation being terminated. The designee is no longer authorized to perform any duties related to the designation.

c. Possible Reasons for Voluntary Surrender of a Designation.

(1) Retirement;

(2) Lack of business activity;

(3) Difficulty in meeting requirements;

(4) Dissatisfied with being a designee;

(5) Personal reasons;

(6) Employment termination; or

(7) Any other reasons.

4. FAA-Initiated Termination. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Therefore, the FAA can rescind a designation at any time for any reason considered appropriate by the Administrator. Designees who are performing poorly or require excessive resources to manage must have their designations terminated to ensure continued effectiveness of the designee system.

a. Terminating a Designation.

(1) The FAA must document termination decisions in DMS and include the specific reason(s) for the termination.

(2) When applicable, the FAA should consider feedback from individuals involved in reviewing work performed outside the designee's managing office.

(3) Only managing specialists assigned to the designee can initiate the termination process in DMS.

b. Termination Process.

(1) When it has been determined that termination is warranted, the managing specialist should begin the process immediately. Termination decisions must be formally documented in DMS, to include the specific reason. The appointing official must approve the termination recommendation through DMS.

(2) Once the termination process has begun, DMS will prevent the designee from conducting new work under the designation being terminated. The status of the designee's authority will change to "suspended" during the termination process. The designee must immediately cease exercising designee privileges for the designation being terminated.

(3) Upon completion of the termination process, the designee's status will be changed to "terminated." DMS will generate and send an electronic termination notice to the designee.

(4) Depending on the reasons for termination, the designee may request an appeal. (See Chapter 11 for more information.)

c. Types of Termination. There are two types of termination: "for cause" and "not for cause." Anyone terminated for cause cannot reapply for designation.

(1) For Cause. Examples of “for cause” reasons include:

(a) Performance deficiencies found during oversight activities or identified by other sources;

(b) Lack of integrity (e.g., making false statements, misrepresenting information, failing to disclose pertinent information, etc.);

(c) Misconduct (e.g., purposefully not following prescribed procedures for gain, etc.);

(d) Inability to work constructively with the FAA or public (e.g., failure to return phone calls, follow guidance, exhibit a cooperative attitude, etc.);

(e) Improper representation of the FAA (e.g., using designee number for inappropriate purposes, etc.); and

(f) Other. Any other reason that the FAA Administrator considers appropriate.

Note: DMS sends termination notifications to all managing specialists assigned responsibilities for a given designee. Managing specialists must review the “for cause” termination notices and consider termination of other designations held by the same designee (if applicable).

(2) Not for Cause. Examples of “not for cause” reasons include anyone terminated for a reason other than “for cause” and may reapply for designation. Reasons for termination other than “for cause” include:

(a) Lack of FAA Need.

1. Activity in the office decreased, or is forecasted to decrease, eliminating the need for the designee.

2. The FAA plan for delegated work changed, eliminating the need for the designee.

3. The FAA can support the certification work or need with other existing designees.

(b) FAA is Unable to Manage.

1. The existing and projected office workload does not allow the office to effectively manage the designee.

2. The FAA does not have the ability to provide authorization, testing, and/or additional training needed for its employees to oversee the designee. Adequate funds (for example, travel allocation) are not available to oversee the designee.

3. FAA staff does not have the technical skills and knowledge to oversee the designee.

(c) Other.

1. Designee no longer meets minimum qualifications;

2. Designee does not meet training requirements;

3. Designee is deceased;

4. Designee is physically unable to perform designee duties;

5. Designee did not renew designation before expiration;

6. Designee's authority expired while suspended; or

7. Designee did not update DMS profile at least annually.

Chapter 10. Suspension of a Designation

1. Purpose. This chapter describes the common policy associated with the suspension of a designation. This chapter and the corresponding designation type-specific volumes constitute the policy for suspension of a designation.

2. General. Suspension is a management process that allows the FAA to temporarily remove a designee's privileges without terminating the delegation. If an individual holds multiple designations, suspension of one designation may or may not impact other designations held. The impact of the suspension on other designations, if held, is determined by the respective managing specialist.

a. DMS Actions. During the suspension process, DMS will change the designee's status to "suspended." In suspended status, DMS:

(1) Notifies the designee of suspension and denies access to initiate new work for the designation being suspended;

(2) Cancels all previously approved activities, as applicable; and

(3) Allows the designee to submit post-activity entries for up to 7 calendar-days after the date of suspension.

b. Designee Action While Suspended. The designee must immediately stop exercising authorized duties for the designation being suspended.

c. Suspension Release. If suspended designees think that they have met all of the requirements to be reinstated, they may submit a suspension release request in DMS.

d. Length of Suspension. Designees will remain in a suspended status until they have corrected the deficiency or until the designation expires. If the deficiency has not been corrected within 180 calendar-days, DMS will notify the managing specialist to remove the suspension and initiate termination.

e. Types of Suspension. There are two types of suspension: FAA-initiated and automatic.

3. FAA-Initiated Suspension. The FAA may suspend a designation for the following reasons:

a. Lapse in Minimum Qualifications. The designee no longer meets the minimum qualifications.

(1) Deadline Passes for Required Training. The designee fails to successfully complete required training within the specified timeframe.

(2) Failed Test for Required Training. The designee fails a test that is part of required training, regardless of the due date of that training.

b. Failure to Attend a Required Meeting. The designee fails to attend a required meeting.

c. Poor Performance. The designee demonstrates an unsatisfactory level of performance for the designation.

d. Under Investigation. The FAA investigates allegations or findings that the designee has been acting contrary to regulations or policy.

e. Failure to Maintain Currency With Training Requirements. If a designee fails to maintain their currency with training requirements, they should be moved to suspended status until they complete their training.

f. Other. Any other reason that the FAA Administrator considers appropriate.

4. Followup Actions. The FAA may require the designee to complete followup actions to remove the suspension. FAA followup actions may include additional training, counseling, and requalification. The managing specialist should follow up with the designee to ensure that any requirements are completed. Based on the results of the followup actions, the managing specialist will remove the suspension or initiate termination. The managing specialist should consider the following scenarios as possible followup actions for different suspension reasons:

a. Lapse of Minimum Qualification. The designee should propose a corrective action plan and timeline to meet the minimum qualifications that is acceptable to the managing specialist.

b. Deadline Passes for Required Training. The designee must provide the managing specialist with a plan of action for attending training to meet requirements. If training lapses are a recurring event and without good cause, such as medical inability to attend, the managing specialist may consider termination of the designee.

c. Failed Test for Required Training. Each failed test is reviewed for accuracy and fairness. Validated test failures will result in the managing office making a determination to either terminate the designation for failure to meet training requirements or require the designee to retake the training. The designee will remain in suspension until the training is completed. In the case of a non-valid test (e.g., power failure or accidental submission before completion), the designee will be allowed to retake the test.

d. Poor Performance. The designee should propose a plan of action that is acceptable to the managing specialist as well as a corrective action plan to improve poor performance.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter describes the common policy by which an applicant or designee may appeal a ban or termination for cause decision. This chapter and the corresponding designation type-specific volumes constitute the policy for appealing a ban or termination for cause.

2. General. The FAA only allows appeals if the FAA banned the designee or terminated the designee for cause. All appeal activities are processed and recorded in DMS.

a. Appeal Initiation. To appeal a ban or for-cause termination, the applicant or designee must initiate an appeal in DMS within 15 calendar-days of banning or for-cause termination. As part of the appeal request, designees should provide any evidence to support their case at the time the appeal is initiated.

b. Scope of Appeal. The appeal is intended to be a review of the ban or termination for cause process (see Chapter 3, Selection and Evaluation of a Designee Applicant, and Chapter 9).

c. Appeal Panel Outcomes. The appeal panel may choose one of the following results:

(1) Uphold the original termination or ban decision whereby the original decision stands and no further appeals are accepted.

(2) Overturn the ban or termination decision whereby the FAA reinstates the designee or applicant.

d. Timeframe for the Appeal Process. The appeal panel must complete the appeal process within 45 calendar-days of receiving the appeal request.

e. Notification of Decision. DMS will notify the designee or applicant of the appeal panel's decision within 15 calendar-days of a decision.

3. Official Responsibilities of the Appointing or Selecting Official During Appeal. Once the applicant or designee has submitted an appeal in DMS, DMS will automatically notify the appropriate appointing or selecting official who is required to complete the following:

a. Review Appeal Information in DMS. Review the applicant or designee's appeal information and make comments, if desired.

b. Establish Appeal Panel. The appeal panel must consist of two or three individuals. The panel is comprised of any combination of FAA managing specialists, selecting officials, or appointing officials who were not involved in the original decision.

c. Appoint a Point of Contact (POC). Appoint a POC for the panel from someone on the panel.

d. Communicate Responsibilities. Contact panel members and discuss appeal panel responsibilities, as needed.

4. Appeal Panel Responsibilities. The POC for the appeal panel will ensure that the panel completes the following tasks:

a. Review File. Review the appealing applicant or designee file stored in DMS.

b. Request Additional Information. Contact the managing specialist, evaluating specialist, appointing official, and/or selecting official for additional information or clarification.

c. Document Outcomes. Document deliberations and outcomes in DMS.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter describes the common policy associated with other designee management functions in DMS. This chapter and the corresponding designation type-specific volumes constitute the policy for other designee management functions in DMS.

2. Assign DMS Roles.

a. General. The primary purpose of this process is to authorize a qualified FAA employee to have appropriate access to functionality within DMS.

(1) DMS roles allow users the ability to access DMS and perform functions within each process, including apply, select, appoint, etc., as described in this order. DMS roles control specific user access within DMS. The FAA may assign users more than one role within DMS.

(2) DMS roles are assigned based on the office needs and in accordance with the designation type-specific volumes of this order.

(3) The term "DMS role" does not convey an official position or title.

b. Master Role Assigner (MRA). The MRA makes the initial assignment or assigns an existing internal user to a role in DMS.

(1) "Designee" is a role but is not assigned via the MRA process. DMS automatically assigns the designee role during appointment.

(2) The MRA function may be given at different levels within each service or office.

3. Send Message to Managing Specialist. DMS provides a method to send messages between the managing specialist and the designee.

4. Impact of Updates to Information. Depending on the designation type, updates to certain information in the designee record, such as change in designation location or qualifications, may affect the designation.

a. Change of Designation Location. A change of designation location may cause the FAA to review need and ability to manage considerations. DMS will notify the current managing specialist if there has been a change of physical address, and the managing specialist will determine if the new address will initiate a change in the managing office. A change in designation location may require the FAA to initiate a designee transfer to the new location.

Note: The FAA is under no obligation to transfer the designee to a new overseeing office.

b. Change of Name. The managing specialist should verify a name change through reviewing government-issued forms of identification. A name change constitutes a legal change to a designee's authorization and must be verified.

c. Additional Information. Additional information can be found in the appropriate type-specific volumes for guidance on the types of changes and their impact.

5. Retention of Existing Designee Management Files.

a. Maintain Existing Designee Records. The FAA must continue to maintain existing designee records located in the managing office in accordance with FAA Order 1350.14. Once the designee becomes an active DMS user, all future documentation will be maintained electronically in DMS.

b. Access to Electronic Files by Newly Appointed Designees. DMS will store the records electronically for newly appointed designees.

c. Uploading Capabilities. DMS has uploading capabilities to maintain supporting documents. This function should be used for any documentation that supports designee management of the activities which occur in DMS. This function should not be used to upload existing designee file information that existed prior to the designee becoming an active DMS user.

Chapter 13. Administrative Information

1. Distribution. This order will be distributed to:

a. The division level in Flight Standards; all Flight Standards District Offices (FSDO), Certificate Management Offices (CMO), and International Field Offices (IFO); and all Air Carrier (AC) and General Aviation (GA) airman designees.

b. The Washington headquarters (HQ) branch levels of AIR; all responsible Aircraft Certification Service offices; Compliance and Airworthiness Division (AIR-700); System Oversight Division (AIR-800), Aircraft Certification Offices (ACO); MIO Branches and MIDO Section offices; Operations and Airworthiness branches at the FAA Academy; and Brussels International Policy Branch and all IFOs.

c. The division level within AAM, including the Civil Aerospace Medical Institute (CAMI), Regional Flight Surgeons (RFS), and AMEs.

d. The Office of the Chief Counsel (AGC).

2. Deviations. It is necessary to adhere to procedures in this order to achieve uniform administration of this directive material. If a selecting official thinks that a deviation is necessary, request the deviation in writing from the policy-owning office as outlined in Table 1-1, Offices Responsible for Designee Policy. You must follow the procedures in this order to ensure uniform administration of this directive. To deviate from this policy, you must coordinate with—and get approval from—the Policy and Innovation Division (AIR-600), Aerospace Medical Education Division (AAM-400), or Regulatory Support Division (AFS-600), as applicable. If deviation is necessary, be sure to substantiate and document the deviations and get approval from your supervisor and AIR-6F0, AAM-400, or AFS-600, as applicable. When a deviation is to Chapter 1 of this order, it will be signed by all three divisions before being approved. All deviations to chapters that cover specific designee types must be coordinated with the other services before being approved.

3. Directive Feedback Information. For your convenience, use FAA Form 1320-19, Directive Feedback Information (which is found on the last page of this order), to submit suggestions or comments. Please use the “Other Comments” block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. You may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

VOLUME 2. AME DESIGNEE POLICY

Chapter 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Aviation Medical Examiner (AME) designee management program not otherwise given in detail in the common designee policy.

2. Audience. The primary audience of this volume is the Manager/Appointing Official (MGR/AO) of the Aerospace Medical Education Division (AMED), Regional Flight Surgeons/Appointing Officials (RFS/AO), AME Program Analysts/Managing Specialists (AME PA/MS), AME Surveillance Program Analysts (SPA), and AMEs.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to the application of AME designees. This designation type-specific policy and Volume 1, Common Designee Policy, constitute the overall policy for an individual applying for designation authority.

2. General.

a. Application Information.

(1) Candidates for initial designation as an AME must submit an application through the Designee Management System (DMS).

(2) Contact information for RFSs is located on the Federal Aviation Administration (FAA) website at https://www.faa.gov/licenses_certificates/medical_certification/rfs/.

(3) The FAA advises all AME applicants to read the selection information in this chapter to ensure that they meet all of the selection criteria before applying for designation as an AME.

b. Multiple Site Authorizations. The RFS/AO or MGR/AO, AMED may approve, upon request, two authorized work locations within reasonable proximity of one another and within the same region, as appropriate. If a third designation location is desired, it must be approved by the senior RFS.

c. Special Considerations.

(1) The RFS may give special consideration for designation to those applicants who are pilots, have been military flight surgeons, have special training expertise in aviation medicine, or were previously designated, but have relocated to a new geographic area.

(2) No special consideration will be given to those former FAA employees seeking designation as an AME outside the FAA, other than what has been stated in the previous paragraph.

3. Minimum Qualifications.

a. Minimum Qualifications. Applicants for designation as an AME must:

(1) Possess an unrestricted license, or an equivalent clearance for international applicants, to fully practice medicine in the state, foreign country, or area in which the designation is sought; or meet the medical licensing requirements of the applicable military or Federal service to which they belong.

(2) Demonstrate past professional performance and personal conduct suitable for a position of responsibility and trust.

(3) Be a qualified physician in good standing in their community.

(4) Be able to read, write, speak, and understand the English language.

(5) Be knowledgeable of the principles of aerospace medicine.

(6) Be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of airmen.

(7) Abide by the policies, rules, and regulations of the FAA.

b. Methods for Seeking Designees. The FAA expects that all Office of Aerospace Medicine (AAM) physicians will proactively seek qualified AME applicants using all available forums to advertise needs, requirements, and the application process, including:

(1) Aerospace Medical Association or other aerospace medicine meetings;

(2) Briefings to military flight surgeons and aerospace medicine residency groups; and

(3) The FAA AAM website: https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/.

c. Credentials. At the time of initial application for designation, the physician shall submit to DMS the following documents or copies (translated into English if in another language):

(1) Medical school diploma.

(2) Certificate of any postgraduate professional training (e.g., internship, residency, fellowship).

(3) Certificate of Good Standing by all medical licensing bodies from which the applicant has active medical licenses, proving there are no restrictions or limitations to practice medicine.

(a) These may be obtained by the region in written form or electronically, or the regional office may request the applicant instruct the licensing body to send certifications to the regional office.

(b) Under no circumstances should a Certificate in Good Standing be accepted directly from the applicant.

(4) Notice of certification by an American specialty board, if applicable.

(5) A current curriculum vitae.

4. Disqualifiers. The FAA will disqualify an AME applicant for certain personal or professional deficiencies and intentional misrepresentations, including:

a. False Statements. In connection with completion of FAA Form 8500-8, AMEs are subject to Title 18 of the United States Code (18 U.S.C.) §§ 1001 and 3571, which indicate that whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned not more than 5 years, or both.

b. Medical License History. Any past or present adverse action against the medical license of the AME is subject to review by the RFS for suitability or selection.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

7. Maintaining an Active Designee Application. All AMEs or prospective AMEs must immediately update their record in DMS when there is a change in status of licensure to practice medicine or adverse action or warning issued by a state licensing authority.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of an AME designee applicant. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of an AME applicant.

2. General.

a. Selection Process. The general process of selection consists of three steps: DMS determines if system-defined minimum qualifications are met; the selecting official (SO) determines if need and ability requirements are met; and an MS is then assigned to further review the applicant's qualifications and abilities.

b. Selection Considerations.

(1) DMS is the sole source from which to obtain a list of qualified applicants.

(2) An evaluation panel, determined by the SO, will then be established to review and evaluate the list of viable applicants identified through DMS.

3. Need and Ability to Manage. The RFS/AO or MGR/AO, AMED, shall determine whether a need exists for an AME in a particular geographic area based on adequacy of coverage related to the pilot population or other factors. The RFS/AO or MGR/AO, AMED, will consider other variables, such as rural versus urban geographic locations and aviation activity levels, when assessing the local needs for designation of additional AMEs.

4. Requesting Qualified Applicant. See Volume 1.

5. Evaluation.

a. Evaluation Process. Once DMS provides a list of applicant(s) based on the search criteria, each applicant for consideration must be further evaluated.

(1) The MS must review the application for completeness and ensure that minimum qualifications are met for each applicant.

(2) The MS must complete the evaluation checklist in DMS for each applicant being evaluated.

(3) The MS must determine what training a prospective AME will require prior to appointment, which is a key part of the selection process. The regional office will follow the guidance in the training section to determine the initial training requirement and notify the applicant of these requirements.

b. Evaluation Panel. The evaluation panel consists of an RFS/AO or MGR/AO, AMED, and an AME PA/MS.

c. Evaluation Criteria.

(1) The regional office must conduct a review of the applicant's qualifications and supporting documentation.

(2) The AME PA/MS may contact the applicant for more information regarding the application, if needed.

(3) The FAA will not consider for designation an applicant that has been previously terminated for cause.

d. Record Results. The AME PA/MS must record results of the evaluation in DMS.

e. Make Recommendation. The AME PA/MS submits the findings and recommendations in accordance with this order.

(1) The AME PA/MS will make one of the following recommendations:

(a) Recommend appointment.

(b) Do not recommend appointment.

(2) DMS provides the recommendation information to the RFS/AO or MGR/AO, AMED, on each prospective qualified applicant, including:

(a) The designee candidate's application form;

(b) (b)Information regarding equipment and facilities; and

(c) Any other pertinent information, references, or recommendations.

f. Selection Notification. DMS will:

(1) Notify all applicants of their application status;

(2) Notify applicants that are not selected; and

(3) Maintain the data for the Certificate Letter of Authority (CLOA).

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of AMEs.

2. General.

a. Procedures for Initial Designation. Prior to designation, each AME applicant will provide a signed statement confirming that:

(1) Designation is a privilege, not a right.

(2) Designations may be terminated any time the FAA determines it is in the agency's best interest.

(3) There are no past or current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any state licensing board, the Drug Enforcement Administration (DEA), any medical society, any hospital staff, or by any other local, state, or Federal organization that may have licensing or certification authority.

(4) There are no known investigations, charged indictments, or pending actions in any local, state, or Federal court.

b. Training Requirement Prior to Appointment. All applicants must have satisfactorily completed the initial training specified in Chapter 7, Training, prior to being appointed as an AME.

c. Notification. The FAA will notify all applicants of the status of their designations via the Message Center in DMS. DMS will hold their certificate of designation and all necessary forms and supplies.

d. RFSs/AOs. RFSs/AOs act as the SO or AO for AMEs who conduct FAA medical examinations within the geographic boundaries of their regions. The RFS/AO may delegate SO responsibilities to the AME PAs/MSs. This delegation only authorizes the SO to make a recommendation. The Deputy Regional Flight Surgeon (DRFS), while acting for the respective RFS, can perform AO duties.

e. The MGR/AO, AMED. The MGR/AO, AMED, acts as the SO or AO for AMEs who are U.S. military flight surgeons, medical officers at Federal agencies, and for those who are located in foreign countries or areas not under the jurisdiction of one of the domestic regional medical offices. In this capacity, the manager functions as the RFS/AO for the international, military, Federal, or official AMEs. The MGR/AO, AMED, may delegate SO responsibilities to the international, military, Federal, or official AME PA/MS. This delegation only authorizes the SO to make a recommendation.

f. Designation of Military Flight Surgeons. Management of military flight surgeon AMEs is the same as for any other designee with a few exceptions. The military surgeon general

requested that military AMEs perform only second- and third-class examinations; however, limited authority to perform first-class examinations may be granted to certain military or other Federal operations after coordination with the appropriate surgeon general's office. All administrative functions pertaining to active military AMEs will be handled by the MGR/AO, AMED.

g. Procedures for Dual AME Designations in Civilian and Governmental Capacities. Civilian AMEs who function as reserve component flight surgeons (Air Force, Navy, and Army) may request permission from the appropriate civilian RFS/AO to perform AME duties at their military location.

(1) Civilian AMEs are most likely to perform more examinations in their civilian practice than in a military setting; therefore, the civilian RFS/AO will perform all oversight activity, and performance information from both practices will be combined for reporting purposes.

(2) If a guard or reserve AME is seeking civilian designation and is approved by the civilian RFS/AO, oversight of their activity will be transferred from the military region to the gaining civilian region.

(3) AMEs who have been designated to function with civilian and military capacity shall only be assigned a single AME number, normally retaining the number from their initial designation.

(4) The same principle of single regional management shall apply if an AME seeks dual designation as a civilian and Federal AME.

(5) At the request of the military surgeons general, no military AME will be designated as a senior AME for performance of FAA examinations while in a military status unless waivered by the appropriate surgeon general; however, dually designated AMEs may hold a senior AME rating in their capacity as a civilian AME.

h. Designations of Physicians in Foreign Countries. Many foreign countries do not have a medical licensing system similar to that of the United States, so it is often difficult to obtain reliable information about an applicant's status as a physician. If a country does not have a "Certificate of Good Standing" or equivalent, like those of Canada and the United Kingdom, the international AME PA/MS must request the appropriate U.S. embassy or consulate complete a professional background check.

i. Authority to Perform First-Class Examinations.

(1) To obtain designation as a senior AME, the physician shall demonstrate compliance with the requirements for continued service as an AME and have an acceptable record performing second- and third-class examinations for at least three years.

Note: Only senior AMEs have the authority to perform first-class examinations.

(2) Exceptions to the 3-year requirement may be granted by the RFS/AO or MGR/AO and are based on the AME's prior military experience as a flight surgeon, residency training in

aerospace medicine, previous AME experience, or an immediate exceptional need in a particular locality.

(3) International AMEs are always immediately designated as senior AMEs, given that their designation is in response to the need for AMEs to be conveniently located to examine U.S.-certified pilots who are based overseas and who require first-class certificates.

3. CLOA. The certificate of designation and designation letter are combined and represented by the CLOA.

a. Affirm Statement. Each AME applicant will affirm in DMS that there are no past or current restrictions of medical practice, and no adverse actions proposed or pending that would limit medical practice by any state licensing board, the DEA, any medical society, any hospital staff, or by any other local, state, or Federal organization that may have licensing or certification authority.

4. Appointment Duration. Designations of physicians as AMEs are effective for 3 years, as recorded in DMS, unless terminated by the FAA prior to the end of the 3-year term or resignation.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of an AME.

2. Designee Responsibilities.

a. AMEs Must:

(1) Serve as aviation safety experts within their communities, advising on aeromedical issues;

(2) Ensure that medical certificates are issued only to applicants who meet the FAA's standards for medical certification;

(3) Use acceptable equipment and adequate facilities in order to carry out the prescribed examinations; and

(4) Conduct the entire examination for an Airman Medical Certificate in English in order to assess the English language proficiency of applicants.

b. AMEs Should:

(1) Maintain familiarity with general medical certification;

(2) Maintain familiarity with general medical knowledge applicable to aviation in order to properly discharge the duties associated with these responsibilities;

(3) Have detailed knowledge and understanding of FAA rules, regulations, policies, and procedures related to the medical certification of airmen;

(4) Charge reasonable fees that are customary for a comparable medical examination service in the geographic area where the AME is located; and

(5) Refrain from performing tests that are not required by the Guide for Aviation Medical Examiners or not medically indicated by history or physical findings.

c. Facilities and Equipment.

(1) The applicant must be engaged in the practice of medicine at an established office address that the RFS/AO or MGR/AO, AMED, has approved.

(2) The AME applicant must have adequate facilities in order to perform the required examinations and possess the following equipment prior to conducting any FAA examinations:

(a) Vision testing equipment. The required equipment is listed in the current Guide for Aviation Medical Examiners. This online guide may be viewed from the FAA website,

https://www.faa.gov, by typing Guide for Aviation Medical Examiners in the search box and selecting the appropriate link.

(b) Medical diagnostic instruments. Equipment and aids necessary to conduct a physical examination, including strips to test urine for sugar and protein.

(c) Electrocardiograph equipment. International senior AMEs must have access to electrocardiographic equipment to perform an electrocardiograph and be able to send a PDF of the electrocardiogram (ECG) test to the Aerospace Medical Certification Division (AMCD) attaching it within the Aerospace Medical Certification Subsystem (AMCS) as part of the Class I exam requirements. All AMEs, if necessary, can attach an ECG PDF within AMCS as part of an exam for transmission to the AMCD.

(d) Audiometric equipment. All AMEs must have access to audiometric testing equipment or the capability of referring airmen and air traffic control (ATC) applicants and ATC employees for audiometric testing. The audiometer must be calibrated to the Occupational Safety and Health Administration (OSHA) standards.

d. AMCS Requirements. All AMEs are required to use AMCS to record, validate, and transmit airman medical certification data.

(1) Regions may consider corrective action for AMEs unable to consistently transmit examination information within the 14 calendar-days following the date the examination was initiated by the AME.

(2) The RFS/AO or MGR/AO, AMED, will consider the termination of designation of an AME who transmits more than 60 calendar-days after the examination date.

(3) The AME is responsible for notifying the AMCS Online Support Desk if staff changes have occurred for an individual with AMCS privileges and if the employment status no longer requires AMCS access.

(4) The FAA will take an adverse action against an AME’s designation if the individual fails to comply with the staff validation requirements.

e. Privileges. An AME is delegated the authority, in accordance with 14 CFR part 67, to:

(1) Accept applications for physical examinations necessary for issuing medical certificates.

(2) Issue or deny FAA Airman Medical Certificates, following the policies and procedures in the Guide for Aviation Medical Examiners, subject to reconsideration by responsible FAA official(s).

(3) Defer a medical certification decision to the FAA when the AME does not have sufficient information, is unsure of whether the individual should be issued a medical certificate, or if deferral is recommended by agency policy or the Guide for Aviation Medical Examiners.

3. Ongoing Requirements of a Designee. In addition to maintaining minimum qualifications in DMS and ongoing requirements as outlined in Volume 1, a designee must meet the following obligations:

a. Proficiency Standards. All designees must meet proficiency standards of performing at least 10 FAA examinations per year.

b. Need. If there is a need for a given AME, despite an expectation of low performance examinations, the RFS must sufficiently document the FAA need.

c. Examination Requirements.

(1) AMEs must personally perform medical examinations at the established office address approved by the appropriate RFS/AO or MGR/AO, AMED.

(2) Paraprofessional medical personnel (e.g., nurses, nurse practitioners, and physician assistants) may perform limited parts of the examinations (measure visual acuity, hearing, phorias, blood pressure, pulse, weight, urine testing, and electrocardiography) under the supervision of the AME. These individuals are permitted to review the clinical history; however, they may not perform the physical examination required by the FAA.

(3) When completing FAA Form 8500-8 electronically, the AME shall personally review and provide definitive comments in item 60 on all positive entries and all physical findings (i.e., provide more than “no change” or “previously reported” notations). The AME must sign the FAA forms electronically.

(4) In all cases, the AME shall review and assume responsibility for the accuracy and completeness of the total examination report, even if data entry was performed by someone else.

(5) All examinations must be electronically transmitted to the agency within 2 calendar-weeks, and is subject to the 2-calendar-week requirement. Mailing examinations may be permitted for a very limited time to cover some extenuating circumstances that do not permit electronic transmission.

(6) AMEs may not perform self-examinations for issuance of a medical certificate to themselves or issue a medical certificate to themselves or to an immediate family member.

d. Other. Designees must meet other requirements deemed necessary by the Administrator.

4. Aeronautical Center (AC) Forms and Supplies. The FAA will provide the Certification Envelope (AC Form 1360-47) and Near Vision Acuity Card (FAA Form 8500-1), which may be obtained from the MGR/AO, AMED, by online request. The use of any locally designed forms or certificates in lieu of official FAA forms and certificates is prohibited.

5. FAA Form 8520-4. The Aviation Medical Examiner Identification (AME ID) card is a controlled document governed by FAA Order 1600.25, Federal Aviation Administration (FAA) Official Credentials. The need to ensure the integrity of the AME ID card necessitates that the FAA institute strict controls to prevent fraudulent issuance, improper use, or alteration of the AME ID cards. FAA Order 1600.25 governs safeguarding the AME ID card.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of an AME.

2. General Oversight and Management Considerations.

a. Oversight Principles.

(1) The FAA continually evaluates the performance of each AME. Risk management principles will be used by RFSs/AOs and MGR/AO, AMED, to determine which AMEs deserve a higher level of monitoring or counseling following an analysis of all performance factors.

(2) The AAM is the organizational element within the FAA responsible for oversight and management of the AME system. The director of the office, the Federal Air Surgeon (FAS), develops and establishes policies, plans, procedures, standards, and regulations governing the AME designee.

b. Oversight Responsibilities. The FAS delegates to the MGR/AO, AMED, the following responsibilities:

(1) Monitor the AME system; oversee AME performance by developing and administering evaluation procedures to supply RFSs/AOs with data to assist them in renewing only those physicians who have demonstrated satisfactory performance; and continue to show an interest in the AME program.

(2) Plan, develop, administer, and evaluate medical education programs for training AMEs.

(3) Determine standards for initial and refresher training and develop special courses to meet training needs on a case-by-case basis. The RFS/AO assists in the planning, development, administration, and evaluation of medical education programs for training of AMEs.

(4) Prepare appropriate reports for the FAS and RFSs/AOs to evaluate the performance of their AMEs.

c. Oversight and DMS. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. In addition to an oversight plan developed by the regional office and/or the AME PA/MS, the objective of an oversight program is to assure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations.

(1) Oversight feedback is considered in total to provide a high-level perspective of a designee's performance over a specific period. (See Volume 1, Chapter 6, subparagraph 2c.)

(2) The AME PA/MS must conduct regular performance evaluations predicated on the outcome of oversight activities. The results of individual oversight activities should be recorded

in DMS. However, a formal evaluation must be recorded in DMS at least once every 12 calendar-months, generally completed during the designee's annual anniversary month. A formal performance evaluation is required prior to the renewal of a designee's authority.

d. Performance Measures. There are three categories of performance measures. The FAA uses these criteria to gain insight into the designee's performance. DMS provides appropriate fields to record the details for performance measures.

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Knowledge and Understanding. Does the designee understand the terminology contained in FAA orders and other reference material used in conducting the certification activity?

(b) Interpretation and Application. Does the designee correctly interpret and apply the technical performance standards defined by the order or regulation?

(c) Equipment and Materials. Does the designee possess, select, and/or use the appropriate equipment, reference material, etc., when conducting certifications?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Qualifying Applicants. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to the FAA. Does the designee properly submit information, documents, and/or data to the FAA as required by FAA orders?

(c) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting certifications?

(d) Issuing Certificate, Approval, Authorization, or Results to Applicant. Does the designee follow the correct procedure when completing and issuing certificates and approvals, authorizations, or results to the applicant upon completion of the certification activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA or general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA With Public Sector. Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude With the FAA. Is the designee easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

e. Regional Role in AME Oversight.

(1) The FAS delegates responsibility to the RFSs/AOs and MGR/AO, AMED, to:

(a) Monitor. Monitor the AME system within their geographic areas of responsibility and oversee the AME's performance to ensure that the individual properly performs all duties and meets all requirements and conditions of the designations held.

(b) Establish Mentoring Program. Establish a mentoring program for all newly designated AMEs in their region. Under this program, the RFS/AO will provide certification review and direct mentorship for each new AME for up to 2 years, based on the judgment of performance by the RFS/AO.

(c) Update AME Information. Update AME information contained in DMS and take appropriate disciplinary action against AMEs who do not provide timely notification of any changes to the regions.

(d) Establish Quality Management System (QMS) Program. The senior RFS, through the Regional Flight Surgeon Working Group (RFSWG), ensures the establishment of an appropriate QMS program for the regions to use when monitoring an AME's performance.

(2) New AME offices shall be evaluated by regional SPAs within 1 year of designation. Problem AME offices will also be visited as soon as practical after a deficiency necessitating a site visit has been determined (this visit may be unannounced). The goal of the national site visit is to survey every AME's office at least once every 5 years. Virtual site visits (VSV) using remote means are acceptable to inspect the office site and may be followed by standard live site visits if determined by the RFS/AO or MGR/AO, AMED.

(3) SPAs will judge the adequacy of the documentation and the decision making of the AME for rejected, issued medical certificates. These rejected, issued medical certificates are identified by the Document and Imaging Workflow System (DIWS), an AAM medical information system for airman medical applications. DIWS assigns a reject code when applications meet certain review parameters (e.g., medical conditions or prescribed medications)

and the application is forwarded to the DIWS Surveillance Queue to be reviewed by an SPA assigned to the appropriate RFS office.

(4) Any airman medical examination that the SPA determines has a questionable medical history and/or a medical condition may require an additional administrative medical review by the AMCD reviewer, surveillance physician, or RFS/AO.

(5) The determination by the SPA to forward medical examinations to the AMCD reviewer should be made as they relate to the issuance of the current medical examination being reviewed, not on documentation existing in past examinations. If evidence of poor decision making or inadequate documentation on past examinations is uncovered while reviewing the current issued rejected examination, the SPA should send these findings to the appropriate Certification PA in the AMCD or the regional airman medical certification analyst in the appropriate RFS/AO's office for resolution.

(6) The Certification PA in the AMCD may refer the case back to a region for further AME corrective or disciplinary action.

(7) The Manager, AMCD, shall identify AMEs committing serious certification errors and notify the appropriate RFS/AO and the MGR/AO, AMED, to ensure that appropriate action is taken.

3. Oversight Actions.

a. Planning an Oversight Activity. Managing specialists will contact AME offices before performing a site visit, unless the AME is identified as a problem AME and an unannounced visit is warranted.

b. Oversight Activities.

(1) Direct Observation. Direct observation does not apply to AME designees.

(2) Review of Documentation.

(a) The AMED QMS will detail the information to be collected for AME performance reports for use by each RFS/AO and MGR/AO to monitor the performance of all AMEs. The content of these reports will be determined by the MGR/AO, AMED, in consultation with the RFSs/AOs, as part of the AMED and RFS/AO QMSs.

(b) DMS will generate a Consolidated AME Summary Performance Report to compare regional oversight performance. In addition, AMED staff will provide the appropriate RFS/AO and MGR/AO, AMED, with any reports from the aviation community concerning the AME's professional performance and personal conduct, as it may reflect on the FAA, and any information from local, state, and Federal law enforcement agencies and court systems.

(c) The AMED staff will request that all AMEs' medical licenses be investigated by the Federation of State Medical Boards each year and the results reported to the RFSs/AOs and MGR/AO, AMED.

(d) Periodic metrics will be provided to regional offices by the Manager, AMED, on the outcomes of SPAs' reviews of issued rejected medical examinations.

c. Outcomes of Oversight Activities.

(1) The FAA uses various oversight methods to manage designees and all oversight results should be recorded in DMS. The results of many, but not all, of the oversight activities are determined primarily by the overall assessment of the three performance measures described above. The AME PA/MS identifies deficiencies as detailed in the performance measures and then reviews the findings and determines the outcome of the oversight activity. The AME PA/MS can select from:

(a) Satisfactory;

(b) Needs Improvement;

(c) Unsatisfactory—Suspend; and

(d) Unsatisfactory—Terminate.

(2) If the AME PA/MS determines that the designee falls into the category of "Needs Improvement," "Unsatisfactory—Terminate," or "Unsatisfactory—Suspended," then appropriate followup activity must be determined and recorded in DMS.

4. Followup Actions. A deficiency can often be remedied with FAA guidance provided either formally or informally. In such cases, a designee's authorization may be continued depending on circumstances and the judgment of the AME PA/MS.

a. Counseling. In certain egregious situations, the designee may be suspended from conducting authorized activities until formal counseling has been completed and the AME PA/MS is assured that the issue has been corrected. In any event, the counseling must lead to a satisfactory performance rating.

b. Additional Training. The AME PA/MS may determine that appropriate followup action could be conducted in the form of additional training. This is a rare event since AMEs receive a significant amount of training prior to designation and through recurrent training events. If additional training is needed, validation of the effectiveness of the training is required. Typically, events that may be appropriate for the use of additional training as a followup action include:

(1) Performance deficiency found during oversight evaluation, and

(2) Training to prevent a deficiency after an extended absence.

5. Management Functions.

a. Expand Authorities or Change Limitations.

(1) After 3 years, a designee can request to perform first-class examinations.

(2) Change of limitations is not applicable to AME designees.

b. Reduce Authority. Reduction of authority is not applicable to AME designees.

c. Record Note. The AME PA/MS may insert a “note” into the designee’s DMS record as a reminder of an upcoming event or an action to be taken.

d. Send Message to Designee. The AME PA/MS may use this tool to document an event or an action required on the part of the designee. This function provides a permanent record of the correspondence with the designee.

e. Record Feedback or Interaction With a Designee. Important written correspondence and memoranda, PDF files of FAA orders, and other hard copy documents can be uploaded into DMS and transmitted to designees.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the training for AMEs.

2. General. Designees must develop and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. The Aerospace Medical Education Division (AAM-400) will document training in DMS.

3. AME Training Requirements.

a. Applicant Initial Training.

(1) An AME applicant must successfully complete the distance learning courses: Medical Certification Standards and Procedures Training (MCSPT) and Clinical Aerospace Physiology Review for AMEs (CAPAME) before initial designation, and prior to attending a Basic AME Seminar. If the applicant fails both courses, the RFS/AO should stop the designation process and determine if the applicant is suitable.

(2) An AME applicant must also attend a Basic AME Seminar, unless the applicant has had prior aerospace medicine training and has received approval from the appropriate selecting official to substitute a Refresher AME Seminar instead.

(3) Authorization to attend a Basic AME Seminar will not be given until MCSPT and CAPAME have both been completed and passed with a score of at least 70 percent.

(4) If the applicant successfully completes the seminar, the RFS/AO may proceed with the designation unless there are other concerns regarding the suitability of the applicant.

(5) After initial designation, the AME is not required to repeat the MCSPT, CAPAME, or attend another Basic AME Seminar unless an RFS/AO determines a need for remedial training or the AME chooses to attend a Basic AME Seminar again.

b. AME Staff Member Training. The AME is responsible for ensuring that staff members processing FAA forms are knowledgeable of FAA policies and procedures related to the use of these materials. The FAA recommends that any staff member who assists with the electronic transmission of FAA examinations into AMCS complete MCSPT.

(1) AMEs are accountable for the quality and content of any examination transmitted on their behalf, regardless of who actually transmits the examination.

(2) Just like the AME, any staff member who will be transmitting examinations is required first to obtain a unique username and password for AMCS. AMEs or staff members must never allow anyone else to use their username and password to transmit examinations, since these are the equivalent of an electronic signature.

c. AME Refresher Training.

(1) An AME must attend a Refresher AME Seminar, or equivalent training as determined by the MGR/AO, AMED, every 3 years as a requirement for continued designation. As an option, an AME may alternate the Multimedia Aviation Medical Examiner Refresher Course (MAMERC) in lieu of attending an FAA seminar, but no more than 6 years (72 calendar-months) should elapse between AME seminar attendance, or more than 3 years (36 calendar-months) between seminar attendance and MAMERC completion.

(2) If an AME fails to comply with training requirements, suspension of the AME's designation will be automatically imposed, which will lead to the loss of access to AMCS, and no certificate can be issued by the AME until the suspension is lifted. Deviations from the seminar attendance policy, when the online MAMERC course is not an option, shall be based on an AME's individual circumstances. A request for such a deviation from FAA Order 8000.95 policy, following AAM RFS 300-005 Aviation Medical Examiner Program, may be submitted if requested by the RFS to the Manager, AMED, for consideration.

(3) The AME PA/MS must ensure that all training deviations and suspension actions are fully documented in DMS. All AME seminar sessions defined as required by AMED must be attended in their entirety, and seminar tests must be completed and passed for seminar credit to be given.

(4) Continuing Medical Education (CME) credit may be awarded, when appropriate, at the discretion of the MGR/AO, AMED, on an hour-per-hour basis according to the Accreditation Council for Continuing Medical Education (ACCME) guidance for lectures attended at a seminar, irrespective of whether or not sufficient sessions were attended to receive seminar credit.

(5) The AME is responsible for ensuring that all travel arrangements permit complete seminar attendance.

4. AAM Employee Training.

a. Medical Assessors. Medical assessors, which include RFSs/AOs and AAM medical officers, are technically not AMEs because they are FAA employees and not designees. However, they are still expected to maintain familiarization with current aeromedical certification practices. Their training and proficiency requirements are not within the scope of Order 8000.95.

b. AME PAs/MSs. It is recommended that AME PAs/MSs attend a Basic AME Seminar to familiarize themselves with the AME program as soon as possible after their employment has begun.

c. Surveillance Program Analysts (SPA). In addition to the AME PAs' training, SPAs must attend a one-week familiarization course at the Civil Aerospace Medical Institute (CAMI) to learn the fundamentals and processing procedures necessary to do issued rejected examination reviews before beginning to conduct these reviews. SPAs will also receive annual refresher training conducted by the AMCD. The regional offices are responsible for training SPAs to do site visits before having them visit AMEs' offices.

Chapter 8. Annual Request for Extension of a Designee's Authorization

1. Purpose. Designees must update their profile on an annual basis to retain their designation. AMEs will receive an action required item on their DMS landing page 60 days prior to the expiration date on the CLOA and must submit the update prior to the expiration date. DMS will notify the AME PA/MS in the DMS message center when an AME profile is updated.

2. General.

a. Update Annual Profile. The annual profile update process, completed by the AME, is automatically completed electronically unless the designation has lapsed or an AME's designation has been terminated. Lapses in designation of more than 1 year will require reapplication.

b. Requirements. The AME must answer the profile questions in DMS and confirm the update by acknowledging the request to extend their authorization. Failure to complete this task prior to expiration of the current designation will change the AME's status from active to expired.

(1) The AME must maintain all necessary medical credentials, including the appropriate state medical license.

(2) In the event of an office relocation or change in practice, the AME must request a change/expand authority in DMS authorizing the change of the location to perform FAA physical examinations. If a relocation results in a move to a different region, the present designation will end and the designation may be renewed by the gaining regional office, if it has been determined that there is a need for an AME at the new location. New statements from the physician's local or state medical society, osteopathic association, or state, Federal, and foreign licensing authority may be required following practice relocation.

3. Privilege, Not a Right. See Volume 1.

4. Declination of AME Authorization Extension. AMEs who do not wish to remain designated must voluntarily surrender their designation in DMS. See Chapter 9 for information on voluntary surrender.

Chapter 9. Termination of a Designation

1. Purpose. This chapter provides the policy related to the termination of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the termination of an AME designation.

2. General. AME PAs/MSs and AOs should ensure that documentation relating to designee deficiencies substantiate the termination, and that those documents are included in the designee's DMS file.

3. AME Voluntary Surrender of Designation.

a. Reasons for Voluntary Surrender. AMEs may voluntarily resign their designation. The AME who has decided to "voluntarily surrender" a designation must use DMS.

b. In Lieu of Termination. An RFS/AO or the MGR/AO, AMED, must never permit voluntary surrender in lieu of an "FAA Decision to Terminate a Designation," if a termination decision has already been made.

4. FAA-Initiated Termination of AME.

a. Terminating a Designation. An RFS/AO or the MGR/AO, AMED, can make a decision to involuntarily terminate an AME's designation either "for cause" or "not for cause."

(1) As soon as a proposed action to terminate or not renew has been made, the AME will be notified promptly to suspend exercising all AME privileges and discontinue performing FAA medical certification examinations.

(2) The AME must be notified electronically within 15 calendar-days of the reason(s) for the termination or nonrenewal action.

(a) The reason(s) shall be specific and shall cite applicable regulations, policies, and orders. The AME should be informed that they have appeal rights and that such an appeal must be made within 60 calendar-days of receipt of notification of a termination decision. However, if the termination action is the result of the loss of a credential, failure to train, or lack of FAA need or ability to manage the AME, the notification must state that there is no right to appeal.

(b) If notification of termination or suspension by electronic means fails, no further attempts to contact the AME are needed and the FAA may begin termination.

(3) The investigation shall be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

b. For Cause Termination. The following substandard performance reasons are "for cause":

(1) Disregard of or failure to demonstrate knowledge of FAA rules, regulations, policies, and procedures.

(2) Careless or incomplete reporting of the results of medical certification examinations.

(3) Unprofessional performance of examinations.

(4) Failure to promptly mail medical examination reports to the FAA.

(5) Failure to promptly transmit FAA examinations using AMCS.

(6) Failure by a senior AME to transmit electrocardiograms for first-class medical certification examinations to the AMCD, by means approved by the AMCD, unless approval has first been obtained from the AMCD or the responsible regional office.

(7) Any other performance-based reason the FAA deems appropriate.

(8) Unprofessional office maintenance and appearance.

(9) Movement of the location of practice and/or an addition of a practice location without prior approval in writing from the regional office.

(10) Failure to personally perform FAA physical examinations.

(11) Failure to notify the RFS/AO or MGR/AO, AMED of a substantial change in practice availability.

(12) Performance of FAA physical examinations at an unapproved or nondesignated location.

(13) Failure to respond to RFS/AO, MGR/AO, AMED, or AMCD communications within 15 calendar-days.

(14) Integrity, misconduct, or inability to work constructively with the FAA or the public, including:

(a) Arrest, indictment, or conviction for violation of a law;

(b) Misrepresentation of the information submitted in a medical certification examination; and

(c) Any action that compromises public trust or interferes with the AME's ability to carry out the designation responsibilities.

c. Not For Cause Termination. The following reasons are "not for cause":

(1) Lack of FAA need for an AME in the requested location.

(2) No longer meets minimum qualifications, including:

(a) No examinations performed within 12 calendar-months of initial designation.

(b) Performance of an insufficient number of examinations to maintain proficiency.

Note: The number of examinations considered sufficient is 10 per year; however, an RFS/AO or MGR/AO, AMED, may accept fewer examinations as evidence of proficiency for experienced AMEs or when geographic coverage dictates.

Note: Any decision by a regional office to permit an AME performing fewer than 10 examinations per year to remain designated must be fully documented in DMS.

Note: The documentation in DMS is unnecessary if the AME has been classified as "Official" by the MGR/AO, AMED. The "Official" category is to be reserved for those AMEs whose value to the FAA is determined to supersede a need to demonstrate proficiency by the number of examinations performed.

(c) Loss, restriction, or limitation of a license or equivalent to practice medicine.

(d) Failure to comply with the mandatory AME training requirements.

(e) Any illness, medical condition, or other disability that may affect the physician's sound professional judgment or ability to adequately perform examinations.

Chapter 10. Suspension of a Designation

1. Purpose. This chapter provides the policy related to the suspension of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the suspension of an AME designation.

2. General. The suspension of a designee is a significant change in status and occurs because DMS or the AME PA/MS identifies an elevated level of risk in managing the designee.

a. AME Suspension Considerations.

(1) An AME can be suspended if there is a lapse in minimum qualifications and it is anticipated that the condition can be rectified in a reasonable period of time, such as a lapse in state medical license or overdue training.

(2) Circumstances in which an AME is under investigation for criminal activity, fraud, or any other activity for which immediate action is necessary, but where there is not enough evidence to base an outright termination action.

(a) In these cases, the FAA will notify the AMEs electronically as we would for termination actions, informing them of the reason(s) for the suspension and instructing them to cease all examinations pending an FAA investigation.

(b) The investigation shall be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing a ban or termination for cause of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause for AMEs.

2. General.

a. Final Decision. The appeal panel's decision is final.

b. Documentation. All documentation associated with the appeal (e.g., outcome, members of the appeal panel, communication with the designee or the regional office) should be included in the designee's DMS file.

c. Appeal Panel. Upon receipt of the appeal request, the FAS must promptly convene a three-physician panel to consider and make a recommendation on the merits of the appeal.

(1) The panel will consist of the Deputy Federal Air Surgeon (DFAS); an RFS/AO or MGR/AO, AMED, from a region other than the region of residence of the AME; and one additional FAA physician selected by the FAS.

(2) In the absence of the DFAS, the manager of the medical specialties will serve on the panel. In the absence of the FAS, the DFAS will convene the panel and make the determination.

d. Appeal Process.

(1) Within 45 calendar-days of the FAS having received the appeal, the panel must render their recommendation to the FAS. However, the final decision on the appeal rests with the FAS, and said decision must be conveyed to the AME within 15 calendar-days of determination.

(2) A decision by the RFS/AO or MGR/AO, AMED, based on the loss or restriction of a state medical license, failure to attend training at the required frequency, or the determination of a lack of need for an AME is not subject to review on appeal.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions of AME designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for AMEs.

2. Assign DMS Roles. A role within DMS is not a position description of an employee. A role as it relates to DMS defines the functions that an individual will have available in DMS.

3. Send Message to AME PA/MS. The designee may use this tool to communicate with AME PAs/MSs. The message will remain a permanent record within the designee's file.

4. Update Profile. Designees must update their profile on an annual basis. DMS will notify the AME PA/MS when the AME profile is edited. DMS will require the AME PA/MS's input for DMS to accept the change for the following updates:

a. Change in name, gender, nationality, or date of birth (DOB).

b. Change of address.

c. Change results in designee no longer meeting minimum qualifications. At that time, DMS will suggest that the AME PA/MS initiate suspension of the designee.

VOLUME 3. DPE, ADMIN PE, AND SAE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Overview

1. Purpose of This Volume. This volume supplements Volume 1, Common Designee Policy, by providing specific guidance for the designee management program of Designated Pilot Examiners (DPE), Administrative Pilot Examiners (Admin PE), and Specialty Aircraft Examiners (SAE) not otherwise provided in detail in Volume 1.

2. Audience. The primary audience for this volume is DPEs, Admin PEs, SAEs, their FAA managing specialists, and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Supplemental Information. This volume is organized to provide general policy and instructions related to DMS management. It is supplemented by DMS Job Aids for designees/applicants and FAA personnel.

a. Applicant and Designee DMS Job Aid Location:
https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/support/.

b. FAA Internal DMS Job Aid Location:
https://my.faa.gov/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

Section 2. Designee Types

1. Types of DPE Designees. A designee is an individual appointed in accordance with 14 CFR part 183, § 183.23. Most designees will be issued authorizations that are based on the type of designee, certificate level they are authorized testing/checking, and category/class or privileges that they are authorized to conduct. For example, a DPE with airline transport pilot (ATP) testing privileges in a multiengine land airplane would get the following authorization: DPE-ATPE-AMEL. The privileges associated with each part of each authorization are explained in the tables below. Administrative authorizations, Vintage Flight Engineer Examiner (VFEE) authorizations, and Vintage Aircraft Examiner (VAE) group authorizations may be a two-part authorization (e.g., VFEE-TJET).

2. Temporary Authorization.

a. Qualified and Current Designee. If a designee is qualified and current in a specific make and model (M/M) of aircraft for which designee services are rarely requested and the designee holds a current DPE authorization for a comparable aircraft, the managing FAA office may issue the designee a temporary authorization for testing privileges in that aircraft. The request is made by a designee through the preapproval process. All preapprovals using a temporary authorization revert to manual approval, and must be approved by the managing specialist. Each request must be made and approved for each individual testing/checking event. If an office finds that they are approving numerous temporary authorizations for a specific

authorization, every attempt should be made to appoint a designee that is qualified for that specific authorization.

b. No Qualified and Current Designee. In the event that there is no designee current and/or qualified in the aircraft, the managing office may grant a temporary authorization to an existing designee provided they have conducted a thorough risk analysis and have determined that the test/check can be conducted safely. This should be used only as a last resort to get testing/checking accomplished.

Table 3-1. Types of Designees

DPE	Designated Pilot Examiner	A DPE is an individual who meets the general and DPE-specific qualification requirements in Chapter 2. A DPE may be authorized to test/check in airplanes and/or rotorcraft helicopters (not listed as vintage or requiring an experimental authorization), gliders, or lighter-than-air (LTA) balloons at the Sport Pilot Examiner (SPE), Private Pilot Examiner (PE), Commercial Pilot Examiner (CE), ATP Examiner (ATPE), or Flight Instructor Examiner (FIE) certificate levels as authorized on their Certificate Letter of Authority (CLOA). They may also be authorized administrative functions. DPEs are designated for specific testing functions and may perform only the functions authorized by their CLOA.
SAE	Specialty Aircraft Examiner	SAEs are authorized to conduct tests and checks leading to certificates and/or ratings or operating privileges in aircraft that require specialized experience. Listed below are the sub-types of SAEs that exist as of the current date of this order. Should the need arise for an additional type of SAE, the Regulatory Support Division (AFS-600) has the authority to define the new type of SAE, eligibility requirements, as well as privileges and limitations of the new SAE sub-type. SAEs may issue pilot certificates at the certificate levels authorized.
*VAE	Vintage Aircraft Examiner	A VAE may conduct practical tests for type ratings or conduct 14 CFR part 61, § 61.58 proficiency checks in specifically authorized makes and models of aircraft, or authorized groups of aircraft, as shown in the Vintage Aircraft Examiner Groups and Type Rating Designations document at https://www.faa.gov/licenses_certificates/vintage_experimental/.
*EAE	Experimental Aircraft Examiner	An EAE may conduct practical tests for the issuance of an FAA authorization, and conduct § 61.58 proficiency checks, in specifically authorized makes and models of experimental aircraft that require an FAA-issued authorization to act as pilot in command (PIC), as listed at https://www.faa.gov/licenses_certificates/vintage_experimental/.
*VFEE	Vintage Flight Engineer Examiner	A VFEE conducts tests and/or checks in large, vintage aircraft requiring a flight engineer (FE), which are no longer in significant commercial service. These examiners may be authorized to conduct flight engineer certification tests, flight engineer recurrent checks required by 14 CFR part 91, § 91.529, or the VFEE may be authorized for both.

*SPE	Sport Pilot Examiner	An SPE conducts testing only in aircraft that meet the definition of light-sport aircraft (LSA). An SPE may issue a sport pilot certificate, as authorized. An SPE may also issue private pilot certificates for Powered Parachute (PPC), Weight Shift Control (WSC), Rotorcraft Gyroplane (RG), and lighter-than-air airships, as authorized. Additionally, an SPE may issue a Commercial Pilot Certificate for rotorcraft gyroplane and lighter-than-air balloon when authorized.
*LAE	Limited Aircraft Examiner	An LAE conducts practical tests and § 61.58 proficiency checks in limited production (including new production) type certificated (TC) aircraft, to reduce demands on the Flight Standards Inspector Resource Program (FSIRP).
Admin PE	Administrative Pilot Examiner	Admin PEs review applicant records, knowledge test reports, and logbooks, as applicable, and issue pilot certificates at various certificate levels as authorized. Currently, Admin PEs may be issued only the ACR-141 or ACR-FIRC authorizations. Admin PEs do not conduct certification practical tests.

*SAE sub-type.

Table 3-2. Certificate Level Testing/Checking Authorizations

SPE	Sport Pilot Examiner	An SPE conducts sport pilot certification tests and additional aircraft rating test as specifically authorized.
PE	Private Pilot Examiner	A PE conducts private and recreational pilot certification tests and additional aircraft rating tests as specifically authorized.
CE	Commercial Pilot Examiner	A CE conducts commercial pilot certification tests in rotorcraft, gliders, and lighter-than-air aircraft and additional aircraft rating tests, as specifically authorized.
CIRE	Commercial and Instrument Rating Examiner	A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized for airplanes, powered lift, and rotorcraft helicopters.
ATPE	Airline Transport Pilot Examiner	An ATPE conducts ATP practical tests for the original issuance of an ATP Certificate and additional ratings as authorized. ATPEs must hold category, class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.
SPFIE	Sport Pilot Flight Instructor Examiner	An SPFIE conducts practical tests for the initial issuance, renewal, and reinstatement of sport pilot flight instructor certificates, only in aircraft that meet the definition of LSA.
FIE	Flight Instructor Examiner	An FIE conducts practical tests for the renewal and reinstatement of flight instructor certificates and additional ratings. An FIE is authorized to issue flight instructor renewals, reinstatements, and additional ratings on the basis of practical tests only. An FIE does not conduct practical tests for initial issuance of flight instructor certificates.

FIEI	Flight Instructor Examiner Initial	An FIEI conducts practical tests for the initial issuance, renewal, and reinstatement of flight instructor certificates and additional ratings. An FIEI is authorized to issue flight instructor renewals, reinstatements, and additional ratings on the basis of practical tests only.
PPE	Pilot Proficiency Examiner	A PPE conducts the PIC proficiency checks required by § 61.58 for airmen who act as PIC of an aircraft that is type certificated for more than one required pilot flight crewmember or is turbojet-powered, and operated under regulations other than 14 CFR parts 91 subpart K (part 91K), 121, 125, 133, 135, or 137. A PPE does not conduct certification practical tests. The make and model of authorized aircraft will be included in the designee's authorization (e.g., DPE-PPE-GIV). For PPEs limited to checking in flight simulation training devices (FSTD) for any make and model of aircraft, the CLOA will contain the limitation "limited to FSTD" for that make and model of aircraft.
TYPE	Type Rating Examiner	A type rating examiner conducts practical tests in aircraft that require the PIC to hold a type rating for a specific make and model of aircraft, as authorized, at all certificate levels. The designee must hold the type rating(s) on their pilot certificates pertinent to the tests to be conducted. The make and model of authorized aircraft will be a part of the designee's authorization (e.g., DPE-TYPE-LRJET). To be authorized for a particular make and model of aircraft, the examiner must have logged at least 50 hours of PIC flight time in that aircraft type (25 hours for each additional aircraft type). However, in the case of an SAE, when authorized a group of aircraft, the designee needs only to hold authorization in the group of aircraft shown on his or her CLOA (no minimum PIC experience requirement). For examiners who are authorized to administer practical tests in an FSTD that is representative of an aircraft that requires the PIC to hold a pilot type rating, the examiner's CLOA must list the phrase "[Aircraft type]-FSTD only".

Table 3-3. Aircraft Category/Class/Privileges Testing/Checking Authorizations

ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in small piston-powered single-engine land airplanes or small turbopropeller single-engine land airplanes that do not require the PIC to hold a pilot type rating. Prior to administering practical tests in a single-engine airplane that is turbine-powered, the DPE must have logged at least 5 hours of PIC flight time in that single-engine make and model (emphasis added: turbine-powered single-engine airplane).
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in small piston-powered multiengine land airplanes or small turbopropeller multiengine land airplanes that do not require the PIC to hold a pilot type rating. Prior to administering a practical test in a small multiengine land airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in small piston-powered single-engine sea airplanes or small turbopropeller single-engine sea airplanes that do not require the PIC to hold a pilot type rating. Prior to administering practical tests in a single-engine airplane that is turbine powered, the DPE must have logged at least 5 hours of PIC flight time in that single-engine sea airplane make and model (emphasis added: turbine-powered single-engine airplane).
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in small piston-powered multiengine sea airplanes or small turbopropeller multiengine sea airplanes that do not require the PIC to hold a pilot type rating. Prior to administering a practical test in a small multiengine sea airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine sea airplane make and model.
RH	Rotorcraft Helicopter	This authorizes a designee to conduct practical tests in helicopters. For testing in multiengine helicopters, the specific make and model of helicopter must be listed on his or her CLOA. For testing in single-engine helicopters, “single-engine reciprocating” or “single-engine turbine” must be listed on the CLOA. The designee must have logged at least 5 hours of PIC flight time in each specific make and model of helicopter in which that examiner conducts tests.
RG	Rotorcraft Gyroplane	This authorizes a designee to administer practical tests in rotorcraft gyroplanes.
GL	Glider	This authorizes a designee to administer practical tests in gliders. Designees must show experience and demonstrate skill in at least one of the following launch procedures, for which they have a logbook endorsement: aero tow, ground tow, and self-launch. The designee is then authorized to conduct examining activity for all launch procedures for which they have a logbook endorsement.

LTAB	Lighter-than-Air Balloon	This authorizes a designee to administer practical tests in balloons. Designees may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner's pilot certificate is restricted to balloons with airborne heater or gas balloons only, the examiner may conduct practical tests only in that kind of balloon (e.g., hot air or gas balloon). This limitation must be listed on the designee's CLOA.
LTAA	Lighter-than-Air Airship	This authorizes a designee to administer practical tests in airships.
WSCL	Weight Shift Control Land	This authorizes a designee to administer practical tests in weight-shift-control land aircraft.
WSCS	Weight Shift Control Sea	This authorizes a designee to administer practical tests in weight-shift-control sea aircraft.
PPCL	Powered Parachute Land	This authorizes a designee to administer practical tests in powered parachute land aircraft.
PPCS	Powered Parachute Sea	This authorizes a designee to administer practical tests in powered parachute sea aircraft.
TPRP	Turboprop	This authorizes a VFEE to conduct tests or checks in turboprop-powered aircraft.
TJET	Turbojet	This authorizes a VFEE to conduct tests or checks in turbojet-powered aircraft.
RECP	Reciprocating	This authorizes a VFEE to conduct tests or checks in reciprocating engine powered aircraft.

Table 3-4. Administrative Authorizations

FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with § 61.75. An FPE may also issue a private pilot, commercial pilot, or airline transport pilot certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) and Implementing Procedures for Licensing (IPL) in accordance with § 61.71(c).
MCE	Military Competency Examiner	The MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (e.g., § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g).
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Renewal Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for renewal of a flight instructor certificate that is still current and for which the renewal process is merely administrative (i.e., a practical test is not required for renewal of the applicant's flight instructor certificate). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor renewals.
RPE	Remote Pilot Examiner	An RPE reviews an applicant's knowledge test report, training course completion certificate, pilot certificate, and logbook, as applicable, for the issuance of a Remote Pilot Certificate, as specifically authorized (as per 14 CFR part 107, §§ 107.61 and 107.63).
ACR-141	Airman Certification Representative for a Part 141 Pilot School With Examining Authority	An ACR-141 accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds examining authority under 14 CFR part 141.
ACR-FIRC	Airman Certification Representative for a Flight Instructor Refresher Course	An ACR-FIRC reviews applicants' attendance/training records and determines applicants' eligibility for the renewal of a current flight instructor certificate based on attendance of a flight instructor refresher course (FIRC).

Note: Administrative authorizations may be given to DPEs and SAEs in addition to their other testing and checking authorizations. However, DPEs and SAEs may not be designated with administrative authorizations only.

Note: Designees preparing to conduct authorized activities should follow the procedures set forth in FAA Order 8900.1, Volume 5, as applicable. Specific sections that limit activities to an aviation safety inspector (ASI) also include properly trained and authorized designees.

3. Designated Examiners Abroad.

a. FAA Airman Certificate Exams. A DPE, Admin PE, or SAE may be authorized to serve at locations outside the United States, provided the testing activities serve U.S. citizens abroad that were trained under part 61 or 141 only for an FAA airman certificate.

b. Managing Office. A designee serving internationally will generally be managed by an International Field Office (IFO) but may be assigned to a Flight Standards District Office (FSDO).

c. Citizenship. An individual who is not a U.S. citizen may be authorized as a DPE, Admin PE, or SAE abroad only when the need cannot be filled by a U.S. citizen and the individual has met the U.S. certification requirements for the examining authority requested.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Flight Standards Office Managers.

(1) Flight Standards office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Flight Standards office managers should anticipate changes in personnel requirements as a result of the “need and ability” standard.

(3) Flight Standards office managers are responsible for continually evaluating the effectiveness of the designee program and managing specialists.

(4) Flight Standards office managers are required to ensure that ASIs and office management are assigned appropriate roles within DMS to carry out their assigned duties.

b. Master Role Assigner (MRA). MRAs are typically office managers, but may be Front Line Managers (FLM). MRAs ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

c. Appointing Official. Appointing officials are typically office managers, but may be FLMs.

d. Selecting Official. Selecting officials are typically FLMs, but may be office managers.

e. Managing Specialists. The managing specialist is an ASI primarily responsible for the management of a specific designee(s).

(1) Managing specialists must ensure that designees are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(2) Designee management must consider potential risks and hazards to safety. Managing specialists should remain constantly vigilant for such risks and hazards. These ASIs should review data and other resources, such as Safety Performance Analysis Systems (SPAS), to focus oversight on potential problem areas.

(3) The managing specialists must be experienced FAA ASIs whose specialty is General Aviation (GA) Operations. They must have at least 3 years' tenure with the FAA as an ASI and have completed or be scheduled to complete the required training.

f. Geographic Expansion Coordinator (GEC). The GEC is a role assigned to at least one Airworthiness ASI in each Flight Standards managing office to receive and approve or deny geographic expansion requests contained within a DMS preapproval. Any requests received will be routed to all GECs assigned to the managing office. The appropriate specialty GEC must approve or deny the request. Coordination may be required outside of DMS such as telephone calls or emails; however, all actions to approve or deny the request will be documented in DMS.

g. Aviation Safety Inspectors (ASI). This role allows any ASI access into DMS to record specific oversight and other activities, as well as accessing information on any designee in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

> **Note:** DMS user roles determine which activities an FAA user can access in DMS. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

i. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the appointing official, selecting official, and managing specialist roles may be proxied.

(4) An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

(5) Each designee may have only one managing specialist and up to three managing specialist proxies. An appointing official, selecting official, and the managing specialist who will be proxied may assign a managing specialist proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

Chapter 2. Application Process

1. Purpose. This chapter and the corresponding chapter in Volume 1 describe the policy related to the application process for individuals applying for the authority to function as a DPE, Admin PE, and/or SAE designee. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DPE, Admin PE, and/or SAE applicants.

2. General.

a. Application Information. Candidates for initial designation as a DPE, Admin PE, or SAE must submit an application through DMS.

b. FAA Tracking Number (FTN). DPE, SAE, and Admin PE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

c. Citizenship. U.S. citizenship is not a requirement for appointment.

3. Reinstatement. A former designee whose privileges were terminated "not for cause" may be reinstated only at the managing office where last assigned. This provision may only be exercised at the discretion of the previous managing office, and only when the following provisions are met:

a. The former designee meets the requirements and procedures for an original issuance of designation and was previously authorized in DMS.

b. The designation was terminated not more than 12 calendar-months prior to application for reinstatement.

c. The applicant meets the recurrent training requirement for the designee type.

d. The managing office determines that the former designee is still competent to perform the authorized activities.

> **Note:** If the provisions are met, the CLOA is reissued with the original designation number used for reinstatement.

4. Former Designee Appointment. Except as stated in paragraph 3 above, former designees who wish to reapply for previously held authorizations that have been terminated "not for cause" must reapply through DMS as an initial applicant.

5. Relocation. Designees may relocate to a different geographic area if the receiving FAA office agrees to the transfer. Any change in location, change of managing office, or change of managing specialist is conducted through DMS. This change is effected through DMS by the receiving managing specialist.

6. Minimum Qualifications.

a. Minimum Qualifications for DPE, Admin PE, and SAE Applicants.

(1) In addition to the general minimum qualifications and disqualifiers depicted in this chapter, candidates for designation as a DPE must be technically qualified and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All DPEs must meet the requirements of §§ 61.56 and 61.57. If applying to administer tests in an aircraft that requires a type rating, the DPE must also be current in accordance with § 61.58.

(2) For designations requiring a medical certificate, the examiner must maintain at least a third class medical certificate throughout the duration of the designation. Examples of designees not requiring a medical certificate are those whose authorizations are limited to examinations in balloons, gliders, or FSTDs for which no medical certificate is required. An SPE must maintain a current FAA flight instructor certificate, and a valid U.S. driver's license or an airman medical certificate.

(3) Any required flight instructor certificate must be kept current for the duration of the designation.

b. Minimum Qualifications for DPE Applicants. Except for SAEs and Admin PEs, all DPE applicants must meet the following in addition to the specific eligibility requirements listed in this chapter. Within the three years prior to application, the DPE applicant must have met at least one of the following:

(1) Served as a chief instructor, assistant chief instructor, or check instructor in a school certificated under part 141, for a minimum of 12 calendar-months;

(2) Served as a check airman authorized under part 121 and/or part 135, for a minimum of 12 calendar-months;

(3) Served as an Aircrew Program Designee (APD) authorized under part 121, for a minimum of 12 calendar-months;

(4) Served as a Training Center Evaluator (TCE) authorized under 14 CFR part 142, for a minimum of 12 calendar-months;

(5) Served as an FAA ASI with checking/testing responsibilities in aircraft, for a minimum of 12 calendar-months;

(6) Held an FAA pilot examiner designation (that was not terminated for cause) with authorization to conduct practical tests and/or proficiency checks in flight; or

(7) Provided at least the following hours of flight instruction to airmen which led to the issuance of a pilot certificate or rating as applicable to the categories sought.

For Authorization In:	Hours in Category
Airplanes	200
Rotorcraft	200
Gliders	100
Lighter-than-Air	50
Weight Shift Control	100
Powered Parachute	50

c. Specialty Aircraft Examiner (SAE). An SAE must meet the requirements of all applicable regulations, including § 61.58, to conduct a practical test from the pilot seat of a vintage airplane.

d. Former ASIs (Operations). Former ASIs (Operations) applying for DPE or SAE authority are required to successfully complete the same application procedures, training, and evaluations as required for all other examiner candidates. However, for PIC experience requirements in the past 12 calendar-months, former ASIs meet the experience requirements provided the following requirements are met:

(1) FAA Flight Program. Within the last 12 calendar-months, the former ASI has been current and qualified in the FAA's flight program.

(2) General Activity. Within the preceding 12 calendar-months, a former ASI (Operations) must have conducted a combination of at least 10 tests or checks of any of the following:

(a) Pilot certification/additional aircraft rating practical tests administered under part 61.

(b) Proficiency checks administered under part 121, 125, or 135.

(c) Proficiency tests administered to a chief instructor, assistant chief instructor, or check instructor under part 141.

(d) Stage checks and end-of-course tests administered under part 141.

Note: A former ASI that has been out of FAA service for more than 12 calendar-months must meet all requirements for initial designation.

7. Specific Eligibility Requirements. Designee applicants must meet all specific eligibility and experience requirements for the specific designation sought. If a designee applicant does not meet all of the appropriate eligibility and experience requirements in this order, he or she must obtain a written recommendation from the manager of the managing FAA office. The appointing

official for the managing office must request a deviation from the National Policy Office (NPO). The designee applicant may contact the managing Flight Standards office for additional information.

a. Eligibility. A designee applicant must hold the appropriate level of certificate(s) and ratings that would allow the individual to provide flight instruction in that category, class, and type (if applicable) of aircraft. For example, a designee applicant who was applying for designation in helicopters would be required to hold at least a Commercial Pilot Certificate with rotorcraft and helicopter ratings as well as a flight instructor certificate with rotorcraft and helicopter ratings. A designee applicant who was applying for designation in balloons would be required to hold a Commercial Pilot Certificate with lighter-than-air and balloon ratings. A designee must not administer a test for a higher grade of certificate than he/she holds or for a rating that is not held by the designee. For example, a designee who holds a Commercial Pilot Certificate with rotorcraft category and helicopter class ratings would not be eligible to be designated as an ATPE in helicopters, but may be designated as a CE.

b. Specific Eligibility Requirements for Designees With PPE Authorizations. A designee, when exercising the PPE authorization:

(1) Must be willing to serve the public outside the examiner's geographic area upon reasonable request by an applicant.

(2) Must hold an ATP Certificate or a Commercial Pilot Certificate with an instrument rating and, for a PPE authorization in aircraft, a type rating for the type of aircraft authorized.

(3) Must hold PIC privileges for the type of aircraft authorized while acting in an official capacity of their PPE authorization.

(4) When holding a turbojet FSTD authorization, must hold a turbojet rating on their pilot certificate. However, the rating does not need to be in the same type aircraft that the FSTD represents.

(5) When holding an authorization for turboprop airplanes in FSTDs only, does not need to hold a turboprop type rating on their pilot certificate.

Table 3-5. Specific Eligibility Requirements for Designation as a PE and/or a CE

	AIRPLANE (see Note)	ROTORCRAFT (VFR ONLY)	GLIDERS	LTA AIRSHIP	LTA BALLOON
HOURS AS PIC	2,000 Total; which includes: 1,500 in airplanes, 500 in class, 100 at night, 200 in complex, AND in the past 12 months: 100 hours in airplanes.	2,000 Total; 500 in rotorcraft, of which at least 250 were in helicopters or 150 were in gyroplanes, as appropriate, AND in the past 12 months: 100 hours in rotorcraft. If applying for large helicopters to be listed on CLOA, the additional requirement is 100 hours acting as PIC in large helicopters, including at least 50 hours in the type sought. (25 hours required for each additional type sought.)	500 Total; 250 in gliders AND in the past 12 months: 20 hours in gliders, which included at least 50 flights	2,000 Total; 500 in airships, of which at least 50 were at night AND in the past 12 months: At least 100 hours in airships	200 Total; 100 in balloons, AND in the past 12 months: 20 hours in balloons, which included at least 10 flights of at least 30 minute duration. AND airman must have held a Commercial Pilot Certificate with Lighter-than-Air Category and Balloon Rating for at least 1 year
HOURS AS A FLIGHT INSTRUCTOR	500 in airplanes, of which 100 are in the class of airplane for designation sought, and 150 hours preparing airmen for Commercial or ATP Certificates with Airplane Categories.	250 in helicopters or 200 in gyroplanes, as appropriate. AND at least 100 in helicopters or 50 in gyroplanes, as appropriate, preparing an airman for a Commercial Pilot Certificate, ATP Certificate, or Instrument Rating.	100 in gliders	100 in airships	50 in balloons

Note: For CE authority only in airplanes (no instrument authority), managing specialist should give the CIRE authorization and put “no instrument authority” in the limitations on the CLOA.

Table 3-6. Specific Eligibility Requirements for Designation as an LAE, a CIRE, an ATPE, a PPE, and/or a Type Rating Examiner

	AIRPLANE	ROTORCRAFT HELICOPTER
HOURS ACTING AS PIC	2,000 Total; which includes: 1,500 in airplanes, 500 in class, 100 at night, 200 in complex, 100 instrument flight (actual or simulated); AND in the past 12 months: 100 hours in airplanes. If applying for designation in large, turbine-powered aircraft to be listed on CLOA, the additional requirement is 300 hours acting as PIC in large, turbine-powered aircraft, of which at least 50 hours were in the type sought. (25 hours required for each additional type sought.)	2,000 Total, 1,200 in helicopters, which includes: 100 instrument flight (actual or simulated) AND in the past 12 months: 100 hours in helicopters. If applying for large helicopters to be listed on CLOA, the additional requirement is 100 hours acting as PIC in large helicopters, of which at least 50 hours were in the type sought. (25 hours required for each additional type sought.)
HOURS AS A FLIGHT INSTRUCTOR	500 in airplanes, of which 100 are in the class of airplane for designation sought, AND 250 hours of instrument flight instruction, of which at least 200 hours were in airplanes, and 150 hours preparing airmen for Commercial or ATP Certificates with Airplane Categories OR airplane type ratings or instrument airplane ratings.	250 in helicopters, 50 hours instrument instruction in helicopters and at least 100 hours preparing pilots in helicopters for the Commercial or ATP Certificates, or instrument helicopter ratings or type ratings.

Note: Applicants applying for type rating authorization only must meet the requirements for the applicable CIRE/ATPE category and class, along with the type rating requirements.

c. Specific Eligibility Requirements for SPEs. DPEs who are authorized by a managing office to conduct airman testing at the private, commercial, or ATP level may be authorized by that office to conduct additional airman testing at the sport pilot level. In this instance, the managing office assumes the authorization and management responsibility.

d. Specific Eligibility Requirements for SPFIEs.

(1) The SPFIE must already possess an active SPE authorization for airman testing to the sport pilot certificate level in a specific category and class of LSA. An SPFIE may issue a sport pilot certificate or flight instructor certificate with a sport rating, as applicable.

(2) If a designee possesses an authorization for airman testing at the recreational pilot level or above and is managed by a Flight Standards office other than the Specialty Aircraft Examiner Branch (AFS-610), the Flight Standards office with direct oversight grants the SPFIE authorization. Otherwise, AFS-610 directly grants the SPFIE authorization.

Table 3-7. Specific Eligibility Requirements for Designation as an SPE

	BALLOON	WEIGHT SHIFT CONTROL	POWERED PARACHUTE	AIRSHIP	AIRPLANE	GYROPLANE	GLIDER
HOURS ACTING AS PIC	200 Total, 100 in balloons AND in the past 12 months: 20 hours in balloons which included at least 10 flights that were of at least a 30 minute duration	500 Total, 250 in weight shift control, 125 in class, AND in the past 12 months: 50 hours in weight shift aircraft	250 Total, 100 in powered parachutes, 60 in class, AND in the past 12 months: 25 hours in powered parachutes	200 Total, 100 in airships AND in the past 12 months: 20 hours in airships	500 Total, 250 in light-sport airplanes, 125 in class, AND in the past 12 months: 50 hours in airplanes	500 Total, 250 in gyroplanes AND in the past 12 months: 50 hours in gyroplanes	250 Total, 100 in gliders AND in the past 12 months: 10 hours in gliders, which involved at least 10 flights
HOURS AS A FLIGHT INSTRUCTOR	100 in balloons	200; at least 100 in weight shift control	100; at least 50 in powered parachutes	100 in airships	200; at least 100 in light-sport airplanes	200 in gyroplanes	100; at least 50 in gliders

Note: If adding SPE or SPFIE authority in a category of aircraft for which the designee already holds PE privileges, the designee need not meet the requirements listed above.

e. Specific Eligibility Requirements for VAEs, VFEEs, and EAEs.

(1) The FAA NPO determines the need for an SAE. If there is a need for a new SAE, and the NPO has the ability to manage the additional examiner, a selection will be made following the normal DMS process.

(2) VAE, VFEE, and EAE applicants must apply through DMS, but must also include a letter of recommendation from a recognized community-based organization (CBO), such as Experimental Aircraft Association (EAA), Aircraft Owners and Pilots Association (AOPA), etc.

(3) After selection but prior to designation, the NPO will contact the CBO to verify the qualifications of the proposed SAE.

(4) When there are no qualified and/or current examiners available for a vintage aircraft, the best qualified SAE (qualified in an aircraft within the same group) may conduct the test from the jump seat of a vintage airplane as long as a current and qualified pilot occupies a pilot seat.

(5) There is no specific limit to the number of vintage airplanes for which a VAE, VFEE, or EAE may receive authorization. An SAE will be designated to conduct practical tests in one or more of the SAE authorizations based on their qualifications and the needs of the program.

(6) An SAE must meet the requirements of all applicable regulations including § 61.58 to conduct a practical test while serving as a required flightcrew member. When conducting the evaluation from other than a crewmember station, they are not required to be current in accordance with § 61.58.

(7) When a designation is added, a new CLOA containing all designations held is generated in DMS.

f. Flight Instructor Initial Test Authorization. Prior to authorizing a designee to conduct initial flight instructor tests, the managing office must ensure that the designee is highly qualified to conduct those tests. The managing office should carefully review the qualifications, experience and reputation of the designee being considered. As a minimum, designees being considered for initial certificated flight instructor (CFI) authorization must have been designated as a CIRE and as an FIE (limited to add-on or renewal only) for at least 12 calendar-months.

Table 3-8. Specific Eligibility Requirements for Designation as a VAE, VFEE, and EAE

Note: The final decision as to eligibility to serve as an SAE is determined by the NPO for Vintage and Experimental Aircraft, AFS-600, with input from a CBO, if necessary.

ELIGIBILITY REQUIREMENTS	VINTAGE AIRPLANES	VINTAGE GROUP	EXPERIMENTAL AIRCRAFT	EXPERIMENTAL GROUP	FLIGHT ENGINEER	GLIDERS
CERTIFICATES REQUIRED	Commercial and Instrument or Airline Transport Flight Instructor Airplane	Commercial Pilot and Instrument or Airline Transport Flight Instructor	Commercial and Instrument or Airline Transport Flight Instructor Airplane or Helicopter, as appropriate	Commercial and Instrument or Airline Transport Flight Instructor Airplane or Helicopter, as appropriate	Flight Engineer	Commercial Pilot Flight instructor
CERTIFICATE CATEGORIES	Both with Airplane category	Both with Airplane category	Both with Airplane or Helicopter category, as appropriate	Both with Airplane or Helicopter category, as appropriate	Flight Engineer	Both with Glider category
RATINGS AND AUTHORIZATIONS	Type Rating in the Subject Airplane	Type Ratings in at least 3 vintage airplanes	Experimental Aircraft Authorization in aircraft	Experimental Aircraft Authorizations in 3 aircraft	Reciprocating, Turbopropeller, or Turbojet, as appropriate	
HOURS AS PIC	5,000 1,000 in airplanes, which includes at least 100 in past 12 months 100 in large vintage aircraft 10 hours in type	5,000 1,000 in airplanes 100 in large vintage airplanes, which includes 100 in large vintage aircraft. Must be current in more than one vintage aircraft	5,000 1,000 in airplanes, which includes at least 50 in past 12 months If applicable, 100 in large aircraft. 10 hours in type	5,000 1,000 in airplanes, which includes at least 50 in past 12 months If applicable, 100 in large aircraft	2,500 as flight engineer (Note: These are flight engineer hours. PIC is not applicable to flight engineer.)	5000 25 in gliders
HOURS AS FLIGHT INSTRUCTOR (as CFI, Authorized Aircraft Instructor (AAI), or Military Flight Instructor (MFI))	100	100	100	100	N/A	100

g. Specific Eligibility Requirements for Admin PEs. Specific eligibility requirements for ACRs.

(1) ACR-141.

(a) The holder of a pilot school certification who has been issued examining authority under part 141 subpart D for at least one of its courses may request ACR designation for an employee or representative of that company. The pilot school makes the request for an ACR by submitting a letter to the school's responsible FSDO.

(b) The pilot school requesting the designation of an ACR must hold examining authority for both flight and knowledge test privileges or flight test privileges only. Pilot schools holding examining authority for knowledge testing only are not eligible for ACR designation. ACR candidates:

1. Must be currently employed by, or hold a position in, a pilot school organization.

2. Must have been employed by, or held a position in, the pilot school for at least 12 calendar-months immediately preceding the application for designation.

3. Must hold a valid pilot certificate (other than a student pilot certificate), valid flight instructor certificate, or valid ground instructor certificate.

(c) Any DPE or SAE who holds a current CLOA may be authorized to perform ACR duties and responsibilities (for any airman certificate or rating) provided the DPE or SAE is also current with regards to the ACR training requirements.

(2) ACR-FIRC.

(a) An FAA-approved FIRC provider may request the designation of an ACR. These individuals are authorized to renew flight instructor certificates to eligible course graduates of the approved FIRC.

(b) Only an authorized FIRC provider holding an FAA-approved FIRC training course outline (TCO) may make a request for the designation of an ACR applicant. Final approval of the FIRC provider's TCO is a prerequisite for an ACR designation. An authorized FIRC provider may request ACR designation for one or more responsible members or employees of that organization by submitting a letter to the managing FAA office where the applicant's principal business office is located.

(c) A FIRC provider requesting an ACR designation will provide the following information in a letter to the responsible Flight Standards office:

1. The original date of FAA approval of the FIRC provider to conduct the FIRC;

2. The number of courses delivered in the 12-month period immediately preceding the request for an ACR designation;

3. The number of attendees issued graduation certificates, the number of graduation certificates denied, including the reasons for the denials; and

4. The number and location of courses scheduled to be delivered, along with the expected number of attendees for the 12-month period immediately following the date of request for designation.

(d) ACR candidates:

1. Must be currently employed by the FAA-approved FIRC.

2. Must have been employed with the FIRC for at least 12 calendar-months immediately preceding application for designation as an ACR.

3. Must hold a valid pilot certificate (other than a student pilot certificate), valid flight instructor certificate, or valid ground instructor certificate.

(e) Any DPE or SAE who holds a current CLOA may be authorized to perform ACR duties and responsibilities for the FIRC provided the DPE or SAE is also current with regards to the ACR training requirements.

8. Disqualifiers—Special Considerations. Any applicant that has been previously terminated for cause must not be considered for designation (see Volume 1, Chapter 2, Application Process, for disqualifying criteria).

9. Privilege, Not a Right. See Volume 1.

10. Post-Application. See Volume 1.

11. Maintaining an Active Designee Application. See Volume 1.

Chapter 3. Selection and Evaluation of a Designee Applicant

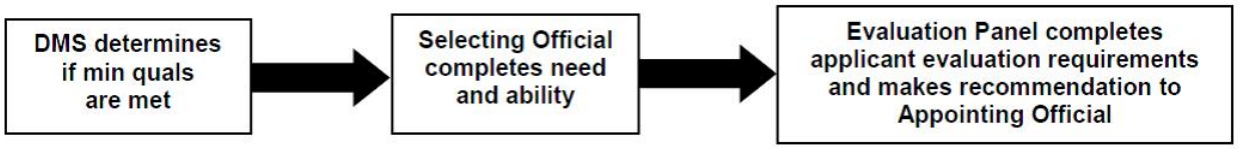
1. Purpose. This chapter provides the policy related to the selection and evaluation of DPE, Admin PE, and SAE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of DPE, Admin PE, or SAE applicants.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov /content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. Selection Process. The general process of selection can be broken down into three parts: DMS determines if the designee meets system-defined minimum qualifications; the selecting official determines if need and ability requirements are met; and then assigns an evaluation panel to further review the applicant's qualifications and abilities. (See Figure 3-1 for a high-level representation of the selection flow.)

Figure 3-1. High-Level Selection Process Flow



b. Selection Considerations.

(1) When a need for a designee has been identified, the office management will query DMS for a listing of applicants. Candidates must submit applications exclusively through DMS.

(2) An evaluation panel, determined by the selecting official, will then be established to review and evaluate the list of viable applicants identified through DMS. The evaluation panel assesses each designee candidate's background knowledge and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Review and contact references provided by the applicant and comments that may influence the decision to recommend or deny appointment.

> **Note:** The selection and appointing process has multiple steps and involves several DMS users. The appointing official and the selecting official have access to the "Work Flow Tool" in DMS, which allows them to quickly determine the status of an appointment, or expanded authority request. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants.

a. General. Once the FAA establishes need and ability to manage, the selecting official can request a list of applicants through DMS, which searches active applications to identify candidates that most closely match the specified criteria.

b. Initial Request. DMS will return all applicants per the request.

c. Additional Requests. If no qualified candidates are available within DMS for the appointing office, the office should query for applicants from a nearby office to see if they would be willing to serve the requesting office. If no qualified applicants are available, an appointing official may request a deviation from minimum qualification requirements if:

(1) The FAA demonstrates a significant need for the appointment, and

(2) The managing office can justify that the designee candidate meets an equivalent qualification.

d. Minimum Qualification Deviation Request Process. When there are no qualified applicants in DMS for the specific need of the office, the Flight Standards office may request that the selecting official petition the NPO for a deviation from the minimum qualifications.

(1) Documentation. The selecting official will document and communicate the circumstances and justification for the deviation in a memo to the NPO outside of DMS.

(2) Coordination. If in agreement with the Flight Standards office recommendation, the NPO will document the circumstances and justification in DMS and complete the required DMS process (deviation allowed).

> **Note:** The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is that the office would appoint the applicant within 30 days of granting the deviation. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation Process. It is the goal of the FAA to establish a uniform designee candidate assessment process (as much as practicable) for all designee types.

b. Evaluation Panel. At such time that one or more viable applicants have been identified through DMS, an evaluation panel is convened to consider the merits of each applicant. The panel is generally comprised of three FAA staff that should include:

(1) An ASI from the office that initiated the selection and appointment process. This ASI should assume a lead role during the evaluation process, and will coordinate the evaluation panel results within DMS.

(2) An ASI from AFS-600 (required). For appointments to AFS-610, the member from AFS-600 must be from outside of AFS-610. The selecting official must contact AFS-600 via email to request an evaluation panel member before the evaluation panel is created in DMS. The request for an AFS-600 evaluation panel member must be sent to the following email: 9-AMC-AFS-650-DMS-EP-Request@faa.gov.

(3) At least one additional GA ASI, which may include an FLM.

c. Evaluation Panel Tasks. The evaluation panel assesses each applicant's background, knowledge, and experience by conducting a thorough review of the designee application. To support this process, the following tasks must be accomplished:

(1) Review the applicant's application and supporting documentation in DMS.

(2) Contact references as necessary.

(3) Conduct an interview with the designee candidate. The interview should determine whether the applicant has the general and specific qualifications, as well as the qualities necessary to be successful as a designee. Interview responses should be consistent with the information contained on the candidate's application.

(4) Verify that minimum qualifications have been met.

(5) Review the applicant's experience on the DMS application to determine what authorizations they may qualify for. This should be done in advance of an applicant interview.

(6) Verify that the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorizations sought.

(7) Review relevant information from each of the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) Accident Incident Data System (AIDS);

(b) SPAS;

(c) Program Tracking and Reporting Subsystem (PTRS); and

(d) Enforcement Information System (EIS).

(8) For Admin PEs, inspect facilities and equipment (if applicable) to be used in the conduct of their duties.

(9) Ensure, based on research found in the databases above, that the requirements of Volume 1, Chapter 4, Designee Appointment, are met.

d. Examiner Proficiency Check Prior to Appointment. The evaluation panel will consider the results of a pre-appointment pilot proficiency check, if applicable. The purpose of

the proficiency check is to evaluate the designee applicant's piloting skills. The content of the proficiency check may include a demonstration of part or all of the following:

(1) The knowledge and skill areas required for the original issuance of the certificate for which the DPE will hold authority.

(2) Maneuvers and procedures listed in the practical test standards (PTS)/Airman Certification Standards (ACS) for the applicable certificate and rating.

> **Note:** If the managing office has direct knowledge of the flight proficiency of the designee applicant, such as recent part 135 or 141 flight checks, check airman activity, or whose proficiency and competency is well known by local inspectors, then a preappointment proficiency check may be unnecessary. However, if the designee applicant has not been recently observed in the specific category, class, and type for the authorizations desired, then a proficiency check in the appropriate aircraft is advised. It is the responsibility of the managing office to determine if the designee applicant has the knowledge and skill for the authorization sought.

e. Evaluation Panel Outcomes.

(1) When the evaluation panel determines that an applicant meets the requirements for designation, the results are documented in DMS and a recommendation is provided to the appointing official through the selecting official. If the appointing official is in agreement with the recommendation, the appointment process will ensue. See Chapter 4 for information relating to the appointment process.

(2) If the evaluation panel, with concurrence from the selecting official, rejects all applications provided by DMS for good cause, the managing office should encourage suitable applicants to apply through DMS so that they can be considered.

6. Additional Authorizations. Designees will apply for additional authorizations using the "request additional authorizations" link in DMS. The managing office will complete the process using the same functions for original designation, although the managing office is not required to add authorizations just because the designee requests them. This is entirely at the discretion of the managing office.

7. Banning. See Volume 1.

Chapter 4. Designee Appointment

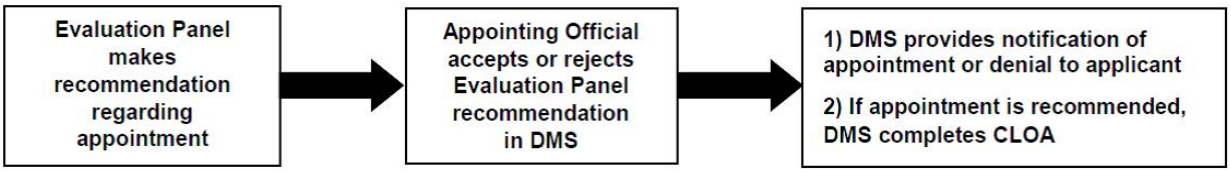
1. Purpose. This chapter provides the policy related to the appointment of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment process for a DPE, Admin PE, and SAE.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov /content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. Appointment Process. Below is a high-level representation of the appointment process.

Figure 3-2. High-Level Appointment Process Flow



b. Appointment Considerations.

(1) The managing specialist should issue appropriate privileges and limitations in the CLOA based on the applicant's:

(a) Background experience;

(b) Personal and professional qualifications; and

(c) Needs of the appointing office.

(2) Prior to appointment, the managing specialist will verify that the following events are completed and recorded in DMS:

(a) Successful completion of the initial designee specific training conducted by the FAA's Designee Standardization Branch (AFS-640) in Oklahoma City, OK. For a list of the training, visit https://av-info.faa.gov/dsgreg/sections.aspx.

(b) Applicant has attended an orientation conducted by their managing office, which includes, but is not limited to, the following:

1. Caution the designee that any irregularities or deficiencies related to the delegated work may result in the termination of the designation under the provisions of part 183, § 183.15(b)(4).

2. Remind the designee to perform only authorized functions within the limits of his or her authority.

3. Remind the designee to request preapproval through DMS before accepting any applicant requests for testing or checking activities.

(c) Remind the designees, except when using IACRA, to submit applicable original or duplicate documents within 7 calendar-days of completion to the managing office for review.

3. Designee Number. See Volume 1.

4. CLOA. The CLOA will identify the designee type and the specific authorizations, or limitations.

5. Appointment Duration. The initial duration of a designee's appointment is up to 12 calendar-months.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of the DPE, Admin PE, and SAE, referred to collectively in this chapter as designees. This designation type-specific policy and the Volume 1 constitute the overall policy for the responsibilities and obligations of DPEs, Admin PEs, and SAEs.

2. General Responsibilities.

a. Accept Airman Certificate and/or Rating Application. Accept applicable airman certificate and/or rating applications for airman certificates and ratings.

b. Conduct Tests. All tests must be appropriate to the FAA CLOA held by the designee, and in accordance with the appropriate PTS or ACS. The use of an interpreter is strictly prohibited.

c. Charge Reasonable Applicant Fees. The designee must ensure that the applicant understands all fees charged, including the fee for retesting after failure, before the designee accepts the airman certificate and/or rating application.

d. Issue Temporary Airman Certificates. Issue Temporary Airman Certificates only to applicants who have been tested and found qualified for the certificate or rating sought. The managing FAA office may remove this authorization and retain this privilege. In this case, limitations will be entered on the CLOA.

e. Accept Pilot Applications. Accept pilot applications for new pilot certificates and/or ratings (for which the designee holds that authorization) and any pilot certificate that is administrative in nature (e.g., second-in-command (SIC) type rating or English language endorsement), provided the designee has received required initial training and recurrent training every 24 calendar-months thereafter, both offered by the Designee Standardization Branch (AFS-640).

f. Expectations. DPEs, Admin PEs, and SAEs are expected to:

(1) Provide FAA testing and certification activities without prejudice or discrimination in a fair and unbiased manner.

(2) Maintain a high level of knowledge, skill, and expertise commensurate with their authorizations.

(3) Charge no more than a reasonable fee for services.

(4) Keep abreast of current aviation trends and technologies.

(5) Serve as a willing resource to the aviation community on matters of FAA airman certification regulations and policy.

(6) Set a high standard of airmanship and safety through personal example.

(7) Exercise diligence and care in the preparation of airman certification documentation and files.

(8) Always represent the FAA and its workforce to the public in a positive manner.

(9) Work constructively with the managing FAA office.

(10) Become familiar with any circumstances unique to a particular area when testing outside their managing office's area.

Note: Designees should be encouraged to take part in FAA Safety Team (FAASTeam) seminars and events. The FAA values the participation of FAASTeam representatives in providing support for safety meetings.

g. Limitations. DPEs and SAEs must not:

(1) Conduct the flight portion of a practical test prior to the ground portion.

(2) Schedule the test to be planned as a multiple-day event. Extenuating circumstances may allow for deviations, but must be approved by the managing FAA office. An example of a situation that may warrant a deviation is a lighter than air practical test, which requires the flight portion to begin at sunrise.

(3) Test more than one applicant at a time. To clarify "at a time": when a designee begins a test with an applicant, prior to accepting an application from another airman, the designee will terminate the first test with the issuance of a Temporary Airman Certificate, a Notice of Disapproval, or a Letter of Discontinuance. In cases where the test aircraft requires a flightcrew of two, such as in the case of a type rating examination in an aircraft requiring two pilots, it is permissible to evaluate both applicants together.

(4) Conduct or monitor any portion of computer knowledge tests.

(5) Reissue or amend any expired Temporary Airman Certificate.

(6) Endorse, amend, alter, or issue any permanent airman certificate.

(7) Exempt any applicant from the testing requirements in the applicable PTS/ACS.

(8) Combine teaching with testing during the testing of an applicant.

(9) Conduct tests unless an applicant presents proof of eligibility as prescribed in the applicable part 61 or 14 CFR part 63.

(10) Conduct practical tests unless the applicant has passed the required airman knowledge test, if a knowledge test is required.

(11) Temporarily suspend a test to allow the applicant further study, and then continue the same test later.

(12) Conduct tests in any language other than English.

(13) Conduct more than three complete practical tests in a single day. This limitation does not apply to the number of retests that can be conducted in one day. A complete practical test is defined as one that is not a retest from a previous unsatisfactory test or a continuation of a previously discontinued test.

(14) Accept applications for medical Statements of Demonstrated Ability (SODA) or for the reexamination of airmen under Title 49 of the United States Code (49 U.S.C.) § 44709.

(15) Allow anyone other than an ASI to observe a test. For designee training purposes only, exceptions may be authorized in writing by the managing FAA office.

(16) Test applicants trained by the examiner. A designee who trains an applicant for a certificate or rating may only test that applicant under the following conditions:

(a) If another instructor has given the applicant at least 3 hours (or 3 flights in a glider) of flight instruction in the 2 calendar-months prior to the test, in preparation for the test, and is the recommending instructor. For sport pilot privileges, the hours are reduced to 1.5 hours if the test is in a balloon; 1.0 hours if the test is in a powered parachute; 2.0 hours if the test is in all other light sport aircraft categories.

(b) A designee may also test an applicant trained by that designee for an additional aircraft class rating if the applicant has obtained the written recommendation of another CFI who has personally checked the applicant and found the applicant prepared for the practical test.

(c) An FIE may test an applicant that he or she trained for a flight instructor certificate or rating if the designee obtains written permission from the managing FAA office.

(d) An ATPE may test an applicant that he or she trained for an ATP Certificate or rating if the designee obtains the permission of the managing FAA office.

(e) In cases where an SAE is the only readily available instructor qualified in a rare airplane, the SAE may conduct a certification practical test for an applicant that he or she trained if the designee obtains permission from the managing office.

h. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your managing specialists. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned managing specialists. If a conflict cannot be resolved at that level, the designee should contact the responsible Flight Standards office or IFO management for assistance. Other FAA offices, including the Delegation Programs Branch (AFS-650) or AFS-640, do not manage designees and are not authorized to provide direct guidance to designees in lieu of the assigned Flight Standards (FS) managing office guidance and instruction. Designees will not contact AFS-640 for any matters other than course information, registration, or technical issues with course materials

3. Ongoing Requirements of a Designee. In order to complement the general requirements established in Volume 1 of this order, a DPE, SAE, or Admin PE will:

a. Maintain Minimum Requirements. Maintain the minimum qualifications established for appointment as specified in this order including certification, currency, initial, and recurrent training, and attendance at the required annual meetings.

Table 3-9. PIC Experience Requirements

AIRCRAFT TYPE	PIC EXPERIENCE IN THE PRECEDING 12 MONTHS
Airplane	60 hours (10 hours in each class authorized)
Airplane—Light-Sport	12 hours
Rotorcraft	25 hours (5 hours in each class authorized)
Gliders	3 hours, which included at least 3 flights
Lighter-than-Air—Airship	40 hours
Lighter-than-Air—Balloon	5 hours, which included at least 3 flights
Weight Shift Control	12 hours
Powered Parachute	5 hours

Note: PIC experience obtained while administering practical tests will not be considered for the purposes of the recent PIC experience required of the designation (listed above).

Note: For designees who hold authorization to conduct tests in more than one category of aircraft, the DPE must have obtained the total PIC experience for the authorized category that requires the greatest number of hours. In addition, the number of PIC experience hours required for each additional category must be met. For instance, a DPE authorized to test in both airplanes and rotorcraft helicopter would be required to obtain a total of 60 hours of PIC (because 60 hours is the greatest total required of all authorized categories). Of those hours, at least 10 hours must be in each class of airplane authorized (i.e., ASEL or AMEL) and at least 5 of that in helicopters (rotorcraft class). In this case, the DPE must have accrued 5 hours in rotorcraft-helicopter plus 10 in AMEL plus 10 in ASEL totaling 25. The remaining hours could be in any category or class. Another example: a DPE authorized to conduct tests in airplanes, gyroplanes, and gliders would be required to obtain a total of 60 hours PIC (because 60 hours is the greatest total required of all authorized categories). Of those 60 hours, 10 hours must be in the class of airplane authorized (i.e., ASEL or AMEL), at least 5 hours in class of rotorcraft (gyroplanes), and 3 hours must be in gliders (which included at least 3 flights).

b. Use Current Regulations and Policies. Maintain and use the most current versions of the Code of Federal Regulations (CFR), the PTS/ACS, FAA Order 8900.1, and this order. Storage and retrieval of these documents may be electronic.

c. Attend Annual Meeting. Designees must attend the annual designee meeting conducted by the managing FAA office at least once every four quarters. For designees regularly testing in an area outside of their managing office's district, they are encouraged to attend the annual meeting for the district where they are regularly testing.

(1) The FAA office should attempt to schedule the annual meeting to allow for all designees of the same type to meet together in a location at the same time to discuss, at a minimum, the following subject areas:

(a) Local issues;

(b) Local problem areas;

(c) Local procedures;

(d) Standardization issues;

(e) Designee performance; and

(f) National issues.

(2) A record of attendance by each designee must be documented in DMS by the managing specialist.

(3) In cases where, beyond the designee's control, it is not possible for a designee to attend the annual meeting, the designee must meet with that managing specialist to discuss the same subject material that was presented at the meeting. The managing office may opt to record their meetings on video and use the media for make-up meetings. This allows the designees who miss the meeting to also benefit from the dialogue between designees during the meeting. A designee who misses this annual meeting must still satisfy the annual meeting requirement.

d. IACRA.

(1) For airman testing and certification, the designee is expected to use IACRA online processing system accessible through https://iacra.faa.gov.

(2) If IACRA is unavailable when the DPE is beginning the test, the applicant must submit a paper application (FAA Form 8710-1). The entire certification process must then be completed using the paper application and the certification file must be sent to the managing FAA office. The DPE cannot, under any circumstances, complete the certification in IACRA at the conclusion of the test, even if it is available. If the test is started with paper, it must be completed with paper. The DPE must also notify the managing FAA office of the reason for using paper instead of IACRA.

e. PTS/ACS. Designees with airman testing and checking privileges must use the appropriate PTS or ACS in accordance with their authorizations. The PTS or ACS is available through a number of commercial sources or through the FAA website at www.faa.gov.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of DPEs, Admin PEs, and SAEs.

> **Note:** Detailed job aids for this DMS process can be found at: https://my.faa.gov /content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. General Considerations.

(1) Effective oversight of designees is founded on a strategy of risk management. A robust oversight policy includes a continual process of weighing the potential for harm from any apparent hazard against the likelihood of its occurrence. When safety risks and hazards are identified, appropriate preventive action is imperative.

(2) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Managing specialists are also responsible for ensuring that DPEs, Admin PEs, and SAEs are thoroughly coached in the importance of their role of administering ground (knowledge) and flight (skill) tests to the applicants in accordance with the PTS/ACS and Order 8900.1, Volume 5, Airman Certification.

(3) Oversight will include oversight activities at varying intervals, as well as an overall performance evaluation of each designee at least each 36 calendar-months. The outcome of each oversight activity provides data to be used in completing each designee's overall performance evaluation.

(4) Designees can expect that the managing office will assign to each DPE, Admin PE, and SAE a managing specialist that is a qualified ASI (Operations). The ASI will develop oversight plans to ensure quality, the highest degree of integrity, and compliance with current policy, regulations, and the PTS or ACS, as appropriate. The oversight plan will also identify potential hazards and risks to aviation safety. If and when the FAA discovers deficiencies, the managing specialist will respond in a manner prescribed by the common designee policy in this order and other relevant FAA guidance.

(5) DPEs and SAEs shall expect the FAA to observe them conducting their first complete test, and Admin PEs should expect the FAA to observe their first certification actions. Thereafter, the designees may be inspected or observed by FAA personnel at any time with or without prior notice. For additional authorizations to an existing designee, observation of the first test with the new authorization is optional if the managing office has direct knowledge of the designee's proficiency and abilities in the aircraft to be added, such as recent part 135 or 141 proficiency checks, or activity as a check airman.

(6) The managing specialist documents oversight activities and results in DMS. Such reporting is not only crucial for managing individual designees, but also for implementing risk-based decision making to the management of FS designees.

b. Managing Office and Managing Specialist. See Volume 1.

c. Oversight and DMS.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. DMS establishes the minimum required oversight activities for each designee based on their authorized activities and risk-based data. Additional oversight may be conducted as deemed necessary by the managing specialist or managing office. Oversight activities are the responsibility of the designee's managing specialist and the managing specialist is expected to conduct the oversight activities. However, other ASIs can enter oversight activities on the designee, and there are provisions in DMS for the managing specialist to "take credit" for an oversight activity of the same type conducted by another ASI if it's in the required timeframe. Additional instructions are included in the DMS job aids for oversight activities.

(2) The managing specialist must conduct designee overall performance evaluations on an ongoing basis predicated on the outcome of oversight activities. The managing specialist should record in DMS the results of individual oversight activities. However, the managing specialist must record in DMS a formal evaluation at least once every 36 calendar-months.

(3) Overdue Direct Observations. The managing specialist should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the managing specialist determines the lack of a completed direct observation presents an unacceptable risk, the designee may be suspended in DMS until the direct observation is completed. In cases where the managing specialist finds the risk acceptable, that risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, and an explanation of the factors considered and the reason for the extension. Direct observations may not be extended more than one quarter beyond the due date (e.g., a due date of June 30, 2020, cannot be extended beyond September 30, 2020).

d. Performance Measures. The managing specialist will render an overall rating for the period according to the following classifications:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Equipment and Materials. Does the designee possess relevant and current FAA publications, either electronically or in paper form, such as the CFR, the PTS/ACS, Aeronautical Information Manual (AIM), Chart Supplement U.S. (CS), and this order? Does the designee have

access to technology in order to effectively use the IACRA system in the processing of airman certification files?

(b) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting authorized activities? Does the designee demonstrate an expert level of knowledge about the aircraft operation and systems?

(c) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards required by the authorization?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Screening Applicants. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, and data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(c) Conducting Evaluations and Tests. Does the designee follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(d) Issuing Certificates and Testing Results to Applicant. Does the designee follow the correct procedure when completing and issuing airman certificates, test results, or other findings to the applicant upon completion of the testing activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and the general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA to the Public and Stakeholders. Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude With the FAA. Is the designee easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA when required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(4) Key DPE and SAE Performance Measures. Additional performance measures for DPEs and SAEs include, but are not limited to the following:

(a) Develops and uses a written plan of action in accordance with Order 8900.1 and the applicable PTS or ACS.

(b) When using PTS, evaluates "Special Emphasis Items" throughout the test.

(c) Employs "scenario-based" questioning and flight tasks liberally throughout the test to assess the applicant's decision making and resource management abilities.

(d) Completes pretest, preflight, and postflight briefings as appropriate

(e) Makes an accurate "pass/fail" determination.

(f) Properly completes the Temporary Airman Certificate, Letter of Discontinuance, or Notice of Disapproval, as appropriate, through the use of IACRA unless extenuating circumstances preclude IACRA use. In such cases, paper documents will be evaluated for completeness, accuracy, and legibility.

3. Oversight Actions.

a. Planning an Oversight Activity.

(1) In addition to guidance provided in Volume 1 of this order, the managing specialists should use a risk-based analysis to determine when an inspection is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(a) Oversight from DMS generated oversight activities. The managing specialist also determines if additional oversight may be necessary.

(b) Complaints received about a designee's conduct during certifications.

(c) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance).

(d) Review of designee's certification files or reports produced through DMS indicate one or more of the following:

1. Overall problems with the certification files;

2. A "no failure" or "high pass rate" that seems unusual;

3. A high activity rate;

4. Applicants are traveling long distances; or

5. Unreasonably long or short test durations considering the type of test.

(2) Prepare for the Inspection.

(a) Review the following documents prior to the inspection:

1. Designee's file;

2. Previous inspection reports and historic PTRS and DMS entries; and

3. Any correspondence between the managing office and the designee since the last inspection.

(b) If appropriate, review the designee's preapproval within DMS and arrange the inspection to coincide with the scheduled certification event.

(3) Additionally:

(a) Consider the habits and availability of designees and schedule activities so as not to inconvenience or create an unwarranted imposition on the individual.

(b) When planning an announced observation of a flight portion of a practical test being conducted by a DPE or SAE, communicate this intent in advance as much as practicable so that the aircraft is configured in such a manner (e.g., Weight and Balance (W&B), fuel load, etc.) to accommodate the FAA as well as the applicant and designee.

(c) It is noted that, when the FAA plans an observation of any portion of a practical test (either examination ground or flight), an applicant's permission is not required. Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the managing specialist, and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

b. Oversight Activities. Designee oversight includes the comprehensive management, monitoring, and tracking of a designee and related activities. All of these actions are considered oversight activities in DMS. A complete surveillance of a DPE, Admin PE, or SAE involves a group of oversight activities performed to observe the designee's performance. These oversight activities may be completed independently within a set timeframe, or any number of them may be completed in conjunction with one another. This approach to oversight was adopted to allow the managing specialist's flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than an all-at-once, infrequent approach. The frequency of each of these activities will be determined by DMS.

(1) Direct Observations. A direct observation is a managing specialist observing the designee performing work authorized by the designee's CLOA. The purpose is to determine that the designee has the knowledge and skill to properly administer a practical test or check, or in the

case of an Admin PE, to properly conduct the certification function. Direct observations provide the managing specialist the opportunity to determine if the designee is performing the work within the guidelines. It allows the managing specialist to gain insight into the designee's technical, professional, and procedural attributes. It also provides the designee with feedback from his or her managing specialist. In DMS, the direct observation for DPEs and SAEs is split into two parts; the observation of the ground portion of the test and the observation of the flight portion of the test. These observations may be conducted independently of each other, or both may be accomplished with the observation of a complete (ground and flight) test administered to a single applicant. The goal of the inspector during a direct observation is to observe the designee test all required areas of operations and tasks for the test that is being administered. However, in the case that the test does not proceed far enough to include all areas (i.e., Letter of Discontinuance or Notice of Disapproval), the direct observation can be considered complete if the inspector has witnessed enough tasks that he or she is satisfied that the designee is testing in accordance with PTS/ACS and current policy. In the case of a test that ends in a Notice of Disapproval or Letter of Discontinuance, the inspector should use the questions below to determine if the observation is complete, or another direct observation will be required. In order for the direct observation of the flight portion to be considered complete, at a minimum, the applicant must have taken flight and departed the airport environment.

(a) For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an FAA inspector, the inspector will observe a complete oral test, and the flight portion of the inspection will be completed with the FAA inspector playing the role of the applicant. This method of inspection is not intended to be used for examiners who conduct an adequate number of tests in aircraft that allow an inspector to observe the flight portion of the test. Whenever possible, the inspector will observe the designee conducting both the ground and flight portion of the practical test with the designee administering a test to an actual applicant.

(b) A minimum number of direct observations will be required to be completed by a managing specialist (see DMS to determine frequency). The number of observations determined by DMS is based on all indications that the examiner is conducting the test in accordance with current policy and standards. If there is any indication of unsatisfactory performance (e.g., interviews, complaints, etc.) the managing office must investigate and conduct additional surveillance in order to determine the actual performance of the designee. The managing specialists may increase the number of direct observations if deemed appropriate due to various risk indicators that may be established, such as when a "Needs Improvement" event has been identified, or any other reason deemed appropriate. The managing specialist must conduct a complete direct observation (ground and flight) of the first practical test for a newly designated DPE or SAE. For the direct observation of an Admin PE, the managing specialist would observe an entire certification event, from the applicant presenting the application to the designee completing the paperwork and presenting the applicant with the appropriate certificate. This would be recorded as a Direct Observation—Administrative PE.

(c) While exercising the privileges of their designation, designees must continue to maintain their currency and proficiency. During the direct observation, the managing specialist or ASI must verify that the designee is maintaining currency and PIC requirements. Currency requirements are outlined in §§ 61.56 and 61.57, and PIC requirements are outlined in Table 3-9, PIC Experience Requirements. For designees (other than SAEs) who administer tests in large,

turbine-powered aircraft, currency in accordance with § 61.58 must also be maintained, regardless of which seat the designee occupies.

(d) During a direct observation for a DPE, Admin PE, or SAE, the managing specialist should assure the applicant that the observation is focused on the designee and not the applicant. Although this may not alleviate the heightened level of anxiety, the managing specialist should make the applicant as relaxed as possible.

(e) If the managing specialist observes a designee that is not following proper certification policy, the managing specialist has the responsibility to stop the certification and discuss the concern with the designee without the applicant being present. Under no circumstances will the managing specialist allow the certification to be issued until the discrepancy(ies) are corrected.

(f) If during the testing/checking event a DPE or SAE omits required items from the PTS or ACS, managing specialists may, at their discretion, allow the test to continue. The managing specialist must not allow the airman certificate to be issued or check to be satisfactorily completed when required items were not tested or the applicant unsatisfactorily performed the tasks. Because the PTS/ACS specifically states that the tasks can be accomplished in any order, this discretion is necessary to allow the managing specialist to watch the entire test in the event that the designee completes the omitted items at the end of the test/check.

Note: This type of discrepancy would be noted in DMS as a procedural issue, and might require additional observations by the managing specialist to ensure the problem does not continue.

(g) Observe the DPE or SAE conducting the ground portion of an exam as described below:

1. Review the plan of action to determine the following:

(i) Does the plan of action include all the areas of operation and tasks required by the appropriate PTS or ACS?

(ii) Does the plan of action contain a scenario that allows the evaluation of most of the areas of operation and tasks required in the practical tests with minimum disruptions?

(iii) Does the plan of action contain the required pretest, preflight, and postflight briefings?

2. Ensure the DPE or SAE utilizes the plan of action to conduct the test.

3. Ensure the DPE or SAE conducts the required pretest briefing.

4. Ensure that the DPE or SAE requests appropriate identification from the applicant and verifies the applicant’s identity. The DPE/SAE must also review the applicant’s logbook/training record and compare aeronautical experience with what is reported on the application. The designee must properly ensure that the applicant is eligible for the test or check.

5. Ensure the DPE or SAE does not intend to administer the practical test to more than one applicant at a time.

6. Ensure the applicant is informed that the inspector is principally observing the DPE or SAE's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the DPE or SAE will issue a temporary certificate if the applicant passes the test.

7. Ensure that the DPE or SAE receives a completed and signed application prior to beginning the test. In the case of IACRA, the applicant must log in to IACRA and sign the application prior to beginning the test.

8. Ensure the DPE or SAE conducts the ground portion of the exam in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2, Title 14 CFR Part 61 Certification of Pilots and Flight Instructors.

(h) Observe the DPE or SAE conducting the flight portion of an exam as described below:

1. Ensure the DPE or SAE conducts the required preflight briefing.

2. Ensure the DPE or SAE observes the applicant preflight the aircraft.

3. Ensure the DPE or SAE conducts the flight portion of the exam in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2.

4. Ensure the DPE or SAE does not allow the applicant to repeat any maneuvers or procedures that have been determined to be unsatisfactory.

5. Ensure the DPE or SAE conducts the required post-test briefing.

6. Ensure the DPE or SAE completes the required paperwork based on the following outcomes:

(i) If the DPE or SAE and the applicant perform satisfactorily, observe the designee properly completing FAA Form 8710-1 and issuing FAA Form 8060-4 (this may be accomplished in IACRA, but FAA Form 8060-4 must still be issued to the applicant).

(ii) If the DPE or SAE performs satisfactorily but the applicant is unsatisfactory, observe the DPE or SAE properly completing FAA Form 8710-1 and issuing FAA Form 8060-5, Notice of Disapproval of Application, properly identifying the area(s) of operation or task(s) failed or not tested in the block for remarks.

(iii) If the DPE or SAE performs unsatisfactorily but the applicant performs satisfactorily, allow the DPE or SAE to complete FAA Form 8710-1 and issue FAA Form 8060-4. This is only possible if the inspector determines that an adequate test was given. If the DPE or SAE's performance was inadequate, resulting in an incomplete test, then the airman

applicant was not properly evaluated and the inspector should observe the DPE or SAE issue a Letter of Discontinuance.

(iv) If the DPE or SAE and the applicant perform unsatisfactorily, allow the DPE or SAE to properly complete FAA Form 8710-1 and FAA Form 8060-5, properly identifying the area(s) of operation or task(s) failed or not tested in the block for remarks.

7. Ensure the DPE or SAE completes and submits the certification file in accordance with Order 8900.1. When using IACRA, the certification file is submitted to the Airmen Certification Branch (AFB-720) automatically and it is not necessary to submit a paper file.

8. Conduct a debriefing with the DPE or SAE separate from the applicant. Discuss the performance of the applicant and the DPE or SAE, and recommend areas of improvement needed by the DPE or SAE.

Note: Prior to conducting surveillance in an aircraft, inspectors should review the certification and currency requirements contained in Order 8900.1, Volume 1, Chapter 3, Section 6, Operations Inspector Qualifications and Currency Overview.

Note: The purpose of evaluating a DPE's or SAE's conduct of the direct observation is to ensure that the DPE or SAE follows testing procedures.

(i) Observe the Admin PE conducting the certification functions as described below:

1. Ensure the Admin PE requests appropriate identification from the applicant, validates the applicant's identity, and reviews the applicant's application for accuracy. This is required even when using IACRA.

2. Ensure the Admin PE conducts the certification function in accordance with the procedures in the applicable section(s) of Order 8900.1, Volume 5, Chapter 2.

3. Ensure the Admin PE completes and submits the certification file in accordance with Order 8900.1. When using IACRA, the certification file is submitted to AFB-720 automatically and it is not necessary to submit a paper file.

(j) Administrative authority. DPEs and SAEs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, DPEs and SAEs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

1. Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

2. The DPE or SAE will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the DPE or SAE completing appropriate documentation and issuing the certificate.

3. Timing and frequency of administrative direct observations are at the discretion of the managing specialist.

4. Completion of an administrative direct observation does not satisfy the requirement for a direct observation–ground or direct observation–flight.

(2) Interviews of Recently Tested Airmen. Each managing specialist will conduct interviews of recently tested airmen. These interviews are to ensure that the examiner is properly following the PTS/ACS when the FAA is not in attendance. Inform interviewees that the questions are to evaluate the testing procedure and are not a reexamination of their certificates. Conduct a sufficient number of interviews each four quarters (at least five randomly selected airmen or 50 percent of the airmen newly certificated by the designee, whichever is fewer) to provide confidence that the designee is properly conducting the test. If the interviews indicate satisfactory performance by the designee, the schedule for direct observations developed by DMS may be followed. However, if the interviews of recently tested applicants indicate a deficiency with designee performance, the managing office must conduct additional direct observations.

Note: Interview results are risk indicators used to determine the frequency of direct observations. Surveys and scripted interview questions must not be used. Closed-ended questions should be avoided and the ASI should have a relaxed but directed conversation with the recently tested airman about their check ride experience with the designee. Ask followup questions based on what the airman says. The goal is to determine if the designee is giving an adequate test. Is the designee teaching, allowing repeat maneuvers, failing to test all of the required items in the PTS/ACS for the certificate or rating tested? Using interviews properly will give the managing specialist a picture of how the designee is conducting their work on behalf of the FAA.

(3) DPE or SAE Testing Proficiency Check. A managing specialist may, at their discretion, ask the designee to demonstrate and explain maneuvers or evaluate maneuvers performed by the managing specialist or an ASI. The purpose of a testing proficiency check is not to evaluate the piloting skills of the designee, but to assess the designee's understanding of the elements of the maneuvers and to determine that they are able to evaluate the applicant's performance in accordance with the PTS/ACS.

Note: If the managing office has direct knowledge of the flight proficiency of the designee applicant, such as recent part 135 or 141 flight checks, then a proficiency check may be unnecessary. However, if the designee applicant has not been recently observed (within the last 12 calendar-months) in the category, class, and type for the authorizations desired, then a proficiency check in the appropriate aircraft is advised. It is the responsibility of the managing office to determine if the designee applicant has the knowledge and skills for the authorization sought.

(4) Review Designee Certification Packages. Each managing office will review all certification packages submitted to the managing office to ensure that the designee has completed the documentation as required by the applicable section(s) of Order 8900.1,

Volume 5, Chapter 2. Package reviews as a result of correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS using this record.

(5) Provide Technical Assistance. Each managing specialist will document in DMS when they spend time providing technical assistance to one of their designees. This does not include answering a quick phone call or email, but only when research or training is involved in the assistance.

(6) Review DMS Activity Log. Each managing specialist will review the activity log of each of the designees they manage for the previous 4 quarters. The managing specialist will look for possible actions contrary to policy (e.g., test taking an unreasonable amount of time, etc.). This may also include comparing activity reported in the log to actual aircraft or training records.

(7) Review of Proper Guidance Materials. Each managing specialist will review the applicable guidance and reference materials that the designee used to conduct a practical test or proficiency check. The managing specialist will look to see that the designee is using the most current and correct documents for the specific test or check conducted. This includes, but is not limited to:

- Practical Test Standards (PTS)/Airman Certification Standards (ACS);
- FAA Order 8000.95, Designee Management Policy;
- FAA Order 8900.1;
- FAA Handbooks; and
- Advisory Circulars (AC).

(8) Evaluate the Plan of Action. Each managing specialist will evaluate the designee's plan of action. The managing specialist will look to see that it meets the requirements outlined in Order 8900.1, as well as to see that the designee alters their plan of action and is not using the same plan of action for each test or check that they administer.

(9) Record Feedback. Each managing specialist will record in DMS any information that has been received from outside sources regarding the performance of their designee. This may be positive or negative feedback, and may come from another FAA employee, or may come from someone outside the FAA. If any followup action is required, and what that action should be, will be determined by the managing specialist.

(10) Annual Meeting. Each managing specialist will record the attendance at the annual meeting of each of their designees.

(11) Special Emphasis Items. Each managing specialist will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the NPO. Specific instructions for recording this activity will be provided.

c. Additional Inspections.

(1) In addition to the required activity listed above, the managing office may conduct additional inspections as they deem necessary. The objectives of the inspections may include:

(a) To conduct additional direct observations.

(b) Confirmation that the designee has appropriate FAA references available.

(c) Evaluation of adequacy of facilities.

(d) Verification of maintenance of minimum qualifications.

(e) Analysis of pass/fail rates.

(f) Verification of access to technology for IACRA processing.

(g) Identification of risks or hazards.

(h) Other areas deemed necessary by the managing specialist.

(2) Certain designee performance factors may prompt additional inspections. These issues may be indicative of underlying safety risks that require timely FAA attention. The performance factors include:

(a) A pass rate of 90 percent or higher.

(b) Discovery that the designee tested a student trained by the designee without written approval from the managing office.

(c) Ten percent or more of airman files were returned to the designee for correction.

(d) Valid public complaints about the designee or designees involved in an accident, incident, or violation.

Note: Managing specialists, in consultation with their management, may use their discretion and judgment in the kind and frequency of monitoring and inspections of their individual examiners. For example, a managing specialist should consider the difference between a pass rate exceeding 90 percent for a designee that has conducted very few practical tests, and a pass rate exceeding 90 percent for a high activity designee. Similarly, if a designee's error rate is above 10 percent, the managing specialist should consider whether the designee has conducted very few practical tests or is considered high activity. Also, in a case where a designee may have an excellent record for serving the public, and one applicant files a complaint, the managing specialist may want to discuss the complaint with the designee, but the depth and detail of the monitoring, inspection, and oversight may not have to be significant. Again, we expect managing specialists to use their discretion and judgment and be professional.

d. Outcomes of Oversight Activities. For all oversight activities, the managing specialist or ASI selects from three performance measure categories: Satisfactory, Needs Improvement, or Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the managing specialist must enter descriptive text in the appropriate performance measure category(ies).

(1) Followup Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate followup action(s) must be determined and recorded in DMS. These actions may include any of the following:

(a) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(b) Additional training. It may be necessary for the designee to receive additional training. This may include taking the initial designee course, going to a refresher course, or training provided by the managing specialist or another ASI.

(c) Suspension. The most common reason for a suspension is when the designee has not been following certification policy as described in FAA policy.

(d) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to and/or deliberately disregards FAA policy.

Note: A result of unsatisfactory for an oversight activity does not require suspension or termination provided that the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

(2) FAA Actions to Address Regulatory or Statutory Noncompliance. In the event that inappropriate actions by a designee require action against the designee's pilot and/or flight instructor certificate(s), the managing specialist should refer to FAA Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for the correct procedures and to determine action choice(s). Actions taken under the Compliance Program may range from counseling to revocation of airman certificates. Note that revocation is necessitated, in most cases, by fraudulent certifications performed by the designee. In the most egregious cases, criminal charges may be levied under Title 18 of the United States Code (18 U.S.C.) § 1001, which may lead to imprisonment.

(3) Special Emphasis Evaluation of Designees (SEED). AFS-600 will notify the designee's managing office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing office is responsible to process the suspension or termination. In the event AFS-600 and the managing office disagree on the termination of a designee, AFS-600 will make the final determination.

e. Overall Performance Evaluations. The overall performance evaluation is a consolidated review of oversight activities and other data available outside of DMS (e.g., SPAS, EIS, AIDS, etc.) on a reoccurring basis. The overall performance evaluation results in an overall rating for the performance period and considers risk-based elements. The objectives of the overall performance evaluation are for the managing specialist to:

(1) Identify performance trends that are:

- Specific to the designee;
- Local in nature as compared to designees similar in authority locally; and
- National in nature as compared to designees similar in authority nationwide.

(2) Determine if corrective action is needed.

(3) Conduct a risk assessment of the designee.

(4) Review all data for the current performance evaluation period.

(5) Determine performance result. See Volume 1.

(6) Counseling. See Volume 1.

(7) Additional Training. See Volume 1.

4. Designee Management Functions.

a. Expand Authorities and/or Change Limitations. See Volume 1.

b. Reduce Authority. See Volume 1.

c. Record Note. See Volume 1.

d. Send Message to Designee. The managing specialist is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback of Interaction With a Designee. See Volume 1.

f. Preapproval.

(1) Ensure designees understand that they must obtain preapproval in order to perform functions on behalf of the FAA. The managing specialist will issue any special instructions to the designee during the preapproval process. Preapproval requires the designee to request and receive approval to conduct authorized activity at least 24 hours prior to commencing that activity on behalf of the FAA. DMS will notify the managing specialist through the DMS Message Center any time a designee submits a preapproval less than 24 hours in advance. Preapprovals may be authorized through two methods: manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the managing specialist to review the designee's request for activity and approve it in DMS. This allows the managing specialist to stay informed of the designee's activities and the nature of the certification activity involved. It provides a means of managing a designee's activity and ensuring only those activities that the managing office chooses to delegate are accomplished by the designee.

(b) Automatic Preapproval. Automatic preapproval allows the managing specialist to set the DMS function to automatically approve an activity request by a specific designee. This feature provides the managing specialist with a flexible option to provide preapproval and continue to manage a designee's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of certification activity requested presents an acceptable risk. Automatic preapprovals must not be granted to a designee during the first 30 days of appointment.

Note: The managing specialist will determine to grant manual or automatic preapproval separately for each of the designee's authorizations. For example, if a managing specialist is concerned about performance by the designee of one or two of their authorizations, the managing specialist may elect to keep those authorizations on manual approval while granting automatic approval for the rest of the authorizations.

(2) DMS allows the designee to change or cancel a preapproval request.

(3) For DPEs, Admin PEs, and SAEs, each certification activity must be approved before the designee can perform any function for the FAA.

(4) Designee activity. It is the FAA's intention that designees perform their authorized function(s) within the managing office's geographic boundaries. However, a designee may perform activities outside the geographic boundaries (including in other countries). The designee shall utilize DMS preapproval process for all preapproval requests.

(a) Designee activity outside the United States. Designees may perform an activity that is outside the United States when the activity is consistent with 49 U.S.C. § 44702 and pertinent international agreements. For airman certifications outside the United States, the applicant must be a U.S. citizen, or the activity is in support of a government-to-government initiative (e.g., support of Safe Skies for Africa). The request must be entered in DMS at least 10 calendar-days in advance of the activity to allow the FAA sufficient time to provide any notification that may be required to other Civil Aviation Authorities (CAA).

Note: Completed certification files and other documentation required for certification activity will be submitted to the designee's managing office. The Flight Standards office having responsibility for where the activity will be performed may, however, request to review any certification work performed by a DPE in their district by contacting the managing office.

(b) Temporary transfer. When designees work outside their local area in excess of 6 calendar-months, the managing specialist should consider a temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the activity is located.

This transfer will require coordination and concurrence between both managing offices. The office handing off the designee to the temporary geographic office will reassign the designee in DMS to the new managing specialist at the temporary geographic location. The new managing office will be responsible for all oversight responsibilities while the designee is temporarily under their supervision.

g. Post-Activity Reports. DPE, Admin PEs, and SAEs are required to complete post-activity reports in DMS after performing certification functions.

(1) Post-activity reports provide the managing specialist with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

(2) If the designees have post-activity reports that have passed the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been submitted.

(3) If a designee is terminated or suspended, data can still be entered into a post-activity report in DMS.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This chapter also provides training policy for FAA personnel with designee-related responsibilities. This designation type-specific policy and Volume 1 constitute the overall policy for the training of designees and FAA personnel.

2. General.

a. Overview. This chapter prescribes the initial and recurrent training requirements for DPEs, Admin PEs, SAEs, and FAA personnel, including managing specialists, with designee management and oversight responsibilities. Applicants and designees register for training through the Designee Registration System (DRS). Successful completion of the training is documented in DMS. Information regarding designee standardization training is available at the DRS website at https://av-info.faa.gov/dsgreg/sections.aspx.

b. Documentation. Successful completion of the initial and recurrent training is documented in DMS. The managing specialist updates the training dates in DMS, and may upload a copy of the training certificate. Designees who have attended initial or recurrent training should send a copy of their training certificate to their managing specialist through the DMS Message Center.

3. Designee Training Requirements.

a. Initial Training.

(1) Before appointment, designee applicants must satisfactorily complete the initial training program for the designee type and authority for which they are being considered for appointment. The initial training will be conducted by online web-based training, face-to-face classroom training, or both depending on the authorized functions the prospective designees are seeking. Prospective designees can register for training through the DRS. The initial training requirements for each designee type are:

Designee Type	Initial Training Requirement
DPE and SAE performing flight tests in aircraft or FSTD	Initial Pilot Examiner Standardization Seminar, Part 1 (Online) and Part 2
Admin PE	Web-Based Administrative DPE Training
DPE and SAE with Administrative Authorization(s)	Web-Based Administrative DPE Training
DPE and SAE with Pilot Proficiency Examiner Authorization(s)	Initial Pilot Proficiency Examiner Training
SAE with Flight Engineer Authorization(s)	Initial Training Conducted by the Managing FAA Office

Note: For DPEs and SAEs with administrative authorizations, the managing FAA office will conduct the initial training for those authorizations.

(2) Each designee must successfully complete the initial standardization seminar requirement within 1 year before initial designation. In order to not exceed this 1-year limit, DPE and SAE applicants should not plan to attend initial training until they have been notified by the appointing FAA office that they have been selected for appointment.

b. Recurrent Training.

(1) Once a designee is appointed, attendance and successful completion of a recurrent training seminar is due on an established seminar interval based on the completion date of the initial standardization seminar or the most recent recurrent seminar, required of that specific designation type or authorization. Recurrent training requirements and the maximum recurrent completion interval in calendar-months are:

Designee Type	Recurrent Training Requirement
DPE and SAE Performing Flight Tests in an Aircraft or FSTD	24 calendar-months—Recurrent Designated Pilot Examiner Course Part 1 (Online) and Part 2
Admin PE	24 calendar-months—Web-Based Administrative DPE Training (Online)
DPE or SAE With Administrative Authorization(s)	24 calendar-months—Web-Based Administrative DPE Training
DPE or SAE With Pilot Proficiency Examiner Authorization(s)	24 calendar-months—Recurrent Pilot Proficiency Examiner Training
SAE With Flight Engineer Authorization(s)	Recurrent training conducted by the managing FAA office

(2) Completion of recurrent training is mandatory and must not exceed the maximum interval listed for each designee type and authorization held. For DPEs, Admin PEs, and SAEs, it should be noted that different authorizations may require different recurrent training, and those recurrent training intervals are not required to be on the same schedule.

(3) Designees must schedule themselves for a recurrent training seminar as required and notify the managing FAA office. The designee must forward a copy of the Certificate of Completion to the managing FAA office.

c. Tests.

(1) Testing may be incorporated as knowledge assessments during practical application workshop (PAW) exercises and/or presented as a standalone test following training. The applicant/designee must complete all PAW exercises and/or take a comprehensive post-course test that will test the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee's current or proposed CLOA. The designee candidate will receive a completion certificate only after satisfactorily completing all

required PAW exercises and assignments, or by achieving at least a 70 percent on the post-course test (if administered).

(2) Should an applicant/designee fail to satisfactorily complete all required course assignments or pass the post-course test after completing the training curriculum, AFS-640 will notify the manager of the applicant/designee's assigned FAA office. After a review of the circumstances related to the failure, the FAA office may:

(a) For initial training, elect not to appoint the applicant, or to allow the applicant to retake the training course. If appropriate, the FAA office will allow the applicant only one additional attempt at successfully completing the training.

(b) For recurrent training, elect to terminate the designee for failure to complete training requirements, or if justification is provided, allow the designee to repeat the training. If appropriate, the FAA office will allow the designee only one additional attempt at successfully completing the training. The designee may not exercise the privileges of his/her designation until training has been successfully completed.

(c) Successful completion of all required training is a prerequisite for holding a designation. Under most circumstances, if an applicant/designee is more than 1 hour late, the course manager will not permit that applicant/designee to complete the training. If they arrive in the first hour of training, the course manager will require the applicant/designee to make up the missed instruction with instructor personnel outside of normal class hours. Once the applicant/designee has accomplished this, he or she will take the final examination with the class. Designees or applicants will be marked as absent after 15 minutes has elapsed from the announced start time at the beginning of each day, or after the announced start time following a scheduled break. An applicant/designee marked as absent twice in the same class will not receive credit for the training, and will not be allowed to complete the final examination with the class.

d. Specialized Training. DPE/SAE/Admin PEs who perform one or more specialized function(s) must complete the associated specialized training course prior to initial appointment, adding the authority, and at the recurrent interval specified regardless of any other initial or recurrent training requirement. A complete list of DPE/Admin PE specialized functions and the associated training requirements are available on the DRS website.

e. Training Limitations.

(1) Managing specialists will suspend designees who fail to meet recurrent training requirements.

(2) A designee will not exercise designation privileges unless all required training is current.

(3) DMS will automatically provide notices of training due dates.

4. FAA Personnel Training.

a. Initial and Recurrent Training Requirements. Initial training requirements for ASIs with managing specialist responsibilities for DPE, Admin PE, and SAE include:

(1) Completion of the GA operations ASI indoctrination courses, or equivalent.

(2) Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500.html. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

(3) Designee-specific on-the-job training (OJT) tasks for the type of designee oversight to be conducted.

Chapter 8. Annual Request for Extension of a Designee's Authorization

1. Purpose. This chapter describes policy associated with the FAA's extension of a designee's expiration date.

2. Annual Profile Update. Designees are required to update their profile annually. Sixty calendar-days prior to expiration, DMS will send the designee an action item to update their profile. Using the action item link to update the designee profile is the only means of extending the designee expiration date. The profile update includes validating current information and making any necessary changes. Extending a designee's authorization is predicated on the active designee:

- Remaining in good standing.
- Having no violation history.
- Being current on all required training.
- Having no arrests or convictions.
- Having not had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended or revoked; or having not had to pay a civil penalty as a result of a violation of any FAA or other CAA regulations (foreign or domestic).

3. New Expiration Date. Once the profile update has been successfully submitted, DMS will set a new expiration date on the CLOA, extending a designee's authorization for 12 calendar-months.

> **Note:** During the annual profile update, designees in a suspended status may qualify for the 12 calendar-month extension of the expiration date, but must be in an active status by the time the profile update is submitted.

4. Surrender. A designee who does not intend to continue utilizing a designation is encouraged to voluntarily surrender the designation in DMS prior to expiration.

5. Termination—Non-Submittal. If the designee does not submit the required profile update action in DMS before the designation expires, DMS changes the designee's status to "expired." In an expired status, the designee is no longer authorized to perform any duties related to the expired designation and will have limited access to DMS. The designee remains in expired status until the FAA completes the termination process. See Chapter 9, Termination of a Designation, for additional information. Designees terminated for non-submittal of a profile update are considered terminated "not for cause" and may reapply at any time.

6. Expansion of Authority. The designee may not seek an expansion of authority during the annual profile validation process.

Chapter 9. Termination of a Designation

1. Termination. The following items require the managing specialist to initiate termination of a designee:

a. Any actions by the designee that may reflect poorly on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.

b. Any time that a reexamination of an airman under 49 U.S.C. § 44709 becomes necessary due to an inadequate test performed by the designee, the managing office must immediately suspend the designee and begin the termination process.

2. Additional Information. For additional termination considerations and specific procedures to terminate a designee, see Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Termination for Cause

1. Purpose. This chapter provides the policy related to appealing a termination for cause of DPEs, Admin PEs, and SAEs referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a termination for cause by DPEs, Admin PEs, and SAEs.

2. General.

a. Appeal Considerations.

(1) The FAA office manager will convene an appeal panel comprised of three members:

(a) An AFS-600 representative (for designees managed by AFS-610, the AFS-600 member must be from outside AFS-610);

(b) A General Aviation and Commercial Division (AFS-800) representative; and

(c) An FS office manager or FLM not associated with the office that terminated the designee.

(2) The panel will review the termination decision and make a final decision within 45 calendar-days of the appeal.

(3) The appeal panel's decision is final.

(4) All documentation associated with the appeal (e.g., outcome, members of the appeal panel, and communication with the designee or the managing office) should be included in the designee's DMS file.

3. Ban or Terminate Appeal Process. See Volume 1.

4. Appointing and Selecting Official Responsibilities During Appeal. See Volume 1.

5. Appeal Panel Responsibilities. See Volume 1.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions of DPEs, Admin PEs, and SAEs, referred to collectively in this chapter as designees. This designation type-specific policy and volume constitute the policy for other designee management functions.

2. Assign DMS Roles—Master Role Assigner. For FS GA designees, the MRA is typically the office manager or FLM. See Volume 1.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. Updates to certain information in the designee record, such as change in physical address or qualifications, may affect the designation. A change of physical address may cause the FAA to review need and ability to manage considerations. If the requested address change is in a different managing office's area, the FAA will make the determination if there is a need to transfer that designee to another managing specialist closer to the designee's new location.

VOLUME 4. DADE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Aircraft Dispatcher Examiner (DADE) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is DADEs, their FAA managing specialists, and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the Designee Management System (DMS) information technology (IT) tool and policy. Affected employees and designees will be notified through directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist and their respective management officials.

4. Conflicts With Other FAA Orders. The guidance in this order may conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. Because FAA Order 8000.95, Designee Management Policy, encompasses all aspects of designee management, this order takes precedence over other orders containing conflicting information. If the guidance in this order conflicts with 14 CFR, 14 CFR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors.

Section 2. Overview of Designee Functions

1. DADE. A DADE is an individual who is authorized by the Administrator to perform evaluations and certification functions for Aircraft Dispatchers in accordance with 14 CFR part 65.

Section 3. Roles and Responsibilities

1. Responsibility and Authority for Policies Governing DADEs.

a. Associate Administrator for Aviation Safety (AVS-1). AVS-1 has the overall authority for establishing policy that governs the designees managed by the various Aviation Safety (AVS) lines of business. These lines of business include the Flight Standards Service (FS), the Aircraft Certification Service (AIR), and the Office of Aerospace Medicine (AAM). The FS, AIR, and AAM policy divisions are responsible for developing policy applicable to specific designee types. FS is responsible for developing policy specific to DADEs.

b. Air Transportation Division (AFS-200). AFS-200 provides direction and support to the Regulatory Support Division (AFS-600) regarding the policy related to the appointment and management of DADEs.

c. Regulatory Support Division (AFS-600). AFS-600 is responsible to develop standards, regulations, policies, and procedures for the application, selection, appointment, oversight, suspension, termination, appeal, training, and other management functions for all FS designees, in coordination with AFS-200

2. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the “need and ability” standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and managing specialists.

(4) Office managers or their delegates serve as the master role assigner (MRA) to ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

b. Appointing Official. “Appointment” is the action taken by the FAA to designate a qualified individual as a representative of the Administrator. The appointing official of a DADE will be the manager of the FAA office with responsibility to manage the DADE. It may also be acceptable for a Front Line Manager (FLM) to be the appointing official for a DADE.

c. Selecting Official. “Selection” means the identification and evaluation of qualified designee applicants that best meet the FAA’s needs. In accordance with 14 CFR part 183, a DADE falls under the category of Technical Personnel Examiners (TPE). Part 183, § 183.11 allows any local FS inspector to select a TPE. For a DADE, the selecting official is typically the FLM, but may also be an office manager when appropriate.

d. Managing Specialist. The managing specialist is the individual primarily responsible for the management of a specific designee. Managing specialists provide oversight, guidance and support to assigned DADEs.

(1) Managing Specialist Qualifications. The managing specialist of a DADE must be an Aviation Safety Inspector—Aircraft Dispatch (ASI-AD), commonly referred to as a dispatch inspector. An ASI-AD is not simply an ASI who holds an Aircraft Dispatcher Certificate. ASI-AD is a specific U.S. Office of Personnel Management (OPM) position description (PD). An ASI is not considered to be an ASI-AD unless specifically designated as such in an official OPM PD. The PD for an ASI-AD is contained in Human Resource Policy Manual (HRPM) Volume 1, Policy Chapter Supplement EMP-1.7e (1825AD), FAA Specific Qualifications Guidance for 1825 Aviation Safety Inspectors – Aircraft Dispatch.

(2) Knowledge of 14 CFR. The managing specialist must be knowledgeable of 14 CFR parts 1, 61, 65, 91, 110, 117, 119, 121, and 183, and the requirements set forth in this order.

(3) Training. The managing specialist of a DADE must successfully complete FAA Academy course Aircraft Dispatcher Functions for ASIs. This course provides specific training on the administration of the Aircraft Dispatcher practical test and the management of a DADE.

e. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the appointing official, selecting official, and managing specialist roles may be proxied.

(4) An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

(5) Each designee may have only one managing specialist and up to three managing specialist proxies. An appointing official, selecting official, and the managing specialist who will be proxied may assign a managing specialist proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

f. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

g. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to the application process for an individual applying to be a DADE designee. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DADE applicant.

2. General.

a. Application Process. The DADE applicant must:

(1) Complete an application in DMS;

(2) Upload a current résumé and/or supplemental information sheet (available in DMS); and

(3) Upload at least two letters of recommendation attesting to the professional qualifications of the applicant.

(4) Enter their FAA tracking number (FTN). DADE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Application Considerations. The managing office will review DADE minimum qualifications and competitive differentiators when considering an applicant for possible selection and appointment as a DADE.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than one type of designation. For DADE applicants, consideration should be given to the effect of multiple designations on the ability of the DADE to perform functions appropriately.

3. Minimum Qualifications for DADEs. Applicants for initial DADE appointment must have experience working in an operational control environment and must be in a position to stay up to date with FAA-approved industry practices and the evolving regulatory environment as a condition of continued appointment. The applicant must hold an Aircraft Dispatcher Certificate that was issued no less than 3 years prior to his or her application as a DADE. In addition, the candidate must meet any one of the following criteria:

a. Have a total of at least 2 of the last 3 years' experience as a current and qualified Aircraft Dispatcher for an air carrier certificate holder conducting part 121 domestic and/or flag operations.

b. Have a total of at least 3 of the last 4 years' experience having responsibility for operational control for an air carrier certificate holder conducting part 121 supplemental operations.

c. Have at least 2 of the last 5 years employed by the FAA as an ASI-AD.

d. Have at least 5 years of experience, without recency, as a current and qualified Aircraft Dispatcher for an air carrier certificate holder conducting part 121 domestic and/or flag operations, and currently performing technical functions in a dispatch or operational control-related field that supports part 121 operations. For the purposes of this chapter, dispatch or operational control functions include the following:

(1) Actively employed as an air traffic coordinator working in the dispatch center or Operations Control Center (OCC) of an air carrier certificate holder conducting part 121 domestic and/or flag operations;

(2) Actively employed in a dispatch or operational control management position by an air carrier certificate holder conducting part 121 operations;

(3) Actively working as an instructor who administers part 121 regulatory training to Aircraft Dispatchers; and

(4) Actively employed as a dispatch subject matter expert (SME) for the purposes of developing dispatch and operational control procedures for an air carrier certificate holder that conducts part 121 operations.

e. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

4. Competitive Differentiators. Practical experience that enhances the applicant's competitiveness appointment as a DADE are referred to as competitive differentiators. Having competitive differentiators does not guarantee appointment as a DADE. The competitive differentiators for a DADE are:

a. Prior experience as a DADE.

b. Employed as an FAA ASI-AD at least 2 of the last 5 years.

c. Appointed as an FAA designee other than a DADE.

d. Performed duties of an air transportation supervisor (ATS) (administering competence checks in accordance with part 121 training requirements).

e. Currently employed as an Aircraft Dispatcher by an air carrier certificate holder conducting part 121 domestic and/or flag operations.

f. Currently employed as a person authorized to exercise operational control and conduct flight planning and flight release activities for an air carrier certificate holder conducting part 121 supplemental operations.

g. Served as supervisor or manager of Aircraft Dispatchers for a certificate holder conducting part 121 domestic or flag operations.

h. Served as an Aircraft Dispatcher instructor for a certificate holder conducting part 121 domestic or flag operations.

i. Served as an air traffic control (ATC) coordinator in the OCC of a certificate holder conducting part 121 domestic or flag operations.

j. Recent (last 5 years) experience dispatching airplanes in extended overwater operations.

k. Recent (last 5 years) experience dispatching airplanes in Extended Operations (ETOPS).

l. Recent (last 5 years) experience dispatching airplanes in high terrain (driftdown environment) operations.

m. Currently working in an environment that allows a continuing opportunity to remain professionally current with evolving regulations, technology, and FAA-approved programs.

n. Served as a dispatch standards or procedures developer for an air carrier certificate holder conducting part 121 domestic or flag operations.

o. Holds additional airman certificates other than Aircraft Dispatcher.

p. An active member of an Aircraft Dispatcher professional organization such as the Airline Dispatchers Federation (ADF) or the International Federation of Airline Dispatchers Associations (IFALDA).

q. Worked as an instructor at an FAA-approved Aircraft Dispatcher certification course.

r. Served as a United States Air Force (USAF) flight manager.

5. Disqualifiers. See Volume 1.

6. Privilege, Not a Right. See Volume 1.

7. Post-Application. See Volume 1.

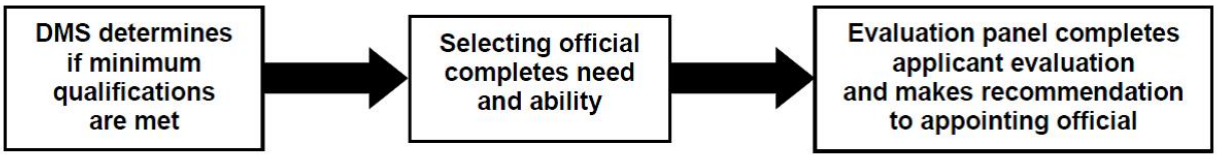
Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DADE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of a DADE applicant.

2. General.

a. Selection Process. The selection process for a DADE applicant is initiated after the designee applicant completes the DMS application. The selecting official then initiates the selection process through DMS. Below is a high-level representation of the selection flow.

Figure 4-1. High-Level Selection Process Flow



b. Selection Considerations.

(1) Candidates must complete an application in DMS.

(2) The evaluation panel assesses each applicant's background, knowledge, and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Contacting references provided by the applicant.

3. Need and Ability to Manage. The managing FAA office, within its sole discretion, determines the need for, and ability to manage, a DADE.

a. Need Considerations. The need for a DADE is driven by the certification needs of the public. The impact to existing DADEs or desires of individuals to become DADEs will not be a factor in determining need. Each Flight Standards office has overall responsibility to ensure the certification needs of the public within its area of responsibility are met. This includes ensuring that adequate FAA personnel and/or designees are available to conduct certification activities in the area. Examples of what constitutes a need for a DADE are as follows:

(1) The managing FAA office cannot support the certification work and needs of the public with existing DADEs.

(2) The office no longer has the ability to provide examinations within a reasonable period of time.

(3) There are documented public complaints regarding long waiting periods for testing.

(4) The activity in the managing office has increased or is forecasted to increase, and cannot be supported with existing DADEs.

(5) The unavailability of an existing DADE.

(6) An event triggering a need for increased Aircraft Dispatcher certification, such as an FAA-approved Aircraft Dispatcher certification course or a part 121 domestic and/or flag air carrier located in, being established in, or otherwise moving to the area of responsibility of the managing office.

b. Ability to Manage Considerations. If need for a DADE has been established, the managing office must next determine if the office has the ability and resources to manage a DADE. The determination must be based on criteria such as:

(1) Appropriate Technical Resources. The managing office must have the appropriate technical resources to manage the DADE. The appropriate technical resource for managing a DADE is an ASI-AD who is available to manage the DADE and be assigned as the managing specialist. If there is no ASI-AD assigned to a Flight Standards office in whose area of responsibility there is a public need for Aircraft Dispatcher certification, the office manager should consider staffing adjustments to include an ASI-AD who has the ability to manage the DADE. If the office has no ASI-AD who meets the necessary criteria, then the office does not have the ability to manage a DADE. In this case, the office manager may request the services of a DADE that is managed by another Flight Standards office to perform Aircraft Dispatcher certification (administer the Aircraft Dispatcher practical test and issue a Temporary Airman Certificate). Information on DADEs performing activities outside the managing office's area of responsibility can be found in Chapter 6, subparagraph 12e, Designee Activity.

(2) Ability to Maintain Oversight and Conduct Surveillance. Oversight is the ongoing task of ensuring that a designee performs within established guidelines. This is primarily accomplished through surveillance. Therefore, the proposed managing specialist's current workload must permit that individual to conduct surveillance of a DADE whenever necessary. When determining whether or not the managing specialist's workload will permit adequate oversight of a DADE, the office manager will consider the following with respect to workload:

(a) The number of air carrier certificate holders for which the managing specialist is currently assigned oversight responsibility;

(b) The number of Aircraft Dispatcher certification courses for which the managing specialist is the Dispatch Course Program Manager (DCPM);

(c) The total number of designees the managing specialist is responsible for;

(d) The estimated number of Aircraft Dispatcher practical tests the managing specialist will be required to observe and/or administer; and

(e) The amount of travel involved for each of the ASI-AD's certificate management, designee management, course oversight, and testing responsibilities.

(3) Funding. The managing office must consider the funding that could be associated with any travel required to conduct surveillance of a DADE.

4. Solicitation of Applicants for DADE Selection. Once the need and ability to manage a DADE are established, it is important to solicit the most qualified applicant(s) available. The following are suggested avenues for soliciting applicants:

a. Advertise a DADE opening at an air carrier in the area that conducts part 121 operations.

b. Notify professional Aircraft Dispatcher organizations, such as the ADF.

c. Contact the Airmen Certification Branch (AFB-720) and request they run a query of all certificated Aircraft Dispatchers located in a particular ZIP code range, city, or region.

5. Requesting Qualified Applicants in DMS.

a. List of Qualified Applicants. Once the FAA establishes the need for and ability to manage a designee, the selecting official can request a list of qualified applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. If no qualified DADEs are available within DMS and the FAA demonstrates a significant need for the appointment, the managing specialist may request that the selecting official petition AFS-600, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The selecting official will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The selecting official must route the request through the appropriate division management leadership for concurrence external to DMS. If in agreement with the recommendation, AFS-600, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

Note: The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

6. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as a DADE. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When a DADE

applicant submits an application in DMS, the Flight Standards office will establish an evaluation panel to further review and determine if each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The managing specialist who is expected to be assigned to the designee. The presumed managing specialist will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or another ASI-AD.

c. Evaluation Panel Checklist. For each prospective DADE candidate, the evaluation panel will complete the following checklist:

(1) Review the DADE application, resume, and/or supplemental information sheet. Whenever possible, verify employment history and ensure there is nothing negative in the history that could call into question the applicant's qualifications and overall desirability as a candidate.

(2) Verify the minimum qualifications have been met.

(3) Verify the applicant possesses the appropriate airman certificate.

(4) Review the applicant's competitive differentiators.

(5) Review the letters of recommendation submitted by the applicant.

(6) Contact references as necessary;

(7) Verify any other FAA designee appointments held by the applicant.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) Safety Performance Analysis System (SPAS);

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) Program Tracking and Reporting Subsystem (PTRS); and

(f) Safety Assurance System (SAS).

(9) Interview the applicant(s).

(a) Select applicant(s) to interview. The evaluation panel will select up to three of the most qualified applicants to interview while considering each applicant's availability to administer Aircraft Dispatcher practical tests. If an applicant's availability to administer tests does not meet the demand for testing, the presumed managing specialist should solicit additional applicants. In the case where the need has been established for more than one DADE, the evaluation panel may select up to three candidates to interview per DADE needed.

(b) Conduct the interview(s). The evaluation panel will interview the DADE applicant(s). During the interview, the presumed managing specialist will ask pointed questions about the applicant's experience and background as well as technical expertise regarding the requirements of part 65 subpart C, part 121 appendix A, and the current edition of the Aircraft Dispatcher practical test standards (PTS) or Airman Certification Standards (ACS).

(c) After the interview. After completing an interview, the evaluation panel will meet to discuss the applicant's ability to answer technical questions, as well as the applicant's overall adequacy as a DADE candidate. When considering an applicant, the evaluation panel will take into account any of the applicant's past performance (both negative and positive) in the aviation industry, as an FAA designee, or as a former FAA employee.

d. Evaluation Panel Tasks. In addition to the items listed above, the evaluation panel must ensure the DADE applicant has completed the following activities prior to designation:

(1) Training. In accordance with guidelines provided in Chapter 7, Training, the presumed managing specialist will conduct initial training for each DADE candidate. Prior to appointing the candidate as a DADE, the managing specialist must evaluate the candidate's knowledge of the training and verify that he or she understands his or her duties and responsibilities. If the managing specialist is unable to verify the candidate's knowledge, or otherwise determines that the expected level of knowledge and understanding has not been achieved, the managing specialist must either provide the candidate with additional training or reject the candidate.

(2) Qualification. Once a DADE candidate satisfactorily completes initial training, the candidate must be observed administering an Aircraft Dispatcher practical test in accordance with the Aircraft Dispatcher PTS or ACS to an applicant for an Aircraft Dispatcher Certificate (see Chapter 6, Oversight and Management of a Designee). The managing specialist must evaluate the DADE candidate's overall performance. The DADE candidate does not have the authority to issue a Temporary Airman Certificate or Notice of Disapproval (as appropriate) to the applicant; however, the managing specialist may allow the candidate to fill out the appropriate paperwork while the managing specialist observes. The managing specialist makes the final determination as to whether or not the applicant for the Aircraft Dispatcher Certificate passed or failed the test. The managing specialist will sign the Temporary Airman Certificate or Notice of Disapproval, as appropriate, and issue it to the applicant. During the qualification phase, the DADE candidate may not charge a fee for administering the test.

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the selecting official whether to appoint the applicant or not and indicate any limitations that should be listed on the Certificate Letter of Authority (CLOA). There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify any recommended limitations.

(b) Prepare the recommendation for review by the selecting official and appointing official.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. Selecting Official Actions. The selecting official will select the most qualified applicant based on the recommendations of the evaluation panel. The selecting official may accept or reject the evaluation panel recommendation(s).

7. Banning. See Volume 1.

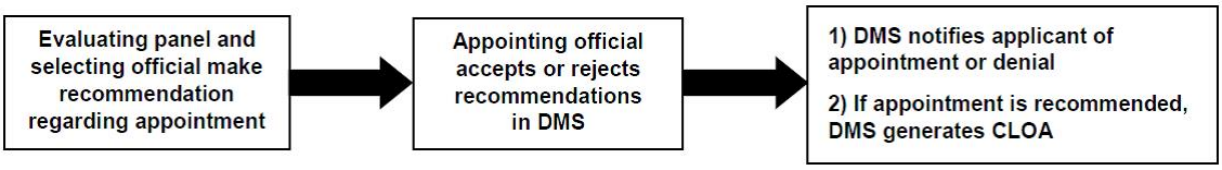
Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a DADE.

2. General.

a. Appointment Process Flow. Below is a high-level representation of the designee appointment process.

Figure 4-2. High-Level Appointment Process Flow



b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations in the CLOA based on:

(1) The applicant's background experience;

(2) The applicant's personal and professional qualifications; and

(3) The needs of the appointing office.

c. Appointing Official Actions. The appointing official may accept or reject the evaluation panel and selecting official recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar-days of expiration.

b. Designee Maintains Qualifications. The DADE must continue to meet the minimum qualifications listed in chapter 2, paragraph 3 of this volume.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until his or her designation is terminated in DMS.

6. Reinstatement. A former DADE who was terminated "not for cause" may apply for reinstatement up to 12 calendar-months after termination only for the managing Flight Standards office where last assigned. The former DADE must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

8. Relocation. A DADE who relocates outside the area of responsibility of the managing office is not guaranteed continued appointment. A DADE's appointment will only be continued if the managing office is able to continue effectively managing the DADE once relocated. In some cases, the managing office may transfer responsibility of the DADE to the responsible Flight Standards office for the area to which the DADE is relocating. However, this type of transfer is contingent upon the responsible Flight Standards office's need and ability to manage the DADE. Otherwise, the managing office will terminate the designation in accordance with Chapter 9, Termination of a Designation, as it relates to "Termination Not for Cause," since relocation is not a product of poor performance.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of a DADE.

2. DADE Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, DADEs must:

a. Represent the FAA Positively. A DADE must represent the Administrator in a manner that reflects positively on the FAA.

b. Honor Appointments. A DADE should honor appointments made with the public and with the FAA and be as prompt as possible.

c. Give Undivided Attention to the Applicant. A DADE must give undivided attention to the applicant throughout the conduct of the test. Do not leave the applicant unattended.

d. Keep Discussion Private and Confidential. A DADE must ensure that discussion with the applicant following the conduct of the Aircraft Dispatcher practical test is private and confidential.

e. Maintain a High Degree of Knowledge and Skill. A DADE must maintain a high degree of knowledge and skill in all areas and subjects set forth in 14 CFR part 65 appendix A and the Aircraft Dispatcher PTS/ACS.

f. Follow Federal Regulations and FAA Policy. When exercising the privileges of a DADE designation, the DADE must adhere to Federal regulations and FAA policy set forth in FAA orders.

g. Develop a Plan of Action. A DADE must develop and use a plan of action for each Aircraft Dispatcher practical test administered by the DADE.

h. Administer Each Practical Test in English. A DADE must conduct the Aircraft Dispatcher practical test entirely in the English language. The use of a translator during the test is not permitted.

i. Charge a Reasonable Fee. The DADE is responsible to charge each applicant a reasonable fee. Prior to administering the test, a DADE must explain any fee charged and must ensure each applicant understands the fees, including those incurred for retesting after failure.

j. Complete Administrative Functions. DADEs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar-days of completion.

k. Maintain Security of Controlled Material. Each DADE is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The DADE

must use appropriate security procedures as identified by policy and by the managing specialist. At a minimum, DADEs shall ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate and/or Rating Applications and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

3. DADE Limitations. DADEs must adhere to the following limitations:

a. A DADE May Not Test Applicants Who Have Not Successfully Completed an FAA-Approved Aircraft Dispatcher Certification Course Without Specific Authorization.

(1) A DADE may not test an applicant attempting to qualify to take the Aircraft Dispatcher practical test based on the experience outlined in part 65, § 65.57(a)(1), (2), or (3) without written authorization from the managing specialist. The managing specialist will not grant permission without first having determined that the applicant's documentary evidence of experience is satisfactory.

(2) A DADE may not test an applicant attempting to qualify to take the Aircraft Dispatcher practical test based on the experience outlined in § 65.57(a)(4) without written authorization from the managing specialist who must first obtain written approval, via memo, from AFS-200.

(3) All DADE preapprovals for applicants being tested based on experience will be manual in nature. The managing specialist will ensure the above requirements to verify previous experience are met outside of DMS prior to approving the preapproval.

b. A DADE May Not Test an Applicant Who Fails to Demonstrate the Ability to Read, Speak, Write, and Understand the English Language. DADEs will use the current edition of Advisory Circular (AC) 60-28, FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts 61, 63, 65, and 107, to evaluate an applicant's English language skills. If a DADE has concerns about an applicant's English language skills, the DADE may not test the applicant. In this case, the DADE must refer the applicant to the managing specialist for further evaluation prior to conducting the test.

c. A DADE May Not Administer the Test to More Than One Applicant at a Time. A DADE must not administer the Aircraft Dispatcher practical test to more than one applicant at a time. For the purposes of this policy, "at a time" means that a DADE must initiate, conduct, and conclude the practical test with an applicant before accepting the application and/or initiating the test with another applicant. An Aircraft Dispatcher practical test is concluded when the DADE issues a Temporary Airman Certificate, a Notice of Disapproval, a Letter of Discontinuance, or for an applicant under the age of 23, completes the test and refers the applicant to the managing office for a Letter of Aeronautical Competency.

d. A DADE May Not Administer More Than Two Practical Tests Per Day. A DADE may not administer more than two full practical tests in a single calendar-day (i.e., midnight to midnight). However, in the case where one or more of the tests is a partial test (e.g., due to discontinuance or a retest), a DADE may seek permission from the managing specialist to administer more than two tests in a single calendar-day. Prior to granting permission, the managing specialist will take into account how many hours in total the DADE is estimated to spend testing applicants in a single day. Prolonged periods of time spent administering multiple practical tests in a single day could contribute to fatigue, which could lead to degradation of the quality of testing.

e. A DADE May Not Allow Observers During the Test. A DADE may not allow observers while he or she is administering the Aircraft Dispatcher practical test, except as described in FAA Order 8900.1, Volume 5, Chapter 5, Section 10, Part 65 Aircraft Dispatcher Certification.

f. A DADE May Not Exempt an Applicant from any Portion of the Aircraft Dispatcher Practical Test Requirements. DADEs must administer the Aircraft Dispatcher practical test in accordance with the full requirements of the PTS/ACS.

g. A DADE May Not Provide Instruction to an Applicant in Combination With Administering the Practical Test to the Applicant. A DADE may not instruct the applicant during the test. If an applicant is unable to answer a question or successfully demonstrate a skill, the DADE may not instruct the applicant on the correct way to answer the question or demonstrate the skill.

h. A DADE May Not Temporarily Suspend (Discontinue) a Test to Allow the Applicant to Study. A DADE may not discontinue a test to allow an applicant time to study. If an applicant appears deficient in a particular task or area of knowledge, then the DADE must treat that as unsatisfactory performance and either continue the test if it appears the applicant will be able to pass the test overall, or fail the applicant.

i. A DADE May Not Endorse, Amend, Alter, or Issue Any Permanent Airman Certificates. DADEs are prohibited from endorsing, amending, altering, or issuing any permanent Aircraft Dispatcher Certificates. These actions may only be accomplished by a qualified FAA ASI.

j. A DADE May Not Issue Any Limitation to an Aircraft Dispatcher Certificate. At no time may a DADE issue any limitation to an Aircraft Dispatcher Certificate.

k. A DADE May Not Issue a Letter of Aeronautical Competency. A DADE may not issue a letter of aeronautical competency. Only the managing office can issue such a letter.

l. A DADE May Not Test an Applicant Trained by the DADE, Except Under the Following Conditions:

(1) The DADE's CLOA specifically allows this practice. A DADE may not test an applicant to whom the DADE has also administered training, unless specifically authorized in the

CLOA. When authorized, the managing specialist will list the name of each FAA-approved Aircraft Dispatcher certification course to which the authorization applies.

(2) Another instructor who holds an Aircraft Dispatcher Certificate must administer all training in the practical dispatch applications area of knowledge. A DADE who is also an instructor may not administer the Aircraft Dispatcher practical test to an applicant for an Aircraft Dispatcher Certificate unless another instructor who holds an Aircraft Dispatcher Certificate has administered the practical dispatch applications area of knowledge training required by part 65 appendix A, section VIII (including all of the topics and subtopics contained therein) and is the recommending instructor (signs the Instructor's Recommendation block on FAA Form 8400-3, Application for an Airman Certificate and/or Rating).

(3) A DADE may not be the recommending instructor for an applicant to whom the DADE administers the Aircraft Dispatcher practical test. This limitation directly corresponds to the preceding one (subparagraph (2) above).

4. DADEs Who Own, Operate, or Provide Instruction for an FAA-Approved Aircraft Dispatcher Certification Course. A DADE's ownership, operation of, or employment with an FAA-approved Aircraft Dispatcher certification course must not interfere with the DADE's primary responsibility, which is being a representative of the Administrator. A DADE must always maintain impartiality and thoroughly evaluate each applicant for an Aircraft Dispatcher Certificate to whom the DADE is administering the Aircraft Dispatcher practical test.

5. Testing. All practical tests must be conducted in accordance with the Aircraft Dispatcher PTS/ACS. The DADE should complete preapprovals as far in advance as possible (see Chapter 6, Oversight and Management of a Designee). See Figure 4-3, DADE Checklist, at the end of this chapter.

6. Testing Facilities. All DADEs must have access to testing facilities that are equivalent to those required by § 65.65 and Order 8900.1, Volume 3, Chapter 63, Section 3, Course Approval and Management. Testing facility access is a DADE's responsibility.

Figure 4-3. DADE Checklist

Scheduling Practical Tests:

- ☐ Schedule the practical tests with the applicant for the Aircraft Dispatcher Certificate.
- ☐ Complete the preapproval in DMS.
- ☐ Prepare written Plan of Action in accordance with PTS/ACS for each applicant.

Applicant Eligibility:

- ☐ Age—The minimum age to qualify to take the Aircraft Dispatcher Practical Test is 21 years old.
- ☐ Original ADX Knowledge Test results showing satisfactory results (good for 24 calendar-months per 14 CFR part 65, § 65.55).
- ☐ Complete and sign FAA Form 8400-3, Application for an Airman Certificate and/or Rating.
  - ☐ Course certificate or written statement of graduation (valid for 90 days per § 65.70).

  Or
  - ☐ Meets eligibility requirements of § 65.57(a).

    NOTE: Documentary evidence of eligibility must be presented to the FAA managing specialist and permission to test must be granted by the specialist.
- ☐ Verify and be sure the applicant can read, write, speak, and understand the English language, prior to administering the Aircraft Dispatcher Practical Test.

When the Applicant is Under 23 Years of Age:

Prior to administering the Aircraft Dispatcher Practical Test, inform the applicant of the following:

- ☐ The applicant is not entitled to a Temporary Airman Certificate until he or she reaches his or her 23rd birthday.
- ☐ The FAA managing office will issue a Letter of Aeronautical Competency, in lieu of a Temporary Airman Certificate.
- ☐ The FAA will not automatically issue an Aircraft Dispatcher Certificate when the applicant reaches 23 years of age.
- ☐ The applicant will be required to present the Letter of Aeronautical Competency in person to a Flight Standards office once the applicant has reached the age of 23.
- ☐ The FAA will require a positive identification check before issuing a Temporary Airman Certificate; therefore, the applicant must bring the appropriate identification.

If Applicant Passes:

- ☐ Complete the DMS post-activity report and IACRA entries, as appropriate.

Turn in to the FAA as required:

- ☐ FAA Form 8400-3, with source of establishing ID indicated.
- ☐ A copy of the written statement of graduation.
- ☐ The original ADX Knowledge Test Report.
- ☐ Original, typed Temporary Airman Certificate if 23 years of age or older.

If Applicant Fails:

- ☐ Complete the DMS post-activity report.
- ☐ Return ADX Knowledge Test results and the copy of the written statement of graduation to individual along with a copy of the Notice of Disapproval of Application.

Turn in to the FAA:

- ☐ FAA Form 8400-3 with unsatisfactory areas noted.
- ☐ Notice of Disapproval of Application and list what was unsatisfactory.

Retest:

- ☐ Complete the DMS post-activity report.

Turn in to the FAA:

- ☐ FAA Form 8400-3. If re-testing less than 30 days from previous test, the form must be signed by certificated Aircraft Dispatcher instructor recommending retest.
- ☐ A copy of the written statement of graduation (valid for 90 days per § 65.70).
- ☐ The original ADX Knowledge Test Report.
- ☐ Notice of Disapproval of Application or Temporary Airman Certificate, if applicable.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DADEs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of a DADE.

2. General.

a. Considerations. Effective oversight of DADEs is founded on a strategy of risk management in which safety management principles and oversight by the FAA includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence and taking appropriate preventive action.

b. DADE Oversight. DADE oversight includes the comprehensive evaluation, management, and monitoring of a DADE's activities. Complete surveillance of a DADE involves a group of activities designed to evaluate a DADE's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. However, oversight must be completed as prescribed in DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the managing specialist flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and Managing Specialist.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) Managing specialists are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS or ACS, and approved training programs. Managing specialists must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the managing specialist.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The managing specialist must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An overall performance evaluation must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, the managing specialists should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The managing specialist identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The DADE's plan of action and the approved Aircraft Dispatcher certification course curriculum; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, managing specialists should consider conducting inspections at a time coordinated with the DADE. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. Managing specialists should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The DADE is observed in person conducting a complete Aircraft Dispatcher practical test to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. The purpose of the observation is to evaluate the DADE's ability to exercise designee authority in accordance with testing requirements, and complete appropriate documentation.

> **Note:** Directives, guidance, and instructions related to the administration of the Aircraft Dispatcher practical test are contained in Order 8900.1, Volume 5, Chapter 5, Section 10. DADEs must review Volume 5, Chapter 5, Section 10, become familiar with the content, and adhere to the requirements set forth in that section prior to administering the Aircraft Dispatcher practical test.

(1) Initial DADE Designation and Reinstatement. The managing specialist will observe and evaluate each DADE candidate administering a complete Aircraft Dispatcher practical test in accordance with the aircraft dispatcher PTS/ACS to an applicant for an Aircraft Dispatcher Certificate. The DADE candidate does not have the authority to issue a Temporary Airman Certificate or Notice of Disapproval (as appropriate) to the applicant; however, the managing specialist may allow the candidate to fill out the appropriate paperwork while the managing specialist observes. The managing specialist makes the final determination as to whether the applicant for the Aircraft Dispatcher Certificate passed or failed the test. The managing specialist will sign the Temporary Airman Certificate or Notice of Disapproval, as appropriate, and issue it to the applicant. During the qualification phase, the DADE candidate may not charge a fee for administering the test.

(2) Direct Observation Frequency. DADEs will be observed at least once during each 12 calendar-month period. However, the managing specialist should observe the DADE administering the Aircraft Dispatcher practical test several times throughout the year to ensure consistency and compliance with the Aircraft Dispatcher PTS or ACS, Federal regulations, Order 8900.1, and this order. Managing specialists may use the sample DADE Surveillance Checklist contained in Figure 4-5 at the end of this chapter to ensure surveillance is thorough. The direct observation is valid up to the last day of the month in the year after it was completed.

(3) Unannounced Direct Observations. It is noted that, when the FAA plans an observation of a practical test, an applicant's permission is not required. Further, advance notice to either the designee or the applicant is not required. Unannounced observations are at the discretion of the managing specialist and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

b. Plan of Action. The managing specialist evaluates the DADE's plan of action to ensure it meets policy and regulatory requirements and that the designee appropriately alters the plan of action for each test.

c. Guidance Materials. The managing specialist reviews the applicable guidance and reference materials the designee used to conduct a practical test. The managing specialist will ensure the most current documents are used, to include:

(1) PTS/ACS;

(2) Order 8000.95, Designee Management Policy;

(3) Order 8900.1;

(4) FAA handbooks; and

(5) ACs.

d. Annual Meeting. The managing specialist must conduct a safety and standardization meeting and FAA briefing for each DADE under the managing specialist's management at least once each calendar-year. At the discretion of the managing specialist, these meetings may also be held concurrently with the DADE's annual recurrent training. The managing specialist will prepare an agenda for each event, including a recurrent training syllabus as appropriate. A sample meeting agenda is depicted in Figure 4-6, Sample Annual Meeting—Combined Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda. If a managing specialist or managing office has oversight responsibility of multiple DADEs, those DADEs should attend the annual meeting together, if possible. This helps to ensure consistency and standardization in the DADEs' activities on behalf of the Administrator.

e. Activity Log. The managing specialist reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether DADE activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (e.g., a test taking an unreasonable amount of time, comparing activity reported in DMS to actual training records).

f. Quality and Compliance Check.

(1) At any time, the managing specialist may elect to issue a Temporary Airman Certificate to an applicant for the purposes of getting direct feedback regarding the administration of the Aircraft Dispatcher practical test by a DADE. A brief interview of an applicant regarding the DADE's conduct and testing methods can be used as a quality check for verifying a DADE's continued compliance with the PTS; the provisions, limitations, and conditions of the CLOA; as well as FAA policies and Federal regulations.

(2) When the managing specialist elects to issue a Temporary Airman Certificate to an applicant, he or she will notify the DADE in advance. The DADE must then notify the applicant that the FAA will be issuing the Temporary Airman Certificate.

(3) The Temporary Airman Certificate must be issued to the applicant in person. Therefore, the managing specialist will take the applicant's scheduling needs into consideration prior to electing to issue a Temporary Airman Certificate for the purposes of interviewing the applicant. A managing specialist's desire to interview the applicant should not negatively impact the applicant's ability to travel home and/or return to work after completion of the test.

g. Interview of Recently Tested Airmen. The managing specialist will interview an applicant for an Aircraft Dispatcher Certificate regarding the performance of the DADE anytime the specialist feels it's warranted. This may be conducted as part of the quality and compliance check described above, or as a separate activity.

h. Certification Package Review. When IACRA is not used, reviewing certification packages provides the managing specialist the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's procedural attributes. These reviews will be recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS.

i. Review Feedback. The managing specialist records in DMS any information regarding the performance of his or her designee.

j. Provide Technical Assistance. The managing specialist will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research and/or training.

k. Special Emphasis Oversight. Certain DADE performance factors warrant at least one additional observation beyond those normally required. In some cases, multiple additional observations may be required. The following factors could represent underlying safety risks that warrant special emphasis and increased surveillance:

(1) The First Year of a DADE's Appointment. The managing specialist should make every effort to observe a newly appointed DADE at least once quarterly in the first year of the DADE's appointment. The managing specialist will use his/her discretion to determine if additional surveillance beyond once quarterly is warranted.

(2) High-Activity DADE. A DADE is considered to have high activity when he or she conducts 50 or more practical tests during a given 6-month period. For high-activity DADEs, the managing specialist will conduct additional observations beyond the one required annually. The recommendation is for the managing specialist to observe the DADE at least twice quarterly, and more often if the managing specialist determines it is warranted.

(3) A DADE Conducts More Than Two Aircraft Dispatcher Practical Tests in a Single Day. Administering more than two tests per day requires permission from the managing specialist, in accordance with the limitations listed in Chapter 5, Responsibilities and Obligations of a Designee. Managing specialists who grant this permission should conduct additional surveillance to determine that the quality of testing does not degrade due to DADE fatigue.

(4) A DADE's Practical Test Passing Rate Exceeds 90 Percent. A passing rate in excess of 90 percent could be an indicator of loss of impartiality or less-than-thorough evaluation and testing methods. It could also simply mean that the DADE routinely tests students who are knowledgeable and well prepared for the test. The managing specialist would need to determine this through additional surveillance.

(5) A DADE's Certification File Error Rate Exceeds 10 Percent. Numerous errors could be an indicator of carelessness and lack of attention to detail by the DADE. This would be a red flag for the managing specialist and could warrant counseling of the DADE, additional training, and/or additional surveillance.

(6) The DADE Is the Subject of a Valid, Documented Public Complaint. The managing specialist will investigate all documented public complaints. Depending upon the nature of the complaint, the managing specialist, in coordination with office management, will determine the best course of action. Documented public complaints typically warrant multiple additional surveillance activities. In cases where a DADE has a well-established satisfactory record, the managing specialist should take this into consideration when determining the amount of additional surveillance that is required.

(7) The DADE Has Been Involved in an Accident, Incident, or a Violation of 14 CFR.

(a) Accident or Incident. The managing specialist will determine the relevance of the accident or incident, as it relates to the DADE's appointment responsibilities, to determine whether additional surveillance is warranted.

(b) Violation by the DADE of 14 CFR. Violation of Federal regulations by any designee warrants additional surveillance and possibly more serious action, such as termination of the designation. The managing specialist of a DADE who has been found in violation of 14 CFR will obtain direction from management regarding the best course of action.

(8) The DADE Tests Applicants Trained by the DADE. Additional surveillance is warranted when a DADE tests applicant to whom the DADE has also provided instruction in accordance with § 65.67 and part 65 appendix A. Increased surveillance can help identify whether or not the DADE's duties as an instructor in any way interfere with or affect the DADE's objectivity and overall performance as a representative of the Administrator.

Note: Managing specialists, in consultation with their Flight Standards office management, may use discretion and judgment in the kind and frequency of inspections of individual DADEs. For example, if a designee's error rate is above 10 percent, the managing specialist should consider whether the designee has conducted very few practical tests, or is considered a high-activity DADE.

7. Oversight of a DADE Associated With an Aircraft Dispatcher Certification Course. A DADE's primary regulatory responsibility is as a representative of the Administrator. At no time may a DADE who administers instruction at, or is an owner or operator of, an Aircraft Dispatcher certification course place the responsibilities associated with the course above the responsibilities associated with being a DADE and a representative of the Administrator. During surveillance of such a DADE, the managing specialist will verify that the DADE understands this primary responsibility. Whenever possible, the DADE's managing specialist should also be the DCPM of the Aircraft Dispatcher certification course of which the DADE is affiliated (owner, operator, or instructor). Having oversight responsibility of both the DADE and the Aircraft Dispatcher certification course will allow the inspector to have unfettered access to the

DADE's testing records, as well as the course operator's student records. Access to these types of records is a normal function of oversight.

8. Performance Measures. For many of the oversight activities, the managing specialist should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the DADE understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the DADE demonstrate an expert level of knowledge about aircraft operations?

(2) Equipment and Materials. Does the DADE select or use the appropriate equipment, devices and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the DADE correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the DADE follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the DADE properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the DADE follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the DADE follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the DADE maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the DADE easy to work with and does the DADE present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the DADE demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the DADE effectively communicate either in writing or in conversation with the FAA or general public? Does the DADE provide feedback to the FAA with ways to improve the designee system?

9. Performance Measures and Oversight Activity Results. For many of the oversight activities, the managing specialist will summarize the performance measures and make a final oversight activity result. See Figure 4-4 for the general process flow. The managing specialist can select from:

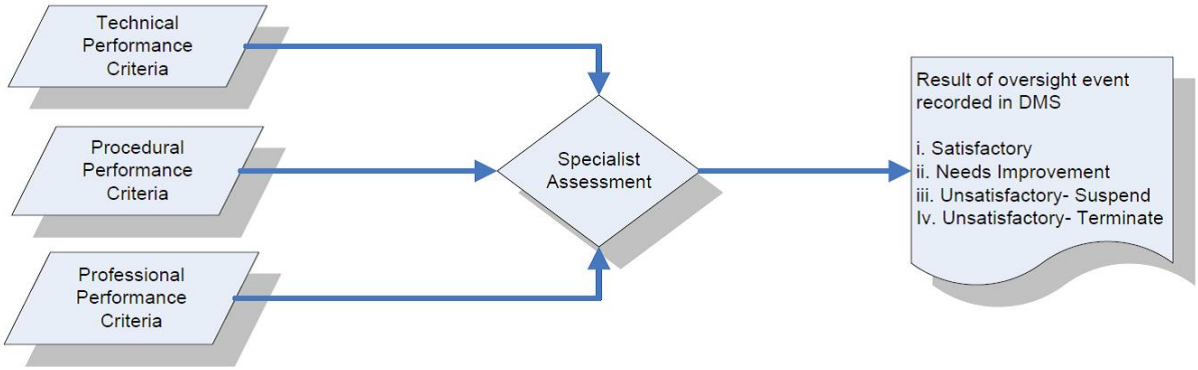
a. Satisfactory;

b. Needs Improvement;

c. Unsatisfactory—Suspend; and

d. Unsatisfactory—Terminate.

Figure 4-4. Performance Measures and Oversight Activity Results



10. Performance Evaluations. See Volume 1.

11. Followup Actions. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate followup action(s) must be determined and recorded in DMS. These actions may include any of the following:

a. Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

b. Additional Training. Managing specialists may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

c. Suspension. The most common reason for a suspension is when the designee has not been following certification standards as described in FAA policy.

d. Reduce Authority. A managing specialist may initiate a reduction in a designee's authority until the performance issue has been corrected.

e. Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to and/or deliberately disregards FAA policy.

> **Note:** A result of "Unsatisfactory" for an oversight activity does not require suspension or termination provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

f. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the managing specialist should refer to the current editions of FAA Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

12. Designee Management Functions.

a. Record Note. Record note allows the managing specialist to make a personal note in the DADE's DMS record that only the managing specialist can view. This note does not remain a permanent part of the DADE's record.

b. Send Message to Designee. The managing specialist is able to transmit messages and notifications through DMS such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications as may be necessary.

c. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Followup action, if required, will be determined by the managing specialist.

d. Preapproval. DADEs must obtain preapproval to perform functions on behalf of the FAA. The managing specialist will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic.

(1) Manual Preapproval. Manual preapproval requires the managing specialist to review each request for activity and approve it in DMS. This allows the managing specialist to stay informed of the DADE's activities and plan appropriate oversight. It provides a means for the managing office to ensure the DADE is performing only those functions authorized in the DADE's CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the managing specialist to set DMS to automatically approve an activity request by a specific DADE. This feature provides the managing specialist with a flexible option to provide preapproval while continuing to manage the DADE's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to a DADE during the first 30 days of initial appointment.

(3) Preapproval Timeframe. DADEs should complete preapprovals as far in advance as possible to allow the managing specialist or another ASI-AD time to prepare for possible oversight. DADEs work in a dynamic and variable environment that may require completion of a preapproval less than 24 hours prior to the requested activity. While this may occur occasionally, consistently late preapprovals may be an indicator of risk. Managing specialists should closely monitor preapproval timeframes and manage risk appropriately. Managing specialists will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel or Copy Preapproval. DMS allows the designee to change, cancel or copy a preapproval request.

e. Designee Activity. It is the FAA's intention that DADEs perform their authorized function(s) within the managing office's area of responsibility. However, a DADE may perform activities outside the area of responsibility as long as the FAA's ability to oversee the DADE is maintained. The DADE shall utilize the DMS preapproval process for all activity requests.

(1) Designee Activity—Domestic. When the need for airman certification exists in an area that does not have the necessary resources for testing, such as an ASI-AD or a DADE, a DADE may perform activities beyond the managing office's area of responsibility. This is allowable provided it does not negatively affect the managing office's ability to manage the DADE. In addition, it must not negatively impact the ability of the managing office to meet the Aircraft Dispatcher certification needs of the public located within its area of responsibility. The following conditions apply:

(a) The managing office must be able to maintain the ability to conduct surveillance of the DADE while the DADE is administering the Aircraft Dispatcher practical test outside the office's area of responsibility, or

(b) The managing office will ensure surveillance support can be provided by the responsible Flight Standards office for the area where the DADE will be testing. Surveillance must be conducted by an ASI-AD.

(c) A DADE may not conduct activity outside the managing office's area of responsibility if there is no ability to conduct surveillance in the expanded area.

(2) Designee Activity—Outside the United States. DADEs are not currently allowed to conduct activities outside the United States and its territories. An FAA-issued Aircraft Dispatcher Certificate is required only for individuals dispatching flights for a U.S. air carrier conducting part 121 domestic and/or flag operations. An FAA-issued Aircraft Dispatcher Certificate is not required by any other type of operation or regulatory part. In the current aviation industry environment, part 121 domestic and flag dispatch centers are located only within the United States and its territories. Should a U.S. air carrier conducting part 121 domestic and/or flag operations establish a dispatch center outside the United States or its territories, and there is a need for Aircraft Dispatcher certification to support that air carrier's dispatch center, this limitation could be removed. The FAA has allowed for designee activity outside the United States only when there has been a demonstrated need that such activity will serve U.S. citizens abroad and that a Flight Standards office can properly supervise the designee's activities. In such cases, the FAA determines if the activity warrants support by the FAA, and is consistent with Title 49 of the United States Code (49 U.S.C.) § 44702 and pertinent international agreements. The FAA is also required to determine if any coordination or notification of the Civil Aviation Authorities (CAA) is necessary. This must be accomplished through coordination with the International Program Division (AFS-50).

(3) Impact on the Public. A DADE may not conduct activities outside the managing office's area of responsibility if it could negatively impact the needs of the public located there. An example of a negative impact would be delaying or otherwise impeding the certification of applicants for Aircraft Dispatcher Certificates within that area.

f. Post-Activity. DADEs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the managing specialist with a record of activity for each DADE. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports shall be completed within 7 calendar-days of the approved activity.

(2) If a DADE does not complete a post-activity report within the requisite 7-calendar-day submission deadline, DMS will not grant another preapproval until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to a DADE for up to 7 calendar-days after a termination, suspension, or expiration for the DADE to record any results.

Figure 4-5. Sample Designated Aircraft Dispatcher Examiner Surveillance Checklist

Designated Aircraft Dispatcher Examiner

NAME: DATE: COURSE OPERATOR:

City Pair:
Plan of Action Reviewed:
Test Start Time:
Test End Time:

FLIGHT PLAN:

The DADE has at least three flight plan scenarios and changes the information as appropriate.

The flight plan scenario time should be between 90 and 120 minutes to incorporate all the required Practical Test Standards (PTS)/Airman Certification Standards (ACS) elements.

Aircraft performance charts and minimum equipment list (MEL) information should be consistent with aircraft type.

KNOWLEDGE:

The DADE asks questions about items that are fair and challenging to the applicant.

The DADE asks questions that make the applicant think and apply knowledge.

The DADE does not coach the applicant.

ADMINISTRATIVE:

The DADE makes sure the applicant brings only the materials allowed by the PTS/ACS and has no notes or other reference materials.

The DADE explains ground rules of the practical test to the applicant.

The DADE keeps track of the right and wrong answers.

The DADE's average test time is not less than 4 hours or more than 6 hours.

OTHER:

The DADE is knowledgeable of regulatory and industry changes.

The DADE maintains good records of the candidates tested. The records must include the results of each Aircraft Dispatcher Practical Test.

The DADE fills out forms correctly and properly briefs individuals less than 23 years of age.

NOTES: _____

_____

RESULTS OF SURVEILLANCE: _____

_____

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DADEs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of DADEs and FAA personnel.

2. General.

a. Managing Specialist Actions.

(1) The managing specialist will validate in DMS that the DADE completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(2) The managing specialist may suspend a DADE who fails to complete training and/or meeting requirements.

b. DADE Training Considerations.

(1) DADEs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(2) DADEs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

c. DADE References.

- Title 14 CFR Parts 1, 61, 65, 91, 110, 119, 121, and 183.
- Title 49 U.S.C.
- Order 8000.95, Volume 4, DADE Designee Policy.
- Order 8900.1, Volume 5, Chapter 5, Section 10, Part 65 Aircraft Dispatcher Certification.

d. DADE Materials.

(1) Materials. During training, the managing office will provide the DADE with the current editions of the following materials, at the discretion of the managing specialist. For those DADEs and managing specialists who use IACRA, many of the materials listed below will not be necessary:

- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8060-5, Notice of Disapproval of Application.
- FAA Form 8400-3, Application for an Airman Certificate and/or Rating.
- Aircraft Dispatcher PTS/ACS.

(2) Access to Appropriate Information. Each DADE must have access to current versions of 14 CFR, FAA orders, and ACs, as well as any other appropriate information determined by the managing specialist, that are applicable to Aircraft Dispatcher certification. DADEs must

have direct access to a computer with internet access for the purpose of obtaining this information and using DMS.

(3) Use of IACRA. The IACRA application is a web-based program that automates the airman certification application process. The managing specialist will determine if the use of IACRA by the DADE is appropriate.

3. DADE Training Requirements. DADEs must complete a course of training conducted by the FAA. Managing specialists will ensure DADEs are trained in accordance with the requirements listed below. All training will be recorded in DMS.

a. Initial DADE Training. The managing specialist is responsible for providing the DADE candidate with the initial training. Each DADE candidate must satisfactorily complete the initial training outlined in this paragraph before exercising the privileges of his or her designation.

(1) At a minimum, the training must include:

(a) The DADE's duties and responsibilities as a representative of the Administrator.

(b) The necessary application and certification forms accompanied by instructions for completion.

(c) When used, procedures and requirements associated with IACRA.

(d) Applicable FAA regulations, policies, and guidance.

(e) The use of the current Aircraft Dispatcher PTS/ACS.

(f) The development of the plans of action required by the PTS/ACS.

(g) Policies and procedures regarding functions of a DADE.

(h) Procedures and guidance for conducting the practical test.

(i) Developing and updating test scenarios.

(j) Requirements for testing applicants under the age of 23.

(k) Foreign student applicants.

(l) How and when to forward completed application paperwork to the managing specialist.

(m) Providing reports to the FAA regarding trends in areas of weakness demonstrated by graduates of an Aircraft Dispatcher certification course.

Note: Reports regarding trends in areas of weakness are valuable, particularly if graduates of the same Aircraft Dispatcher certification course demonstrate weakness in similar areas. Such a demonstration could be an indicator to the FAA

that a course may require additional FAA surveillance. Additional surveillance could help establish whether the areas of weakness demonstrated by multiple graduates of the same course is a result of deficiencies contained in the course itself, or simply the byproduct of students sharing each other's bad habits resulting in the same negative outcome.

(2) Validation of knowledge. Upon completion of the initial training, the managing specialist will validate the DADE candidate's knowledge. Validation methods include:

(a) A written test, and

(b) An oral exam.

b. Recurrent DADE Training. The managing specialist is responsible for providing each DADE with annual recurrent training. Recurrent training will include at least the following topics:

(1) The DADE's roles and responsibilities;

(2) Documentation discrepancies;

(3) Applicable changes to 14 CFR;

(4) Any updates to the Aircraft Dispatcher PTS/ACS;

(5) New FAA policies and procedures;

(6) Review of procedures and guidance for administering the practical test;

(7) Reviewing and updating test scenarios and plans of action;

(8) Providing reports regarding trends in areas of weakness demonstrated by graduates of an Aircraft Dispatcher certification course; and

(9) Foreign student applicants.

c. Regular Safety Standardization Meetings. At least annually, the managing specialist will conduct regularly scheduled meetings with DADEs for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. See Figure 4-6 below. Managing specialists should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(1) Updates on administrative procedures and personnel.

(2) Updates in training programs.

(3) New testing standards or training techniques.

Figure 4-6. Sample Annual Meeting—Combined Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda

XYZ Flight Standards Office Annual Safety Standardization Meeting, FAA Briefing, and Recurrent Training Agenda

1) Standardization Meeting.

a) Maintaining desirable standards and effective working relationships.

b) Updates on administrative procedures and personnel.

c) Updates in testing standards or techniques.

2) FAA Briefing.

a) Current and new policies regarding the duties and responsibilities of the DADE.

b) Review of DADE privileges.

Note: This review must include emphasis that the DADE's authority is a privilege and not a right. The privilege is granted by the Administrator and subject to termination at any time for any reason at the discretion of the Administrator.

c) Review of expected conduct as a representative of the Administrator.

d) Review of past year's performance issues (negative and positive), industry business practice changes, as well as technology evolution.

e) Provide feedback regarding testing, administrative, and procedural issues.

3) Recurrent Training.

a) DADE roles and responsibilities.

b) Paperwork discrepancies.

c) Applicable changes to 14 CFR.

d) New FAA policies and procedures.

e) Review of procedures and guidance for administering the practical test.

f) Review and updating test scenarios.

g) Foreign student applicants.

d. Special Safety Standardization Meetings. Managing specialists will call special meetings whenever a significant change affects the process of FAA airman certification or other DADE functions deemed necessary by the managing specialist.

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for the managing specialists with DADE responsibilities include:

(1) Completion of the air carrier operations ASI indoctrination courses, or their equivalent.

(2) Completion of the managing FAA office's managing specialist on-the-job training (OJT) program.

(3) Completion of the appropriate FAA Academy Aircraft Dispatcher Functions for ASIs course.

(4) Completion of the appropriate FS designee management training courses.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500.html. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Authorization

See Volume 1.

Chapter 9. Termination of a Designation

See Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing a ban or termination for cause of a DADE. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause for DADEs.

2. General. See Volume 1.

3. Official Responsibilities of the Appointing or Selecting Official During Appeal. See Volume 1.

4. Appeal Panel Responsibilities. See Volume 1.

5. Appeal Considerations.

a. Forwarding the Appeal. The FAA office manager will forward the appeal request to AFS-600.

b. Appeal Panel. The AFS-600 division manager or delegate overseeing the appeal will convene an appeal panel comprised of three members:

(1) An AFS-600 division representative;

(2) An AFS-200 division representative;

(3) An FS office manager not associated with the office that terminated the designee.

c. Review of Decision. The panel will review the termination decision and make a final decision within 45 calendar-days of the appeal.

d. Final Decision. The appeal panel's decision is final.

e. Documentation. All documentation associated with the appeal (e.g., outcome, members of the appeal panel, communication with the designee or the Flight Standards office) should be included in the designee's DMS file.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other DADE management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for DADEs.

2. Assign DMS Roles.

a. General. See Volume 1.

b. Master Role Assigner (MRA). The MRA is typically the office manager or FLM.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. See Volume 1.

5. Retention of Existing Designee Management Files. See Volume 1.

VOLUME 5. DME, DPRE, AND DAR-T DESIGNEE POLICY

Chapter 1. General Information

Section 1. Overview

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), and Designated Airworthiness Representative—Maintenance (DAR-T) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is DMEs, DPREs, DAR-Ts, FAA managing specialists, and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees as appropriate.

3. Supplemental Information. This volume is organized to provide general policy and instructions related to Designee Management System (DMS) management. It is supplemented by DMS job aids for designees/applicants and FAA personnel.

a. Applicant and Designee DMS Job Aid Location:
https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/support/.

b. FAA Internal DMS Job Aid Location:
https://my.faa.gov/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

Section 2. Designee Roles & Definitions

1. Definition of Roles in Flight Standards Maintenance (DME, DPRE, DAR-T).

a. DME. The DME will be issued with at least one of the following privileges:

(1) Airframe (A). Authorized to conduct aviation mechanic airframe rating oral and practical tests and the general oral and practical test, when required.

(2) Powerplant (P). Authorized to conduct aviation mechanic powerplant rating oral and practical tests and the general oral and practical test, when required.

(3) Airframe and Powerplant (A&P). Authorized to conduct aviation mechanic A&P ratings, oral and practical tests, and the general oral and practical test, when required.

b. DPRE. The DPRE will be issued with at least one of the following privileges:

(1) Seat. Authorized to conduct parachute rigger seat rating oral and practical tests.

(2) Back. Authorized to conduct parachute rigger back rating oral and practical tests.

(3) Chest. Authorized to conduct parachute rigger chest rating oral and practical tests.

(4) Lap. Authorized to conduct parachute rigger lap rating oral and practical tests.

c. DAR-T. The DAR-T will be issued with at least one of the following function codes:

Table 5-1. Standard Airworthiness Certification Function Codes

Standard Airworthiness Certification	
Function Code	**Description**
101	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b) for U.S.-registered propeller-driven airplanes and powered or unpowered gliders.
102	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered, turbojet-powered airplanes type certificated for a Gross Take-Off Weight (GTOW) of 85,000 pounds or less.
103	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered, turbo-jet powered airplanes type certificated for a GTOW of more than 85,000 pounds.
104	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered rotorcraft.
105	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), for U.S.-registered manned free balloons.
106	Issue recurrent Standard Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), for U.S.-registered airships.
107-111	Reserved.

Table 5-2. Standard Airworthiness Certification Function Codes—Primary and Restricted Categories

Special Airworthiness Certification	
Primary Category	
Function Code	**Description**
112	Issue recurrent/original Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), in the primary category for U.S.-registered aircraft.
113	Reserved.
Restricted Category	
Function Code	**Description**
114	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered propeller-driven airplanes.
115	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered, turbojet-powered airplanes type certificated for a GTOW of 85,000 pounds or less.
116	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered, turbojet-powered airplanes type certificated for a GTOW of more than 85,000 pounds.
117	Issue recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4), and 21.197(b), in the restricted category for U.S.-registered rotorcraft.
118-123	Reserved.

Table 5-3. Limited Category Function Codes

Limited Category	
Function Code	**Description**
124	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the limited category for U.S.-registered propeller-driven airplanes and turbojet/turbofan aircraft.
125	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the limited category for U.S.-registered rotorcraft.
126-127	Reserved.

Table 5-4. Experimental Category for the Purposes of Market Survey, R&D, or Crew Training Function Codes

Experimental Category for the Purposes of Market Survey, R&D, or Crew Training	
Function Code	**Description**
128	Issue original/recurrent Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered propeller-driven airplanes and powered or unpowered gliders.
129	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered turbojet-powered airplanes.
130	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered rotorcraft and gyroplanes.
131	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered manned free balloons and airships.
132	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose market survey, research and development, or crew training for U.S.-registered powered parachute and weight shift control aircraft.
133-136	Reserved.

Table 5-5. Experimental Category for the Purposes of Exhibition and/or Air Racing Function Codes

Experimental Category for the Purposes of Exhibition and/or Air Racing	
Function Code	**Description**
137	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in experimental category for the purposes of operating exhibition or air racing for U.S.-registered propeller-driven aircraft and powered or unpowered gliders located in the U.S.
138	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in experimental category for the purposes of operating exhibition or air racing for U.S.-registered turbo-jet-powered aircraft located in the U.S.
139	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in experimental category for the purposes of operating exhibition for U.S.-registered rotorcraft located in the U.S.
140	Issue recurrent/original Special Airworthiness Certificates (including amended or replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in experimental category for the purposes of operating exhibition for U.S.-registered manned free balloons and airships.
141-146	Reserved.

Table 5-6. Experimental Category for the Purposes of Operating Amateur-Built Aircraft Function Codes

Experimental Category for the Purposes of Operating Amateur-Built Aircraft	
Function Code	**Description**
147	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR part 21, §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose of operating amateur-built aircraft for U.S.-registered propeller driven airplanes and powered or unpowered gliders.
148	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose of operating amateur-built aircraft for U.S.-registered turbojet-powered airplanes.
149	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose of operating amateur-built aircraft for U.S.-registered rotorcraft and gyroplanes.
150	Issue original/recurrent Special Airworthiness Certificates (including amended and replacement certificates), and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the experimental category for the purpose of operating amateur-built aircraft for U.S.-registered manned free balloons and airships.
151-156	Reserved.

Table 5-7. Light-Sport Category and Experimental Category for the Purpose of Operating Light-Sport Aircraft Function Codes

Light-Sport Category and Experimental Category for the Purpose of Operating Light-Sport Aircraft	
Function Code	**Description**
157	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) and special flight permits for the purposes outlined in 14 CFR §§ 21.197(a)(1)(2)(4) and 21.197(b), in the light-sport category, or in the experimental category for the purpose of operating light-sport aircraft for U.S.-registered airplanes and powered or unpowered gliders.
158	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) in the light-sport category, or in the experimental category for the purpose of operating light-sport aircraft for U.S.-registered lighter-than-air aircraft.
159	Issue recurrent/original Special Airworthiness Certificates (including amended and replacement certificates) in the light-sport category, or in the experimental category for the purposes of operating light-sport aircraft, market survey, research and development, or crew training for U.S.-registered powered parachutes and weight shift control aircraft.
160	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport airplanes and powered or unpowered gliders.
161	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport lighter-than-air aircraft.
162	Issue special flight permits for the purpose of production flight tests for U.S.-registered light-sport weight-shift-control or powered-parachute aircraft.
163-170	Reserved.

Table 5-8. Export Approvals Function Codes

Export Approvals	
Function Code	**Description**
171	Issue recurrent export approvals for U.S.-registered propeller driven airplanes and powered or unpowered gliders.
172	Issue recurrent export approvals for U.S.-registered turbojet-powered airplanes type certificated for a GTOW of 85,000 pounds or less.
173	Issue recurrent export approvals for U.S.-registered turbojet-powered airplanes type certificated for a GTOW of more than 85,000 pounds.
174	Issue recurrent export approvals for U.S.-registered rotorcraft.
175	Issue recurrent export approvals for U.S.-registered manned free balloons.
176	Issue recurrent export approvals for U.S.-registered airships.
177	Issue recurrent export approvals for reciprocating and turboprop/turboshaft engines.
178	Issue recurrent export approvals for turbojet and turbofan engines.
179	Issue recurrent export approvals for propellers.
180	Issue recurrent/original export approvals for articles.
181-187	Reserved.

Table 5-9. Domestic Approval of Engines, Propellers, and Articles Function Codes

Domestic Approval of Engines, Propellers, and Articles	
Function Code	**Description**
188	Issue recurrent airworthiness approvals for domestic shipment of reciprocating and turboprop/turboshaft engines that conform to the approved design requirements and are in a condition for safe operation.
189	Issue recurrent airworthiness approvals for domestic shipment of turbojet/turbofan engines that conform to the approved design requirements and are in a condition for safe operation.
190	Issue recurrent airworthiness approvals for domestic shipment of propellers that conform to the approved design requirements and are in a condition for safe operation.
191	Issue recurrent/original airworthiness approvals for domestic shipment articles that conform to the approved design requirements and are in a condition for safe operation.
192-196	Reserved.

Table 5-10. Other Authorizations Function Codes

Other Authorizations	
Function Code	**Description**
197	Issue notification of completion to air carriers after conducting records reviews and aircraft inspections (aging airplane rules) required by 14 CFR part 121, 129, or 135 for propeller-driven multiengine airplanes.
198	Issue notification of completion to air carriers after conducting records reviews and aircraft inspections (aging airplane rules) required by 14 CFR part 121, 129, or 135 for turbojet-powered multiengine airplanes.
199	Issue data approvals in support of a major repairs or alterations to propeller driven airplanes and/or powered or unpowered gliders.
200	Issue data approvals in support of a major repairs or alterations to turbojet-powered airplanes with a GTOW of 85,000 pounds or less.
201	Issue data approvals in support of a major repairs or alterations to turbojet-powered airplanes with a GTOW of more than 85,000 pounds.
202	Issue data approvals in support of a major repairs or alterations to rotorcraft.
203	Issue data approvals in support of a major repairs or alterations to manned free balloons.
204	Issue data approvals in support of a major repairs or alterations to airships.
205	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines for propeller driven airplanes.
206	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines for rotorcraft.
207	Issue data approvals in support of a major repairs or alterations to reciprocating or turboprop/turboshaft engines on airships.
208	Issue data approvals in support of a major repairs or alterations to turbojet/turbofan engines.
209-220	Reserved.

2. FAA Personnel Roles and Responsibilities.

a. Flight Standards Office Managers.

(1) Flight Standards office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) The office managers should anticipate changes in personnel requirements as a result of the “need and ability” standard.

(3) The office managers are responsible for continually evaluating the effectiveness of the designee program and managing specialists.

(4) The office managers are required to ensure that aviation safety inspectors (ASI) and office management staff are assigned appropriate roles within DMS to carry out their assigned duties.

b. Master Role Assigner (MRA). MRAs are typically office managers, but may be Front Line Managers (FLM). MRAs ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

c. Appointing Official. Appointing officials are typically office managers, but may be FLMs.

d. Selecting Official. Selecting officials are typically FLMs, but may be office managers.

e. The Managing Specialist.

(1) The managing specialist is an ASI primarily responsible for the management of a specific designee.

(2) The managing specialist must ensure that designees are prepared to perform their duties. This includes the designee having completed the required training, and maintained the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) Designee management must consider potential risks and hazards to safety. Managing specialists are to remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to focus oversight on problem areas.

(4) The managing specialists must be experienced FAA ASIs whose specialty is General Aviation (GA) Airworthiness or Air Carrier (AC) Airworthiness. They must have at least 3 years' tenure with the FAA as an ASI and have completed or are scheduled to complete the required training.

f. Geographic Expansion Coordinator (GEC). The GEC is a role assigned to at least one Airworthiness ASI and one Operations ASI in each Flight Standards office to receive and approve or deny geographic expansion requests contained within a DMS preapproval. Any requests received will be routed to all GECs assigned to the Flight Standards office. The appropriate specialty ASI must approve or deny the request. Coordination may be required outside of DMS such as telephone calls or emails; however, all actions to approve or deny the request will be documented in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

> **Note:** DMS user roles determine which activities an FAA user can access in DMS. The DMS Management Action Links and DMS job aids should be reviewed for detailed information: https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

h. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the appointing official, selecting official, and managing specialist roles may be proxied.

(4) An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

(5) Each designee may have only one managing specialist and up to three managing specialist proxies. An appointing official, selecting official, and the managing specialist who will be proxied may assign a managing specialist proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

Chapter 2. Application Process

1. Purpose. This chapter describes the policy related to an individual applying to be a DME, DPRE, or DAR-T. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DME, DPRE, and DAR-T.

2. General Application Considerations.

a. Apply in DMS. Candidates for initial designation as a DME, DPRE, or DAR-T must submit an application through DMS.

b. Place of Residence/Business. The applicant's place of residence and place of business may be outside the United States if the FAA determines that there is no undue burden on the FAA.

c. Citizenship. U.S. citizenship is not a requirement for appointment.

3. Reinstatement. A former designee whose privileges were terminated "not for cause" may be reinstated only at the Flight Standards office where last assigned. The former designee must meet the requirements and procedures for an original issuance of the designation. This provision may only be exercised at the discretion of the previous managing office and only when the following provisions are met:

- The former designee meets the requirements and procedures for an original issuance of the designation and was previously authorized in DMS.
- The designation was terminated not more than 12 calendar-months prior to application for reinstatement.
- The applicant meets the recurrent training requirement for the designee type.
- The managing office determines that the former designee is still competent to perform the authorized activities.

Note: If the provisions are met, the Certificate Letter of Authority (CLOA) is reissued with the original designation number used for reinstatement.

a. Former Designee Appointment. Except as stated in paragraph 3 above, former designees terminated "not for cause" and who are not in DMS must reapply through DMS as an initial applicant.

b. Relocation. Designees may relocate to a different Flight Standards office if the receiving FAA office agrees to the transfer. Any change in location, change of managing office, or change of managing specialist is conducted through DMS. This change is initiated through DMS by the current managing specialist. Before any designee transfer is initiated in DMS, both offices must discuss and agree to the transfer. FAA email is recommended to record the communication.

c. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS on the designee's action links for the particular designation. All requests for additional authorizations are viewable by the selecting official in the

same location as initial applications. Refer to the Selection and Appointment Process job aid for detailed information.

4. Minimum Qualifications and Disqualifiers.

a. Additional Requirements for DMEs. Additional application requirements for DME appointment include:

(1) Evidence of a high level of knowledge and experience in the subject areas required for aviation mechanic certification in both reciprocating and turbine-engine aircraft.

(2) Currently holds a valid aviation mechanic certificate with both A&P ratings which has been valid for the previous 5 years.

(3) Applicants must also meet one of the following experience requirements listed below. These requirements may not be combined.

(a) Five years' experience actively exercising the privileges of a valid aviation mechanic certificate in accordance with 14 CFR part 65, § 65.81(a) on U.S.-registered civil aircraft. (Three of the five years of experience required must be immediately before designation.)

(b) Five years' experience performing maintenance on U.S.-registered civil aircraft while employed by an FAA repair station (14 CFR part 145). (Three of the five years of experience required must be immediately before designation.)

(c) Five years' experience performing maintenance on U.S.-registered civil air carrier aircraft operated under (parts 121 and 135). (Three of the five years of experience required must be immediately before designation.)

(d) Five years' continuous experience immediately before designation instructing aviation maintenance while employed by an FAA Aviation Maintenance Technician School (14 CFR part 147). In addition, the applicant must have previously actively exercised the privileges of a valid aviation mechanic certificate in accordance with § 65.81(a) for 3 years on U.S.-registered civil aircraft certificated and maintained in accordance with 14 CFR.

(4) Have a fixed base of operation equipped to support testing in both reciprocating and turbine engine aircraft. This includes the following requirements:

(a) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the certificate and rating sought. The managing FAA office will monitor the status of equipment at least annually to ensure compliance.

(b) Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids for testing airman applicants.

(c) Tools, equipment, current publications, materials, etc., required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the

aviation industry. Refer to FAA Order 8900.1, Volume 5, Airman Certification, for the required Minimum Tools and Equipment List (MTEL).

Note: The DME is required to immediately report to the managing specialist any significant change in the equipment, materials, or authorized location available to test applicants. This notification is accomplished through the DMS Message Center.

(5) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

b. Additional Requirements for DPREs. Additional application requirements for DPRE appointment include:

(1) Evidence of a high level of knowledge in the areas of operation required for a parachute rigger certification.

(2) Previously held a valid master Parachute Rigger Certificate for 2 years with the rating(s) for which the managing office will issue a designation.

(3) Actively exercised the privileges of a valid master Parachute Rigger Certificate for 2 years immediately before the designation.

(4) Have a fixed base of operation equipped to support testing in each required area of operation as described in the practical test standards (PTS) or Airman Certification Standards (ACS) for the designation held. This includes the following requirements:

(a) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the certificate and rating sought. The managing office will periodically monitor the status of equipment to ensure compliance.

(b) Tools, equipment, current publications, materials, etc., required to complete a project assignment must be the type parachute manufacturers recommend or accept in the industry.

(c) The fixed base of operation must, at a minimum, have tools and equipment necessary to perform the tasks the DPRE will assign as part of the developed test.

Note: The DPRE is required to report to the managing specialist immediately, any significant change in the equipment or materials available to test applicants. This notification is accomplished through DMS.

(5) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

c. Additional Application Requirements for DAR-T Appointment.

(1) Minimum Qualification Requirements for Standard Airworthiness Certification and Special Airworthiness Certification in Primary, Restricted, and Limited Categories.

(a) An applicant for DAR-T with authority to issue a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories must hold a current mechanic certificate with A&P rating that has remained continuously in effect for the 5 years immediately preceding the application, and

(b) Show 5 years of experience working in a position of responsibility for approval for return to service or determining eligibility for issuance of a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories for aircraft of the same type and complexity as shown below. The experience must:

1. Have been obtained on U.S.-registered aircraft holding a Standard Airworthiness Certificate or Special Airworthiness Certificate in the primary, restricted, or limited categories, or involved in a certification project that resulted in standard certification or issuance of a Supplemental Type Certificate (STC);

2. Include at least 2 years of verifiable full-time aviation maintenance employment within the last 3 years; and

3. Include one or more of the following type and complexity of aircraft:

- Propeller-driven airplanes and/or powered or unpowered gliders.
- Turbojet-powered airplanes with a GTOW of 85,000 lbs. or less.
- Turbojet-powered airplanes with a GTOW of more than 85,000 lbs.
- Rotorcraft.
- Manned free balloons.
- Airships.

(c) Each of the following qualifies as a “position of responsibility” for determining approval for return to service or eligibility for issuance of an Airworthiness Certificate:

1. An FAA ASI (Airworthiness) with experience issuing original or recurrent Standard Airworthiness Certificates.

2. A director of maintenance or chief inspector for a part 121 or 135 air carrier, or part 145 repair station, performing maintenance and issuing approval for return to service of complete aircraft.

3. A shift supervisor, lead mechanic, or designated inspector for a part 121 or 135 air carrier, or a part 145 repair station, who is authorized by the certificate holder and has experience issuing approval for return to service for complete aircraft (airworthiness release or equivalent authority).

4. A mechanic with Inspection Authorization (IA) performing annual inspections, or performing or supervising progressive inspections as required by 14 CFR part 43, § 43.15.

(d) Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

(2) Minimum Qualification Requirements for Other Special Airworthiness Certification.

(a) Experimental category for the following purposes:

1. Market Survey, R&D, Crew Training, Exhibition, or Air Racing. An applicant for DAR-T for privileges in this group with authority to issue a Special Airworthiness Certificate for the purposes of market survey, research and development, and crew training must qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and

(i) Have verifiable experience in the maintenance, inspection, or alteration of aircraft holding a Special Airworthiness Certificate for the purposes of market survey, R&D, or crew training, exhibition, or air racing; or

(ii) Have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

2. Operating Amateur-Built Aircraft. An applicant for DAR with authority to issue a Special Airworthiness Certificate for the purposes of operating amateur-built aircraft must meet one of the following:

(i) Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and in addition, have verifiable experience in the maintenance, inspection, or alteration of aircraft of the same type and complexity holding a Special Airworthiness Certificate for the purposes of operating amateur-built aircraft.

(ii) Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and in addition, have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

(iii) As a current or former FAA designee, completed at least three certifications of experimental light-sport or light-sport category aircraft of the same type and complexity as requested.

(iv) Currently hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 3 years immediately preceding application, and has 3 years of verifiable experience with maintaining experimental or amateur built aircraft of the same type and complexity as requested, including performing at least three annual condition inspections.

(v) Hold a repairman certificate for at least one certificated amateur built aircraft of one of the types identified below that the applicant has built. That aircraft must have been operated for a minimum of 100 hours (or 25 flights for balloons and airships), and the applicant must have performed at least 3 annual condition inspections of the aircraft.

Note: Amateur-built type and complexity of aircraft include: propeller driven airplanes or gliders; weight shift control aircraft and powered parachutes; turbojet powered airplanes; rotorcraft, autogiros, or gyrocopters; manned free balloons; and airships.

3. Operating Experimental Light-Sport and Light-Sport Category. An applicant for DAR-T with authority to issue a Special Airworthiness Certificate in the light-sport category or in the experimental category for the purpose of operating light-sport aircraft (LSA) must meet one of the following:

(i) Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and in addition, have verifiable experience in the maintenance, inspection, or alteration of aircraft holding a Special Airworthiness Certificate in the light-sport, or experimental light-sport categories.

(ii) Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested and, in addition, have conducted at least one certification of these aircraft as an FAA ASI (Airworthiness).

(iii) Currently hold a mechanic certificate with A&P ratings, or an LSA repairman's certificate with maintenance rating, that has remained continuously in effect for the 3 years immediately preceding application, and has 3 years of verifiable experience with maintaining LSA of the same type and complexity as requested.

(iv) Currently hold a mechanic certificate with A&P ratings that has remained continuously in effect for the 3 years immediately preceding application, and have a minimum of 3 years of verifiable experience as a field technical representative or a quality assurance inspector employed by the manufacturer of a light-sport category aircraft of one of the type and complexity listed below.

Note: Light-sport type and complexity include propeller-driven airplanes or gliders, weight shift control aircraft and powered parachutes, and lighter-than-air aircraft.

(3) Minimum Qualification Requirements for Issuance of Export and Domestic Approvals.

(a) Export Approval of Aircraft. An applicant for DAR-T with authority to issue an export approval for an aircraft must:

1. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and have verifiable experience in demonstrating eligibility for export approval for these aircraft, or

Note: This experience could be obtained by serving as an individual within a company as identified above, with responsibility for demonstrating compliance with export requirements when the company or a customer of the company is the applicant.

2. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested and have issued at least one export approval for these aircraft as an FAA ASI (Airworthiness).

(b) Export Approval and Domestic Approval of Engines. An applicant for DAR-T with authority to issue an export or domestic approval for engines must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of the type and complexity of aircraft the engines are commonly installed on as follows:

- Propeller-driven airplanes: reciprocating, turboprop, or turboshaft engines.
- Turbojet airplanes: turbojet or turbofan engines.
- Rotorcraft: reciprocating, turboprop, or turboshaft engines.
- Airships: reciprocating engines.

2. Hold a mechanic certificate with powerplant rating that has remained continuously in effect for the 3 years immediately preceding application, have 6 months of experience within the preceding year, be employed at a part 121 or 135 air carrier or a part 145 repair station, and hold authority from the employer to issue approval for return to service after maintenance of engines. Applicant must have verifiable experience in demonstrating eligibility for export approval for engines.

3. Hold a repairman certificate at a part 121 or 135 air carrier or a part 145 repair station that has remained continuously in effect for the 3 years immediately preceding application, have 6 months of experience within the preceding year, and hold authority from the employer to issue approval for return to service after maintenance of engines. The applicant must have verifiable experience in demonstrating eligibility for export approval for the following engines:

- Reciprocating;
- Turboprop or turboshaft; and
- Turbojet or turbofan.

(c) Export Approval and Domestic Approval of Propellers. An applicant for DAR with authority to issue an export and domestic approval for propellers must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of one of the following type and complexity of aircraft:

- Propeller driven airplanes, and
- Airships.

2. Hold a mechanic certificate with powerplant rating that has remained continuously in effect for the 3 years immediately preceding application, have 6 months of experience within the preceding year, be employed at a part 121 or 135 air carrier or a part 145 repair station, and hold authority from the employer to issue approval for return to service after maintenance of propellers. The applicant must have verifiable experience in demonstrating eligibility for export approval for propellers.

3. Hold a repairman certificate at a part 121 or 135 air carrier or a part 145 repair station that has remained continuously in effect for the 3 years immediately preceding application, have 6 months of experience within the preceding year, and hold authority from the employer to issue approval for return to service after maintenance of propellers. The applicant must have verifiable experience in demonstrating eligibility for export approval for propellers.

(d) Export Approval and Domestic Approval of Articles. An applicant for DAR with authority to issue an export and domestic approval for articles must meet one of the following:

1. Qualify under subparagraph 4c(3)(a) for export approval of aircraft of the same type and complexity on which the article is eligible for installation;

2. Qualify under subparagraph 4c(3)(b) for export approval of parts and appliances used on the same type and complexity of engines, or propellers; or

3. Hold a mechanic certificate or a repairman certificate at a part 145 repair station or a part 121 or 135 air carrier that has remained continuously in effect for the 3 years immediately preceding application, with current authority to issue approval for return to service after overhaul of parts or appliances. The applicant must have at least some verifiable experience in demonstrating eligibility for export approval for these parts or appliances.

Note: DAR-Ts authorized function code 180 must be issued limitations with this function code. The limitations should be established based on the applicant's verifiable experience and be related to the articles listed in subparagraphs (d)*1* or *2* above. Reviewing FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, prior to developing limitations is recommended.

(4) Minimum Qualification Requirements for Other Specific Authorizations.

(a) Issue notification of completion for Aging Aircraft Records Review/Spot Inspection. An applicant for DAR with authority to issue a notification of completion to a part 121, 129, or 135 operator after conducting aircraft records review and structural spot inspection must meet one of the following:

1. Qualify under subparagraph 4c(1) for airplanes of one of the following type and complexity: propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes; and have verifiable experience in heavy maintenance and/or Corrosion Prevention and

Control Program (CPCP), structural inspections, or major repairs/modifications to airframes on aircraft operated under part 121, 129, or 135.

2. Qualify under subparagraph 4c(1) for airplanes of one of the following type and complexity: propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes; and have conducted at least one aging airplane records review and structural spot inspection of these airplanes operated under part 121, 129, or 135 as an FAA ASI (Airworthiness).

Note: Type and complexity include propeller-driven multiengine airplanes or turbojet-powered multiengine airplanes.

Note: Before exercising the authority of this function, the applicant must be thoroughly familiar with the appropriate chapters of Order 8900.1 and have satisfactorily completed on-the-job training (OJT) on the air carrier's approved maintenance policies and procedures from the responsible Flight Standards office. The DAR-T must maintain documented proof of the training from the responsible Flight Standards office in DMS. The DAR-Ts limitations for function codes 197 and 198 must include each air carrier for which they have received OJT by the responsible Flight Standards office and been authorized to perform these activities by their managing specialist. A DAR-T may not issue a notification of completion for Aging Aircraft Records Review/Spot Inspection for any air carrier unless the air carrier is identified in the limitations.

(b) Issue data approvals in support of major repairs or alterations. An applicant for DAR-T with authority to issue data approvals in support of major repairs or alterations must meet one of the following:

1. Qualify under subparagraph 4c(1) for aircraft of the same type and complexity as requested, and have verifiable experience in applying for and receiving at least three field approvals of major repairs and/or alterations for each type and complexity of aircraft as requested. Applicants for data approval functions must successfully complete the required training for the function code prior to appointment, or when expanding the authority of a current DAR-T. See Volume 5, Chapter 4 for DAR-T training requirements.

2. Qualify under subparagraph 4c(1) for airplanes of the same type and complexity as requested, and have approved at least three field approvals of major repairs or alterations as an FAA ASI for each type and complexity of aircraft as requested.

Note: This authority may be issued for the following type and complexity of aircraft:

- Propeller-driven airplanes or gliders.
- Turbojet-powered airplanes with a GTOW of 85,000 lbs. or less.
- Turbojet-powered airplanes with a GTOW of more than 85,000 lbs.
- Rotorcraft.
- Manned free balloons.
- Airships.

3. Authority may be issued for data approval of engine repairs or alterations based on qualifications on aircraft categories under subparagraph 4c(1). In addition, the applicant must have verifiable experience in applying for and receiving at least three field approvals of engine repairs or alterations, or in approving at least three field approvals for engines as an FAA ASI. This authority may be issued for the following type and complexity of engines:

- Propeller-driven airplanes: reciprocating and turboprop or turboshaft engines.
- Rotorcraft: reciprocating and turboprop or turboshaft engines.
- Airships: reciprocating, turboprop, or turboshaft engines.
- Turbojet airplanes: turbojet or turbofan engines.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

7. Maintaining an Active Designee Application. See Volume 1.

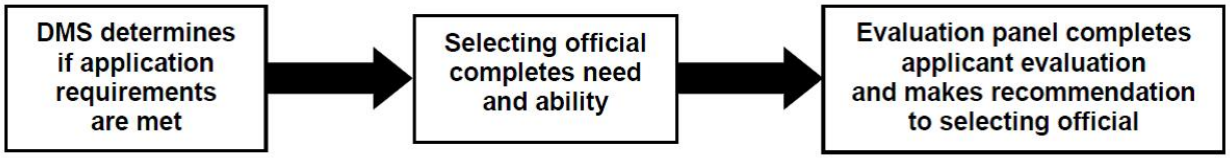
Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of DME, DPRE, and DAR-T applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a DME, DPRE, and DAR-T applicant. Request for expanded authority follow a similar process to original evaluation, so they are also included in this chapter. The DMS Selection and Appointment Process job aid should be reviewed for detailed information about the appointment or expanded authority process at: https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. Selection Process. The general process of selection can be broken down into three parts: DMS determines if the designee meets system-defined minimum qualifications; the selecting official determines if need and ability requirements are met; and then assigns an evaluation panel to further review the applicant's qualifications and determine what authorizations or function codes the applicant qualifies for. (See Figure 5-1 for a high-level representation of the selection flow.)

Figure 5-1. High-Level Selection Process Flow



b. Selection Considerations.

(1) When a need for a designee has been identified, the office management will query DMS for a listing of applicants. Candidates must submit applications exclusively through DMS.

(2) An evaluation panel, determined by the selecting official, will then be established to review and evaluate the list of viable applicants identified through DMS. The evaluation panel assesses each designee candidate's background knowledge and experience through:

(a) A thorough review of the application;

(b) Consultation with others who are familiar with the applicant; and

(c) Review and contact references provided by the applicant and comments that may influence the decision to recommend or deny appointment.

Note: The selection and appoint process has multiple steps, and involves several DMS users. The Appointing Official and the Selecting Official have access to the "Work Flow Tool" in DMS, which allows them to quickly determine the status of an appointment, or expanded authority request. The DMS Management Action Links and DMS job aids should be reviewed for detailed information:

https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants.

a. Initial Request. DMS will provide appropriate applicants per the search request.

b. Qualification Deviation Request Process. When an applicant in DMS does not meet a qualification requirement, the managing specialist may request that the selecting official petition the National Policy Office (NPO) for a deviation from the qualification requirement as follows:

(1) Documentation. The selecting official will document and communicate the circumstances and justification for the deviation in a memo to the NPO outside of DMS. The memo must identify the specific qualification requirement not met and specific justification for a deviation.

(2) Coordination. The selecting official must route the request though the appropriate division management leadership for their office, for concurrence external to DMS. If in agreement with the recommendation, the NPO will document the circumstances and justification in a memo provided to the requesting office. The memo must be uploaded to the applicant's record by the evaluation panel.

Note: The purpose of a deviation is to fill a specific need that the managing office has for which there are no fully qualified applicants. The deviation process requires that the applicant has met the minimum general qualification requirements in DMS and have an active application. The expectation is that the office would appoint the applicant within 30 days of granting the deviation. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation Panel. The selecting official will assign an evaluation panel to further evaluate the applicant(s) that DMS identifies, and for applicants requesting expanded authority. At such time that one or more viable applicants or current designees have been identified through DMS, an evaluation panel is convened to consider the merits of each person. The panel is generally comprised of three FAA staff which should include:

(1) An ASI from the office that initiated the selection and appointment process. This ASI should assume a lead role during the evaluation process and will coordinate the evaluation panel results within DMS.

(2) At least one additional ASI which may include an office management member.

(3) An ASI from the Regulatory Support Division (AFS-600) (required). The selecting official must contact AFS-600 via email to request an evaluation panel member before the

evaluation panel is created in DMS. The request for an AFS-600 evaluation panel member should be sent to the following email: 9-AMC-AFS-650-DMS-EP-Request@faa.gov.

b. Evaluation Panel Tasks. The evaluation panel assesses each applicant's background, knowledge, and experience by conducting a thorough review of the designee application. When current designees are considered for expanded authority, the same steps are followed in DMS. To support this process, the following tasks must be accomplished:

(1) Review the applicant's application and supporting documents in DMS.

(2) Verify that the applicant possesses the appropriate airman certificate for the authorities sought.

(3) Contact references as necessary.

(4) Review relevant information for each prospective application from each of the following FAA databases in order to determine that candidate's aviation background and any issues which may have an adverse effect on that candidate's application:

(a) Enforcement Information System (EIS);

(b) Accident Incident Data System (AIDS);

(c) SPAS;

(d) Program Tracking and Reporting Subsystem (PTRS); and

(e) DMS.

(5) Ensure, based on the research found in the databases above, that the requirements of Volume 1, Chapter 4, Designee Appointment, are met.

(6) Review the applicant's experience on the DMS application to determine what authorizations or function codes they may qualify for. This should be done in advance of an applicant interview. This order introduces new function codes for DAR-Ts. The AFS-600 ASI assigned to the evaluation panel should be able to assist in clarifying experience requirements for the new function codes.

(7) Interview the applicant to determine if the general and specific qualifications necessary for appointment are present, responses are consistent with the application information, and the qualities necessary to be successful as a designee are possessed. For DAR-T applicants, the interview should also focus on determining if the applicant has the appropriate experience for the function codes being considered.

(8) Evaluate the applicant's facilities and equipment to be used for testing (DME/DPRE).

c. Evaluation Panel Outcomes.

(1) When the evaluation panel determines that an applicant meets the requirements for designation, the results are documented in DMS and a recommendation is provided to the appointing official through the selecting official. If the appointing official is in agreement with the recommendation, the appointment process will ensue. See Chapter 4 for information relating to the appointment process.

(2) If the evaluation panel, with concurrence from the selecting official, rejects all applications provided by DMS for good cause, the managing office should encourage suitable applicants to apply through DMS so that they can be considered.

6. Banning. See Volume 1.

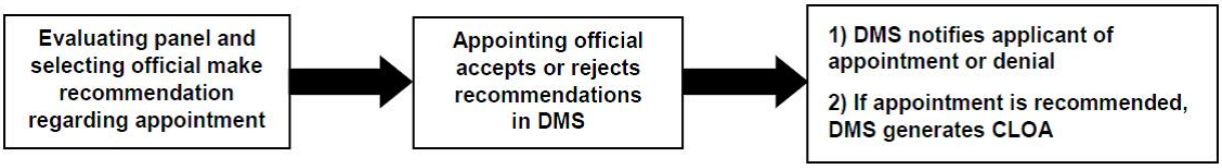
Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the designee appointment of DME, DPRE, and DAR-T, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a DME, DPRE, and DAR-T. Refer to the Selection and Appointment Process job aid for detailed information at https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. Appointment Process. Below is a high-level representation of the appointment process.

Figure 5-2. High-Level Appointment Process Flow



b. Appointment Considerations.

(1) The managing specialist should issue appropriate privileges and limitations in the CLOA based on the following:

(a) Applicant's background experience;

(b) Applicant's personal and professional qualifications as described in Chapter 2, Application Process; and

(c) Needs of the appointing office.

(d) For DAR-Ts, limitations must be included for function codes 197 and 198 that contain each air carrier for which they have been authorized and have received OJT by the cognizant air carrier FAA managing office. Limitations should be included for function code 180 to address the needs of the FAA managing office.

(2) The managing specialist will verify that the following events are completed and recorded in DMS:

(a) Successful completion of the initial designee-specific training conducted by the FAA's Designee Standardization Branch (AFS-640) in Oklahoma City, OK. For a list of the training, refer to the following applicable website:

- For DAR-Ts: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dart/information/.
- For DMEs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dme/information/.
- For DPREs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dpre/information/.

(b) Applicant has attended an orientation at their managing office.

1. For DAR-Ts, DMEs, and DPREs, the managing office should review the following:

(i) Product Certification. Caution the designee that any irregularities or deficiencies related to the delegated work may result in the termination of the designation under the provisions of 14 CFR part 183, § 183.15(b)(4).

(ii) Authorized Functions. Remind the designee to perform only authorized activities within the limits of his or her authority.

(iii) Communication. Remind the designee to request preapproval through DMS before accepting any applicant requests for certification, inspection, testing, or approval activities. The DAR-T must also obtain any special directions or instructions deemed necessary for their managing FAA office. AFS-640 does not manage designees and is not authorized to provide direct guidance to designees in lieu of the managing office guidance and instruction. Designees must not contact AFS-640 for any matters other than course information, registration, or technical issues with course materials unless authorized by their managing office.

(iv) Activity Reporting. Remind the designee that all activities performed under their delegation must be recorded in DMS.

(v) Safeguarding of Forms. Emphasize that the designee must properly safeguard all FAA forms, certificates, and other official documents. Under no circumstance will any certificate be in the possession of an applicant until the designee has completed and signed the certificate. All Airworthiness Certificates or approvals and related documents will include the designee's printed or typed name, signature, and designation number.

(vi) Conflicts of Interest. Remind the DAR-Ts that they are not allowed to perform any mechanical, maintenance, or inspection function or to act as an agent on behalf of an applicant (e.g., an owner, agent, repair station, or Production Approval Holder (PAH)) on products for which the applicant seeks an Airworthiness Certificate or approval. This would not preclude the DAR-T from performing maintenance, mechanical functions, or inspections or acting as an agent in a non-DAR-T capacity when not involved in the airworthiness certification/approval actions under the DAR-T's authority.

(vii) Use of Authority. Remind the DAR-Ts to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., Airworthiness Directives (AD), marking requirements, registration,

and special importing requirements) before issuing airworthiness or export certificates. The DAR-T will seek guidance from their managing office when problems arise that he or she cannot resolve.

(viii) Document Submittal. Remind the designees to submit applicable original or duplicate documents within 7 calendar-days of completion to the managing office for review. Designees must not submit aircraft certification documents or files directly to the Aircraft Registration Branch (AFB-710) or Airmen Certification Branch (AFB-720).

(ix) Airworthiness Applications—DAR-T Only. Emphasize that the DAR-T is to review applications for completeness and ensure that the various Airworthiness Certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR-T must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections, in accordance with FAA Order 8130.2, Airworthiness Certification of Aircraft.

(c) Designee has received required OJT for any air carrier authorized in DAR-T function codes 197 or 198 and documented it in DMS.

(3) The managing specialist will observe the DME and DPRE applicants conducting their first oral and practical (O&P) test. See the Chapter 6, subparagraph 3b(1), Direct Observations, for more information.

3. Designee Number. See Volume 1.

4. CLOA. The CLOA will identify the designee type and the specific authorizations, or function codes and limitations.

5. Appointment Duration.

a. Initial Duration. The initial duration of a designee's appointment is up to 12 calendar-months.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of DMEs, DPREs, and DAR-Ts, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of DMEs, DPREs, and DAR-Ts.

2. Designee Responsibilities.

a. General Responsibilities.

(1) Provide FAA testing and certification activities without prejudice or discrimination in a fair and unbiased manner.

(2) Maintain a high level of knowledge, skill, and expertise commensurate with authorizations.

(3) Charge no more than a reasonable fee for services.

(4) Keep abreast of current aviation trends and technologies.

(5) Serve as a willing resource to the aviation community on matters of FAA airman certification regulations and policy.

(6) Set a high standard of airmanship and safety through personal example.

(7) Exercise diligence and care in the preparation of airman certification documentation and files.

(8) Always represent the FAA and its workforce to the public in a positive manner.

b. DME and DPRE Responsibilities.

(1) Designees must maintain a high degree of knowledge and skill in the subject areas required for airman certification, evaluation, and testing techniques.

(2) Designees must give undivided attention to the applicant during the testing period.

(3) Designees must ensure that discussion following any test is private and is confidential.

(4) Test security requirements apply to all tests generated, downloaded, and/or printed from the system. Downloaded tests must not be kept on shared drives or sent to anyone via email.

(5) Printed tests must not be available to anyone except DMEs and FAA personnel (when conducting a direct observation (DO)). Tests should be kept in a locked office, desk drawer, briefcase, or other secure area until the test is given or canceled. Once the test is completed or canceled, it must be destroyed. Tests cannot be used for any other purpose other than delivery of

that test for the applicant indicated. Misuse or storage of tests by a DME could result in termination of the designation.

c. DME and DPRE Privileges. The DMEs and DPREs are authorized to:

(1) Accept applications for airman certificates and ratings using FAA Form 8610-2, Airman Certificate and/or Rating Application, or the Integrated Airman Certification and Rating Application (IACRA) equivalent when it is deployed by the FAA for use.

(2) Conduct tests, in the English language, appropriate to the FAA CLOA held by the designee, in accordance with the appropriate PTS/ACS.

(3) Issue Temporary Airman Certificates to applicants who have been tested and found qualified for the certificate or rating sought. The managing office may retain this privilege.

Note: DMEs and DPREs preparing to conduct authorized activities should follow the procedures set forth in Order 8900.1, Volume 5, as applicable. Specific sections that limit activities to an ASI also include properly trained designees authorized on their CLOA to perform the activity.

d. DME and DPRE Limitations. The DME and DPRE must not:

(1) Conduct tests at locations not listed on the current CLOA held by the designee, unless authorized by the managing office.

(2) Test an applicant outside the authorized geographic area without specific approval.

(a) If a designee wants to administer tests outside the geographic area of the managing Flight Standards office or International Field Office (IFO), the designee must receive authorization from the managing Flight Standards office or IFO, as well as from the receiving office.

(b) This is processed and authorized through the preapproval process in DMS.

(3) Conduct or monitor any portion of computer knowledge tests.

(4) Reissue or amend any expired Temporary Airman Certificate.

(5) Endorse, amend, alter, or issue any permanent airman certificate.

(6) Exempt any applicant from the testing requirements in the applicable PTS/ACS.

(7) Combine teaching with testing during the testing of an applicant.

(8) Conduct tests unless an applicant presents proof of eligibility as prescribed in the applicable part 65.

(9) Conduct O&P tests unless the applicant has passed the required airman knowledge test.

Note: This does not apply to aviation mechanic applicants authorized to test in accordance with § 65.80 or master parachute rigger applicants that hold a senior certificate.

(10) Temporarily suspend a test to allow the applicant further study, and then continue the same test later.

(11) Conduct an O&P test with more than one applicant at a time.

(12) Conduct tests in any language other than English.

(13) Conduct O&P tests at the base of operation that appears on the designee's CLOA unless the location is adequately equipped with available equipment and material necessary for conducting the tests, and permission is granted by the managing office through DMS.

(14) Conduct O&P tests to applicants who have been authorized to test by an office other than the designee's managing office, unless:

(a) The designee reports the request for testing to his/her managing Flight Standards District Office (FSDO) or IFO; and

(b) The designee receives written permission, via DMS, before conducting the test. The designee may be issued continuing authorization to perform these tests.

Note: This paragraph is intended as a limitation for the designee. Applicants are not required to present their application to the nearest FSDO or IFO for reauthorization unless there is evidence that their original authorization is in question.

e. DAR-T Privileges.

(1) The DAR-Ts are authorized to perform examination, inspection, and testing services necessary to issue certificates within the limits of their authorized function codes, as well as to determine the continuing effectiveness of certificates.

(2) It is the FAA's intention that designees perform their authorized function(s) within the geographic boundaries of their managing office. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis as long as the ability of the FAA to adequately monitor and supervise the designee is maintained. See Chapter 6, Oversight and Management of a Designee, of this volume for instructions on this process.

f. DAR-T Limitations. The DAR-T must not:

(1) Perform any function for which they have not been authorized.

(2) Perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

(3) Approve departures from specific policy and guidance, new or unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

(4) Issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft.

(5) Perform any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, or PAH) on products or articles for which an Airworthiness Certificate or approval is sought.

Note: This would not preclude the DAR-Ts from performing maintenance, mechanical functions, or inspections in a non-DAR-T capacity when not involved in the airworthiness certification or approval actions under their DAR-T authority.

(6) Sub-delegate authorized functions.

(7) Perform their authorized function(s) outside the geographic boundaries of their managing office.

Note: Using DMS, the managing specialist may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis as long as the ability of the FAA to adequately monitor and supervise the designee is maintained. These requests may only be made as part of the preapproval process. In each case, the request requires the approval of the designee's managing specialist and a geographic expansion coordinator at the office responsible for the district where the activity is requested to be performed.

g. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your managing specialists. Designees are responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned managing specialists. If a conflict cannot be resolved at that level, the designee should contact the responsible Flight Standards office management for assistance. Other FAA offices, including the Delegation Programs Branch (AFS-650) or AFS-640, do not manage designees and are not authorized to provide direct guidance to designees in lieu of the assigned Flight Standards (FS) managing office guidance and instruction. Designees will not contact AFS-640 for any matters other than course information, registration, or technical issues with course materials.

3. Ongoing Requirements of a Designee.

a. General Requirements. To complement the general requirements established in Volume 1, Chapter 5, Responsibilities and Obligations of a Designee, a DME, DPRE, DAR-T will:

(1) Maintain the minimum qualifications established for appointment as specified in this order, including certification, initial and recurrent training, and attendance at the required annual meetings.

(2) Maintain and use the most current versions of the CFR, the PTS/ACS, and applicable FAA orders. Storage and retrieval of these documents may be electronic.

b. Annual Meeting.

(1) DME, DPRE, DAR-Ts must attend the annual designee meeting conducted by the managing office.

(2) The FAA office should attempt to schedule the annual meeting to allow all designees of the same type to meet together in one location at the same time to discuss, at a minimum, the following subject areas:

(a) Local issues;

(b) Local problem areas;

(c) Local procedures;

(d) Standardization issues;

(e) Designee performance; and

(f) National issues.

(3) A record of attendance by each designee must be documented in DMS by the managing specialist.

(4) In cases where, beyond the designee's control, it is not possible for a designee to attend the annual meeting, the managing specialist must meet with that designee to discuss the same subject material presented at the meeting. The managing office may opt to record their meetings on video and use the media for make-up meetings. This allows designees who missed the meeting to also benefit from the dialogue between designees during the meeting. A designee who misses this annual meeting must still satisfy the annual meeting requirement each 12 calendar-months.

4. References, Forms, and Supplies.

a. DME and DPRE Designee Materials. The managing office should provide each designee with supplies appropriate to the designation, or direct them to where they are available. The following supplies are necessary for the performance of designee duties. The managing office may issue some or all of the designee materials at the time of selection. With the exception of FAA Form 8060-4, Temporary Airman Certificate, the material can be found online at www.faa.gov or through common sources such as the Government Publishing Office (GPO).

(1) DME and DPRE.

(a) FAA Form 8060-4, Temporary Airman Certificate.

(b) FAA Form 8610-2, Airman Certificate and/or Rating Application.

(2) DME.

(a) FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

(b) FAA-S-8081-26, Aviation Mechanic General Practical Test Standards.

(c) FAA-8081-27, Aviation Mechanic Airframe Practical Test Standards.

(d) FAA-8081-28, Aviation Mechanic Powerplant Practical Test Standards.

(e) FAA Order 8900.1.

(3) DPRE.

(a) FAA-S-8081-25, Parachute Rigger Practical Test Standards.

(b) FAA Order 8900.1.

b. DAR-T Designee Materials.

(1) FAA Form 8100-2, Standard Airworthiness Certificate

(2) FAA Form 8130-3, Authorized Release Certificate: Airworthiness Approval Tag.

(3) FAA Form 8130-7, Special Airworthiness Certificate.

(4) FAA Form 8130-9, Statement of Conformity.

(5) FAA Order 8130.2, Airworthiness Certification of Aircraft.

(6) FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

(7) FAA Order 8300.16, Major Repair and Alteration Data Approval.

(8) FAA Order 8900.1.

c. Security. Each designee is responsible to establish and carry out appropriate security procedures. The security of the controlled material is important to prevent compromise, and to ensure the applicants meet the aeronautical skill standards for aviation mechanic certificates and ratings. The designee must secure the aforementioned material in a manner that will not allow unauthorized access (e.g., a locked drawer, cabinet, or closet). Only authorized representatives of the FAA Administrator will receive access to secured material. The designee should refer any public request for the secured material to the managing office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of DME, DPRE, and DAR-T designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of DME, DPRE, and DAR-T. Also refer to the Flight Standards DMS Oversight Activities Tab job aid for detailed information at https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. General.

a. General Considerations.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Managing specialists are also responsible for ensuring that DMEs and DPREs are thoroughly coached in the importance of their role of administering oral (knowledge) and practical (skill) tests to the applicants in accordance with the PTS/ACS and Order 8900.1, Volume 5. Managing specialists assigned to DAR-Ts are responsible for ensuring they perform airworthiness certification tasks in accordance with applicable policies and procedures.

(2) Oversight will include scheduled inspection activities in DMS and a periodic Overall Performance Evaluation of each designee. The Overall Performance Evaluation will be scheduled between 12 and 36 months based on the designee's past performance. Inspection activity results provide data to be used in completing each designee's Overall Performance Evaluation.

(3) Designees can expect that the managing office will assign to each DME, DPRE, and DAR-T a managing specialist that is a qualified ASI (Airworthiness) and will develop oversight plans to ensure quality, integrity, and compliance with current policy, regulations, and the PTS or ACS, as appropriate; the highest degree of professionalism; and the identification of potential hazards and risks to aviation safety. If and when the FAA discovers deficiencies, the managing specialist will respond in a manner prescribed by the common designee policy in this order, and other relevant FAA guidance.

(4) DMEs and DPREs should expect the FAA to observe them conducting their first complete test. Thereafter, the designees may be inspected or observed by FAA personnel at any time with or without prior notice.

(5) The managing specialist, and ASIs not assigned to the designee, document oversight activities and results in DMS. Such reporting is not only crucial for managing individual designees, but also for implementing risk-based decision making to the management of FS designees.

b. Managing Office and Managing Specialist. See Volume 1.

c. Oversight and DMS.

(1) Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. DMS establishes the minimum required oversight activities for each designee based on their authorized activities and risk-based data. Additional oversight may be conducted as deemed necessary by the managing specialist or managing office. Oversight activities are the responsibility of the designee's managing specialist and the managing specialist is expected to conduct the oversight activities. However, other ASIs can enter oversight activities on the designee, and there are provisions in DMS for the managing specialist to accept an oversight activity of the same type conducted by another ASI if it's in the required timeframe. Additional instructions are included in the DMS Job Aids for oversight activities.

(2) The managing specialist must conduct designee performance evaluations on an ongoing basis and must record in DMS the results of individual oversight activities. All oversight activities are required to be completed once each four quarters, except for direct observations. Direct observations for DMEs and DPREs have a risk-based component, which means that the dates will not be consistent from designee to designee, and may change from one fiscal year quarter to the next. On the first day of each quarter, DMS "looks back" to determine how much activity the designee had in the previous four quarters, and when the last direct observation was conducted. Based on that data, DMS calculates the next due date for a direct observation. This timeframe may be as short as the current quarter, or as long as 12 quarters.

(3) The managing specialist must also record in DMS an Overall Performance Review. The Overall Performance Evaluation will be scheduled between 12 and 36 months based on the designee's past performance. Refer to the FS DMS Management Action Link job aid for detailed information at https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

(4) Overdue Direct Observations. The managing specialist should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the managing specialist determines the lack of a completed direct observation presents an unacceptable risk, the designee may be suspended in DMS until the direct observation is completed. In cases where the managing specialist finds the risk acceptable, that risk assessment must be documented in DMS using the "Special Emphasis Item" oversight and putting "OVERDUE" in the National Use field, and an explanation of the factors considered and the reason for the extension. Direct observations may not be extended more than one quarter beyond the due date (e.g., if the due date is June 30, 2020, it cannot be extended beyond September 30, 2020).

d. Performance Measures. Many of the oversight activities include the following performance measures to determine designee performance:

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an

expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting the certification activity? Does the designee demonstrate an expert level of knowledge about the maintenance practice, aircraft operation, and systems (if applicable)?

(b) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards defined by the appropriate testing standard, order, or regulation?

(c) Equipment and Materials. Does the designee possess, select, use, or inspect (when supplied by the applicant) the appropriate and serviceable equipment, devices, tools, reference material, etc., when planning or conducting certifications?

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Review of Applications for Completeness. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

(b) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, and data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(c) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting airman or airworthiness certifications, grading, evaluating, and providing feedback to applicants during certification?

(d) Issuing Certificate, Approval, Authorization, or Results to the Applicant. Does the designee follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the certification activity?

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(b) Professional Representation of the FAA. When dealing with the public, does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude With the FAA. Is the designee easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(4) DME, DPRE, DAR-T Performance Measures. Additional performance measures for DME, DPRE, and DAR-Ts include, but are not limited to the following:

(a) Completes pretest and post-test briefings as appropriate;

(b) Makes an accurate "pass/fail" determination (for DMEs and DPREs); and

(c) Properly completes appropriate certification documents. (Documents will be evaluated for correctness, legibility, and compliance with FAA regulations/policies.)

3. Oversight Actions.

a. Planning an Oversight Activity.

(1) Risk-Based Analysis. Managing specialists conducting oversight of designees should use a risk-based analysis to determine if an inspection is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(a) Oversight from DMS-generated oversight activities. The managing specialist also determines if additional oversight may be necessary.

(b) Complaints received about a designee's conduct during certifications.

(c) New designees (inspections can occur at a higher level of frequency to ensure compliance).

(d) Review of designee's certification files or reports produced through DMS indicate one or more of the following:

1. Overall problems with the certification files;

2. A "no failure" or "high pass rate" that seems unusual;

3. A high activity rate;

4. Applicants are traveling long distances; or

5. High rate of activities outside the designee's geographic boundaries.

(2) Prepare for the Inspection.

(a) Review the following documents prior to the inspection:

1. Designee's file;

2. DME or DPRE planning sheets;

Note: Copies of test planning sheets (for both DME/DPRE) are no longer required to be kept in the managing FAA office file and must be included in certification packages forwarded to AFB-720. However, FAA offices may choose to retain a copy of the test planning sheet in the designee's file.

3. Preapproval requests specific to the activity to be observed.

4. Previous inspection reports and historic PTRS and DMS entries; and

5. Any correspondence between the managing office and designee since the last inspection.

6. Since an applicant's hours may be incompatible with the FAA's normal duty hours, the ASI will make every effort to be flexible when scheduling oversight of activities.

(b) If appropriate, review the designee's preapproval within DMS and arrange the inspection to coincide with the scheduled certification event.

b. Oversight Activities. Designee oversight includes the comprehensive management, monitoring, and tracking of a designee and related activities. All of these actions are considered oversight activities in DMS. A complete surveillance of a DAR-T, DME, or DPRE involves a group of oversight activities performed to observe the designee's performance. These oversight activities may be completed independently within a set timeframe, or any number of them may be completed in conjunction with one another. This approach to oversight was adopted to allow managing specialist flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than an all-at-once, infrequent approach. The frequency of DME and DPRE direct observations will be determined by DMS at the beginning of each fiscal year quarter. All other scheduled oversight activities are based on a 12 calendar-month recurring interval. Oversight is usually accomplished by the assigned managing specialist, but oversight activities contained in this volume may be performed by other Flight Standards ASIs and recorded in DMS.

(1) Direct Observations. A direct observation is an oversight activity that includes a managing specialist observing the designee performing certification work that allow the managing specialist to determine the designee's performance. Direct observations provide the managing specialist the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. A minimum number of direct observations will be required by policy to be completed by a managing specialist (see DMS to determine frequency).

The number of direct observations may be increased by managing specialists if deemed appropriate due to various risk indicators that may be established, such as when a designee's performance is "Unsatisfactory" or "Needs Improvement", or any other reason deemed appropriate.

(a) During a direct observation for a DME or DPRE, the managing specialist should assure the applicant that the observation is focused on the designee and not the applicant. Although this may not alleviate the heightened level of anxiety, the managing specialist should make the applicant as relaxed as possible.

(b) If the managing specialist observes a designee that is not following proper certification policy, the managing specialist has the responsibility to stop the certification and discuss the concern with the designee without the applicant being present. Under no circumstances will the managing specialist allow the certification to be issued until the discrepancy(ies) are corrected.

(c) Managing specialists may, at their discretion, allow the DME and DPRE to continue with the O&P test, after discovering that the designee omitted an item required by the PTS/ACS. The managing specialist may allow the designee to complete the O&P, but must not allow the airman certificate to be issued.

Note: This type of discrepancy would be noted in DMS as a procedural issue and might require additional observations by the managing specialist to ensure the problem does not continue.

(d) Observe the DME or DPRE conducting an exam and perform pretest inspection activities as described below:

1. Review the planning sheet to determine the following:

(i) Does the DPRE planned test include all the questions and projects required by the mechanic and/or parachute rigger O&P test standard?

(ii) Does the DPRE test cover each subject area/area of operation required by the PTS/ACS for the certificate/rating sought?

(iii) The Mechanic Test Generator (MTG) creates the exam for the DME. The exam generated by the MTG meets the testing standard.

2. Ensure the DME or DPRE receives and properly reviews a completed application from the applicant and the applicant is eligible to take the oral (knowledge) and practical (skill) examinations.

3. Ensure the DME or DPRE requests appropriate identification from the applicant to validate the applicant's identity.

4. Ensure the DME or DPRE does not intend to administer the O&P test to more than one applicant at a time.

5. Ensure the applicant is informed that the inspector is principally observing the DME or DPRE's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the DME or DPRE will issue a temporary certificate if the applicant passes the test.

6. Ensure the DME or DPRE conducts the O&P portions of the exam in accordance with the procedures in Order 8900.1.

Note: The inspector should request a copy of the planning sheet for the specific test being observed in advance of the test in order to avoid interruption. The inspector should direct any questions regarding the test plan or adequacy of the test to the Technical Personnel Examiner (TPE) in private before the beginning of the test.

(e) Observe the DAR-T's Delegated Work Activities. At least once during each 4-quarter period, witness the designee performing an authorized function for each of the function groups held to ensure satisfactory performance. DMS will identify the required direct observations and other required activities for each DAR-T. Direct observations by function code groups include the following:

1. Observe a complete aircraft certification activity, export certificate of airworthiness or SFP (function codes (F/C) 101–176).

2. Observe a complete domestic airworthiness approval or export airworthiness approval (F/Cs 177–196).

3. Observe a complete inspection (aging aircraft notification of records reviews and aircraft inspections) (F/Cs 197–198).

Note: The responsible Flight Standards office for the carrier may perform this observation as directed by the managing specialist using the ASI role in DMS.

4. Review and/or observe a data approval (field approvals) (F/Cs 199–220).

(2) Post-Certification Oversight Activities.

(a) DME or DPRE. Ensure the DME or DPRE completes and submits the certification file in accordance with Order 8900.1. After observing the DME or DPRE conduct an oral (knowledge) and practical (skill) test of the applicant, note one of the four possible outcomes below. In each of these outcomes, conduct a debriefing with the DME or DPRE separate from the applicant. Discuss the performance of the applicant and the DME or DPRE, and recommend areas of improvement needed by the DME or DPRE.

1. If the DME or DPRE and the applicant perform satisfactorily, observe the DME or DPRE properly completing FAA Form 8610-2 and issuing FAA Form 8060-4.

2. If the DME or DPRE performs satisfactorily but the applicant is unsatisfactory, observe the DME or DPRE properly completing FAA Form 8610-2 and properly

identifying the subject areas or area of operation or task failed or not tested in the block for remarks.

3. If the DME or DPRE performs unsatisfactorily but the applicant performs satisfactorily, allow the DME or DPRE to complete FAA Form 8610-2, and issue FAA Form 8060-4. This is only possible if the inspector determines that an adequate test was given. If the DME or DPRE's performance was inadequate, resulting in an invalid test, then the airman applicant was not properly evaluated and FAA Form 8060-4 should not be issued.

4. If the DME or DPRE and the applicant perform unsatisfactorily, allow the DME or DPRE to properly complete FAA Form 8610-2, properly identifying the O&P projects failed or subject areas and tasks not tested.

(b) DAR-T. The managing specialist will monitor the designee's activity by reviewing the work records and reports for accuracy and by observing the activity to ensure that proper procedures and satisfactory inspection techniques or methods are used.

(3) Site Visit/Facility Inspection.

(a) Visit the Designee's Fixed Base. Validate that the designee meets the continued eligibility requirements of the designation by inspecting the following:

1. Ensure the designee is providing adequate security for controlled documents. Whatever form of storage is utilized, the designee must prevent unauthorized access to controlled documents.

2. Validate that the designee maintains a copy of all the forms and documents provided by the managing office required for the designation.

3. Inspect the activity files/records and validate that the designee activity submitted to the managing office is being maintained by the designee as required.

4. Examine the designee's airman certificates for currency and appropriate ratings.

5. Review the CLOA in DMS with the designee and validate that all information is still current and accurate.

6. Ensure the designee completed a recurrent standardization training within the required interval.

Note: The fixed base for a DME or DPRE is the address listed on their CLOA. A DAR-T may have a fixed base of operations; however, the site visit activity may be performed at any location suggested by the DAR-T that is acceptable to the FAA provided that all the DAR-T requirements in this chapter are met at whatever location is inspected.

(b) In addition, for DMEs:

1. Determine if the facility is adequately equipped to support testing to the level required by the PTS/ACS by inspecting the tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought to meet the equipment requirements of Order 8900.1.

2. Ensure that the DME maintains current copies (paper or electronic) of the following DME-related documents:

- Aviation Mechanic General PTS/ACS.
- Aviation Mechanic Airframe PTS/ACS.
- Aviation Mechanic Powerplant PTS/ACS.
- FAA Form 337, Major Repair and Alteration.
- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8610-2, Airman Certificate and/or Rating Application.
- Title 14 CFR Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration.
- Title 14 CFR Part 65, Certification: Airmen Other Than Flight Crewmembers.
- Title 14 CFR Part 183, Representatives of the Administrator.
- Other data such as advisory circulars (AC), technical data, etc., which may be required for the development and administration of the test.

(c) In addition, for DPREs:

1. Determine if the facility is adequately equipped to support testing to the level required by the PTS/ACS by inspecting the tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought to meet the equipment requirements of Order 8900.1.

2. Ensure that the DPRE maintains current copies (paper or electronic) of the following DPRE-related documents:

- Order 8900.1.
- Parachute Rigger PTS/ACS.
- Applicable manufacturers' parachute packing instructions.
- Dan Poynter's The Parachute Manual: A Technical Treatise on Aerodynamic Decelerators, Volumes 1 and 2.
- Technical Standard Order (TSO)-C23 Series, Personnel Parachute Assemblies and Components.
- FAA Form 8060-4, Temporary Airman Certificate.
- Title 14 CFR Part 105, Parachute Operations.
- Title 14 CFR Part 183, Representatives of the Administrator.

- Parachute Industry Association (PIA) Technical Standard (TS) Publication PIA-TS-108, Parachute Canopy Fabric Pull Test Non Destructive Method.
- AC 105-2, Sport Parachuting.
- SAE International Aerospace Standard (AS), SAE AS8015 Series, Minimum Performance Standards for Parachute Assemblies and Components, Personnel.
- National Aerospace Standards (NAS) NAS804, Specification - Parachutes.
- Other data such as ACs, technical data, etc., which may be required for the development and administration of the test.

(d) In addition, for DAR-Ts:

1. Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s). For DAR-Ts performing certification activities of aircraft, determine that they have access to the FAA Electronic Document Retrieval System (EDRS) to perform necessary records research.

2. Determine that the designee is performing within the scope of the authorized function(s).

3. Verify that the designee's attendance at the appropriate standardization training is in accordance with this order.

4. Ensure that the designee coordinates with the FAA when authorized to work outside the designee's geographic area.

5. Ensure that the designee is obtaining preapproval of all activities before performing delegated functions. Also ensure that preapproval by the FAA addresses any special directions or instructions that may be necessary before performing the delegated function(s).

Note: Managing specialists must take immediate action on safety-related situations.

Note: The designee must contact that FAA managing office should they have any concerns or questions regarding any delegated activity.

(4) Review of Certification Packages. Reviewing certification packages provides the managing specialist the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. These reviews will be recorded in DMS. Correction notices received from the Civil Aviation Registry Division (AFB-700) will also be recorded in DMS.

(a) For Mechanic and Parachute Rigger Applications. The managing specialist should review every certificate or rating certification package for correctness. These certification packages must be sent to the overseeing FSDO via U.S. mail within 7 calendar-days of the test date. A certification file may only contain an FAA Form 8610-2, but may contain additional

documents as annotated in Designated Examiner's Report depending on the type of exam and if the applicant passed or failed. Review of certification files is required and must be documented in DMS using the Oversight Activities tab, Unscheduled Activities, Review of Certification Packages. Select the appropriate preapproval number and record the required information. After the review is complete, the managing specialist will complete the FAA Inspector's Report and forward the certification file to AFB-700 as appropriate.

Note: The managing specialist is *not* required to complete PTRS records while completing certification file reviews using DMS.

(b) For DAR-T. Document reviews of certification files are required by Order 8130.2 each time an application for an Airworthiness Certificate (FAA Forms 8130-1 and 8130-6) is submitted from a DAR-T. Oversight of the DAR-T may be increased by the specialist if deemed appropriate due to various risk indicators that may be established (such as when a "needs improvement" event has been identified), or for any other reason deemed appropriate. Review of data approvals by DAR-Ts holding any function code between 199 and 208 will also be documented using the "Review of Certification Packages" process in DMS.

(5) Interviews of Recently Tested Airmen (DME and DPRE). Each managing specialist will conduct interviews of recently tested airmen annually. These interviews are to ensure that the examiner is properly following the PTS/ACS when the FAA is not in attendance. Inform interviewees that the questions are to evaluate the testing procedure and are not a reexamination of their certificates. Conduct a sufficient number of interviews each fiscal year (at least five randomly selected airmen or 50 percent of the airmen newly certificated by the designee, whichever is fewer) to provide confidence that the designee is properly conducting the test. If the interviews indicate satisfactory performance by the designee, the schedule for direct observations developed by DMS may be followed. However, if the interviews of recently tested applicants indicate a deficiency with designee performance, the managing office must conduct additional surveillance.

(6) Provide Technical Assistance. Each managing specialist will document in DMS when they spend time providing technical assistance to one of their designees. This does not include answering a quick phone call or email, but primarily when research or training is involved in the assistance.

(7) Review DMS Activity Log. Each managing specialist will review the activity log of each of the designees they manage for the previous four quarters. The managing specialist will look for compliance with FAA policy.

(8) Review Feedback. Each managing specialist will record in DMS any information that has been received from outside sources regarding the performance of their designee. This may be positive or negative feedback, and may come from another FAA employee, or may come from someone outside the FAA. If any followup action is required, and what that action should be, will be determined by the managing specialist.

(9) Annual Meeting. Each managing specialist will record the attendance at the annual meeting of each of their designees.

(10) Special Emphasis Items. Each managing specialist will record in DMS the completion of any special emphasis item(s). These activities are not routine surveillance or management of designees, but will be directed by the NPO. Specific instructions for recording this activity will be provided.

c. Outcomes of Oversight Activities. For all oversight activity, the managing specialist or ASI selects from three performance measure categories: Satisfactory, Needs Improvement, or Unsatisfactory. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," the managing specialist must enter descriptive text in the appropriate performance measure category(ies).

(1) Followup Action. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate followup action(s) must be determined and recorded in DMS. This is accomplished by using the Corrective Action process in DMS, which may include any of the following:

(a) Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

(b) Suspension. The most common reason for a suspension is when the designee has not been following certification policy as described in FAA policy.

(c) Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to and/or deliberately disregards FAA policy.

Note: A result of unsatisfactory for an oversight activity does not require suspension or termination provided that the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

(2) FAA Actions to Address Regulatory or Statutory Noncompliance. In the event that inappropriate actions by a designee require action against the designee's airman certificate, the managing specialist should refer to FAA Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for the correct procedures and to determine action choice(s). Actions taken under the Compliance Program may range from counseling to revocation of airman certificates. Note that revocation is necessitated, in most cases, by fraudulent certifications performed by the designee. In the most egregious cases, criminal charges may be levied under Title 18 of the United States Code (18 U.S.C.) § 1001, which may lead to imprisonment.

(3) Special Emphasis Evaluation of Designees (SEED). The Regulatory Support Division (AFS-600) will notify the designee's managing office whenever the division becomes aware of an issue through a SEED inspection or by other means that could require a designee to be suspended or terminated. The managing office is responsible to process the suspension or termination. In the event AFS-600 and the managing office disagree on the termination of a designee, AFS-600 will make the final determination.

d. Annual Performance Evaluation. The performance evaluation is a consolidated review of oversight activity and other data available outside of DMS on a recurring basis. The performance evaluation results in an overall rating for the performance period and considers risk-based elements. The objectives of the performance evaluation are for the managing specialist to:

(1) Identify performance trends that are:

(a) Specific to the designee.

(b) Local. Compared to designees similar in authority locally.

(c) National. Compared to designees similar in authority nationwide.

(2) Determine if corrective action is needed.

(3) Conduct a risk assessment of the designee.

(4) Review all data for the current performance evaluation period.

(5) Determine performance result. See Volume 1.

4. Followup Actions.

a. Counseling. See Volume 1.

b. Additional Training. See Volume 1.

5. Designee Management Functions.

a. Expand Authorities and/or Change Limitations. See Volume 1 and Volume 5, Chapter 2.

b. Reduce Authority. See Volume 1.

c. Record Note. See Volume 1.

d. Send Message to Designee. The managing specialist is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as necessary.

e. Record Feedback or Interaction With a Designee. See Volume 1.

f. Preapproval.

(1) Ensure designees understand that they must obtain preapproval in order to perform functions on behalf of the FAA. The managing specialist will issue any special instructions to the designee during the preapproval process. DME and DPRE preapprovals require the designee to request and receive approval to conduct authorized activity at least 24 hours prior to

commencing that activity on behalf of the FAA. DAR-T preapprovals require the designee to request and receive approval to conduct authorized activity at least 24 hours prior to commencing that activity on behalf of the FAA. However, preapprovals should be submitted as far in advance as possible. The managing specialist will be notified through the DMS Message Center any time a designee submits a preapproval less than 24 hours in advance. The notification is to assist the FAA in managing planned oversight activities that may be impacted. It is acceptable for DAR-Ts to submit request function codes 177-196 preapprovals with less than 24 hours' notice, however this must be based on applicant needs and not the convenience of the DAR-T. Preapprovals may be authorized through two methods: manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the managing specialist to review the designee's request for activity and approve it in DMS. This allows the managing specialist to stay informed of the designee's activities and the nature of the certification activity involved. It provides a means of managing a designee's activity and ensuring only those activities that the managing office chooses to delegate are accomplished by the designee.

(b) Automatic Preapproval. Automatic preapproval allows the managing specialist to set the DMS function to automatically approve an activity request by a specific designee. This feature provides the managing specialist with a flexible option to provide preapproval and continue to manage a designee's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of certification activity requested presents an acceptable risk. Automatic preapprovals will not be granted:

1. To a DME, DPRE, or DAR-T during the first 90 days of appointment.

2. At any time for geographic expansion activities.

(2) DMS allows the designee to change or cancel a preapproval request.

(3) For DMEs, DPREs, and DAR-Ts, each certification activity must be approved before the designee can perform any function for the FAA. Managing offices should ensure that adequate FAA personnel and/or designees are available to address the certification requests within their geographic area of the United States. IFOs must use their experience and discretion to determine the number of designees required, but may also utilize other designees as provided in this procedure to support valid certification requests in the IFO's district. IFOs have a unique role regarding certification activity that takes place outside the United States. The complexities of meeting FAA obligations to national agreements with other countries require that these offices serve a key role in determining whether the FAA should support individual certification requests outside the United States. Certain FAA certification activities requested to be performed outside the United States require a regulatory determination of undue burden by the FAA. Although the FAA may delegate some certification activities outside the United States, the decision to perform or not perform the activity rests solely with the FAA.

(4) Geographic Expansion (DMEs, DPREs, and DAR-Ts). It is the FAA's intention that these designees perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a designee to perform activities outside the geographic boundaries on a case-by-case basis as long as the activity meets the FAA criteria

of need and ability to manage. Geographic expansion requests are processed as a function of the preapproval request. The designee must utilize the DMS preapproval process to initiate any geographic expansion requests using the following guidance:

(a) Geographic Expansion—Domestic. Designees may request a geographic expansion to perform an activity outside their assigned office but within the United States. The request must be made as part of the preapproval request in DMS at least 7 calendar-days in advance of the activity, to allow the FAA sufficient time to evaluate and coordinate the request. The FAA office having responsibility for the district where the activity will be performed must review and approve or deny the request.

(b) Geographic Expansion—Outside the United States. Designees may request a geographic expansion to perform an activity outside their assigned office that is outside the United States when the FAA has determined that the activity should be supported by the FAA, and is consistent with Title 49 of the United States Code (49 U.S.C.) § 44702 and pertinent international agreements. For this reason, the applicant for the activity must first submit the application directly to the IFO responsible for the activity, before any geographic expansion is allowed. The geographic expansion request must be made as part of the preapproval request in DMS at least 10 calendar-days in advance of the activity to allow the FAA sufficient time to coordinate any necessary oversight and provide any notification that may be required to other Civil Aviation Authorities (CAA).

(c) Evaluating the Request for Geographic Expansions. Managing specialists and other DMS users that are required to evaluate any element of a geographic expansion request must use the factors below before entering their individual approval or denial of the request. Where multiple users are required to review and approve a geographic expansion request, the review may be performed simultaneously after approval by the designee's managing office. DMS notifies each user that is required to review a geographic expansion request. The list is not all inclusive, but provides minimum items that should be reviewed for a geographic expansion request:

1. The responsible geographical office having responsibility for the district where the activity will be performed must complete a determination of need and ability to manage before authorizing a designee not assigned to that office to perform certification work within their area of responsibility.

2. The FAA's ability to provide oversight does not exceed available resources, and oversight is possible.

3. For airman certifications outside the United States, the applicant is a U.S. citizen, or the activity is in support of a government-to-government initiative (e.g., support of Safe Skies for Africa).

4. For aircraft certifications, the work should be evaluated to ensure that it is a legitimate FAA certification request. If the activity is outside the United States and there is no need to complete this type of certification, other than to circumvent local or responsible CAA,

we should not support this activity (e.g., issuing a Standard Airworthiness Certificate for the sole purpose of obtaining an export certificate of airworthiness).

5. The work cannot be accomplished using ASIs or designees currently assigned to the geographically responsible Flight Standards office. For international activity, the use of assigned designees takes precedence over domestic designees requesting expansion work. The IFO makes the final determination to approve or deny the activity.

6. The designee has adequately identified the specific reasons for this activity to be performed outside their geographic area. In cases where an aircraft owner or operators anticipates multiple activities for the same aircraft (i.e., multiple SFPs to relocate the aircraft to different facilities for maintenance, refurbishment, painting, etc.), DAR-Ts receiving the request are expected to provide this information in the request. Making multiple isolated requests is discouraged and is detrimental to supporting requests from aircraft owners and operators for airworthiness certification.

Note: Completed certification files and other documentation required for certification activity will be submitted to the designee's managing office. The geographically responsible office having responsibility for the area where the activity will be performed may, however, request to review any certification work performed by a designee by contacting the managing office.

Note: Before a managing specialist authorizes a DAR-T to perform any activities outside the United States, the managing office will review the appropriate Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Airworthiness (IPA) or other pertinent international agreements to determine if the CAA requires written notification. If required, the managing office will follow the procedures in the BASA IPA or other pertinent international agreements.

(d) When designees work outside their geographic area in excess of 6 calendar-months, the managing specialist should temporarily transfer supervisory and monitoring responsibilities to the appropriate geographic office where the activity is located. This transfer will require coordination and concurrence between both managing offices. The office handing off the designee to the temporary geographic office will reassign the designee in DMS to the new managing specialist at the temporary geographic location. The new managing office will be responsible for all oversight responsibilities while the designee is temporarily under their supervision.

(5) Provisions for Unique Circumstances. The following procedures provide FAA offices a method to address certification activity in unique circumstances.

(a) DAR-T Function Codes 197 and 198 Preapproval Including Geographic Expansion Requests. Function codes 197 and 198 provide authority for DAR-Ts to issue notification of completion to air carriers after conducting record reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the responsible Flight Standards office procedures. DAR-Ts authorized this function can only conduct these activities after completing OJT on the air carriers approved maintenance policies and procedures from the

responsible Flight Standards office. This task requires coordination between ASIs, DARs, Certificate Management Offices (CMO), and air operators. Coordination is not limited to actions within DMS, and may require communication via telephone calls or emails. Because of the unique requirements of this function, DAR-Ts are allowed to perform this activity outside their geographic area in accordance with the procedures below. DAR-Ts requesting authorization to perform an aging aircraft inspection and records review must utilize the DMS preapproval process for any requests to perform this activity. Based on the required advance coordination above, these activities are not required to be treated as geographic expansion on the preapproval request. DMS notifies each user that is required to review a preapproval request for this activity. DAR-Ts are not allowed to issue notification of completion to air carriers after conducting record reviews and aircraft inspections, for ineligible aircraft. Refer to Order 8900.1, Volume 6, Chapter 11, Section 14, Safety Assurance System: Conducting Records Reviews and Aircraft Inspections Mandated by the Aging Airplane Rules for Parts 121, 129, and 135, for eligible aircraft, and specific requirements to perform this function.

Note: The procedures above for authorizing function codes 197 and 198 activity are unique and only apply to these functions. If other FAA-delegated activities are to be performed on the aircraft by the designee, the procedures in subparagraph 5f(4) above must be followed.

(b) Memorandums of Understanding (MOU). Long-term MOUs can be used in order to accommodate unique situations, such as a need for a shared designee resource between two Flight Standards offices. MOUs must be coordinated and approved by the specific offices and AFS-650. Copies of MOUs must be uploaded in DMS. MOUs must be maintained in DMS for the designee affected by the MOU.

g. Post-Activity Reports.

(1) DMEs, DPREs, and DAR-Ts are required to complete post-activity reports in DMS after performing certification functions. Post-activity reports may require attachments to be uploaded by the designee depending on the type of activity. See Figure 5-3.

Figure 5-3. Designee Post-Activity Attachments

DAR-T Function Codes 101-176	A copy of each of the following documents, if issued: Airworthiness Certificate, SFP, Operating Limitations, Export Certificate of Airworthiness, Letter of Denial.
DAR-T Function Codes 177-196	No attachments are required.
DAR-T Function Codes 197-198	A copy of the report submitted to the responsible Flight Standards office or CMO.
DAR-T Function Codes 199-208	A copy of the FAA Form 337 (front and back), or letter of denial.
Tests conducted by DMEs	A copy of the completed test planning sheet.
Tests conducted by DPREs	A copy of the completed test planning sheet.

(2) Post-activity reports provide the managing specialist with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

(3) If designees have post-activity reports that have passed the requisite 7-day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been submitted.

(4) Access to post-activity reports will remain available to a DME, DPRE, or DAR-T for up to 5 business-days after a termination, suspension, voluntary surrender, or expired status to allow the designee to record any results.

h. Authorization to Test from Another FSDO.

(1) Permission to test applicants that have received their authorization to test from another FSDO.

Note: The DME or DPRE must receive preapproval in DMS prior to performing any test. For all applicants traveling outside the geographic boundary, who have been previously authorized by another FAA office, the DME or DPRE must note in the preapproval request the location the original authorization occurred.

(2) Since the applicant was previously authorized, there is no requirement for the FAA to reevaluate the applicant's experience or to re-determine eligibility.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of DME, DPRE, and DAR-T designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the policy for the training of a designee.

2. General. This chapter prescribes the initial and recurrent training requirements for DAR-Ts, DMEs, DPREs, and FAA personnel, including managing specialists, with designee management and oversight responsibilities. Applicants and designees register for training through the Designee Registration System (DRS). Successful completion of the training is documented in DMS. Information regarding designee standardization training is available at the following websites:

- For DAR-Ts: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dart/information/.
- For DMEs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dme/information/.
- For DPREs: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/individual_designees/dpre/information/.

3. Designee Training Requirements.

a. DME/DPRE/DAR-T Training.

(1) Initial Training.

(a) Before appointment, DME, DPRE, and DAR-T applicants must satisfactorily complete the initial training program for the designee type and authority for which they are being considered for appointment. The initial training will be conducted by online web-based training, face-to-face classroom training, or both depending on the authorized functions the prospective designees are seeking. Prospective designees can register for training through the DRS. Training requirements for each designee type are available at the websites listed in paragraph 2 above.

(b) Information and registration for designee standardization training are available at the websites listed in paragraph 2 above. Each applicant must successfully complete the initial standardization training requirement within the 1-year period before initial designation. In order to not exceed this 1-year limit, DME/DPRE/DAR-T applicants should not plan to attend initial training until they have been notified by the appointing FAA office that they have been selected for appointment.

(2) Recurrent Training.

(a) Once a designee is appointed, attendance and successful completion of a recurrent training is due on an established seminar interval from the completion date of the initial training or most recent completion of recurrent training. Recurrent training requirements and the maximum completion interval in calendar-months are available at the websites listed in paragraph 2 above. Completion of recurrent training is mandatory and must not exceed the maximum interval listed for each designee type and authorization held. For DAR-T, it should be

noted that different authorizations may require different recurrent training and those recurrent training intervals may not be on the same schedule.

(b) Designees must schedule themselves for a recurrent training as required and notify the managing FAA office. The designee must forward a copy of the Certificate of Completion to the managing FAA office.

(3) Specialized Training. DAR-Ts who perform one or more of these specialized functions must complete the associated specialized training course prior to initial appointment, added authority, and at the recurrent interval specified regardless of any other initial or recurrent training requirement. A complete list of DAR-T specialized functions and the associated training requirements is available at the website listed in paragraph 2 above.

(4) Comprehensive Post-Course Test.

(a) Following training, the applicant/designee will take a comprehensive post-course test that will test the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions will require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee's current or proposed CLOA. The designee candidate will receive a completion certificate only after achieving at least a 70 percent on the post-course test.

(b) Should an applicant/designee fail to pass the post-course test after completing the training curriculum, AFS-640 will notify the manager of the applicant/designee's assigned FAA office. After a review of the circumstances related to the failure, the FAA office may:

1. For initial training, elect not to appoint the applicant, or to allow the applicant to retake the training course. If appropriate, the FAA office will allow the applicant only one additional attempt at successfully completing the training.

2. For recurrent training, elect to terminate the designee for failure to complete training requirements, or if justification is provided, allow the designee to repeat the training. If appropriate, the FAA office will allow the designee only one additional attempt at successfully completing the training. The designee may not exercise the privileges of his/her designation until training has been successfully completed.

3. Successful completion of all required training is a prerequisite for holding a designation. Under most circumstances, if an applicant/designee is more than 1 hour late, the course manager will not permit that applicant/designee to complete the training. If they arrive in the first hour of training, the course manager will require the applicant/designee to make up the missed instruction with instructor personnel outside of normal class hours. Once the applicant/designee has accomplished this, he or she will take the final examination with the class. Designees or applicants will be marked as absent after 15 minutes has elapsed from the announced start time at the beginning of each day, or after the announced start time following a scheduled break. An applicant/designee marked as absent twice in the same class will not receive credit for the training, and will not be allowed to complete the final examination with the class.

4. Applicants and designees register for training through the DRS. Information regarding designee standardization training is available at the websites listed in paragraph 2 above.

5. Successful completion of initial and recurrent training is documented in DMS. The managing specialist updates the training dates in DMS, and may upload a copy of the training certificate. Designees who have attended initial or recurrent training should send a copy of their training certificate to their managing specialist through the DMS Message Center.

b. Training Limitations.

(1) DMS will suspend designees who fail to meet recurrent training requirements.

(2) Designees may complete the initial training in lieu of the recurrent training to meet the recurrent training requirements.

(3) A designee will not exercise designation privileges unless training is current.

4. FAA Personnel Training.

a. Initial and Recurrent Training Requirements. Initial training requirements for ASIs with managing specialist responsibilities for DME, DPRE, and DAR-T include completion of the GA Airworthiness ASI indoctrination courses, or equivalent.

b. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500.html. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinators can also provide access to the training matrix and assistance on the Training Needs Assessment (TNA) for ASIs assigned to manage designees.

Chapter 8. Annual Request for Extension of a Designee's Authorization

See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Authorization.

Chapter 9. Termination of a Designation

1. Termination. The following items require the managing specialist to initiate termination of a designee:

a. Any actions by the designee that may reflect poorly on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.

b. Any time that a reexamination of an airman under 49 U.S.C. § 44709 becomes necessary due to an inadequate test performed by the designee, the managing office must immediately suspend the designee and begin the termination process.

c. Any time that the FAA must revoke an Airworthiness Certificate improperly issued by a DAR-T, the managing office must immediately suspend the designee and begin the termination process.

2. Additional Information. For additional termination considerations and specific procedures to terminate a designee, see Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing a ban or termination for cause of DMEs, DPREs, and DAR-Ts, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause by DMEs, DPREs, and DAR-Ts.

2. General.

a. Appeal Considerations.

(1) The FAA office manager will convene an appeal panel comprised of three members.

(a) An AFS-600 representative;

(b) An Aircraft Maintenance Division (AFS-300) representative; and

(c) A Flight Standards office manager or FLM not associated with the office that terminated the designee.

(2) The panel will review the termination decision and make a final decision within 45 calendar-days of the appeal.

(3) The appeal panel's decision is final.

(4) All documentation associated with the appeal (e.g., outcome, members of the appeal panel, and communication with the designee or the managing office) should be included in the designee's DMS file.

3. Ban or Terminate Appeal Process. See Volume 1.

4. Appointing and Selecting Official Responsibilities During Appeal. See Volume 1.

5. Appeal Panel Responsibilities. See Volume 1.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other designee management functions. This designation type-specific policy and Volume 1 constitute the overall policy for the other designee management functions. Also refer to the DMS Management Action Links job aid for detailed information at https://my.faa.gov/content/myfaa/en/org/linebusiness/avs/offices/air/div_dir/air600/dms.html.

2. Assign DMS Roles—Master Role Assigner (MRA). For FS GA designees, the MRA is typically the office manager or FLM. See Volume 1.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. Updates to certain information in the designee record, such as change in physical address or qualifications, may affect the designation. A change of physical address may cause the FAA to review need and ability to manage considerations. If the requested address change is in a different managing office area, that office will make the determination if there is a need for the designation in that area. The designee should not expect to automatically be redesignated in the new area.

VOLUME 6. APD DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Aircrew Program Designee (APD) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is APDs and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the Designee Management System (DMS) information technology (IT) tool and policy. Affected employees and designees will be notified through a directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist and their respective management officials.

4. Conflicts With Other FAA Orders. The guidance in this order may conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. Because FAA Order 8000.95 encompasses all aspects of designee management, this order takes precedence over other orders containing conflicting information. If the guidance in this order conflicts with 14 CFR, 14 CFR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors.

Section 2. Overview of Designee Functions

1. APD. An APD is an individual who is authorized by the Administrator to perform evaluations and certification functions in one type of aircraft within an approved air carrier training program.

a. Employment and Qualifications. APD candidates must be employed by an air carrier and qualified as a check pilot or check Flight Engineer (FE) for that carrier before being designated as an APD.

b. Evaluations. APDs can only conduct evaluations for applicants employed by the air carrier as part of an approved air carrier training program.

c. APD Authorizations. Specific APD authorizations are listed on the designee's Certificate Letter of Authority (CLOA) issued through DMS. The following tables list the authorizations that may be issued to an APD:

Table 6-1. Certificate Level Testing Authorizations

CE	Commercial Pilot Examiner	A CE administers commercial pilot practical tests for the original issuance of a Commercial Pilot Certificate.
ATPE	Airline Transport Pilot Examiner	An ATPE administers airline transport pilot (ATP) practical tests for the original issuance of an ATP Certificate.
FEE	Flight Engineer Examiner	An FEE administers FE practical tests for the original issuance of a Flight Engineer Certificate.
TYPE	Type Rating Examiner	A type rating examiner administers aircraft type rating practical tests for a specific make and model (M/M) of aircraft.
AQPE	Advanced Qualification Program Examiner	An AQPE administers tests and checks as required by an air carrier's approved Advanced Qualification Program (AQP).

Table 6-2. Aircraft Category and Class Authorizations

ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in single-engine land airplanes.
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in multiengine land airplanes.
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in single-engine sea airplanes.
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in multiengine sea airplanes.
PLFT	Powered-Lift	This authorizes a designee to administer practical tests in powered-lift aircraft.
RH	Rotorcraft-Helicopter	This authorizes a designee to administer practical tests in helicopters.
RECP	Reciprocating	This authorizes an FEE to administer practical tests in reciprocating engine-powered aircraft.
TPRP	Turboprop	This authorizes an FEE to administer practical tests in turboprop-powered aircraft.
TJET	Turbojet	This authorizes an FEE to administer practical tests in turbojet-powered aircraft.

Table 6-3. Administrative Authorizations

FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with 14 CFR part 61, § 61.75. An FPE may also issue a Private Pilot, Commercial Pilot, or ATP Certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) and Implementing Procedures for Licensing (IPL) in accordance with § 61.71(c).
MCE	Military Competency Examiner	An MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (e.g., § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g).
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Renewal Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for renewal of a flight instructor certificate that is still current and for which the renewal process is merely administrative (i.e., a practical test is not required for renewal of the applicant's flight instructor certificate). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor renewals.
RPE	Remote Pilot Examiner	An RPE reviews an applicant's knowledge test report, training course completion certificate, pilot certificate, and logbook, as applicable, for the issuance of a Remote Pilot Certificate, as specifically authorized (as per 14 CFR part 107, §§ 107.61 and 107.63).

Table 6-4. Special Authorizations

CPE	Check Pilot Examiner	A CPE is authorized to conduct initial and recurrent check pilot observations in accordance with 14 CFR part 121, § 121.413, or part 135, § 135.339.
CFEE	Check Flight Engineer Examiner	A CFEE is authorized to conduct initial and recurrent check FE observations in accordance with § 121.413 or § 135.339.

2. Aircrew Designated Examiner (ADE) Programs. An ADE program is established for the purpose of delegating certification authority and activity to select employees of part 121 and 135 air carriers.

a. Program Description. APDs are trained and designated in an ADE program associated with air carriers who conduct their own program of airman qualification. It is the preferred program for conducting the certification of flightcrew members for complex part 121 and 135 air carriers.

b. History. The ADE program was originally designed for air carriers with sophisticated training capabilities (including flight simulators), with highly trained personnel, and with a large volume of certification activity. The program has since been used by a broader range of air carriers.

c. Establish Program. Managing offices should consider establishing an ADE program before an air carrier's airman certification workload for any aircraft type exceeds the FAA's ability to meet requirements using available inspector resources.

d. Program Composition. The ADE program is comprised of:

(1) One or more of an air carrier's check pilots and/or check FEs further authorized by the FAA as an APD to conduct airman certifications on behalf of the Administrator; and

(2) An FAA inspector known as an Aircrew Program Manager (APM) who oversees the APDs' activities.

Note: ADE program guidance can be found in FAA Order 8900.1, Volume 13, Flight Standards Designees.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and managing specialists.

b. Appointing Official. Appointing officials are typically office managers, but may be Front Line Managers (FLM).

c. Selecting Official. Selecting officials are typically FLMs, but may be office managers.

d. Master Role Assigner (MRA). MRAs are typically office managers, but may be FLMs. MRAs ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

e. Managing Specialist. Managing specialists are experienced FAA aviation safety inspectors (ASI) whose specialty is part 121 or 135 operations. Managing specialists provide oversight, guidance, and support to assigned APDs.

(1) The managing specialist is typically one of the following:

(a) Principal Operations Inspector (POI);

(b) Assistant Principal Operations Inspector (APOI);

(c) APM;

(d) Assistant APM (AAPM);

(e) Partial Program Manager (PPM); or

(f) Other assigned inspector.

(2) Managing specialists must ensure APDs are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) Managing specialists are responsible for ensuring APDs maintain airman certification standards as prescribed by regulation, approved training programs, and applicable policies. Managing specialists must conduct an active program of meetings and oversight to achieve this objective.

(4) Designee management must consider potential risks and hazards to safety. Managing specialists should remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to ensure oversight on problem areas.

(5) Managing specialists must work closely with assigned air carriers to assess risk and ensure designee programs meet the highest level of safety, standardization, and quality assurance.

f. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the appointing official, selecting official, and managing specialist roles may be proxied.

(4) An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

(5) Each designee may have only one managing specialist and up to three managing specialist proxies. An appointing official, selecting official, and the managing specialist who will be proxied may assign a managing specialist proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to an individual applying to be an APD. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for an APD applicant.

2. General.

a. Application Considerations. The application process to designate an APD is initiated by the employing part 121 or 135 air carrier.

(1) The part 121 or 135 certificate holder must submit a letter to the managing specialist requesting appointment of the designee applicant. The air carrier will ensure the request letter is provided to the APD applicant for upload into DMS. The letter of request must contain the following:

(a) Justification of need based on FAA criteria;

(b) Identification of specific authority requested;

(c) Projected timeline of internal evaluator curriculum completion;

(d) Explanation of how this applicant is the most qualified of eligible applicants; and

(e) Statement that air carrier management has determined the applicant meets all eligibility and minimum qualification requirements for appointment.

(2) The APD applicant must:

(a) Complete an application in DMS; and

(b) Upload the air carrier request letter and a current résumé and/or supplemental information sheet (available in DMS).

(3) The air carrier will coordinate APD applications with the managing specialist. APD applicants will not be considered for designation without a completed DMS application, receipt of the request letter, and uploaded supplemental information.

(4) An APD candidate is nominated by an air carrier from the ranks of its proficiency check pilots or check FEs and is given training in FAA policies and certification procedures before being authorized by the FAA as an APD.

(5) FAA Tracking Number (FTN). APD applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Who Should Apply. Employees of an air carrier that have been recommended for nomination as an APD.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than one type of designation. For APD applicants, consideration should be given to the effect of multiple designations on the ability of the designee to perform functions appropriately.

3. Minimum Qualifications for APDs. To be eligible for consideration as an APD, candidates must first:

a. Meet the requirements of Volume 1, this chapter, and DMS.

b. Hold the appropriate airman certificate and rating(s) for the authority requested. (A medical certificate is not required for simulator evaluators.)

c. Be employed by the air carrier either full time, part time, or under contract to the air carrier.

d. Be an FAA-approved, proficiency check pilot or check FE, as applicable, for the air carrier in the aircraft in which the APD candidate is to perform examiner duties. To perform examiner duties in an aircraft in flight, a pilot APD candidate must also be an FAA-approved line check pilot—all seats, and proficiency check pilot—aircraft.

e. Have served as a check pilot or check FE for a minimum of one year (for pilot APD candidates—preferably 6 months as a proficiency check pilot) before designation as an APD. (Check pilot/check FE experience in other types of aircraft and in service with other air carriers may be credited. Crediting of past experience, including length of time and type of check pilot/check FE, is at the discretion of the POI and APM.)

f. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

g. Have successfully completed the air carrier's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates.

4. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS using the designee's action link. Requests for additional authorizations are viewable in DMS by the selecting official in the same manner as for initial appointment.

5. Disqualifiers. See Volume 1.

6. Privilege, Not a Right. See Volume 1.

7. Post-Application. See Volume 1.

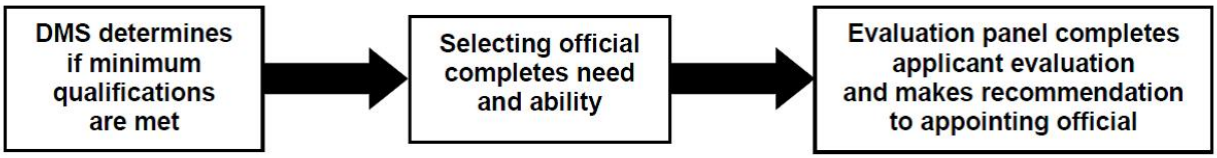
Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of APD applicants. This designation type-specific policy and Volume 1 constitute the overall policy of the selection and evaluation of an APD applicant.

2. General.

a. Selection Process. The selection process for an APD applicant is initiated after the air carrier submits a letter of request to the assigned Flight Standards office and the designee applicant completes the DMS application. The selecting official then initiates the selection process through DMS. Below is a high-level representation of the selection process.

Figure 6-1. High-Level Selection Process Flow



b. Selection Considerations.

(1) The air carrier should put forth recommendations of the most qualified applicants based on experience, knowledge, and ability.

(2) The selecting official should review all information provided by the air carrier, managing specialist, and ASIs associated with the air carrier when selecting the applicant for evaluation.

(3) Preferred sources for APD candidates are airmen who are actively engaged in the activity for which examinations will be conducted.

3. Need and Ability to Manage. The selecting official must determine that a need exists and the office has the ability to manage the designee. The selecting official should work closely with assigned inspectors and the managing specialist that will likely be responsible for determining need and ability. In order to determine need and ability, the Flight Standards office should consider the following:

a. Need Considerations.

(1) The ability of the air carrier to provide the required testing and checking within a reasonable time.

(2) Activity at the air carrier has increased or is forecasted to increase, and cannot be supported with existing designees.

(3) The ability of the FAA to support the certification work and need with existing designees.

(4) The FAA has lost an employee or designee resource.

(5) The number and types of aircraft and flight simulation training devices (FSTD).

(6) The historical and projected number of evaluations predicted by the air carrier over a specified period of time.

b. Ability to Manage Considerations.

(1) FAA inspector staffing must be sufficient and possess the technical skills and knowledge required to manage and oversee the designee.

(2) The existing and projected office workload must allow the office to effectively manage the designee.

(3) Funding must be adequate to allow inspector travel necessary to perform designee management and oversight. If existing budget constraints do not allow for proper oversight, then the designee appointment must not be made.

(4) The geographic location of the designee must not prohibit the ability of the FAA to provide normal designee management and oversight.

c. Other Considerations.

(1) The need for a new designee is driven by the need and ability to manage and not by the impact on existing designees or scheduling convenience. Prior to designation, the air carrier must clearly show a need for the requested APD.

(2) A utilization review of all APDs at the air carrier with similar authority should be accomplished when need is determined. If there is a large variation of activity between APDs with similar authority, the ability of the air carrier to efficiently schedule should be assessed. A large variation of activity would normally prevent the designation of additional APDs.

(3) A Memorandum of Understanding (MOU) is required to establish and maintain an ADE program and to provide training for FAA Operations ASIs assigned to provide oversight duties at the air carrier. Any ADE program proposing an MOU that does not conform strictly to the guidance in Order 8900.1, Volume 13, Chapter 2, Section 2, FAA's Management of an Aircrew Designated Examiner Program, to include the sample MOU, will be reviewed, approved, and signed by the Air Transportation Division (AFS-200), in coordination with the Regulatory Support Division (AFS-600), in addition to the POI and certificate office manager.

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the selecting official can request a list of applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. If no qualified APDs are available within DMS and the FAA demonstrates a significant need for the appointment, the managing specialist may request that the selecting official petition AFS-600, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The selecting official will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The selecting official must route the request through the appropriate division management leadership for concurrence external to DMS. If in agreement with the recommendation, AFS-600, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

Note: The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as an APD. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When an air carrier presents one or more APD applicants for selection, the Flight Standards office will establish an evaluation panel to further review and determine each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The managing specialist who is expected to be assigned to the designee. The presumed managing specialist will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or any other operations inspector.

c. Evaluation Panel Checklist. For each prospective APD candidate, the evaluation panel must complete the following checklist:

(1) Review the air carrier request letter and determine if it contains the required elements.

(2) Review the APD application in DMS.

(3) Verify the minimum qualifications have been met.

(4) Verify the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorities being sought.

(5) Determine if the APD duties will be conducted in the aircraft and if a medical certificate is required.

(6) Conduct an interview of the APD applicant to verify qualifications, application information, and ensure qualities exist to be successful as a designee.

(7) Contact references as necessary.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) SPAS;

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) Program Tracking and Reporting Subsystem (PTRS); and

(f) Safety Assurance System (SAS).

d. Evaluation Panel Tasks. In addition to the checklist above, the evaluation panel must ensure the APD applicant has completed the following activities prior to designation:

(1) Verify the FAA APD training has been completed successfully and recorded in DMS (see Chapter 7, Training).

(2) Ensure the APD candidate has been observed conducting a complete certification test consisting of oral, simulator, and aircraft portions, or a qualification Line Operational Evaluation (LOE) under an AQP, as applicable (see Chapter 6, Oversight and Management of a Designee).

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the selecting official whether to appoint the applicant or not, and indicate what authorities or limitations should be included on the CLOA. There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify recommended authorizations and limitations.

(b) Prepare the recommendation for review by the selecting official and appointing official.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. Selecting Official Actions. The selecting official may accept or reject the evaluation panel recommendation.

6. Banning. See Volume 1.

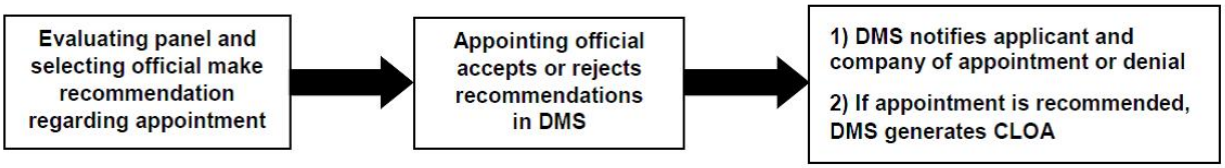
Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of an APD. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of an APD.

2. General.

a. Appointment Process. Below is a high-level representation of the designee appointment process.

Figure 6-2. High-Level Appointment Process Flow



b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations on the CLOA based on the applicant's:

(1) Background experience;

(2) Personal and professional qualifications; and

(3) Needs of the appointing office.

c. Appointing Official Actions. The appointing official may accept or reject the evaluation panel and selecting official recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 calendar-months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar-days of expiration.

b. Designee Maintains Qualifications. The designee must continue to meet all requirements to maintain the authorizations listed on the CLOA.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until his or her designation is terminated in DMS.

6. Reinstatement. A former APD who was terminated “not for cause” may apply for reinstatement up to 12 calendar-months after termination only for the air carrier where last assigned. The air carrier must submit a reinstatement request letter, and the former APD must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the policy associated with the responsibilities and obligations of an APD. This designation type-specific policy and the common policy in Volume 1 constitute the overall policy of responsibilities and obligations of an APD.

2. APD Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, APDs must:

a. Complete Administrative Tasks. APDs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar-days of completion.

b. Establish Recency of Experience.

(1) A pilot APD may accomplish recency-of-experience requirements in an approved level C or D full flight simulator (FFS).

(2) An APD with an FE authorization may accomplish recency-of-experience requirements in an approved Level 6 or 7 flight training device (FTD), as well as all levels of an approved flight simulator.

c. Assure Confidentiality. Designees must ensure that information regarding tests or checks remains private and confidential.

d. Maintain Security of Controlled Material. Each APD is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The APD must use appropriate security procedures as identified by the air carrier and managing specialist. At a minimum, APDs shall ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate and/or Rating Applications and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

3. APD Authorizations.

a. Check Pilot and Check FE Observations. If authorized on the CLOA as a CPE or CFEE, an APD may conduct both initial and recurrent check pilot or check FE observations per § 121.413 or § 135.339. Limitations may be applied to restrict an APD to either initial or recurrent observations. The managing specialist or other assigned inspectors may conduct a check pilot or check FE observation at any time if desired.

b. Administrative Authority. An APD may be authorized to perform administrative certificate functions for pilots at the employing air carrier subject to the following conditions:

(1) The appropriate administrative authorizations must be listed on the APD's CLOA;

(2) An APD may only perform administrative functions for pilots employed by the APD's air carrier; and

(3) The APD receives FAA training on the issuance of certificates related to each specific administrative function authorized.

c. Administrative Removal of Certificate Limitations. If appropriately rated, an APD may remove the limitations associated with §§ 61.64, 61.159, and 61.160. No specific administrative authorization is required on the APD's CLOA. The applicant must be a pilot employed by the APD's air carrier and needs only to present satisfactory evidence that he or she has met the appropriate requirements. Refer to Order 8900.1, Volume 5, Chapter 3, Section 1, Application Phase—ATP Applicants Engaged in Operations Under 14 CFR Parts 121, 135, or 91 Subpart K—Airplanes and Helicopters.

Note: Each certification activity must be approved before the designee can perform any function on behalf of the FAA. Designees will complete preapprovals and post activities in DMS for all certificates issued

4. APD Limitations. APDs must adhere to the following limitations:

a. Proof of Eligibility. A designee may not conduct tests unless an applicant presents proof of eligibility as prescribed in regulation.

b. Completion of Airman Knowledge Test. A designee may not conduct an oral or practical test unless the applicant has passed the required airman knowledge test.

c. Pilots and FEs of the Employing Air Carrier. APDs may only conduct evaluations for pilots and FEs of the employing air carrier.

d. Examiners-at-Large. APDs may not act as examiners-at-large by conducting practical tests or proficiency checks for the general pilot and FE population.

e. Functioning as a Crewmember. An APD may not function as a required crewmember while conducting simulator evaluations.

f. Teaching During Testing or Checking. An APD may not combine teaching with testing or checking during the evaluation of an applicant.

g. Participation in Recent Training or Testing. Unless specifically authorized under an approved AQP, an APD may not evaluate an applicant for a certificate, additional rating, or an amendment without the expressed permission of the managing specialist if the APD has instructed the applicant in preparation for the certificate or rating sought, when the APD has recommended the applicant, or when the APD has found the applicant's performance to be

unsatisfactory on the previous evaluation. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating operational circumstances surrounding the particular request. Scheduling convenience and trainee availability are not valid reasons to grant such permission.

h. Applicant's Third Evaluation. An APD may not conduct an evaluation of an applicant for any certificate action if during the previous two attempts the applicant was issued a Notice of Disapproval. The applicant's third evaluation will be conducted by a qualified FAA ASI.

i. Expired APD Authority. An APD must not conduct any evaluation after the APD expiration date listed in DMS.

j. Use of the English Language. All tests and checks must be conducted using the English language.

k. Exemptions from Testing or Checking Requirements. An APD may not exempt any applicant from the testing or checking requirements listed in the applicable practical test standards (PTS)/Airman Certification Standards (ACS), the approved curriculum, or applicable qualification module.

l. Suspension of a Test or Check. An APD may not temporarily suspend a test or check to allow the applicant further study, and then continue the same test later.

m. Amendment or Alteration of a Certificate. An APD may amend or alter a certificate only:

(1) When adding a rating to the certificate of an applicant that the APD has tested and found to be competent.

(2) When removing a limitation from a certificate, if authorized.

(3) APDs may add a second-in-command (SIC) type rating to an airman's certificate, if the applicant has successfully completed an approved air carrier curriculum that meets the requirements of § 61.55.

(4) An APD authorized as an FE may remove the restriction imposed by Exemption 4901 for an FE applicant provided the APD has been appropriately trained and authorized to perform the removal.

n. Expired Temporary Airman Certificate. An APD may not reissue or amend any expired Temporary Airman Certificate.

o. Waivers, Special Medical Evaluations, Competency Tests. An APD may not conduct special medical evaluations, tests for waivers, or any test for competency under Title 49 of the United States Code (49 U.S.C.) § 44709. Such applicants will be referred to the responsible Flight Standards office.

p. Evaluations Outside the United States. An APD may not conduct evaluations outside the United States without the permission of the assigned managing specialist.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of APDs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of an APD.

2. General.

a. Considerations. Effective oversight of APDs is founded on a dogged strategy of risk management in which safety management principles by an air carrier, and oversight by the FAA, includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence, and taking appropriate preventive action.

b. APD Oversight. APD oversight includes the comprehensive evaluation, management, and monitoring of an APD's activities. Complete surveillance involves a group of activities designed to evaluate an APD's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. Oversight need only be completed at some point within a given time period as defined by regulation and DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the managing specialist flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and Managing Specialist.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) Managing specialists are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS/ACS, and approved training programs. Managing specialists must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the managing specialist.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The managing specialist must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An overall performance evaluation must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, managing specialists should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The managing specialist identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The APD's plan of action and the air carrier's approved training program; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, managing specialists should consider conducting inspections at a time coordinated with the APD. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. Managing specialists should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The APD is observed conducting a complete test or check to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. If a designee is both a pilot and FE APD, then the designee must be observed conducting both a pilot and an FE test or check.

(1) Purpose of Observation. The purpose of the observation is to evaluate the APD's ability to exercise authority in accordance with the checking and/or testing requirements, and complete appropriate documentation. In DMS, each direct observation is split into two parts, the ground (oral) portion and the flight portion (flight portion only (LOE) for AQP).

(2) Evaluation. Managing specialists must ensure that each APD observation is completed by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3, Inspector Responsibilities, Administration, Ethics and Conduct. The evaluation will include:

(a) An observation of the APD conducting the oral, FSTD, and (if appropriate) aircraft portion, or an LOE for APDs issued AQP authority.

(b) The associated briefings and debriefings appropriate for the authorization(s) requested.

(3) APD Aircraft Authority. If an APD will have authority in a simulator and in an aircraft, then an observation of the APD performing both functions is required:

(a) If the APD is authorized to conduct a segment of the check or test in an aircraft, it is acceptable for the managing specialist to conduct the observation entirely in a simulator, provided the simulator can replicate all required maneuvers.

(b) Those events normally conducted in the aircraft must be observed in the simulator with the APD in the crewmember position occupied when evaluating in the aircraft. If the APD's normal position is in the right seat, then the managing specialist may act as the applicant in the pilot-in-command (PIC) position, if current and qualified. If the observation is conducted in something other than an airplane, then the typical seat position should be used.

(c) The APD must still demonstrate in a simulator all tasks that would be evaluated in the simulator from the evaluator operating panel.

(4) APD Administrative Authority. APDs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, APDs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

(a) Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

(b) The APD will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the APD completing appropriate documentation and issuing the certificate.

(c) Timing and frequency of administrative direct observations are at the discretion of the managing specialist.

(d) Administrative direct observations do not meet the testing and/or checking direct observation requirements listed above.

(5) Direct Observation Frequency.

(a) Initial APD Authorization. All APDs should be observed at least once within the first 12 calendar-months after initial designation.

(b) Recurrent Observations. APDs will be observed according to the risk-based activity matrix within DMS. At a minimum, the observation will consist of an actual certification event at least once every 24 calendar-months.

(c) APDs with Special Authorizations. APDs with CPE and CFEE authority may be observed as determined by the managing specialist. CPE and CFEE direct observations will be recorded in DMS.

(d) Overdue Direct Observations. The managing specialist should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the managing specialist determines the lack of a completed direct observation presents an unacceptable risk, the designee may be suspended in DMS until the direct observation is completed. Direct observations may not be extended more than one quarter beyond the due date (e.g., a due date of June 30 may not be extended beyond September 30).

(6) Unannounced Direct Observations. It is noted that, when the FAA plans an observation of any portion of a practical test (either ground or flight), an applicant's permission is not required. Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the managing specialist, and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

b. Annual Meeting. The managing specialist conducts an annual meeting with the APD.

c. Activity Log. The managing specialist reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether APD activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (e.g., a test taking an unreasonable amount of time, comparing activity reported in DMS to actual aircraft or training records).

d. Certification Package Review. The managing specialist reviews all airman certification packages submitted to the office by the designee. APDs must accurately complete certification packages in a timely manner. Correction notices received from the Civil Aviation Registry Division (AFB-700) are also recorded.

e. Review Feedback. The managing specialist records in DMS any information regarding the performance of his or her designee.

f. Provide Technical Assistance. The managing specialist will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research and/or training.

g. Special Emphasis Oversight. Certain APD performance factors prompt at least one additional required observation other than those that are normally required. The following factors may be indicative of underlying safety risks that require timely FAA attention. Special emphasis inspections are prompted in the following situations:

(1) Multiple Aircraft APD. An APD conducts tests or checks in multiple series of an aircraft type.

(2) Test or Check of Applicant Trained by an APD. An APD tests or checks a student trained by that APD without prior approval from the managing specialist.

(3) Certification File Error Rate. The APD has a certification file error rate exceeding 10 percent.

(4) Valid Complaint, Accident, Incident, or Violation. The APD is the subject of valid complaint, or has been involved in an accident, incident, or violation.

Note: Managing specialists, in consultation with their Flight Standards office management, may use discretion and judgment in the kind and frequency of inspections of individual APDs. For example, if a designee's error rate is above 10 percent, the managing specialist should consider whether the designee has conducted very few practical tests, or is considered a high-activity APD.

7. Performance Measures. For many of the oversight activities, the managing specialist should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the APD understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the APD demonstrate an expert level of knowledge about aircraft operation and systems?

(2) Equipment and Materials. Does the APD select or use the appropriate equipment, device, tools, and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the APD correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the APD follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the APD properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the APD follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the APD follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the APD maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the APD easy to work with and does the APD present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the APD demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the APD effectively communicate either in writing or in conversation with the FAA or general public? Does the APD provide feedback to the FAA with ways to improve the designee system?

8. Performance Measures and Oversight Activity Results. For many of the oversight activities, the managing specialists will summarize the performance measures and make a final oversight activity result. See Figure 6-3 for the general process flow. The managing specialist can select from:

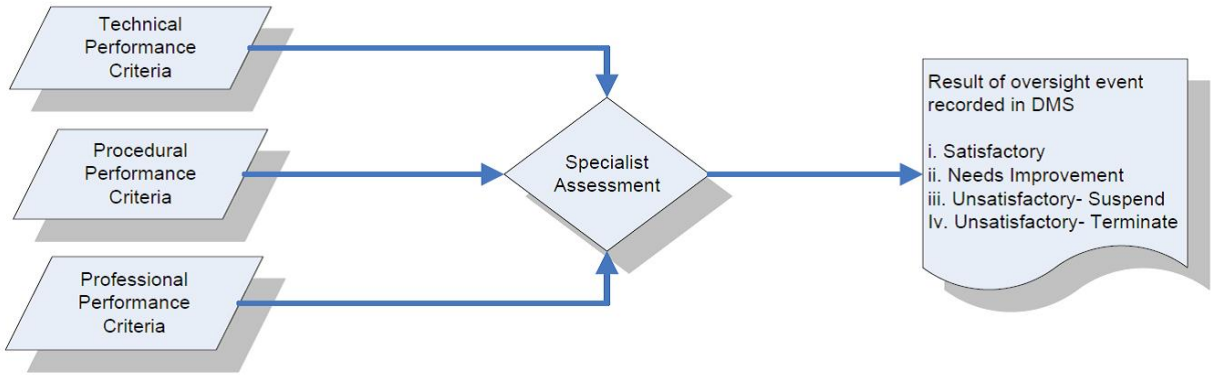
a. Satisfactory;

b. Needs Improvement;

c. Unsatisfactory—Suspend; and

d. Unsatisfactory—Terminate.

Figure 6-3. Performance Measures and Oversight Activity Results



9. Performance Evaluation. See Volume 1.

10. Followup Actions. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate followup action(s) must be determined and recorded in DMS. These actions may include any of the following:

a. Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

b. Additional Training. Managing specialists may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

c. Suspension. The most common reason for a suspension is when the designee has not been following certification standards as described in FAA policy.

d. Reduce Authority. A managing specialist may initiate a reduction in a designee's authority until the performance issue has been corrected.

e. Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to and/or deliberately disregards FAA policy.

> **Note:** A result of "Unsatisfactory" for an oversight activity does not require suspension or termination provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

f. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the managing specialist should refer to the current editions of Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

11. Designee Management Functions.

a. Expand Authorities or Change Limitations. This functionality of DMS is available to managing specialists to address changes in the need and ability-to-manage requirements. The managing specialist must provide justification and an appointing official must approve all requests to expand authority or change limitations. If approved, DMS will automatically update the APD's authorities and CLOA.

b. Reduce Authority. The managing specialist may initiate, or an APD may request, a reduction in an APD's authority through DMS. The managing specialist must provide justification and an appointing official must approve all requests to reduce authority. If approved, DMS will automatically update the APD's authorities and CLOA.

c. Record Note. Record note allows the managing specialist to make a personal note in the APD's DMS record that only the managing specialist can view. This note does not remain a permanent part of the APD record.

d. Send Message to Designee. The managing specialist is able to transmit messages and notifications through DMS, such as changes in the regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Followup action, if required, will be determined by the managing specialist.

f. Preapproval. APDs must obtain preapproval to perform functions on behalf of the FAA. The managing specialist will issue any special instructions to the designee during the preapproval process. Preapprovals may be authorized through two methods, manual or automatic.

(1) Manual Preapproval. Manual preapproval requires the managing specialist to review each request for activity and approve it in DMS. This allows the managing specialist to stay

informed of the APD's activities and plan appropriate oversight. It provides a means for the managing office to ensure an APD is performing only those functions authorized in the CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the managing specialist to set DMS to automatically approve an activity request by a specific APD. This feature provides the managing specialist with a flexible option to provide preapproval while continuing to manage the designee's activity. Automatic preapproval will only be used when the APD's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to an APD during the first 30 days of initial appointment.

(3) Preapproval Timeframe. APDs should complete preapprovals as far in advance as possible to allow the managing specialist or another ASI time to prepare for possible oversight. APDs work in a dynamic and variable environment that may require completion of preapprovals less than 24 hours prior to the requested activity. While this may occur fairly often, consistently late preapprovals may be an indicator of risk. Managing specialists should closely monitor preapproval timeframes and manage risk appropriately. Managing specialists will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel, or Copy Preapproval. DMS allows the designee to change, cancel, or copy a preapproval request.

g. Post-Activity. APDs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the managing specialist with a record of activity for each designee. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports shall be completed within 7 calendar-days of the approved activity.

(2) If an APD does not complete a post-activity report within the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval number until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to an APD for up to 7 calendar-days after a termination, suspension, or expiration for the APD to record any results.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of APDs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of APDs and FAA personnel.

2. General.

a. Managing Specialist Actions.

(1) The managing specialist should work closely with the air carrier to coordinate and schedule APD training and meeting requirements.

(2) The managing specialist will validate in DMS that the APD completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(3) The managing specialist may suspend an APD who fails to complete training and/or meeting requirements.

(4) The managing specialist must conduct adequate oversight of APD initial and recurrent training curriculums that are conducted by the air carrier. This oversight is recorded outside of DMS.

b. APD Training Considerations.

(1) APDs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(2) APDs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

3. FAA-Conducted Training and Meetings. Managing specialists will ensure APDs are trained in the elements listed in Table 6-5, FAA-Conducted Training and Meeting Requirements. APDs should be encouraged to contact the managing specialist and include the air carrier to resolve questions or difficulties. Sufficient contact is essential and will include training, regular meetings, and special meetings. All training conducted by the FAA will be recorded in DMS.

a. Initial FAA-Conducted APD Training. The FAA must train APD candidates in the specific areas identified below in Table 6-5.

b. Recurrent FAA-Conducted APD Training. APDs must attend recurrent training every 24 calendar-months. Managing specialists will ensure training is provided for those elements listed in Table 6-5. An APD who completes this training in the calendar-month before or after the month in which it is due is considered to have taken it in the month in which it was due.

c. Regular Safety Standardization Meetings. At least annually, managing specialists will conduct regularly scheduled meetings with APDs for the purpose of maintaining desirable

standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. Managing specialists should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(1) Updates on administrative procedures and personnel.

(2) Updates in approved programs.

(3) New testing standards or training techniques.

(4) National Transportation Safety Board (NTSB) or FAA Flight Standardization Board (FSB) recommendations on specific aircraft.

d. Special Safety Standardization Meetings. Managing specialists will call special meetings whenever a significant change affects the process of FAA airman certification or other APD functions deemed necessary by the POI, APM, and/or managing specialist.

Table 6-5. FAA-Conducted Training and Meeting Requirements

FAA-Conducted Training and Meeting Elements	Regular Safety Standardization Meetings	Special Safety Standardization Meetings	Initial Training and 24-Month Recurrent Training
Administrative procedures and relationships with FAA inspectors.	X		X
Designee roles and responsibilities, authorities, limitations, representation of the FAA: Applicable changes to 14 CFR New FAA policy and procedures Conduct of practical tests and checks Testing Standards/AQP Review and updating of test scenarios Airman certificate application/IACRA Feedback on approved training programs Regional and national issues (trends, considerations, etc.) Activity and pass/fail rates Administrative discrepancies DMS interface and requirements Written test			X
At least annually, managing specialists will conduct regularly scheduled meetings with APDs for the purpose of maintaining desirable standards and effective working relationships.	X		
Managing specialists will call special meetings whenever a significant change affects the process of FAA airman certification with respect to APDs.		X	

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for managing specialists with APD responsibilities include:

(1) Completion of the air carrier operations ASI indoctrination courses, or equivalent.

(2) Completion of the managing FAA office's managing specialist on-the-job training (OJT) program.

(3) Completion of appropriate FS designee management training courses.

(4) Currency and qualification in accordance with Order 8900.1 for performing direct observations of APDs or applicants.

Note: Managing specialists need not be qualified in every aircraft in which the air carrier operates. If needed, a managing specialist may request a national resource or other available inspector to conduct required direct observations.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

Note: For detailed information regarding the training of APMs managing designees in an ADE program, see Order 8900.1, Volume 13.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500.html. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Authorization

See Volume 1.

Chapter 9. Termination of a Designation

See Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing the ban or termination for cause of an APD. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause for an APD.

2. General. See Volume 1.

3. Official Responsibilities of the Appointing or Selecting Official During Appeal. See Volume 1.

4. Appeal Panel Responsibilities. See Volume 1.

5. Appeal Considerations.

a. Forwarding the Appeal. The FAA office manager will forward the appeal request to AFS-600.

b. Appeal Panel. The AFS-600 division manager or delegate overseeing the appeal will convene an appeal panel comprised of three members:

(1) An AFS-600 representative;

(2) An AFS-200 representative; and

(3) A Flight Standards office manager not associated with the office that terminated the designee.

c. Review of Decision. The panel will review the termination decision and make a final decision within 45 calendar-days of the appeal.

d. Final Decision. The appeal panel's decision is final.

e. Documentation. All documentation associated with the appeal (e.g., outcome, members of the appeal panel, communication with the designee or the Flight Standards office) should be included in the designee's DMS file.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other APD management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for an APD.

2. Assign DMS Roles.

a. General. See Volume 1.

b. Master Role Assigner (MRA). The MRA is typically the office manager or FLM.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. See Volume 1.

5. Retention of Existing Designee Management Files. See Volume 1.

VOLUME 7. TCE DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume supplements the common designee policy by providing specific guidance for the administration of the Training Center Evaluator (TCE) designee management program not otherwise provided in detail in Volume 1, Common Designee Policy.

2. Audience. The primary audience for this volume is TCEs and FAA personnel with oversight responsibilities of designee programs, including FAA management, operational, and administrative employees, as appropriate.

3. Implementation. Compliance with this order will be achieved in accordance with the implementation plans established by each Service/Office for their respective designee types. Implementation will involve transition from existing management and information systems and designee management policies to the Designee Management System (DMS) information technology (IT) tool and policy. Affected employees and designees will be notified through a directive/memo when each implementation will begin and end, as well as when full compliance with this policy is required. FAA employee and designee login credentials and instructions will be provided at the beginning of each implementation. Timing for release and completion of each implementation plan will depend upon:

a. Availability of the DMS IT tool for the respective designee type.

b. Completion of transition training in the electronic Learning Management System (eLMS) by the managing specialist and their respective management officials.

4. Conflicts With Other FAA Orders. The guidance in this order may conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. Because FAA Order 8000.95 encompasses all aspects of designee management, this order takes precedence over other orders containing conflicting information. If the guidance in this order conflicts with 14 CFR, 14 CFR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors.

Section 2. Overview of Designee Functions.

1. TCE. A TCE is an individual employed by a training center certificate holder who is authorized by the Administrator to perform tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specifications (TSpec).

a. Title 14 CFR Parts 142 and 183. TCEs are issued authority to conduct various evaluations based on the FAA's need and ability to manage the TCEs. The regulatory basis for the designation of a TCE may be found in parts 142 and 183. The FAA considers TCEs with

certification authority to be examiners as the term is used in part 183. Training centers certificated under part 142 are required to have sufficient personnel to support their training objectives, which includes the appointment of TCEs. Part 142 also outlines the prerequisites, training requirements, operating procedures, and limitations of TCEs.

b. Contract Check Pilot Authorization. A TCE may, with the approval of the operator's Principal Operations Inspector (POI), be authorized to act as a contract check pilot for that operator. Check pilots and their associated authorities are not a part of DMS or this policy. Check pilot policy and regulatory information can be found in FAA Order 8900.1 and the associated regulatory sections.

c. TCE Authorizations. Specific TCE authorizations are listed on the designee's Certificate Letter of Authority (CLOA) issued through DMS. The following tables list the authorizations that may be issued to a TCE:

Table 7-1. Certificate Level Testing and Checking Authorizations

PE	Private Pilot Examiner	A PE administers private pilot practical tests for the original issuance of a private pilot certificate.
CE	Commercial Pilot Examiner	A CE administers commercial pilot practical tests for the original issuance of a Commercial Pilot Certificate.
IRE	Instrument Rating Examiner	An IRE administers the practical test for the addition of an instrument rating to a pilot certificate.
FIE	Flight Instructor Examiner	An FIE conducts practical tests for the initial issuance, renewal, and reinstatement of flight instructor certificates and additional ratings. An FIE is authorized to issue flight instructor renewals, reinstatements, and additional ratings on the basis of practical tests only.
ATPE	Airline Transport Pilot Examiner	An ATPE administers Airline Transport Pilot (ATP) practical tests for the original issuance of an ATP Certificate.
FEE	Flight Engineer Examiner	An FEE administers Flight Engineer (FE) practical tests for the original issuance of a Flight Engineer Certificate.
TYPE	Type Rating Examiner	A type rating examiner administers aircraft type rating practical tests for a specific make and model (M/M) of aircraft.
61.58 PPE	61.58 Pilot Proficiency Examiner	A 61.58 PPE administers the pilot-in-command (PIC) proficiency checks required by 14 CFR part 61, § 61.58.
142.55 PPE	142.55 Pilot Proficiency Examiner	A 142.55 PPE administers the TCE proficiency checks required by part 142, § 142.55.
142.53 IE	142.53 Instructor Examiner	A 142.53 IE administers the training center instructor observations required by § 142.53.

Table 7-2. Aircraft Category and Class Authorizations

ASEL	Airplane Single-Engine Land	This authorizes a designee to administer practical tests in single-engine land airplanes.
AMEL	Airplane Multiengine Land	This authorizes a designee to administer practical tests in multiengine land airplanes.
ASES	Airplane Single-Engine Sea	This authorizes a designee to administer practical tests in single-engine sea airplanes.
AMES	Airplane Multiengine Sea	This authorizes a designee to administer practical tests in multiengine sea airplanes.
PLFT	Powered-Lift	This authorizes a designee to administer practical tests in powered-lift aircraft.
RH	Rotorcraft-Helicopter	This authorizes a designee to administer practical tests in helicopters.
RECP	Reciprocating	This authorizes an FEE to administer tests or checks in reciprocating-engine-powered aircraft.
TPRP	Turboprop	This authorizes an FEE to administer tests or checks in turboprop-powered aircraft.
TJET	Turbojet	This authorizes an FEE to administer tests or checks in turbojet-powered aircraft.

Table 7-3. Administrative Authorizations

FPE	Foreign Pilot Examiner	An FPE reviews applicants' records, verifies computer test reports for the foreign pilot instrument knowledge tests, and may issue private pilot certificates and ratings at the private pilot certification level on the basis of the applicant's foreign license qualification in accordance with § 61.75. An FPE may also issue a private pilot, commercial pilot, or ATP Certificate on the basis of a Bilateral Aviation Safety Agreement (BASA) and Implementing Procedures for Licensing (IPL) in accordance with § 61.71(c).
MCE	Military Competency Examiner	An MCE reviews a military pilot's records, verifies computer test reports of the military competency knowledge test, and issues Commercial Pilot Certificates and ratings to qualified military pilot applicants as authorized (e.g., § 61.73). The MCE may issue or upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The MCE may accept applications for a flight instructor certificate and appropriate ratings from current and former U.S. military instructor pilots or U.S. military pilot examiners who meet the eligibility requirements as set forth in § 61.73(g).
GIE	Ground Instructor Examiner	A GIE reviews applications and knowledge test results, and issues ground instructor certificates for the basic, advanced, or instrument ratings, as specifically authorized (as per § 61.213).
FIRE	Flight Instructor Renewal Examiner	A FIRE is authorized by the managing Flight Standards office to accept applications for renewal of a flight instructor certificate that is still current and for which the renewal process is merely administrative (i.e., a practical test is not required for renewal of the applicant's flight instructor certificate). The FIRE must identify himself/herself as a FIRE on FAA Form 8710-1, Airman Certificate and/or Rating Application, when processing flight instructor renewals.
RPE	Remote Pilot Examiner	An RPE reviews an applicant's knowledge test report, training course completion certificate, pilot certificate, and logbook, as applicable, for the issuance of a Remote Pilot Certificate, as specifically authorized (as per 14 CFR part 107, §§ 107.61 and 107.63).

Table 7-4. Special Authorizations

CP	Check Pilot	A CP authorization allows a TCE to conduct the competency and proficiency checks required by part 135, §§ 135.293(a)(2) and (b) and 135.297. The CP authorization applies only to those check pilots approved under a standardized curriculum.
CAT II	Category II Examiner	A CAT II examiner administers Category II pilot authorization practical tests in accordance with § 61.67.
CAT III	Category III Examiner	A CAT III examiner administers Category III pilot authorization practical tests in accordance with § 61.68.

2. TCEs Abroad.

a. Approved Training Program. A TCE may be authorized to serve at locations outside the United States, provided the TCE will examine only those applicants from the training center for which TCE authorization is held, in accordance with the part 142 training program.

b. Managing Office. A designee serving internationally will generally be managed by the Flight Standards office responsible for the TCE's training center.

c. Non-U.S. Citizen Authorization. An individual who is not a U.S. citizen may be authorized as a TCE abroad only when the need cannot be filled by a U.S. citizen, and the individual has met the U.S. certification requirements for the examining authority requested.

Section 3. Roles and Responsibilities

1. FAA Personnel Roles and Responsibilities.

a. Office Manager.

(1) Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the management and oversight of designees.

(2) Office managers should anticipate changes in personnel requirements as a result of the "need and ability" standard discussed in Chapter 3, Selection and Evaluation of a Designee Applicant.

(3) Office managers are responsible for continually evaluating the effectiveness of the designee program and managing specialists.

b. Appointing Official. Appointing officials are typically office managers, but may be Front Line Managers (FLM).

c. Selecting Official. Selecting officials are typically FLMs, but may be office managers.

d. Master Role Assigner (MRA). MRAs are typically office managers, but may be FLMs. MRAs ensure inspectors and supervisory staff are assigned appropriate roles within DMS to carry out assigned duties.

e. Managing Specialist. Managing specialists are experienced FAA aviation safety inspectors (ASI) whose specialty is part 142 operations. Managing specialists provide oversight, guidance, and support to assigned TCEs.

(1) The managing specialist is typically one of the following:

(a) Training Center Program Manager (TCPM);

(b) Assistant Training Center Program Manager (ATCPM);

(c) Fleet Training Program Manager (FTPM);

(d) Partial Program Manager (PPM); or

(e) Other assigned inspector.

(2) Managing specialists must ensure TCEs are prepared to perform their duties, including the completion of required training and the maintenance of the minimum qualifications for designation as prescribed in Chapter 2, Application Process.

(3) Managing specialists are responsible for ensuring TCEs maintain airman certification standards as prescribed by regulation, approved training programs, and applicable policies. Managing specialists must conduct an active program of meetings and oversight to achieve this objective.

(4) Designee management must consider potential risks and hazards to safety. Managing specialists should remain constantly vigilant for such risks and hazards. These ASIs should review DMS data and other resources, such as the Safety Performance Analysis System (SPAS), to ensure oversight on problem areas.

(5) Managing specialists must work closely with assigned training centers to assess risk and ensure TCE programs meets the highest level of safety, standardization, and quality assurance.

f. Proxy. The proxy role allows an office to assign a surrogate or backup in DMS to a person holding a primary DMS role for offices with a large number of designees or for when the person holding the primary role will be unavailable.

(1) Proxies should meet the same qualifications required to hold the primary role.

(2) Proxies may be assigned for a defined amount of time or indefinitely.

(3) Only the appointing official, selecting official, and managing specialist roles may be proxied.

(4) An appointing official or selecting official may have only one proxy. Only an appointing official may assign an appointing official proxy. Only an appointing official or selecting official may assign a selecting official proxy.

(5) Each designee may have only one managing specialist and up to three managing specialist proxies. An appointing official, selecting official, and the managing specialist who will be proxied may assign a managing specialist proxy.

(6) Proxy candidates must accept the proxy request in DMS in order to be assigned a proxy.

(7) Primary role holders and proxies should coordinate designee-related activities outside of DMS to prevent duplicate efforts or entries in DMS.

g. Aviation Safety Inspector (ASI). In addition to the roles listed above, any ASI may access DMS to record specific oversight and other activities using the ASI role in DMS.

h. Reporting. The reporting role allows the user to access DMS reports to view designee data and assess risk.

Chapter 2. Application Process

1. Purpose. This chapter provides the policy related to an individual applying to be a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for the application process for a TCE applicant.

2. General.

a. Application Considerations. The application process to designate a TCE is initiated by the employing part 142 training center.

(1) The part 142 certificate holder must submit a letter to the managing specialist requesting appointment of the TCE applicant. The training center will ensure the request letter is provided to the TCE applicant for upload into DMS. The letter of request must contain the following:

(a) Justification of need based on FAA criteria;

(b) Identification of specific authority requested;

(c) Projected timeline of internal evaluator curriculum completion;

(d) Explanation of how this applicant is the most qualified of eligible applicants; and

(e) Statement that training center management has determined that the applicant meets all eligibility and minimum qualification requirements for appointment.

(2) The TCE applicant must:

(a) Complete an application in DMS; and

(b) Upload the training center request letter and a current résumé and/or supplemental information sheet (available in DMS).

(3) The training center will coordinate TCE applications with the managing specialist. TCE applicants will not be considered for designation without a completed DMS application, receipt of the request letter, and uploaded supplemental information.

(4) FAA Tracking Number (FTN). TCE applicants must enter their FTN as part of their application in DMS. The FTN is an essential link between DMS and the Integrated Airman Certification and Rating Application (IACRA) that verifies designee authorizations and allows activity and certification records to align between systems. Applicants can locate their FTN by logging into IACRA.

b. Who Should Apply. Employees of a training center that have been recommended for nomination as a TCE.

c. Multiple Designations. The FAA may designate an airman to perform multiple certification services as a designee. In addition, a designee may be designated to hold more than

one type of designation. For TCE applicants, consideration should be given to the effect of multiple designations on the ability of the TCE to perform functions appropriately.

3. Minimum Qualifications for TCEs. To be eligible for consideration as a TCE, candidates must first:

a. Meet the requirements listed in Volume 1, this chapter, and DMS.

b. Hold an unrestricted FAA pilot or FE certificate, as appropriate, to act as pilot in command (PIC) or FE for the specific aircraft in which the applicant seeks authority.

c. Meet the instructor qualification and training requirements of part 142 subpart C.

d. Be currently assigned as an instructor at the employing training center.

e. Be qualified in each specific curriculum and the associated flight training equipment for which TCE privileges are requested.

f. Have an excellent record as an airman regarding history of compliance actions, violations, accidents, and incidents. The managing specialist must verify the airman information through the FAA's recordkeeping systems before scheduling any training or qualification observations.

g. Have at least 1 year of training center experience as a simulator instructor, and have accumulated at least 100 hours of flight simulation training device (FSTD) operating experience within the previous 12 calendar-months in the same aircraft make, model, series (M/M/S), and type (if type is applicable) of FSTD or aircraft for which the designation is requested.

(1) Managing specialists may consider the candidate's previous experience as an alternative to the one-year experience requirement if such experience is appropriate, timely (within the last 36 calendar-months), and equivalent to the 1-year prerequisite.

(2) When considering a candidate's previous experience to determine its equivalency relative to the authorization(s) being requested, the managing specialist must carefully evaluate the candidate's overall experience in the type of operation and aircraft for which authorization is sought.

(3) Examples of experience that may be considered include prior experience as a TCE, Aircrew Program Designee (APD), Designated Pilot Examiner (DPE), 14 CFR part 91 subpart K (part 91K) check pilot, or a 14 CFR part 119 certificated air carrier check pilot.

Note: To ensure standardization, requests for waivers to the 1-year experience requirement will be forwarded to the appropriate policy office per the deviation process listed in Chapter 3, Selection and Evaluation of a Designee Applicant. Other listed requirements, including the 100-hours of experience in the same M/M/S of FSTD, are not subject to waiver.

(4) The 1-year training center experience and 100-hour requirement to be considered as a TCE do not apply to the introduction of a new aircraft type to the certificate holder's program, which would allow an initial cadre (see paragraph 5 below).

4. TCE (Aircraft). When maneuvers and procedures cannot be fully completed in an approved FSTD, a TCE may be authorized to conduct evaluations in an aircraft in flight.

a. Additional Requirements. TCEs who conduct aircraft evaluations must meet the same requirements specified for FSTD instructors, plus the additional training requirements listed in § 142.53(a)(5) and (6).

b. Hours as PIC. Candidates requesting authorization to conduct evaluations in an aircraft while acting as a required crewmember must have logged at least 100 hours as PIC in the M/M/S of the aircraft, except when approved as initial cadre on newly certificated aircraft types, or newly acquired aircraft for the employing training center.

5. Initial Cadre TCEs. During the early phases of establishing a TCE program, initial cadre TCEs are required. Initial cadre TCE candidates must first become fully qualified as flightcrew members and then be trained, evaluated, and approved as TCEs. Because the regulatory language of part 142 does not address a training process for initial cadre TCEs, this section provides the necessary guidance. The process that follows is valuable for startup operations, or when a new aircraft type is introduced to a training center, because it is a practical way to initiate and build a TCE program, and because it takes advantage of initial training when the center is under close FAA scrutiny (with desirable effects on the TCE program).

a. Existing Training Program. The introduction of an aircraft which is new to a particular satellite training center, but for which the certificate holder already has an existing training program established at another location, does not qualify for approval of instructors and/or evaluators under an initial cadre.

b. Training Center Request. The overseeing inspector must arrange with the training center to approve one or more TCE candidates to form an initial cadre. The training center must submit a letter of request and an initial implementation plan. The implementation plan must include a description of the prerequisites, training, and checking that the initial cadre TCEs will undergo, as well as any associated administrative functions. Specifically, quality control (QC) measures, the training curriculum, recordkeeping, and the methods that will be used for the instructor to gain experience must be clearly identified, as well as any additional information required by the managing specialist or the TCPM. The letter of request must contain the following:

- Name of initial cadre candidates,
- Business address,
- Candidate airman certificate numbers,
- Candidate current positions,
- Requested TCE authorities,
- Aircraft type,

- Brief résumé of each candidate's aviation background and experience, and
- Copies of each candidate's training records.

Note: The TCPM or managing specialist may require additional information to suit circumstances.

c. Training, Startup, or New Aircraft Introduction. The training center must provide a full qualification process for the initial cadre of TCEs nominated.

d. Initial Training and Certification. Prior to initial cadre TCE designation, the training center must first arrange to have the initial cadre TCE candidates trained and appropriately certificated. The training center may provide the training internally, or by contracting with a manufacturer, another part 142 training center, or with other qualified individuals such as flight test pilots (FTP). In any case, initial cadre TCE candidates must meet all of the regulatory requirements of part 142.

e. Gaining Proficiency as an Instructor. After the initial training and certification, initial cadre TCE candidates must become proficient in the training center's approved training program by instructing one another. During this training, a training center may arrange for a pilot from the manufacturer, an operator, or another source to act as the safety pilot or instructor pilot, if needed.

f. Proficiency and Competency Checks. After the first initial cadre TCE candidates have become proficient as instructors, they may then begin the training and checking of other initial cadre TCE candidates in accordance with the training center's initially approved flight training and qualification curriculum segments.

(1) Each check must be observed by an FAA inspector who meets the qualification requirements of FAA Order 8900.1, Volume 1, Chapter 3, Inspector Responsibilities, Administration, Ethics and Conduct.

(2) If the inspector determines that the performance of an initial cadre TCE candidate conducting a certain check is satisfactory, the inspector will recommend to the overseeing inspector that the airman be approved as a TCE for that type of check.

(3) One initial cadre TCE candidate may check another initial cadre TCE. Initial cadre TCEs can repeat this process until each candidate has been approved as a TCE or has been terminated from the program. If only one individual is considered the initial cadre TCE, an inspector will observe that individual conducting a check of another airman.

g. Designation of Initial Cadre TCE. Designation of an initial cadre TCE follows the same basic procedures as for normal (not initial cadre) TCEs.

h. Surveillance of Initial Cadre TCEs. Initial cadre TCEs may not meet the 1-year and 100-hour experience requirements, as a normal TCE (not initial cadre) would. Additional FAA surveillance may be required to mitigate the risk associated with this lack of experience. Although the TCE may be issued a CLOA after the initial surveillance/observation is completed as part of the normal designation process, additional surveillance may also be performed.

Typically, an additional three to five surveillance activities are performed within the first 6 to 9 months following designation; however, TCPMs may deviate below these normal surveillance expectations when the TCE candidate possesses exceptional experience. Conversely, additional surveillance may be required for TCE candidates who lack previous experience that would normally be expected. The following are factors to consider when determining additional surveillance:

(1) Overall training center industry experience with the aircraft type. For example, is this the first curriculum at any training center for this aircraft type?

(2) The specific training center's overall experience with introducing new aircraft type curriculums. For example, is this the first new aircraft type the training center has introduced since certification as an air agency?

(3) Previous surveillance results during the introduction of a new aircraft type curriculum at that specific training center.

(4) Previous experience of each individual TCE, including previous experience as an APD or check pilot on the same aircraft type. For example, does the TCE have previous TCE experience on other aircraft of the same make? Or does the TCE have previous experience as an APD for an air carrier on the same aircraft type?

6. Expanded Authority. Designees may request additional authorizations to their designation. All requests must be made in DMS using the designee's action link. Requests for additional authorizations are viewable in DMS by the selecting official in the same manner as for initial appointment.

7. Disqualifiers. See Volume 1.

8. Privilege, Not a Right. See Volume 1.

9. Post-Application. See Volume 1.

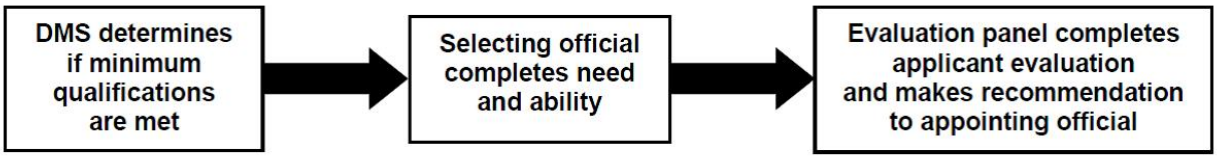
Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection and evaluation of TCE applicants. This designation type-specific policy and Volume 1 constitute the overall policy for the selection and evaluation of a TCE applicant.

2. General.

a. Selection Process. The selection process for a TCE applicant is initiated after the training center submits a letter of request to the assigned Flight Standards office and the designee applicant completes the DMS application. The selecting official then initiates the selection process through DMS. Below is a high-level representation of the designee selection process.

Figure 7-1. High-Level Selection Process Flow



b. Selection Considerations.

(1) The training center should put forth recommendations of the most qualified applicants based on experience, knowledge, and ability.

(2) The selecting official should review all information provided by the training center, managing specialist, and ASIs associated with the training center, when selecting the applicant for evaluation.

(3) Preferred sources for TCE candidates are:

(a) Current or former FAA designees.

(b) Current or former air carrier, military, or foreign Civil Aviation Authority (CAA) evaluators who have engaged in evaluation activities that involved testing and/or checking.

3. Need and Ability to Manage. The selecting official must determine that a need exists and the office has the ability to manage the designee. The selecting official should work closely with assigned inspectors and the managing specialist that will likely be responsible for determining need and ability. The following items must be considered when determining the need and the ability to manage each TCE:

a. Need Considerations.

(1) The ability of the training center to provide the required testing or checking of applicants within 7 calendar-days after the completion of training.

(2) The number of complaints received from the public, if any, about a lack of TCEs to provide certification.

(3) The activity at the training center has increased or is forecasted to increase, and cannot be supported with existing designees.

(4) The ability of the FAA to support the certification work and need with existing designees.

(5) The FAA has lost an employee or designee resource.

(6) The total number of FSTDs.

(7) The number and use of satellite training centers.

b. Ability to Manage Considerations.

(1) FAA inspector staffing must be sufficient and possess the technical skills and knowledge required to manage and oversee the designee.

(2) The existing and projected office workload must allow the office to effectively manage the designee.

(3) Funding must be adequate to allow inspector travel necessary to perform designee management and oversight. If existing budget constraints do not allow for proper oversight, then the designee appointment must not be made.

(4) The geographic location of the designee must not prohibit the ability of the FAA to provide normal designee management and oversight.

c. Other Considerations.

(1) The need for a new designee is driven by the needs of the public. Prior to designation, the training center must clearly show a need for the requested TCE. Scheduling convenience or allowing an individual to meet some other requirement, such as designation by a foreign entity, cannot be considered as justification for the designation.

(2) A utilization review of all TCEs at the training center with similar authority should be accomplished when need is determined. If there is a large variation of activity between TCEs with similar authority, the ability of the training center to efficiently schedule TCEs should be assessed. A large variation of activity would normally prevent the designation of additional TCEs.

(3) A Memorandum of Understanding (MOU) is required to establish and maintain TCEs and to provide training for FAA Operations ASIs assigned to provide oversight duties at the training center. The MOU must be written in accordance with the instructions and the sample MOU which can be found on the list of effective documents located on the part 142 training centers website at https://www.faa.gov/pilots/training/part_142/. Any deviations to this template

must be approved in writing by the Air Transportation Division (AFS-200), in coordination with the Regulatory Support Division (AFS-600).

4. Requesting Qualified Applicants.

a. List of Qualified Applicants. Once the FAA establishes the need and ability to manage a designee, the selecting official can request a list of applicants from DMS. DMS will search active applicants to identify candidates that most closely match the specified criteria.

b. Deviation from Minimum Qualifications. If no qualified TCEs are available within DMS and the FAA demonstrates a significant need for the appointment, the managing specialist may request that the selecting official petition AFS-600, who will coordinate with AFS-200 for a deviation from minimum qualifications as follows:

(1) Documentation. The selecting official will document and communicate the circumstances and justification for the deviation in a memo outside of DMS.

(2) Coordination. The selecting official must route the request through the appropriate division management leadership for concurrence external to DMS. If in agreement with the recommendation, AFS-600, in coordination with AFS-200, will document the circumstances and justification in DMS and complete the required DMS process.

Note: The purpose of a deviation is to fill a specific need that the managing office has for which there are no qualified applicants in DMS. The expectation is the office will appoint the applicant within 30 days of the deviation being granted. If the applicant has not been appointed after 30 days, the process ends.

5. Evaluation.

a. Evaluation of a Designee Applicant. The FAA is required to determine if an applicant is the best qualified for appointment as a TCE. An FAA goal is to establish a uniform designee candidate assessment process (as much as practicable) for all designee types. When a training center presents one or more TCE applicants for selection, the Flight Standards office will establish an evaluation panel to further review and determine if each applicant is appropriately qualified.

b. Evaluation Panel. The evaluation panel must include at least two individuals:

(1) The managing specialist who is expected to be assigned to the designee. The presumed managing specialist will assume the lead role during the evaluation process and coordinate the evaluation panel results in DMS.

(2) The office manager, FLM, or any other operations inspector.

c. Evaluation Panel Checklist. For each prospective TCE candidate, the evaluation panel must complete the following checklist:

(1) Review the training center request letter and determine if it contains the required elements.

(2) Review the TCE application in DMS.

(3) Verify the minimum qualifications have been met.

(4) Verify the applicant possesses the appropriate airman certificate, category and class rating, and type rating for the authorities being sought.

(5) Determine if the TCE duties will be conducted in an aircraft and if a medical certificate is required.

(6) Conduct an interview of the TCE applicant to verify qualifications, application information, and ensure qualities exist to be successful as a designee.

(7) Contact references as necessary.

(8) Review relevant information from the following FAA databases to determine the candidate's aviation background and any issues which may have an adverse effect on the candidate's application:

(a) DMS;

(b) SPAS;

(c) Accident Incident Data System (AIDS);

(d) Enforcement Information System (EIS);

(e) Program Tracking and Reporting Subsystem (PTRS); and

(f) Safety Assurance System (SAS).

d. Evaluation Panel Tasks. In addition to the checklist above, the evaluation panel must ensure the TCE applicant has completed the following activities prior to designation:

(1) Verify the following training has been completed successfully:

(a) The training center's approved TCE training; and

(b) The FAA TCE training (see Chapter 7, Training).

(2) Ensure the proficiency check required by § 142.55(a)(4) has been completed (see Chapter 6, Oversight and Management of a Designee).

(3) Ensure the TCE candidate has been observed conducting a complete certification test consisting of oral, simulator, and aircraft portions if required, when certification authority is requested. If certification authority is not requested, then observe the check for the requested authority (see Chapter 6).

e. Evaluation Panel Outcomes. At the conclusion of the evaluation events, the evaluation panel will make a recommendation in DMS to the selecting official whether to appoint the applicant or not, and indicate what authorities or limitations should be included in the CLOA. There are two appointment recommendation types:

(1) Approve. The evaluation panel recommends appointment and now must:

(a) Identify recommended authorizations and limitations.

(b) Prepare the recommendation for review by the selecting official and appointing official.

(2) Disapprove. If the evaluation panel recommends disapproval, justification must be provided in DMS.

f. Selecting Official Actions. The selecting official may accept or reject the evaluation panel recommendation.

6. Banning. See Volume 1.

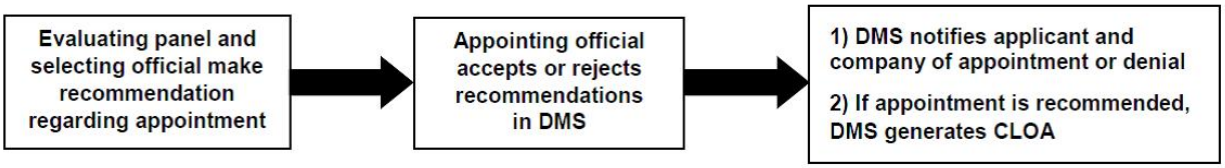
Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of TCE designees. This designation type-specific policy and Volume 1 constitute the overall policy for the appointment of a TCE.

2. General.

a. Appointment Process. Below is a high-level representation of the designee appointment process.

Figure 7-2. High-Level Appointment Process Flow



b. Appointment Checklist. The evaluation panel recommends appropriate privileges and limitations in the CLOA based on the applicant's:

(1) Background experience;

(2) Personal and professional qualifications; and

(3) Needs of the appointing office.

c. Appointing Official Actions. The appointing official may accept or reject the evaluation panel and selecting official recommendations.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. CLOA Expiration Date. Upon designee appointment, DMS will generate a CLOA with an expiration date on the last day of the 12th month following the CLOA's approval date. DMS will continue to extend the expiration date for 12 calendar-months annually subject to the following conditions:

a. Designee Completes DMS Action Item. The designee must complete the action item in DMS within 60 calendar-days of expiration.

b. Designee Maintains Qualifications. The designee must continue to meet all requirements to maintain the authorizations listed on the CLOA.

c. Length of Appointment. The designee may serve at the discretion of the Administrator until his or her designation is terminated in DMS.

6. Reinstatement. A former TCE who was terminated "not for cause" may apply for reinstatement up to 12 calendar-months after termination only for the training center where last assigned. The training center must submit a reinstatement request letter, and the former TCE must:

a. Have a prior record in DMS; and

b. Continue to meet all requirements for issuance of the designation.

7. Reinstatement Process. Once the Flight Standards office determines the former designee is still competent to perform authorized activities, the CLOA is reissued with the original designation number used for reinstatement.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the common policy associated with the responsibilities and obligations of a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for the responsibilities and obligations of a TCE.

2. TCE Responsibilities. In addition to the responsibilities listed in Volume 1 of this order, TCEs must:

a. Complete Administrative Tasks. TCEs must complete the airman certification forms or entries in accordance with FAA policy and regulatory requirements. The paperwork must be accurate, complete, and timely. All certification packages must be completed via IACRA or sent to the managing office within 7 calendar-days of completion.

b. Establish Recency of Experience.

(1) A pilot TCE may accomplish recency of experience requirements in an approved level C or D full flight simulator (FFS).

(2) A TCE with an FE authorization may accomplish recency-of-experience requirements in an approved level 6 or 7 flight training device (FTD), as well as all levels of an approved flight simulator.

c. Assure Confidentiality. Designees must ensure that information regarding tests or checks remains private and confidential.

d. Maintain Security of Controlled Material. Each TCE is responsible for maintaining the security of controlled material pertaining to the issuance of the airman certificate. The TCE must use appropriate security procedures as identified by the training center and managing specialist. At a minimum, TCEs shall ensure adequate security of:

(1) Knowledge element questions developed for the tests;

(2) Skill element plans of action developed for the tests;

(3) Airman Certificate and/or Rating Applications and Temporary Airman Certificates; and

(4) Applicant Personally Identifiable Information (PII).

3. TCE Authorizations.

a. Section 142.53 Authority. If authorized on the CLOA as a 142.53 IE, a TCE may conduct the instructor observations required by § 142.53(a)(1) and (7). The TCE must be from the same training center and qualified and current in the specific curriculum and flight training equipment as the instructors being observed. Managing specialists should list the specific curricula for which the TCE is authorized 142.53 IE authority in the limitations section of the CLOA.

b. Section 142.55 Authority. If authorized on the CLOA as a 142.55 PPE, a TCE may conduct the TCE proficiency checks required by § 142.55(a)(4). The TCE must be from the same training center and qualified and current in the specific curriculum and flight training equipment as the TCE being checked. Managing specialists should list the specific curricula for which the TCE is authorized 142.55 PPE authority in the limitations section of the CLOA. The managing specialist or other assigned inspectors may conduct the § 142.55 TCE proficiency check at any time if desired.

c. Issue Airman Certificates Based on Check Pilot Authority. A TCE with full certification authority may issue an ATP Certificate and/or the appropriate aircraft type rating after successful completion of a proficiency check under § 121.441, or both a competency check under § 135.293(a)(2) and (b) and a PIC instrument proficiency check (IPC) under § 135.297. Anytime a TCE issues an airman certificate based on an air carrier check, the TCE must complete a preapproval to document the activity in DMS.

(1) Check Pilot Authorization Under a Standardized Curriculum. A TCE may, with the approval of the center's TCPM, be authorized to act as a part 135 check pilot under a standardized curriculum. Because standardized curricula and the associated check pilots are approved under part 142 by the TCPM, check pilot authority will be granted in DMS and listed on the TCE CLOA, along with the list of standardized curricula for which the TCE is approved as a check pilot.

(2) Contract Check Pilot Authorization. A TCE may, with the approval of the operator's POI, be authorized to act as a contract check pilot for that operator. Contract check pilots and their associated authorities are not a part of this policy. Contract check pilot authority is not listed on the TCE CLOA. Contract check pilot policy can be found in Order 8900.1.

d. Second-in-Command (SIC) Type Rating. A TCE may, with appropriate certification authority, issue an SIC type rating to an applicant in conjunction with the satisfactory completion of a training center's approved curriculum provided the applicant:

(1) Is enrolled in a curriculum approved to meet the requirements of § 61.55; and

(2) Has not failed to complete a curriculum approved to meet the requirements of § 61.58, § 61.63, or § 61.157.

Note: An applicant who has applied for an initial or additional type rating may not be granted an SIC type rating due to his or her inability to successfully complete the initial or additional type rating training course. In those instances, the individual will be issued a Notice of Disapproval.

e. Administrative Authority. A TCE may be authorized to perform administrative certificate functions for students enrolled in an approved training center curriculum subject to the following conditions:

(1) The appropriate administrative authorizations must be listed on the TCE's CLOA;

(2) A TCE may only perform administrative functions for students enrolled in an approved curriculum at the TCE's employing training center; and

(3) The TCE receives FAA training on the issuance of certificates related to each specific administrative function authorized.

f. Administrative Removal of Certificate Limitations. If appropriately rated, a TCE may remove the limitations associated with §§ 61.64, 61.159, and 61.160. No specific administrative authorization is required on the TCE's CLOA. The applicant must be a student enrolled in an approved curriculum at the TCE's employing training center and needs only to present satisfactory evidence that he or she has met the appropriate requirements. Refer to Order 8900.1, Volume 5, Chapter 3, Section 1, Application Phase—ATP Applicants Engaged in Operations Under 14 CFR Parts 121, 135, or 91 Subpart K—Airplanes and Helicopters.

Note: Each certification activity must be approved before the designee can perform any function on behalf of the FAA. Designees will complete preapprovals and post activities in DMS for all certificates issued.

4. TCE Limitations. TCEs must adhere to the following limitations:

a. Multiple Training Centers. A TCE may not be a TCE for more than two different training center certificate holders.

b. Maximum Evaluation Time. Combined instruction and evaluation time in an FSTD may not exceed 8 hours in any 24-consecutive-hour period. This limitation does not include preflight and postflight briefings associated with flight training.

c. Maximum Evaluation Events. A TCE may perform no more than four evaluation events in any 24-consecutive-hour period. An event consists of either one oral evaluation or one simulator evaluation, or any portion thereof.

d. Three or More Grades of Pilot Certificate. A TCE may not conduct evaluations for three or more grades of pilot certificate unless specifically justified and approved by the managing specialist.

e. Multiple Aircraft. Before a TCE can be approved for a second aircraft, the managing specialist must carefully evaluate the differences between the aircraft currently authorized and that of the second type requested. In many cases, an aircraft type rating will encompass a number of different models and series of aircraft within that type rating. Different models and/or series within a specific type may have vastly different operating characteristics and systems. Levels of differences (designated A–E) are described in Order 8900.1, Volume 3, Chapter 19, Flightcrew Member Training and Qualification Programs . Because the TCE's knowledge and skills directly affect the quality of an evaluation, the managing specialist must consider the following guidelines and limitations when determining the reasonable number of aircraft in which a TCE may be authorized to conduct evaluations:

(1) A TCE may not be authorized in more than two aircraft types or two different M/M/S within the same type if they are significantly different.

(2) A TCE may not be authorized to conduct evaluations in more than one aircraft type and one training course for non-type-rated aircraft.

(3) A TCE may conduct evaluations in up to four different series of one aircraft model, provided the differences between series are not significant (no more than level A or B differences). Authorization to conduct evaluations in an aircraft model or series that encompass level A or B differences are relatively easy to accomplish (e.g., DHC-8-100 versus DHC-8-200) and may not affect the TCE's ability to effectively transition between the aircraft.

(4) Authorization to evaluate in a model and series that requires level C, D, or E differences training will affect the complexity of the evaluation and must be considered before additional authority is granted (e.g., LR-25 versus LR-55).

(5) Authorization to evaluate in aircraft that require separate curricula and/or flight training equipment must be considered as another type rating even though they may list the same type rating on the pilot's certificate (e.g., DC-9-30 versus MD-88 or B717).

(6) Evaluations resulting from a specialty curriculum, such a CAT II or III authorization, also affect overall complexity.

(7) Consideration must also be given to the number of annual proficiency checks and training events required to maintain the TCE's currency.

f. Proof of Eligibility. A TCE may not conduct tests unless an applicant presents proof of eligibility as prescribed in 14 CFR part 61.

g. Completion of Airman Knowledge Test. A TCE may not conduct an oral or practical test unless the applicant has passed the required airman knowledge test.

h. Graduates of the Employing Training Center. TCEs may only conduct evaluations for graduates of the employing training center or satellite center(s).

i. Examiners-at-Large. TCEs may not act as examiners-at-large by conducting practical tests or proficiency checks for the general pilot population.

j. Functioning as a Crewmember. A TCE may not function as a required crewmember while conducting simulator evaluations.

k. Teaching During Testing or Checking. A TCE may not combine teaching with testing or checking during the evaluation of an applicant, except when conducting approved progressive checks.

l. Participation in Recent Training or Testing. A TCE may not evaluate an applicant for a certificate, additional rating, or an amendment without the expressed permission of the managing specialist if the TCE has instructed the applicant in preparation for the certificate or rating sought, when the TCE has recommended the applicant, or when the TCE has found the applicant's performance to be unsatisfactory on the previous evaluation. Exceptions to this policy may be granted on a case-by-case basis after considering any unique or extenuating

operational circumstances surrounding the particular request. Scheduling convenience and trainee availability are not valid reasons to grant such permission.

m. Applicant's Third Evaluation. A TCE may not conduct an evaluation of an applicant for any certificate action if during the previous two attempts the applicant was issued a Notice of Disapproval. The applicant's third evaluation will be conducted by a qualified FAA ASI.

n. Expired TCE Authority. A TCE must not conduct any evaluation after the expiration date listed on his or her CLOA.

o. Use of the English Language. All tests and checks must be conducted using the English language.

p. Exemptions from Testing or Checking Requirements. A TCE may not exempt any applicant from the testing or checking requirements listed in the applicable practical test standards (PTS)/Airman Certification Standards (ACS), the approved curriculum, or other qualification module.

q. Suspension of a Test or Check. A TCE may not temporarily suspend a test or check to allow the applicant further study, and then continue the same test later.

r. Amendment or Alteration of a Certificate. A TCE may amend or alter a certificate only:

(1) When adding a rating to the certificate of an applicant that the TCE has tested and found to be competent.

(2) When removing a limitation from a certificate, if authorized. For example, a TCE may remove the "Circling Approach–VMC Only" limitation when the applicant has completed an approved course of training and the TCE has completed the appropriate qualification module.

(3) When adding an SIC type rating to an airman's certificate, if the applicant has successfully completed an approved training curriculum that meets the requirements of § 61.55.

(4) A TCE authorized as an FE may remove the restriction imposed by Exemption 4901 for an FE applicant, provided the TCE has been appropriately trained and authorized to perform the removal per the training center's approved TSpecs.

s. Expired Temporary Airman Certificate. A TCE may not reissue or amend any expired Temporary Airman Certificate.

t. Waivers, Special Medical Evaluations, Competency Tests. A TCE may not conduct special medical evaluations, tests for waivers, or any test for competency under Title 49 of the United States Code (49 U.S.C.) § 44709. Such applicants will be referred to the responsible Flight Standards office.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter provides the policy related to the oversight and management of TCEs. This designation type-specific policy and Volume 1 constitute the overall policy for the oversight and management of a TCE.

2. General.

a. Considerations. Effective oversight of TCEs is founded on a dogged strategy of risk management in which safety management principles by a training center, and oversight by the FAA, includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence, and taking appropriate preventive action.

b. TCE Oversight. TCE oversight includes the comprehensive evaluation, management, and monitoring of a TCE's activities. Complete surveillance of a TCE involves a group of activities designed to evaluate a TCE's overall performance.

(1) Oversight in DMS is not tied to the CLOA expiration date. Oversight need only be completed at some point within a given time period as defined by regulation and DMS.

(2) Oversight activities may be completed independently over a set period of time, or any number of activities may be completed together.

(3) This approach to oversight was adopted to allow the managing specialist flexibility in completing oversight activities as the opportunity arises, and to encourage focus on the specific element being evaluated. Designee oversight is most effective when it occurs throughout the year rather than with an all-at-once, infrequent approach.

3. Oversight Roles.

a. Managing Office and Managing Specialist.

(1) The FAA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. Office managers continually evaluate the effectiveness of the respective designee processes, and are responsible for prompt response and feedback to designees.

(2) Managing specialists are responsible for ensuring designees maintain airman certification and checking standards as prescribed by regulation, FAA orders, the PTS/ACS, and approved training programs. Managing specialists must conduct an active program of meetings and oversight to achieve this objective.

4. Oversight and DMS.

a. Designee Oversight. Designee oversight includes the managing, monitoring, and tracking of a designee's activities and performance. Oversight activities include those generated in DMS and any additional oversight deemed appropriate by the managing specialist.

b. Oversight Record. Maintaining an accurate oversight record in DMS is crucial not only to managing individual designees, but it also allows for the identification of strengths and weaknesses in the entire system. The managing specialist must conduct designee performance evaluations on an ongoing basis predicated on the outcome of oversight activities. An overall performance evaluation must also be recorded in DMS.

5. Oversight Actions.

a. Planning an Oversight Activity. In addition to guidance provided in Volume 1, managing specialists should use a risk-based analysis to determine when an oversight activity is necessary. Circumstances that warrant an oversight activity include, but are not limited to:

(1) Oversight of designees in accordance with DMS-generated oversight activities and additional oversight as deemed necessary;

(2) Complaints received about a designee's conduct during certifications;

(3) Designees determined to be in the "high risk" category;

(4) Persons newly designated (inspections can occur at a higher level of frequency to ensure compliance); and

(5) The managing specialist identifies a deficiency during an oversight activity or performance evaluation and determines the need for additional oversight.

b. Preparing for the Inspection. Review the following documents prior to the inspection:

(1) The designee's record;

(2) Previous inspection reports, historic data, and DMS entries;

(3) Any correspondence between the Flight Standards office and the designee since the last inspection;

(4) The TCE's plan of action and the training center's approved curriculum; and

(5) The oversight activity preapproval in DMS.

c. Conducting Inspections. Although unannounced inspections are required and appropriate under some conditions, managing specialists should consider conducting inspections at a time coordinated with the TCE. Oversight plans for designees that operate around or nearly around the clock should include inspections throughout the designee's operating hours.

d. Job Aids. Managing specialists should use job aids when available to assist with and standardize inspection functions. When a job aid is not available, inspectors should use the detailed guidance found in this order.

6. Oversight Activities. In DMS, the following oversight activities are available:

a. Direct Observation. The TCE is observed conducting a complete test or check to ensure the designee performs in accordance with regulatory requirements, FAA policy, and applicable standards. The purpose of this observation is to evaluate the TCE's ability to test or check in accordance with requirements and complete appropriate documentation. In DMS, each direct observation is split into two parts, the ground (oral) portion and the flight portion. If a designee is both a pilot and FE TCE, then the designee must be observed conducting both a pilot and an FE test or check.

> **Note:** The TCE's aircraft-specific knowledge and flight training equipment proficiency is evaluated during the annual instructor proficiency check for each curriculum.

(1) Initial TCE Designation. Each candidate will be observed and evaluated conducting each portion of a complete practical test (or proficiency check, if authorization is limited to § 61.58 proficiency checks only) by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3. This evaluation will include an observation of the applicant conducting the complete oral, FSTD, and (if appropriate) aircraft flight-testing modules, as well as associated briefings and debriefings appropriate for the authorizations requested.

(2) TCE Certification Authority. For TCEs requesting to maintain or add full certification authority, the observation will consist of an actual certification event at least once every 24 calendar-months, subject to the following conditions:

(a) The qualification evaluations referenced above must be conducted in accordance with a core curriculum approved for the employing training center and appropriate for the evaluation authority being sought. The applicant must also demonstrate the proper completion of the training and curriculum paperwork required by the employing center, as well as appropriate FAA documentation and reporting to include airman certification and/or qualification forms, IACRA (if applicable), and appropriate DMS entries.

(b) If, due to unforeseen circumstances, it is not practical to observe a TCE with certification authority prior to the direct observation due date in DMS conducting a certification event, a proficiency check administered under § 61.58 or § 121.441 or combined competency/proficiency checks under §§ 135.293 and 135.297 may be substituted at the discretion of the TCPM. If credit will be for the completion of either a § 121.441 proficiency check or combined §§ 135.293 and 135.297 competency and proficiency checks, these specific checks must be accomplished using the curriculum of one of the center's customers for which the TCE has also been authorized as a contract check pilot.

(c) The managing specialist's authority to accept a competency or proficiency check in lieu of a certification event for a TCE observation may only be exercised provided the TCE has been observed conducting an actual certification event at least once in the previous 24 calendar-months.

(d) If a TCE with certification authority is unable to be observed conducting an actual certification event at least once every 24 calendar-months due to the center's lack of workload,

the managing specialist shall evaluate the need for the TCE to hold certification authority. Inability to observe a TCE conducting a practical test for an actual certification event is justification for a reduction of the TCE's authority or termination of the TCE's designation.

(3) TCE Proficiency Check-Only Authority. For TCEs with authorizations limited to proficiency checks only, an observation of a complete proficiency check will be required. The TCE will be observed in the context of all phases applicable to the TCE's authority (oral, FFS, and aircraft). If the observation is conducted during a part 121 or 135 proficiency check, the inspector must sign the air carrier/operator's proficiency check form to document the observation requirements of § 121.413 or § 135.339.

(4) Multiple Aircraft Types. If the TCE is qualified in more than one type of aircraft, alternating observations should be planned. If the aircraft are not in the same category and class, evaluations that are more frequent must be scheduled. In this situation, the TCE's next observation must be accomplished in the alternate aircraft. It is important to note that TCE observations are not the same as the requirement for each instructor to annually demonstrate instructional proficiency in a representative segment of each curriculum in which he or she is authorized to instruct (refer to § 142.53(a)(1)).

(5) TCE Aircraft Authority. If the TCE will have authority in a simulator and in an aircraft, then an observation of the TCE performing both functions is required:

(a) If the TCE is authorized to conduct a segment of the check or test in an aircraft, it is acceptable for the managing specialist to conduct the observation entirely in an FFS, provided the FFS can replicate all required maneuvers.

(b) Those events normally conducted in the aircraft must be observed in the FFS with the TCE in the crewmember position occupied when evaluating in the aircraft. If the TCE's normal position is in the right seat, then the managing specialist may act as the applicant in the PIC position, if current and qualified. If the observation is conducted in something other than an airplane, then the typical seat position should be used.

(c) The TCE must still demonstrate in an FFS all tasks that would be evaluated from the evaluator operating panel.

(6) TCE Administrative Authority. TCEs with administrative authorizations should expect the FAA to observe their first administrative certification actions. Thereafter, TCEs may be observed conducting administrative functions at any time without prior notice, subject to the following requirements:

(a) Administrative observations will be recorded in DMS as a Direct Observation—Administrative.

(b) The TCE will be observed conducting a complete administrative certification event, from the applicant presenting the application, to the TCE completing appropriate documentation and issuing the certificate.

(c) Timing and frequency of administrative direct observations are at the discretion of the managing specialist.

(d) Administrative direct observations do not meet the testing and/or checking direct observation requirements listed above.

(7) Direct Observation Frequency. The frequency of direct observations depends on the TCE authority held:

(a) Initial TCE Authorization. All TCEs should be observed at least once within the first 12 calendar-months after initial designation.

(b) TCEs With Certification Authority. A TCE with full certification authority will be observed according to the risk-based activity matrix within DMS. At a minimum, the observation will consist of an actual certification event at least once every 24 calendar-months.

(c) TCEs With Proficiency Check-Only Authority. A TCE with proficiency check-only authority will be observed at least once every 24-calendar-months.

(d) TCEs With Special Authorizations. A TCE that holds other authorizations such as CAT II or III that are not part of a core curriculum should be observed annually in addition to the requirements listed above. Once an observation is completed, no more than 12 calendar-months may pass before the next special authorization observation is completed. The observation is valid up to the last day of the month in the year after it was completed.

(e) Overdue Direct Observations. The managing specialist should ensure a designee's direct observation is completed on or before the due date listed in DMS. When a designee's direct observation cannot be completed before the due date, DMS will not prevent the designee from performing additional delegated activities. All factors must be considered and risk managed appropriately. If the managing specialist determines the lack of a completed direct observation presents an unacceptable risk, the designee may be suspended in DMS until the direct observation is completed. Direct observations may not be extended more than one quarter beyond the due date (e.g., a due date of June 30 may not be extended beyond September 30).

(8) Unannounced Direct Observations. It is noted that, when the FAA plans an observation of any portion of a practical test (either ground or flight), an applicant's permission is not required. Further, advance notice to either the designee or applicant is not required. Unannounced observations are at the discretion of the managing specialist, and can be a useful tool in determining the quality of the designee's work when they are not expecting to be observed.

b. Annual Meeting. The managing specialist conducts an annual meeting with the TCE. This meeting may be combined with recurrent FAA-conducted TCE training.

c. Activity Log. The managing specialist reviews the activity log in DMS for the previous four quarters in order to:

(1) Evaluate whether TCE activity justifies continued need for the designation.

(2) Identify any compliance issues or other risk factors (e.g., exceeding the number of events or time allowed in a 24-hour period, comparing activity reported in DMS to actual training records).

d. Section 142.55 TCE Proficiency Check. Each TCE must satisfactorily pass a written test and annual proficiency check as required by § 142.55(a)(4). The proficiency check may be conducted by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3, or another TCE with 142.55 PPE authority from the same training center who is qualified and current in the specific curriculum and flight training equipment. If a designee is both a pilot TCE and an FE TCE, then the designee must complete a proficiency check as both a pilot and FE.

(1) The proficiency check must be taken in a FFS or aircraft that represents the M/M/S of aircraft in which the TCE will be conducting evaluations. In addition, if authorized to evaluate in the aircraft due to the limitations of the FSTD for 100-percent testing and checking, the TCE must accomplish an annual proficiency check in the aircraft on the maneuvers that cannot be accomplished in the FSTD.

Note: An instructor proficiency check that is designed to evaluate "a representative segment of each curriculum" as permitted by § 142.53 (as opposed to the full requirements of the appropriate PTS or ACS), does not meet the testing or checking requirements for a TCE. A TCE proficiency check, however, may be considered to meet the instructor proficiency requirements of § 142.53.

(2) Each required proficiency check must have been accomplished within 12 calendar-months of the previous proficiency check. Completion of the proficiency check in the calendar-month before or the calendar-month after the month in which it is due is considered to have been completed in the month it was due.

(3) A TCE may accomplish required part 142 subpart C proficiency check requirements by one of the following methods:

(a) Accomplish the annual proficiency evaluation as required by § 142.55;

(b) Complete an air carrier's proficiency evaluation in accordance with § 121.441 or §§ 135.293 and 135.297 for the M/M/S of aircraft for which the TCE holds evaluation authority; or

(c) Accomplish the evaluation required for initial qualification or the addition of an aircraft type to the TCE's CLOA.

Note: TCEs that maintain their § 142.55 qualification through an approved air carrier program must accomplish all of the maneuvers required by the ATP PTS or ACS, as appropriate, regardless of the specific air carrier's proficiency check requirements. For example, an air carrier may not be approved to conduct circling approaches at published minimums. In order for the TCE to remain qualified to instruct and evaluate circling approaches at published minimums, the TCE must be evaluated accomplishing the circling maneuver at published minimums during

his or her proficiency check. This requirement must be met to ensure the TCE's part 61 qualifications are maintained.

(4) The content of the proficiency check must include a demonstration of the following:

(a) The knowledge and skill areas required for the original issuance of the certificate for which the TCE holds authority; and

(b) All maneuvers and procedures listed in the PTS or ACS, as appropriate, for the applicable certificate and rating. In addition, this check must include other crewmember functions that the TCE may be expected to evaluate in the accomplishment of assigned duties, such as CAT II or Head-Up Display (HUD)/Enhanced Vision Systems (EVS) approaches.

e. Certification Package Review. The managing specialist reviews all airman certification packages submitted to the office by the designee. TCEs must accurately complete certification packages in a timely manner. Correction notices received from the Civil Aviation Registry Division (AFB-700) are also recorded.

f. Review Feedback. The managing specialist records in DMS any information regarding the performance of his or her designee.

g. Provide Technical Assistance. The managing specialist will document in DMS when technical assistance is provided to a designee. Technical assistance does not include answering a quick question via phone or email, but consists of more in-depth assistance involving research and/or training.

h. Special Emphasis Oversight. Certain TCE performance factors prompt at least one additional required observation other than those that are normally required. The following factors may be indicative of underlying safety risks that require timely FAA attention. Special emphasis inspections are prompted in the following situations:

(1) Multiple Aircraft or Authorizations. A TCE conducts tests or checks in multiple M/M/S of aircraft, or has additional authorizations, such as CAT II or III.

(2) Exceeds Evaluation Time or Events. A TCE exceeds 8 hours of evaluation time or conducts more than four evaluation events on a given day.

(3) Test or Check of Student Trained by TCE. A TCE tests or checks a student trained by that TCE without prior approval from the managing specialist.

(4) Certification File Error Rate. The TCE has a certification file error rate exceeding 10 percent.

(5) Valid Public Complaint, Accident, Incident, or Violation. The TCE is the subject of valid public complaint, or has been involved in an accident, incident, or violation.

Note: Managing specialists, in consultation with their Flight Standards office management, may use discretion and judgment in the kind and frequency of

inspections of individual TCEs. For example, if a designee's error rate is above 10 percent, the managing specialist should consider whether the designee has conducted very few practical tests, or is considered a high-activity TCE.

7. Performance Measures. For many of the oversight activities, the managing specialist should use the following performance measures to determine designee performance:

a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the TCE understand the terminology contained in FAA orders, the PTS/ACS, and other reference material used in planning, describing, or conducting airman testing? Does the TCE demonstrate an expert level of knowledge about aircraft operation and systems?

(2) Equipment and Materials. Does the TCE select or use the appropriate equipment, devices, and reference material, etc., when planning or conducting tests?

(3) Interpret and Apply. Does the TCE correctly interpret and apply performance standards as required by the authorization?

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Screening Applicants. Does the TCE follow the correct procedure when accepting applications and determining applicant eligibility?

(2) Submittal of Information and Data to the FAA. Does the TCE properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations and Tests. Does the TCE follow the correct procedure when conducting, grading, and providing feedback to applicants during testing?

(4) Issuing Certificates, Approvals, Authorizations, or Results to the Applicant. Does the TCE follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings to the applicant upon completion of the testing activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Ethics and Judgment. Does the TCE maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

(2) Cooperative Attitude With the FAA. Is the TCE easy to work with and present a positive attitude when interacting with the FAA? Is the designee responsive and accessible to the FAA when required?

(3) Professional Representation of the FAA to the Public and Stakeholders. Does the TCE demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(4) Oral and Written Communication. Does the TCE effectively communicate either in writing or in conversation with the FAA or general public? Does the TCE provide feedback to the FAA with ways to improve the designee system?

8. Performance Measures and Oversight Activity Results. For many of the oversight activities, the managing specialists will summarize the performance measures and make a final oversight activity result. See Figure 7-3 for the general process flow. The managing specialist can select from:

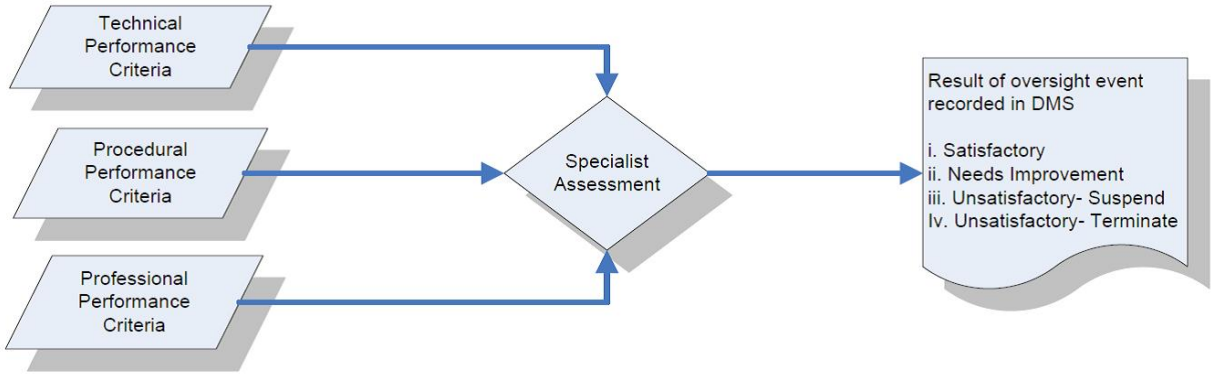
a. Satisfactory;

b. Needs Improvement;

c. Unsatisfactory—Suspend; and

d. Unsatisfactory—Terminate.

Figure 7-3. Performance Measures and Oversight Activity Results



9. Performance Evaluation. See Volume 1.

10. Followup Actions. If the designee's oversight outcome results in "Needs Improvement" or "Unsatisfactory," then appropriate followup action(s) must be determined and recorded in DMS. These actions may include any of the following:

a. Counseling. As conditions warrant, the FAA will provide direct guidance and counseling to designees.

b. Additional Training. Managing specialists may prescribe additional training to correct a deficiency related to a specific event, an oversight activity, or to address specific performance issues.

c. Suspension. The most common reason for a suspension is when the designee has not been following certification standards as described in FAA policy.

d. Reduce Authority. A managing specialist may initiate a reduction in a designee's authority until the performance issue has been corrected.

e. Termination. If counseling or suspension does not correct a deficiency in designee performance, termination of the designation must be initiated. Immediate termination may also be appropriate when a designee knowingly acts contrary to and/or deliberately disregards FAA policy.

> **Note:** A result of "Unsatisfactory" for an oversight activity does not require suspension or termination provided the issue is immediately corrected. If the unsatisfactory event cannot be corrected, then suspension or termination may be warranted.

f. Actions to Address Regulatory or Statutory Noncompliance. If compliance or enforcement action is required, the managing specialist should refer to the current editions of Order 8900.1, Volume 14, Compliance and Enforcement, and FAA Order 2150.3, FAA Compliance and Enforcement Program, for correct procedures and to determine action choice(s).

11. Designee Management Functions.

a. Expand Authorities or Change Limitations. This functionality of DMS is available to managing specialists to address changes in the need and ability-to-manage requirements. The managing specialist must provide justification and an appointing official must approve all requests to expand authority or change limitations. If approved, DMS will automatically update the TCE's authorities and CLOA.

(1) Addition of Certification Authority. A TCE with proficiency check-only authority may add certification authority to conduct 14 CFR part 61 or 63 practical tests. The TCE must be observed by the FAA conducting an actual certification event as described under subparagraph 6a, Direct Observation.

(2) Additional Aircraft Authority. A TCE may add the authorization to evaluate in an additional M/M/S, and type (if applicable), of FSTD and/or aircraft.

(a) The TCE must satisfactorily pass a written test and proficiency check in the M/M/S, and type (if applicable), of aircraft to be added.

(b) The TCE must be observed and evaluated conducting each portion of a complete practical test (or proficiency check, if authorization is limited to § 61.58 proficiency checks only) by an FAA inspector qualified in accordance with Order 8900.1, Volume 1, Chapter 3.

(3) Section 142.53 and 142.55 Authorities. A TCE may be authorized to conduct the instructor observations required by § 142.53 and the TCE proficiency checks required by § 142.55.

(4) Administrative Authorities. A TCE may be authorized to perform administrative certificate functions for students enrolled in an approved training center curriculum.

(5) CAT II and III Authorities. A TCE may be authorized to conduct CAT II and/or CAT III practical tests required by §§ 61.67 and 61.68, subject to the following requirements:

(a) The managing specialist must provide adequate training.

(b) TCEs must complete an approved instructor and TCE CAT II/III training curriculum developed by the training center.

(c) TCEs will not be given authority to conduct CAT II/III practical tests until they have satisfactorily demonstrated adequate knowledge and at least one CAT II/III practical test to the managing specialist or other authorized inspector.

(d) In addition to the initial CAT II/III practical test observed by the managing specialist, at least every tenth CAT II/III practical test conducted by an authorized TCE will be observed and deemed satisfactory by the managing specialist or other authorized inspector.

b. Reduce Authority. The managing specialist may initiate, or a TCE may request, a reduction in a TCE's authority through DMS. The managing specialist must provide justification and an appointing official must approve all requests to reduce authority. If approved, DMS will automatically update the TCE's authorities and CLOA.

c. Record Note. Record note allows the managing specialist to make a personal note in the TCE's DMS record that only the managing specialist can view. This note does not remain a permanent part of the TCE record.

d. Send Message to Designee. The managing specialist is able to transmit messages and notifications through DMS, such as changes in the PTS/ACS, regulations, upcoming meetings, and other communications, as may be necessary.

e. Record Feedback. Record feedback allows any FAA employee with access to DMS to record information pertaining to the designee. This may be positive or negative feedback, and may come from sources within or outside the FAA. Followup action, if required, will be determined by the managing specialist.

f. Preapproval. TCEs must obtain preapproval to perform functions on behalf of the FAA. The managing specialist will issue any special instructions to the designee during the

preapproval process. Preapprovals may be authorized through two methods, manual or automatic:

(1) Manual Preapproval. Manual preapproval requires the managing specialist to review each request for activity and approve it in DMS. This allows the managing specialist to stay informed of the TCE's activities and plan appropriate oversight. It provides a means for the managing office to ensure the TCE is performing only those functions authorized in the TCE's CLOA.

(2) Automatic Preapproval. Automatic preapproval allows the managing specialist to set DMS to automatically approve an activity request by a specific TCE. This feature provides the managing specialist with a flexible option to provide preapproval while continuing to manage the TCE's activity. Automatic preapproval will only be used when the designee's performance remains acceptable and analysis indicates that the type of activity requested presents an acceptable risk.

Note: Automatic preapprovals will not be granted to a TCE during the first 30 days of initial appointment.

(3) Preapproval Timeframe. TCEs should complete preapprovals as far in advance as possible to allow the managing specialist or another ASI time to prepare for possible oversight. TCEs work in a dynamic and variable environment that may require completion of preapprovals less than 24 hours prior to the requested activity. While this may occur fairly often, consistently late preapprovals may be an indicator of risk. Managing specialists should closely monitor preapproval timeframes and manage risk appropriately. Managing specialists will receive a notification in DMS when a designee submits a preapproval less than 24 hours prior to the requested activity.

(4) Change, Cancel, or Copy Preapproval. DMS allows the designee to change, cancel, or copy a preapproval request.

g. Post-Activity. TCEs are required to complete post-activity reports in DMS after performing each activity. Post-activity reports provide the managing specialist with a record of activity for each TCE. These reports can aid in planning an appropriate level of oversight.

(1) Post-activity reports shall be completed within 7 calendar-days of the approved activity.

(2) If a TCE does not complete a post-activity report within the requisite 7 calendar-day submission deadline, DMS will not grant another preapproval until all outstanding post-activity reports have been completed.

(3) Access to post-activity reports will remain available to a TCE for up to 7 calendar-days after a termination, suspension, or expiration for the TCE to record any results.

Chapter 7. Training

1. Purpose. This chapter provides the policy related to the training of TCEs and FAA personnel. This designation type-specific policy and Volume 1 constitute the overall policy for the training of TCEs and FAA personnel.

2. General.

a. Managing Specialist Actions.

(1) The managing specialist should work closely with the training center to coordinate and schedule TCE training and meeting requirements.

(2) The managing specialist will validate in DMS that the TCE completed all required training before initial appointment, during each performance evaluation, and prior to the next training due date.

(3) The managing specialist may suspend a TCE who fails to complete training and/or meeting requirements.

(4) The managing specialist must conduct adequate oversight of TCE initial and recurrent training curriculums that are conducted by the training center. This oversight is recorded outside of DMS.

b. TCE Training Considerations.

(1) TCEs must meet all regulatory requirements as defined by § 142.55.

(2) TCEs may complete the initial training in lieu of the recurrent training in order to meet the recurrent training requirements.

(3) TCEs will not exercise their authority as designees unless they satisfactorily meet all training requirements.

3. TCE Training Requirements. TCEs must complete FAA-approved training conducted by the employing training center and training conducted by the FAA.

a. Training Center-Conducted Training. The training center will normally develop and conduct training for TCEs in the following categories: initial, recurrent, and other.

(1) Initial TCE Training. An approved course of training that is comprehensive in nature and prepares a TCE applicant for duties as a TCE. This training provides TCEs with the basic elements for testing and checking airmen and completing appropriate documentation. An overview of the training can be found in Table 7-5.

Table 7-5. TCE Training Requirements

TCE Training Conducted by the Training Center in Accordance With FAA-Approved TCE Training Curriculum	Initial	Recurrent Every 12 months
1) Evaluator duties, functions, and responsibilities	X	X
2) Methods, procedures, and techniques for conducting required tests and checks	X	X
3) Procedures for the evaluation of pilot performance; the knowledge, abilities, and skill requirements for the original issuance of the certificate and added ratings, as applicable	X	X
4) Procedures for the management of unsatisfactory tests and subsequent corrective action	X	X
5) Observation and practice in conduction of tests and checks (simulator- and/or aircraft-based training)	X	

(2) Recurrent TCE Training. An approved course of training conducted at least annually by the training center. The training is a condensed curriculum consisting of the elements required for initial training, except for observation and practice in conduction of checks and tests. A TCE who completes this training in the calendar-month before or after the month in which it is due is considered to have taken it in the month in which it was due. Recurrent training center-conducted training meets the annual requirement listed in § 142.55(a)(3).

(3) Other TCE Training. A training center may develop other approved training for TCEs in any areas not specifically covered. Examples would be:

(a) To address the differences between simulators and Instructor Operating Stations (IOS).

(b) When the training center introduces a new aircraft type.

(c) To train a TCE for additional authorizations.

(d) To address changes in technology which require additional evaluator skill or knowledge, such as a HUD, Electronic Flight Bag (EFB), or Required Navigation Performance (RNP) operations, etc.

(4) Air Carrier Evaluator Training. The Administrator may give credit for the requirements of § 142.55(a)(3) to an evaluator who has satisfactorily completed an evaluator training course for a part 121 or 135 certificate holder if the Administrator finds that:

(a) The course is equivalent to the requirements of § 142.55(a)(3); or

(b) The course is an approved option in the TCE curriculum.

b. FAA-Conducted Training and Meetings. Managing specialists will ensure TCEs are trained in the elements listed in Table 7-6, FAA-Conducted Training and Meeting Requirements.

TCEs should be encouraged to contact the managing specialist and include the training center to resolve questions or difficulties. Sufficient contact is essential and will include training, regular meetings, and special meetings. All training conducted by the FAA will be recorded in DMS.

(1) Initial FAA-Conducted TCE Training. The FAA must train TCE candidates in the specific areas identified below in Table 7-6.

(2) Recurrent FAA-Conducted TCE Training. TCEs must attend recurrent training every 24 calendar-months. Managing specialists will ensure training is provided for those elements listed in Table 7-6. A TCE who completes this training in the calendar-month before or after the month in which it is due is considered to have taken it in the month in which it was due.

(3) Regular Safety Standardization Meetings. At least annually, managing specialists will conduct regularly scheduled meetings with TCEs for the purpose of maintaining desirable standards and effective working relationships. This meeting may be combined with recurrent FAA-conducted training. Managing specialists should use professional judgment when choosing areas of discussion. Examples of meeting topics include:

(a) Updates on administrative procedures and personnel.

(b) Updates in approved training curricula.

(c) New testing standards or training techniques.

(d) National Transportation Safety Board (NTSB) or FAA Flight Standardization Board (FSB) recommendations on specific aircraft.

(4) Special Safety Standardization Meetings. Managing specialists will call special meetings whenever a significant change affects the process of FAA airman certification or other TCE functions deemed necessary by the TCPM and/or managing specialist.

Table 7-6. FAA-Conducted Training and Meeting Requirements

FAA-Conducted Training and Meeting Elements	Regular Safety Standardization Meetings	Special Safety Standardization Meetings	Initial Training and 24-Month Recurrent Training
Administrative procedures and relationships with FAA inspectors	X		X
Designee roles and responsibilities, authorities, limitations, representation of the FAA Applicable changes to 14 CFR New FAA policy and procedures Conduct of practical tests and checks Testing standards/PTS/ACS Review and updating of test scenarios Airman certificate application/IACRA Feedback on approved training curricula Regional and national issues (trends, considerations, etc.) Activity and pass/fail rates Administrative discrepancies DMS interface and requirements Written test			X
At least annually, managing specialists will conduct regularly scheduled meetings with TCEs for the purpose of maintaining desirable standards and effective working relationships	X		
Managing specialists will call special meetings whenever a significant change affects the process of FAA airman certification with respect to TCEs		X	

4. FAA Personnel Training.

a. Initial Training Requirements. Training requirements for managing specialists with TCE responsibilities include:

(1) Completion of the Air Carrier (AC) or General Aviation (GA) operations, as appropriate, ASI indoctrination courses, or equivalent.

(2) Completion of the managing FAA office's managing specialist on-the-job training (OJT) program.

(3) Completion of appropriate FS designee management training courses.

(4) Currency and qualification in accordance with Order 8900.1 for performing direct observations of TCEs or applicants.

Note: Managing specialists need not be qualified in every aircraft for which the training center provides training. If needed, a managing specialist may request a national resource or other available inspector to conduct required direct observations.

b. Recurrent Training Requirements. FAA personnel with designee oversight responsibilities should complete recurrent designee management training every 3 years.

c. Training. Specific courses required for designee oversight are listed in the "Inspector Training for Designee Oversight" matrix. The training matrix is maintained on the Flight Standards Workforce Development Division (AFB-500) website at https://my.faa.gov/org/linebusiness/avs/offices/afx/divisions/afb/afb500.html. The training matrix is organized by designee type, and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The local training coordinator can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

Chapter 8. Annual Request for Extension of a Designee's Authorization

See Volume 1.

Chapter 9. Termination of a Designation

See Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing the ban or termination for cause of a TCE. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause for a TCE.

2. General. See Volume 1.

3. Official Responsibilities of the Appointing or Selecting Official During Appeal. See Volume 1.

4. Appeal Panel Responsibilities. See Volume 1.

5. Appeal Considerations.

a. Forwarding the Appeal. The FAA office manager will forward the appeal request to Regulatory Support Division (AFS-600).

b. Appeal Panel. The AFS-600 division manager or delegate overseeing the appeal will convene an appeal panel comprised of three members:

(1) An AFS-600 representative;

(2) An AFS-200 representative; and

(3) A Flight Standards office manager not associated with the office that terminated the designee.

c. Review of Decision. The panel will review the termination decision and make a final decision within 45 calendar-days of the appeal.

d. Final Decision. The appeal panel's decision is final.

e. Documentation. All documentation associated with the appeal (e.g., outcome, members of the appeal panel, communication with the designee or the Flight Standards office) should be included in the designee's DMS file.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter provides the policy related to other TCE management functions. This designation type-specific policy and Volume 1 constitute the overall policy for other designee management functions for a TCE.

2. Assign DMS Roles.

a. General. See Volume 1.

b. Master Role Assigner (MRA). The MRA is typically the office manager or FLM.

3. Send Message to Managing Specialist. See Volume 1.

4. Update Profile. See Volume 1.

5. Retention of Existing Designee Management Files. See Volume 1.

VOLUME 8. DMIR AND DAR-F DESIGNEE POLICY

Chapter 1. General Information

Section 1. Introduction

1. Purpose of This Volume. This volume establishes policy and procedures for the selection, appointment, orientation, training, oversight, renewal, tracking, termination, and banning of certain representatives of the Administrator, under the cognizance of the Aircraft Certification Service (AIR). The information contained in this volume is the result of an ongoing effort to improve the processes involving representatives of the Administrator and defines procedures related to Designated Manufacturing Inspection Representatives (DMIR) and Designated Airworthiness Representatives—Manufacturing (DAR-F).

2. Audience. The audience of this volume is DMIRs and DAR-Fs, and the FAA employees involved in the selection, appointment, and oversight of these designee types.

Section 2. Designee Overview

1. Designee Types.

a. DMIRs. An individual appointed to act on behalf of the FAA in accordance with 14 CFR part 183, § 183.31 who possesses aeronautical knowledge and experience, is employed by a Production Approval Holder (PAH) or a PAH's approved supplier, and meets the established qualification requirements.

b. DAR-Fs. An individual appointed to act on behalf of the FAA in accordance with § 183.33 who possesses aeronautical knowledge and experience, and meets the established qualification requirements.

Section 3. Managing Specialists

1. Obligations and Qualifications of Managing Specialists. FAA employees managing designees must complete designee management training as specified by their service headquarters (HQ), including any specialized training, prior to managing designees.

Chapter 2. Application Process

1. Purpose. This chapter describes the process by which a qualified private individual may apply for appointment as DMIR or DAR-F in the Designee Management System (DMS).

> **Note:** Companies seeking DMIR appointments should coordinate a need for additional designees with their principal inspector (PI) or local MIDO Section office prior to directing employees to apply for a designation. Existing designees desiring to expand their authority must communicate with their assigned managing specialist and ensure they have completed the required training prior to submitting the request in DMS.

2. General.

a. DMIR Application Considerations. When an individual elects to pursue appointment, the DMIR applicant must apply for specific authority using DMS. Supplemental information, such as a résumé, PAH, and/or supplier request letter must be uploaded via DMS and will become part of the application.

(1) Applicants for DMIRs must submit a letter from their employer requesting appointment and identifying any special recommendations or limitations considered appropriate with respect to the function codes requested. This letter must be included with the application submittal in DMS.

> **Note:** A DMIR terminated in good standing due to a change of employment and who retains currency with all recurrent training requirements does not have to re-accomplish initial training prior to appointment.

(2) Applicant DMIRs at a PAH's approved supplier facility requesting appointment must be initiated by a letter from the supplier. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude. The request for appointment must also contain a letter from the PAH detailing the need for the DMIR appointment. These documents must be uploaded in DMS by the applicant for evaluation by the MIDO. Applicants must apply to the MIDO in the geographic area where the supplier is located, which will determine the need and ability to manage the designee.

(3) A supplier DMIR will be limited to perform authorized functions on products and articles produced under a type certificate (TC) or Supplemental Type Certificate (STC) for the PAH for which the designee is appointed only.

> **Note:** If a TC/STC applicant who does not hold a production approval has articles manufactured at a supplier that does not hold a production approval, required conformity inspections must be performed by a Designated Airworthiness Representative (DAR)/aviation safety inspector (ASI).

(4) A PAH may supply articles to a TC/STC applicant who does not hold a production approval. In this case, a qualified PAH DMIR (or a DAR) will perform any required conformity

inspections. A TC/STC applicant who does not hold a production approval may make a written request to a PAH supplier to provide a DMIR to make conformity inspections on articles manufactured in that facility on the applicant's behalf. This written request should include the project number and information, and the specific need for the DMIR. The PAH acting as a supplier will coordinate the request with its geographic MIDO office requesting the DMIR's Certificate Letter of Authority (CLOA) be amended to include this additional authorization. Evidence of the request must be uploaded in DMS.

(5) Applying as a DMIR located outside the United States:

(a) Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or a PAH's approved supplier may apply for a DMIR appointment outside the United States in accordance with the applicable criteria found in the application. The application must be accompanied by adequate written justification providing all information (such as work location, type of work, duration, etc.) necessary for the FAA to render a judgment.

(b) The managing office may permit the appointment of a DMIR located outside the United States only when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained. This must include the ability to conduct direct observations (DO), including the use of remote video technology, on the designee at the facility identified on the CLOA.

(c) During the review process, the managing office will request information from the Civil Aviation Authority (CAA) to determine if the applicant has a history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations.

Note: Before appointing a designee outside the United States, the FAA managing office must comply with the requirements in FAA Order 8100.11, Requirements for Finding Undue Burden and No Undue Burden Under 14 CFR Part 21.

b. DAR-F Application Considerations. When an individual elects to pursue the DAR-F designation, the applicant must apply for specific authority using DMS. Supplemental information supporting the request for appointment, such as a résumé, must be uploaded via DMS and will become part of the application. Failure to provide sufficient documentation to validate the required experience will result in non-selection.

(1) Requesting authorization of Unmanned Aircraft System (UAS) and/or Optionally Piloted Aircraft (OPA) function codes:

(a) DAR-F applicants or designees requesting an expansion of authority at FAA-approved UAS Test Sites. For applicants or existing designees requesting UAS function codes at an FAA-approved UAS Test Site, the following apply:

1. An applicant or designee must include in the application a letter of recommendation from the test site manager. If applying for more than one test site, a letter is required from each test site manager. The FAA-approved UAS Test Sites and their authorized offsite locations include North Dakota Department of Commerce, Griffiss International Airport, State of Nevada, Virginia Tech, University of Alaska Fairbanks, Texas A&M University–Corpus Christi, and New Mexico State University.

2. The applicant or designee must identify the name and address of the requested test site along with any associated UAS-approved test site locations and the specific UAS and/or UAS/OPA models relevant to the delegation sought.

(b) DAR-F applicants or designees requesting an expansion of authority at UAS and/or OPA manufacturing facilities. For applicants or designees requesting function codes at a manufacturing facility, the following apply:

1. An applicant or designee must include in the application a letter of recommendation from the manufacturer attesting to the applicant's knowledge and training on their system(s).

2. The applicant or designee must identify the name and address of the requested manufacturing facility along with any additional requested flight locations and the specific models relevant to the delegation sought.

(2) DAR-F applicants are required to provide three verifiable technical references to substantiate that the applicant possesses the required technical expertise for the function codes sought. The applicant must include daytime telephone numbers at which the references may be reached during normal Monday through Friday business hours. These references must be individuals who have first-hand knowledge of the applicant's technical abilities.

(3) Applying as a DAR-F located outside the United States:

(a) The managing office may permit the appointment of a DAR-F only when it can adequately supervise, monitor, train, and track the DAR-F's activity. The request will be denied if adequate oversight cannot be maintained.

(b) Applications submitted in DMS must also be accompanied by a letter from the CAA of the country, addressed to the appointing manager, stating that it has no objection to the DAR-F making findings of conformity or compliance on aircraft and components located in its country.

(c) The managing office will request information from the CAA to determine if the applicant has a history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with this chapter.

Note: Before appointing a designee outside the United States, the FAA managing office must comply with the requirements in Order 8100.11.

c. Requests for Multiple Appointments, Expanded Authority, and Transfer. This paragraph provides the application and evaluation panel requirements for currently appointed designees seeking multiple appointments, dual appointments, expansion to their authority, and transfer to a different managing office.

(1) Requests for Multiple Appointments. An active designee requesting an appointment for more than one type of designation (such as DMIR or DAR) will submit a complete application package in DMS.

(2) Expand Authorities or Change Limitations.

(a) Authorities can be expanded and limitations changed on an existing designation only.

(b) When a DAR-F believes that they are qualified to perform additional authorized tasks within their designee type, other than those that the FAA currently authorizes, they may request additional authorizations in DMS.

Note for DMIRS: The managing specialist may initiate this process in DMS. All documentation associated with the expansion must be uploaded in DMS.

Note: Managing specialists will ensure the designee has completed the required training for the expansion of authority.

(c) If a DAR-F submits a request for additional authorizations in DMS, the selecting official will establish need and ability to manage the additional authorizations, and assign a panel to evaluate the applicant. The panel will make a recommendation to the appointing official.

Note: When a DAR-F submits a request for additional authorizations, the information in the request will be viewable in the designee record under the activity history tab.

(d) The appointing official must approve all expansions in authority and/or changes of limitations in DMS. In order for the appointing official to approve the request, the designee must meet all requirements, and the FAA must have the need and ability to manage the designee.

(e) If approved, DMS will automatically update the authority and CLOA as appropriate, notifying both the designee and the managing specialist. A designee shall not exercise any expanded authority until the request has been approved and official notification has been made.

(f) The evaluation panel for an active designee requesting expansion of authority for an additional authorized function (such as adding hardware to software authorized functions, adding parts conformity to parts installation authorized functions, or adding aircraft certification to issuance of special flight permits (SFP) authorized functions) is required to determine if the designee is technically qualified for the new authorizations being requested.

(3) Transfer. The FAA is under no obligation to transfer a designee to a new managing office. Designees may request to relocate to a different geographic area if the receiving FAA office agrees to the transfer. Designees requesting a transfer should communicate with their managing office as well as the potential new office. Any change in location, including a change of managing office, is conducted in DMS.

> **Note:** Prior to a managing specialist transferring an active designee, all open action items, post-activity report submittals, and any pending actions shown under the Activity History tab in the designee records must be completed. DMS will not allow a transfer of a designee with pending actions for the existing managing specialist.

3. Minimum Qualifications. In addition to qualification requirements found in Volume 1, Chapter 2, Application Process, an applicant requesting appointment or an existing designee requesting additional authorizations must have the minimum requirements listed in Table 8-1.

Table 8-1. Minimum Qualification Requirements

Certification Activity	Minimum Qualification Requirements
Issuance of FAA Form 8130-3, Authorized Release Certificate: Airworthiness Approval Tag, for Domestic and Export Approvals of Engines, Propellers, and Articles, and Production Conformities	**Original Domestic/Recurrent Approvals for Aircraft Engines, Propellers, or Articles, and Production Conformities.** Minimum qualification requirements for issuance of original/recurrent airworthiness approvals for engines, propellers, or articles designated for domestic use (such as module, subassembly, article, etc.) made under an FAA production approval, at least ONE of the following must apply: a) The applicant must present evidence of 12 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for aircraft engines, propeller, or articles of the same type and complexity as those for which authorization is sought. b) The applicant must present evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (of the same type and complexity as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This should include documented knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspections. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures. **NOTE:** Designated Manufacturing Inspection Representative (DMIR) applicants must be employed by a Production Approval Holder (PAH) or a PAH's approved supplier. **Original/Recurrent Export Airworthiness Approvals for Engines, Propellers, or Articles.** Minimum qualification requirements for issuance of original/recurrent export approvals for engines, propellers, and articles designated for export made under an FAA production approval, at least ONE of the following must apply: a) The applicant must have up-to-date knowledge and present evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that engines, propellers, and articles (of the same type and complexity as those for which authorization is sought) submitted for original export airworthiness approval comply with 14 CFR Part 21 Subpart L, Export Airworthiness Approvals. b) The applicant must have up-to-date knowledge and present evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (of the same type and complexity as

	those for which authorization is sought) conform to approved design and are in a condition for safe operation. This should include knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspections. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures. **NOTE:** DMIR applicants must be employed by a PAH or a PAH's approved supplier.
FAA Conformity Determination on Aircraft	**Making FAA Conformity Determinations on Aircraft (including those submitted for FAA tests).** Before the issuance of an FAA type design approval, at least ONE of the following must apply: a) The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated. b) The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following: 1. Use of FAA-approved type design data. 2. Aircraft inspection experience. 3. First article, in-process, and final assembly inspections. 4. Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, and plating). 5. Destructive and nondestructive inspection. 6. Manufacturing processes. 7. Airworthiness assurance. 8. Development and implementation of quality control systems and procedures. 9. Testing procedures.
FAA Conformity Determination on Engines, Propellers, and/or Articles	**Making FAA Conformity Determinations on Engines, Propellers, or Articles (including those submitted for FAA tests).** Before the issuance of an FAA type design approval, at least ONE of the following must apply: a) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test engines,

	propellers, or articles (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated. b) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test engines, propellers, or articles (of the same type and complexity as those for which authorization is sought) to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspection. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures.
Conformity Certifications for Articles Manufactured in the United States for Non-U.S. Product Manufacturers	**Issuance of Conformity Certifications for Articles Manufactured in the United States for Non-U.S. Product Manufacturers.** At least ONE of the following must apply: a) The applicant must have up-to-date extensive knowledge and must present evidence of 36 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations of) that prototype or test engines, propellers, or articles (of the same type and complexity as those for which authorization is sought) conform to the proposed type design being evaluated. b) The applicant must have up-to-date extensive knowledge and present evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test engines, propellers, or articles to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of the following: 1. Use of FAA-approved type design data. 2. First article, in-process, and final assembly inspections. 3. Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, and plating). 4. Destructive and nondestructive inspection. 5. Manufacturing processes. 6. Airworthiness assurance. 7. Development and implementation of quality control systems and procedures. 8. Testing procedures.

Standard Airworthiness Certification for U.S.-Registered Aircraft	The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for U.S.-registered aircraft of the same type and complexity as those for which authorization is sought. In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of Weight and Balance (W&B) calculations, to determine airworthiness and conformity to type design and determining an aircraft is in a condition for safe operation.
Special Airworthiness Certification for U.S.-Registered Aircraft	The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) Special Airworthiness Certificates for U.S.-registered aircraft of the same type and complexity as those for which authorization is sought. In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting new or modified aircraft, including aircraft systems, engines, instruments, landing gear, and brakes to ensure that prototype or test aircraft (of the same type and complexity as those for which authorization is sought) conform to the type design or proposed type design being evaluated and determining an aircraft is in a condition for safe operation.
Special Airworthiness Certification for Unmanned Aircraft Weighing 55 Pounds or Less That Do Not Meet the Requirements in 14 CFR Part 107	The applicant must have one of the following qualifications: a) A current Mechanic Certificate with Airframe and Powerplant (A&P) ratings and a minimum of 24 months of experience building, modifying, maintaining, or conducting repairs on an Unmanned Aircraft System (UAS). b) A minimum of 24 months of experience as a field technical representative or quality assurance inspector employed by a manufacturer who builds unmanned aircraft. This experience must include hands-on aircraft inspections and/or providing technical assistance to the manufacturer on the assembly and testing of their aircraft. c) 24 months of experience as a UAS maintenance technician on a U.S. Department of Defense (DOD) or other Federal Government-operated UAS program. d) Experience as an FAA inspector who has completed at least three original airworthiness certifications for UAS aircraft weighing < 55 pounds.
Standard and Special Airworthiness Certification for U.S.-Registered Unmanned Aircraft Systems (UAS) and Optionally Piloted Aircraft (OPA)	The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness certificates for U.S.-registered aircraft. This experience must include aircraft systems, engines, instruments, landing gear and brakes, and knowledge of W&B calculations of the same type and complexity as those for which authorization is sought. The applicant must be knowledgeable on the certification procedures for a UAS, including experience verifying the Ground Control Station (GCS) interface with the UAS/OPA.

Export Airworthiness Certification of Aircraft	**Issuance of Original Export Airworthiness Approvals for Aircraft.** The applicant must have 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic or export airworthiness approvals for aircraft of the same type and complexity as those for which authorization is sought. In addition, the applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience inspecting aircraft, including aircraft systems, engines, instruments, landing gear, and brakes, and knowledge of W&B calculations, to determine airworthiness and conformity to type design and determining an aircraft is in a condition for safe operation.
Issuance of FAA Form 8130-31, Statement of Conformity – Military Aircraft	**Issuance of FAA Form 8130-31, Statement of Conformity – Military Aircraft.** At least one of the following must apply: a) The applicant must have up-to-date extensive knowledge and must present evidence of 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original Airworthiness Certificates for aircraft of the same type and complexity as those for which authorization is sought. b) An organization holding an FAA Production Certificate (PC) must have a person(s) in its employ with up-to-date extensive knowledge and must present evidence of 60 months of experience similar to that specified in the paragraph above.
Amateur-Built and Light-Sport Aircraft (LSA) Certification	***Amateur-Built Aircraft*.** For the issuance of Special Airworthiness Certificates for the purpose of operating amateur-built aircraft, the applicant must have up-to-date extensive knowledge relating to the fabrication, assembly, and operating characteristics of amateur-built aircraft and meet ONE or more of the following criteria: a) Hold a current Mechanic Certificate with A&P ratings and have performed a minimum of three condition inspections on amateur-built aircraft of the same class and complexity as those for which authorization is sought. b) Received a Repairman Certificate for at least one certificated amateur-built aircraft the applicant has built and have performed a minimum of three condition inspections. That aircraft must have been operated for a minimum of 100 hours. c) Experience as an FAA inspector who has completed at least three original airworthiness inspections for amateur-built aircraft in the same class and complexity for the authorization sought. ***Experimental Light-Sport Aircraft (ELSA) Specialized Experience*.** For issuance of Special Airworthiness Certificates for the purpose of operating LSA, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of LSA and meet ONE or more of the following criteria: a) Hold a current Mechanic Certificate with A&P ratings or LSA Repairman Certificate with maintenance rating, and have performed a minimum of three condition inspections on amateur-built aircraft or LSA, of the same class of aircraft and complexity for which authorization is sought.

	b) Have a minimum of 36 months of experience as either a field technical representative or a quality assurance inspector for an LSA or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection and providing technical assistance to builders on the assembly and testing of their aircraft that are for the same class of aircraft for which authorization is sought. c) Experience as an FAA inspector or Designated Airworthiness Representative (DAR) who has completed at least three original airworthiness inspections for amateur-built, experimental light-sport, and/or light-sport category aircraft in the same class of aircraft for which authorization is sought. ***Light-Sport Category Specialized Experience (LSA).*** For the issuance of Special Airworthiness Certificates in the light-sport category, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of light-sport category aircraft and meet ONE or more of the following criteria: a) Hold a current Mechanic Certificate with A&P ratings or LSA Repairman Certificate with maintenance rating. The individual also must have a minimum of 36 months of experience maintaining the same class of aircraft for which authorization is sought. b) Have a minimum of 36 months experience as a field technical representative or a quality assurance inspector employed by a light-sport category aircraft or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection and/or providing technical assistance to builders on the assembly and testing of aircraft of the same class of aircraft for which authorization is sought. c) Experience as an FAA inspector who has completed at least three original airworthiness inspections for light-sport category aircraft of the same class aircraft for which authorization is sought.

a. Interface Qualifications and Requirements for Applicants.

(1) The applicant must have a good command of the English language (read, write, speak, and understand) that is sufficient to allow them to perform the functions sought.

(2) The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude.

(3) The applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.

b. Interface Qualifications and Requirements for Amateur-Built and Light-Sport Applicants.

(1) The applicant must have a good command of the English language (read, write, speak, and understand), sufficient to allow them to perform the functions sought.

(2) Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These may be the same persons or organizations used for technical references.

(3) The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. The applicant also must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.

(4) The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA. Owners and principal partners of LSA companies are not eligible for appointment as LSA DARs for certification of products from their companies. LSA DAR applicants employed by a company are eligible for appointment. However, LSA DARs may not certificate any LSA on which they supervise employees or perform any tasks to any LSA on behalf of the company. See Chapter 3, Selection and Evaluation of a Designee Applicant.

c. Limitations. DARs with amateur-built function codes and light-sport function codes must be limited by class (i.e., airplane, glider, Weight Shift Control (WSC), balloon, Powered Parachute (PPC), powered lift, and seaplane) and complexity (i.e., metal, tube and fabric, composite, wood, and tube and sail) on their CLOA and will be annotated in DMS.

d. Changes to Limitations. Existing DARs with amateur-built function codes who wish to add class and complexity within their authorized function codes to their CLOA may do so through equivalent training or experience as determined by their managing office.

> **Note:** For example, a DAR with amateur-built function codes for airplane, metal/composite may add airplane, metal/composite/tube and fabric to their CLOA after receiving the appropriate training or experience. The method of appropriate training or experience to be received will be determined by the DAR's managing MIDO (e.g., repairman maintenance training, Experimental Aircraft Association (EAA) workshops).

4. Disqualifiers. See Volume 1, Common Designee Policy.

5. Privilege, Not a Right. See Volume 1.

6. Post-Application. See Volume 1.

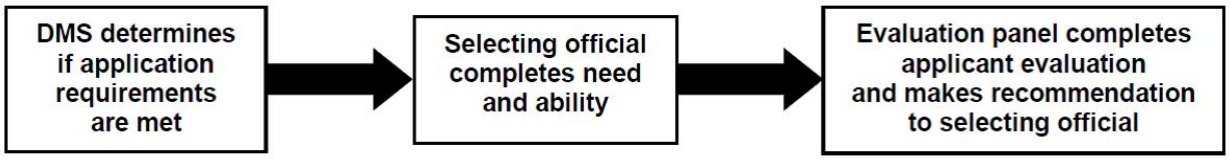
7. Maintaining an Active Designee Application. See Volume 1.

8. Selectable Functions and Codes. Persons interested in applying for a DAR-F and/or DMIR authorization and appointed designees requesting expansion of authority will find a list of available function codes within the DMS automation. Function codes and descriptions are also available on the designee information page for DMIR and DAR-Fs at www.faa.gov.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter describes the policy related to the FAA's selection and evaluation of the qualifications and skills of a DMIR and DAR-F designee applicant and final selection of a qualified applicant. This designation type-specific policy and Volume 1 constitute the overall policy for an individual applying for designation authority.

Figure 8-1. High-Level Selection Process Flow



2. General. This chapter describes the procedure to process and evaluate an application.

a. Process. The selection and evaluation process involves the selecting official's determination of need and ability to manage the designation and the evaluation by the evaluation panel. This section also describes the selection and evaluation process for existing designees requesting additional authorizations.

b. Geographic MIDO Responsibility. The geographic MIDO is not responsible to evaluate every DMIR and DAR-F application that is submitted. Once the candidate submits an application, DMS makes an initial determination if the applicant is qualified. DMS will automatically notify designee applicants regarding the status of their application in the DMS message center. Submitted applications will be valid for 12 calendar-months and all applicants are required to update their application annually to be considered for selection. Only after the selecting official has identified the need for and ability to manage a particular designee type should the FAA initiate the selection process in DMS. Applicants should not contact the managing office they applied to in an attempt to encourage the FAA to consider their application. The managing office manager determines a need and ability to manage before initiating the selection process. Further, this type of action by an applicant indicates an inability to follow procedures and demonstrates an uncooperative attitude towards the FAA.

3. Need and Ability to Manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, specialized training for oversight of designation, funding, and ratio of designees to managing specialist. If the FAA determines there is a need and adequate FAA resources to manage the designee, the selecting official will initiate a search for qualified applicants in DMS.

> **Note:** For company designees, the managing office will coordinate with the company to determine the need for a designee. If the managing office determines that there is a need for a designee, they will direct the company to have qualified employees submit applications in DMS.

4. Requesting Qualified Applicants via DMS.

a. Search Criteria. The selecting official initiates the selection process and indicates whether the search is for an independent designee applicant, company-affiliated designee applicant, or an existing designee requesting additional authorizations, and establishes the qualifications necessary for an applicant or designee to meet the specific FAA need.

b. Deviation. When selecting company designees (DMIRs), the managing office may need to coordinate a deviation for equivalent qualifications for a specific applicant. In this case, the selecting official will use an override feature in DMS to move the application through the screening process and request a deviation from the Delegation and Organizational Procedures Branch (AIR-6F0).

5. Evaluation.

a. Special Considerations. Special considerations may reduce, deny, or ban the applicant based on the evaluation panel review of the application.

b. Banning. If the evaluation panel recommends banning the applicant, the evaluation panel must document the decision and DMS will notify the applicant.

c. Evaluation Panel. The selecting official will assign an evaluation panel to review each application selected.

(1) DMS will prompt the selecting official to assign a minimum of two ASIs who are knowledgeable in the selection and appointment process. The lead ASI is responsible for documenting the evaluation outcome in DMS.

> **Note:** The evaluation panel must consist of at least three individuals for applicants seeking specialized delegation for vintage aircraft: one from the Central MIO Branch and two who are in one of the requested vintage aircraft disciplines. For applicants seeking special vintage aircraft delegation for engines, the evaluation panel will also include a member from the New England MIO Branch. A representative of the Flight Standards office with knowledge of the applicant's activity is also highly recommended.

(2) Evaluation panel members should meet in person but may also participate by a conference call or use remote video technology.

> **Note:** The applicant's assigned managing specialist may be a member of the evaluation panel. A selecting official's participation should be reserved for potential appeals; therefore, selecting officials should not serve on the evaluation panel.

d. Evaluation Process.

(1) The evaluation panel will conduct a review of the application package for general qualifications and scope.

(2) If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

(3) All DAR-F applicants must be interviewed by the evaluation panel. The evaluation panel has the option to conduct a face-to-face or remote video technology interview of the applicant and may request additional information or documentation at any point during the evaluation process.

(4) For a DMIR applicant, the evaluation panel may or may not interview the applicant. The panel may request additional information or documentation at any point during the evaluation process.

(5) The evaluation panel will make recommendations in accordance with established policies and procedures.

(6) The evaluation panel will make one of the following recommendations to the selecting official:

(a) Recommend selection.

(b) Recommend denying the selection. The panel has determined not to recommend appointment (comments conditionally required).

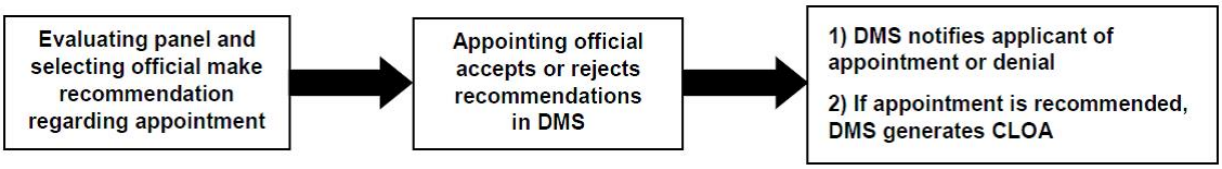
(7) The Lead Panel Member receives the action in DMS and is responsible for coordinating the process and documenting the evaluation panel recommendation and uploading any supporting documentation as a result of the panel recommendation.

(8) For the remaining steps based on recommendations made by the evaluation panel, see Volume 1.

Chapter 4. Designee Appointment

1. Purpose. This chapter describes the policy associated with the appointment of a selected DMIR and DAR-F applicant. This designation type-specific policy and Volume 1 constitute the policy for the appointment of a designee.

Figure 8-2. High-Level Appointment Process Flow



2. General.

a. Appointment Checklist.

(1) The managing specialist should issue appropriate functions and limitations in the CLOA based on the applicant's:

(a) Background experience;

(b) Personal and professional qualifications; and

(c) Needs of the appointing office.

(2) Prior to appointment, the managing specialist must verify the identity of the designee applicant. Such identification must include an official government-issued identification that includes a photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

Note: This is a visual verification of documents. Do not copy or attach this information in DMS.

(3) The managing specialist must also validate that the designee applicant who has been evaluated by the evaluation panel with positive results has successfully completed the initial standardization training seminar. (See Chapter 7, Training, for initial training requirements.)

Note: Former DMIRs who were terminated in good standing, and who have maintained the appropriate recurrent training requirements, may be appointed without repeating the initial training.

b. Designee Orientation.

(1) The assigned managing specialist is responsible for the initial orientation for a newly appointed designee. The applicant must have successfully completed initial standardization training.

(2) A DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. FAA designees and PAHs should understand that the DMIR program is of mutual benefit to the FAA and the PAH in accomplishing the certification responsibilities. Therefore, the managing specialist must inform the DMIR's employer that it will be necessary to allow the DMIR sufficient time to attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment.

(3) A DAR-F will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. A DAR-F must ensure attendance at meetings, briefings, trainings sessions and seminars, and related functions relative to the administration and performance of the appointment.

(4) For those designees authorized to perform aircraft certification functions, including unmanned aircraft, the managing specialist must accompany the designee on their first airworthiness certification inspection and document a DO in DMS under the oversight tab.

(5) The managing specialist will review each authorized function code(s), including any limitations, with the designee.

c. Orientation Topics. The managing specialist will download the Orientation Checklist in DMS, fill out the form during orientation, and upload the completed form in DMS. The managing specialist will review the following with each DMIR and DAR-F during orientation:

(1) Authority and Responsibility. Remind the DMIR or DAR-F to perform only authorized functions within the limits of designated authority when authorized in DMS. DMIRs and DAR-Fs may not issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft, are not authorized to perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or Service Difficulty Reports (SDR), on behalf of the FAA. The FAA inspector will not authorize any privilege not included in § 183.31 for a DMIR or § 183.33 for a DAR-F.

(2) Communication. Designees are appointed by the local MIDO Section based on FAA need and ability to manage. Once appointed, the designee will communicate directly with the managing office on all questions concerning policy, procedure, or any other aspect of conducting certification activity on behalf of the FAA. Explain the importance of the preapproval process and attention to detail when completing the request. This is included in initial training but it may be necessary to highlight the specific requirements, especially for a DAR-F.

(a) Designees must have access to DMS and email through the internet.

(b) The designee is responsible for accessing DMS and checking DMS messages, notifications, and email on a regular and recurring basis.

(3) Certification Process. Remind the designee to comply with certification requirements in accordance with FAA orders. For example:

- FAA Order 8110.4, Type Certification;
- FAA Order 8130.2, Airworthiness Certification of Aircraft; and
- FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

Note: The designee must contact the managing office to obtain any special directions, instructions, or concurrence of operating limitations before issuing an experimental certificate.

(4) Preapproval. Ensure the designee understands preapprovals are required for performing all functions authorized on behalf of the FAA. Preapproval requires the designee to request approval in DMS to conduct authorized certification activity prior to commencing that activity on behalf of the FAA. There are two preapproval settings available to the managing specialist, manual and automatic.

(a) Manual Preapproval. Manual preapproval requires the managing specialist to review the preapproval request from the designee and either approve or deny the request. This setting provides the managing specialist the capability to review the details of the request and to add additional special instructions for the designee to follow during the activity.

(b) Automatic Preapproval.

1. The automatic setting allows the managing specialist to have DMS automatically approve the request without any review. The managing specialist can select automatic or manual preapproval by function code to facilitate the review of higher risk certification activities.

Note: Newly appointed DMIR or DAR-Fs authorized aircraft certification functions must not be put on automatic preapproval until the first DO has been satisfactorily completed. See Chapter 6, Oversight and Management of a Designee.

2. Automatic preapproval will only be used when the designee's performance remains acceptable and an analysis indicates that the type of certification activity requested presents an acceptable risk.

(c) Post-Activity Reports. If designees have post-activity reports that have passed the requisite 7-day submission deadline, DMS will not grant approval to another preapproval number until all outstanding post-activity reports have been submitted.

(5) Safeguarding of Forms. Emphasize that the DMIR or DAR-F must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Under no

circumstance may any certificate be in the possession of an applicant until the DMIR or DAR-F completes and signs the certificate. All Airworthiness Certificates or approvals and related documents must include the DMIR or DAR-F's printed or typed name, signature, and unique designee identification number.

(6) Product Certification. DMIRs and DAR-Fs should be cautioned that any irregularities or deficiencies related to their certification activities might result in the termination of their designation.

(7) Use of Authority. DMIRs and DAR-Fs may conduct any inspections that may be necessary to determine that products and/or articles meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (such as Airworthiness Directives (AD), marking requirements, registration, and special importing requirements) before issuing Airworthiness Certificates. The DMIR or DAR-F should seek guidance from the assigned managing specialist when problems arise.

(8) Conformity. Inform the DMIR and DAR-F to document certification activities in accordance with the instructions provided in FAA Order 8110.4, and any special instructions from the managing specialist.

(9) Conflicts of Interest. DAR-Fs are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (such as owner, agent, repair station, or PAH) on products for which an Airworthiness Certificate or approval is sought. This does not preclude the DAR-F from performing maintenance, mechanical functions, or inspections in a non-DAR-F capacity when not involved in the airworthiness certification or approval actions under the DAR-F's authority.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. Appointment Duration. The initial appointment is 12 calendar-months. See Chapter 8, Annual Request for Extension of a Designee's Authorization, for additional information.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter describes the policy associated with the responsibilities and oversight of a DMIR and DAR-F designee. This designation type-specific policy and Volume 1 constitute the policy for the responsibilities and obligations of a designee.

2. Ongoing Requirements of a Designee.

a. Authorizations. DMIRs and DAR-Fs, within limits and under the supervision of the managing specialist, may be authorized to perform examinations, inspections, and witness tests in the manufacturing areas.

b. Access to FAA Publications and Documents. Designees must be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any functions until the required documents are obtained. Information may be downloaded from the FAA Designee and Delegation website at https://www.faa.gov.

c. Functions Not Authorized. Designees are not authorized to:

(1) Perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

(2) Approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

(3) Issue U.S. Airworthiness Certificates or SFPs on non-U.S.-registered aircraft.

d. Part 183. The FAA inspector will not authorize any privileges not covered in part 183. Designees will perform only authorized functions within the limits of designated authority.

e. Not FAA Employees. Designees, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and are not considered employees of the FAA. Designees are authorized to use their titles, DMIR or DAR, only when performing those functions specifically delegated by the FAA managing office.

f. Privilege, Not a Right. All applicants must understand that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time.

g. Guidance Material. Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designees are encouraged to obtain guidance material through the reference library located on the designee website. The reference library is intended to be the primary source of electronic designee guidance material. If designees are unable to obtain guidance material through the internet, they may contact their managing or appointing offices for assistance.

h. Conflicts. Designees must maintain a cooperative attitude. If an issue occurs while acting in an official capacity as a designee, contact your managing specialists. Designees are

responsible for following FAA guidance and the proper chain of command. Questions must be directed to the assigned managing specialists. If a conflict cannot be resolved at that level, the designee should contact the MIDO Section manager for assistance. Other FAA offices, including AIR-6F0 or the Designee Standardization Branch (AFS-640), do not manage designees and are not authorized to provide direct guidance to designees in lieu of the local MIDO Section office guidance and instruction. Designees will not contact AIR-6F0 for guidance. Designees will not contact AFS-640 for any matters other than course information, registration, or technical issues with course materials.

i. Update Profile. The FAA requires designees to update their DMS profile when changes occur and to validate their profile at least annually. Your profile contains your email address used for notifications from DMS and your managing office. See Chapter 8 for additional information.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the policy associated with the oversight and management of DMIR and DAR-F designees. This designation type-specific policy and Volume 1 constitute the overall policy for overseeing and managing a designee.

2. General Oversight and Management Considerations. See Volume 1, Chapter 6.

a. Managing Office and Managing Specialist. The managing office is responsible for supervising, monitoring, and tracking a designee's activities to ensure that the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. In performing oversight functions, the FAA uses the tools described in this chapter to enhance the working relationship with the designee.

3. Oversight and DMS. DMS is the official record for all designee management activities. DMS provides several tools for documenting designee performance and activity.

a. Corrective Action. This is used to record details of corrective action assigned to a designee and establish a due date for completion.

b. Counseling. This is used to record details of a counseling session.

c. Direct Observation. This is used to record pertinent information concerning designee certification activity observed by the managing specialist.

d. Initiate Designee Transfer. This is used to transfer a designee to another office.

e. Manage CLOA. This is used to add or remove function codes, limitations, and PAHs.

f. Overall Performance Evaluation (OPE). This is used to record the performance evaluation of a designee. This is done every 12 months for manufacturing designees.

g. Record Feedback. This tool is available to any FAA employee to record information on a designee.

h. Suspend Designation. This is used to suspend a designee.

i. Terminate Designation. This is used to begin the termination process.

j. Training Record. This is used to record completion of required training.

k. Preapproval Setting. This is used to select manual or automatic preapproval.

l. Manufacturing Oversight Activities With Time Constraints.

4. Direct Observation (DO). This is the process for conducting a required oversight activity that includes a managing specialist observing the designee performing certification work that allows the managing specialist to evaluate the designee's performance. Managing specialists may conduct the DO in a face-to-face environment or by using remote video technology. The DO

event provides the managing specialist the opportunity to determine if the designee is performing the work within the guidelines, give feedback to the designee, and gain insight into the designee's technical, professional, and procedural attributes. This is not a review of documentation, although this may be part of a DO event. The managing specialist must plan a face-to-face or remote video technology event with the designee to observe the entire process of a certification activity.

a. FAA Form 8130-3 Issuance. For a designee only authorized to issue FAA Form 8130-3, this would require observation of the process and documentation used to issue the form. For a DMIR, this must be accomplished at the location authorized on the designee's CLOA.

b. Conformity Certifications. For a designee authorized to conduct conformity certifications, this event must include observation of the designee conducting and documenting the results of the inspection, and issuing the required documents.

c. Certificate Complete Aircraft. For a designee authorized to certificate complete aircraft, this event requires observation of the designee conducting the inspection and issuing the certificate. If an applicant's aircraft is not available for completing the DO by the activity due date, a DO must be conducted on the next preapproval for certification of an aircraft. The managing specialist will add a special emphasis entry in the DMS Oversight tab detailing the reason for the delay in compliance to the due date for the event.

d. Highest Associated Risk. For each designee, this event will be conducted on the type of certification activity with the highest risk associated with the activity. For example, for a designee authorized to issue FAA Form 8130-3, conduct conformity inspections, and certificate complete aircraft, this DO event must be an inspection and certification of a complete aircraft. For a designee authorized to conduct conformity inspections and issue FAA Form 8130-3, the DO event must be performed on a conformity inspection.

e. Lack of Certification Activity. If a required DO event cannot be conducted due to the lack of certification activity available to the designee and if the time delay for a required DO exceeds 6 months, consideration must be made to reducing the designee's authority or termination due to a lack of FAA need for the designee.

5. Establishing the DO Cycle.

a. Timeframe. For all newly appointed designees, a DO will be accomplished once every 12 calendar-months for a period of at least 24 months. Use the following guidance to establish the DO cycle for the period beginning after the first 24 months of appointment. When changing the DO cycle, you must document the justification in DMS.

> **Note:** For a newly appointed DMIR and DAR-F holding aircraft certification functions, the first DO will be conducted on the first preapproval request for aircraft certification. Designees must not be put on automatic preapproval until the first DO has been satisfactorily completed. The DO may be performed in a face-to-face environment or by using remote video technology. When using remote video technology to accomplish the DO, the managing specialist will identify the use of remote video technology in DMS.

(1) After 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO for a DAR-F may be extended to 24 months. When a designee's OPE or DO results in a "needs improvements" or "unsatisfactory" outcome, the DO cycle will be adjusted in accordance with the DMS tool parameters.

(2) For a DMIR at a Level 1 high-risk facility, after 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO may be extended to 24 months.

(3) For a DMIR at a Level 2 facility, after 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO may be extended to 24 months or up to 36 months dependent on the facility risk level.

(4) For a DMIR at a Level 3 facility, after 24 months from the date of appointment and two consecutive satisfactory DO events, the next DO may be extended to 24 months or up to 60 months dependent on the facility risk level.

(5) In all cases, when a designee's performance results in a less than satisfactory outcome, performance issues will be documented and the DO cycle will be adjusted in accordance with the DMS tool parameters.

b. Inspection Criteria for a DO.

(1) Article. Observe the designee's inspection of a PAH produced engine, propeller, or article or an FAA conformity of an engine, propeller, or article. The observation should ensure satisfactory inspection techniques are used. Depending on availability, it may be necessary to use either an in process or a noncommercial article to fulfill this requirement. If the managing specialist determines that no suitable engine, propeller, or articles are available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement. Simulations cannot be used to meet DO requirements on a consecutive basis or when the DO cycle is greater than 24 months.

(2) Aircraft. Observe the designee's inspection of a complete aircraft and the issuance or denial of the certificate. Simulation may not be used on a DO for complete aircraft.

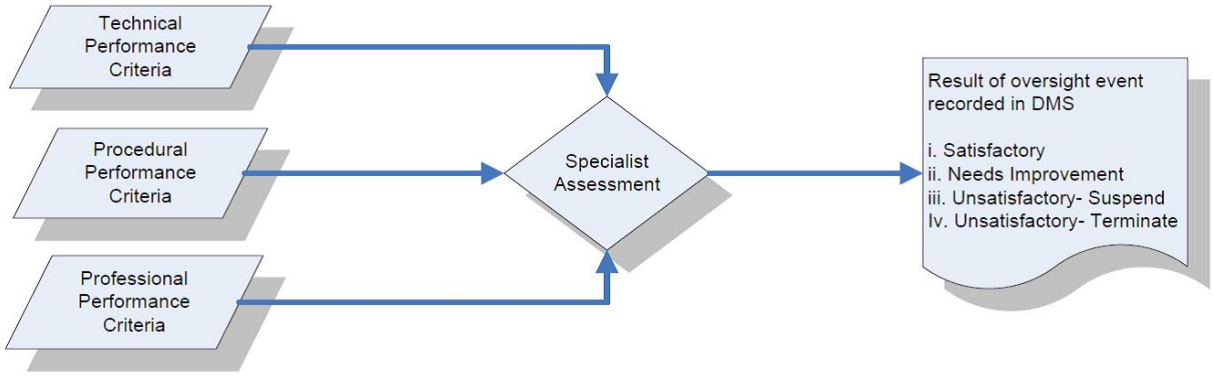
c. Documentation. Ensure all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (such as orders, advisory circulars (AC), and notices), and any instructions provided by the managing specialist.

> **Note:** The number of DO events may be increased by managing specialists if deemed appropriate due to various performance indicators, including noncompliances to FAA policy or procedures, discovered during a DO event resulting in the designee's performance documented as "Unsatisfactory" or "Needs Improvement" in DMS. Additional or more frequent DOs may be necessary if the certification activity has a higher risk.

6. Overall Performance Evaluation (OPE). At least once every 12 calendar-months, managing specialists must complete an OPE of the designee's performance and document this review in DMS. This activity consists of reviewing the past performance of a designee's post-activity reports and any other documentation in the designee record. There is no requirement to conduct a DO or meet with the designee when documenting an OPE.

7. Performance Measures. For many of the oversight activities, the managing specialist should use the following performance measures to determine designee performance:

Figure 8-3. Performance Measures and Oversight Activity Results



a. Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(1) Knowledge and Understanding. Does the designee understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the designee demonstrate an expert level of knowledge about the aircraft operation and systems?

(2) Interpret and Apply. Does the designee correctly interpret and apply the technical performance standards defined by the appropriate testing standard, order, or regulation? (This performance measure is most appropriate for DO.)

(3) Equipment and Materials. Does the designee possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for DO or site visits.)

b. Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(1) Authority. Does the designee perform within the scope of their authorized function(s)?

(2) Submittal of Information and Data to FAA. Does the designee properly submit information, documents, or data to the FAA when it is required by FAA orders or by specific instructions provided by the FAA managing office?

(3) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting certifications, grading or evaluating, and providing feedback to applicants during certification?

(4) Issuing Certificate, Approval, Authorization, or Results. Does the designee follow the correct procedure when completing and issuing certificates, approvals, test results, or other findings upon completion of the certification activity?

c. Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(1) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA and general public? Does the designee provide feedback to the FAA with ways to improve the designee system?

(2) Professional Representation of the FAA (With the Public). Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(3) Cooperative Attitude With the FAA. Is the designee easy to work with and does the designee present a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required?

(4) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

8. Other Oversight Activities and Considerations.

a. General. The managing specialist is responsible for continuous management and oversight of the designee. The orientation session with the designee during the appointment process is the place to establish expectations for the designee's performance. Developing consistent communication with the designee is essential to managing the designee. The managing specialist will monitor the designee's activity by reviewing the post-activity reports and by observing the designee's performance to ensure that they use proper procedures and satisfactory inspection techniques or methods and ensure the designee completes the required recurrent training for the function codes authorized.

b. Training Record. The managing specialist is responsible for:

(1) Monitoring DMS for designee training notifications in the DMS message center.

(2) Verifying completion of required training prior to the due date in DMS.

(3) Documenting the successful completion of required training in DMS.

Note: Managing specialists must not enter training not applicable to the individual designee authorization, such as ODA training, part 21, etc.

Note: When a designee fails to complete the required training or a designee fails a test during recurrent training regardless of the due date, the designee must be suspended (see Chapter 10, Suspension of a Designation).

c. Activity Preapproval. The managing specialist must approve all designee activity in advance using the preapproval process in DMS. There are two settings, manual or automatic preapproval. Managing specialists should be cautious in setting preapproval to automatic for DAR-Fs with authority to issue other than Standard Airworthiness Certificates to allow review of requests that may have greater risks associated with the activity, and provide any additional guidance or instructions.

d. Responsibilities. The managing specialist will:

(1) Maintain proper communication and documentation with the designee. Communication and documentation are essential in identifying, monitoring, and evaluating performance expectations. It is also important in identifying and solving problems, as well as taking necessary corrective action.

(2) Provide oversight to ensure that the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

(3) Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s).

(4) Determine that the designee is performing within the scope of authorized function(s).

(5) Verify the designee's attendance at the appropriate recurrent training seminar.

(6) Verify the designee has ongoing activities to justify continuance of the designation.

(7) When applicable, ensure that the designee has direct communication to appropriate authorities within the PAH or PAH's approved supplier's organization and to the assigned managing specialist at the managing office.

(8) Emphasize that the designee should seek the managing specialist's assistance relative to any concerns connected with the authorized functions.

9. Correcting Performance-Related Issues.

a. Improvement Options. When a designee's performance does not meet FAA expectations, the managing specialist should consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training (OJT), requiring the designee to complete additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas or functions.

> **Note:** The ability to upload supporting documents is available in each workflow. These actions must be documented in DMS as appropriate to allow a proper evaluation of the designee's performance improvement. It is the FAA's desire to coach, counsel, and provide additional training to a poorly performing designee, to enable them to return to a satisfactory performance level.

b. DMS Tools for Documentation. The following DMS tools should be used in this sequence to document a designee's poor performance:

(1) Counseling. This tool allows the managing specialist to make a written record of a counseling session with a designee. Entries should include prescriptive details concerning the reason for the counseling and the anticipated outcomes in performance by the designee.

(2) Corrective Action. This tool should be used to change designee performance when counseling has not resulted in the desired outcomes for designee performance. Corrective action provides a process for the managing specialist to assign specific actions and establish a deadline for completing the corrective action. Corrective action might include additional training or other mentoring. Within 30 calendar-days of completed corrective action, conduct a followup session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible suspension or other actions with the office manager.

(3) Suspend Designation. This tool is normally used to take more definitive action for a designee when performance issues persist after counseling and corrective action. Suspension provides a process to stop the designee from performing designee functions until additional training or other requirements are accomplished. Suspension provides a process that could allow the designee to return to full use of their authority.

> **Note:** Suspension of a designee's authority must be discussed with the office manager before initiating the action in DMS.

(4) Terminate Designation. If after counseling, corrective action, and suspension, the designee's performance does not improve to an acceptable level, and the managing office determines that the designee's continued performance does not meet FAA expectations, the designation will be terminated. See Chapter 9, Termination of a Designation.

> **Note:** Act on safety-related situations immediately.

> **Note:** It is imperative that the managing specialist document all actions in DMS concerning the designee's poor performance along with all steps taken to correct

the designee's poor performance. This documentation must be detailed and specific to allow a thorough evaluation of the designee's performance with the appointing official to determine termination action when warranted.

10. Additional Training. See Volume 1.

11. Record Note. See Volume 1.

12. Send Message to Designee. See Volume 1.

13. Record Feedback or Interaction With a Designee. See Volume 1.

14. Outside Geographic MIDO Certification Activity. It is the FAA's intention that all designees perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a designee to perform certification activities outside the geographic boundaries (including other countries) on a case-by-case basis when the FAA need and ability to adequately monitor and supervise the designee is maintained. The designee shall utilize the DMS preapproval process to submit all requests.

Note: When the certification activity is outside the geographic MIDO's area and the preapproval request is associated with a required DO, the managing specialist should reach out to the MIDO Office where the designee will be performing the certification activity to request assistance in performing a DO. Any Aircraft Certification Service (AIR) ASIs holding the ASI role in DMS can access the designee record to record the results of oversight. Requests for an ASI in another office to perform oversight will be handled via a phone call or an email to the manager of said office.

a. Managing Specialist. The managing specialist will review the designee's preapproval request and approve or deny the request. If the managing specialist denies the designee's request, the managing specialist will document the denial in DMS. In both cases, DMS will send a notification to the designee via the DMS message center.

Note: Before a managing office authorizes a designee to perform any activities outside the United States, the managing office will check the individual bilateral agreement for the country. The Bilateral Airworthiness Agreement (BAA) or Bilateral Aviation Safety Agreement (BASA) with Implementation Procedures for Airworthiness (IPA) provides for airworthiness technical cooperation between the FAA and its counterpart CAAs.

Note: When designees are to work outside their geographic area in excess of 6 calendar-months, the managing specialist should temporarily transfer supervisory and monitoring responsibilities to the appropriate geographic office where the activity is located. This transfer will require coordination and concurrence between both managing offices. The office handing off the designee to the temporary geographic office will reassign the designee in DMS to the new managing specialist at the temporary geographic location. The new managing

office will be responsible for all oversight responsibilities while the designee is temporarily under their supervision.

15. Post-Activity Reports. DMIRs and DAR-Fs are required to complete post-activity reports in DMS after performing certification functions.

a. Post-activity reports provide the managing specialist with a record of the activity for that designee. These reports can aid in planning an appropriate level of oversight of the designee.

b. If designees have post-activity reports that have not been submitted within the requisite 7 calendar-day submission deadline, DMS will not authorize another preapproval number until all outstanding post-activity reports have been submitted.

c. Access to post-activity reports will remain available to DMIRs and DAR-Fs for up to 5 business-days after their status is set to expiration, suspension, or termination for the designee to record any results.

Chapter 7. Training

1. Purpose. Designees and FAA personnel must enhance and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. This chapter describes the policy associated with the training of DMIR and DAR-F designees. This designation type-specific policy and Volume 1 constitute the policy on training requirements.

2. General. Candidates and designees are required to successfully complete initial and recurrent training as specified in this chapter Candidates must also successfully complete additional training when tasked through DMS. This training will normally be conducted online. Designees must also successfully complete any other training as tasked by the managing office.

3. Designee Training Requirements. Each applicant seeking an authorization or a designee authorized to perform certain functions must attend FAA training seminars as described at https://www.faa.gov.

a. Initial Training. All applicants must successfully complete initial training prior to initial appointment. Training is provided by AFS-640, located in Oklahoma City, OK. Course information and registration is available at https://av-info.faa.gov/DsgReg/Sections.aspx.

> **Note:** Applicants should use caution when enrolling in and completing initial designee training as the training is only valid for 24 months from the date of training completion. It may be beneficial to wait until being notified by the FAA selecting office that an applicant has been selected for evaluation and possible appointment.

b. Recurrent Training.

(1) All designees must successfully complete applicable recurrent training every 36 calendar-months beginning from the date of completion of their initial training or last successful recurrent training. All designees must also complete any modular recurrent training when tasked by their managing office.

(2) DMS will notify designees when their recurrent training requirements are due.

c. Failure to Complete Training.

(1) A designee who fails a test during recurrent training regardless of the due date for that training will be immediately suspended. A designee who fails to attend and successfully complete recurrent training within the 36 calendar-month cycle will be immediately suspended. A designee who fails to successfully complete additional training as tasked through DMS or the managing office by the due date will be suspended immediately.

(2) Suspension can only be lifted when the designee attends and successfully completes the appropriate recurrent training seminar or other training, as required. Designees must use DMS and submit a suspension release request. Once a suspension release request is submitted, the assigned managing specialist must review and concur that the designee has successfully completed the required training.

d. FAA Managing Specialist Training Requirements.

(1) Manufacturing ASIs. Manufacturing ASIs must complete designee management training before being assigned to manage designees. This training is Managing AIR Manufacturing Designees, which is developed and managed by AIR training (Aircraft Certification Service Training Branch (AIR-9D0)). Managing specialists must also complete any specialized training, such as UAS, prior to managing a designee with UAS authority.

(2) Manufacturing Managing Specialists Continuing Designee Management Training. Manufacturing managing specialists will complete continuing designee management training when tasked. Training will be tasked and managed through the electronic Learning Management System (eLMS). Training will be modular consisting of voice on slide, video, or PowerPoint presentations. Training topics will include, but are not limited to: upgrades to or new processes in DMS, Order 8000.95 changes that impact manufacturing designee management, rule changes that impact the certification work that manufacturing designees perform, and other order changes that impact the type of certification work designees perform.

e. FAA Employee Training Requirements. See Volume 1.

Chapter 8. Annual Request for Extension of a Designee's Authorization

See Volume 1, Chapter 8, Annual Request for Extension of a Designee's Authorization.

Chapter 9. Termination of a Designation

1. Purpose. This chapter describes the policy associated with the termination of DMIR and DAR-F designations. There are two types of termination of a designation: voluntary surrender and FAA-initiated termination. This chapter and Volume 1 constitute the overall policy for the termination of a designation.

2. General.

a. Voluntary Surrender. A designee may voluntarily terminate a designation by submitting a request in DMS. The designee will include the date and reason(s) for the requested termination. The managing office may hold a debriefing with the individual(s) to cover any tasks not completed or performed. If the managing office is unable to obtain the voluntary termination letter because of extenuating circumstances, the managing specialist can initiate a voluntary surrender in DMS.

(1) Voluntary Surrender Process.

(a) To begin the voluntary surrender process, a DAR-F must submit a voluntary surrender request in DMS.

(b) For a company designee, a company representative may contact the designee's managing specialist to request voluntary surrender in DMS. The assigned managing specialist will initiate the surrender in DMS by accessing the designee record.

(c) The FAA must document the voluntary surrender in DMS and include the specific reason(s) provided by the designee.

(d) If the designee is voluntarily surrendering a designation, the managing specialist will indicate whether or not the designee is considered "in good standing." This determination is helpful should the designee choose to reapply at a later date.

(e) DMS will turn off access to DMS functionality as appropriate for the designation being terminated. The designee is no longer authorized to perform any duties related to the designation.

(2) Possible Reasons for Voluntary Surrender of a Designation:

- Retirement;
- Lack of business activity;
- Difficulty in meeting requirements;
- Dissatisfied with being a designee;
- Personal reasons;
- Employment termination; and
- Any other reasons.

b. FAA-Initiated Termination. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources.

Therefore, the FAA can rescind a designation at any time for any reason considered appropriate by the Administrator. Designees who are performing poorly or require excessive resources to manage must have their designations terminated to ensure continued effectiveness of the designee system.

(1) Terminating a Designation.

(a) The FAA must document termination decisions in DMS and include the specific reason(s) for the termination.

(b) When applicable, the FAA should consider feedback from individuals involved in reviewing work performed outside the designee's managing office.

(c) Only managing specialists assigned to the designee can initiate the termination process in DMS.

(2) Termination Process.

(a) When it has been determined that termination is warranted, the managing specialist should begin the process immediately. Termination decisions must be formally documented in DMS, to include the specific reason. The appointing official must approve the termination recommendation through DMS.

(b) DMS will then immediately prevent access to perform new work for the designation being terminated. The status of the designee's authority will change to "suspended" during the termination process. The designee must immediately cease exercising designee privileges for the designation being terminated.

(c) Upon completion of the termination process, the designee's status will be changed to "terminated." DMS will generate and send an electronic termination notice to the designee.

(d) Depending on the reasons for termination, the designee may request an appeal. (See Chapter 11, Appealing a Ban or Termination for Cause, for more information.)

(3) Types of Termination. There are two types of termination: "for cause" and "not for cause." Anyone terminated for cause cannot reapply for designation.

(a) For Cause. For cause reasons include:

1. Performance deficiencies found during oversight activities or identified by other sources;

2. Lack of integrity (e.g., making false statements, misrepresenting information, failing to disclose pertinent information, etc.);

3. Misconduct (e.g., purposefully not following prescribed procedures for gain, etc.);

4. Inability to work constructively with the FAA or public (e.g., failure to return phone calls, follow guidance, exhibit a cooperative attitude, etc.); and

5. Improper representation of the FAA (e.g., using designee number for inappropriate purposes, etc.).

Note: DMS sends termination notifications to all managing specialists assigned responsibilities for a given designee. Managing specialists must review the "for cause" termination notices and consider termination of other designations held by the same designee (if applicable).

(b) Not for Cause. Anyone terminated for a reason other than for cause may reapply for designation. Reasons for termination other than for cause include:

1. Lack of FAA Need.

(i) Activity in the office decreased, or is forecasted to decrease, eliminating the need for the designee.

(ii) The FAA plan for delegated work changed, eliminating the need for the designee.

(iii) The FAA can support the certification work or need with other existing designees.

2. FAA is Unable to Manage.

(i) The existing and projected office workload does not allow the office to effectively manage the designee.

(ii) The FAA does not have the ability to provide authorization, testing, and/or additional training needed for its employees to oversee the designee. Adequate funds (e.g., travel allocation) are not available to oversee the designee.

(iii) FAA staff does not have the technical skills and knowledge to oversee the designee.

3. Other.

(i) Designee no longer meets minimum qualifications;

(ii) Designee does not meet training requirements;

(iii) Designee is deceased;

(iv) Designee is physically unable to perform designee duties;

(v) Designee did not renew designation before expiration;

(vi) Designee's authority expired while suspended; or

(vii) Designee did not update DMS profile at least annually (see Chapter 8).

Chapter 10. Suspension of a Designation

1. Purpose. This chapter describes the policy associated with the suspension of DMIR and DAR-F designations. This chapter and Volume 1 constitute the overall policy for suspension of a designation.

2. General. This chapter provides the procedures and requirements for the suspension and reinstatement of the designation of a DMIR and DAR-F.

a. Fair and Equitable Treatment. Suspension procedures are intended to ensure fair and equitable treatment of the designee, with the continued integrity, quality, and efficiency of the FAA's overall delegation system being paramount.

b. Removal of Authorization. Suspension is a management tool available to the FAA managing office that allows the removal of some or all of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines that a designee should not exercise authority because the designee's performance warrants counseling or additional training, or when the performance falls below FAA standards.

3. Types of Suspension. There are two types of suspension available in DMS: manual and automatic.

a. Manual Suspension. Manual suspension is a management tool available to the FAA managing office that allows the removal of some or all of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines that a designee should not exercise authority because the designee's technical, professional and/or procedural performance warrants counseling or additional training, or when performance falls below FAA standards.

(1) When a designee fails to accomplish recurrent training within the timeframes specified in this order, the managing specialist shall suspend the designee immediately until successful completion of recurrent training, unless authorization expires or the designee is terminated.

(2) When a designee accomplishes the training but fails the recurrent training test, the designee will continue in a suspended status until successful completion of recurrent training. In lieu of the successful completion of recurrent training, the designees may also attend and successfully complete the appropriate initial seminars. The suspension will not exceed the expiration date of their authorization.

b. Automatic Suspension. DMS provides automatic suspension for a designee when certain conditions exist, including when the FAA initiates the termination process.

c. Reinstatement from Suspension. Reinstatement from suspension is the FAA action taken to remove a suspension. A suspended designee must request a suspension release utilizing the link in DMS. The FAA managing office will review the request and provide a response to the designee through the DMS Message Center.

> **Note:** Managing specialists must follow the reinstatement process in DMS to lift the suspension. This activity requires the suspended designee to request and justify a suspension release in DMS. Do not use "cancel" to reinstate a designee.

4. Followup Actions. See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

1. Purpose. This chapter provides the policy related to appealing a ban of or termination for cause of DMIR and DAR-F designees, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for appealing a ban or termination for cause for DMIRs and DAR-Fs.

2. General. The FAA only allows appeals if the FAA banned an applicant or terminated the designee for cause. All appeal activities are processed and recorded in DMS.

a. Final Decision. The appeal panel's decision is final.

b. Establish the Appeal Panel. The office appointing official will establish the appeal panel. The appeal panel must consist of an appeal panel member who serves as the point of contact (POC) and two other individuals. The panel is comprised of manufacturing FAA managing specialists, and may include selecting officials, or appointing officials who were not involved in the original decision.

(1) Appoint a POC. Appoint a POC for the appeal panel.

(2) Communicate Responsibilities. Contact panel members and discuss appeal panel responsibilities, as needed.

(3) Appeal Panel Responsibilities. The POC for the appeal panel will ensure that the panel completes the following tasks:

(a) Review file. Review the appealing applicant or designee file stored in DMS.

(b) Request Additional Information. Contact the managing specialist, evaluating specialist, appointing official, and/or selecting official for additional information or clarification.

c. Appeal Panel Outcomes. Once the appeal panel has completed the review of the appeal request, the appeal panel POC is responsible for documenting the final outcome in DMS. The appeal panel may choose one of the following results:

(1) Uphold the original termination or ban decision whereby the original decision stands and no further appeals are accepted.

(2) Overturn the ban or termination decision whereby the FAA reinstates the designee or applicant.

d. Documentation. All documentation associated with the appeal (e.g., outcome, members of the appeal panel, communication with the designee) will be uploaded in the designee's DMS file by the appeal panel POC.

e. Appeal Process. Within 45 days of the panel having received the appeal, the panel must render their recommendation to the office manager.

Chapter 12. Other Designee Management Functions

1. Purpose. This chapter describes the common policy associated with other designee management functions in DMS. This chapter and the corresponding designation type-specific volumes constitute the policy for other designee management functions in DMS.

2. Assign DMS Roles.

a. General. The primary purpose of this process is to authorize a qualified FAA employee to have appropriate access to functionality within DMS.

(1) DMS roles allow users the ability to access DMS and perform functions within each process, including apply, select, appoint, etc., as described in this order. DMS roles control specific user access within DMS. The FAA may assign users more than one role within DMS.

(2) DMS roles are assigned when the individual meets all the qualifications as described in the designation type-specific volumes of this order.

(3) The term "DMS role" does not convey an official position or title.

b. Master Role Assigner (MRA). The MRA makes the initial assignment or assigns an existing user to a role in DMS.

(1) "Designee" is a role, but is not assigned via the MRA process. DMS automatically assigns the designee role during appointment.

(2) The MRA function may be given at different levels within each Service/Office.

3. Update Profile. The FAA requires designees to update their DMS profile:

- Any time changes occur, and
- Annually to validate or update their profile information.

a. Notifications.

(1) Designees will be notified by DMS to update their profile information 60 calendar-days prior to the annual update requirement.

(2) If designees have not updated their profile, the managing specialist will be notified by DMS 15 calendar-days prior to the annual update requirement.

b. Automatic Suspension. If designees do not update their profile by the due date, DMS will automatically suspend them (see Chapter 10, Suspension of a Designation).

c. Impact of Updates to Information. Depending on the designation type, updates to certain information in the designee record, such as a change in physical address or qualifications, may affect the designation.

(1) A change of physical address may cause the FAA to review need and ability to manage considerations. DMS will notify the current managing specialist if there has been a change of physical address, and the managing specialist will determine if the new address will initiate a change in the managing office. If so, the appointing official at the gaining office must determine need for the designee and/or the ability to manage the designee.

(2) The FAA is under no obligation to transfer the designee to a new overseeing office.

d. Change of Name. The managing specialist should verify a name change through reviewing government-issued forms of identification prior to generating a new CLOA.

Note: See Volume 1 for additional information.

VOLUME 9. DER DESIGNEE POLICY

Note: This volume is not currently in effect. In accordance with Volume 1, Common Designee Policy, this volume will be updated and effective when Designated Engineering Representatives (DER) are added into the Designee Management System (DMS).

Chapter 1. General Information

1. Purpose of This Volume. This volume establishes the procedures to be used by the Aircraft Certification Service (AIR) to manage its Designated Engineering Representatives (DER). These procedures are designed to ensure that they are applied in an unbiased manner to all qualified private individuals.

2. Audience. The primary audience for this volume is all FAA employees who oversee private individuals acting as representatives of the Administrator and individuals acting as DERs.

3. Technical Disciplines. DERs may be appointed in the following technical disciplines:

a. Structural Engineering;

b. Powerplant Engineering;

c. Electrical Systems and Equipment Engineering;

d. Mechanical Systems and Equipment Engineering;

e. Engine Engineering;

f. Propeller Engineering;

g. Flight Analyst;

h. Flight Test Pilot; and

i. Acoustical Engineering.

4. Engineering Designee—DER Authority. The DER may approve engineering technical data within the limits of the authority assigned by means of the electronic e8110-3, Statement of Compliance with Airworthiness Standards available in Designee Management System (DMS), and, when authorized by the Aircraft Certification Office (ACO), may witness FAA compliance tests and perform compliance inspections. DERs follow all FAA procedures, including but not limited to FAA Order 8110.4, Type Certification. The specific roles, areas of expertise, and responsibilities of the DER will be established in DMS by agreement between the ACO and the DER.

a. Engineering Designee Appointments—Company and Consultant Categories.

(1) Company DER. An individual may be appointed to act as a company DER for the individual's employer and may approve, or recommend approval to the FAA of, only technical data for the company. Company DERs may perform their FAA functions at different administrative levels, as agreed upon between the FAA and the company. In some cases, a DER may evaluate and approve technical data. In other cases, a DER may ensure, through the company management system, the proper evaluation of technical data by other individuals; then the DER will approve that data by certifying that the data comply with the applicable regulations. If a company DER is assigned to work in a consortium, business arrangement (such as using other companies' DERs), partnership, licensing agreement, etc., the company representative should coordinate with the appointing ACO before the designee requests to expand the existing delegation in DMS. The company must provide an endorsement letter during the process. If the expansion of the DER company delegation involves the geographic area of responsibility of two different ACOs, the two ACOs will determine which office will manage the expanded delegation.

(2) Consultant DER. An individual may be appointed to act as an independent (self-employed) consultant DER to approve, or recommend approval of, technical data to the FAA for a client.

(3) Dual Appointments. An individual may be appointed to act as both a company DER and a consultant DER. In such a case, two separate (dual) appointments will be made and separate Certificate Letters of Authority (CLOA) issued.

(a) The ACO will advise the DER that the employer should be informed of the dual appointment. In the case of dual appointments, the consultant DER delegation may be authorized for areas different from the company DER delegation, depending on the applicant's experience and the limitations the ACO may place on the DER.

(b) Each of these appointments should be managed by the same appointing ACO. If the company DER delegation and the consulting DER delegation would be in the geographic area of responsibility of two different ACOs, the two ACOs will determine which office will manage the dual delegation.

b. Engineering Designations.

(1) Structural DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Engineering reports.

(b) Drawings.

(c) Test witnessing and reports (with prior FAA approval).

(d) Material and process specifications used in structural applications.

(e) Other data relating to structural considerations.

(2) Powerplant DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Engineering reports.

(b) Drawings.

(c) Test witnessing and reports (with prior FAA approval).

(d) Other data relating to powerplant installations, including all systems and equipment necessary for the proper operation of the powerplant.

(3) Mechanical systems and equipment and electrical systems and equipment DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Engineering reports.

(b) Drawings.

(c) Test witnessing and reports (with prior FAA approval).

(d) Other data relating to aircraft systems and equipment design not covered by the structural or powerplant DER.

(4) Engine DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Engineering reports.

(b) Drawings.

(c) Test witnessing and reports (with prior FAA approval).

(d) Other data relating to durability, materials, and processes employed in engine design, operation, and maintenance.

(5) Propeller DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Engineering reports.

(b) Drawings.

(c) Test witnessing and reports (with prior FAA approval).

(d) Other data relating to propeller blade and hub design, pitch control, propeller governing, and maintenance, provided these items comply with the pertinent regulation(s).

(6) Flight analyst DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Aircraft performance flight-test data.

(b) Aircraft quantitative operating data.

(c) Flight characteristic data.

(7) Flight test pilot (FTP) DERs may conduct and approve, within the limits of their appointment, flight tests of new or modified aircraft.

(8) Acoustical DERs, when authorized on a case-by-case basis, may witness and approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(a) Noise certification tests conducted in accordance with an FAA-approved test plan.

(b) Noise data.

(c) Noise analyses.

(d) Test results that were measured and evaluated as prescribed in 14 CFR Part 36, Noise Standards: Aircraft Type and Airworthiness Certification, subparts A through J, or by an equivalent procedure previously approved by the FAA Office of Environment and Energy (AEE-1).

c. Engineering Designees—Special Delegations. A DER may be appointed to approve technical data under a special delegation. Each engineering delegation has an area of "special" delegations to cover this contingency. When the FAA authorizes a special delegation, the FAA lists the "special" delegations and specifically defines the delegation. A DER applicant must have significant experience in the appropriate area to be given a special delegation. The following "special" delegations may be authorized:

Note: Use of "special" delegations other than those defined in this order should be coordinated with the Delegation and Organizational Procedures Section (AIR-142).

(1) Major Repairs and Alterations. A DER requires specific authorization to examine and approve data for alterations or major repairs. The FAA may assign a DER the delegation of "special-major repairs" or "special-major alterations," which will be related to the DER's basic delegations. A DER only needs this delegation if e8110-3 will be referenced as the approved data for a specific major repair or major alteration. The three specific authorizations are as follows:

(a) Special-major repairs.

(b) Special-major alterations.

(c) Special-major repairs and major alterations.

Note: DERs with specific delegation for vintage aircraft are limited to examination of data and findings of compliance within their specialty in support of field approvals under Order 8900.1.

Note: The FAA may give special-major repair DERs specific authority to approve data for multiple repairs in support of repair specifications (RS) or approve repair specifications (RS-DER).

Note: Service documents and overhaul manuals produced by the original design or Production Approval Holder (PAH) are not considered major repair or major alteration data that require this specific authorization.

(2) Special Delegation. Special Delegation for Repairs or Alterations for Vintage Airplanes and Engines.

(a) Special Delegation Authority. A DER may be appointed with a special delegation for major repairs and/or major alterations for vintage airplanes or engines. This authority allows a DER to approve data for only the types of repairs or alterations to vintage airplanes or engines that would be eligible for FAA field approvals under Order 8900.1. A DER with this special delegation may have authority defined by multiple technical specialty areas with specific limitations noted. The specific authorizations are:

1. Vintage airplane (or engine) major repairs;

2. Vintage airplane (or engine) major alterations; and

3. Vintage airplane (or engine) major repairs and major alterations.

Note: The intent is to allow individuals who do not meet the conventional DER appointment criteria to become DERs with limited approval authority in multiple technical specialties for repairs or alterations of specific makes of vintage airplanes or engines. This will facilitate complete approvals by a single DER when practical.

(b) Vintage Airplanes and Engines. For the purpose of this authority, vintage airplanes are those airplanes certificated under Civil Air Regulations (CAR) 3, or earlier certification basis, and manufactured before 1973 that meet all of the following parameters:

1. Single-engine;

2. Maximum five-place;

3. Maximum 7,000 pounds gross takeoff weight (GTOW);

4. Nonpressurized; and

5. Noncomposite metallic or wood primary structure.

Note: Vintage engines are all radial engines, and all other piston engines manufactured before 1973.

(c) Evaluation Panel Considerations. The evaluation panel for applicants seeking this special delegation must consist of at least three individuals, one representative from the Small Airplane Directorate and two representatives from the requested technical disciplines. For applicants seeking authority for engines, the evaluation panel will also include a member from the Engine and Propeller Directorate. A representative from the FAA Flight Standards Service (FS) with knowledge of the applicant's activity is also highly recommended.

(3) RS-DER. To be authorized to manage repair specification approval projects, the DER must have appropriate experience and be qualified to manage repair specification data approvals. DERs granted the specific authority to manage and approve technical data in repair specifications are called RS-DERs. An "RS-DER" is a shortened name for a DER with the special delegation to approve serial number-specific major repair data, non-serial number specific major repair data, and manage repair specification approvals. Once the RS-DER is satisfied that the repair specification meets all the requirements, the cover page must be signed with the RS-DER's name and DER number.

(a) An RS-DER is responsible for managing the repair specification project and approving some, if not all, of the technical data associated with the repair specification. The technical data is approved via e8110-3. The RS-DER may rely on other DER-approved data, provided the DERs have the appropriate delegation of multiple repairs.

(b) DERs may be authorized to perform two specific functions in the repair specification approval process:

1. To manage the repair specification project and approve the technical data in the repair specification; or

2. To approve data in support of multiple-use, non-design approval holder (DAH), non-serial number specific repairs.

(c) A DER must be authorized for at least one of the two functions specified in paragraphs (b)(1) or (b)(2) above, to support repair specification approvals.

Note: Existing DERs who are already authorized for multiple use repairs can approve data to support repair specification approvals without any additional specific authorization.

Note: Existing DERs who are already authorized for serial number specific repairs may continue to make those findings.

(4) Parts Manufacturer Approval (PMA) Identicality. A DER requires specific authorization to examine and make findings of identicality to obtain a PMA. This is appropriate only where a DER has access to the original design approval holder's data, allowing them to make a direct comparison of design data.

Note: The FAA authorizes test and computation findings within the scope of the DER's basic delegation.

(5) Alternative Methods of Compliance (AMOC) With Airworthiness Directives (AD). The FAA may give a DAH's company structural DER the authority to approve AMOCs for specific structural ADs when the intent of the AD is to restore the airplane to its type certification basis or other known, defined, and published standards.

d. Engineering Designees—Special Authorizations. The level of data approval and/or delegation the FAA grants a DER may vary from project to project depending on the complexity of the project. Special authorizations may be issued that permit a DER to approve data normally reserved to the FAA (that is, witness tests, approve test plans) within the DER's scope of authorization. The special authorization must be specific in its delegation and time-limited, and should be documented in DMS as part of the appropriate work control number. Verbal authorization from the ACO is permitted in some cases, such as witnessing tests, if the DER documents it on the subsequent electronic form e8110-3 or other acceptable method. Refer to the current edition of FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, Appendix A, Limitations on DER Functions, for activities that may be permitted by special authorization.

e. Engineering Designees—Delegations, Areas of Expertise, Limitations, and Specific Functions.

(1) Delegation. A delegation applies to the technical areas involved in determining compliance with applicable airworthiness regulations.

(2) Areas of Expertise. An area of expertise applies to the specific portion or system of an aircraft or the type of engine or propeller or specialized area to which a delegation is applicable.

(3) Limitations. A DER may be appointed for, or limited to, specific types of work. A systems and equipment DER could be limited to handling approval of alterations to specific types of systems (for example, hydraulic and pressurization on only one airplane model), or an FTP DER could be limited to conducting flight tests on fixed-wing aircraft of a specified maximum gross weight. Caution should be exercised in making delegations so narrowly limited that they become burdensome to the FAA.

Note: The FAA retains authority and responsibility for examining and approving certain items. This limits the data that the DER can approve. Order 8110.37, Appendix A, lists areas that would more likely be reserved for FAA approval but that could be delegated to a DER.

(4) Specific Functions. Within a delegation and area of expertise, a DER can be authorized specific function requirements by his managing office. This is not an expansion of a

DERs authority, rather a specific direction to the DER's role within his current delegation. Examples of specific functions are as follows:

(a) Electrical DER-specific functions related to electrical wiring interconnection systems (EWIS), and

(b) Structural DER-specific functions related to the aging airplane safety rule (AASR) to support 14 CFR part 26 requirements.

Note: Refer to FAA Memorandum, PS-AIR-100-01-10-08 AASR, dated January 10, 2008, Authorization and Delegation of Functions Related to the Aging Airplane Safety Rule (AASR), for areas of delegated authority available for authorization/delegation.

(5) DER Authorization. The delegations and areas of expertise for each DER will be established in DMS and updated when there are subsequent changes. These will be held in DMS as part of the designee record and listed on the CLOA. Any other limitations appropriate to the appointment, such as certain CAR or other regulation(s), are also listed in DMS. "Recommend approval" may be used only for those delegations authorized in DMS. The scope of the designation, and any limitation considered necessary at the time of appointment, will be clearly indicated in DMS.

Note: The delegation of a specific portion of 14 CFR also includes the delegation for predecessor and other applicable regulations unless specifically excluded.

f. Engineering Designees—International Operating Procedures.

(1) Finding Compliance to Foreign Regulations.

(a) Approval Basis. The ACO may authorize a DER to make compliance findings to specific foreign regulations delegated to the FAA by a foreign Civil Aviation Authority (CAA). This can be done in accordance with Implementation Procedures for Airworthiness (IPA) under a Bilateral Aviation Safety Agreement (BASA) or some other written FAA-approved arrangement with that country (after consultation with the International Airworthiness Programs staff, AIR-40). If the FAA accepts the delegation of a compliance finding from a bilateral country or the European Aviation Safety Agency (EASA) under a bilateral agreement, that finding could be made either directly by the FAA or by an appropriately qualified designee. The decision to delegate the compliance finding, as well as the decision to provide this special authorization to a designee, is made by the FAA only, depending on availability of resources. A DER who is granted such approval authority must have demonstrated knowledge of the foreign regulations and their application to the appointing ACO. This typically will be evidenced by participation on previous validation programs with the foreign CAA and the FAA.

(b) e8110-3 Distribution. All e8110-3s are stored in DMS and available to the ACOs as necessary. The substantiating data must be provided to the project ACO if the Recommend Approval block is checked. The substantiating data must be made available to the project ACO if the "Approval" block is checked. The project ACO will transmit FAA final approval for the

compliance finding to the foreign CAA. In that final approval, the FAA confirms that compliance has been demonstrated and findings of compliance have been made.

(c) Completion of e8110-3. A DER with this specific authorization is permitted to approve data only to the additional technical requirements for the affected CAA as specified in the agreed certification basis or as written on the type certificate (TC) data sheet of the affected product. A DER may approve this data only for the aircraft models for which the DER is authorized. When approving data to harmonized requirements, the DER should complete electronic form e8110-3 to identify the applicable portion(s) of 14 CFR rather than the foreign regulations.

(2) FAA-Accepted Foreign Requirements. A finding of compliance also may be made to requirements that have been adopted or accepted by the FAA, such as Joint Aviation Requirements (JAR)-very light aircraft (VLA), when used in certifying certain small aircraft. Electronic form e8110-3 is used to approve or recommend approval with U.S. requirements or foreign CAA regulations as authorized by the ACO.

(3) Compliance Findings Outside the United States. A DER may be authorized to find compliance to 14 CFR on behalf of the FAA in a country other than the United States under the following conditions and limitations:

(a) Project ACO. The project ACO must coordinate, as applicable, with the certificate managing ACO for significant projects as noted in paragraph 2-4c of Order 8110.4.

(b) DER Access. The DER and the FAA should be aware that some countries do not allow FAA designees to operate in their jurisdiction, or prefer to be given the opportunity to participate on major FAA projects themselves, in lieu of a DER conducting the requested tasks.

(c) U.S.-Certificated and Foreign-Registered Aircraft. The DER may engage only in activities pursuant to a U.S. TC, FAA approval, or by direction of the project ACO.

Note: DERs are never authorized to work for another CAA in their FAA DER capacity.

1. U.S.-Registered Aircraft. Before a project ACO authorizes a DER to perform any authorized function(s) outside the United States, the project ACO must review any bilateral agreements and comply with any requirements for prior notification with the CAA. If required, the notification will outline the proposed visit (anticipated activities, length of stay, etc.).

Note: The FAA is responsible for contacting the CAA if there is no bilateral agreement or if a bilateral agreement requires prior notification. For a list of bilateral agreements, go search the FAA website at https://www.faa.gov.

2. Foreign-Registered Aircraft. If an aircraft is on a foreign registry, the project ACO must request and receive written permission/authority from the country of registry before conducting any activity with the aircraft. The applicant must submit the letter, or the ACO must obtain the letter from the airworthiness authority of the country of registry with the Supplemental Type Certificate (STC) application, unless prior written permission exists. The foreign CAA

letter should state that the CAA will accept the modification itself and that the CAA has no objections to the use of FAA designees to approve this work (for example, FAA Designated Airworthiness Representatives (DAR) making findings of conformity, or DERs making findings of compliance for modifications/alterations on the aircraft registered in their country).

> **Note:** Agreement from the CAA of the country of registry is required by the International Civil Aviation Organization (ICAO) as evidence of the CAA's awareness of its continued airworthiness and reporting obligations for the modification.

(d) Conformity Inspections. A DAR or Designated Manufacturing Inspection Representative (DMIR) with proper FAA authorization may conduct and verify conformity inspections required for the project. The DER should meet with the project ACO or MIDO as an initial step in the project to establish that the proposed DER and DAR or DMIR have the knowledge of the aircraft type design necessary to make findings of data compliance and conformity. For additional guidance concerning conformity inspections, refer to Order 8110.4.

(e) Reporting Activities. During the DER's stay outside the United States, the project ACO may require the DER to report activities periodically.

(f) FAA-Approved Repair Stations. DERs working with FAA-approved repair stations in foreign countries must give prior notification, in writing, to the FAA Flight Standards International Field Office (IFO) having cognizance over the particular repair station involved. For identification and location of IFOs, DERs should consult the ACO or the responsible Flight Standards District Office (FSDO).

(g) Feedback to Foreign Authorities. On some occasions, DERs may conduct certification activities in facilities that hold an approval from their local CAA. Problems may be encountered during the U.S. project certification activities, such as test failures due to nonconforming test articles or inattention to test plan details. Such experience might be evidence of a system breakdown or major problem at the facility. If such problems are encountered, the DER must advise the project ACO by providing the details of any problems experienced. The ACO will then determine if any systemic issues or major problems should be forwarded to the applicable CAA for its consideration.

5. When to Use a Designee. The FAA is responsible for determining when the services of a designee may be used. Designees must perform only those functions for which they have been authorized, including any unique function(s) specifically authorized on a case-by-case basis.

a. On Behalf of FAA. All certification functions identified in this order will be performed on behalf of the FAA and not on behalf of the aviation industry.

b. Not an Employee. A designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee. The limits of Federal protection for FAA employees are defined by Title 28 of the United States Code (28 U.S.C.) § 2679.

6. Minimum Qualifications for Managing Specialists. FAA employees managing designees will complete designee management training as specified by their service policy owners (see Chapter 7, Training).

Chapter 2. Application Process

1. Purpose. This chapter describes the process by which a qualified private individual may apply for appointment as a DER. This chapter also describes the various types of authority and appointments that may be granted to a DER as well as the required qualifications. This designation type-specific chapter and Volume 1 constitute the overall policy for the application process for a DER.

2. General.

a. Apply in DMS. The DER applicant (consultant and company) must apply for specific authority using DMS. Supplemental information (when required) may be uploaded via DMS and will become part of the application.

(1) Company representatives should coordinate with the appointing ACO before their prospective applicant applies in DMS and must provide a company endorsement during the process.

(2) There may be local working agreements between the appointing ACO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before appointment.

(3) A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems, such as hydraulic and pressurization, on only one airplane model.

b. Multiple Delegations. Individuals may apply for multiple delegations (i.e., structural or mechanical systems), but each type must have a separate application.

3. Minimum Qualifications. All DER applicants must meet the following general and specialized qualifications (where applicable) for the designation(s) requested:

a. Regulatory Appointment Criteria.

(1) The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process.

(2) The applicant has a thorough working knowledge of the specific 14 CFR parts and predecessor regulations for which the designation is requested.

(3) The applicant must submit supplementary documentation which verifies where and how the applicant acquired knowledge of acceptable compliance to the requested 14 CFR parts. An example of supplementary documentation is: “From 1987 to the present, I have been employed by the Big Airplane Company in Mojave, Texas. My recent position (1995-1997) was as a Systems Integration Engineer on the re-engine modification project on the AA-490 airplane. I reviewed and coordinated with the FAA Project Manager, Mr. J. Smith, on the certification basis for this project. I reviewed applicable Advisory Circulars in the 20- and 25-series and

prepared and submitted the Certification Plan for the project. There were four Special Conditions on this project that I coordinated with the FAA and developed the method of compliance for lightning, HIRF, composite nacelles, and cockpit instruments. The Special Conditions and Method of Compliance Issue Papers were coordinated with Mr. R. Jones of the Transport Directorate Standards Staff."

b. Technical Appointment Criteria—General.

(1) Each applicant has been in a responsible position in connection with the type of work for which designation is sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation.

(2) The applicant has the basic engineering knowledge appropriate to the designation being sought, as demonstrated by 8 years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years of maximum credit. An applicant who has not earned an engineering degree may substitute 40 credit-hours of successfully completed course work in engineering or related curriculum for 1 year of experience, up to 1 year maximum credit.

(3) Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. The information must be current. The applicant must include daytime telephone numbers for which the references may be reached during normal business hours Monday through Friday. These references must be individuals who have first-hand knowledge of the applicant's technical abilities. The referring individuals must possess the technical knowledge necessary to make such a judgment regarding the applicant's technical ability. Although not required, it is helpful if the references are individuals known to AIR. These references may be the same individuals used for character references.

(4) Applicants must include supplementary documentation which verifies that they possess appropriate engineering knowledge. This may be done by listing an engineering degree from an accredited university; indicating that they have successfully completed the Engineer in Training Test of a state's professional engineering registration program; or by documenting experience and education by which they have gained the basic knowledge common to all engineering disciplines.

(5) For company DERs, the application must include a statement from the company attesting to the applicant's technical competency.

Note: The applicant's documented technical expertise will be evaluated against the requested authorizations and will be used to determine the scope of appointment.

(6) For DER applicants who wish to be delegated authority to make compliance findings to foreign CAA's regulations, knowledge in the application and interpretation of the specific foreign regulations must be demonstrated.

c. Technical Appointment Criteria—Specialized.

(1) For a flight test pilot DER delegation, the applicant must also possess the following:

(a) Hold a Commercial Pilot Certificate with an instrument rating, and be qualified in an aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

(b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 calendar-months.

(c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

Note: The requirements of (1)(b) and (1)(c) above are initial requirements, not annual requirements.

(2) For a DER with an authorization for software approval, the applicant also must possess the following:

(a) A thorough working knowledge and understanding of RTCA Document DO-178 (as amended), Software Considerations in Airborne Systems and Equipment Certification.

(b) An understanding of and experience with DO-178 software life cycle data required for certification (such as Plan for Software Aspects of Certification, Software Configuration Index, Software Accomplishment Summary, Software Quality Assurance Plan, Software Development Standards, Software Verification Plan, and Software Tool Qualification Plan). The applicant should also demonstrate the ability to assess the quality of all software life cycle data and the development team's adherence to approved plans and standards.

(c) Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level.

(d) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The applicant should be able to identify the critical aspects and contents of each of the documents in DO-178.

(e) Experience gained from participation in some technically responsible capacity over a complete software development program lifecycle. This qualification may be satisfied by an aggregate of different software development programs.

(f) Experience interacting with all phases of software development and testing processes addressed by DO-178, including use of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable

finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

(g) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency checking processes is highly desirable.

(h) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures available to protect against them, and the characteristics of a thorough test program.

(i) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, and software reentrancy. This should include an understanding of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

(j) An understanding of the techniques that may be employed to reduce software criticality levels, such as system architecture, dissimilar software, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the system integrity required.

(k) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

(l) Demonstrated use of DO-178 objective tables and assessing a project's compliance to those objectives. This includes familiarity with the FAA's software review approach as explained in FAA policy and the job aid titled "Conducting Software Reviews Prior to Certification."

(m) Experience with software verification process activities, including reviews, analyses, and testing.

(n) Experience with software structural coverage analysis, including determination of modified condition and decision, condition coverage (level A only), decision coverage (levels A and B), statement coverage (levels A, B, and C), and data coupling and control coupling analyses (levels A, B, and C), as appropriate for the software level being approved.

(o) Familiarity with post-certification software processes (for example, manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and field-loadable software control).

(p) Familiarity with software modification processes, including change impact analyses, upgrading previously developed software, and regression analyses and testing.

(q) Familiarity with current FAA software policy. For example, policy on field loadable software, software changes in legacy systems, user-modifiable software, software tool qualification, software review process, and previously developed software.

(r) A minimum level of successful experience before the DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows:

Level A Software	A DER should have at least 12 months of successful experience reviewing level A software data submittals before being designated to approve any level A data.
Level B Software	A DER should have at least 12 months of successful experience reviewing either level A or level B software data submittals before being designated to approve any level B data.
Level C Software	A DER should have at least 12 months of successful experience reviewing either level A, level B, or level C software data submittals before being designated to approve any level C data.
Level D Software	A DER may be designated to approve level D data if the qualification criteria for appointment as a DER with software approval have been met.

Note: The appointing ACO will determine what limitations, if any, will be placed on the DER's software approval level. These limitations may be expressed in the terms used in DO-178 and defined on related documentation.

Note: Normally, the Plan for Software Aspects of Certification and Software Accomplishment Summary should be reserved for approval by the ACO.

(3) For a structural DER with an authorization for damage tolerance evaluation, the applicant must also possess the following:

(a) A degree in one of the following: engineering mechanics, aerospace or aeronautical engineering, mechanical engineering, or civil engineering.

Note: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.

(b) At least 2 years of experience in airframe stress analysis within the past 10 years. At least 3 years' experience in damage tolerance analysis within the past 10 years.

(4) For a structural DER with an authorization for fatigue analysis, the applicant must also possess the following:

(a) A degree in one of the following: engineering mechanics, aerospace or aeronautical engineering, mechanical engineering, or civil engineering.

Note: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.

(b) At least 2 full years of experience in fatigue analysis in the past 10 years.

(5) For a DER with an authorization for vintage aircraft approval, the applicant also must possess the following:

(a) Sufficient experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated DER knowledge over a variety of vintage aircraft projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining vintage aircraft STC and field approvals.

(b) In lieu of general requirements:

1. Each applicant may have alternatively been in a responsible position in connection with the type of work for which the designation is sought, and be cognizant of the related technical requirement and problems related to civil vintage aircraft alterations via the STC and field approval process.

2. Each applicant may have the basic engineering knowledge appropriate to the designations sought, as demonstrated by 8 years of progressively responsible work performing alterations via STC or field approvals as a function code 50 DAR, as an Airframe and Powerplant (A&P) mechanic with an Inspection Authorization (IA) or with an FAA repairman certificate as appropriate for the particular delegation. An applicant who has function code 50 DAR experience may substitute 18 months for every 12 months of experience in the certificate process toward the total of 8 years.

3. The applicant may have the basic engineering knowledge appropriate to the designations being sought as well as knowledge of the applicable certification requirements. The applicant must have at least 12 years of progressively responsible experience performing repairs and alterations of the general type of airplanes for which appointment is sought. As an example, if an applicant has had 12 years modifying piper tube and fabric airplanes doing structural modifications, vintage aircraft approval for piper tube and fabric airplanes in the structures discipline would be delegated, as well as aircraft of similar constructions such as Aeronca Champs, Taylorcraft, and other similar aircraft. DERs with an authorization for vintage aircraft approval may operate outside their designated area of responsibility when given authorization from their DER managing specialist in the appropriate ACO.

(c) Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same individuals used for character references.

(d) For company (type club or nonprofit) DERs delegated vintage aircraft approval, supplementary information must include a statement from the type club attesting to the

applicant's technical competency. This statement must be signed by a representative of the type club.

Note: The applicant's documented technical expertise will be evaluated against the vintage aircraft make, certification basis, and individual regulations for which the repair or alterations data approval is sought.

(e) The goal of the FAA is for vintage aircraft DERs to have "spinner-to-tail" DER approval authority; therefore, they should be appointed to multiple delegations listed in Appendix A.

(f) Once the base qualifications are verified, the DER may receive delegation for all makes of vintage aircraft of similar construction.

(g) A vintage aircraft DER will not be allowed to make findings of compliance with foreign (CAA) regulations.

(6) For an RS-DER, the ACOs will ensure that the applicant for the special delegation of RS DER has the following experience before authorizing RS authority:

(a) Experience in approving repair designs as a DER with the special delegation of major repairs, or major repairs and major alterations (or equivalent experience, for example, as an ACO engineer or Organization Designation Authorization (ODA) unit member). The experience should be of sufficient quality and quantity to ensure that the applicant will be able to execute the delegation appropriately. For example, the applicant should demonstrate this by having approved more than 12 major repairs in 1 year.

(b) Experience managing projects and being responsible for ensuring that all applicable certification requirements for the repair are identified. This can be evidenced by overseeing others who develop and approve data that demonstrates compliance with the certification requirements, and ensuring compliance issues resulting from or associated with overlapping of engineering disciplines are resolved.

(c) Experience being the primary contact with the FAA, both FSDO, Certificate Management Office (CMO), or IFO and ACO.

Note: A DER may be limited to working on repair specifications appropriate to their experience. For example, the FAA may limit a structure DER to airframe repair specifications. A DER may not be limited if experience allows managing repair specification data approvals in other technical areas with the support of authorized DERs in those areas.

(7) For a DER with an authorization for airborne electronic hardware approval, the applicant also must possess the following:

(a) Thorough working knowledge and understanding of RTCA DO-254, Design Assurance Guidance for Airborne Electronic Hardware.

(b) Understanding of and experience with RTCA DO-254 hardware life cycle data needed to demonstrate that the objectives of RTCA DO-254 are fully met (such as Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, and Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware lifecycle data and the development team's adherence to approved plans, standards, and procedures.

(c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.

(d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA DO-254.

(e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.

(f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.

(g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA DO-254, including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.

(h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro coded devices.

(i) Familiarity with hardware description languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.

(j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency checking processes is highly desirable.

(k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.

(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit or function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.

(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware (for example, handling of components, use of development tools, design, and manufacturing and fabrication process).

(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.

(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation, or emulation, and testing.

(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.

(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.

(r) A minimum level of successful experience before being allowed to approve data pertaining to airborne electronic hardware. The experience to be considered in relation to airborne electronic hardware design assurance levels is as follows:

Level A Airborne Electronic Hardware	A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA DO 254 appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 12 months of successful experience reviewing level A airborne electronic hardware data submittals before being designated to approve any level A data.
Level B Airborne Electronic Hardware	A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA DO 254 appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 12 months of successful experience reviewing level A or level B airborne electronic hardware data submittals before being designated to approve any level B data.
Level C Airborne Electronic Hardware	A DER should have at least 12 months of successful experience reviewing level A, level B, or level C airborne electronic hardware data submittals before being designated to approve any level C data.
Level D Airborne Electronic Hardware	Per AC 20-152, if RTCA DO-254 is the proposed means of compliance for airborne electronic hardware level D devices, then DER review of the life cycle data will not be needed. However, if a manufacturer chooses to use a design assurance practice other than RTCA DO-254, then DER review of the life cycle processes and data may be needed to ensure level D devices will perform their intended functions and the alternate method is acceptable. A DER may be designated to approve level D data if the qualification criteria for appointment as a DER with airborne electronic hardware approval have been met.

Note: The appointing ACO will determine what limitations will be placed on the DER's authority. These limitations should be expressed in the terms used in RTCA DO-254 and must be defined in the DER's CLOA.

Note: Certain data approvals should be reserved for approval by the ACO: the Plan for Hardware Aspects of Certification, Top Level Drawing or Hardware Configuration Index, and the Hardware Accomplishment Summary. For some systems and airborne electronic hardware requiring design assurance level A or level B, the verification and validation data may also be reserved for approval by the ACO.

(8) For a DER with an EWIS authorization for electrical systems, the applicant also must possess the following for each as listed below:

Activity	Experience/Knowledge	Skills
Design Activities such as system or component power requirement assessment, wire sizing or selection, wire bundle design considering the environment effects, duty cycle, altitude, and other de-rating factors, etc.	Have an engineering degree plus 4 years employment experience in aircraft wiring design Have a thorough working knowledge and experience in the areas provided in the next column	Electrical systems types and characteristics for transport airplanes Designing writing in a factory setting for transport airplanes Developing test procedures for testing and inspecting electrical wiring Wire and cable selection Wire connection and associated hardware Aspects of RTCA DO-160 and AC 43.13-1
Installation Activities such as wire routing, wire bundle fabrication, installation drawing preparation, wire length determination, form boards, etc.	Have a minimum of 4 years of employment with practical experience in wiring installations for aircraft Have a thorough working knowledge of and experience in each of the areas provided in the next column	Wire installations in a factory setting in transport airplanes Performing wiring inspections Aircraft wire types and their unique characteristics Aircraft zones and unique characteristics (e.g., temperature, vibration, moisture, etc.) Wire connection and installation hardware Aircraft wiring separation standards and wiring best practices
Analysis Activities such as developing and reviewing electrical load analysis, zonal and enhanced zonal analysis, system safety analysis, failure mode and effect analysis, etc.	Have an engineering degree Have a thorough working knowledge and experience that includes the application or development of each of the following area provided in the next column	Aircraft electrical load analysis Safety analysis Industry EWIS design standard Aircraft functional hazard assessments System functional hazard assessments System safety assessments (fault tree analysis or dependence diagrams) Failure modes and effects analysis common cause analyses (zonal analysis or common mode analysis)

Maintenance Activities such as developing or performing maintenance tasks, ICA, standard wiring practice manual, etc.	Have a minimum of 4 years employment with a thorough working knowledge and experience in each of the areas provided in the next column	Performing electrical wiring maintenance at a maintenance facility Performing wiring tests, inspections and troubleshooting Wire and cable selection Wiring components and installation hardware Standard wiring practice manual Aircraft zonal analysis Wiring inspection techniques (e.g., visual inspection, detailed visual inspection, etc.) Understanding of and experience with the aspects of AC 43.13-1

d. Interface Appointment Criteria.

(1) Interpersonal skills including the following:

(a) Command of the English Language—Spoken. All designees must have sufficient command of the English language to allow the designee to perform assigned functions.

(b) Command of the English Language—Written. All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.

(2) Integrity, professionalism, and sound judgment. All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. Company applicants must include a statement from the company attesting to these attributes.

(3) Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same individuals used for technical references.

(4) The applicant must have significant experience in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well versed in all pertinent regulation(s).

(5) The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.

(6) For company DERs, the applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.

(7) The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.

(8) The applicant's position within a company should not result in any significant conflict of interest.

(9) The applicant must submit documentation demonstrating the significant experience in a direct working relationship with the FAA. The documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows: "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

e. Standardization Appointment Criteria.

(1) These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the DER initial training.

(2) The applicant must demonstrate knowledge of DER responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. The certificate of completion of the DER Initial Training provided upon successful completion of the training is used as evidence of the knowledge of DER functions. Submittal of a copy of this record of completion of the DER Initial Training is required before appointment. The applicant may also list other experience, training, etc., that has helped the applicant gain this knowledge. If evidence of completion of the DER Initial Training is not found, the appointing office will update the training file accordingly.

4. Disqualifiers. See Volume 1.

5. Multiple Appointments.

a. Separate Appointments. An individual may be appointed as more than one type of designee. For example, an applicant can be appointed as a DAR and DMIR, or as a DAR, DMIR, and DER if all appointment criteria are met. In such cases, separate appointments will be made. A separate managing specialist should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two managing specialists. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations. If the delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

Note: A designee performing engineering and manufacturing DMIR and DAR functions (or other combination thereof) may not perform both functions on the

same product or article. For example, a manufacturing DMIR and DAR cannot perform a conformity inspection on the same product or article for which the design was approved as a DER.

b. Appointment of DERs Outside the United States. The FAA will not appoint as a DER an individual who does not have a legal permanent residence in the United States. The FAA has determined the burden to the agency of managing a DER who does not reside in the United States outweighs any FAA need that might be met by appointing such a DER.

Chapter 3. Selection and Evaluation of a Designee Applicant

1. Purpose. This chapter provides the policy related to the selection of DER applicants, referred to collectively in this chapter as applicants. The designation type-specific policy and Volume 1 constitute the overall policy for the selection of a designee applicant.

2. General. Selection is referred to as the process by which the selecting official at an ACO, based on specific criteria, can obtain a list of qualified applicants that may be evaluated for possible appointment. The selection process is conducted entirely within DMS.

a. Local ACO. The local ACO is not responsible for evaluating every DER application that is submitted. Once an application has been submitted, DMS determines if the applicant meets minimum qualifications. Only after the selecting official has identified the need for a particular designee type should the selection process be initiated in DMS. This is considered FAA-initiated and is used for the selection of consultant DER applicants.

b. Company DERs. The selection process for company DER applicants is similar except that the process is initiated by a company approaching the FAA (via the appropriate point of contact) and identifying the need for a designee. DMS has a selection process for both consultant and company designee applicants.

3. Need and Ability to Manage. See Volume 1.

4. Requesting Qualified Applicants.

a. Search Criteria. The selecting official will initiate a search based on the type of designee that is needed. The search criteria may include any combination of CFR parts, technical discipline, area of expertise, authorized delegations, special delegations, and regulations.

b. Number of Applicants Returned. DMS will provide all qualified applicants that satisfy the search criteria. The selecting official will be able to refine the search criteria as necessary to ensure that DMS provides qualified applicants that meet the FAA need.

5. Evaluation.

a. Applicant Review. Once a list of qualified applicants has been provided, the selecting official may choose to review the applications prior to assigning an evaluating specialist(s). Determining which applicants will be evaluated for appointment is at the sole discretion of the selecting official. Once the determination is made, DMS will prompt the selecting official to identify an evaluating specialist(s) to evaluate the application(s). The evaluating specialist(s) should be in the same discipline as the applicant(s) and should be familiar with the selection and appointment process. The detailed steps for processing an application are contained in a checklist within DMS as referenced in Volume 1.

b. Evaluation Panels for DERs.

(1) If an evaluating specialist recommends the selection of an applicant, DMS will prompt the appointing official to select a minimum of two individuals to be on the evaluation

panel who are knowledgeable in the selection and appointment process. Whenever possible, evaluation panel members should be in the same discipline as the applicant and may include only aviation safety engineers (ASE) and FTPs. When possible, the evaluation panel should include the individual that will likely be assigned as managing specialist. The applicant's assigned evaluating specialist may also be a member of the evaluation panel.

(2) The evaluation panel must consist of at least three individuals for applicants seeking a special delegation for vintage aircraft: one individual from the Small Aircraft Directorate and two individuals from one of the requested vintage aircraft disciplines. For applicants seeking a special vintage aircraft delegation for engines, the evaluation panel will also include a member from the Engine and Propeller Directorate. A representative of the Flight Standards office with knowledge of the applicant's activity is also highly recommended.

(3) The evaluation panel members should meet in person but may participate via conference call if necessary.

c. Completing the Selection Process.

(1) The selecting official must approve or reject the evaluation panel recommendation in DMS. Rejection of the recommendation requires justification in DMS.

(2) For approved recommendations, DMS sends notification to the applicant of the selection decision and requirements for appointment.

(3) DMS will notify applicants that are not selected for appointment.

Chapter 4. Designee Appointment

1. Purpose. This chapter provides the policy related to the appointment of DERs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the policy for the appointment of a designee.

2. General.

a. Assign Managing Specialist. Once the appointing official has approved the evaluation panel recommendation and has decided to proceed with appointment, DMS will require that a managing specialist be assigned.

b. Appointment Process. The managing specialist will be responsible for assisting with the completion of the appointment process. The managing specialist will be required to do the following:

(1) Schedule the orientation.

(2) Document orientation appointment in DMS.

(3) Conduct orientation briefing.

(4) Document the completion of orientation in DMS.

c. DER Orientation.

(1) General Designee Orientation. During the initial orientation for each designee, the managing specialist should include the following items:

(a) AIR Headquarters (HQ) and Directorate Structure. Review the organizational structure of HQ and of the appropriate FAA directorate and organization system.

(b) ACO Structure. Review the applicable organizational structure.

(c) Personnel. Introduce the designee to ACO personnel if orientation is given in the ACO.

(d) Assigned Tasks. Emphasize that the designee must have adequate time to perform their assigned duties and to adequately represent the Administrator.

(e) Good Practices. Explain that good practices exemplify that which has been shown to be reliable and satisfactory. Methods or procedures inconsistent with, or departing from, good practice become questionable practices and should be brought to the attention of the designee.

(f) Geographic Restrictions. Explain the procedures for working outside the country.

(g) Reserved.

(h) Use of Department of Transportation (DOT) or FAA Logos. Emphasize to the designee that the FAA does not authorize designees to infer that they are FAA employees, or to use the DOT or FAA logo on items such as business cards, letterheads, facsimile covers, document covers, or any other business forms.

Note: A designee cannot sign FAA correspondence on behalf of the FAA.

(i) Use of Designee Numbers. Explain to the designee that using a designee number when signing company or personal reports, drawings, service documents, or letters is not allowed. This ensures that the designee signature on such documents does not constitute FAA approval.

(j) Compliance With Policy. Explain that the designee must use and implement FAA policy and guidance material (for example, notices, orders, and policy memos) in addition to the regulations and any other special instructions. For example, a Memorandum of Understanding (MOU) conveyed by the managing office. In addition, explain to the designee that these policy and guidance materials must be followed and complied with.

Note: The managing specialist should explain that a signed issue paper for the certification project being conducted is binding for that project. Also, explain that a documented FAA technical position for a certification project that is coordinated, in writing, with directorate standards staff participation is binding for that project.

(k) Appointment Expansion and Renewal Procedures. Explain appointment expansion and renewal procedures using DMS.

(l) Relocation Procedures. Explain steps that must be taken if the designee moves to an area for which another appointing office is responsible.

(m) Reserved.

(n) Training. Explain to a newly appointed designee that recurrent training completion is mandatory as required by Chapter 7, Training. FAA Academy training is also available to designees. For information on courses and points of contact, go to https://www.faa.gov.

(o) Designation Privilege. Explain to a newly appointed designee that designation is a privilege, not a right, and at the time of appointment, there is no property right to be implied by the appointment. Emphasize that designees are entitled to only as much due process as the FAA provides. Refer to Volume 1, Chapter 9, Termination of a Designation, for the termination process.

(p) Authorized Functions. Remind the designee that no authorized function may be delegated.

(q) Approval Authority. Review in detail what the DER may approve and what the DER only may recommend for approval.

(r) DER Guidance Handbook. Review in detail Order 8110.37.

(s) Electronic form e8110-3. Explain how to complete e8110-3.

(t) Use of Authority. Advise the DER to exercise the full extent of delegated authority. Inform the DER that if the delegated authority is not exercised, an explanation must be provided on the e8110-3 when submitted.

(u) Test Plan Approval. Note that the ACO may delegate test plan approval to the designee. Inform the DER that specific approval from the FAA must be obtained before witnessing a test as the FAA representative. Explain that the ACO and the DER must agree beforehand on how to document the approval.

(v) Other Pertinent Information. Review other pertinent information, such as Advisory Circular (AC) 21-40, Application Guide for Obtaining a Supplemental Type Certificate, other applicable ACs, Order 8110.4, material burn requirements, service difficulties, major and minor changes, and job aids. Provide the DER with copies of information of particular interest to the appointment specialty.

(w) Company Influence. Advise all DERs who are acting as company DERs to contact the appointing ACO immediately if any pressure is put on them by the company's management to approve data that they believe should not be approved.

(x) Questions Concerning Approval Authority. Emphasize that if the DER has any doubts about the approval authority or has questions on any subject, the appropriate managing specialist or manager in the ACO should be contacted.

(y) DER Executive Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive or lead category within a company, or an executive consultant in an engineering organization who applies for a DER appointment. Emphasize that if additional monitoring, supervision, or surveillance becomes required as a result of their position or changes in their position within the company, it may affect the FAA's need for, or ability to manage, the DER.

(2) Authorization Limitations. The evaluating specialist should issue appropriate limitations based on the applicant's:

(a) Background experience;

(b) Other qualifications; and

(c) Needs of the appointing office.

3. Designee Number. See Volume 1.

4. CLOA. See Volume 1.

5. Appointment Duration. The initial duration of a designee's appointment may be for 12 to 36 calendar-months at the discretion of the appointing office. However, the appointing office should be selective in issuing appointments of more than 12 calendar-months.

Chapter 5. Responsibilities and Obligations of a Designee

1. Purpose. This chapter provides the policy related to the responsibilities and obligations of DERs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the policy related to the responsibilities and obligations of a DER.

2. Designee Responsibilities. DERs, within limits and under the supervision of the FAA, approve engineering technical data as well as may be authorized to perform examinations, inspections, and witness tests in engineering areas.

a. Publications. DERs must be familiar with and have ready access to all appropriate FAA publications and documents. DERs may not perform any functions until the required documents are obtained. Material may be downloaded from the FAA website at https://www.faa.gov.

b. Service Difficulty Reports. DERs are not authorized to investigate service difficulty reports on behalf of the FAA.

c. Departures from Policy. DERs are not authorized to approve departures from specific policy and guidance, new or unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

d. Act as Representatives. DERs, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and are not considered employees of the FAA. DERs are authorized to use their titles only when performing those functions specifically delegated by the FAA managing office.

e. Privilege, Not a Right. DERs, upon appointment and renewal, must acknowledge that designation is a privilege, not a right, and understand the designation may be terminated at any time for any reason at the discretion of the Administrator.

f. Guidance Material. DERs are responsible for obtaining and maintaining all guidance material necessary to perform their authorized functions. All DERs are encouraged to obtain guidance material through the reference library located on the designee website. The reference library is intended to be the primary source of electronic designee guidance material. AFS and AIR maintain this website. If designees are unable to obtain guidance material through the internet, they may contact their managing or appointing offices for assistance.

3. Ongoing Requirements of a Designee. See Volume 1.

4. Forms and Supplies. All engineering certification approvals must be made using an electronic 8110-3 form (e8110-3) via DMS.

Chapter 6. Oversight and Management of a Designee

1. Purpose. This chapter describes the policy associated with the oversight and management of a DER. This designation type-specific policy and Volume 1 constitute the policy for the oversight and management for DERs.

2. General.

a. Interactions. Every interaction between the DER and the FAA constitutes an opportunity for oversight of the DER by the FAA. Interactions may be in the form of data review or personal contact (for example, face-to-face visits or telephone calls). Significant interactions, when possible, should be documented as oversight activities in DMS using the oversight tools available. These activities will be used to evaluate the performance of the DER. While these oversight activities may come from various sources within the FAA, the managing office is responsible for overseeing a designee's activities to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

b. Managing Office and Managing Specialist. See Volume 1.

c. Oversight and DMS. See Volume 1.

d. Performance Measures. As stated in Volume 1 designees will be evaluated in three areas: technical, procedural, and professional. These measures will be used when documenting oversight activities and in the overall performance evaluation of the DER. The following is intended to provide additional information on the performance measures as they apply to DERs and to assist in determining the outcome (Satisfactory, Unsatisfactory, Needs Improvement) for each at the conclusion of an oversight event or the performance evaluation.

(1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(a) Outcomes. The DER produced acceptable compliance findings with complete supporting data. The DER demonstrated understanding and proper application of regulations, etc., during the course of certification activities including meetings with the FAA, appropriate compliance findings and determinations, etc.

(b) Demonstrates Technical Competence in Area of Appointment. The designee's technical work and interaction with the FAA (particularly on complex technical issues) demonstrates the designee's competence in the delegated area. DER demonstrates competence through properly developed test plans, appropriate compliance findings, technically accurate and complete substantiation, and test reports.

(c) Quality of Submittals. The designee's data submittals and FAA forms are complete, logically arranged, legible, accurate, are of good quality, and clearly establish compliance with the applicable airworthiness requirements such that review by the FAA may be

minimal. DER submits test plans, test reports, substantiation, drawings, etc. that meet the listed criteria.

(d) Identification of Significant Issues. As early as practical in the program, the designee identified to the FAA areas of new technology, unusual design features, or those areas requiring special guidance or direct FAA involvement.

1. The DER makes timely informal contact with FAA to alert areas of concern.

2. The DER participates in certification meetings to identify significant technical issues for issue papers.

(e) Knowledge and Understanding. Understand the technical terminology contained in FAA orders and other reference material used in exercising their authorizations. DER can communicate effectively with their managing specialist, applicant representatives, and engineers using technical terminology appropriately.

(2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(a) Application of Regulations, Policy, and Guidance. The designee properly applied airworthiness requirements of administrative policy or guidance. The DER demonstrates understanding and proper application of FAA policy and guidance during the course of certification activities, including meetings with the FAA, appropriate compliance findings and determinations, etc.

(b) Timely Identification of Significant Issues. Designee identifies significant issues in a timely manner (should also focus more on 14 CFR part 21 aspects). DER identifies procedural issues or significant items that merit issue papers and reports then to their FAA counterpart.

(c) Timely Submittal of Data.

1. DER submitted compliance data within timeframe consistent with program schedules and required FAA review.

2. DER consistently avoids last minute “data dumps,” thus allowing adequate time for FAA actions prior to critical program milestones.

(d) Follow Policy and Procedures. The designee submits all required information appropriately (selects and completes forms/submissions accurately and timely) and follows all relevant procedures.

1. Designee can describe the correct procedure for conducting a delegation.

2. DER demonstrates care with e8110-3s and activity summary reports and they are accurate, descriptive, and complete.

(3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the Administrator. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and the FAA. The designee communicates effectively in a manner that reflects positively on the FAA, both orally and written.

(a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with the FAA or general public?

1. DER provides reports and documents that are consistently comprehensible and using terminology that is consistent with FAA orders and policies.

2. DER orally communicates using comprehensible terminology that is consistent with FAA orders and policies.

(b) Professional Representation of FAA (w/public). Does the designee demonstrate a positive reflection on the FAA and a willingness to comply with FAA policy and managing office instruction?

(c) Cooperative Attitude With the FAA. Is the designee easy to work with and presents a positive attitude when interacting with the FAA? Is the designee responsive to the FAA and reasonably accessible to the FAA as required? Repeated attempts have been made by the FAA managing office to contact the designee with no success. The DER has not returned phone calls or emails to the FAA as required.

(d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

3. Oversight Actions.

a. Planning an Oversight Activity. Managing specialists and project team members for DERs are generally not required to plan their oversight activities in DMS. However, the tool is available should they choose to utilize it.

b. Oversight Activities.

(1) Direct Observation.

(a) When observing a DER performing within the authorization, the results should be captured in DMS as part of the oversight record. Direct observation would be appropriate for such activities as flight tests, compliance inspections, or test set up and data gathering.

(b) Each direct observation record will capture information that is asked for in DMS with the managing specialist or project team member (PTM) determining the overall performance results of the activity: Satisfactory, Needs Improvement, Unsatisfactory—Suspend,

or Unsatisfactory—Terminate. Each direct observation will be treated as an oversight activity that will be available to the managing specialist for review during the DER's performance evaluation.

(2) Review of Documentation. The managing specialist or PTM has the responsibility to review a sample of the work (e8110-3) that has been submitted by the DER in connection with an approval control number issued for a project, repair, or alteration. Although DMS will store the e8110-3s submitted by the DER, it will not necessarily store the documentation that supports the compliance finding. The managing specialist or PTM may request that the DER submit any supporting documentation they deem necessary to facilitate their review.

(a) Review Documentation for a Project. When a designee submits an e8110-3 against a control number that was issued for a project, DMS will notify the PTM that an opportunity for oversight exists. If the PTM reviews the submitted data, the PTM will document an outcome in DMS and the managing specialist will be notified via DMS. Any required corrective or followup actions are the responsibility of the managing specialist.

(b) Review Documentation for a Repair or Alteration Work. When a designee submits an e8110-3 against a control number that was issued for repair or alteration work, DMS will notify the managing specialist that an e8110-3 has been submitted and an opportunity for oversight exists. If the managing specialist reviews the submitted data, the managing specialist will document an outcome in DMS as part of the oversight record. Any required corrective or followup actions are the responsibility of the managing specialist.

c. Outcomes of Oversight Activities. For each oversight activity mentioned above, the PTM must document an overall outcome for the activity in DMS according to Volume 1. This determination, although subjective, is supported by evaluating the designees work against the three performance measures (technical, procedural, and professional) described above.

d. Performance Evaluation. The purpose of the performance evaluation is to support a managing specialist in the review of a DER's performance information and make an overall periodic assessment. The managing specialist will be required to make all performance evaluation decisions. Oversight data, and other related information will be stored in the DER's record in DMS.

(1) Frequency of Evaluations.

(a) Initial performance evaluation shall be within 12 months of appointment.

(b) Subsequent evaluations should be accomplished as follows:

1. If the performance evaluation result is "Satisfactory," the next performance evaluation shall be within 12 calendar-months from the current due date.

2. If the performance evaluation result is "Needs Improvement," or "Unsatisfactory," the next performance evaluation shall be within 6 calendar-months from the current due date.

Note: In accordance with Volume 1, if the overall performance evaluation rating requires a 6-month followup, the next performance evaluation for the designee must be "satisfactory" or the designee will be terminated.

(2) Performance Evaluation Results. The managing specialist should consider the performance measures discussed above when determining overall performance evaluation results. The following may be considered as a general guide:

(a) Satisfactory.

1. No performance-related issues noted throughout the period.

2. Few or minor performance-related issues noted throughout the period.

(b) Needs Improvement.

1. Some issues noted but were corrected or were of minimal impact to safety.

2. Few or minor performance-related issues noted throughout the current as well as previous periods demonstrating a negative pattern.

(c) Unsatisfactory.

1. Some significant issues were noted and were safety related.

2. Significant issues noted throughout the performance period and were not safety related.

Note: Performance evaluation results for DERs may require followup actions or action against the designee's authority (see Volume 1 for guidance).

4. Followup Actions.

a. Counseling. See Volume 1.

b. Additional Training. See Volume 1.

5. Designee Management Functions.

a. Expand Authority or Change Limitations. DERs may only request expansion of authority within the technical disciplines (structural, mechanical systems, etc.) for which they are already delegated. Similarly, any limitation changes must be within the current technical disciplines as well. The request should be made and justified by the designee using the Expand Authority/Change Limitation process in DMS. The application will be evaluated similar to the original except an evaluation panel is not required for this type of change although a panel may be held at the discretion of the appointing office.

Note: Company DERs should coordinate with the appointing office before they apply for expansion through DMS.

b. Reduce Authority. See Volume 1.

c. Record Note. See Volume 1.

d. Send Message to Designee. See Volume 1.

e. Record Feedback or Interaction With a Designee. See Volume 1.

f. Obtain Approval Control Number. A DER must obtain approval from the FAA prior to doing any certification work on behalf of the Administrator regardless of the authority that has been delegated. The approval control number may only be issued for certification work associated with an FAA project or a major repair or major alteration activity.

(1) FAA Project. An approval control number may be issued for each DER that is proposed by the applicant for a particular project. As part of the review for each certification plan submitted by an applicant, the assigned PTM for each technical discipline may enter DMS and review the authority being proposed for the DER as well as the specific rules for which they will be finding compliance. The applicant will have provided this information as part of the application process. The PTM will determine if the approval control number will be issued. This process must be completed for each designee proposed by the applicant. The PTM must coordinate with the applicant if the requested authority was more than what was authorized by the approval control number. Once approved, DMS will issue an approval control number and send the control number to the designee and the managing specialist.

(2) Repairs and Alterations. Those DERs with repair or alteration authority must request an approval control number via DMS for the work they wish to perform. A separate request must be made for each type of work (repair or alteration) but not for each individual repair or alteration. For each request that is submitted, the DER must provide the requested information and must acknowledge that they have repair and alteration authority. Once the request is submitted, DMS will determine the approval status for the designee. The default setting in DMS is for automatic approval. That is, the managing specialist does not have to be directly involved in approving the request or the issuing of the approval control number. The managing specialist may also choose to be involved in this process for a particular designee and may change the default option in DMS using the Edit Preapproval process. In such cases, the managing specialist will be notified that a request has been made and be able to review the request and decide if the approval control number will be issued by DMS. Once issued, the approval control number will be good for 3 calendar-months, during which time work may be accomplished within the scope of the DER's authority.

g. e8110-3. All engineering certification approvals must be made using an e8110-3 form via DMS and will be linked to the approval control number that was issued for the work being accomplished. A DER must obtain an approval control number before an e8110-3 can be generated. The DMS system will allow the designee to create, edit, and submit e8110-3s and multiple e8110-3s may be completed for each approval control number. Upon submittal, the e8110-3 becomes the official FAA record and is held in DMS as part of the DER's record. A hard copy may be generated from DMS, but the DER should always sign and date a printed copy

of the e8110-3 before providing it to another entity. Under no circumstance should an e8110-3 be initiated outside of DMS.

h. Activity Level. DERs must utilize their delegated authority to maintain their status as designees. DMS will query a designee's record every 3 calendar-months to see if any activity has been posted within that quarter. If there is no activity posted for the quarter, DMS will send the designee a notification as a reminder and opportunity to submit information about non e8110-3 activity (see paragraph (2) below). No activity for 1 year could impact the FAA need for that particular designee. DER activity could include:

(1) e8110-3 Activity. All e8110-3 activity is automatically captured in DMS and will be part of the DER's activity summary report.

(2) Non-e8110-3 Activity. Those activities not associated with an e8110-3 are not automatically captured in DMS. If the DER is assisting the FAA in other ways such as witnessing testing, developing certification plans, compliance checklists, or identifying and resolving certification issues, the DER should enter these activities in the activity summary report via DMS. The DER has the responsibility to make sure the activity summary report in DMS is current and correct. This report will be referenced by the managing specialist during the evaluation process.

Chapter 7. Training

1. Purpose. Designees and FAA personnel must enhance and maintain the technical skills, knowledge, ability, and proficiency to effectively perform their duties and roles. This chapter describes the policy associated with the training requirements for managing specialists, designees, and designee applicants. This designation type-specific policy and Volume 1 constitute the policy for training managing specialists, DER applicants, and DERs.

2. General. The FAA managing office is authorized to require a designee to attend any or all of the training listed in this chapter and any other training deemed necessary for the delegations held.

3. DER and Applicant Training Requirements.

a. Initial Training.

(1) A DER applicant must complete the initial training applicable to the authority being sought before appointment.

(2) The DER Initial Training is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This training provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

(3) Repair and Alteration Training is tailored for DER and DER applicants seeking authority to approve data for major repair and/or major alterations.

b. Recurrent Training.

(1) DERs must successfully complete recurrent training every 2 calendar-years in order to maintain their knowledge of the regulations and policies as a condition of continued authorization. DERs may satisfy the 2-year requirement by completing DER training in the calendar-year it is due. Failure to meet this requirement results in immediate suspension and possible termination of delegated authority with no appeal.

(2) Recurrent training consists of a general session and technical topics for each of the technical delegations. Technical topics may be offered online or in person. The required technical sessions will be determined by the DER's managing specialist.

> **Note:** For a DER who holds a single authorization in one or more engineering delegated area and who holds no other authorizations in those delegated areas, technical topics may be identified by the Aircraft Engineering Division (AIR-100) to be appropriate to the authorization. Software-only DERs are an example of DERs with this type of authorization. Otherwise, a DER holding a single delegated function may complete technical topics deemed by the managing specialist to be the most appropriate to the work performed.

Note: Successful completion of recurrent training is defined as completing the training and passing the test.

(3) Seminar Attendance Records. The Delegation and Airworthiness Programs Branch (AIR-140) enters engineering designee seminar and training completion information into the DMS at the conclusion of the seminar or training.

(4) Registration. DERs must register online at www.faa.gov. DERs must register, identifying the type of appointment they have been authorized (such as consultant DER or company DER).

4. Managing Specialist Training Requirements.

a. Initial Training.

(1) Managing specialists will complete designee management training as specified in FAA Order 8000.93, Aircraft Certification Service National Technical Training Plan.

(2) Managing specialists who have more than 12 months of experience working for the FAA but have not completed the required training, may manage designees when assigned a mentor who has successfully completed training. The mentor will provide guidance and be available to answer any designee management-related questions.

b. Recurrent Training.

(1) Managing specialists will complete the same recurrent training as their assigned designees once every 4 years.

(2) Managing specialists may satisfy the 4-year requirement by completing DER recurrent training in the calendar-year it is due.

Chapter 8. Renewal of Designee Appointment

1. Purpose. This chapter provides the policy related to the renewal of DERs, referred to collectively in this chapter as designees. This designation type-specific policy and Volume 1 constitute the overall policy for the renewal of designee appointment.

2. General. If the DER has authority in multiple technical disciplines, each discipline is treated as a separate delegation and must be renewed independently.

3. Privilege, Not a Right. See Volume 1.

4. Renewal Timeframe. See Volume 1.

5. Renewal Duration. DERs may be renewed for 12 to 36 calendar-months at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 12 calendar-months.

Chapter 9. Termination of a Designation

See Volume 1.

Chapter 10. Suspension of a Designation

See Volume 1.

Chapter 11. Appealing a Ban or Termination for Cause

See Volume 1.

Chapter 12. Other Designee Management Functions

See Volume 1.

APPENDIX A. DEFINITIONS

Section 1. Common Definitions

Table A-1. Designee Management Definitions—Common

Name	Definition—Common
Active	The appointed designee currently exercises the delegated authority.
Appeal	An applicant or designee initiated process that requires a review by the FAA to determine if proper procedures were followed for a ban or termination for cause.
Appeal Panel	FAA employees that serve on an Appeal Panel. The Appeal Panel members are responsible for upholding or overturning the original decision.
Applicant	The individual who has applied to be a designee.
Appointing Office	The FAA office having selection, appointment, and management orientation responsibilities for designees.
Appointing Official	Any FAA employee with the authority to approve a designee candidate's appointment.
Aviation Medical Examiner (AME)	A civilian or military physician designated by the FAA (a designee), who has been delegated the authority by the Federal Air Surgeon (FAS) to accept applications and perform physical examinations necessary to determine qualifications for the issuance of second- and third-class FAA airman medical certificates under 14 CFR part 67. The AME conducts these physical examinations; issues, defers, or denies airman medical certificates in accordance with part 67 and the Guide for Aviation Medical Examiners.
Banning	The FAA may ban an applicant from applying for a designation if that applicant has falsified information during the designee application process. Banning permanently restricts that individual from ever being considered for any designation.
Certificate Letter of Authority (CLOA)	The Certificate of Authority, Certificate of Designation, and the Identification card (ID card issued to AMEs only) as required by 14 CFR part 183 are combined within, and represented by the CLOA. The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within the Designee Management System (DMS). A CLOA is available to the designee for each type of designation held.
Delegation	The process by which the FAA organization or individual is authorized to act on behalf of the FAA Administrator, but does not imply employment or other rights unrelated to FAA needs.
Designation	Designation is a privilege that conveys responsibilities to perform specific activities on behalf of the FAA Administrator.
Designee	Private person (i.e., individual) or organization delegated to act as a representative of the Administrator.
Designee Record	A record maintained at the branch or office level that contains all information to support the delegation.
Evaluating Office	The office that has the technical expertise necessary to determine the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.

Name	Definition—Common
Evaluation Panel	One or more technical specialists assigned to evaluate an applicant's qualifications for appointment.
Evaluating Specialist	Any FAA employee who is assigned responsibility to evaluate a designee applicant.
Expired	The appointment was not renewed placing the designee in an expired status. In this status, the designee cannot perform any functions on behalf of the FAA. The designee will be suspended until the managing office renews or terminates the appointment.
Guidance Material	The direction provided by a guide; these are FAA policy and advisory material.
Managing Office	The FAA office with the responsibility of oversight and management of a designee.
Managing Specialist	Managing specialist is any FAA employee who is assigned responsibility to manage a designee.
Need and Ability to Manage	Term used to describe a determination made by the FAA that there is a need for the designee and that the managing office has the ability to manage that designee.
Oversight	The act of managing, monitoring, and tracking a designee's activities to ensure that the designee performs to the standards and expectations set forth by the FAA in its policies and regulations.
Performance	Tracking and determining how well the designee is meeting desired outcomes in three areas: Technical, Professional, and Procedural.
Preapproval	A request by the designee to perform a certification function on behalf of the FAA.
Risk	An expression of the impact of an undesired event in terms of severity and likelihood.
Risk-Based	A term used to imply the use of risk management techniques and tools.
Risk Management	Any activity designed to ensure that risk is identified, mitigated, eliminated, or controlled within established risk parameters.
Role Assigner	An individual that assigns various roles in DMS to employees.
Selecting Official	The individual with authority to determine the eligibility of a designee for consideration of appointment. This individual may or may not be the Appointing Official.
Suspension	Suspension is a management process that allows the FAA to temporarily remove a designee's privileges without terminating the delegation.
Termination	The FAA action as a result of a decision to not renew or to rescind a designee at any time and for any reason the Administrator considers appropriate.
Voluntary Surrender	When a designee voluntarily gives up a designation.

Section 2. AME Definitions

Table A-2. Designee Management Definitions—AME

Name	Definition—AME
Aviation Medical Examiner (AME)	A civilian or military physician designated by the FAA (a designee), who has been delegated the authority by the FAS to accept applications and perform physical examinations necessary to determine qualifications for the issuance of second- and third-class FAA airman medical certificates under part 67. The AME conducts these physical examinations; issues, defers, or denies airman medical certificates in accordance with part 67 and the Guide for Aviation Medical Examiners.
Federal AME	A physician designated as an AME to support special Federal activities unique to the National Airspace System (NAS) and to the FAA and its mission. These physicians are not required to perform examinations to demonstrate proficiency, but are expected to train at the same intervals as all other AMEs.
Managing Specialist	FAA employee with the primary interface and oversight responsibility for designees and who makes selection, redesignation, and termination recommendations to the Selecting/Appointing Official. Normally this will be an AME Program Analyst.
Medical Assessors	Medical Assessors including Regional Flight Surgeons (RFS) (Appointing Officials/Selecting Officials) and Office of Aerospace Medicine (AAM) Medical Officers are technically not AMEs because they are not designees; they are, however, still expected to attend AME training at the same frequency as AMEs. Medical Assessors have been delegated the authority to manage aviation medical certificates in part 67.
Military Flight Surgeon	A physician who is a commissioned officer in the U.S. Armed Forces (Air Force, Navy, Army, Coast Guard, and commissioned officers of the Public Health Service) who has completed the appropriate military aviation medicine training and has been awarded the title of Flight Surgeon.
Official Aviation Medical Examiner (AME)	A physician, not otherwise categorized as a Federal AME or a military flight surgeon, whose duties support the NAS and the FAA mission. Examples include Airline Medical Directors or Aerospace Medicine Residency faculty. The official category is to be reserved for those AMEs whose value to the FAA is determined to supersede a need to demonstrate proficiency by the number of examinations performed.
Physician	A physician is a doctor of medicine or doctor of osteopathy. An AME is defined by part 183, § 183.11 as a physician, and therefore, precludes other medical disciplines from performing AME functions. Duties and responsibilities of the AME are further defined in § 183.21.
Reinstatement	The process of designating former AMEs.
Renewal	The process of renewing the designation of AMEs at specified intervals before expiration of the prior period of validity.
Selecting/Appointing Official	RFSs, Deputy Regional Flight Surgeons (DRFS), and the Manager, Aerospace Medical Education Division (AMED), are responsible for selecting and appointing AMEs within the geographic location in which the AME will practice. While acting for the respective RFS, DRFSs can perform Appointing Official duties. However, any RFS may choose to delegate Selecting Official

Name	Definition—AME
	responsibilities to a managing specialist. The Appointing Official has the authority to issue the Certificate Letter of Designation to designees; this responsibility may not be delegated and must always be a medical assessor, such as the RFS, DRFS, or Manager, AMED.
Senior Aviation Medical Examiner (AME)	An AME delegated the additional authority to accept applications and perform physical examinations necessary to determine qualifications for the issuance of first-class FAA airman medical certificates under part 67.
Surveillance Program Analyst (SPA)	These analysts perform duties necessary to accomplish quality assurance monitoring of AMEs designated by the FAA. This is accomplished by the review of specific areas of a nonpriority-issued airman's medical examination to determine whether or not the issuance was appropriate. These analysts also conduct an adequate number of site visits in the geographic area of responsibility of the RFS to meet national goals.
Termination of Designation	Termination is the action taken by the FAA as a result of a decision to not renew or to rescind a designation at any time and for any reason the Administrator considers appropriate.

Section 3. DPE, Admin PE, and SAE Definitions

Table A-3. Designee Management Definitions—DPE, Admin PE, and SAE

Name	Definition—DPE, Admin PE, and SAE
Administrative Pilot Examiner (Admin PE)	An Admin PE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. An Admin PE has administrative privileges only and may not administer practical tests for pilot certification under his or her authority. For the purposes of this order, Admin PE includes the following types: Airman Certification Representative (ACR) for a Part 141 Pilot School with Examining Authority (ACR-141) or ACR for a Flight Instructor Refresher Course (ACR-FIRC).
Airman Medical Certificate	An airman medical certificate is a valid certificate issued under Part 67, Medical Standards and Certification.
Airmen Certification Branch (AFB-720)	AFB-720 is part of the FAA Civil Aviation Registry Division (AFB-700) and has final authority for the issuance of permanent airman certificates and maintenance of certification records. AFB-720 is located at the Mike Monroney Aeronautical Center (MMAC) in Oklahoma City, OK.
Airmen Certification and Training Branch (AFS-810)	AFS-810, which is part of the General Aviation and Commercial Division (AFS-800), is the principal office concerned with the certification and training of airmen (pilots, ground, and flight instructors).
Aviation Safety Inspector (ASI)	An FAA employee with the necessary technical qualifications who is responsible for developing, administering, investigating, and enforcing safety regulations for airmen, aircraft, and aircraft operations.
Aviation Safety Technician (AST)	An FAA employee who provides technical support and assistance to ASIs.
Certificate Letter of Authority (CLOA)	The CLOA provides a detailed description of the designee's authorities, limitations, and associated expiration as contained within DMS.

Name	Definition—DPE, Admin PE, and SAE
Designated Pilot Examiner (DPE)	A DPE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. For the purposes of this order, DPE includes the following types: Private Pilot Examiner (PE), Commercial and Instrument Rating Examiner (CIRE), Commercial Pilot Examiner (CE), Airline Transport Pilot Examiner (ATPE), Flight Instructor Examiner (FIE), or Pilot Proficiency Examiner (PPE).
Designee Standardization Branch (AFS-640)	AFS-640, which is part of the Regulatory Support Division (AFS-600), develops and conducts a variety of standardization seminars both domestically and internationally that are used by designees, designee applicants, representatives of delegations, and FAA personnel for initial training.
FAA Form 8060-4, Temporary Airman Certificate	FAA Form 8060-4 is a Temporary Airman Certificate issued to a successful airman applicant.
FAA Form 8060-5, Notice of Disapproval of Application	FAA Form 8060-5 is issued by a DPE to an unsuccessful airman applicant.
FAA Form 8710-1, Airman Certificate and/or Rating Application	FAA Form 8710-1 is used by pilot applicants (not applicable to sport pilot applicants) when applying for an airman certificate and/or rating.
Integrated Airman Certification and Rating Application (IACRA)	The IACRA system is an internet-based (paperless) method of processing airman applications.
Pilot Proficiency Examiner (PPE)	A PPE conducts the pilot-in-command (PIC) proficiency checks required by 14 CFR part 61, § 61.58 for airmen who act as PIC of an aircraft that is type certificated (TC) for more than one required pilot flightcrew member or is turbojet-powered, and operated under regulations other than 14 CFR part 121, 125, 129, or 135.
Specialty Aircraft Examiner (SAE)	An SAE is an individual, appointed in accordance with § 183.23, who meets the general qualification requirements, and the specific eligibility requirements for each authorization held. SAEs are authorized to conduct tests and checks in aircraft, or for operating privileges, that require specialized experience. SAE includes the following types: Vintage Aircraft Examiner (VAE), Vintage Flight Engineer Examiner (VFEE), Experimental Aircraft Examiner (EAE), Sport Pilot Examiner (SPE), or Sport Pilot Flight Instructor Examiner (SPFIE).

Section 4. DADE Definitions

Table A-4. Designee Management Definitions—DADE

Name	Definition—DADE
Responsible Flight Standards Office	Either a Flight Standards District Office (FSDO) or a Certificate Management Office (CMO).
Designated Aircraft Dispatcher Examiner (DADE)	A private individual who is authorized by the Administrator to perform evaluations and certification functions for Aircraft Dispatchers in accordance with 14 CFR part 65.
Letter of Aeronautical Competency	Letters of aeronautical competency are issued to individuals who pass the Aircraft Dispatcher practical exam and meet the requirements of part 65 subpart C, with the exception that they have not reached their 23rd birthday.
Part 65 Course	A part 65 subpart C Aircraft Dispatcher certification course approved through an FAA Letter of Approval, issued biannually.
Plan of Action	A plan of action is a written plan, describing how an examination will be conducted, which of the six areas of operation (see “Practical Test” definition) will be included in the oral portion, which areas will be included in the skill portion, which areas will overlap, and in what order the examination will be conducted.
Practical Test	A practical test examines the areas of operations for an Aircraft Dispatcher Certificate that is conducted by having the applicant demonstrate an acceptable level of knowledge and skill as defined by the practical test standards (PTS).
Practical Test Standards (PTS)	The PTS (FAA-S-8081-10, Aircraft Dispatcher Practical Test Standards) details specific areas of operations, tasks, and objectives and defines expected standards for a certificate or rating.

Section 5. DME, DPRE, and DAR-T Definitions

Table A-5. Designee Management Definitions—DME, DPRE, and DAR-T

Name	Definition—DME, DPRE, and DAR-T
Airmen Certification Branch (AFB-720)	AFB-720 is part of AFB-700 and has final authority for the issuance of permanent airman certificates and maintenance of certification records. AFB-720 is located at the MMAC in Oklahoma City, OK.
Aviation Maintenance Technician School (AMTS)	An FAA-approved school for aviation mechanics. Graduation from the appropriate course of a certificated AMTS is one way for mechanic applicants to meet the experience requirement of part 65, § 65.77.
Aviation Safety Inspector (ASI)	An FAA employee with the necessary technical qualifications who is responsible for developing, administering, investigating, and enforcing safety regulations for airmen, aircraft, and aircraft operations. In most cases, ASIs are also responsible for the oversight of designees.
Certificate Letter of Authority (CLOA)	The CLOA provides a detailed description of the designee’s authorities, limitations, and associated expiration as contained within DMS.

Name	Definition—DME, DPRE, and DAR-T
Designated Airworthiness Representative—Maintenance (DAR-T)	A DAR-T is an individual, appointed in accordance with § 183.33, who has a high level of knowledge in the subject areas required for certificating aircraft and related parts, and meets the general qualification requirements set forth in Volume 5, Chapter 2.
Designated Mechanic Examiner (DME)	A DME is an individual, appointed in accordance with § 183.25, who holds a valid aviation Mechanic Certificate, possesses technical knowledge and experience required for aviation mechanic certification, and meets the general qualification requirements set forth in Volume 5, Chapter 2 and the TPE-specific qualifications set forth in Volume 5, Chapter 6.
Designated Parachute Rigger Examiner (DPRE)	A DPRE is an individual, appointed in accordance with § 183.25, who has a high level of knowledge in the subject areas required for parachute rigger certification, holds a master Parachute Rigger Certificate for the particular designation, and meets the general qualification requirements set forth in Volume 5, Chapter 2.
Designee Standardization Branch (AFS-640)	AFS-640, which is part of AFS-600, develops and conducts a variety of standardization seminars, both domestically and internationally, that are used by designees, designee applicants, representatives of delegations, and FAA personnel for initial training and renewal purposes. AFS-640 is responsible for TPE policy.
FAA Form 8060-4, Temporary Airman Certificate	FAA Form 8060-4 is a Temporary Airman Certificate issued to a successful airman applicant.
FAA Form 8610-2, Airman Certificate and/or Rating Application	FAA Form 8610-2 is used by mechanic and parachute rigger applicants when applying for an airman certificate and/or rating.
International Field Office (IFO)	The IFO, as used in this order, is the office that has jurisdiction over the international geographic area in which the designee is located.
Regulatory Support Division (AFS-600)	AFS-600 promotes safety by educating and advising users through the development, implementation, analysis, and distribution of technical information including airmen testing, designee standardization, and management of aviation data systems.
Technical Personnel Examiner (TPE)	For the purposes of this order, TPE will refer to only DMEs and DPREs.

Section 6. APD Definitions

Table A-6. Designee Management Definitions—APD

Name	Definition—APD
Aircrew Designated Examiner (ADE)	APDs are trained in an ADE program. An ADE program is associated with an operator which conducts its own program of airman qualification. It is the preferred program for conducting the certification of flightcrew members for complex part 121, 125, and 135 operators.
Aircrew Program Designee (APD)	An individual who is authorized by the Administrator to perform evaluations and certification functions in one type of aircraft within an approved air carrier training program.
Aircrew Program Manager (APM)	An APM is an appropriately trained operations inspector, who is also specifically trained by an operator, to oversee the certification activity and to manage the oversight of that operator's training program in a specific airplane type. An APM reports to the Principal Operations Inspectors (POI).
Airman Certification Standards (ACS)	The ACS is an enhanced version of the PTS. The ACS will eventually replace the PTS for all categories and classes.
Line-Oriented Flight Training (LOFT)	A LOFT is designed to provide training and to transition the pilot from maneuver-oriented flight training (in which systems knowledge and operating skills are initially learned and practiced) to operational flying, which involves the application of skills and knowledge, crew coordination, and all other aspects of operating the aircraft in typical service.
Partial Program Manager (PPM)	One or more PPMs may be assigned to complement the APM in oversight and management activities related to an ADE program. A PPM is specifically trained in the same manner as the APM, and reports to the APM.
Practical Test Standards (PTS)	PTS details specific objectives, tasks, operations, and expected results for a certificate or rating.

Section 7. TCE Definitions

Table A-7. Designee Management Definitions—TCE

Name	Definition—TCE
Airman Certification Standards (ACS)	The ACS is an enhanced version of the PTS. The ACS will eventually replace the PTS for all categories and classes.
Line-Oriented Flight Training (LOFT)	The LOFT is designed to provide training and to transition the pilot from maneuver-oriented flight training (in which systems knowledge and operating skills are initially learned and practiced) to operational flying, which involves the application of skills and knowledge, crew coordination, and all other aspects of operating the aircraft in typical service.
Practical Test Standards (PTS)	The PTS details specific objectives, tasks, operations, and expected results for a certificate or rating.

Name	Definition—TCE
Satellite	Satellite training centers are considered to be permanent in nature and function under the operational and management control of the principal training center. Although physically separated from the principal training center, responsibility for regulatory compliance of the satellite rests with the principal training center.
Training Center Evaluator (TCE)	An individual employed by a training center certificate holder who is authorized by the Administrator to perform tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specifications (TSpecs).
Training Center Program Manager (TCPM)	TCPMs have regulatory oversight responsibility for training centers and are responsible for overall FAA technical administration, certification, surveillance, and investigation. TCPMs are the primary FAA focal point for relations with training centers and are responsible for coordinating FAA activity at training centers, satellites, and remote training sites. Their role is to verify that the training, testing, and checking conducted by the center continually meets regulatory standards; the terms and conditions of the center's TSpecs; and complies with established FAA policy and guidance.

Section 8. DMIR and DAR-F Definitions

Table A-8. Designee Management Definitions—DMIR and DAR-F

Name	Definition—DMIR and DAR-F
Active	The appointed designee currently exercises the delegated authority.
Appeal Panel	The Appeal Panel consists of at least two individuals equivalent to the managing specialist level or above who were not involved in the original denial or termination decision.
Applicant	The individual who submitted an application is being evaluated prior to making a decision to deny, identify as a candidate, or appoint them as an active designee.
Appointing Office	The MIO, MIDO, or CMO having selection, appointment, and management orientation responsibilities.
Article	A material, part, component, process, or appliance.
Certificate Letter of Authority (CLOA)	An electronic FAA document identifying the kinds of designation for which the individual concerned is qualified. The electronic CLOA also indicates the expiration date and is updated upon issuance of any subsequent renewals. DMS will provide this electronic document. The FAA may revoke the designee CLOA at any time, for any reason the Administrator considers appropriate.
Conformity Inspection of Prototype Products and Related Parts	An inspection to determine the applicant's compliance to 14 CFR part 21, Certification Procedures for Products and Parts, § 21.33(b) and any other inspections necessary to determine that the prototype products and related articles conform to the proposed design drawings and specifications.
Denied	It is determined that the applicant fails to meet the minimum qualifications of the delegation(s), and the delegation of designee-requested authority cannot be made.

Name	Definition—DMIR and DAR-F
Designated Airworthiness Representative (DAR)—Manufacturing (DAR-F)	An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience, and meets the qualification requirements of this order.
Designated Manufacturing Inspection Representative (DMIR)	An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge and experience, is employed by a Production Approval Holder (PAH) or a PAH's approved supplier, and meets the qualification requirements of this order.
Designee File	An electronic file, maintained in DMS, that contains all information on an individual, beginning with the application process through the life of the delegation.
Dual Appointment	An individual may be appointed, for example, as a DAR or a company DER as well as a DAR or consultant DER, in situations where the DAR or DER is performing functions for more than one applicant.
Evaluating Office	The office that has the technical expertise necessary to determine the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.
Evaluation Panel	Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, or appointment and delegated authority, as appropriate.
Guidance Material	The direction provided by a guide; these are FAA policy and advisory material.
Individual	A person, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.
Managing Office	The FAA office assigned the responsibility by the appointing office for supervising, monitoring, training, tracking, and recommending renewal of a designee.
Managing Specialist	An ASI with a similar discipline as the applicant, who is assigned as the primary individual with the responsibilities of performing initial evaluation and continuous oversight after the appointment.
Manufacturer	See Production Approval Holder (PAH). For the purpose of this order, "manufacturer" and "PAH" are used interchangeably. A manufacturer is a PAH.
Monitoring	That portion of oversight responsibilities of assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.
Multiple Appointment	An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.
Oversight	See Supervision. For the purpose of this order, "oversight" and "supervision" are used interchangeably.

Name	Definition—DMIR and DAR-F
Production Approval Holder (PAH)	The holder of a Production Certificate (PC), a Parts Manufacturer Approval (PMA), or a Technical Standard Order Approval (TSOA), issued under the provisions of 14 CFR part 21, who controls the design and quality of the product.
Production Certificate Holder's Distribution Center	An associate facility as defined in FAA Order 8120.2, Production Approval and Certificate Management Procedures.
Recurrent Seminars	The FAA conducts DMIR/DAR recurrent seminar providing instruction concerning designee authority and responsibility, and current rules, regulations, and policy.
Renewal	The act of authorizing a designee to continue performing delegated functions.
Standardization Seminars	The FAA conducts standardization seminars. The DMIR/DAR standardization seminar provides a familiarization of FAA administrative procedures, methods, and practices used by individuals involved in the civil certification process.
Supervision	That portion of oversight responsibilities for assigned designees that includes the following: a. Documenting and maintaining current and accurate records. b. Informing designees of their duties and responsibilities. c. Authorizing activities outside the managing office's geographic area. d. Providing guidance and direction in the implementation of all assigned duties. e. Providing designee training. f. Notifying designees of their performance. g. Initiating corrective action, as required.
Suspended	The designee's authorization to act on behalf of the FAA has been rescinded.
Suspension	The FAA action that removes some or all authority for a designee to act on behalf of the FAA.
Suspension Reinstatement	The FAA action taken to authorize a designee to act on behalf of the FAA when that authorization was previously suspended.
Terminated	The FAA removes delegated authority for a specific reason.
Terminated Any Other Reason	For any other reason deemed necessary by the Administrator.
Terminated by Request	At the request of a designee or designee's employer or by the supplier to a PAH.
Terminated Certificate Suspension, Cancellation, or Revocation	The certificate that is required by a designee or the designee's employer is suspended, canceled, or revoked.
Terminated Change of Employment	The designee leaves the employment of the company that requested the delegation.
Terminated Insufficient Activity	The designee has not had sufficient activity to warrant continuance of the delegation.
Terminated Lack of Care, Judgment, or Integrity	The designee has not demonstrated the care, judgment, or integrity required to exercise the delegation properly.

Name	Definition—DMIR and DAR-F
Terminated Lack of FAA Need and Ability to Manage	The managing office no longer needs the services of the designee, or no longer has the resources to manage the designee.
Terminated Lapse of Qualification	The designee's qualifications for a specific activity have lapsed.
Terminated Misconduct	The designee has not properly exercised or performed the duties of the delegation.
Terminated Retired	In a typical case, a designee had worked for an established company and ceased to function as a designee upon retirement from the company.
Terminated Transferred	The designee has transferred from one appointment office jurisdiction to another.
Terminated Withdrawn	The individual has voluntarily withdrawn an application in DMS.
Tracking	The portion of oversight responsibilities conducted by a managing specialist for assigned designees that includes documenting the designee's activities.

Section 9. DER Definitions

Table A-9. Designee Management Definitions—DER

Name	Definition—DER
Article	A material, part, component, process, or appliance.
Authorized Area	An authorized area applies to the specific portion or system of the aircraft, or the type of engine or propeller, or specialized area to which a delegated function applies.
Compliance Inspection	A physical inspection performed by the Aircraft Certification Office (ACO) engineer or the Designated Engineering Representative (DER) when authorized. This inspection provides an opportunity to review an installation and its relationship to other installations on a product to determine compliance with 14 CFR/Civil Air Regulation (CAR) requirements, which cannot be adequately determined from an evaluation of the technical data.
Delegated Function	A delegated function applies to the technical areas involved in determining compliance with applicable airworthiness regulations.
Designated Engineering Representative (DER)	An individual appointed in accordance with § 183.29 who holds an engineering degree or equivalent, possesses technical knowledge and experience, and meets the qualification requirements of this order. a. Company. An individual appointed to act as a company DER for the employer to approve or recommend approval of technical data to the FAA. b. Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA.
Dual Appointment	An individual may be appointed, for example, as a DAR or a company DER as well as a DAR or consultant DER, in situations where the DAR or DER is performing functions for more than one applicant.

Name	Definition—DER
Evaluation Panel	Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, candidacy, or appointment and delegated authority, as appropriate.
Executive Level	An individual who holds the company position of president, vice president, chief engineer, chief inspector, owner, part owner, director of engineering or quality assurance, etc.
Guidance Material	The direction provided by a guide; these are FAA policy and advisory material.
Monitoring	The portion of oversight responsibilities of the assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.
Multiple Appointment	An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.
Product	An aircraft, aircraft engine, or propeller.
Production Approval Holder (PAH)	The holder of a Production Certificate (PC), a Parts Manufacturer Approval (PMA), or a Technical Standard Order Authorization, issued under the provisions of part 21, who controls the design and quality of the product/article.
Special Authorization Letter	A special authorization letter states that the DER is permitted to make certain data approvals normally reserved for the FAA. The special authorization letter identifies these approvals, the project, and the duration for which the special authorization is valid. A special authorization letter is valid only at the ACO that issued the letter and only for the project for which it is generated.
Supervision	That portion of oversight responsibilities for assigned designees that includes the following: a. Document and maintain current and accurate records. b. Inform designees of their duties and responsibilities. c. Authorize activities outside the managing office's geographic area. d. Provide guidance and direction in the implementation of all assigned duties. e. Provide designee training. f. Notify designees of their performance. g. Initiate corrective action, as required.
Tracking	The portion of oversight responsibilities for assigned designees that includes documenting the designee's activities.

APPENDIX B. ACRONYM LIST

ACRONYM	DEFINITION
14 CFR	Title 14 of the Code of Federal Regulations
18 U.S.C.	Title 18 of the United States Code
49 U.S.C.	Title 49 of the United States Code
A	Airframe
A&P	Airframe and Powerplant
AAI	Authorized Aircraft Instructor
AAM	Office of Aerospace Medicine
AAPM	Assistant Aircrew Program Manager
AASR	Aging Aircraft Safety Rule
AC	Advisory Circular
AC	Aeronautical Center
AC	Air Carrier
ACCME	Accreditation Council for Continuing Medical Education
ACO	Aircraft Certification Office
ACR	Airman Certification Representative
ACR-141	Airman Certification Representative for a 14 CFR Part 141 Pilot School with Examining Authority
ACR-FIRC	Airman Certification Representative—Flight Instructor Refresher Course
ACS	Airman Certification Standards
AD	Airworthiness Directive
ADE	Aircrew Designated Examiner
Admin PE	Administrative Pilot Examiner
AGC	Office of the Chief Counsel
AIDS	Accident Incident Data System
AIM	Aeronautical Information Manual
AIR	Aircraft Certification Service
AMCD	Aerospace Medical Certification Division
AMCS	Aerospace Medical Certification Subsystem
AME	Aviation Medical Examiner
AME ID Card	Aviation Medical Examiner Identification Card
AME PA/MS	AME Program Analysts/Managing Specialists
AMED	Aerospace Medical Education Division
AMEL	Airplane Multiengine Land
AMES	Airplane Multiengine Sea
AMTS	Aviation Maintenance Technician School

ACRONYM	DEFINITION
AOPA	Aircraft Owners and Pilots Association
APD	Aircrew Program Designee
APM	Aircrew Program Manager
APOI	Assistant Principal Operations Inspector
AQP	Advanced Qualification Program
AS	Aerospace Standard
ASE	Aviation Safety Engineer
ASEL	Airplane Single-Engine Land
ASES	Airplane Single-Engine Sea
ASI	Aviation Safety Inspector
ASI-AD	Aviation Safety Inspector—Aircraft Dispatch
ASIC	Application Specific Integrated Circuits
AST	Aviation Safety Technician
ATC	Air Traffic Control
ATCPM	Assistant Training Center Program Manager
ATP	Airline Transport Pilot
ATPE	Airline Transport Pilot Examiner
ATS	Air Transportation Supervisor
AVS	Aviation Safety
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAMI	Civil Aerospace Medical Institute
CAPAME	Clinical Aerospace Physiology Review for Aviation Medical Examiners
CAR	Civil Air Regulations
CAT	Category
CBO	Community-Based Organization
CE	Commercial Pilot Examiner
CFI	Certificated Flight Instructor
CFR	Code of Federal Regulations
CIRE	Commercial and Instrument Rating Examiner
CLOA	Certificate Letter of Authority
CME	Continuing Medical Education
CMO	Certificate Management Office
CS	Chart Supplement (U.S.)
DADE	Designated Aircraft Dispatcher Examiner

ACRONYM	DEFINITION
DAR	Designated Airworthiness Representative
DAR-F	Designated Airworthiness Representative—Manufacturing
DAR-T	Designated Airworthiness Representative—Maintenance
DCPM	Dispatch Course Program Manager
DER	Designated Engineering Representative
DER-T	Designated Engineering Representative—Consultant
DER-Y	Designated Engineering Representatives—Company
DFAS	Deputy Federal Air Surgeon
DIWS	Document and Imaging Workflow System
DME	Designated Mechanic Examiner
DMIR	Designated Manufacturing Inspection Representative
DMS	Designee Management System
DOB	Date of Birth
DOD	Department of Defense
DOT	Department of Transportation
DPE	Designated Pilot Examiner
DPRE	Designated Parachute Rigger Examiner
DRFS	Deputy Regional Flight Surgeon
DRS	Designee Registration System
EAA	Experimental Aircraft Association
EAE	Experimental Aircraft Examiner
ECG	Electrocardiogram
EDRS	Electronic Document Retrieval System
EFB	Electronic Flight Bag
EIS	Enforcement Information System
eLMS	Electronic Learning Management System
ELSA	Experimental Light-Sport Aircraft
ETOPS	Extended Operations
EVS	Enhanced Vision System
FAA	Federal Aviation Administration
FAASTeam	FAA Safety Team
FAS	Federal Air Surgeon
FE	Flight Engineer
FEE	Flight Engineer Examiner
FIE	Flight Instructor Examiner
FIRC	Flight Instructor Refresher Course

ACRONYM	DEFINITION
FIRE	Flight Instructor Renewal Examiner
FLM	Front Line Manager
FPE	Foreign Pilot Examiner
FPGA	Field Programmable Gate Arrays
FS	Flight Standards
FSB	Flight Standardization Board
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
FSIRP	Flight Standards Inspector Resource Program
FSTD	Flight Simulation Training Device
FTD	Flight Training Device
FTN	FAA Tracking Number
FTP	Flight Test Pilot
FTPM	Fleet Training Program Manager
GA	General Aviation
GEC	Geographic Expansion Coordinator
GIE	Ground Instructor Examiner
GPO	Government Publishing Office
GTOW	Gross Takeoff Weight
HQ	Headquarters
HRPM	Human Resources Policy Manual
HUD	Head-Up Display
IA	Inspection Authorization
IACRA	Integrated Airman Certification and Rating Application
IFO	International Field Office
IOS	Instructor Operating Station
IPA	Implementation Procedures For Airworthiness
IPC	Instrument Proficiency Check
IPL	Implementation Procedures for Licensing
IT	Information Technology
JAR	Joint Aviation Requirement
LAE	Limited Aircraft Examiner
LOE	Line Operational Evaluation
LOFT	Line-Oriented Flight Training
LSA	Light-Sport Aircraft
LTA	Lighter than Air

ACRONYM	DEFINITION
MAMERC	Multimedia Aviation Medical Examiner Refresher Course
MCE	Military Competency Examiner
MCSPT	Medical Certification Standards and Procedures Training
MEL	Minimum Equipment List
MFI	Military Flight Instructor
MGR/AO	Manager/Appointing Official
MISO	Manufacturing Inspection Satellite Office
M/M	Make and Model
M/M/S	Make, Model, and Series
MMAC	Mike Monroney Aeronautical Center
MOU	Memorandum of Understanding
MRA	Master Role Assigner
MTEL	Minimum Tools and Equipment List
MTG	Mechanic Test Generator
NAS	National Aerospace Standard
NAS	National Airspace System
NPO	National Policy Office
NTSB	National Transportation Safety Board
O&P	Oral and Practical
OCC	Operations Control Center
ODA	Organization Designation Authorization
OJT	On-The-Job Training
OPE	Overall Performance Evaluation
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
P	Powerplant
PAH	Production Approval Holder
Part 91K	Part 91 Subpart K
PC	Production Certificate
PD	Position Description
PE	Private Pilot Examiner
PIA	Parachute Industry Association
PIC	Pilot In Command
PII	Personally Identifiable Information
PLD	Programmable Logic Device
PMA	Parts Manufacturer Approval

ACRONYM	DEFINITION
POC	Point of Contact
POI	Principal Operations Inspector
PPC	Powered Parachute
PPCL	Powered Parachute Land
PPE	Pilot Proficiency Examiner
PPM	Partial Program Manager
PTM	Project Team Member
PTRS	Program Tracking And Reporting Subsystem
PTS	Practical Test Standards
QC	Quality Control
QMS	Quality Management System
R&D	Research and Development
RFS	Regional Flight Surgeon
RFS/AO	Regional Flight Surgeons/Appointing Officials
RFSWG	Regional Flight Surgeon Working Group
RG	Rotorcraft Gyroplane
RMS	Risk Management Strategy
RNP	Required Navigation Performance
RPE	Remote Pilot Examiner
RS	Repair Specifications
SAE	Specialty Aircraft Examiner
SAS	Safety Assurance System
SDR	Service Difficulty Report
SFP	Special Flight Permit
SIC	Second in Command
SME	Subject Matter Expert
SODA	Statement of Demonstrated Ability
SPA	Surveillance Program Analyst
SPAS	Safety Performance Analysis System
SPE	Sport Pilot Examiner
SPFIE	Sport Pilot Flight Instructor Examiner
STC	Supplemental Type Certificate
TC	Type Certificate
TCE	Training Center Evaluator
TCO	Training Course Outline
TCPM	Training Center Program Manager

ACRONYM	DEFINITION
TNA	Training Needs Assessment
TPE	Technical Personnel Examiner
TS	Technical Standard
TSO	Technical Standard Order
TSpec	Training Specification
UAS	Unmanned Aircraft System
USAF	United States Air Force
VAE	Vintage Aircraft Examiner
VFEE	Vintage Flight Engineer Examiner
VFR	Visual Flight Rules
VSV	Virtual Site Visit
W&B	Weight and Balance
WSC	Weight Shift Control
WSCL	Weight-Shift Control Land
WSCS	Weight-Shift Control Sea

Directive Feedback Information

Please submit any written comments or recommendation 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: FAA Order 8000.95A, Designee Management Policy

To: Flight Standards Directive Management Officer, AFB-120 Directives Mailbox (9-AWA-AFB-120-Directives@faa.gov)

(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 order, please cover the following subject: *(briefly describe what you want added)*

☐ Other comments:

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

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

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