

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.485

National Policy

Effective Date:  
10/2/18

Cancellation Date:  
10/2/19

**SUBJ:** Removal of Designated Pilot Examiner Geographic Limitations and Other Restrictions

---

**1. Purpose of This Notice.** This notice provides guidance on the removal of geographic limitations for all Flight Standards Service (FS) Designated Pilot Examiners (DPE). This notice identifies additional procedures for FS offices managing DPEs.

**2. Audience.** The primary audience for this notice is FS offices that manage DPEs. FS personnel required to comply with this notice include those who manage FS DPEs and managers who have employees managing DPEs. This may include other Federal Aviation Administration (FAA) management, operational, and administrative employees, as appropriate. The secondary audience includes all FS divisions and branches.

**3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's website at <http://fsims.faa.gov>. This notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).

**4. Authority to Change This Notice.** The Regulatory Support Division has the authority to revise material in this notice.

## **5. Background.**

**a.** DPEs have been an important part of the FAA's support to the flying public for over 60 years. During that time, DPEs have successfully completed thousands of certification activities on the FAA's behalf. The DPE's function is vital to the FAA's public service role and continuing enhancement of safety in the National Airspace System (NAS).

**b.** Traditionally, DPEs have been appointed and managed by a Flight Standards District Office (FSDO) and were limited to conducting certification work within the FSDO's geographic boundary. The Future of Flight Standards initiative is removing geographic borders for many FS safety assurance functions because these limitations no longer serve the public interest. Geographic limitations contribute to increased difficulty in providing timely certification services across the country and exacerbate the pilot shortage that has resulted from a rapid

expansion of the aviation industry. In particular, removing geographic limitations from all DPEs will allow them to test anywhere within the United States, or its territories and possessions, without the need to request permission from the offices involved. Additionally, a DPE will be allowed to test any U.S. citizen outside of the United States without additional approvals from the managing office or International Field Office (IFO) for the country in which the test is to be conducted. This notice provides supplemental information for the removal of geographic limitations as well as other limitations on conducting tests.

**6. FS Office Actions.** FS offices that manage individual DPEs must accomplish the following actions:

**a. DPE Notification and Additional Instructions.**

(1) Notification of Nationwide Authority. FSDOs will provide notification and instructions to all DPEs managed by that office within 30 calendar-days of the effective date of this notice. Specific instructions are provided in subparagraphs b through d below. DPEs will also be notified through the Designee Registration System (DRS).

(2) Initial Flight Instructor Tests. Managing offices will discontinue all local scheduling procedures for DPEs authorized to conduct the initial flight instructor test except the 24-hour pretest notification. No other restrictions will be placed on the DPE to schedule a certificated flight instructor (CFI) applicant. After integration into the FAA Designee Management System (DMS), all preapprovals will be accomplished in DMS with no further permission or procedures required.

(3) Number of Tests Allowed Daily. Managing offices will notify their DPEs that they are allowed to conduct up to three tests per day without additional approval and that there will be no limit on the number of retests that can be conducted per day. Initial tests, discontinuances, and continuations are all considered practical tests. There is no limit to the number of administrative applications a DPE may process in a calendar-day (e.g., foreign pilot applications, second-in-command (SIC) type rating applications, student pilot application reviews, etc.).

**b. DPE Briefings.** Briefings will be provided to DPEs on a case-by-case basis should the need arise. DPEs planning to perform certification activities in unfamiliar areas should contact the appropriate FAA office to discuss local issues and specific concerns. The DPE's managing office will assist the DPE in finding the appropriate personnel, if requested. Aviation safety inspectors (ASI) and FAA Safety Team (FAASafetyTeam) representatives contacted by a DPE requesting information about their local area will make every effort to thoroughly brief the DPE about any hazardous conditions to be aware of, or local procedures to follow that are unique to that location. Under no circumstances is the DPE required to obtain permission from the managing office or other offices where tests will occur. Offices are encouraged to invite frequently visiting DPEs to their annual meetings.

**c. Transition to DMS.** DPEs will be transitioned into DMS beginning in late 2018 through 2019. During this transition, the requirements for the 24-hour notification will be replaced by the DMS preapproval function. Once a managing office and their DPEs are transitioned into DMS, the office will discontinue all other pretest notification requirements. The managing office will

not impose any additional notification or permission requirements for DPEs to conduct certification activities. If there are specific issues with a DPE that require direct approval for tests (such as observation of the first test for a new authorization or after the return of a DPE from suspension), the managing specialist will have the capability to impose restrictions in the DMS tool.

**d. Surveillance and Inspections.** No additional surveillance is required because the DPE is performing work outside the FSDO's geographic boundaries. The DPE will continue to have a managing office and will be assigned a managing specialist who will be responsible for continued surveillance and inspections of assigned DPEs. If oversight activities are needed, the managing specialist will use interdependence to arrange for those activities at a location where the DPE is conducting tests. Managing offices will be expected to coordinate and cooperate in order to maintain proper surveillance of DPEs. There will be additional guidance provided regarding appointment and oversight of DPEs in a future notice and revision to FAA Order 8000.95, Designee Management Policy.

## 7. Required Actions for FS DPEs.

**a. Contact Information.** DPEs must ensure that their managing office has their current address and contact information. This will be important for DMS implementation and for determining the most appropriate managing office as geographic boundaries are removed.

**b. Testing.** DPEs must continue to notify their managing office at least 24 hours in advance of any test using the method established for that office. The DPE will provide the managing office the location and specific airport where testing will be conducted and the time the test is scheduled to begin. Once transitioned into DMS, the DPE will discontinue managing office procedures and use the preapproval function provided in DMS. DPEs will continue to send paper certification files to their managing office both before and after the transition to DMS.

**c. Attendance.** DPEs must attend their managing office annual meetings and are encouraged to attend DPE meetings at other offices where they are testing, if invited.

**8. Disposition.** We will incorporate the information in this notice into Order 8000.95 before this notice expires. Please direct questions pertaining to this notice to the Regulatory Support Division (AFS-600) at (405) 954-4431.

ORIGINAL SIGNED by

/s/ Rick Domingo  
Executive Director, Flight Standards Service