

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.689

National Policy

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3/20/24

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**SUBJ:** In-Person Requirements and Use of Remote Technology for Administrative Airman Certification Functions

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**1. Purpose of This Notice.** This notice announces changes to guidance for utilizing remote technology (RT) when accomplishing certain administrative airman certification functions that current guidance requires to be accomplished in person. This notice contains information that is administrative in nature.

**2. Audience.** The primary audience for this notice is Flight Standards (FS) aviation safety inspectors (ASI), aviation safety technicians (AST), and designated examiners (Designated Pilot Examiners (DPE), Specialty Aircraft Examiners (SAE), Training Center Evaluators (TCE), and Aircrew Program Designees (APD)) who conduct administrative airman certification functions. The secondary audience includes the Safety Standards and Foundational Business offices.

**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) and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this notice on the Federal Aviation Administration's (FAA) website at [https://www.faa.gov/regulations\\_policies/orders\\_notices](https://www.faa.gov/regulations_policies/orders_notices) and DRS.

**4. Background.** The FAA established a team to determine which job functions could be used with RT. FAA Order 8900.1, Volume 1, Chapter 3, Section 9, Flight Standards Collaborative Use of Remote Technology, provides a formal process for evaluating and determining whether the use of RT for a specific function is appropriate. Subparagraph 1-322A, General Considerations for Each Block in the Job Aid, of the section requires that before RT is used, one must ensure that the use of RT is not prohibited by FAA guidance, orders, and/or regulatory requirements and that there is not an in-person requirement for the activity. The RT team determined that RT may be appropriate for some administrative airman certification functions.

**5. Affected Guidance.** The following sections of Order 8900.1 will be modified to remove the in-person requirement to conduct certain administrative airman certification tasks:

- Volume 5, Chapter 1, Section 1, General Information.
- Volume 5, Chapter 1, Section 3, Phases of Certification.
- Volume 5, Chapter 1, Section 7, Amendments to Certificates and Replacement of Lost Certificates and/or Applications.

- Volume 5, Chapter 2, Section 5, Miscellaneous Part 61 Certification Information.
- Volume 5, Chapter 8, Section 1, Issuance of a Medical Certificate and/or a Statement of Demonstrated Ability, or Letter of Evidence.

## 6. Action.

**a. Determining the Appropriate Use of RT.** ASIs, ASTs, and designated examiners must utilize the guidance found in Order 8900.1, Volume 1, Chapter 3, Section 9 to determine whether the use of RT for a specific administrative airman certification function is appropriate. Table 1 below shows the administrative functions that may be conducted using RT, with the exception of foreign pilot certification activities and Aviation English Language Standard (AELS) evaluations. Those functions must be conducted in person. The table below lists the only tasks that may currently be conducted using RT. All administrative tasks utilizing RT MUST be done through the Integrated Airman Certification and Rating Application (IACRA).

**Note:** RT is any tool or equipment that enables video, audio, and/or communication systems for any activity that can be performed through observation from an offsite location (the actual location of applicant is irrelevant to the task being performed).

**Table 1. Administrative Functions that May be Conducted Using RT**

| Administrative Function                                  | ASI or AST, where appropriate | Designated Examiners |
|----------------------------------------------------------|-------------------------------|----------------------|
| Supervised Operating Experience (SOE) Limitation Removal | X                             | X                    |
| Flight Instructor Renewal                                | X                             | X                    |
| Military Competency                                      | X                             | X                    |
| Issue a Ground Instructor Certificate                    | X                             | X                    |

**Note:** Designated examiners must be authorized to conduct these administrative functions on their Certificate Letter of Authority (CLOA) in the Designee Management System (DMS).

## b. Requirements When Utilizing RT.

(1) Ensure a designated examiner's first use of RT is observed by a managing specialist (MS).

(a) The MS must record a direct observation of the activity in DMS and document the use of RT.

(b) If the designated examiner is unable to perform the function remotely, the MS will add to the limitations, "No RT use authorized."

(2) Complete the job aid in Order 8900.1, Volume 1, Chapter 3, Section 9, Figure 1-3, Remote Technology Risk-Based Decision-Making Job Aid.

(3) Complete the DMS activity recording (designated examiner only):

(a) Add a comment in the DMS preapproval request and post activity report if utilizing RT.

(b) The link that will be used for the activity must be put in the comment box of the preapproval. (Any application that is used must have a link to allow for FAA surveillance. Direct links and on-demand applications are not allowed unless they are coordinated with the MS.)

**Note:** Direct links and on-demand applications are similar in nature to a direct dial phone call and do not allow the ability of the MS to conduct surveillance of the activity. Traditional surveillance requires the designee to provide the MS with a date, time, and location. Providing a date, time, and link allows the MS to conduct surveillance of remote activities.

(4) Ensure you have the ability to verify the following through RT:

(a) The identity of the applicant through video technology (If you are unable to verify the applicant's identity through the use of RT and video technology, terminate the task and meet with the applicant in person.);

(b) The supporting documentation; and

(c) The certificate destruction (if applicable).

(5) Ensure records are purged/destroyed after the confirmation of receipt is received from the Airmen Certification Branch (AFB-720), if necessary.

(6) Complete the Safety Assurance System (SAS) Activity Recording (AR) (FAA personnel only). For FAA inspectors performing certification functions virtually, check the "Virtual" checkbox in the "Location" panel under the "Enter Common Data Fields" tab.

**7. Disposition.** We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning the information in this notice to the General Aviation and Commercial Division (AFS-800), Training and Certification Group (AFS-810) at 9-AFS-800-Correspondence@faa.gov.



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