

## FLIGHT STANDARDS SERVICE FOCUS TEAMS

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### ACS Focus Team

<b>Date Established</b>	160608
<b>Method of Establishment</b>	N 8900.365 – Appendix A <a href="http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1029631">http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1029631</a>
<b>Purpose</b>	The FAA established the ACS Focus Team to field questions and resolve any issues that may arise during implementation of the ACS.
<b>Focus Team Lead or Primary POC</b>	Susan Parson, AFS-3A
<b>Membership</b>	Bob Newell, AFS-630 Chris Morris, AFS-630 Richard Orentzel, AFS-810 Barbara Adams, AFS-280 Kevin Clover, FAASTeam
<b>Method(s) of Communication</b>	ACS Focus Team mailbox <a href="mailto:9-AVS-ACS-Focus-Team@faa.gov">9-AVS-ACS-Focus-Team@faa.gov</a>
<b>SOP</b>	<ul style="list-style-type: none"> <li>• ACS Focus Team lead and AFS-630 monitor the ACS Focus Team mailbox, checking several times each day (including weekends and holidays).</li> <li>• ACS Focus Team lead acknowledges receipt of each email on a same-day basis.</li> <li>• If it is not possible to provide a substantive response with the initial acknowledgement message, ACS Focus Team lead:             <ul style="list-style-type: none"> <li>○ Gives the sender an estimate for response (e.g., 3-5 days)</li> <li>○ Transmits the email to ACS Focus Team members and other SMEs as needed</li> <li>○ Collects ACS FT/SME input and develops a consensus</li> <li>○ Provides substantive response to the sender</li> <li>○ As appropriate, adds Q&amp;A to ACS FAQs and/or marks for dissemination to key players (e.g., ASIs, DPEs)</li> </ul> </li> <li>• AFS-630 maintains master list of ACS Focus Team Q&amp;A</li> </ul>

## ADS-B Focus Team

<b>Date Established</b>	150128
<b>Method of Establishment</b>	N 8900.285 <a href="http://www.faa.gov/documentLibrary/media/Notice/N_8900.285.pdf">http://www.faa.gov/documentLibrary/media/Notice/N_8900.285.pdf</a>
<b>Purpose</b>	Established to support field offices and public during equipage associated with the ADS-B mandate and continuously monitor avionics performance of each equipped aircraft within the NAS. FAA OPR for mandate equipage & avionics performance tracking & reporting via ADS-B Performance Monitor. FAA POC for ATC reports of non-performing ADS-B equipped aircraft that negatively impact ATC operations or pose a safety risk to the NAS.
<b>Focus Team Lead or Primary POC</b>	Brent Elliott, AFS-360
<b>Membership</b>	William Adams, AFS-360 Jeffery Denny, AFS-370 David M. Dunn, AFS-370 Scott Horejs, AFS-370 Hank Laurenz, AFS-370 Michael Smith, AFS-360 Mona Tindall, AFS-360
<b>Method(s) of Communication</b>	Direct communication from internal/external sources via phone or email with team member. ADS-B Focus Team mailbox <a href="mailto:9-afs300-adsb-focus-team@faa.gov">9-afs300-adsb-focus-team@faa.gov</a>
<b>SOP</b>	<ul style="list-style-type: none"> <li>• AFT lead monitors the AFT Focus Team mailbox.</li> <li>• AFT members monitors individual email accounts during normal business hours.</li> <li>• Questions or requests presented to the AFT lead and/or members are acknowledged and responses are made on the same business day as received unless additional coordination with other AFT members and FAA organizations is needed. If needed, an estimate for response is provided to the requestor.</li> <li>• The AFS-300 Standard Operating Procedure (SOP) section Volume 4, Chapter 4.3, titled “ADS-B Focus Team (AFT),” provides an overview of the AFT terms and compliance and enforcement policy. It provides guidance to aid assigned FAA personnel in the performance of normal duties and tasks.</li> </ul>

## Cargo Focus Team

<b>Date Established</b>	130801	
<b>Method of Establishment</b>	N 8900.262 <a href="http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1024286">http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1024286</a>	
<b>Purpose</b>	The Cargo Focus Team (CFT) is reviewing Title 14, Code of Federal Regulations (14 CFR) part 121 air carrier manuals related to cargo operations. Flight Standards initiated this activity to address preliminary FAA findings and NTSB recommendations (A-15-15) following the National Air Cargo 747 accident in Afghanistan in 2013. The CFT's task includes verifying that air carrier manuals support compliance with 14 CFR 91.9 by not exceeding the type certificate (TC) or supplemental type certificate (STC) weight and balance manual (WBM) operating limitations incorporated by reference in the airplane flight manual (AFM) or AFM supplement (reference: 14 CFR 25.1583(c)).	
<b>Focus Team Lead or Primary POC</b>	Patricia K. Williams, AFS-340	
<b>Membership</b>	Kelly Shaffer, AFS-340 George Padalec, AFS-340 Wende DiMuro, AFS-340 Stephen Grotta, AFS-340 Henry Trammel, AFS-40 Susan Traugott, AFS-340 Tom Damour, AFS-340 Steve Albert, AFS-220 Steven Fox, ANM-120S	<u>Currently Detailed</u> Dennis Petry AEA (PHL FSDO) Robert Higgins ACE (LOU CMO) Frank Lipinski ASO (ORL CMO) David Gillespie AAL (ANC CMO) Thomas Westling ACE (MEM CMO)
<b>Method(s) of Communication</b>	Cargo Focus Team mailbox <a href="mailto:9-NATL-Cargo-CFT@faa.gov">9-NATL-Cargo-CFT@faa.gov</a>	
<b>SOP</b>	<p>The Cargo Focus Team (CFT) Standard Operating Procedure (SOP) provides reference and guidance about correspondence management, directives, Quality Management System Information Support (QMITS) and Air Cargo Wiki Page(s) for the CFT and the Weight and Balance Control Program (WBCP) Review Work Instruction supplements. It describes how the CFT receives, tracks and coordinates correspondence and directives into and out of the AFS-300 division and AFS-200 Division. The WBCP Review Work Instruction supplements the SOP. It describes how the CFT receives, tracks and coordinates the WBCP reviews into and -300out of the AFSandAFS-200 division. AFS-300 Consolidated SOPs contain the CFT SOP and Work Instructions.</p> <p>The Correspondence Admin monitors the Cargo Focus Team mailbox, acknowledges receipt of each email on a same-day basis, and transmits incoming messages to the CFT Program manager for evaluation and assignment. The Correspondence Admin also coordinates all WBCP Review memorandums in and out the AFS-200 and AFS-300 divisions.</p>	

## Compliance Philosophy Focus Team

<b>Date Established</b>	151130 Charter signed			
<b>Method of Establishment</b>	8900.343 Appendix F <a href="#">Notice 8900.343</a>			
<b>Purpose</b>	Created to maintain a consistent, ongoing leadership emphasis and oversight of CP alignment, policy and training development, and implementation within AFS, and also to serve as the AFS focal point for related work in coordination with or on behalf of the Office of Aviation Safety (AVS) and the Federal Aviation Administration (FAA) in general.			
<b>Focus Team Lead or Primary POC</b>	Chris MacWhorter, AFS-8			
<b>Membership</b>	Lee	Abbott	ACE-240 Manager	816-329-3220
	Don	Arendt	AFS-900 Senior Technical Specialist for Safety Management	703-338-7746
	Stephen	DaCosta	AFS-900 Field Support Program	571-358-0552
	David	Karalunas	AAL-240, Detail to AFS-1, Policy Lead	907-388-7089
	Jeffrey	Smith	AFS-810, Detail to AFS-1, Change Management Lead	202-365-3617
	Kathleen	Ritchey	AFS-900 Continuous Improvement	571-758-7141
	Ellen	Tom	AGL-240B Operations ASI	513-842-9609
	Judy	Voytilla	AFS-550 Project Manager	425-227-2290
	JB	Williams	AFS-850, Outreach, Operations ASI	559-473-7144
	Mark	Williams	AFS-330, Data Quality, Maintenance ASI	816-329-4042
<b>Method(s) of Communication</b>	<ul style="list-style-type: none"> <li>• Flight Standards Information Management System (FSIMS) Librarian</li> <li>• AFS Monthly Message Feedback Mailbox</li> <li>• Contact a CP Focus Team member directly</li> <li>• Team mailbox: <a href="mailto:9-AVS-AFS-CPFT@faa.gov">9-AVS-AFS-CPFT@faa.gov</a></li> <li>• Other internal/external outreach, for example: <ul style="list-style-type: none"> <li>- Regular and ad hoc conferences with AFS field and office personnel</li> <li>- Email messages to the organization with critical updates</li> <li>- EAA Webinar and AirVenture participation</li> <li>- AOPA Fly-In participation</li> </ul> </li> </ul>			

<p><b>SOP</b></p>	<ul style="list-style-type: none"> <li>• AFS-1 Monthly Message: <ul style="list-style-type: none"> <li>- CP Focus Team reviews and provides draft answer</li> </ul> </li> <li>• Bi-monthly national telcons (Initial cadre and regional branch managers): <ul style="list-style-type: none"> <li>- CP Focus Team schedules meeting and provides advance agenda</li> <li>- Telcon minutes/QA answers distributed</li> </ul> </li> <li>• Field Office telcons—questions answered and followed up</li> <li>• CP Focus Team CMP maintains master list of CP Focus Team Q&amp;A <ul style="list-style-type: none"> <li>- Placed on SharePoint site specifically created for Q&amp;A</li> <li>- Can be searched electronically to ensure consistency of responses and tracking of action items</li> </ul> </li> <li>• Direct team member contact: <ul style="list-style-type: none"> <li>○ CP Focus Team member generally acknowledges receipt of each email on a same-day basis.</li> <li>○ If it is not possible to provide a substantive response with the initial acknowledgement message, CP Focus Team member: <ul style="list-style-type: none"> <li>- Transmits the email to CP Focus Team members and other SMEs as needed</li> <li>- Collects team input and develops a consensus</li> <li>- Provides substantive response to the sender</li> <li>- As appropriate, CMP adds Q&amp;A to CP SharePoint FAQs and/or marks for dissemination to key players (e.g., Initial cadre, regional branch managers)</li> </ul> </li> </ul> </li> <li>• CP Focus Team Lead and CMP monitor the CP Focus Team mailbox, checking each day.</li> <li>• CP Focus Team remains engaged with external advocacy groups and provides support through <ul style="list-style-type: none"> <li>- Direct contact</li> <li>- Request for article/speech reviews</li> </ul> </li> <li>• CP Focus team telcons on a weekly basis to <ul style="list-style-type: none"> <li>- Review recent/upcoming events</li> <li>- Discuss status of recurring action items, such as guidance updates and training development</li> <li>- Review noteworthy questions/comments that have been received</li> <li>- Brainstorm on additional actions needed by the CP Focus Team</li> </ul> </li> </ul>
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## Helicopter Air Ambulance Focus Team

<b>Date Established</b>	January 27, 2015
<b>Method of Establishment</b>	Verbal Directive from John Duncan
<b>Purpose</b>	The FAA established the HAA Focus Team to field questions and resolve any issues that may arise during implementation of the 14 CFR 135 Subpart L regulations.
<b>Focus Team Lead or Primary POC</b>	Tom Luipersbeck, AFS-250
<b>Membership</b>	Andy Pierce, AFS-250 Brian Verna, AFS-360
<b>Method(s) of Communication</b>	Operations Issues: <a href="mailto:Thomas.A.Luipersbeck@FAA.Gov">Thomas.A.Luipersbeck@FAA.Gov</a>  Airworthiness Issues: <a href="mailto:Brian.Verna@FAA.Gov">Brian.Verna@FAA.Gov</a>  General Mailbox: <a href="mailto:9-AWA-AVS-HAAFT@faa.gov">9-AWA-AVS-HAAFT@faa.gov</a>
<b>SOP</b>	<ul style="list-style-type: none"> <li>• HAA Focus Team Members receive emails and phone calls directly from the field. Email requests are acknowledged and responses are sent as soon as responses are coordinated between team members and, when necessary, branch/division management.</li> <li>• All focus team members, when appropriate, are copied on responses to the field as are the appropriate branch managers.</li> </ul>

## UAS Oversight and Compliance Philosophy Team

<b>Date Established</b>	10 Mar 16
<b>Method of Establishment</b>	AFS -1 Memo
<b>Purpose</b>	The UAS OCFT mission is to ensure communication of consistent and effective UAS policy and procedures for oversight and compliance management of UAS operations in the NAS. The UAS OCFT will facilitate interdependence and information flow between AFS field offices and with policy offices. It will provide support to the field for implementation and collect input from field personnel to advise the AFS policy offices on UAS policy development. The UAS OCFT will advise and support AFS inspectors on appropriate oversight and compliance activities for UAS operations. That advice will include appropriate prioritization of those activities with other AFS activities.
<b>Focus Team Lead or Primary POC</b>	Alvin Brunner, ASW-220
<b>Membership</b>	Jay Skaggs, AAL-220 Mark Foisy, AGL-220 Eric Parker, ACE-220 Skip Wiegand, AEA-220 Mike Wilson, ASO-220
<b>Method(s) of Communication</b>	9-AFS-UAS-OCFT (FAA) <9-AFS-UAS-OCFT@faa.gov>
<b>SOP</b>	All team members monitor the mailbox. The team lead has primary responsibility for receiving and sending e-mails. Any inquiries not readily answered by current policy, general external communication, team consensus will be reached and reply or memo issued.

