

**VOLUME 13 FLIGHT STANDARDS DESIGNEES****CHAPTER 3 DESIGNATED AIRCRAFT DISPATCH EXAMINER****Section 3 Designated Aircraft Dispatcher Examiner Training****13-201 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE.** Operations: 1595.

**13-202 OBJECTIVE.** This section sets for the initial and recurrent training requirements for Designated Aircraft Dispatcher Examiners (DADE).

**13-203 GENERAL.** Training is an important tool used by the Federal Aviation Administration (FAA) to ensure that the DADEs are provided the highest level of service to the public. DADEs must successfully complete the initial and recurrent training requirements in order to exercise the privileges of the appointment.

**13-204 PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites.** This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) part 61, 65, 121, 135 and/or 183 regulations and FAA policies, and knowledge of the functional responsibilities of the aviation safety inspector (ASI) (Operations) insofar as providing DADE oversight.

**B. Coordination.** This task may require coordination between the managing FAA office, the regional Flight Standards division (RFSD), and/or the Air Transportation Division (AFS-200).

**13-205 REFERENCES, FORMS, AND JOB AIDS.****A. References (current editions):**

- Title 14 CFR parts 1, 61, 65, 91, 119, 121, and 183.
- Title 49 of the United States Code (49 U.S.C.).
- PTRS Procedures Manual (PPM).

**B. Forms.** None.

**C. Job Aids.** None.

**13-206 INITIAL TRAINING.** Each DADE selected must satisfactorily complete the initial training as outlined in subparagraph A below before exercising the privileges of the designation. Upon completion of the training, the FAA specialist will validate the DADE's knowledge. Some methods of validation include:

- Written test (developed locally), or
- Oral exam.

NOTE: It is recommended that a newly appointed DADE attend the Designated Pilot Examiner (DPE) course at the FAA Academy to receive initial designee training.

**A. Initial Training.** The FAA specialist is responsible for providing the DADE with the initial training. At a minimum, the training should include:

- 1) DADE's duties and responsibilities as a representative of the Administrator.
- 2) The necessary forms and explanation of how to properly fill out the paperwork.
- 3) Applicable FAA regulations, policy, and guidance.
- 4) The use of the current Aircraft Dispatcher Practical Test Standards (PTS) (FAA-S-8081-10).
- 5) Policy and procedures with regard to the function of a DADE.
- 6) Conduct of the practical test.
- 7) Developing at least three test scenarios and updating annually.
- 8) Importance of providing feedback on the approved part 65 dispatch courses (strengths and weaknesses) to the FAA specialist.
- 9) Requirements for individuals under the age of 23.
- 10) Foreign student applicants.

**B. After the Validation.** Upon successful completion of validation, the FAA specialist must observe and evaluate the DADE candidate administering an oral and practical exam to a dispatcher candidate. The DADE candidate does not have the authority to issue the certificate to the applicant; however, the FAA specialist may allow the candidate to fill out the appropriate paperwork while the FAA specialist observes. The FAA specialist will sign any temporary certificate issued or notice of disapproval.

**13-207 RECURRENT TRAINING.** The FAA specialist is responsible for providing the DADE with recurrent training every 12 months. The recurrent training will include at least the following topics:

- DADE's roles and responsibilities,
- Paperwork discrepancies,
- Applicable changes to 14 CFR,
- New FAA policy and procedures,
- Conducting the practical test,
- Review and updating test scenarios,
- Feedback on approved 14 CFR part 65 dispatch courses, and

- Foreign student applicants.

**13-208 DOCUMENTATION OF TRAINING.** All initial and recurrent training should be documented by PTRS activity code 1595, CERT/AIRM/TECH ASSIST NO CERT.

**RESERVED.** Paragraphs 13-209 through 13-220.