

**Orlando FSDO FAASTeam**

**Representative**

# **Outreach Training Topics**

**Presented to: Orlando FAASTeam Representatives**

**By: Orlando FAASTeam Program Manager(s)**

**Date: December 2025**



**Federal Aviation  
Administration**





## *Mission*

Lower the Nation's aviation accident rate by conveying **safety principles and practices** through **training, outreach, and education**; while establishing **partnerships** and encouraging the continual growth of a **positive safety culture** within the aviation community.

# FSDO Management Team

- **FSDO Office Manager: Bryan Donovan**
- **Asst. Office Manager: Kenneth Helms )**

## Front Line Managers (FLM)

- **Robert Melcher**
  - Team 1 (& 7)
- **Kenneth Helms (FPMs' acting FLM)**
  - Team 2
- **Michael Tremblay**
  - Team 3
- **John Breen**
  - Team 4
- **Dwight Greenlund (DPE Focal FLM)**
  - Team 5
- **James Holmes**
  - Team 6
- **Robert Melcher (acting)**
  - Team 7

# Your FPMs in Orlando

**Javier Calderin (A/W)**

407-487-7008 (Msg)

[Javier.Calderin@faa.gov](mailto:Javier.Calderin@faa.gov)

**~~Randy E. Burke (Ops)~~**

~~407-487-7009 (Msg)~~

[~~Randy.E.Burke@faa.gov~~](mailto:Randy.E.Burke@faa.gov)

**Good luck and thank you, Randy.** He has taken another position within the FSDO. Eventually there “should be” another FPM.

# Rep Outreach Topics

- **Mandatory on-line Training**
- **National Performance Plan (NPP)**
- **Rep Activity Reports**
- **Approved Resources – Access**
- **Outreach – Various Topics – Fly Safe Fact Sheets**
- **Operations - Topic of the Month – NPP63 (was NPP14)**
- **Airworthiness - Topic of the Quarter – NPP60 (was NPP41)**

# Training Topics (Cont'd)

- **REPS – Responsibilities, Expectations and Support**
- **SPANS – Announcements / Errors / Reminders**
- **FAA Award Programs**
- **Industry Award Programs**
- **Orlando District's Highest Risk area(s) – Accidents/Incidents**
- **Promoting & Conducting Safety Events**

# Mandatory On-Line Training

- [ALC-270](#) (Rep Manual - One-time Initial requirement)
- [ALC-297](#) (IT Security - Initially and annually)

| <b>OTHER COURSES</b>                             |         |                                                                                                                                    |                   | <a href="#">Hide Courses Without Credit</a> | <a href="#">Go To WINGS Courses</a> | <a href="#">Go To AMT Courses</a> |
|--------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|-------------------------------------|-----------------------------------|
| ACTION / STATUS                                  | ID      | TITLE                                                                                                                              | COST PRESENTED BY |                                             |                                     |                                   |
| <a href="#">Enroll</a>   <a href="#">Preview</a> | ALC-270 | Representative Training: Representative Manual  | Free              | FAA Safety Team                             |                                     |                                   |
| <a href="#">Enroll</a>   <a href="#">Preview</a> | ALC-297 | Representative Training: IT Security             | Free              | FAA Safety Team                             |                                     |                                   |

# Mandatory On-Line Training

....*continued*

- If you allow your annual “IT Security” course (ALC-297) to **expire**, the program **automatically drops you** from a Representative to an FSP position (FAASTeam Service Provider).
  - ❖ As an FSP, there are no “training requirements”. However, you **lose additional Administrative rights** on FAASafety.gov that Reps have access to.
- If this happens to you, and you retake the “IT Security” course (**within a certain period, up to 30 days**), **the program does automatically reinstate you** as a Representative.
  - ❖ If any of these Reps were also designated as a “WINGSPro” or “DronePro” within the FAASTeam Directory, that designation supposedly is not automatically reinstated.
  - ❖ **Please** try to not let it expire if you intend to continue as an “Active FAASTeam Representative”.
  - ❖ **Please** reach out to us FPMs one way or the other to **communicate your intentions**.
  - ❖ ***“Permissions are temporarily removed. Then they have 30 days to complete the training before their position is changed and permissions are permanently removed.”***



# FY26 NPPs - Reps can assist with ...

## Required

NPP02 - General Aviation Awards  
NPP45 - AMT Program Promotion  
NPP44 - WINGS Program Promotion

NPP05 - Runway Safety Action Team (RSAT) Meetings  
NPP59 - Regional Runway Safety Meetings

NPP55 - Safety Management Systems Outreach

NPP62 - U.S. Helicopter Safety Team's (USHST) Peer Pilot Program Promotion

# FY26 NPPs - Reps can assist with ...

## Recommended

NPP19 - Designee Outreach

NPP22 - LSA–Exp Amateur Built - Owner/Builder Outreach

NPP25 - Helicopter Safety Outreach

NPP26 - UAS Collision Avoidance

NPP48 - UAS Airspace Outreach

NPP49 - UAS Recreational Flyer Outreach

NPP51 - UAS Registration Outreach

NPP57 - UAS Part 137 Outreach

NPP63 - Safety Promotion Outreach for Pilots – **Topic of the Month** (was NPP14)

NPP64 - Large-scale Event Community Outreach

# FY26 NPPs - Reps can assist with ...

## Airworthiness - additional

NPP60 - Independent GA Aircraft Maintainer Outreach

– **AW Topic of the Quarter** (was NPP41)

NPP61 - Maintenance Facilities/Schools Outreach

# FY26 NPPs - Reps can assist with ...

## Operations - additional

NPP15 - Controlled Flight into Terrain (CFIT) Outreach

NPP16 - CFI / DPE Forum

NPP30 - Flight School Outreach

NPP52 - GA Pilots and Flight Instructors - In-Person Safety Promotion

NPP53/NPP54 - Human Factors Promotion

# Rep Activity Reports

- Log into - [FAASafety.gov](https://FAASafety.gov)
- “Administration” Tab – Select **Reports**
- **Box Labeled “Representative”** –

– Select the *Appropriate report*

Seminar / Webinar

One-On-One Counsel / Teach

By FPM Appointment Only

Airport / Airspace Safety Concern

Non Airman Events

Drone Safety Events

| Representative                                            |
|-----------------------------------------------------------|
| <a href="#">Initiate / Conduct Safety Program</a>         |
| <a href="#">Assist or Participate in a Safety Program</a> |
| <a href="#">Airmen Counseling</a>                         |
| <a href="#">Remedial Training</a>                         |
| <a href="#">Airport / Airspace Safety Action Reports</a>  |
| <a href="#">General Public Relations Efforts</a>          |
| <a href="#">Drone Activity Report</a>                     |
| <a href="#">Other</a>                                     |

# Approved Resources – ACCESS

## **NFRCC (National FAAS Team Representative Collaboration Center)**

**KSN (Knowledge Services Network) – SharePoint Site**

- Representative access to the NFRCC is no longer requested through an FPM.
- **To gain access:**
  - Log into FAA Safety.gov, then click on “SharePoint” under “Resources” (at the top).
  - If you already have access, it will take you to the NFRCC site, where you can find the “Approved Resources” (example: PowerPoint presentations, etc. that you can easily download/save).
  - If you don’t have access yet, it will have you sign up for an MFA (Multifactor Authentication) MyAccess account.
  - Once MFA has been established, you then request access to the KSN (part of the process). Then a National Team member will verify your Rep status, and give you access.
  - If Reps need assistance, they may contact [helpdesk@faa.gov](mailto:helpdesk@faa.gov) on how to register for a MyAccess account.



# Outreach – Various Topics

## Fly Safe Fact Sheets

(many of which can enhance various NPPs)

- **Besides the available presentations**
  - Various Topic “sheets” (1-2 pg. pdf)
  - Contain valuable summarized information
    - with additional resources
  - All hyperlinked and “easily” accessible through the **FAA website** at:

### **FAA - “Fly Safe Fact Sheets” (GA Safety Enhancement Topics)**

- <https://www.faa.gov/newsroom/safety-briefing/faa-safety-briefing-fact-sheets>



# Topic Sheets - Accessing



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Most Efficient Aerospace  
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# Topic Sheets - Accessing



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## News

May 20, 2022

[Aviation Education Takes Off This Summer with ACE Academies](#)

May 13, 2022

[FAA Issues Commercial Space Reentry Site Operator License for](#)

[Huntsville International Airport](#)

May 12, 2022

[FAA Invests Millions to Build Safer, More Accessible Airports](#)

[Across the U.S.](#)

May 4, 2022

[FAA Finds No Significant Environmental Impact for BOS Runway](#)

[4-Left GPS-Approaches](#)

## Press Office Contact Information

Please email inquiries to [pressoffice@faa.gov](mailto:pressoffice@faa.gov). We cover the press box daily from 7 a.m. to 9 p.m. ET and have press officers on call outside of these hours. If after hours, please include your deadline.

## Media Resources

- [Administrator's Fact Book](#)  
Facts, data, and graphics about FAA's management of our nation's complex airspace system.
- [Airport Operations and Ranking Reports from the Air Traffic Activity Data System \(ATADS\)](#)



# Topic Sheets - Accessing



Aircraft   Air Traffic   Airports   Pilots & Airmen   Data & Research   Regulations   Space   Drones

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## FAA Safety Briefing Magazine

The FAA Safety Policy Voice of Non-commercial General Aviation



### Let's Talk Tech ... and Weather

The May/June 2022 issue of FAA Safety Briefing focuses on the variety of tools and technology aviators can use to avoid and/or safely mitigate weather risks. Feature articles cover some of the FAA's latest weather research work and programs, including more effective ways to steer clear of turbulence and interpret weather products and resources. We also explore some tips to improve your preflight self-briefings.

Download the [May/June 2022 issue](#) or use the links below to read the articles on our blog.

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## Fly Safe Fact Sheets

### GA Safety Enhancement Topics

The latest [Fly Safe Fact Sheets](#) are available on our [Blog](#).

#### > Aerodynamics

- [Aircraft Performance Monitoring](#) (PDF)
- [Aircraft Performance and Calculations](#) (PDF)
- [Angle of Attack Awareness](#) (PDF)
- [Best Glide Speed and Distance](#) (PDF)

#### > Aeromedical

## **FY26** – **Operations - Topic of the Month** **NPP63 (was NPP14)**

- 01 – Oct: Human Performance
- 02 – Nov: CFIT – Controlled Flight Into Terrain
- 03 – Dec: Winter Operations
- 04 – Jan: Risk Management
- 05 – Feb: Multi-Engine Transition
- 06 – Mar: Human Factors and WINGS
- 07 – Apr: Angle of Attack Awareness
- 08 – May: Owner-Operator-Mechanic Relations
- 09 – Jun: Hindsight Bias and CFIT
- 10 – Jul: Tailwheel Transition
- 11 – Aug: Pre-flight & In-flight Weather Resources
- 12 – Sep: Advanced Air Mobility

## **FY26** - Airworthiness - Topic of the Quarter NPP60 (was NPP41)

- **1<sup>st</sup> Qtr:**      **Wiring**
- **2<sup>nd</sup> Qtr:**      **Airworthy**
- **3<sup>rd</sup> Qtr:**      **Field Approvals**
- **4<sup>th</sup> Qtr:**      **Helicopter Maintenance Accidents**

# Rep Responsibilities

- **Support FPM's, Lead Rep's in promoting aviation safety and programs**
- **Submit SPANS messages ~3 weeks prior**
- **Safety advisor for local community**
  - Direct people in need to app. resources
  - Counsel as necessary
- **Keep up with recurrent training, meetings**
- **Current contact data (Directory, WINGS)**
- **Professionalism & ethics**
- **Document your Rep activities**



# FPM Expectations of Rep's:

- **Proactive**
  - Keep current with required training, contact info
  - Take initiative; “**See a need, check with the Lead**”!
  - Share safety information with others
  - Active promoter of **WINGS, AMT, GA Awards, etc.**
- **Participation**
  - Frequent user of faasafety.gov
  - Assist with **WINGS** safety events
- **Performance**
  - Ability to use **SPANS** effectively
  - One or more **WINGS** Phases annually if active pilot
  - Otherwise, Knowledge or AMT Core credits annually

# FPM Support of Rep's

- FPMs pass along information, policy, etc.
- Process your SPANS messages promptly
  - Quick edits when needed
- Assist with [www.FAASafety.gov](http://www.FAASafety.gov) use
- Take your issues up “Chain of Command”
- Liaison & diplomacy missions
- On-demand requests for awards, etc.
- Appoint and remove Rep's & FSP's



# **SPANS**

## **Announcements / Errors / Reminders**

**(as per the National Team)**

- **Please review your announcements prior to submitting to the SLTs (Page Help is your friend!):**
  - Finding lots of errors in spelling (despite spell check), punctuation, and basic sentence structure.
  - Remember to use complete sentences unless providing a bulleted list below...
  - Event Topic cannot be the same as the Event Title
  - Don't forget to select a syllabi if you want to offer credits
  - Don't forget to check the Email box in distribution
  - Closed Events require special treatments - Page Help

... continued

# **SPANS**

## **Announcements / Errors / Reminders**

### **(as per the National Team)**

- Please close out your SPANS announcements within 7 days after the event.
- The optimum time for SPANS seminars or webinars to email out to our airman is 14 days.
- Please allow an extra few days for processing. 16 days prior for submittal by the Reps would be good unless of course it is on the beginning of the weekend (then maybe more).
- If we are approving an announcement with only 1-2 days email notice to the airman and it has distribution, then we will change it to Web Only or No Distribution.
- We can no longer approve SPANS with a generic Event Topic and Brief Description, ie – some EAA IMC/VMC seminars are very vague therefore Templates have been provided.
- Page Help instructions state, "You must state what will be discussed during the event. Topic(s) will be further explained in the Brief Description and Additional Information fields." The Brief Description instructions state: "The brief description is what the learner expects to learn or do when attending this event. List the knowledge to be learned or the skills to be obtained..."
- SPANS distribution (by email) for Seminars: emails should be around 100 per **available seat** (example: 30 available seats – approximately 3000 emails total for distribution)

# FAA Award Programs

- **WINGS Program - [AC 61-91\(K\)](#)**
- **AMT Awards Program - [AC 65-25\(F\)](#)**
- **Wright Brothers Master Pilot Award**  
**[Information Guide/Application \(Rev.6\)](#)**
- **Charles Taylor Master Mechanic Award**  
**[Information Guide/Application \(Rev.7\)](#)**

# “WINGS” Program Recap

- Aka “Pilot Proficiency Award Program”
- Totally runs on [www.faaafety.gov](http://www.faaafety.gov)
- Goal is to maintain GA pilot proficiency
- Three Levels (Basic, Advanced, Master)
- Infinite number of Phases within each Level
- **Completed Phase counts as Flight Review!**
- **Free WINGS pins for each Level!**
- **Financial incentives (\$\$\$) for CFI’s!**

Ref: [Advisory Circular AC 61-91\(K\)](#)

# “New” - “E-Z WINGS” feature!

[Webinars & Webinars](#) [Maintenance Hangar](#) [Pilot](#)

eam

ASTeam

| Safer Skies Through Education

Hot Topics

1 Pilot

2023

Student

Request and Validate WINGS Credit

log

WINGS

Request and Validate WINGS Credit

Previous

Next

Upcoming

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Zip: [

65-25

WINGS

AC 61-91J

Inst

# AMT Awards Program (Cont'd)

## Consists of **Mandatory Core** and **Eligible** courses

- A Core course focuses on a maintenance accident/incident causal factor.
- Eligible courses include, technical, safety related, IA refresher and Human Factors training.
- **Award levels based on hours completed: Bronze = 12 hrs; Silver = 40 hrs; Gold = 80 hrs + 3 College hrs.**
- **“MY AMT” tracks your progress with an hour meter.**

**Ref: [Advisory Circular AC 65-25](#)**

# GA Awards Program

(Industry Awards Program)

[www.GeneralAviationAwards.com](http://www.GeneralAviationAwards.com) (or [.org](http://www.GeneralAviationAwards.com))

- It's that time of year again when we begin the process of identifying the best of the best in the ranks of CFI, AMT, and FAASTeam Rep. Your 100% participation is vital to the success of this program! The winners in each district advance to the selection of finalist that head to judging for the National Honorees. It's up to you to make sure there are aviators recognized in your districts.
- There is no doubt there are amazing aviators worthy of recognition in each one of your districts. While the effort may take time, it's time well spent identifying those who've gone above and beyond in serving the GA community.



# GA Awards Program – NPP02

- **FAA + Industry Cooperative Program**
  - CFI of the Year
  - Aviation Technician of the Year
  - FAASTeam Rep of the Year
- **Competitive Awards**
- **Nominations open July thru mid-December**
- **Nat'l winners go to AirVenture (Oshkosh)**
- **Summer is the time to write nominations!**
- **Ref: [www.GeneralAviationAwards.org](http://www.GeneralAviationAwards.org)**

# Orlando FSDO's Highest Risk area(s)

## (Accidents & Incidents)

### ➤ Landings

- ✓ inexperience, inadequate training, carelessness, distractions, not utilizing checklists; loss of situational awareness, lack of proper preflight inspection and planning; human factors - complacency, pressure, etc. “in a hurry” ...
- ✓ improper maintenance, inspections, training, failure to follow procedures; human factors - pressure, stress, complacency, “in a hurry” ...

# Promoting Safety Events

- Safety Programs, Seminars, Meetings, etc.
- Work with **Lead Rep**; Take initiative
- Develop biz relationship with venue hosts
  - FAAS Team Service Providers should/could assist
- Planning and Documenting are important
- **Topic** is what brings in an audience
  - GAJSC Topics of the Month / Quarter!
- **Professionalism** is critical
  - Expert speakers are highly recommended

# Viewing/Attendance Confirmation

Please send me/~~us~~ an e-mail confirming you've received and viewed this Rep training topics outreach.

[Javier.Calderin@faa.gov](mailto:Javier.Calderin@faa.gov)

We will make sure you get Rep Training credit.

Email “us” if you have any questions... and or reach out to your local Lead Rep.

***THANK YOU for ALL you do !!!***

# FAA Orlando FSDO - Safety Team



***[www.FAASafety.gov](http://www.FAASafety.gov)***

Your Aviation Safety Website