

**DESIGNEE REVIEW AND APPEALS BOARD  
APPLICATION**

**PLEASE return to [mrpmg@yahoo.com](mailto:mrpmg@yahoo.com) email, 601-261-2610 Fax, or Glen M. Pace PO Box 15281 Hattiesburg, MS 39404 mail.**

To Whom It May Concern:

Thank you for contacting the DESIGNEE REVIEW AND APPEALS BOARD. We appreciate your interest and desire to serve on the board. This board was established to provide an objective, un-biased, and deliberate process for the review of complaints or actions taken against a Designated Pilot Examiner (DPE). This DESIGNEE REVIEW AND APPEALS BOARD, through its actions, will help build confidence and trust in Designed Pilot Examiners and the FAA resulting in a safer aviation community with enhanced communication. This DESIGNEE REVIEW AND APPEALS BOARD will advocate fairness and respect for all individuals seeking access, accountability of all public employees and DPEs, open communication with the aviation community, and equal access for all who seek action by this board.

The DESIGNEE REVIEW AND APPEALS BOARD will hear complaints alleging misconduct, improper, unfair, or biased actions by a DPE or such actions taken by the FAA against a DPE in the performance of their duty as a designee. This process is not intended to be used for litigation of Federal or State employment or discrimination law. The board shall only accept requests for reviews regarding unresolved complaints either open or closed within certain guidelines. The technical rules of evidence applicable to judicial proceedings do not apply to hearing before this board. The board may receive any evidence or hear any testimony which the board considers relevant to the request for review. The board may exclude any testimony or evidence that is cumulative, repetitive, or not relevant to the request for review. The confidentiality of the information submitted to this board is paramount and will be protected to the fullest extent of the law.

The DESIGNEE REVIEW AND APPEALS BOARD does not have jurisdiction over internal FAA policy, criminal matters, regulatory matters outside the scope of this board, or non-specific complaints.

The board can refuse to hear a request for review that has not been submitted within the proper time frame, the board has no jurisdiction over the request for review, the complaint is clearly without merit or the request of review is a duplicate review previously submitted.

The board is made up with members of the aviation industry. All findings, reports, and recommendations of this board submitted to the FAA are advisory and non-binding.

The following expectations are required of board members and candidates:

1. Must never disclose confidential formation.

2. Must sign a Confidentiality Non-Disclosure Agreement.
3. Must not have a criminal background.
4. Must be knowledgeable in FAA policy and regulations.
5. Must not have a conflict of interest with regard to a request of review submitted to the board.
6. Must be sensitive to the cultural and ethnic diversity in the board's composition.
7. Must be respectful of all fellow board members.
8. Must be capable of fair consideration.
9. Must demonstrate the ability to review complex investigations.
10. Must demonstrate the ability to make rational and independent decisions under pressure.

You may submit your application online in the future. However, you will need complete this application in its entirety, sign and return the application via mail, email, or fax to the contact information listed in the header of this application cover letter. **Please include your resume!**

The Chair or Co-Chair of the board will then review your application and forward your application to the FSANA Board of Trustees for their consideration. They will make every effort to select highly qualified candidates who will be an asset to the board's purpose and mission.

Please fill out all the requested information in its entirety. Service on this board requires honesty and integrity. If any questions are not answered truthfully, it will disqualify you from consideration to serve on this board. It could also be grounds to remove you from the board if selected to serve.

Sincerely,

The DESIGNEE REVIEW AND APPEALS BOARD

**APPLICATION FOR THE  
DESIGNEE REVIEW AND APPEALS BOARD**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Occupation: \_\_\_\_\_ Previous Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Pilot certificate number and type (s): \_\_\_\_\_

Approximate number of hours as a pilot: \_\_\_\_\_

Medical certificate type and date issued: \_\_\_\_\_

Are you currently a DPE? \_\_\_\_\_ If yes, which FSDO? \_\_\_\_\_

Have you ever been a DPE in the past? \_\_\_\_\_

If yes, when and which FSDO? \_\_\_\_\_

If yes, why did you stop being a DPE? \_\_\_\_\_

If yes, approximate number of check rides given? \_\_\_\_\_

Are you a Flight Instructor? \_\_\_\_\_

If yes, what is your CFI certificate number, type and when was it originally issued? \_\_\_\_\_

If yes, what is the approximate number of hours for instruction given? \_\_\_\_\_

Do you currently work for the FAA? \_\_\_\_\_ If yes, when and where? \_\_\_\_\_

Have you ever worked for the FAA? \_\_\_\_\_ If yes, when and where? \_\_\_\_\_

What trade organizations do you hold membership? \_\_\_\_\_

The board takes actual or perceived conflicts of interest serious. Each member must exhibit objectivity, impartiality, un-biased and fairness for the DPE and the FAA. If a conflict of interest exists, that does not within itself disqualify you from service on the board. However, they must be disclosed for consideration for board service. Feel free to attach additional sheets of paper if necessary.

What makes you have the desire or interest to serve on this board? \_\_\_\_\_

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What contacts positive or negative have you had with the FAA? \_\_\_\_\_

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What contacts positive or negative have you had with a DPE? \_\_\_\_\_

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Describe your perceptions of the FAA? \_\_\_\_\_

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Describe your perceptions of the DPE role in aviation? \_\_\_\_\_

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Describe any personal or life experiences that demonstrate you can make fair, impartial, objective, evidenced based decisions? \_\_\_\_\_

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Please provide an example of your experience analyzing, interpreting, and applying relevant laws, regulations, or policy to a matter for consideration. \_\_\_\_\_

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What associates or employees within the FAA do you know and would consider a friend?

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Describe your experience working with a culturally diverse board? \_\_\_\_\_

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Briefly describe what makes you feel qualified to serve on this board: \_\_\_\_\_

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Please provide an update resume with this application.

Please provide three letters of recommendations from the aviation community for consideration?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OPTIONAL INFORMATION: The following information is not required nor will be held against you for consideration to serve on the board. It is provided on a voluntary basis. It is only used to track the diversity of the board and used to ensure such a board exists. You are under no legal obligation to provide this information. Federal law prohibits the use of this information to discriminate against you. This information is strictly confidential.

AGE:  18-34  35-64  65-80  81+

Which of the following describes your racial or ethnic identity?

- American Indian
- Alaska Native
- Asian
- African-American or Black
- Caucasian
- Native Hawaiian or other Pacific Islander
- Self-Identify
- Decline or prefer not to answer
- Other (Please describe): \_\_\_\_\_

Gender: \_\_\_\_\_

Disability:  Yes  No

If yes, please describe? \_\_\_\_\_  
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