

Air Boss Recognition Program Manual

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ICAS SAFETY CREED

ICAS represents our great industry. The founding members set standards that have contributed to an enviable spectator safety record. These standards are dynamic and continuously honed through years of preparation and experience. ICAS membership carries the responsibility of maintaining these safety standards.

As an ICAS Member:

- I shall remember first and foremost that spectators place their trust and well-being in my mature judgment and professional actions. I shall continuously strive to be deserving of this trust.
- I shall not knowingly violate or stand idly by if others violate the spirit of intent of the rules and standards set forth by ICAS or regulatory authorities.
- I shall work to create an environment that does not invite or promote unsafe actions and do my best to instill these values in my fellow ICAS members.
- I shall not think in terms of my event or my performance. Any adverse safety circumstances at one event may bring irrevocable consequences to the entire industry. It is our industry and our responsibility.
- I shall conduct my performance or run my air show event in accordance with the highest standards of safety set forth by ICAS in compliance with FAA and Transport Canada air show guidance and regulation. The standards ICAS has set in North America have made North American air shows the safest air shows in the world for both performers and spectators, and it is incumbent on all ICAS members to provide that same level of safety whenever and wherever they are active as air show professionals.

AIR BOSS STANDARDS AND CODE OF ETHICS

The air boss holds an important position of leadership and safety for any air show with which he or she is associated. The personal integrity, commitment to safety and professional fortitude of the air boss is part of the foundation on which a strong, safe, successful air show is built. For those reasons, all air bosses participating in and associated with the International Council of Air Shows Air Boss Recognition Program (ICAS ABRP) will be held to the highest levels of professionalism, integrity, ethics and safety. At a minimum, every air boss will comply with the following:

- Put pilot, participant and spectator safety ahead of all other considerations at all times;
- Abide by the ICAS Safety Creed;
- Abide by all terms and conditions of the Air Boss Recognition Program, including this statement of Air Boss Standards and Code of Ethics;

- Not solicit or accept recommendations to comply with the requirements of the Air Boss Recognition Program from peers and/or performers with whom the applicant has an existing familial, business and/or financial relationship as defined elsewhere in the ABRP Manual;
- Bring any unsafe act or practice to the attention of the individual(s) involved, the ICAS Vice President of Safety and Operations, the ICAS Safety Committee, the Air Boss Recognition Program Committee, and/or any other appropriate official;
- Conduct himself/herself in a manner that reflects credit upon the air show industry; and
- Maintain the respect and confidence of their peers and the Federal Aviation Administration.

PURPOSE

This manual contains the policies and procedures governing the operation of the Air Boss Recognition Program of the International Council of Air Shows Incorporated, a Wisconsin non-stock corporation, ("ICAS"). It is intended for use by applicants for an Air Boss Letter of Authorization ("LOA"), Air Boss LOA holders, and program support personnel. The purpose of this manual is to establish, maintain, and describe the manner and means by which persons qualify for, are evaluated for, and renew recommendations for Air Boss LOAs, and the privileges associated with such LOAs.

DISTRIBUTION

A copy of this manual, or appropriate portions of the manual, that apply to each person's duties and responsibilities, will be furnished to all areas of responsibility within ICAS, including, but not limited to:

1. Air Boss LOA holders
2. Air Boss LOA applicants
3. Air Boss program support personnel
4. Federal Aviation Administration

Three hardcopies of this manual exist at the ICAS headquarters for the use of the personnel listed above. The master copy is located in the ICAS library. ICAS will make available the then-current version of this manual as an electronic record (as contemplated by 15 U.S. Code §§ 7001 - 7004).

REVISION CONTROL

Revisions will be prepared by the Air Boss Recognition Program Committee. Each revision will have a revision number and date and contain a summary of the changes from the most recent preempted version to the then-current version. Revisions will be consecutively numbered.

It is the responsibility of the ABRPC to ensure that each of the three master hardcopies maintained at ICAS headquarters and the master electronic record copy are properly

revised, distributed, and up to date.

All manual revisions will be submitted to the FAA for review and acceptance prior to being implemented.

Each version will include the revision number in the upper left-hand corner and the revision date in the upper right-hand corner of each page.

ABRP FORMS

All ABRP forms referred to in this manual will have examples contained in Section 14

Summary of LOA and Related Requirements

This table is a general summary of the requirements for various LOAs and designations. It is for convenience only. Any difference between this table and the detailed requirements in this manual will be resolved in favor of the detailed requirements.

	BAB	SAB	RAB/SV	RAB/MV	ABI	ABE
Who can conduct Evaluative Conference	ABE, ABI	ABE, ABI	ABE	ABE	NA	NA
Required Course(s) for Initial	Air Boss 101	Air Boss 101 and 201	Air Boss 101 and 201	Air Boss 101 and 201	Air Boss 301	Air Boss 302
Show Day Credits for Initial	3 within the prior 24 months	6 within the prior 24 months	8 within prior 24 months, incl. 2 as Eligible Participant and 2 Show Days with Jet Team or Tac Demo	8 within prior 24 months, incl. 4 Boss Day Credits and 2 Show Days with Jet Team or Tac Demo	NA	NA
Who Can Administer Evaluation	N/A	N/A	ABE	ABE	NA	NA
Can serve as Air Boss for:	Basic Air Show	Standard Air Show or Basic Air Show	Any Air Show at the named Venue. Standard Air Show or Basic Air Show anywhere else.	Any Air Show	NA	NA
Duration of LOA or Authorization	Begins on date of issue by the FAA and continues until the end of the third calendar year after the calendar year of issue	Begins on date of issue by the FAA and continues until the end of the third calendar year after the calendar year of issue	Begins on date of issue by the FAA and continues until the end of the third calendar year after the calendar year of issue	Begins on date of issue by the FAA and continues until the end of the third calendar year after the calendar year of issue	Begins on date of designation by ABRPC and continues for duration of the holder's RAB/MV LOA	Begins on date of issue by the FAA and continues for duration of the holder's RAB/MV LOA
Show Day Credits Required during LOA Term for Renewal	9	9	9	9	NA	NA
Course(s) required for renewal	Air Boss 102	Air Boss 102	Air Boss 102	Air Boss 102	NA	NA

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1. DEFINITIONS.

- (a) **“Aerial Act”** means a discrete performance that involves the operation of one or more Participating Aircraft in flight in the Air Show Demonstration Area. For the avoidance of doubt, and without limiting the foregoing:
- (i) A pilot or team flying more than one performance evolution (e.g., circling one or more jumpers, a teaser performance, and a full performance would each be a separate Aerial Act for that pilot or team).
 - (ii) A mere arrival or departure of an aircraft (e.g., Sunday departure of a performer or a support aircraft) is not itself a separate Aerial Act.
 - (iii) A formation act in which all participants hold a current Statement of Aerobatic Competency for flying formation aerobatics or dynamic maneuvering formation maneuvers is a single Aerial Act.
 - (iv) A formation performance by a team not meeting the description in Section 1(a)(iii) but consisting of FAST or FFI credential holders is a single Aerial Act provided that all aircraft are in formation at all times during the performance except during launch (such as with single-ship or element/section interval takeoffs by team aircraft with a prompt rejoin) and recovery (such as interval, overhead break, or multiple element/section landings).
 - (v) One or more parachute jumpers who exit from the same aircraft, or from multiple aircraft, during the same flight of that aircraft (or those aircraft), is a single Aerial Act. For the avoidance of doubt, more than one tranche of jumpers exiting on more than one pass by the jump aircraft is a single Aerial Act, provided that the jump aircraft does not land in between tranches of jumpers.
 - (vi) A demonstration flight staged by the support aircraft of an Aerial Act (e.g., Fat Albert) is a separate Aerial Act even though such demonstration occurs seriatim with the performance by the Aerial Act that the support aircraft supports.
 - (vii) A Heritage Flight sanctioned by the Air Force Heritage Flight Foundation, or a Legacy Flight sanctioned by the Navy Legacy Flight Foundation is a single Aerial Act unless one or more of the participating aircraft conducts material solo maneuvers beyond passes in front of the crowd. If one or more of the participating aircraft do conduct material solo maneuvers in excess of passes in front of the crowd, those solo maneuvers are a separate Aerial Act.
- (b) **“Aerobatic Box”** means the airspace within the demonstration area and Flying Display Area at an Air Show where Participating Aircraft are authorized to perform aerobatic maneuvers appropriate to their category(ies).
- (c) **“Air Boss”** means the individual who provides Air Show safety information to aircraft.
- (i) A **“Basic Air Boss”** or **“BAB”** is a person who has met the requirements stated in Section 3 of this Manual and to whom the FAA has issued a Basic Air Boss LOA.

- (ii) A **“Standard Air Boss”** or **“SAB”** is a person who has met the requirements stated in Section 4 of this Manual and to whom the FAA has issued an SAB LOA.
- (iii) A **“Recognized Air Boss”** or **“RAB”** (as further categorized (A) **“Single Venue”** or **“RAB/SV”** or (B) **“Multi-Venue”** or **“RAB/MV”**)) is a person who has met the requirements stated in Sections 5 or 6, respectively of this Manual and to whom the FAA has issued the associated LOA as contemplated by Order Vol. 5, Ch. 9, Section 6.
- (d) **“Air Boss Evaluator”** or **“ABE”** means a person who has met the requirements stated in Section 9 of this Manual and to whom the FAA has issued an ABE LOA or endorsement as contemplated by Order Vol. 5, Ch. 9, Section 6.
- (e) **“Air Boss Instructor”** or **“ABI”** means a person who has been so designated as provided in Section 8 of this Manual.
- (f) **“Air Boss Recognition Program”** or **“ABRP”** means the program described in this manual.
- (g) **“Air Boss Recognition Program Committee”** or **“ABRPC”** means the committee described as such in this manual.
- (h) **“Air Show”** means an aviation event that is an aerial demonstration/ performance by one or more aircraft, which may also include one or more UASs, rockets, parachutists, or ultralight vehicles, before an invited assembly of persons.
 - (i) **“Basic Air Show”** means an Air Show that meets all of the following criteria.
 - (A) Not more than five total Aerial Acts during any Show Day.
 - (B) No operations after the beginning of civil twilight.
 - (C) The Air Show Demonstration Area for a Basic Air Show may be remotely located, with Participating Aircraft traveling to the Aerobatic Box and/or Air Show Demonstration Area from one or more other locations.
 - (D) Not more than one Aerial Act airborne within the Air Show Demonstration Area at one time except that one additional Aerial Act may be airborne, provided that it is holding at a at a predetermined position outside the Aerobatic Box and such hold is briefed during the Participants Safety Briefing.
 - (E) No circle-the-jumper activities.
 - (F) No sanctioned military aerial demonstration teams (single ship team or multi-ship team, U.S. or international), however, a military fly-by or a single-aircraft military demonstration may be part of a Basic Air Show.
 - (G) No ground- or water-based vehicles vs. aircraft actual or simulated races.
 - (H) No Non-Participating Aircraft movements within the Air Show Demonstration Area.

- (I) No ground-based pyrotechnic displays.
 - (J) May involve airborne pyrotechnics if the performing pilot(s) possess(es) the required endorsement as part of the ACE program.
 - (K) Except for limited, non-aerobatic fly-bys, no Category I aircraft.
 - (L) For the avoidance of doubt, no element that would render the Air Show a Complex Air Show.
- (ii) **“Complex Air Show”** means an Air Show that includes one or more of the following elements.
- (A) Participation of U.S. Department of Defense or Canadian Department of National Defense sanctioned military multi-ship demonstration teams (i.e. the U.S. Navy Blue Angels, the U.S. Air Force Thunderbirds, or the Royal Canadian Air Force Snowbirds). (Note the definition of **“Tactical Demonstration”** with respect to the multi-ship element of this definition.)
 - (B) Participation of one or more U.S. DoD or Canadian DND sanctioned Tactical Demonstrations as an Aerial Act.
 - (C) Participation of any non-North American military formation or single-ship demonstration team.
 - (D) A military CAPEX, MAGTF, or similar simulated military exercise demonstration involving multiple aircraft in the Flying Display Area at the same time with current military personnel and/or civilian re-enactors other than parachute jumpers.
 - (E) Non-participating aircraft operations on an additional active runway that is (A) in, or immediately adjacent to and contiguous with, the Flying Display Area and (B) not dedicated to air show operations at the airport at which the air show is being held.
 - (F) Air carrier operations or passenger ride programs (media, sponsor, Living History Flight Exemption, helicopter, etc.) in the Air Show Demonstration Area during any Performance Window.
- (iii) **“Standard Air Show”** means an Air Show that is neither a Basic Air Show nor a Complex Air Show.
- (i) **“Air Show Demonstration Area”** and **“Waivered Airspace”** mean the total airspace (lateral and vertical limits) identified by the COW, COA, TFR, or the NOTAM issued for an Air Show.
- (j) **“Aviation Event”** means an air show, aerobatic competition, closed-course air race, cross-country air race, parachute demonstration, balloon event, flyover, and fly-in conducted before an invited assembly of persons, for which the FAA issues a COW or COA or determines no further action is needed.

- (k) **“Certificate of Authorization” or “COA”** means an official document issued by the FAA to permit certain activities that require FAA authorization under conditions that ensure an equivalent level of safety, but that does not waive any regulations, for example, parachute demonstrations (14 CFR part 105), rocket launches (part 101), or UAS (part 107/part 101). A parachute demonstration issued a COA may be held in conjunction with any aviation event.
- (l) **“Certificate of Waiver” or “COW”** means an official document issued by the FAA that authorizes certain operations of aircraft to deviate from a regulation but under conditions that ensure an equivalent level of safety.
- (m) **“Evaluation”** means an evaluation contemplated by Sections 5(d) or 6(d).
- (n) **“Evaluative Conference”** means an oral consultation and evaluation of an Air Boss LOA applicant conducted to determine the knowledge and suitability of the applicant for recommendation by ICAS for the applicable Air Boss LOA. An Evaluative Conference may take place in person; remotely by telephone, videoconference; or by other appropriate means. Elements to be evaluated will include the knowledge areas stated in the requirements for the applicable Air Boss LOA and recorded using the Evaluation Form. An Evaluative Conference need not be a single event and, at the discretion of the person conducting it, may span several dates, times, and circumstances.
- (o) **“Flying Display Area”** means the airspace at an aviation event where Participating Aircraft, UAS, and rockets have authorization to perform under a COW and/or COA. This area begins at the surface and includes the racecourse area, aerobatic boxes, and show lines, but does not include ingress/egress routes.
- (p) **“Nonparticipating Aircraft”** means aircraft that operate within the Flying Display Area, or in close proximity to the Flying Display Area, but are not directly involved with, or participating in, the Aviation Event (e.g., aircraft conducting air carrier flights, nonstop commercial air tour flights, media flights, or medical evacuation flights).
- (q) References to the **“Order”** are to FAA Order 8900.1, The then-current version of the Order is available at <https://drs.faa.gov/>.
- (r) **“Participating Aircraft”** means an aircraft that operate within the Flying Display Area, or in close proximity to the Flying Display Area that are directly involved with, or participating in, the Aviation Event.
- (s) **“Participants Safety Briefing”** means a briefing that satisfies the requirements stated in Order, Vol. 3, Ch. 6, Sec. 1, including, but not limited to, as of this version of the Manual, Para. 3-154(D).
- (t) **“Performance Window”** means any time during which Air Show operations are conducted under the applicable COW and/or COA. For clarity, a COW and/or COA may provide for a greater window of time than is actually used (e.g., if, under a COW that permits operations 1200L to 1800L, Air Show operations under the COW actually take place 1300L to 1430L and 1530L to 1700L, the Performance Windows for that day are 1300L to 1430L and 1530L to 1700L and not the entire 1200L to 1800L period).

- (u) A **“Primary Air Boss”** for a Show Day of that Air Show, is:
 - (i) The Air Boss LOA holder identified in the COW or COA as the Air Boss for that Air Show or Show Day; or
 - (ii) An Air Boss LOA holder other than the person identified in Section 1(u)(i) who conducts material control of some aspect of the Air Show on that Show Day (e.g., stationed with tower controllers, coordinating air ambulance or other Non-Participating Aircraft operations within a TFR, or similar roles).

For the avoidance of doubt, an IIC surveilling an Air Show may hand-mark or otherwise note the designation of the Air Boss LOA holder on the COW or COA with respect to one or more Show Days.

- (v) **“Prompt,” “promptly,”** or similar terms, whether or not capitalized, mean within a reasonable time, considering the circumstances and other demands on the attentions of the actor(s). For example, a “prompt” response during the Aerial Event -heavy summer months will likely take longer than such a response during the off-season.
- (w) **“Responsible Person”** with respect to an Air Show means the person so designated in the COW and/or COA.
- (x) **“Safety and Operations Committee”** or **“SOC”** means the standing committee by that name as organized and maintained by ICAS. The SOC is a standing committee of ICAS that oversees the association’s safety and operations functions through the committee and its various subcommittees. The ABRPC is a subcommittee of the SOC.
- (y) **“Sanctioned North American Jet Team”** means a U.S. Department of Defense or Canadian Department of National Defense sanctioned military multi-ship demonstration team (i.e. the U.S. Navy Blue Angels, the U.S. Air Force Thunderbirds, or the Royal Canadian Air Force Snowbirds).
- (z) **“Show Day”** means a calendar day upon which one or more performances in an Air Show take place. A typical Air Show that conducts operations on Friday, Saturday, and Sunday contains three Show Days. For the avoidance of doubt, a calendar day upon which separate phases of the Air Show (e.g., day and evening) occur is a single Show Day.
- (aa) A person accrues **“Show Day Credits”** as follows.
 - (i) A person accrues one **“Shadow Day Credit”** for each Show Day if the person (i) attends the Participant Safety Briefing, (ii) is present with an RAB/MV LOA holder (or, if the Air Show is at the Venue of an RAB/SV LOA holder, that RAB/SV holder) for substantially all of the Performance Window(s) for that Show Day, and (iii) receives from the ABI, ABE, or RAB/MV holder (or, if at the RAB/SV LOA holder’s Venue, the RAB/SV LOA holder), as applicable, a log of the experience and training received.
 - (ii) A person accrues a **“Boss Day Credit”** as follows.

- (A) One Boss Day Credit for each Show Day upon which the person serves as the Primary Air Boss of an Air Show; and
 - (B) 1/2 of a Show Day Credit for each Show Day during which the person serves as an Eligible Participant other than as a Primary Air Boss. To have served as an **“Eligible Participant”** on a Show Day, that person must have been actively involved in the conduct of the Air Show, including conducting a material portion of the Participants Safety Briefing for that Show Day.
- (bb) **“Tactical Demonstration”** or **“Tac Demo”** means a performance by one of the following.
 - (i) One or two Category I aircraft, sanctioned by the U.S. Department of Defense, Canadian Department of National Defense, or other country’s military authority. Examples of single-aircraft Tactical Demonstrations include F-16, F-22, and F-35. An example of a two-aircraft Tactical Demonstration is the EA-18G Growler Demo.
 - (ii) A Heritage Flight sanctioned by the Air Force Heritage Flight Foundation or a Legacy Flight sanctioned by the Navy Legacy Flight Foundation.
- (cc) **“Venue”** means a named geographic area in which an Air Show does or might take place. Typically, a Venue will be described as a particular airport, waterfront, or similar area (e.g., Metropolis Municipal Airport, Gotham City Downtown Lakeshore, or Central City Riverfront). Changes from time to time in the location within a Venue of the Air Show Demonstration Area or the Aerobatic Box, the nature of the operations conducted, or the location and nature of crowd areas will not themselves create a separate Venue. Where an LOA for an RAB/MV names a particular event as the Venue, the Venue will be understood to include the airport, waterfront, or similar area at which that named Air Show occurs and not be confined to the particular named event.

2. PROGRAM OVERVIEW AND ADMINISTRATION

(a) Generally

- (i) The Air Boss Recognition Program (“ABRP”) has been developed for the purpose of improving safety in the Air Show environment by developing and using a process that helps to ensure that Air Bosses working at air shows have met an objective standard, and that they are qualified to provide Air Boss services at an air show.
- (ii) The ABRP has been developed and managed by ICAS and accepted, in accordance with Federal Aviation Administration (“FAA”) Order 8900.1.
- (iii) The ABRP defines the process which ICAS will qualify applicants to conduct Air Boss duties at Air Shows in the United States. It documents the steps by which prospective Air Bosses may make application to be considered for ICAS referral to the FAA for issuance of the appropriate Air Boss LOA. It also explains the standards, rules and procedures to be used by ABEs and ABIs in conducting Evaluations and Evaluative Conferences, as applicable.
- (iv) The FAA summarizes the program as follows in Order Vol. 5, Ch. 9, Para. 5-9-6-5(A).

[The FAA], along with its industry partners, has recognized the need to establish a program that ensures air bosses are properly trained and evaluated before providing air boss services at an air show. Properly trained air bosses will allow the air show industry to significantly increase the level of safety for the performers and the public attending air shows in the United States. The FAA has worked closely with industry partners to establish a process for organizations to develop an Air Boss Recognition Program (ABRP). A list of current Recognized Industry Organizations (RIO) with FAA-accepted ABRPs can be found at <http://www.faa.gov/about/initiatives/airshow/>. Organizations that have received FAA acceptance are considered RIOs and will be referred to as such throughout this section. In accordance with this new process, RIOs will be authorized to make recommendations to the FAA for the issuance of FAA air boss LOAs to qualified air bosses. This section also provides aviation safety inspectors (ASI) with the guidance necessary to issue, renew, reevaluate, or in some cases, rescind, an FAA air boss LOA to a qualified air boss.

- (v) In a nutshell:
 - (A) The applicant applies to ICAS for ICAS’s recommendation to the FAA for issuance of an Air Boss LOA.
 - (B) ICAS conducts the evaluations provided for in this ABRP and the applicant participates as required.
 - (C) If ICAS finds the applicant qualified, ICAS recommends to the FAA that the FAA issue to the applicant the applicable Air Boss LOA.

- (D) The FAA, on ICAS's recommendation, issues the applicable LOA to the applicant. The FAA is the final authority with respect to issuance of LOAs.

(b) **Governance.**

(i) **Air Boss Recognition Program Committee.**

- (A) **Organization.** The ABRPC is a five-member subcommittee of the SOC established and administered according to ICAS's governing documents.
- (B) **Mission.** The ABRPC is charged with the management and leadership of all aspects of the ABRP. The ABRPC is responsible for directing and administering the ICAS ABE Program as outlined in this manual under the direction of the SOC. The ABRPC will place air show industry safety above all other considerations.
- (C) **Chair.** With concurrence of the ICAS Board of Directors, an ABRPC Chair shall be appointed by the Chairman of the SOC to a two (2) year term to represent the ABRPC. The ABRPC Chair is responsible for guiding the ABRPC to fulfill its charter and responsibilities. He/she must be a current RAB, shall be named a sitting member of the SOC, and may assist in the selection of ABRPC members.
- (D) **Operation.** The ABRPC may operate in person and/or by email, telephone, or videoconference. A majority vote is required to recommend issuance or re-issuance by the FAA of any Air Boss LOA. Any issues with the ABRPC's decisions shall be resolved by the SOC. Should conditions warrant, a majority vote of the Board of Directors or SOC, or a unanimous vote of the ABRPC, may result in the immediate recommendation of suspension or revocation of privileges or a change in level of Air Boss LOA.

(c) **Exceptions.**

- (i) An exception is permission to do or not to do something that others are obliged to do. Any individual or organization may request an exception from the ABRPC for any of the requirements of the ABRP.
- (ii) Requests for exception to any facet of this guideline may be made in writing to the ABRPC through the ICAS Vice President of Safety and Operations, who shall immediately advise the appropriate individuals/committees and ensure timely consideration of the request.
- (iii) The request for exception shall be specific as to the exception requested; include a full and detailed justification for the proposed exception; provide evidence that – under the terms of the exception request -- an equivalent level of safety will be provided; and contain all supporting documentation the applicant wishes to present. Letters requesting an exception to the guidelines will not be considered if they are not specific, if they do not provide evidence that an equivalent level of safety will be provided, or if they provide no documentation.

- (iv) The ABRPC shall act upon exception requests within 30 days of receipt and forward the committee's finding to the Chairman of the SOC.
- (v) The SOC shall have 14 days to develop a finding, coordinate concurrence with the FAA General Aviation and Commercial Operations division and notify the result to the petitioner and ICAS. Further appeals are not available.
- (d) **Inadequate/Unsafe Performance Reports.**
 - (i) Should ICAS headquarters, the SOC, or the ABRPC receive a report of unsatisfactory/inadequate performance by an Air Boss LOA holder or ABE, or a report of questionable or unsafe practices, or incidents or acts occurring under control of an Air Boss LOA holder or ABE, it will be referred to the ICAS Vice President of Safety and Operations for review and determination if a formal inquiry is warranted.
 - (ii) If the ICAS Vice President of Safety and Operations determines that a formal inquiry is warranted, the ICAS Vice President of Safety and Operations will notify the FAA of such determination.
 - (iii) If the ICAS Vice President of Safety and Operations determines sufficient information has been presented to warrant an official inquiry, he will initiate an Incident Response Investigation, as per ICAS policy. In accordance with the ICAS Incident Response Investigation process, the results of an investigation range from a finding that no safety hazard occurred to recommendations for remedial action or retraining to temporary or permanent revocation of Air Boss recognition.
 - (iv) If the ABRPC, the SOC, or the ICAS Vice President of Safety and Operations assigns or requires requalification, testing, evaluation, or similar measures, the ICAS Vice President of Safety and Operations will coordinate with the FAA with respect to the plan of action with respect to such requalification, testing, evaluation, or similar measures.
- (e) **Application.**
 - (i) An applicant for ICAS's recommendation for an Air Boss LOA must complete the then-current form of application and submit the application with the applicable fees.
 - (ii) ICAS will publish, maintain, and update the form of application. If ICAS changes the form of application, it may, but need not, grandfather applicants who have, prior to the publication of the new form, already applied.
 - (iii) The form of application current as of the date of this Manual is attached to this Manual. If and when the form of application is revised, ICAS will post the same on its website and otherwise make it available.
- (f) **Certain Documentation of Experience.**

- (i) Documentation of an applicant's participation in a Show Day for Shadow Day Credit must be by means of the form of Training Report in this Manual current as of the date of the Shadow Day.
 - (ii) Documentation of any other experience will be by such documentation as the ABRPC finds acceptable. For the avoidance of doubt, the ABRPC may regard listings and other records maintained by the applicant as acceptable.
- (g) **Fees.**
 - (i) ICAS may set such application fees as it deems appropriate and will publish those fees from time to time on the ICAS website or other means reasonably calculated to give notice to applicants of the amounts of the fees.
 - (ii) ABEs and ABIs, as applicable, may charge fees, and be reimbursed for expenses, for such evaluations as they conduct. Such fees and reimbursements are a matter to be established between the applicant and the evaluating person. ICAS provides no guidelines or expectations with respect to such fees or reimbursements other than that (A) they will be reasonable and (B) they balance price and value in a manner similar to the way in which FAA Designated Pilot Examiners set and collect fees.
- (h) **Recommendation to FAA.** If an applicant for ICAS recommendation for an Air Boss LOA successfully meets the requirements stated in this Manual, ICAS will transmit to the FAA ICAS's recommendation for action by the FAA. Such transmission may be by electronic or such other means as the FAA finds acceptable.
- (i) **Records Retention and Information.** ICAS will be the primary source of history, data, and information on the ABRP. ICAS is responsible for answering all inquiries related to the ABRP, its charter, structure, activities and day-to-day operations. ICAS will maintain the program's records on an internal database located at the address provided on page 1 of this manual for a period of not less than five years. Upon request of the FAA, ICAS will make any of its records available for inspection. ICAS is responsible for maintaining all records pertinent to the program, including, but not limited to:
 - (i) Applicant files, including application information on each applicant and Air Boss LOA holder;
 - (ii) ABE and ABI listing with addresses, contact information, and expiration dates;
 - (iii) RAB/SV and RAB/MV listing with addresses, contact information, and expiration dates;
 - (iv) SAB listing with addresses, contact information, and expiration dates;
 - (v) BAB listing with addresses, contact information, and expiration dates;
 - (vi) ABRPC proceedings and meeting minutes;
 - (vii) Recommendations on the issuance/suspension/revocation of an FAA LOA;
 - (viii) Investigatory proceedings and conclusions;

- (ix) Pilot and ABE reports;
 - (x) Pilot and ABE grievances; and
 - (xi) Any other data pertinent to the administration of the ABRP.
- (j) **Appeals.**
- (i) **Appeals of Evaluator Decisions.** An appeal by an applicant of an ABE or ABI's decision will be considered by the ABRPC. In most circumstances, the Committee will base its decision on whether the ABE followed documented protocol. The Committee may also consider whether an applicant has met experience requirements and other objective pre-requisites. The Committee will not become involved in questioning an ABE/ABI's decision on subjective issues related to an evaluation of an Air Boss LOA applicant.
 - (ii) **Appeals of ABRPC Decisions.** An appeal of a decision by the ABRPC will be heard by the SOC. The SOC will only consider appeals of ABRPC decisions that are procedural in nature. A decision by the SOC on an appeal of an ABRPC is final.
- (k) **Funding.** The ICAS Board of Directors is responsible for establishing and providing necessary funds to support the ABRP. As a minimum, funding use will include, but not be limited to, the following things.
- (i) Records maintenance;
 - (ii) ABRPC meetings;
 - (iii) Administrative items such as mailing, documents, forms, supplies, etc.;
 - (iv) Computer software and hardware requirements of the program; and
 - (v) ABE liability insurance policy, if acquired.
- (l) **ABRP Manual Review; Changes/Updates.**
- (i) **Generally.** The ABRPC is responsible for maintaining and updating the ABRP Manual. It will review this Manual at least each three years. The ABRPC may propose changes or accept proposals from ICAS members for changes.
 - (ii) **Amendment Proposals by Members..**
 - (A) Proposed changes may be submitted directly to ICAS or through the ICAS Confidential Reporting System (ICARUS) located at www.icarusreports.com.
 - (B) Amendment proposals may be submitted at any time for consideration by the ABRPC.
 - (C) Proposals must include a summation, objective of the change, and justification.
 - (D) Proposals must include suggested language.

- (E) Proposals must have the written endorsement of at least one current ABE except that:
 - (I) If the person submitting the proposed change is an ABE, no other endorsement is required and
 - (II) Proposals by government agencies do not require ABE endorsement.
- (iii) **Amendment Consideration.**
 - (A) The ABRPC will promptly acknowledge the receipt of each duly-submitted proposal.
 - (B) The ABRPC will promptly review each duly-submitted proposal.
 - (C) The ABRPC may, at its option, promulgate any proposed change, whether as submitted or as modified by the ABRPC, to one or more categories of ICAS members for comment.
 - (D) The ABRPC may, through the assistance of ICAS staff or otherwise, consult with government agencies with authority to accept or approve the ABRP Manual for comments with respect to the proposed change(s).
 - (E) After due consideration of each such proposal, the ABRPC will approve, disapprove, or approve with changes, each proposal. The approval, whether with or without changes, requires a two-thirds vote of the ABRPC.
 - (F) If the ABRPC approves a proposal, the ABRPC will transmit the approved change to the SOC for approval.
 - (G) The SOC will promptly consider and approve, disapprove, or approve with changes, each such proposal.
 - (H) If the SOC approves the proposal, the SOC will submit the proposal to the FAA for its consideration and acceptance.
 - (I) If the FAA accepts the proposal, the ABRPC will revise this manual and promulgate the revision to the membership.
 - (J) Except as otherwise approved by the ICAS Board of Directors, each approved change will become effective 30 days after the change is promulgated to the ICAS membership.
- (iv) **Non-Compliance Process.**
 - (A) **Falsification.**
 - (I) Evidence of falsification by either an applicant or an ABE/ABI shall be cause for immediate recommendation to the FAA and other regulatory agencies that the individual's recommendation be rescinded.

- (II) Falsification incidents shall be investigated by the ICAS Vice President of Safety and Operations and those findings will be reported to the ARBPRC.
 - (III) The ARBPRC may file an ethics violation with the ICAS Ethics Committee for any falsification uncovered in the investigation.
- (B) **Non-Compliance.** Allegations of non-compliance with the ABRP shall be investigated by ICAS Vice President of Safety and Operations with a summation presented to the SOC. With a recorded majority vote of the full SOC, penalties may be assessed based on the severity of the violation. Such penalties may include, but are not limited to:
 - (I) Formal recommendation to the FAA that the individual's LOA be rescinded.
 - (II) Formal recommendation to the ICAS Board of Directors that the individual's membership in ICAS be suspended or revoked; or
 - (III) Formal documentation maintained in the individual's ICAS historical records of the violation and the actions taken by ICAS, the FAA or other regulatory agencies.

3. BASIC AIR BOSS REQUIREMENTS AND PROCEDURES

- (a) **Eligibility Requirements: General.** To be eligible for recommendation for an initial BAB LOA, a person must do the following things.
 - (i) Be at least 18 years of age.
 - (ii) Be able to read, speak, write, and understand the English language.
 - (iii) Meet the knowledge and experience requirements in Sections 3(b) and 3(c).
 - (iv) Participate in an Evaluative Conference with an ABI or ABE, conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABI/ABE.
- (b) **Knowledge.** A person applying for recommendation for an initial BAB LOA must complete Air Boss 101 within the 24 calendar months preceding the date of application.
- (c) **Experience.** A person who applies for recommendation for an initial BAB LOA must accrue at least three Show Day Credits within the 24 calendar months preceding the date of the application.
- (d) **Review and Approval.** If the applicant meets the above requirements, the ABRPC will review the applicant's application and determine whether to recommend to the FAA that the applicant receive a BAB LOA.
 - (i) If the ABRPC finds that the applicant should be recommended to the FAA for the issuance of a BAB LOA, the ABRPC will promptly transmit such recommendation to the FAA.
 - (ii) If the ABRPC finds that the applicant should not be recommended to the FAA for the issuance of a BAB LOA, the APRPC will promptly give notice to the applicant of its decision, which notice must include a statement, which may be general or specific at the discretion of the ABRPC, of the reasons for the decision.
- (e) **Privileges.** The holder of a BAB LOA may serve as the Air Boss of any Basic Air Show.
- (f) **Duration.** The duration of a BAB LOA begins on the date of issuance by the FAA and ends at the end of the day on 31 December of the third full calendar year after the calendar year of issuance. For example, a BAB LOA issued on 1 July 20X4 will expire at the end of the day on 31 December 20X7.
- (g) **Renewal.**
 - (i) To qualify for renewal ICAS recommendation for a BAB LOA, an applicant must do the following things.
 - (A) Submit the then-current form of application and fees at least 120 days prior to the expiration of the holder's existing LOA.
 - (B) Within the 12 calendar months immediately preceding the expiration of the applicant's then-current LOA, complete the then-current Air Boss 102.

- (C) During the term of the applicant's then-current LOA, accrue at least nine Show Day Credits.
 - (D) Participate in an Evaluative Conference with an ABI or ABE, conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABI/ABE.
- (ii) Once the applicant has duly qualified under Section 3(g)(i) and the ABRBC is satisfied that the applicant has done so, the ABRPC will transmit to the FAA its recommendation that the FAA renew the applicant's BAB LOA.

4. STANDARD AIR BOSS REQUIREMENTS & PROCEDURES

- (a) **Eligibility Requirements: General.** To be eligible for recommendation for an initial SAB LOA, a person must do the following things.
 - (i) Be at least 18 years of age.
 - (ii) Be able to read, speak, write, and understand the English language.
 - (iii) Meet the knowledge and experience requirements in Sections 4(b) and 4(c).
 - (iv) Participate in an Evaluative Conference with an ABI or ABE, conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABI/ABE.
- (b) **Knowledge.** A person applying for recommendation for an initial SAB LOA must, within the 24 calendar months preceding the date of application:
 - (i) Hold, or have held, at least a BAB LOA or completed Air Boss 101; and
 - (ii) Complete Air Boss 201.
- (c) **Experience.** A person who applies for recommendation for an initial SAB LOA must accrue at least six Show Day Credits within the 24 calendar months preceding the date of the application.
- (d) **Review and Approval.** If the applicant meets the above requirements, the ABRPC will review the applicant's application and determine whether to recommend to the FAA that the applicant receive an SAB LOA.
 - (i) If the ABRPC finds that the applicant should be recommended to the FAA for the issuance of a SAB LOA, the ABRPC will promptly transmit such recommendation to the FAA.
 - (ii) If the ABRPC finds that the applicant should not be recommended to the FAA for the issuance of a SAB LOA, the APRPC will promptly give notice to the applicant of its decision, which notice must include a statement, which may be general or specific at the discretion of the ABRPC, of the reasons for the decision.
- (e) **Privileges.** The holder of a SAB LOA may serve as the Air Boss of any Basic Air Show or Standard Air Show.
- (f) **Duration.** The duration of a SAB LOA begins on the date of issuance by the FAA and ends at the end of the day on 31 December of the third full calendar year after the calendar year of issuance. For example, a SAB LOA issued on 1 July 20X4 will expire at the end of the day on 31 December 20X7.
- (g) **Renewal.**
 - (i) To qualify for renewal ICAS recommendation for a SAB LOA, an applicant must do the following things.
 - (A) Submit the then-current form of application and fees at least 120 days prior to the expiration of the holder's existing LOA.

- (B) Within the 12 calendar months immediately preceding the expiration of the applicant's then-current LOA, complete the then-current Air Boss 102.
 - (C) During the term of the applicant's then-current LOA, accrue at least nine Show Day Credits.
 - (D) Participate in an Evaluative Conference with an ABI or ABE conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABI/ABE.
- (ii) Once the applicant has duly qualified under Section 4(g)(i) and the ABRBC is satisfied that the applicant has done so, the ABRPC will transmit to the FAA its recommendation that the FAA renew the applicant's SAB LOA.

5. RECOGNIZED AIR BOSS (SINGLE VENUE) REQUIREMENTS & PROCEDURES

- (a) **Eligibility Requirements: General.** To be eligible for recommendation for an initial RAB/SV LOA, a person must do the following things.
 - (i) Be at least 18 years of age.
 - (ii) Be able to read, speak, write, and understand the English language.
 - (iii) Meet the knowledge and experience requirements in Sections 5(b) and 5(c).
 - (iv) Participate in an Evaluative Conference with an ABE (who may, but need not, be the evaluator contemplated by Section 5(d)), conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABE.
- (b) **Knowledge.** A person applying for recommendation for an initial RAB/SV LOA must, within the 24 calendar months preceding the date of application:
 - (i) Hold, or have held, a BAB LOA or SAB LOA or complete Air Boss 101; and
 - (ii) Hold, or have held, an SAB LOA or Complete Air Boss 201.
- (c) **Experience.** A person who applies for recommendation for an initial RAB/SV LOA must accrue at least eight Show Day Credits within the 24 calendar months preceding the date of the application, of which:
 - (i) At least two Show Days must be as an Eligible Participant; and
 - (ii) At least two of the Show Days must include performance by a Tactical Demonstration or a performance by a Sanctioned North American Jet Team.
- (d) **Evaluation.**
 - (i) **Evaluator.** The evaluator for an RAB/SV applicant will be an ABE.
 - (ii) **Evaluation.**
 - (A) Prior to the Evaluation, the applicant must have completed all of the qualifications stated in Sections 5(b) and 5(c), except that the Show Days during which the Evaluation takes place may be counted toward the requirements of Section 5(c).
 - (B) The Evaluation will include an Evaluative Conference with the ABE. Because an RAB/SV is also eligible to provide Air Boss services at Basic Air Shows and Standard Air Shows that occur other than at the designated Venue, the ABE must also include a discussion on the limitations that an RAB/SV has when providing such services at a different venue.
 - (C) The Evaluation must take place in person at one or more Air Shows that have been issued a COW.
 - (D) The Evaluation may include Show Days at more than one Air Show.
 - (E) The ABE may serve as the Primary Air Boss for the Show Days during which the Evaluation takes place, with the understanding that the

applicant will perform most or all of the functional duties of an Air Boss under the supervision of the ABE as the Primary Air Boss. Nothing about the Evaluation will reduce or change the primary responsibility of the Primary Air Boss for the conduct of the Air Show(s).

- (F) The applicant and/or the ABE must notify the ICAS Vice President of Safety and Operations of their intent to conduct the Evaluation and state the date(s) and location(s) of the Evaluation.
- (G) The Air Show(s) at which the Evaluation takes place need not take place at the Venue, provided that the ABE and the applicant discuss during the Evaluative Conference, in addition to the other elements, the circumstances and conditions that are specific to the Venue and the ABE is satisfied that no such circumstances and conditions require that the evaluation take place at the Venue.
- (H) The applicant will procure the approval of the Air Show organizer for the evaluation to be conducted at the applicable Air Show(s). The applicant and the ABE will exercise all reasonable efforts to minimize the burden on the Air Show organizer of the evaluation.
- (I) The applicant and the ABE will establish between themselves the logistics (travel, hotel, ground transport, meals, etc.) and fees and other financial arrangements. For the avoidance of doubt, the ABE may be engaged as the Primary Air Boss for the Air Show(s) and perform the evaluation as an ancillary function of serving as Primary Air Boss.
- (J) The evaluation will be on the items, and by the criteria, stated in the then-current ICAS evaluation checklist.
- (K) The evaluation must include at least two Show Days during which Aerial Acts perform. If operations are cancelled on one or more proposed Show Days other than the required two Show Days (e.g., for weather), the evaluation will include the applicant's administration and decision-making process associated with the cancellation. If one or more Show Days is cancelled, and/or if less than all planned operations actually occur on a particular Show Day, the ABE will determine, at the ABE's discretion, whether activities on the planned Show Days have presented an adequate basis for the evaluation. An ABE may evaluate any elements that the ABE did not observe during actual Air Show operations through scenario-based questioning, a tabletop, or similar means.
- (L) During the evaluation, the ABE will:
 - (I) Observe and evaluate any pre-event activities requiring the attention of the Air Boss;
 - (II) Attend daily Participants Safety Briefings and evaluate the quality and thoroughness of the applicant's briefing;

- (III) Attend all Air Show performances on all required Show Days; and
 - (IV) Observe and evaluate all material activities, conversations, radio communications, and documents distributed by the applicant.
 - (M) The ABE shall use the then-current ICAS Air Boss Evaluation Form to track and document the ABE's observations and assessments of the applicant.
 - (N) The applicant will cause the ABE to have the ability to monitor all Air Boss radio transmissions, and be in the immediate vicinity of the applicant at all times to ensure that the evaluation is an accurate and comprehensive assessment of all issues related to the applicant's actions and activities as air boss. If the ABE is serving as the Primary Air Boss, the ABE must always be in position to intercede if the actions taken or direction given by the applicant are deemed by the ABE to be unclear or unsafe.
 - (O) At the conclusion of each Show Day, the ABE will verbally review with the applicant the ABE's evaluation of activities on that Show Day. The ABE will ensure that all areas of strength and weakness are discussed with the applicant and that the applicant fully understands any concerns presented by the ABE.
 - (P) If any part of the applicant's performance during the evaluation is not satisfactory, the ABE may conduct additional training during the course of the evaluation aimed at curing the parts of the performance that were not satisfactory. The determination of Satisfactory or Unsatisfactory performance below may take into account an applicant's performance after receiving such training.
 - (Q) At the conclusion of the final Aerial Act on the last evaluated Show Day, the ABE will compile the evaluations from that Show Day and the previous Show Day(s) and formally debrief the applicant on the applicant's performance.
- (iii) **Conclusion and Follow-Up.**
- (A) At the conclusion of the evaluation, the ABE will give the applicant either a "Satisfactory" or "Unsatisfactory" rating and advise the applicant and ICAS of the outcome.
 - (B) Regardless of the outcome, the ABE shall submit all evaluation documents to ICAS. Upon receipt, ICAS will acknowledge the result of the evaluation and confirm with both the applicant and the ABE the result of the evaluation.
 - (C) If the applicant meets the above requirements and receives a "Satisfactory" evaluation rating, the ABRPC will review the applicant's application and the recommendation of the ABE and determine whether to recommend to the FAA that the applicant receive an RAB/SV Air Boss LOA.

- (D) If the applicant receives an “Unsatisfactory” evaluation rating:
 - (I) In the case of the first “Unsatisfactory” evaluation:
 - (a) The applicant may immediately recommence the application process at the evaluation stage above in Section 5(d).
 - (b) The ABE selected to conduct the second evaluation, if different from the first ABE, must contact the original ABE that rendered the “Unsatisfactory” rating to discuss the reasoning for that rating. (Failure of the applicant to disclose to the second ABE, if applicable, that the applicant had received an earlier “Unsatisfactory” grade from a different ABE may result in termination of the evaluation process).
 - (II) If the applicant receives a second “Unsatisfactory” grade on the second evaluation, the applicant may not apply again until the applicant receives additional training in the areas in which the applicant was found unsatisfactory and at least 180 days have passed since the date of the second “Unsatisfactory” grade.
- (e) **Review and Approval.** If the applicant meets the above requirements, the ABRPC will review the applicant’s application and determine whether to recommend to the FAA that the applicant receive an RAB/SV LOA.
 - (i) If the ABRPC finds that the applicant should be recommended to the FAA for the issuance of an RAB/SV LOA, the ABRPC will promptly transmit such recommendation to the FAA.
 - (ii) If the ABRPC finds that the applicant should not be recommended to the FAA for the issuance of an RAB/SV LOA, the APRPC will promptly give notice to the applicant of its decision, which notice must include a statement, which may be general or specific at the discretion of the ABRPC, of the reasons for the decision.
- (f) **Privileges.** The holder of an RAB/SV LOA may serve as the Air Boss of any Basic Air Show or Standard Air Show; and may also serve as Air Boss of a Complex Air Show at the named Venue.
- (g) **Duration.** The duration of an RAB/SV LOA begins on the date of issuance by the FAA and ends at the end of the day on 31 December of the third full calendar year after the calendar year of issuance. For example, an RAB/SV LOA issued on 1 July 20X4 will expire at the end of the day on 31 December 20X7.
- (h) **Renewal.**
 - (i) To qualify for renewal ICAS recommendation for an RAB/SV LOA, an applicant must do the following things.

- (A) Submit the then-current form of application and fees at least 120 days prior to the expiration of the holder's existing LOA.
 - (B) Within the 12 calendar months immediately preceding the expiration of the applicant's then-current LOA, complete the then-current Air Boss 102.
 - (C) During the term of the applicant's then-current LOA, accrue at least nine Show Day Credits.
 - (D) Participate in an Evaluative Conference with an ABE conducted using the then-current Evaluation Form, and receive a Satisfactory rating by the ABE.
- (ii) Once the applicant has duly qualified under Section 5(h)(i) and the ABRBC is satisfied that the applicant has done so, the ABRPC will transmit to the FAA its recommendation that the FAA renew the applicant's RAB/SV LOA.

6. RECOGNIZED AIR BOSS (MULTI-VENUE) REQUIREMENTS AND PROCEDURES

Note: Members of Sanctioned North American Jet Teams. During performances by Sanctioned North American Jet Teams, personnel such as the operations officer, maintenance officer, or similar team members are the only persons in contact with the team in the air. By virtue of the position of such personnel during the performance, the exhaustive experience that individual has communicating with the team, the applicable command may communicate to ICAS the names of such personnel for recommendation to the FAA for issuance of RAB/MV LOAs. Such LOAs will be restricted in scope to serving as Air Boss for performances by the team member's Sanctioned North American Jet Team. The remaining provisions of this Section 6 applies to all other persons.

- (a) **Eligibility Requirements: General.** To be eligible for recommendation for an initial RAB/MV LOA, a person must do the following things.
 - (i) Be at least 18 years of age.
 - (ii) Be able to read, speak, write, and understand the English language.
 - (iii) Meet the knowledge and experience requirements in Sections 6(b) and 6(c).
 - (iv) Participate in an Evaluative Conference with an ABE (who may, but need not, be the ABE contemplated by Section 6(d)(i)) using the then-current Evaluation Form, and receive a Satisfactory rating by the ABE.
- (b) **Knowledge.** A person applying for recommendation for an initial RAB/MV LOA must, within the 24 calendar months preceding the date of application:
 - (i) If the applicant does not hold, or has not held, at least a BAB LOA, complete Air Boss 101; and
 - (ii) If the applicant does not hold, or has not held, an SAB LOA or RAB/SV LOA, complete Air Boss 201.
- (c) **Experience.** A person who applies for recommendation for an initial RAB/MV LOA must accrue at least eight Show Day Credits (whether Shadow Day Credits or Boss Day Credits or a combination of the two) within the 24 calendar months preceding the date of the application, which must include:
 - (i) At least four Boss Day Credits; and
 - (ii) At least two of the Show Days must include performance by a Tactical Demonstration or a performance by a Sanctioned North American Jet Team.
- (d) **Evaluation.**
 - (i) **Evaluator.** The ABE for an RAB/MV applicant will be an ABE.
 - (ii) **Evaluation.**
 - (A) Prior to evaluation, the applicant must have completed all of the qualifications stated in Sections 6(b) and 6(c), except that the Show Days

during which the evaluation takes place may be counted toward the requirements of Section 6(c).

- (B) The evaluation will include an Evaluative Conference with the ABE.
- (C) The evaluation must take place in person at one or more Air Shows that have been issued a COW.
- (D) The evaluation may include Show Days at more than one Air Show.
- (E) The ABE may serve as the Primary Air Boss for the Show Days during which the evaluation takes place, with the understanding that the applicant will perform most or all of the functional duties of an Air Boss under the supervision of the ABE as the Primary Air Boss. Nothing about the evaluation will reduce or change the primary responsibility of the Primary Air Boss for the conduct of the Air Show(s).
- (F) The applicant and/or the ABE must notify the ICAS Vice President of Safety and Operations of their intent to conduct the evaluation and state the date(s) and location(s) of the evaluation.
- (G) The applicant will procure the approval of the Air Show organizer for the evaluation to be conducted at the applicable Air Show(s). The applicant and the ABE will exercise all reasonable efforts to minimize the burden on the Air Show organizer of the evaluation.
- (H) The applicant and the ABE will establish between themselves the logistics (travel, hotel, ground transport, meals, etc.) and fees and other financial arrangements. For the avoidance of doubt, the ABE may be engaged as the Primary Air Boss for the Air Show(s) and perform the evaluation as an ancillary function of serving as Primary Air Boss.
- (I) The evaluation will be on the items, and by the criteria, stated in the then-current ICAS evaluation checklist.
- (J) The evaluation must include at least two Show Days during which Aerial Acts perform. If operations are cancelled on one or more proposed Show Days other than the required two Show Days (e.g., for weather), the evaluation will include the applicant's administration and decision-making process associated with the cancellation. If one or more Show Days is cancelled, and/or if less than all planned operations actually occur on a particular Show Day, the ABE will determine, at the ABE's discretion, whether activities on the planned Show Days have presented an adequate basis for the evaluation. An ABE may evaluate any elements that the ABE did not observe during actual Air Show operations through scenario-based questioning, a tabletop, or similar means.
- (K) During the evaluation, the ABE will:

- (I) Observe and evaluate any pre-event activities requiring the attention of the Air Boss;
 - (II) Attend daily Participants Safety Briefings and evaluate the quality and thoroughness of the applicant's briefing;
 - (III) Attend all Air Show performances on all required Show Days; and
 - (IV) Observe and evaluate all material activities, conversations, radio communications, and documents distributed by the applicant.
- (L) The ABE shall use the then-current ICAS Air Boss Evaluation Form to track and document the ABE's observations and assessments of the applicant.
 - (I) The applicant will cause the ABE to have the ability to monitor all Air Boss radio transmissions, and be in the immediate vicinity of the applicant at all times to ensure that the evaluation is an accurate and comprehensive assessment of all issues related to the applicant's actions and activities as air boss. If the ABE is serving as the Primary Air Boss, the ABE must always be in position to intercede if the actions taken or direction given by the applicant are deemed by the ABE to be unclear or unsafe.
 - (II) At the conclusion of each Show Day, the ABE will verbally review with the applicant the ABE's evaluation of activities on that Show Day. The ABE will ensure that all areas of strength and weakness are discussed with the applicant and that the applicant fully understands any concerns presented by the ABE.
 - (III) If any part of the applicant's performance during the evaluation is not satisfactory, the ABE may conduct additional training during the course of the evaluation aimed at curing the parts of the performance that were not satisfactory. The determination of Satisfactory or Unsatisfactory performance below may take into account an applicant's performance after receiving such training.
 - (IV) At the conclusion of the final Aerial Act on the last evaluated Show Day, the ABE will compile the evaluations from that Show Day and the previous Show Day(s) and formally debrief the applicant on the applicant's performance.
- (ii) Conclusion and Follow-Up.
 - (A) At the conclusion of the evaluation, the ABE will give the applicant either a "Satisfactory" or "Unsatisfactory" rating and advise the applicant and ICAS of the outcome.
 - (B) Regardless of the outcome, the ABE shall submit all evaluation documents to ICAS. Upon receipt, ICAS will acknowledge the result of the

evaluation and confirm with both the applicant and the ABE the result of the evaluation.

- (C) If the applicant meets the above requirements and receives a “Satisfactory” evaluation rating, the ABRPC will review the applicant’s application and the recommendation of the ABE and determine whether to recommend to the FAA that the applicant receive an RAB/MV Air Boss LOA.
- (D) If the applicant receives an “Unsatisfactory” evaluation rating:
 - (I) In the case of the first “Unsatisfactory” evaluation:
 - (a) The applicant may immediately recommence the application process at the evaluation stage in Section 6(d).
 - (b) The ABE selected to conduct the second evaluation, if different from the first ABE, must contact the original ABE that rendered the “Unsatisfactory” rating to discuss the reasoning for that rating. (Failure of the applicant to disclose to the second ABE, if applicable, that the applicant had received an earlier “Unsatisfactory” grade from a different ABE may result in termination of the evaluation process).
 - (II) If the applicant receives a second “Unsatisfactory” grade on the second evaluation, the applicant may not apply again until the applicant receives additional training in the areas in which the applicant was found unsatisfactory and at least 180 days have passed since the date of the second “Unsatisfactory” grade.
- (e) **Review and Approval.** If the applicant meets the above requirements, the ABRPC will review the applicant’s application and determine whether to recommend to the FAA that the applicant receive an RAB/MV LOA.
 - (i) If the ABRPC finds that the applicant should be recommended to the FAA for the issuance of an RAB/MV LOA, the ABRPC will promptly transmit such recommendation to the FAA.
 - (ii) If the ABRPC finds that the applicant should not be recommended to the FAA for the issuance of an RAB/MV LOA, the APRPC will promptly give notice to the applicant of its decision, which notice must include a statement, which may be general or specific at the discretion of the ABRPC, of the reasons for the decision.
- (f) **Privileges.** The holder of an RAB/MV LOA may serve as the Air Boss of any Basic Air Show, Standard Air Show, or Complex Air Show.
- (g) **Duration.** The duration of an RAB/MV LOA begins on the date of issuance by the FAA and ends at the end of the day on 31 December of the third full calendar year after the calendar year of issuance. For example, an RAB/MV LOA issued on 1 July 20X4 will expire at the end of the day on 31 December 20X7.

(h) **Renewal.**

- (i) To qualify for renewal ICAS recommendation for an RAB/MV LOA, an applicant must do the following things.
 - (A) Submit the then-current form of application and fees at least 120 days prior to the expiration of the holder's existing LOA.
 - (B) Within the 12 calendar months immediately preceding the expiration of the applicant's then-current LOA, complete the then-current Air Boss 102.
 - (C) During the term of the applicant's then-current LOA, accrue at least nine Show Day Credits.
 - (D) Participate in an Evaluative Conference with an ABE and receive an endorsement from the ABE stating that the ABE reasonably believes, inasmuch as it can be ascertained in the Evaluative Conference, that the applicant possesses knowledge; commitment to safety; personality; skills; and demeanor necessary to continue to serve as an Air Boss of Basic Air Shows, Standard Air Shows, and Complex Air Shows in the air show environment.
- (ii) Once the applicant has duly qualified under Section 6(h)(i) and the ABRBC is satisfied that the applicant has done so, the ABRPC will transmit to the FAA its recommendation that the FAA renew the applicant's RAB/MV LOA

7. UPGRADING/DOWNGRADING/SURRENDERING AIR BOSS LOAs**(a) Upgrades.**

- (i) The holder of an existing Air Boss LOA may apply for a recommendation to upgrade their LOA.
- (ii) The process for applying for a recommendation to upgrade to a higher LOA is the same as for an initial application, except that:
 - (A) The applicant may count all applicable Show Day Credits in the new application (i.e., the use of a Show Day Credit for initial issuance or renewal of an existing LOA does not prevent that Show Day Credit from being counted toward eligibility for the higher LOA). In any case, the nature and circumstances of the applicable Show Day Credits must qualify under the requirements for the recommendation for the higher LOA.
 - (B) Unless the ICAS Vice President of Safety and Operations or the ABRPC grants an exception, the evaluation for recommendation for an RAB/MV LOA is required for an upgrade to that recommendation level, even if the applicant has already passed an evaluation for an RAB/SV recommendation. Factors to be considered in determining whether to grant such an exception will include the nature and complexity of the Air Show at which the RAB/SV evaluation took place and the history, safety record, and other qualifications of the applicant.
- (iii) An upgrade may be from any lower-level LOA to any higher-level LOA (e.g., BAB to SABs or SAB to RAB/MV). Upgrades need not be stepwise.
- (iv) If an applicant fails to achieve an upgrade to an LOA (e.g., as a result of an Unsatisfactory evaluation), the failure to upgrade will not itself affect the applicant's existing LOA. Notwithstanding the foregoing, nothing in this Section 7(a)(iv) precludes any adverse action or proceeding based on any other provision of the ARRP Manual, including, but not limited to, Section 2(d).
- (v) The duration of the new LOA will be the same as for an initially issued LOA at that higher level (and, for the avoidance of doubt, not limited to the remaining term of the applicant's existing lower-level LOA).

(b) Downgrades.

- (i) The holder of any Air Boss LOA above BAB may apply to downgrade of the holder's LOA to any level of LOA lower than the level then held. The application will be by letter to the ICAS Vice President of Safety and Operations.
- (ii) Upon receipt of such letter, the ABRPC will recommend to the FAA the termination of the applicant's existing LOA and the reissuance of an LOA at the requested level. Notwithstanding the foregoing, the ABRPC may decline to

process such recommendation if the apparent purpose of the application is to escape sanction or for any other inappropriate purpose.

- (iii) The Duration of the new LOA will be for the remainder of the duration of the applicant's then-existing LOA prior to downgrade.
 - (iv) All privileges associated with, and the renewal requirements for, the downgraded LOA will be as specified in this Manual for the new level of LOA.
- (c) **Surrender.** A person who holds any Air Boss LOA may, by whatever means the FAA deems proper, surrender the person's Air Boss LOA. Upon such surrender, the person will no longer have any privilege associated with the surrendered LOA. For the avoidance of doubt, the surrender of an Air Boss LOA will not itself bar or mitigate any enforcement action or proceeding by ICAS with respect to the person.

8. AIR BOSS INSTRUCTOR (ABI) REQUIREMENTS AND PROCEDURES

Note: ABI is a designation internal to ICAS and is not the subject of an LOA or an endorsement thereon. This is different from an ABE designation, which is addressed in Section 9.

- (a) **Qualification.** To qualify for an initial designation as an ABI, an applicant must do the following things.
- (i) Hold, as of the time of designation and during the term of the designation an RAB/MV LOA.
 - (ii) Have at least five years of experience as an active Air Boss.
 - (iii) Within the 24 months prior to applying:
 - (A) Complete Air Boss 301; or
 - (B) Hold a current flight instructor certificate or advanced ground instructor certificate.
 - (iv) Receive a written recommendation from a current ABE that the applicant be designated an ABI.
 - (v) Meet geographical needs and staffing levels as determined by the ABRPC.

The ABRPC may, with the concurrence of the SOC, waive one or more of the above requirements, other than the requirement in Section 8(a)(i).

- (b) **Application.**
- (i) The applicant must submit to the ABRPC a letter expressing interest in being appointed an ABI. The letter must contain, and/or be submitted with, the following things.
 - (A) A summary showing the applicant's satisfaction of the requirements in Section 8(a).
 - (B) A synopsis of the depth and range of the applicant's Air Boss and other related experience.
 - (ii) If the ABRPC requires any additional information or documentation, the applicant must provide the same within 30 days after receipt of the request ABRPC request therefor.

- (c) **Designation Process.**
- (i) The ABRPC will evaluate then-pending applications at such meetings as the ABRPC holds for that purpose.
 - (ii) The ABRPC may approve an application, deny an application, or request additional information from the applicant.
 - (iii) If the ABRPC approves the application, the ABRPC will promptly designate the applicant an ABI and inform the applicant of this designation.

- (iv) If the ABRPC denies the application, the ABRPC will promptly notify the applicant of its decision. The applicant may apply again at any time after the first anniversary of the denial.
- (d) **Duration of Designation; Renewal.**
 - (i) Unless earlier rescinded by the ABRPC or the SOC, the duration of an applicant's designation as an ABI begins on the date upon which the ABRPC so designates the applicant and ends at the end of the duration of the holder's RAB/MV LOA.
 - (ii) An ABI desiring renewal of the designation will request renewal by a letter to the ICAS Vice President of Safety and Operations, given not later than 15 September of the calendar year in which the current ABI designation expires. An application for renewal of the ABI-designated person's RAB/MV may serve as the holder's request for renewal of the ABI designation and, in such a case, no separate request for renewal of the ABI designation or endorsement is required.
 - (iii) The ABRPC will use the following criteria when recommending renewal of designation of ABIs.
 - (A) The written request for renewal from the ABI.
 - (B) Any grievances concerning the ABI; and
 - (C) Geographic need of the industry.
 - (iv) The duration of a renewed ABI designation will be concurrent with the duration of the holder's then-current RAB/MV LOA (or, if renewal of an ABI designation is sought concurrently with application for renewal of an RAB/MV LOA and the RAB/MV LOA is renewed, the duration will be concurrent with the renewed RAB/MV LOA).
- (e) **Privileges.** An ABI may conduct any training, conference, or other function that this Manual requires or permits to be conducted by an ABI.
- (f) **Standards and Code of Ethics.** All ABIs will be held to the highest level of professionalism with respect to integrity and safety. At a minimum, every ABI will do the following things.
 - (i) Abide by the ICAS Safety Creed.
 - (ii) Abide by the Air Boss Standards and Code of Ethics.
 - (iii) Abide by all terms and conditions of the ABRP.
 - (iv) Conduct all ABI activities in a professional, fair, reasonable, and equitable manner.
 - (v) Conduct all activities without any conflict of interest or appearance thereof. ABIs having family, business, training, or financial relationship with an applicant may not conduct evaluations of such applicant.

- (vi) Not permit past or future competition with an applicant to influence the ABI's evaluation of that applicant in any way.
- (vii) Conduct all evaluations in accordance with the standards and guidelines set forth in this manual.
- (viii) Conduct all evaluations in a manner that reflects credit upon the air show industry.
- (ix) Maintain the respect and confidence of the ABI's peers and the FAA.
- (x) In appropriate cases, bring unsafe acts, omissions, or practices to the attention of the individual/individuals involved, the ICAS Vice President of Safety and Operations, the ABRPC, the SOC or any other appropriate official;

NOTE: If a violation of the above is brought to the attention of the ABRPC, the ABRPC will review the matter and may, in appropriate cases, suspend or revoke an ABI's qualification as an ABI.

- (g) **Publication.** The ABRPC will publish and keep updated, on the ICAS website and otherwise, a current list of all ABIs and their contact information.

9. AIR BOSS EVALUATOR (ABE) REQUIREMENTS AND PROCEDURES

(a) **Qualification.** To qualify for recommendation for an ABE endorsement on an RAB/MV LOA, an applicant must do the following things.

- (i) Hold, as of the time of recommendation and during the term of any ABE LOA or endorsement, an RAB/MV LOA.
- (ii) Have at least five years of experience as an active Air Boss.
- (iii) Within the 24 months prior to applying:
 - (A) Complete Air Boss 301 and 302; or
 - (B) Hold a current flight instructor certificate or advanced ground instructor certificate.
- (iv) Solicit and receive a written recommendation from a current ABE that the applicant be designated an ABE.
- (v) Meet geographical needs and staffing levels as determined by the ABRPC.

The ABRPC may, with the concurrence of the SOC, waive one or more of the above requirements, other than the requirement in Section 9(a).

(b) **Application.**

- (i) The applicant must submit to the ABRPC a letter expressing interest in being appointed an ABE. The letter must contain, or be submitted with, the following things:
 - (A) A summary showing the applicant's satisfaction of the requirements in Section 9(a)(i).
 - (B) A synopsis of the depth and range of the applicant's Air Boss and other related experience.
- (ii) If the ABRPC requires any additional information or documentation, the applicant must provide the same within 30 days after receipt of the request ABRPC request therefor.

(c) **Recommendation Process.**

- (i) The ABRPC will evaluate then-pending applications at such meetings as the ABRPC holds for that purpose.
- (ii) The ABRPC may approve an application, deny an application, or request additional information from the applicant.
- (iii) If the ABRPC approves the application, the ABRPC will promptly recommend to the FAA that the applicant be issued an ABE LOA (or endorsement on an LOA, as appropriate) and inform the applicant of this recommendation.

- (iv) If the ABRPC denies the application, the ABRPC will promptly notify the applicant of its decision. The applicant may apply again at any time after the first anniversary of the denial.
- (d) **Duration of LOA or Endorsement; Renewal.**
 - (i) The duration of an ABE LOA (or endorsement, as the case may be) begins on the date upon which the FAA issues such LOA or endorsement and ends at the end of the term of the holder's RAB/MV LOA.
 - (ii) An ABE desiring renewal of the ABE LOA or endorsement may request renewal by a letter to the ICAS Vice President of Safety and Operations, given not later than 15 September of the calendar year in which the current ABE LOA or endorsement expires. An application for renewal of the ABE-designated person's RAB/MV LOA may serve as the holder's request for renewal of the ABE LOA or endorsement and, in such a case, no separate request for renewal of the ABE LOA or endorsement is required.
 - (iii) The ABRPC will use the following criteria when recommending renewal of designation of ABEs.
 - (A) The written request for renewal from the ABE.
 - (B) Number, quality and thoroughness of evaluation reports submitted.
 - (C) Safety record of RABs to whom the ABE granted Satisfactory recommendations.
 - (D) Any grievances concerning the ABE.
 - (E) Geographic need of the industry.
 - (iv) The duration of a renewed ABE LOA (or endorsement, as the case may be) will be concurrent with the duration of the holder's then-current RAB/MV LOA (or, if renewal of an ABE LOA/endorsement is sought concurrently with application for renewal of an RAB/MV LOA and the RAB/MV LOA is renewed, the duration will be concurrent with the renewed RAB/MV LOA).
- (e) **ABE Standards and Code of Ethics.** All ABEs will be held to the highest level of professionalism with respect to integrity and safety. At a minimum, every ABE will do the following things.
 - (i) Abide by the ICAS Safety Creed.
 - (ii) Abide by the Air Boss Standards and Code of Ethics.
 - (iii) Abide by all terms and conditions of the ABRP.
 - (iv) Conduct all evaluations in a professional, fair, reasonable, and equitable manner.
 - (v) Conduct all evaluations without any conflict of interest or appearance thereof. ABEs having family, business, training, or financial relationship with an applicant may not conduct evaluations of such applicant.

- (vi) Not permit past or future competition with an applicant to influence the ABE's evaluation of that applicant in any way.
- (vii) Conduct all evaluations in accordance with the standards and guidelines set forth in this manual.
- (viii) Conduct all evaluations in a manner that reflects credit upon the air show industry.
- (ix) Maintain the respect and confidence of the ABE's peers and the FAA.
- (x) In appropriate cases, bring unsafe acts, omissions, or practices to the attention of the individual/individuals involved, the ICAS Vice President of Safety and Operations, the ABRPC, the SOC or any other appropriate official.

NOTE: If a violation of the above is brought to the attention of the ABRPC, the ABRPC will review the matter and may, in appropriate cases, suspend or revoke an ABE's qualification as ABE.

- (f) **Publication.** The ABRPC will publish and keep updated, on the ICAS website and otherwise, a current list of all ABEs and their contact information.

10. EXIGENT CIRCUMSTANCES

- (a) In the event that the only qualified Air Boss LOA holder scheduled and confirmed to provide Air Boss services at an Air Show becomes ill or is otherwise incapacitated or is unable to provide Air Boss services for a Show Day or an Air Show and, if the Air Show organizer is unable to timely procure a replacement Air Boss LOA holder, the Air Show's Responsible Person may request a deviation from policy through the FAA IIC.
- (b) The FAA IIC will coordinate the following with their Office Management and AFS-830 to ensure an acceptable level of safety is maintained. To be eligible for a deviation request, the circumstances must meet the following criteria.
 - (i) An Air Boss LOA holder must have previously committed to working at the air show and be listed on the waiver application.
 - (ii) Approval must be received from the FAA with the following risk mitigations:
 - (A) The Air Show must be structured or restructured to ensure that either:
 - (I) If the person who will instead provide Air Boss services holds a lower level of Air Boss LOA, the Air Show is revised so that the Air Show is an Air Show of a type that is within the LOA privileges of that LOA holder;
or
 - (II) If the person who will provide Air Boss services holds no Air Boss LOA:
 - (a) No more than five Aerial Acts perform;
 - (b) No more than one Aerial Act in the Waivered Airspace at a time;
 - (c) No circle-the-jumper operations occur;
 - (d) No ground- or water-based vehicles vs. aircraft races or simulated races occur;
 - (e) No Non-Participating Aircraft movements on the ground or in the Air Show Demonstration Area.
 - (f) A person who acts in the role of an Air Boss must be designated (such person being the "Safety Advisor"). The Safety Advisor must be a performer who holds a current surface-level Statement of Aerobatic Competency card. That Safety Advisor may not perform in the Air Show on any Show Day during which the performer acts as a Safety Advisor.
 - (g) The Safety Advisor will connect with an ABI or ABE regarding the duties and responsibility of acting in the role of Safety Advisor for that particular show day.
 - (h) Prior to the Participants Safety Briefing on each Show Day upon which the performer provides Safety Advisory services, all military and civilian pilots participating in the Air Show on that Show Day must acknowledge in writing that they recognize that the original Air Boss LOA holder will not be providing Air Boss services and that the Safety Advisory services will be provided

by an Air Show performer who has agreed to provide Safety Advisory services for the Air Show on that Show Day.

- (i) Additional safety risk mitigations may be required depending on the nature of the air show.
- (iii) The deviation request is to be used in emergency situations to ensure that a scheduled air show is able to proceed if the scheduled and confirmed Air Boss LOA holder becomes incapacitated or becomes otherwise unavailable. This process is not to be used for an Air Show that failed to make arrangements for a qualified Air Boss LOA holder.
- (iv) The Air Show cannot proceed until a deviation request has been completed.

11. TRAINING COURSES

- (a) **Courses and Content.** The Air Boss training courses and their respective bodies of knowledge follow. The specific content and form of each course will be as established and approved by the ABRPC from time to time. . Note: ICAS will submit to the FAA, and solicit acceptance by the FAA of, the specific courses. Acceptance by the FAA of this Manual is not itself acceptance of the specific courses
- (i) **Air Boss 101: Air Boss Basic Course.**
 - (A) The Air Boss role and safety creed;
 - (B) The FAA regulatory framework;
 - (C) Air show safety and risk management;
 - (D) Communications and coordination;
 - (E) Briefings and emergency procedures; and
 - (F) Professional conduct and evaluation readiness.
 - (ii) **Air Boss 201: Air Boss Advanced Course.**
 - (A) Complex operations and sequencing;
 - (B) Waiver management and FAA coordination;
 - (C) Safety management systems (SMSs) in Air Shows; and
 - (D) Crisis and emergency management.
 - (E) Evaluation and professional development
 - (iii) **Air Boss Academy:** A course that combines the content of Air Boss 101 and Air Boss 201 with on-site observation and practical application.
 - (iv) **Air Boss 301: Instruction and Mentoring Course.**
 - (A) Risk management;
 - (B) Human behavior;
 - (C) The learning process;
 - (D) Effective communication;
 - (E) The Teaching Process;
 - (F) Assessment (testing, performance assessments, and feedback);
 - (G) Planning instructional activity (lesson planning, objectives, and methods);
 - (H) Air Boss Instructor responsibilities and professionalism; and
 - (I) Techniques of instruction; and
 - (J) Teaching practical risk management during instruction.
 - (v) **Air Boss 302: Evaluation Course.**

- (A) Policy and roles in oversight, training, renewal/termination, and compliance expectations for ABEs;
 - (B) Evaluation and recommendation procedures and governance;
 - (C) IACRA proficiency: How to accept applications, verify eligibility, and issue temporary certificates in IACRA (the FAA's certification system);
 - (D) Testing standards: The ABRPM and how it drives the conduct of evaluations; and
 - (E) Application of FAA and ICAS policy and current regulations to ABE.
- (vi) **Air Boss 102: Recurrency Course.**
 - (A) Accident and incident review;
 - (B) Focus items identified by the FAA;
 - (C) Changes to ABRP, ACE Program, FAST and FAST signatory programs, and other programs of ICAS and other SMOs;
 - (D) Changes to the Order as they bear on Air Shows and Air Bosses;
 - (E) Emergency response readiness;
 - (F) Airport and ground operations integration;
 - (G) Developments with military team participants;
 - (H) CRM and human factors; and
 - (I) Instruction and evaluation.
- (vii) **Air Boss Safety Stand-Down.** Such content and emphasis as is deemed appropriate by the SOC and normally presented at the annual ICAS Convention. The Air Boss Safety Stand-Down may be supplemented and presented so as to qualify for Air Boss 102.
- (b) **Course Delivery.** Courses may be delivered by any means generally used by professional associations for the training of their members and approved by the ABRPC. Such means may include live classroom presentations, live remote presentations, on-demand computer-based training, stored and served lectures and presentations, and other means. In the case of Air Boss Academy, the classroom portion of the course may, if served asynchronously or otherwise, may count for Air Boss 101 and/or Air Boss 201 to the extent that such portions include the content stated above for Air Boss 101 and/or Air Boss 201.
- (c) **Credit for Participation as Trainer/Faculty.** Participation in any of the above events as faculty constitutes completion of the event, provided that the person so participating delivers a material portion of the substantive and/or practical instruction and is in attendance for the majority of the substantive and/or practical instruction that is given by others, if any.

- (d) **Course Tracking.** The ABRPC will track and keep the records of attendance at, and/or completion of, such courses by applicants.

12. EXPIRATION OF LOAs

- (a) The holder of an LOA that has expired and who has not timely begun the process of renewal as provided for above may apply for a recommendation for renewal of their LOA by, within the first nine calendar months after expiration of the holder's LOA:
 - (i) Applying for recommendation for renewal of the LOA according to the requirements above for that LOA recommendation; and
 - (ii) If the initial recommendation for the LOA for which renewal is sought requires an evaluation, complete a new evaluation according to the evaluation requirements for initial recommendation.
 - (iii) If the person meets the requirements for renewal, as modified by this Section 12, the recommendation for the renewal of the LOA will otherwise be as stated in the above requirements for the applicable LOA.
- (b) For the avoidance of doubt, a person whose LOA has expired may not, until the LOA is renewed or a new LOA is duly issued, serve as an Air Boss or exercise any other privilege permitted by the LOA until the LOA is duly renewed or a new LOA is issued.

13. TRANSITION TO NEW ABRP MANUAL

- (a) **“New Manual”** means this ABRP Manual version 2.0 or later.
- (b) **“Former Manual”** means any version of the ABRP Manual prior to version 2.0.
- (c) A holder of an Air Boss LOA issued under the program described in the Former Manual will continue to have such privileges and obligations as were associated with such Air Boss LOA through the remaining term of that Air Boss LOA, notwithstanding any new or revised requirements for that LOA in the New Manual, except that the provisions of Sections 2, 3(g)4(g), 5(h), 6(h), 7, and 12 of this Manual will apply to such holders.
- (d) A person who was designated by ICAS as an ABE under the Former Manual will continue to be an ABE for so long as that person holds their current RAB/MV LOA and meets the renewal requirements for an ABE LOA or endorsement as stated in Section 9(d). If the FAA requires that an ABE endorsement or an additional or different LOA must be issued to reflect the ABE qualification, the ABRPC will recommend to the FAA that the FAA issue such additional or different LOA(s) to each such person.
- (e) A person who attains one or more Show Day Credits prior to the effective time of the New Manual may duly claim, and receive credit for, those Show Day Credits regardless of whether any training record contemplated by the New Manual is received or submitted. The ABRC may require that an applicant make a good faith attempt to cause the supervising Air Boss LOA holder to provide written confirmation of the Show Day Credit.
- (f) A person who, prior to the effective date of the New Manual, performs the duties identified in Section 1(u) for a Show Day, but is not listed on the COW or COA as an Air Boss may claim a Boss Day Credit for each such Show Day notwithstanding that the person was not listed on the COW or COA as Air Boss.

14. FORMS

Following are the forms applicable to the ABRP.

Air Boss Recognition Program
APPLICATION
 (Initial LOA or Renewal)



Date of Application	
Full Name	
Mailing Address	
Telephone	
E-Mail	
Age More than 18 Years as of Application Date?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Must be 18 or older as of date of issuance of LOA)
Initial Air Boss LOA (Including Upgrade) Applied For	<input type="checkbox"/> BAB <input type="checkbox"/> SAB <input type="checkbox"/> RAB/SV <input type="checkbox"/> RAB/MV
Air Boss LOA and Endorsement(s) Now Held	<input type="checkbox"/> None <input type="checkbox"/> BAB <input type="checkbox"/> SAB <input type="checkbox"/> RAB/SV <input type="checkbox"/> RAB/MV <input type="checkbox"/> ABI <input type="checkbox"/> ABE
LOA or Endorsement(s) Applying to Renew	<input type="checkbox"/> BAB <input type="checkbox"/> SAB <input type="checkbox"/> RAB/SV <input type="checkbox"/> RAB/MV <input type="checkbox"/> ABI <input type="checkbox"/> ABE
Courses Completed (Only courses required for this initial LOA or this renewal)	<input type="checkbox"/> Air Boss 101 (Date: _____) <input type="checkbox"/> Air Boss 102 (Date: _____) <input type="checkbox"/> Air Boss 201 (Date: _____) <input type="checkbox"/> Air Boss 301 (Date: _____) <input type="checkbox"/> Air Boss 302 (Date: _____)
Applicable Certificates Held	<input type="checkbox"/> CFI <input type="checkbox"/> AGI

If an initial (non-upgrade) LOA is applied for, has the applicant ever held an Air Boss LOA before the date of this application?

☐ Yes ☐ No.

If yes, identify all previously-held Air Boss LOAs, dates held, and circumstances of each LOA's termination (expiration, revocation, surrender, downgrade, etc.).

--

Show Days Claimed for Initial LOA or Renewal

- One Show Day per line. Use multiple lines for multiple-day shows.
- List only Show Days necessary to meet the requirements for the initial LOA or renewal.
- In the case of Shadow Days, attach signed Training Record.

Date	Show/Location	Nature of Show Day	Name of ABI/ABE (if applicable)
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	
		<input type="checkbox"/> Shadow Day <input type="checkbox"/> Boss Day	

Evaluation (RAB/SV and RAB/MV) and/or Evaluative Conference (BAB, SAB, RAB/SV, RAB/MV)

Attach signed Evaluation Report.

Date	Show/Location, if Applicable	Name of ABE/ABI

Has any Evaluation or Evaluative Conference regarding the applicant resulted in an Unsatisfactory rating (a) in the case of non-LOA holder applying for an initial LOA or a new LOA after expiration of the prior LOA, ever or (b) in the case of a present LOA holder, since the issuance of the applicant's current LOA? ☐ Yes ☐ No

If Yes, describe the Evaluation or Evaluative Conference, including date, name of ABE/ABI, and circumstances.

As of the date of the application, to your knowledge, are you individually the subject of any investigation by the FAA with respect to any aircraft accident or incident or safety-related concern in which you played a role?

☐ Yes ☐ No.

If Yes, describe the subject matter of the investigation and your role in same.

Please provide any additional information that you believe would be helpful to the Air Boss Recognition Program Committee in its review and deliberations. Attach additional sheets if necessary. Note that this form is designed to capture all necessary information as contemplated by the ABRP Manual and additional information is usually not necessary.

Signatures appear on the next page.

I, the applicant, certify that the information that I have provided in this application, including any attachments, is true and correct.

(Signature)

(Printed name)

Submission checklist

- This Application
- Training Records for Shadow Days, if applicable
- Evaluation Form for Evaluation and/or Evaluative Conference
- For ABI/ABE initial designation, the required letter
- Any other necessary materials
- Payment of application fee.

Note: For Show Day Credits and other events that occurred before the effective date of ABRP Manual Version ____ (e.g., Shadow Day Credits not documented by the newly-required Training Record) see Section 13 of that version, entitled Transition to New ABRP Manual.

Submit to:

[Submission information]



TRAINING REPORT

Applicant name: _____

Air Show Location/Name: _____

Date(s): _____

Number of Show Days covered by this Form: _____

Item/Skill/Event	Observed	Performed	
Site design			
Waiver elements			
Briefing			
Admin & attendance			
Time hack (synchronize watches)			
Weather			
NOTAM/TFR/Airspace Class			
Certificate of Waiver/Authorization (CoW/A) & special provisions			
Airport status			
Airspace and patterns, runways in use, facilities, arresting cables, transient traffic (airlines/flight schools/military ops, etc.)			
Air show layout			
Specialty breakouts (as applicable)			
Emergency procedures			
Communications			
Performance safety reminders			
Last-day items			
Schedule distribution			
Act-by-act review consistent with the 7711-2			
Administrative notices & Q&A			
Coordination with airport management and ATC			
Coordination with CFR and law enforcement personnel			
Disaster plan requirements and associated contingency planning			
Schedule building and maintaining techniques			
Coordination between pilots			
Specialty briefings			
Situation awareness			
Priority of duties			
Positive control of show			
Communications			
Maintenance of show flow			
Aircraft identification			
Safety alerting			
Emergency drill			
Effectively manages emergency or potential emergency situations			
Air show best practices			
Scanning of flying display area			
Schedule adjustments			
Knowledge of aircraft types, flying characteristics, and air show categories			

Item/Skill/Event	Observed	Performed	
Briefing and management of parachute jump team(s)			
Briefing and management of pyrotechnics			
Briefing and management of issues related to conducting air show operations at remote location			
Briefing and management of issues related to twilight/night air show operations			
Briefing and management of issues related to conducting air show operations over water			
Changes in schedule/weather/ performers			
Cancelled act or mechanical delay			
Control/situational awareness of ground activity in/near aerobatic box (i.e. fuel truck, photographers, etc.)			
Keeping event organizer advised of changes/needs			
Contingency for poor radio/no reception			
Adjustment of subsequent schedule to reflect previous performance			
Keeping necessary people apprised of changes to schedule			
Communication with the IIC			
Ground operations and aircraft arrival/departure techniques			
Providing air boss services with commercial aircraft operations during air show			
Phraseology			
Communication is clear, concise			
Necessity, conciseness, and appropriateness of radio transmissions			
Maintaining integrity of the Air Boss Frequency			
Staged races with ground and air elements			
UAS demonstrations (single and/or multi-aircraft)			
RC demonstrations			
Ultralight aircraft operations			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			

I certify that the above person has attended, and received the -noted experience, at the above named air show on the above-stated date(s).

(Signature)

(Printed name)

EVALUATION REPORT

(Evaluation and/or Evaluative Conference)



Applicant Name: _____

LOA Sought ☐ BAB ☐ SAB ☐ RAB/SV ☐ RAB/MV

Air Show Location/Name: _____

Date(s): _____

Evaluator _____ ☐ ABE ☐ ABI

Functional Area	Task	Evaluated at Air Show		Verbal/Tabletop/ Sim	Satisfactory	Unsatisfactory	Satisfactory after Addl Training	Not Evaluated
		Applicant Performed	Applicant Supervised					
Planning	Designs/plans/evaluates Air Show operations with due regard for Air Show site							
	Displays knowledge of aircraft types, flying characteristics, and Air Show categories							
	Displays knowledge of FARs, FAA guidance, and waiver requirements that apply to the Air Show							
	Displays knowledge of the National Airspace System							
	Displays knowledge of special-use airspace at or near the Air Show site							
	Coordinates with airport site management							
	Coordinates with non-airport site management							
	Coordinates with ATC Tower							
	Coordinates with ATC Approach							
	Coordinates with ATC Center							
	Coordinates with ARFF/CFR/EMS and similar							
	Coordinates with law enforcement							
	Drafts or evaluates Emergency Plan							
	Displays knowledge of Emergency Plan implementation							
	Drafts or evaluates Security Plan							
	Displays knowledge of Security Plan implementation							
	Uses appropriate risk assessment tools and methods							
	Completes FAA Form 7711-2, including supplementary information							
	Reviews FAA Form 7711-2, including supplementary information							
	Determines whether TFR is necessary, advisable, and/or attainable							
	Completes/submits/reviews Service Area Request Worksheet for Aerial Demonstration TFR or similar application							
	Determines number and kinds of required airshow radio frequencies							
	Completes of Aviation Special Event Frequency Application or similar request for frequency allocation							
	Acquires FCC license(s) to use allocated frequency(ies) or refers licensing to appropriate personnel							
	Builds Air Show schedule							
	Develops plan, including contingencies, for maintaining Air Show schedule							
	Displays knowledge of effect of weather conditions and their potential effect on the performance of the Air Show							

Functional Area	Task	Evaluated at Air Show		Verbal/Tabletop/ Sim	Satisfactory	Unsatisfactory	Satisfactory after Addl Training	Not Evaluated
		Applicant Performed	Applicant Supervised					
Briefing	Creates Participants Safety Briefing that includes all elements required by Order 8900.1 (or, if the applicant has not created the briefing, verifies that it contains all required content)							
	Presents Participants Safety Briefing							
	Demonstrates effective briefing presentation techniques							
	Exhibits authority and control over the briefing							
	Displays and instills confidence							
	Ensures necessary coordination between aerial acts							
	Displays and instills confidence							
	Communicates clearly and concisely							
	Properly briefs and manages issues related to parachute jumping operations							
	Properly briefs and manages issues related to pyrotechnics							
	Properly briefs and manages issues related to conducting Air Show operations at a remote location							
	Properly briefs and manage issues related to twilight/night Air Show operations							
	Properly briefs and manages issues related to conducting Air Show operations over water							
	Conducts specialty briefings, e.g., parachute operations, warbird segments							
Air/Ground Operations	Displays and instills confidence							
	Maintains situation awareness at all times							
	Scans entire Flying Display Area							
	Understands priorities of conflicting duties and/or responsibilities							
	Displays knowledge of aircraft types, flying characteristics, and Air Show categories							
	Maintains positive control of Air Show							
	Demonstrates control of Aerial Acts in the air							
	Demonstrates control, and situational awareness of, ground activity in/near the Aerobatic Box (e.g., taxiing aircraft, fuel truck, photographers, etc.)							
	Maintains awareness of weather conditions							
	Radio communications are clear and concise							
	Uses appropriate radio phraseology							
	Non-radio communications are clear and concise							
	Uses good judgment							
	Maintains flow of Air Show							
	Properly identifies Participating Aircraft							
	Properly identifies Non-Participating Aircraft, if any							
	Provides safety alerts if required							
	Manages emergency or potential emergency situations							
	Properly advises relevant personnel of schedule adjustments							
	Responds appropriately to changes in schedule/weather/performers							
	Adjusts subsequent schedule to reflect previous performance							
	Reacts appropriately to a cancelled or delayed aerial act (mechanical, personnel, weather. etc.)							

Functional Area	Task	Evaluated at Air Show		Verbal/Tabletop/ Sim	Satisfactory	Unsatisfactory	Satisfactory after Addl Training	Not Evaluated
		Applicant Performed	Applicant Supervised					
	Keeps event organizer advised of changes/needs							
	Provides appropriate weather updates to pilots							
	Demonstrates contingency planning for lost radio communications							
	Communicates appropriately with IIC							
	Provides Air Boss services at an Air Show site at which Non-Participating Aircraft (including, but not limited to, air carriers) are operating							
	Executes emergency drill							
	Manages issues related to parachute jumping operations							
	Manages issues related to pyrotechnics							
	Manages issues related to conducting Air Show operations at a remote location							
	Manage issues related to twilight/night Air Show operations							
	Manages issues related to conducting Air Show operations over water							
Other Issues	RAB/SV Applicants Only: Demonstrate understanding and capability with regard for Basic and Standard Air Shows at locations other than the Venue for which the applicant is applying for RAB/SV privileges.							

Notes

Notes

Certification**Evaluator**

I certify that I have evaluated the above applicant with respect to the above items and found as follows.

<input type="checkbox"/> Satisfactory	The applicant has: Satisfactorily completed all of the required (bold) items; and Of the remaining (non-bold) items that were evaluated, completed at least 80% of them in each functional area satisfactorily. At least 70% of the non-bold items in each functional area were evaluated.
<input type="checkbox"/> Unsatisfactory	

(ABE/ABI signature) ☐ ABE ☐ ABI

(ABE/ABI printed name)

(Date)

Applicant

I received a completed and signed copy of this Evaluation Form. My signature is an acknowledgement of receipt and not a waiver of any appeal or other right under the ABRP Manual.

(Applicant signature)

(Applicant printed name)

(Date)

FAA Observer of ABE

I observed the ABE conducting the Evaluation and found as follows: ☐ Satisfactory ☐ Unsatisfactory.

(FAA ASI signature)

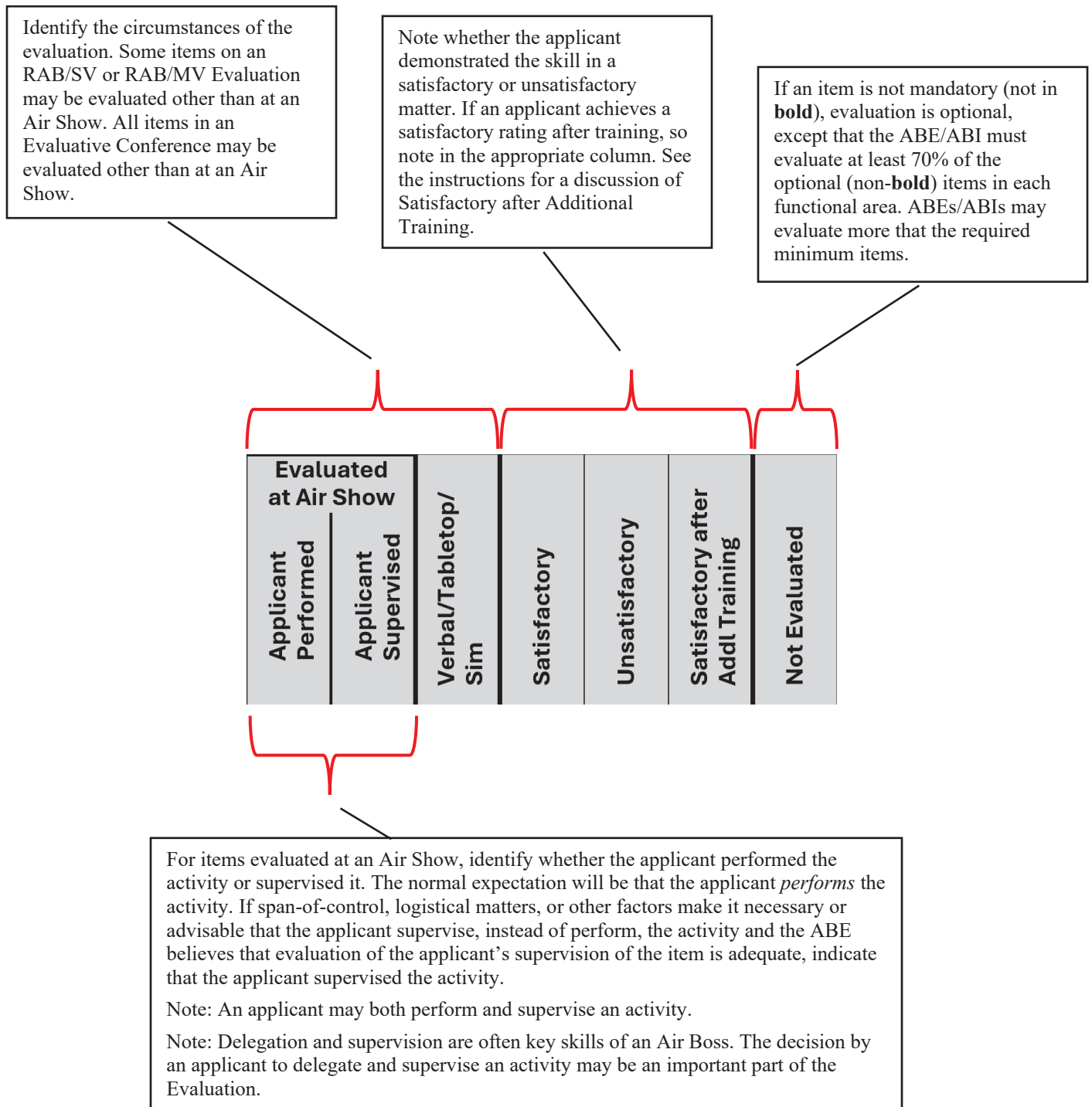
(FAA ASI printed name)

(Date)

Instructions

1. **When to Use This Form.** Use this form of Evaluation Report to conduct, and to report the results of, an Evaluation or Evaluative Conference.
2. **Plan of Action.** The ABE or ABI, as applicable, must develop a plan of action (POA) that includes all required items. The evaluator has the discretion to modify the POA to accommodate unexpected situations as they arise, or suspend and later resume a scenario to assess certain items.
3. **Nature of the Evaluation or Evaluative Conference.** Generally speaking, an Evaluation or Evaluative Conference is an evaluation, not an instructional event. The ABE or ABI, as applicable, is expected to evaluate the applicant's knowledge and performance. Any instruction should be reserved for the circumstances identified for Satisfactory with Additional Training below.
4. **Air Show vs. Verbal/Tabletop/Sim Evaluation.**
 - (a) Evaluation at an Air Show is required for RAB/SV and RAB/MV applicants, but not for BAB or SAB applicants.
 - (b) Where practicable, conducting an Evaluative Conference with a BAB or SAB applicant may take place at an Air Show and the ABE/ABI is encouraged to take advantage of appropriate opportunities to do so.
 - (c) In an Evaluation, it is expected that Verbal/Tabletop/Sim evaluation (as opposed to actual observation of demonstration during an Air Show) of required (**bold**) items will be used rarely and only when (i) circumstances require it (e.g., additional items that aren't in scope at the Air Show are required in order to reach the required percentage of items to be evaluated) and (ii) the ABE is satisfied that using such techniques will provide an adequate basis to evaluate the applicant's skill with respect to the affected item.
 - (d) Evaluative Conferences are expected to be mostly or entirely verbal/tabletop/sim discussions, but may involve practical demonstrations.
 - (e) Where Verbal/Tabletop/Sim evaluation is used, the ABE/ABI should, as much as possible, use scenario-based evaluation. Examples can include, but are not limited to, preparing a notional FAA Form 7711-2, analyzing and discussing an existing COW and/or COA, delivering a Participants Safety Briefing to the ABE/ASI. The POA must include scenario(s) that evaluate as many of the required items as possible. As a scenario unfolds during the Evaluation or Evaluative Conference, the ABE/ASI may introduce discussions of problems and potential emergencies that test the applicant's knowledge and ability.
5. **Required Scope.** An ABE or ABI, as appropriate, must evaluate all required (**bold**) items and at least 70% of all other items in each functional area. Note that the form contains additional lines in which the ABE may add items that are evaluated within a functional area. These items are included in both the numerator and denominator of the calculation of the 70%. Added items should be material and of an importance that is at least equal to the other non-bold items in the functional area.

6. **Explanation of Form Columns.** The following illustrates the usage of the columns in the form.



7. **Completion Standard.** To obtain an overall satisfactory result, an applicant must:

- (a) Achieve a satisfactory rating on all required (**bold**) items; and
- (b) Achieve a satisfactory rating on at least 80% of the remaining items that are evaluated.

8. **Unsatisfactory Performance.**

- (a) If the ABE or ABI, as appropriate, determines that an item is incomplete, or the outcome is uncertain, the evaluator must require the applicant to repeat that item, or portions of that item. This provision does not mean that instruction, practice, or the repetition of an unsatisfactory item is permitted during the Evaluation or Evaluative Conference.
- (b) **Satisfactory with Additional Training.**
 - (i) If an applicant's performance with respect to an item is incomplete, the outcome is uncertain, or is otherwise other than satisfactory – but the ABE/ABI reasonably believes that the nature of the applicant's failure to achieve a satisfactory rating is such that it can be brought to a satisfactory state with additional training – the ABE/ABI will initially note the unsatisfactory performance. The ABE/ABI may then permit the applicant to receive additional training and repeat the item.
 - (ii) Any additional training must not be during the evaluative phase. Additional training is a separate and distinct phase. For example, additional training may occur during a break in an Air Show, after Show Day is complete but before the next Show Day, or during an Air Show when a person other than the applicant is providing Air Boss services (which may, but need not, be having the ABE take over Air Boss duties and allowing the applicant to observe). It is essential that both the evaluator and the applicant know at each moment whether evaluation or instruction is taking place.
 - (iii) The additional training may be by the evaluating ABE/ABI or by another ABE/ABI.
 - (A) Where the training is by the evaluating ABE/ABI and the repeated performance is satisfactory, the evaluating ABE/ABI may simply so indicate in the Satisfactory with Additional Training box.
 - (B) Where the additional training is by a different ABE/ABI, the ABE/ABI must provide to the evaluating ABE/ABI written confirmation (which may be by e-mail or other communication) that the ABE has given training to the applicant and that the applicant is prepared to repeat the item. If the repeated performance is satisfactory, the evaluating ABE/ABI will so indicate in the Satisfactory with Additional Training box.
 - (iv) Any additional training will be documented in the Notes section.

