

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8700.31

7/21/04

Cancellation
Date: 7/21/05

SUBJ: IACRA AND THE USE OF GOVERNMENT COMPUTERS BY NON-FAA PERSONNEL

- 1. PURPOSE.** This notice prescribes conditions under which applicants may use a Federal Aviation Administration (FAA) computer to digitally sign the airman application, FAA Form 8710-1, Airman Certificate and/or Rating Application, using the Integrated Airman Certification and/or Rating Application (IACRA).
- 2. DISTRIBUTION.** This notice is distributed to the division level in the Flight Standards Service in Washington headquarters; to the branch level in the regional Flight Standards divisions; to the Flight Standards District Offices; and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center. This notice is also distributed electronically to the division level in the Flight Standards Service in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the Federal Aviation Administration's (FAA) Web site at:
http://www.faa.gov/avr/afs/notices/8700/N_8700-31.doc.
- 3. BACKGROUND.** IACRA is a Web-based application that uses online validation and digital signatures to complete the airman certification document. IACRA interfaces with multiple FAA databases, such as knowledge testing and airman records, for data validation and verification. It automatically ensures that the applicant meets regulatory and policy requirements. IACRA improves the airman certification process by checking for data errors that cause rejected applications. The certification processing time is reduced since the applicant completes the airman application online and the certifying officer (aviation safety inspector (ASI), aviation safety technician (AST), and designated examiner) submits the completed application electronically by using a digital signature. The Office of Management and Budget (OMB) uses IACRA as an example of FAA's compliance with the Government Paperwork Elimination Act. Airman certification is now a paperless process.
- 4. PROCEDURES.** In regard to IACRA, the term "Applicants" means all persons, FAA and non-FAA, who use IACRA to obtain an airman certificate. This definition covers FAA employees that do not have authorized access to the Regulation and Certification (AVR) domain.
 - a.** FAA policy does not allow the promotion and use of Government computers by applicants in the initiation and completion of an airman application through the IACRA certification process. All applicants using IACRA for an airman certificate must initiate and complete their portions of the application through the use of their own or a public use computer.

Also, all recommending instructors or their equivalent and designated examiners must complete their portion of the application in the same manner. Under no circumstances should Government computers be offered to the applicant to initiate and complete applications. IACRA is a Web-based application and should only be accessed by applicants through the use of their own computer or other public access computers.

b. There is one exception where applicants may have to use a Government computer: when the applicant signs the document online with a digital signature.

c. The applicant is required to digitally sign his/her application in front of the certifying officer before the certification process can be completed. In those circumstances when the local FAA office completes the airman certification, e.g., initial certificated flight instructor, the applicant must digitally sign his/her application in front of the certifying officer. In these cases, the following procedure must be used:

(1) When the certifying officer is ready to have the applicant digitally sign the application, the certifying officer should select the link "Click Here to have Applicant Sign Application" found on the IACRA application certifying officer's checklist. You should allow the applicant to logon to IACRA and sign the application. Once that action is complete, the applicant is logged out of the program. At that point, further access to the Government computer is no longer necessary, nor approved per agency and AVR orders.

(2) In accordance with the current requirements mandated by the Office of the Chief Counsel, AGC-1, and the Civil Aviation Registry, AFS-700, the applicant's digital signing process must be accomplished under the direct supervision of the ASI/AST as required in the IACRA certification process. At no time may the ASI/AST leave the vicinity and view of the Government computer and the applicant for any reason. If the ASI/AST is called away, the process must be halted and the applicant must be moved to a place where further access to the Government computer is not possible.

d. The digital signing process can occur at the ASI's/AST's computer or any other computer the local FAA office designates.

5. DISPOSITION. The guidance in this notice will be incorporated in a future change to Order 8700.1, General Aviation Operations Inspector's Handbook. Questions concerning this notice should be directed to the General Aviation and Commercial Division, AFS-800, at (202) 267-8717.

/s/

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