

FPM Area of Responsibility Method of Assignment

Effective May 26, 2010

This change is a major revision of the method FPMs use to manage more than one Area of Responsibility (AoR). With this change, FPMs will only need ONE email address – their faa.gov account – to manage multiple AoRs!

FPMs may elect to maintain their **WINGS** and/or AMT status on their faa.gov account or on a separate account on FAASafety.gov. Each FPM may only have one FPM account and that must be their faa.gov email address. If an FPM is not currently using their faa.gov email address as their FPM account, they must use the procedures for a new FPM (below).

Modifying a Current FPM Assignment

1. The RFM logs in to his/her RFM account
2. Click on Directory under the Administration tab; select “View All”
3. Find the FPM’s name in the list or Enter the FPM’s last name and click search
4. In the entry that uses the FPM’s faa.gov account, click on the Modify Application icon (it looks like a yellow pencil)
 - a. You may have to open individual entries to find the correct account
5. Make the changes by clicking on the “+” sign to make a new additional assignment and on the red “X” to remove a current assignment
6. Click on Save Changes

Deleting the “obsolete” FPM Directory Account(s)

1. The RFM logs in to his/her RFM account
2. Click on Directory under the Administration tab; select “View All”
3. Find the FPM’s name in the list or Enter the FPM’s last name and click search.
 - a. You can also change the sort parameters to sort on “Position” and then by “Published Name” to make finding names easier
4. Write down this email address, as you may need it later!
5. In the entry (or entries) that does not use the FPM’s faa.gov account, click on the Remove Application icon (it looks like a trash can)
 - a. After multiple assignments are made, the faa.gov account will have a balloon next to the Position Description; hovering over it will display the FPM assignments

6. Before you click on the Delete button, be sure this is the account to delete. Do that by confirming that the email address is not the faa.gov address.
7. Click on the Delete button
8. The account is not really deleted, it is simply re-set to a general user account

Merging and/or Deleting “Obsolete” FPM User Accounts

1. If the FPM wishes to keep the “Other” account to maintain **WINGS** and /or AMT status, nothing else needs to be done.
 - a. It is possible they will need to “associate” their airman status with this account. This is done when they go to their Preferences when they log into this account.
2. If the FPM has used one of the “other” accounts for their WINGS and/or AMT status, but now wants to use his or her faa.gov account for that purpose, send an email to Support@FAASafety.gov with both email addresses. We will merge these two accounts, deleting the non-FAA account.
3. If the FPM no longer needs the account, in other words, is not using it to maintain their WINGS and/or AMT status, it can be closed by the FPM in his or her Preferences section. Ask the FPM to find all the non-FAA accounts pertaining to them and close them.
 - a. Some FPMs may have created an account without using recognizable names; they will be harder to find!

Making an Assignment of Responsibilities for a New FPM (FPM tasks)

1. Go to FAASafety.gov and click on “Create an Account”
2. Enter your FAA email address, i.e., John.A.Employee@faa.gov.
3. Unless you choose to use your faa.gov email address as your Airman account on FAASafety.gov, select “No” to the question, “Do You Hold a Current Airman Certificate.” If you choose to use your faa.gov email address as your Airman account on FAASafety.gov, select “Yes” to the question, “Do You Hold a Current Airman Certificate.”
4. Click “Continue”
5. Enter your First Name, Last Name, Display Name, and ZIP Code on the respective lines. You do not need to enter any Ratings and Certificates. Click Continue.
6. Your new temporary password will be emailed to the faa.gov email address you entered in step two. Retrieve your password and log in to your account at FAASafety.gov
7. You will be asked to change your password; be sure to use the “Complex Password” rules, i.e., at least one capital letter, at least one lower case letter, at least one number, and minimum of eight characters; click “Change Password”
8. Click Here on the next page

9. On the Account Preferences page, check all the appropriate boxes; at least check, New Event Notifications, Changes to FAASafety.gov, and General Information; click Save
10. Click on the Red Flag alert icon; click on "Update Airman Profile"
11. Answer "No" to the **WINGS** Program question (unless you elected to use this email address as your airman account); Check "All" for Aircraft Categories and Classes and for Certificates; scroll to the "Save" button and click on it
12. Click on "About the FAASTeam" at the top of the page; select "Join the FAASTeam" from the tabs
13. Click on "Individual FAASTeam Application"
14. Complete the application, being careful to select "FAASTeam Program Manager" in the Apply for Position drop down menu
15. Do not change the District selection!
16. Click Submit when finished
17. Ask your RFM to complete the process

RFM Tasks for Assigning Areas of Responsibility to a New FPM (Remember, only Management can make work assignments)

1. Log in to your FAASafety.gov account
2. Click on Directory under the Administration tab; select "View All"
3. Find the FPM's name in the list or Enter the FPM's last name and search
4. Click on the Review Application icon (it looks like a clipboard with a green check mark on it)
5. Select "Complete Review of Application (or Return Application if something is not correct in the information; note that position will say (unassigned) and is correct)
6. Confirm that FAASTeam Program Manager is selected in the drop down menu
7. If additional Districts will be assigned, click on the "+" sign next to Additional Districts; do not select the default District listed in the information above
8. Select the additional Districts one at a time by clicking on the "+" sign for each new assignment
9. Click on the Red "X" if you make a mistake or wish to remove an assignment
10. Click on Submit
11. Repeat steps 2-6 and 10; this is because the 1st step is "Review" and the 2nd step is "Accept".
12. The application and assignments are now complete
13. We recommend a list of assignments be maintained of all Districts in your Region to insure that all Districts are assigned to at least one FPM.

When an FPM Logs in to his or her account using his or her ONE email address

1. Log in to FAASafety.gov using your “Name@faa.gov” account
2. If the FPM has more than one Area of Responsibility (District) assignment, a page will be displayed showing all assignments
3. Select the radio button for the Area of Responsibility the FPM wishes to work in; the page will refresh
 - a. Confirm you are working in the correct Area of Responsibility by checking the District Identifier in the Dashboard next to the letters FPM
4. Complete work in this Area of Responsibility, remembering to save all work
5. If you wish to work in another Area of Responsibility, display the “User Dashboard” and click on that Area of Responsibility under the heading “My Areas of Responsibility”
 - a. Confirm you are working in the correct Area of Responsibility by checking the District Identifier in the Dashboard next to the letters FPM.
6. You may switch back and forth as often as desired; just remember to check which District you are in before creating SPANS Seminars!