



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Office of Aerospace Medicine  
Drug Abatement Division  
800 Independence Ave., S.W.  
Washington, D.C. 20591

November 21, 2013

Mr. Fred Davis  
Director of Maintenance  
Flightline Group, Inc.  
3256 Capital Circle SW  
Tallahassee, FL 32310

Dear Mr. Davis:

We have processed your program registration amendment and a copy is enclosed. Your Registration number, **CONN030C**, has not changed.

Please note that your registration will expire on **November 21, 2016** and we request that you submit a Renewed Registration prior to the date.

If you have any questions, please contact our office at (202) 267-8442 or [drugabatement@faa.gov](mailto:drugabatement@faa.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Margie Rustin".

Margie Rustin  
Manager, Program Administration Branch  
Drug Abatement Division

Enclosure



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## **NOTICE TO REGISTERED CONTRACT EMPLOYER**

Now that you have opted to implement a FAA-mandated drug and alcohol testing program, you must comply with the following Code of Federal Regulations:

- Title 49 CFR part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and
- Title 14 CFR part 120, Drug and Alcohol Testing Program

When implementing your testing program, you must ensure that all employees performing safety-sensitive functions (including subcontract at any tier) on your behalf for any part 119 certificate holders authorized to operate under parts 121 or 135, or air tour operator as defined in 91.147, are subject to your testing program. Safety-sensitive functions include:

- flight crewmember duties,
- flight attendant duties,
- flight instruction duties,
- aircraft dispatcher duties,
- aircraft maintenance and preventive maintenance duties,
- ground security coordinator duties,
- aviation screening duties, and
- air traffic control duties.

The individuals who are performing these safety-sensitive functions are subject to pre-employment testing, reasonable suspicion/cause testing, random testing, return-to-duty, follow-up, and post-accident. The testing procedures are established in the Department of Transportation's Workplace Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Title 49 CFR part 40.

When developing your drug and alcohol testing program, you must:

- Ensure that no one is hired for or transferred into a safety-sensitive function without first being pre-employment drug tested and receiving a negative test result. More information regarding pre-employment testing may be found under 14 CFR part 120, Subpart E, §120.109(a). Pre-employment alcohol testing is not required, however, may be implemented according to 14 CFR part 120, Subpart F, §120.217(a).

The Drug Abatement Division strives to provide quality service. We invite you to complete a feedback form at [http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/stakeholder\\_feedback/aam/aam800/](http://www.faa.gov/about/office_org/headquarters_offices/avs/stakeholder_feedback/aam/aam800/).

- Educate and train your employees on the effects and consequences of drug abuse and alcohol misuse. More information regarding training and materials may be found under 14 CFR part 120, Subpart E, §120.115 and Subpart F, §120.223.
- Ensure that employees are placed into the random drug and alcohol testing pool and have an equal chance of being tested each time selections are made. More information regarding random testing may be found under 14 CFR part 120, Subpart E, §120.109(b) and Subpart F, §120.217(c).

There are many more requirements of the drug and alcohol testing regulations. It is important to understand that some requirements must be implemented prior to the date you or your employees begin performing safety-sensitive duties.

FAA's Drug Abatement Division is available to help answer any questions you may have concerning the drug and alcohol testing regulations. You may contact our office at (202) 267-8442 or via email at [drugabatement@faa.gov](mailto:drugabatement@faa.gov).

A copy of the testing regulations, guidance materials, sample postings and policies, and other helpful information is available on our Web site at the following address:  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/aam/drug\\_alcohol/](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/drug_alcohol/)

We also recommend reading the Department of Transportation's Employer Guide, which is available on their Web site at [www.dot.gov/ost/dapc](http://www.dot.gov/ost/dapc).

**DRUG AND ALCOHOL TESTING PROGRAM REGISTRATION SAMPLE**

(Document is located at: [http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/aam/drug\\_alcohol/testing/media/RegistrationForm.pdf](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/drug_alcohol/testing/media/RegistrationForm.pdf))

Indicate if this is a:  New Registration  
 Registration Renewal  
 Registration Amendment      FAA Registration Number CONN030C

Type of Company:  Contractor (if you are a part 145 certificate holder, list all certificate numbers covered under this registration)  
 Air traffic control facility not operated by the FAA or by or under contract to the U.S. Military

Company Name: Flightline Group, Inc.

Physical Address: 3256 Capital Circle SW       Same as physical Mailing Address: \_\_\_\_\_

Tallahassee      FL      32310  
City                      State                      Zip

If this is where your program records are kept, check box       If this is where your program records are kept, check box

If your program records are not kept at either address above, please indicate address and telephone number where the records are kept (this should be the location where an inspection of your program would be held and would not be the address of a service agent):

N/A    N/A  
Address    City                      State                      Zip

Please list DBA's and/or part 145 certificate numbers covered by this registration, if applicable:

Part 145 Cert # 5FVR692B

Identify the type of safety-sensitive function(s) you perform or intend to perform for an employer:

- Flight crewmember duties                       Aircraft dispatcher duties                       Air traffic control duties
- Flight attendant duties                       Ground security coordinator duties                       Aviation screening duties
- Flight instruction duties                       Maintenance or preventive maintenance duties (as defined in 14 CFR part 43)

Indicate whether you have:  50 or more safety-sensitive employees       49 or fewer safety-sensitive employees

Indicate whether you are:  A Staffing Company                       Not A Staffing Company

**Certification Statement:**

I certify that I/my company will comply with 14 CFR part 120 and 49 CFR part 40. If I am a contractor, I certify that I intend to provide safety-sensitive functions, directly or by contract, to a part 119 certificate holder with authority to operate under part 121 or 135, an air traffic control facility not operated by the FAA or by or under contract to the U.S. military, or an Air Tour Operator conducting flights under part 91.147.

Signature: Fred W. Davis    Date: 11/18/2013  
Authorized Representative (Service Agents are not authorized to sign on behalf of the company)

Print Name: Fred W. Davis    Title: Director of Maintenance

Business Telephone: 850-576-3515                      Facsimile Telephone: 850-574-2363

E-mail address: fred@flightlinegroup.com

Send this information to:

Federal Aviation Administration  
Drug Abatement Division (AAM-810)  
800 Independence Avenue, S.W., Room 806  
Washington, DC 20591

Fax: 202-267-5200

Phone: 202-267-8442

FAA Registration number: CONN030C    **FOR FAA USE ONLY**

Registered by: Zodie Medley *Z Medley*

Date Registered/Amended: 11/21/2013      Registration Expiration Date: 11/21/2016