



Federal Aviation Administration

Memorandum

Date: September 8, 2020

To: AAM-200, AMCD, Regional Flight Surgeons, HIMS AMEs

From: Penny M. Giovanetti, D.O. Director, Medical Specialties Division,
AAM-200

Subject: HIMS Step Down Plan Implementation

This document provides administrative guidance for the implementation and transition to use of the HIMS Step Down Plan (attached). **Note: The Authorization Letter, not the Step Down Plan, is the binding document for the special issuance.**

- 1) There are no changes to the initial special issuance process.
- 2) All changes to Authorization Letters must be requested by the HIMS AME and approved by the FAA (Drug & Alcohol Team at AMCD).
- 3) Progression through the Step Down Plan is not automatic.
- 4) The HIMS AME should continue to follow up and issue 6-month time limited certificates in accordance with the existing Authorization Letter until a new letter is received.
- 5) Requests for “early” Step Down will not be considered.
- 6) During transition, HIMS AMEs may immediately request a new Authorization Letter to align with Step Down phases for pilots who are one to four years past their initial special issuance. Requests for new Authorization Letters for pilots more than four years past initial special issuance should be accomplished at the next routine visit.
- 7) During transition, AMCD may request an additional worksheet be completed by the HIMS AME to facilitate review for the new Authorization Letter.