

See also Definitions, and References.

Publication Title (RAI and RAH)	SME's Name	FAA	Classification
<b>Aircraft Performance Manual E170/175</b> <u>Interfaces:</u> COM, DPM, FOM, QRH, SOP. <u>Format:</u> Electronic.	+ Pat Gannon, Dave Bjork, Dirk Melchior, John Donaldson	POI	FAA Approved
<b>Airline Transport Pilot Certification Training Program</b> <u>Interfaces:</u> SMS, TPM. <u>Format:</u> Electronic.	+ Pat Gannon, Kay Keene, Scott Bacon, Todd Hoagland, Michael Dee	POI	FAA Final Approval
<b>AQP Volume 1 General Training Manual</b> <u>Interfaces:</u> AQP2, AQP3, AQP4, AQP5, FCTM. <u>Format:</u> Electronic.	+ Pat Gannon, Todd Hoagland, Michael Dee, NP Marisa Reich	POI	FAA Initial Approval
<b>AQP Volume 2 Job Task Analysis Manual</b> <u>Interfaces:</u> AQP1, AQP3, AQP4, AQP5. <u>Format:</u> Electronic.	See AQP Volume 1.	POI	FAA Initial Approval
<b>AQP Volume 3 Qualification Standard</b> <u>Interfaces:</u> AQP1, AQP2, AQP4, AQP5. <u>Format:</u> Electronic.	See AQP Volume 1.	POI	FAA Initial Approval
<b>AQP Volume 4 Curriculum Manual</b> <u>Interfaces:</u> AQP1, AQP2, AQP3, AQP5, FCTM. <u>Format:</u> Electronic (Comply365 only).	See AQP Volume 1.	POI	FAA Initial Approval
<b>AQP Volume 5 - LOE</b> <u>Interfaces:</u> AQP1, AQP2, AQP3, AQP4. <u>Format:</u> Electronic (Comply365 only).	Dave Bjork, and see AQP Volume 1.	POI	FAA Initial Approval
<b>Associate Handbook</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic (Comply365 and UltiPro).	+ Rose Doria, Tami Brandt	N/A	RAH Internal Manual
<b>Aviation Safety Action Program Memorandum of Understanding Catalog</b> <u>Interfaces:</u> COM, DPM, FAM, FOM, GMM, SAFE. <u>Format:</u> Electronic (Comply365 and Safety intranet page).	+ Lee Hayes, Jenni Hoagland	POI/ PMI	Internal Manual
<b>Base Supervisor Manual</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic (Comply365 only).	+ Pat Gannon, Kristi Morley, Denise Turner, Donald Gibson, Connie Wimmer, * Lisa Mollette	N/A	Internal Manual
<b>Carry-on Baggage Program</b> <u>Interfaces:</u> COM, FATM, FOM, HMOMTP, IEP, SOM, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Denise Turner, Kristi Morley, * Lisa Mollette	POI	FAA Approved
<b>Cockpit Access Security System</b> <u>Interfaces:</u> FAM, FOM, SOM. <u>Format:</u> Electronic (Comply365 only).	+ Pat Gannon, Matt Woolwine	N/A	RAH Internal Manual
<b>Corporate Emergency Response Manual</b> <u>Interfaces:</u> COM, DPM, LERAP, SAFE, SOM, SOP. <u>Format:</u> Paper and electronic.	+ Lee Hayes, Ellen Dolinar	N/A	Internal Manual
<b>Corporate Organization Manual</b> <u>Interfaces:</u> AMC, APM, CERM, COB, CSP, DIM, DPM, DTM, FAM, FATM, FCTM, FOM, FUEL, GMM, HMOMTP, IEP, ISM, MEL, QRH, SAFE, SOM, SOP, TPM, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Dirk Melchior, Roy Canfield	POI	FAA Accepted
<b>Crew Scheduling Procedures Manual</b> <u>Interfaces:</u> COM, DPM, DTM, FAM, FOM, IEP, SOM. <u>Format:</u> Electronic.	+ Pat Gannon, Krista Murdock, Brian Essig, Samantha Battle	POI	FAA Accepted
<b>Deicing/Anti-icing Manual</b> <u>Interfaces:</u> COM, DPM, DTM, FCTM, FOM, IEP, SAFE, SOM, SOP. <u>Format:</u> Electronic.	+ Pat Gannon, Lenny Warmkessel	POI	FAA Approved
<b>Dispatch Procedures Manual</b> <u>Interfaces:</u> AMC, APM, CERM, COM, CSP, DIM, DTM, EWINS, FAM, FOM, FUEL, GMM, HMOMTP, IEP, MEL, SAFE, SOM, SOP, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Ken Elkin, Scott Nemeth	POI	FAA Accepted
<b>Dispatch Training Manual</b> <u>Interfaces:</u> COM, CSP, DIM, DPM, EWINS, FATM, FOM, GMM, HMOMTP, IEP, MEL, QRH, SOP, STM, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Ken Elkin, Scott Nemeth	POI	FAA Final Approval
<b>Electronic Compliance Manual</b> <u>Interfaces:</u> TPM [Ref.: OpSpec A025]. <u>Format:</u> Electronic.	+Pat Gannon, Matt Woolwine, Andy Hamilton	POI	FAA Accepted
<b>Emergency Equipment Guide</b> <u>Interfaces:</u> EPG, FAM, SOP. <u>Format:</u> Electronic.	+ Tom Duffy, + Derek Grant, Sean Gallinat, Steve Kivett	N/A	Internal Manual

# Subject Matter Expert (SME) List

See also Definitions, and References.

Publication Title (RAI and RAH)	SME's Name	FAA	Classification
<b>Engineering Procedures Guide</b> <u>Interfaces:</u> EEG, GMM, MPPG, MTLM. <u>Format:</u> Electronic.	+ Tom Duffy, Sean Gallinat	N/A	Internal Manual
<b>Enhanced Weather Information System</b> <u>Interfaces:</u> DPM, DTM, FOM, SOP. <u>Format:</u> Electronic.	+ Pat Gannon, Ken Elkin, Scott Nemeth	POI	FAA Approved
<b>Flight Attendant Manual</b> <u>Interfaces:</u> AMC, CASS, COM, CSP, DPM, EEG, FATM, FCTM, FOM, FUEL, HMOMTP, IEP, ISM, SAFE, SOM, SOP, TPM, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Denise Turner, Kristi Morley, * Lisa Mollette	POI	FAA Accepted
<b>Flight Attendant Style Guide</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic.	+ Pat Gannon, Tiffane Pappillion	N/A	RAH Internal Manual
<b>Flight Attendant Training Manual</b> <u>Interfaces:</u> COB, COM, DTM, FAM, HMOMTP, IEP, ISM, OTEM, TPM, SMS, STM. <u>Format:</u> Electronic.	+ Pat Gannon, Rory Copley, Cynthia Park	POI	FAA Final Approval
<b>Flight Crew Training Manual</b> <u>Interfaces:</u> AQP1, AQP4, COM, DIM, FAM, FOM, IEP, STM, TPM. <u>Format:</u> Electronic.	+ Pat Gannon, Kay Keene, Scott Bacon, Michael Dee, NP Marisa Reich	POI	FAA Final Approval
<b>Flight Operations Manual</b> <u>Interfaces:</u> AMC, APM, CASS, COB, COM, CSP, DIM, DPM, DTM, EWINS, FAM, FCTM, FUEL, GMM, HMOMTP, IEP, MEL, QRH, SAFE, SOM, SOP, SPC, TPM, WBP. <u>Format:</u> Electronic.	+ Pat Gannon, Dirk Melchior, Dave Bjork	POI	FAA Accepted
<b>Fueling Manual</b> <u>Interfaces:</u> COM, DPM, FAM, FOM, GMM, MEL, MPPG, MTM, SOM. <u>Format:</u> Electronic.	+ Tom Duffy, Dale Cash, Jim Boothe, Steve Kivett	PMI	FAA Accepted
<b>General Human Resource Manual</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic (Comply365 only).	+ Tonya Gilbert, Tami Brandt	N/A	RAH Internal Manual
<b>General Maintenance Manual</b> <u>Interfaces:</u> AMC, COM, DPM, DTM, EPG, FOM, FUEL, IEP, MEL, MOM, MTM, NDTM, SAFE, SMS, SOP, TPM, WBP. <u>Format:</u> Electronic.	+ Tom Duffy, Jim Boothe, Steve Kivett	PMI	FAA Accepted
<b>Ground Reset Guide E170/175</b> <u>Interfaces:</u> FOM, SOP. <u>Format:</u> Electronic.	+ Pat Gannon, Dave Bjork, Dirk Melchior, Steve Agag	N/A	FAA Approved
<b>Hazardous Materials Operations Manual and Training Program</b> <u>Interfaces:</u> COB, COM, DPM, DTM, FAM, FATM, FOM, IEP, MOM, SOM. <u>Format:</u> Electronic. FAA Hazmat Branch Manager must approve changes prior to recommending acceptance to the POI.	+ Pat Gannon, + Brad Elstad, Ellen Dolinar, Brandon Keeling	POI	FAA Accepted
<b>Inflight Announcement Manual</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic.	See Flight Attendant Manual.	POI	FAA Accepted
<b>Inflight Manager Manual</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic (Comply365 only).	+ Pat Gannon, Kristi Morley, Denise Turner, Donald Gibson	N/A	Internal Manual
<b>Inflight Support Manual</b> <u>Interfaces:</u> COM, FAM, FATM. <u>Format:</u> Electronic.	+ Pat Gannon, Denise Turner, Rory Copley, * Lisa Mollette	N/A	Internal Manual
<b>Internal Evaluation Program</b> <u>Interfaces:</u> CERM, COB, COM, CSP, DIM, DPM, DTM, FAM, FATM, FCTM, FOM, FUEL, GMM, HMOMTP, MEL, MTM, SAFE, SMS, SOM, WBP. <u>Format:</u> Electronic.	+ Lee Hayes, Kurt Swender	N/A	Internal Manual
<b>International Operations Guide</b> <u>Interfaces:</u> FOM. <u>Format:</u> Electronic (Comply365 only).	+ Pat Gannon, Matt Woolwine, Dirk Melchior, Andy Hamilton	N/A	Internal Manual
<b>Jumpseat Briefing Card E170/175</b> <u>Interfaces:</u> In SOP. <u>Format:</u> Paper (primary) and electronic. < Not signed by FAA and does not include a "Classification Block."	See Standard Operating Procedures E170/175.	POI	FAA Accepted <
<b>Local Emergency Response Action Plan</b> <u>Interfaces:</u> CERM, COM. <u>Format:</u> Paper and electronic.	+ Lee Hayes, Ellen Dolinar	N/A	RAH Internal Manual
<b>Maintenance Administration Manual</b> <u>Interfaces:</u> None. <u>Format:</u> Electronic (Comply365 only).	+ Tom Duffy, Dale Cash, Sean Gallinat	N/A	RAH Internal Manual
<b>Maintenance Program Planning Guide E170/175</b> <u>Interfaces:</u> EPG, FUEL, MTLM. <u>Format:</u> Electronic.	See Maintenance Time Limits Manual E170/175 Volume 2.	N/A	Internal Manual

# Subject Matter Expert (SME) List

See also Definitions, and References.

Publication Title (RAI and RAH)	SME's Name	FAA	Classification
<b>Maintenance Run Taxi Checklist E170/175</b> <u>Interfaces</u> : QRH170/175. <u>Format</u> : Electronic.	+ Tom Duffy, David Chamberlin, Bill Terhune, Joe Monti	N/A	Internal Manual
<b>Maintenance Time Limits Manual E170/175 Volume 1</b> <u>Interfaces</u> : EPG, MPPG. <u>Format</u> : Electronic.	+ Tom Duffy, Jim Boothe, Brandon Groh, Tim Gibson, Adam Gilbert	PMI	FAA Approved
<b>Maintenance Time Limits Manual E170/175 Volume 2</b> <u>Interfaces</u> : EPG, MPPG. <u>Format</u> : Electronic.	+ Tom Duffy, Jim Boothe, Brandon Groh, Tim Gibson, Adam Gilbert, Joseph Boyle	PMI	FAA Approved
<b>Maintenance Training Manual</b> <u>Interfaces</u> : FUEL, GMM, IEP, SAFE, TPM. <u>Format</u> : Electronic.	+ Tom Duffy, Dale Cash, Steve Lutjemeyer, David Chamberlin	PMI	FAA Accepted
<b>Material Operations Manual</b> <u>Interfaces</u> : GMM, HMOMTP. <u>Format</u> : Electronic.	+ Tom Duffy, Ryan Davey, Jim Boothe, Steve Kivett, * & NP Randy Merritt, * & NP Johnathon Thompson	N/A	Internal Manual
<b>Minimum Equipment List E170/175</b> <u>Interfaces</u> : COM, DPM, DTM, FOM, FUEL, GMM, IEP, SOP. <u>Format</u> : Electronic.	+ Tom Duffy, Jim Boothe, Steve Kivett, Steve Agag, Dirk Melchior, Dave Bjork	POI	FAA Approved
<b>Non-Destructive Testing Manual</b> <u>Interfaces</u> : GMM. <u>Format</u> : Electronic.	+ Tom Duffy, Jim Boothe, Ron Guyett	N/A	Internal Manual
<b>Normal Procedures Checklist E170/175</b> <u>Interfaces</u> : In SOP. <u>Format</u> : Paper (primary) and electronic.	See Standard Operating Procedures E170/175.	POI	FAA Approved
<b>Operations Training Equipment Manual</b> <u>Interfaces</u> : FATM, TPM. <u>Format</u> : Electronic.	+ Pat Gannon, Rory Copley, Dale Cash	POI	FAA Approved
<b>Passenger Safety Information Card [All]</b> <u>Interfaces</u> : None (Ref.: FAM). <u>Format</u> : Paper.	See Flight Attendant Manual.	POI	FAA Approved
<b>Quick Reference Card E170/175</b> <u>Interfaces</u> : In QRH. <u>Format</u> : Paper (primary) and electronic.	See Quick Reference Handbook E170/175.	POI	FAA Approved
<b>Quick Reference Handbook E170/175</b> <u>Interfaces</u> : APM, COM, DTM, FOM, MRTC, SOP. <u>Format</u> : Paper (primary) and electronic.	+ Pat Gannon, Dave Bjork, Dirk Melchior	POI	FAA Approved
<b>Safety Management System Manual</b> <u>Interfaces</u> : FATM, GMM, IEP, SAFE (Ref: All with Preface Safety Risk Management statement). <u>Format</u> : Electronic.	+ Lee Hayes, Kurt Swender	POI	FAA Accepted
<b>Safety Policies and Procedures Manual</b> <u>Interfaces</u> : AMC, CERM, COM, DIM, DPM, FAM, FOM, GMM, IEP, MTM, SMS, SOM. <u>Format</u> : Electronic.	+ Lee Hayes, Andy Hamilton	POI	FAA Accepted
<b>Security Training Program</b> <u>Interfaces</u> : DTM, FATM, FCTM, SOM, SOP. <u>Format</u> : Electronic.	+ Pat Gannon, Kay Keene, Scott Bacon	POI	FAA Approved
<b>Standard Operating Procedures E170/175</b> <u>Interfaces</u> : APM, CERM, COM, DIM, DPM, DTM, EEG, EWINS, FAM, FOM, GMM, MEL, QRH, SOM, SPC, STM, WBP. <u>Format</u> : Electronic.	+ Pat Gannon, Dave Bjork, Dirk Melchior	POI	FAA Approved
<b>Station Operations Manual</b> <u>Interfaces</u> : CASS, CERM, COB, COM, CSP, DIM, DPM, FAM, FOM, FUEL, HMOMTP, IEP, SAFE, SOP, STM, TPM, WBP. <u>Format</u> : Electronic.	+ Pat Gannon, Lenny Warmkessel, * Deborah Janssen	POI	FAA Accepted
<b>Supplemental Procedures Card E170/175</b> <u>Interfaces</u> : FOM, SOP. <u>Format</u> : Paper (primary) and electronic. < Not signed by FAA and does not include a "Classification Block."	See Standard Operating Procedures E170/175.	N/A	FAA Approved <
<b>Supplemental Study Guide E170/175</b> <u>Interfaces</u> : None. <u>Format</u> : Electronic.	+ Pat Gannon, Lindsay Maynard, Dave Bjork	N/A	Internal Manual
<b>Technical Publications Manual</b> <u>Interfaces</u> : ATPCTP, COM, ECM, FAM, FATM, FCTM, FOM, GMM, MTM, OTEM, SOM. <u>Format</u> : Electronic.	+ Tom Duffy, Kathy Meihak, Roy Canfield	POI	FAA Accepted
<b>Weight &amp; Balance Program</b> <u>Interfaces</u> : COB, COM, DPM, DTM, FAM, FOM, GMM, IEP, SOM, SOP. <u>Format</u> : Electronic.	+ Pat Gannon, Steve Kivett, John Donaldson, Dave Bjork	POI	FAA Approved

See also Definitions, and References.

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# Subject Matter Expert (SME) List

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## DEFINITIONS

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**Interfaces:** Two or more publications "interface" when they have identical or similar content a change to one publication MAY require a change to one or more other publications.

**Format:** States format(s) publication is distributed in. "Primary" indicates format to be used by Pilots in the performance of their duties. Electronic publications are posted in the Company electronic library (intranet and/or Comply365) unless otherwise stated.

**SME:** A Subject Matter Expert (SME) has the authority to make content changes to a manual and is the person who works directly with Technical Publications to implement changes.

**+ Responsibility:** Each Company program and associated manual [publication] is assigned to a person who is responsible for the content and to establish and change policy within their respective programs and manuals [publications]. [TPM Chapter 2]. The responsible person is indicated on this list by a plus sign (+) with their name.

See also Definitions, and References.

**\* Assists SME:** An asterisk (\*) with a person's name indicates a person who is not an SME and assists an SME with publication changes. An SME may delegate approval authority to an "\* Assists SME" person in specific circumstances, such as during a vacation.

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**FAA:** FAA Principal Inspector who oversees publication. PMI = Principal Maintenance Inspector. POI = Principal Operations Inspector. N/A = Not Applicable.

**Classification:** Each publication's "classification" and relevant "signature block" is listed in this column and signed by an FAA Inspector to formally indicate approval or acceptance, when applicable. Due to the nature of the initial and final FAA approval of some training programs, an FAA Inspector may request a different signature block be used. < Not signed by FAA and does not include a "Classification Block."

## REFERENCES

See also Tech Pubs' intranet **Subject Matter Expert (SME) Page** and **Comply365** (Group: SME; Collection: SME Reference Material).

See also **Technical Publications Manual (TPM)**, and **Manual Status Report (MSR)** on Tech Pubs' intranet pages and Comply365.

**Master File Location:** \\Corporate\corpdocs\Technical Publications\Status\_and\_Records\SME\_Lists\2\_Republic (FM & PDF).

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**Update:** (Primary: Roy Canfield; Backup: Kathy Meihak.)

1. \_\_\_ Interfaces: When an interface listing is changed, make sure the publication is added or removed from **BOTH** listings.
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  - \_\_\_ Email EIS to update Comply365 Group titled SME. Note: If the SME left the Company, Comply365 does NOT need to be updated since it should be automatically updated when the person is removed from UltiPro by Human Resources.
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  - \_\_\_ FM File: Run Edit, Spell Checker.
4. \_\_\_ Print FrameMaker file to PDF and email updated PDF to EIS (Curtis Salsman) for posting on the intranet and Comply365.
5. \_\_\_ Email TP Technical Writers and affected SMEs to tell them of the changes, after the change has been posted.

### Distribution:

1. Subject Matter Expert (SME) Page (on Company's Technical Publications intranet page).
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