

CHAPTER 6. GENERAL TECHNICAL INFORMATION

SECTION 1. CLINICS AND MEETINGS

1. GENERAL POLICY. Inspectors shall participate in, or assist at, clinics and meetings in their districts. The extent of their participation is based on the region/Flight Standards District Office (FSDO) work program and personnel availability.

3. AVIATION SAFETY PROGRAM SEMINARS AND OTHER EDUCATIONAL OPPORTUNITIES. Aviation groups frequently request Federal Aviation Administration (FAA) assistance and input for meetings. Military aero clubs, flying clubs, the Civil Air Patrol, and other aviation groups are normally responsive to FAA educational efforts.

A. Meetings Conducted by the Aviation Safety Program Manager (ASPM). For guidance on Aviation Safety Program presentations, see volume 2, chapter 196. Additional guidance is provided by FAA Order 8740.1, Aviation Safety Program Manager's Handbook.

B. Meeting Preparation. Inspectors should design their presentations to respond to the needs and interests of the requesting organization. The event is an opportunity to be of service to the aviation community, and should be maximized through preparation of an informative presentation. Members of the host organization should be encouraged to make presentations.

5. SPECIAL MEETINGS.

A. Participation in Meetings. Other FAA offices may call upon FSDO's to conduct special meetings. Industry and state, local, or federal agencies may also request participation at meetings. These groups usually meet to discuss specific proposals, new regulations, new procedures, accidents, incidents, or related topics. The FSDO may need to coordinate through the region with other FAA offices for information or participation.

B. Meeting Subject Matter. Since it is not possible to anticipate all questions, an inspector should become familiar with the subject of the meeting and coordinate in advance with the regional office on the handling of any controversial areas. Inspectors may be asked questions they are unable to answer, and issues may arise that require regional office or regional counsel interpretation. In these instances, the inspector should not make a final determination until the necessary information is obtained from the regional office. Although this requires followup, it will result in standardization and prevent potential embarrassment to the FAA.

7. PARTICIPATION IN TRAINING CLINICS SPONSORED BY OUTSIDE ORGANIZATIONS. It is FAA policy to encourage and assist with training clinics conducted by outside agencies and industry groups. Groups most often request assistance from Flight Standards and Air Traffic; however they may also invite other segments of the FAA to participate in clinics.

A. Coordination Responsibility.

(1) The regional Flight Standards division manager is responsible for coordinating participation in training clinics. The division manager may designate an FAA coordinator to serve as a focal point.

(2) To assist in the coordination and participation in training clinics, each regional office shall identify the specialists and inspectors who are especially qualified and available for assignment to these events. These selections should be based on technical ability, personality that promotes good public relations, interest in this type of activity, and availability for such assignments.

(3) Organizations should be encouraged to communicate directly with the regional Flight Standard division about participation in their event. Once an event is scheduled, all communications should be handled by the coordinator for the event.

B. Coordination Procedures.

(1) Any FSDO or regional office that receives an invitation to participate in a training clinic should immediately notify the regional Flight Standards division manager. The notification should include at least the following information:

- (a) Identity of the sponsoring organization.
- (b) Name, address, and function of the official in charge of the proposed event.
- (c) Place and date of the proposed event.
- (d) Estimated size and scope of the event.
- (e) Type and extent of participation requested.

(2) The FSDO may be the sponsor's first contact for a proposed event. The FSDO shall forward notification of the event to the regional office as soon as possible. Until the regional office approves FAA participation, the FSDO shall only provide information to the sponsor. After the regional office approves and designates a coordinator, the FSDO provides support such as facilities and clerical support to the coordinator, when available.

(3) When the regional Flight Standards division manager decides that FAA participation in an event is appropriate, the manager may assign a coordinator for the event. The coordinator may be a regional specialist or an inspector from any office involved in the event.

(4) The sponsor or the coordinator may invite other government agencies to participate.

C. Participation in the Organization of Clinics and Symposia. The FAA coordinator for a training clinic sponsored by an outside agency may authorize the sponsor to indicate in announcements and programs that the event is being held "...with the participation of the Federal Aviation Administration." However, the FAA must not be represented as sponsoring the event.

(1) The FAA coordinator and other local and regional FAA personnel should be available for advice in clinic planning and should provide technical guidance when requested by the sponsors. While assisting, FAA personnel provide advice and guidance only. FAA personnel do not plan or direct the event in any way. FAA personnel shall not attempt to select trainees, instructors, or other participants; assign

responsibilities; or dictate the programs or policies of such events.

(2) The FAA coordinator may personally request the assistance of specialists from all segments of the FAA by contacting the appropriate regional division manager.

(3) FAA personnel shall not participate in the planning of clinics or symposia without the knowledge of the FAA coordinator or before a coordinator has been designated, except to provide information on how FAA participation may be requested.

(4) Clinic sponsors may request participation and contributions from private agencies, organizations, and commercial firms. No FAA segment shall be a party to such a request. It is acceptable for the sponsors to indicate that the FAA is participating in the proposed event, but sponsors shall not word requests for participation so as to imply that the FAA is a party to the request.

(5) FAA personnel may inform other agencies and organizations about proposed events; however, FAA personnel must ensure that such information is not interpreted as an FAA request to participate or contribute.

D. Participation in Flight Training Clinics.

(1) FAA personnel do not normally serve as directors or moderators of clinics sponsored by agencies outside the FAA. Such participation might infer that the FAA controlled the event. This policy does not prevent FAA personnel from participation in an aviation group's unrelated events, such as contests or social functions.

(2) FAA inspectors and specialists may participate as instructors in training clinics. When FAA academy instructors and operations inspectors participate in a clinic, the FAA coordinator is responsible for coordinating their activities.

(3) Sponsors often invite FAA officials, specialists, and inspectors to address aviation gatherings, to present official movies or demonstrations, or to conduct tours of facilities. If such appearances are described on the program as FAA presentations and no other FAA activities are involved, these incidents do not constitute participation within the meaning of this section, and the policies and procedures herein do not apply.

(4) At the discretion of the region, FSDO facilities and personnel may be used in furtherance of pilot training clinics and symposia.

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9. SPONSOR REQUESTS FOR APPEARANCE BY FAA OFFICIALS. Sponsors often write to the Administrator or members of Congress to request that top FAA officials appear as speakers at their event. Inspectors should not attempt to prevent sponsors from doing this, but inspectors shall not suggest such a procedure to a sponsor. An inspector who receives

such a request shall forward the request to the regional office. The employee shall not state or imply that the speaker will be provided. The sponsor should be informed that every effort will be made to provide the speaker requested, but it may be necessary for the FAA to offer an alternate speaker.

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SECTION 2. CERTIFICATES OF TEMPORARY SOJOURN

1. GENERAL. The FAA has agreed to assist the Department of State in obtaining certain information and data before the State Department issues Certificates of Temporary Sojourn.

A. Purpose. These certificates are required when operations are to be conducted outside the U.S. with aircraft fitting a State Department definition.

B. Definitions.

(1) The term aircraft, as used in Category VIII of the U.S. Munitions List, means an aircraft that is designed, modified, or equipped for a military or experimental purpose, including "demilitarized" aircraft. The export and import of such aircraft are subject to the licensing requirements of the State Department.

(2) Regardless of demilitarization, all aircraft bearing an original military designation, including those with cargo or "C" designations (e.g., C-45, C-46, C-47, and C-54), are included in Category VIII of the U.S. Munitions List.

3. PROCEDURES.

A. State Department Responsibility. The State Department handles all paperwork for application, review, and certificate issuance.

B. FAA Responsibility. The following procedure is generally followed when the State Department requests FAA assistance.

(1) Using the Flight Standards Automation System (FSAS), FAA headquarters personnel verify ownership of the aircraft involved.

(2) Headquarters personnel call the regional office within whose boundaries the aircraft is based to determine the actual location of the aircraft and obtain any other information requested by the State Department.

(3) When this information is not readily available to regional office personnel, they will contact the appropriate district office and request that such information be obtained and transmitted directly to FAA headquarters personnel. Headquarters personnel will then relay the information to the State Department.

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SECTION 3. FILING OF PETITIONS FOR RULEMAKING OR EXEMPTIONS AND SUBMISSION OF COMMENTS ON NOTICES OF PROPOSED RULEMAKING

1. PETITIONS FOR RULE MAKING OR EXEMPTIONS. Title 14 of the Code of Federal Regulations (14 CFR) part 11, § 11.25, prescribes the procedures for filing a petition for rulemaking and for requesting an exemption from an existing rule. Section 11.25(b)(5) specifies the information that must be included in the petition or request for exemption.

A. Who May Apply. Any interested person may petition the Administrator to issue, amend, or repeal a rule. Any person may also request a temporary or permanent exemption from any rule issued by the FAA.

B. Rules for Which Exemptions are Inappropriate. Normally the FAA does not issue exemptions from rules in which deviation authority is specifically provided. For example, 14 CFR part 91, § 91.903, provides that a Certificate of Waiver authorizing the operation of an aircraft in deviation of part 91, subpart B, may be issued if the Administrator finds that the proposed operation can be safely conducted under the terms of the waiver.

C. Supporting Information. The FAA issues exemptions only upon a finding that such action will be in the public interest. In providing the required supporting information, the petitioner should give particular attention to the reason why granting the request will be in the public interest.

D. How to Apply. A petition for exemption should be submitted in duplicate at least 60 days before the proposed effective date of the exemption, as outlined in part 11 of the regulations.

3. SUBMISSION OF COMMENTS ON NOTICES OF PROPOSED RULEMAKING (NPRM). Title 5 of the United States Code (5 U.S.C.) §§ 551 through 553, require that the FAA give interested persons an opportunity

to participate in the process through submission of comments, with or without opportunity for oral presentation. After considering the material presented, the FAA must either incorporate those comments into the rule or address the comments in a general statement of the rule's basis and purpose.

A. How to Comment. The FAA welcomes and encourages comments from all interested persons, including FAA personnel. The FAA examines each comment in detail and must justify its reasons for not adopting a comment. The following guidelines may assist in submitting comments:

(1) Simple "for" or "against" comments are of little value unless they include the rationale on which they are based.

(2) Comments which are beyond the scope of the notice should be avoided.

B. Inspectors as Commentors. Inspectors and specialists are encouraged to comment on rulemaking. An inspector or specialist submitting a personal comment to an NPRM should submit the comment as an individual, not as an FAA employee, and it should not be submitted on FAA letterhead.

C. FAA Safety Recommendations Proposing Rulemaking. The FAA Safety Recommendation Program is used to identify and correct safety deficiencies in the National Airspace System (NAS). Inspectors, managers, and all other FAA personnel should submit safety recommendations in accordance with the procedures outlined in FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting. If the safety recommendation proposes rulemaking, inclusion of the information required by § 11.25 aids the appropriate FAA office in responding to the recommendation.

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SECTION 4. GENERAL AVIATION OPERATIONS HANDBOOK BULLETINS AND FLIGHT STANDARDS INFORMATION BULLETINS

1. GENERAL. Bulletins address conditions or problems that have an urgent bearing on aviation safety.

A. Definitions. Bulletins fall into the following two categories:

(1) General Aviation Operations Handbook Bulletins (HBGA). HBGA's contain interim guidance to the handbook. They are issued in order to transmit procedures to the inspector on how to perform a particular task or sub-task when it is determined that the information cannot be delayed for the next handbook change. They relate to, address, or modify a specified section or text in the handbook.

(2) General Aviation Operations Flight Standards Information Bulletins (FSGA). FSGA's are Flight Standards Information Bulletins (FSIB) for General Aviation. They address issues requiring action, special emphasis programs, and time critical and/or temporary concerns. They enable the Flight Standards Service to disseminate information quickly to their community. FSIB's do not replace handbook bulletins nor are they incorporated directly into handbook text.

B. Identification. Bulletins are identified as HBGA's or FSGA's, and by the last two numbers of the fiscal year of issuance, followed by a number to identify the sequence of issuance. For example, the first General Aviation handbook bulletin issued in fiscal 1997 was identified as HBGA 97-01.

3. PROCEDURES.

A. Issuance. Bulletins pertaining to General Aviation may be developed by any Flight Standards division but are disseminated only in accordance with procedures established by, and must be coordinated with, AFS-800. Issuance by AFS-800 is accomplished in the following manner:

(1) When a situation that adversely affects safety comes to the attention of an inspector, the inspector shall notify AFS-800 in writing through regional channels after coordination with the unit supervisor.

(a) If the situation is urgent, the inspector should call the Washington Operations Center at (202) 863-5100.

(b) The inspector shall follow-up the telephone notification without delay by using FAA Form 8020-9, Aircraft Accident/Incident Preliminary. The inspector must write "Operations Alert" at the top of the form.

(2) Upon receipt of the information, headquarters specialists will assess the safety impact and urgency. When warranted, AFS-800 will notify all regional offices by bulletin.

(3) Bulletins are not permanent documents. The expiration date may not exceed 12 calendar-months from the date of publication.

B. Amendments and Extensions.

(1) Bulletins may be amended when non-substantive changes are required. The bulletin is reissued with the letter "A" following its number.

(2) Bulletins may be extended for a period of less than one year if no other guidance exists and the office of primary interest chooses to do so. An extended bulletin retains its original number with its original expiration date. The notation "extended" is made on the bulletin index, along with the new expiration date.

C. Cancellation. Bulletins are canceled when:

(1) it is determined that the information contained therein is no longer applicable or has been replaced by other documentation; or

(2) in the case of HBGA's, the information has been incorporated into the handbook as part of the regular revision cycle.

5. DISTRIBUTION.

A. Bulletins are distributed or made available in the following ways:

(1) distribution via cc:Mail to all regional offices and FSDO's;

(2) maintained electronically on the FedWorld Bulletin Board System (BBS) at the National Technical Information Service (NTIS) BBS at (703) 321-3339; and

(3) available on the Internet World Wide Web AVR Home Page at uniform resource locator (URL) <http://www.faa.gov/avr/afshome.htm>.

B. Field Office Management Responsibilities and Distribution. All regional Flight Standards division managers shall implement a system to ensure that sufficient quantities are distributed to all personnel in each office. Emphasis shall be placed on the importance of reading and accomplishing all required actions specified in policy bulletins.

(1) Each Flight Standards field office manager shall maintain a master copy of all pertinent policy bulletins. Each master policy bulletin shall be signed and dated by the field office manager upon receipt. If a bulletin is electronically transmitted, the field office manager shall ensure that each inspector assigned responsibility for an operator or certificate holder affected by the policy or procedure is made aware of this bulletin, either by paper copy or electronic means. If an action is called for in the bulletin, the field office manager and supervisors are responsible for ensuring that the appropriate action is completed by each inspector assigned to their supervision.

(2) Upon completion of any action required by a bulletin requiring Program Tracking and Reporting Subsystem (PTRS) tracking, all inspectors who have responsibility for accomplishing those actions shall take the following steps:

(a) Complete a PTRS record by using PTRS code 1381, 3381, or 5381: Technical Administration/Directive Action Accomplishment.

(b) Enter the document number into the National Use field of the PTRS record. For example, FSIB for General Aviation 97-01 (FSGA 97-01) would be entered in the National Use field as "FSGA9701." Inspectors should note that no spaces are used in the actual PTRS computer entry.

(c) Complete one record for each affected operator and make appropriate comments in the

inspector's opinion area concerning the methods used by the operator for compliance.

(d) Complete any action required by policy bulletins within 120 days of receipt, unless otherwise stated in the bulletin. If an operator does not comply with a non-regulatory action item, the inspector's comments should thoroughly document the operator's inaction or comment with respect to the actions required by the bulletin.

(3) Each regional Flight Standards division shall provide, by June 30 and December 31 of each calendar-year, a report on a review of each district office's compliance with the information contained in paragraph 5B (above) to the Flight Standards National Field Office, AFS-500. AFS-500 will compile the reports and summarize them for the Director of Flight Standards Service, AFS-1. The report shall include the following:

(a) The names of any operators for which required action was not completed;

(b) the reason action was not completed; and

(c) the names of any operators who elected not to adopt non-regulatory recommendations and the reason(s) the action was not adopted.

(4) Flight Standards divisions shall follow up and ensure that any operator who has not received notification of Flight Standards directive material is so notified of the requested actions as soon as possible.

7. LOCATION IN HANDBOOK.

A. The current HBGA index is located in appendix 3.

B. The current FSGA index is located in appendix 4.