

SECTION 2. PROVISIONS FOR REVISION AND HANDBOOK BULLETINS

23. HANDBOOK REVISIONS. Individuals at all levels of the FAA and individuals in the aviation industry are encouraged to make suggestions for revisions to the handbook.

A. Handbook Revision Process. The process for revising the handbook, from the first recognition of a need for a revision to its final incorporation into the handbook, consists of the following three phases:

(1) *Phase I: Identification.* The need for a revision may become evident when a change occurs in the aviation industry, national and international regulatory bodies, or in the FAR's or FAA policies. After the need for a revision has been identified by any party, that individual should direct the suggestion for revision to AFS-550, Technical Standards Branch, by one of the methods described in subparagraph B.

(2) *Phase II: Development and Approval.* After receiving a suggestion for revision, AFS-550 will evaluate the revision and establish priorities for development of the revision. After the suggested revision has been fully researched and developed, AFS-550 will coordinate the draft material with other flight standards divisions and interested parties, and obtain the AFS-1 approval before incorporating the material into the handbook through a formal change.

(3) *Phase III: Distribution.* Published revisions of the handbook are distributed through the FAA distribution system. The revision package includes a revision control sheet containing instructions for the insertion and removal of revised material. Each revision control sheet should be filed in the back of the handbook. AFS managers at all levels are responsible for ensuring that inspectors and personnel assigned to their units receive each revision.

B. Methods for Proposing Handbook Revisions. There are four methods that an organization, inspector, manager, or other interested party may use to recommend a change to handbook material.

(1) *Formal Revision Proposal.* Any employee of Flight Standards may make a formal suggestion for a handbook revision through the regional flight standards division (RFSD) handbook coordinator. The regional

handbook coordinator will review the suggestion and forward it to AFS-550. AFS-550 will review all formal suggestions and decide whether or not to develop the suggested revision.

(2) *Direct Input by Mail.* Anyone may make a direct written suggestion to AFS-550. While suggested revisions may be in any format, they should be clear and complete. A pre-addressed mailer is provided at the end of this section (see figure 1.1.2.1) which may be copied and used. It is an acceptable practice for an individual to copy an existing manual page, to highlight the area of concern, and to write the suggestion on the back of the copy. Suggestions should be sent to the following address:

Federal Aviation Administration
 Technical Standards Branch, AFS-550
 P.O. Box 20034, Gateway Bldg.
 Dulles International Airport
 Washington, D.C. 20041

(3) *FAA.MAIL.* Inspectors and managers may send suggested revisions to AFS-550 through electronic mail. The electronic mail address is: AFS-550 (formerly AFS-230).

(4) *Program Tracking and Reporting Subsystem (PTRS).* Suggestions for handbook revisions may be made through the PTRS system. The 950 series PTRS code from the key word listing is used for this purpose. An inspector who decides to suggest a revision using this method must select the appropriate primary area and key word listing. These codes should be entered in the comment column of section IV of FAA Form 8000-36, "PTRS Data Sheet." The inspector's opinion should then be indicated by one of the letter codes in the opinion codes column. Next to the inspector's opinion, in the wide column provided for comments, an inspector may write the suggested revision. AFS-550 will periodically retrieve the PTRS Code 1001 from the database and evaluate all suggestions.

C. Review and Notification. All suggestions submitted by any method will be reviewed and considered. The originator will be informed of the disposition of all formal suggestions through the regional handbook coordinator. It may not always be practical for AFS-550 to reply to the originator of informal suggestions.

25. HANDBOOK BULLETINS. A handbook bulletin is published when direction and guidance must be disseminated before a formal change to the handbook can be prepared. Handbook bulletins are distributed to all flight standards offices through FAA electronic mail and subsequent hard copies through the normal distribution system. Handbook bulletins are filed in Appendix 3 of the handbook until the bulletin material is either incorporated into the handbook or cancelled.

A. It is recommended that a notation be made next to each paragraph affected by a handbook bulletin.

B. An index to Appendix 3 is published with each change to the handbook. This index contains a list of current and rescinded bulletins. Rescinded bulletins should be removed and destroyed.

26. - 30. RESERVED

**FIGURE 1.1.2.1
SUGGESTION PAGE FOR REVISIONS TO ORDER 8400.10,
AIR TRANSPORTATION OPERATIONS INSPECTOR'S HANDBOOK**

Volume # ____ Chapter # ____ Section # ____ Paragraph # ____ Subparagraph Letter ____ Page # ____

Presently reads: “

Suggested change would have it read: “

Comments: “

**MAIL TO: Federal Aviation Administration
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Dulles International Airport
Washington, D.C. 20041**

[PAGES 1-12 THROUGH 1-16 RESERVED]

