

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.236

National Policy

Effective Date:
9/13/13

Cancellation Date:
9/13/14

SUBJ: ATOS Resource Management

1. Purpose of This Notice. This document provides revised guidance for Federal Aviation Administration (FAA) offices and inspectors with oversight responsibility for Title 14 of the Code of Federal Regulations (14 CFR) part 121 air carriers. This notice amends FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 10, Chapter 2, Section 3, Design and Performance Assessment Resource Management.

2. Audience. The primary audience for this notice is Flight Standards Service (AFS) Certificate-Holding District Office (CHDO) managers, Front Line Managers (FLMs), principal operations inspectors (POIs), principal maintenance inspectors (PMIs), principal avionics inspectors (PAIs), and aviation safety inspectors (ASIs) with oversight responsibility for air carriers issued Operations Specifications (OpSpecs) under part 121. The secondary audience includes AFS branches and divisions in the regions and headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Explanation of Policy Changes. This notice revises the policy and procedures in FAA Order 8900.1, Volume 10, Chapter 2, Section 3 to allow managers of part 121 Certificate Management Teams (CMTs) to use personnel from other offices to collect Air Transportation Oversight System (ATOS) data. This notice:

- Expands ASI resources available to CMTs to collect ATOS data,
- Establishes that CMTs are not required to program ASIs for "Other Training" (airplane-specific training) when they are resourced to collect specific ATOS data for the CMT requesting data collection assistance, and
- Clarifies that the Air Carrier-Specific Familiarization Briefing scope and duration can be tailored to what is appropriate for the ASI's assignment and the air carrier's operation.

5. Background. CMTs requested these changes to the ATOS to facilitate a more efficient use of AFS personnel resources to accomplish safety oversight responsibilities.

6. Guidance for On-Demand Data Collection. CMT office managers may request ATOS data collection assistance from any office that has ASIs available to accomplish Safety Attribute Inspection (SAI), Element Performance Inspection (EPI), or Constructed Dynamic Observation Report (ConDOR) data collection. These offices include, but are not limited to: International Field Offices (IFOs), HQ, regions, certificate management offices (CMOs) or Flight Standards District Offices (FSDOs). If the ASI's office can support the request to collect data without impeding their own ATOS data collection program, then the requesting CMT manager and the ASI's FLM coordinate the assignment of work and funding under the following circumstances:

(1) ASIs requested for ATOS data collection must complete baseline training before being assigned to collect data. Being programmed to receive "Other Training" described in FAA Order 8900.1, Volume 10, Chapter 2, Section 3, subparagraphs 10-146A and B is not required for the ASI's Baseline Training. Baseline training consists of:

- All courses of all phases of the initial or transition air carrier training string for the inspector's specialty, including ATOS 1.2, Interactive Training for ASIs and the Safety Management Course; and
- An Air Carrier-Specific Familiarization Briefing.

(2) It is the responsibility of the CMT manager and the appropriate principal inspector (PI) to ensure that ASIs are provided an Air Carrier-Specific Familiarization Briefing appropriate for the ASI's assignment and the air carrier's operation. The scope and duration should be tailored to the ASI's assignment and to the air carrier's operations and can be delivered electronically or in person. The curriculum can be developed from the list of suggested topics in FAA Order 8900.1, Volume 10, Chapter 2, Section 3, Figure 10-46, Air Carrier-Specific Familiarization Briefing Outline of Subjects. When ASIs are assigned ATOS data collection, CMTs will maintain a supplemental tracking document to record completion of their Air Carrier-Specific Briefings, including the curriculum, presenter(s), and delivery method.

(3) The ASI reports to only one FLM and one office manager. ASIs and their FLM are added to the CMT roster as active, qualified CMT members. The CMT FLM must coordinate with the ASI's FLM for ATOS data collection work assignments and funding. The ASI's FLM will make the final decision when there is a conflict over work requests.

(4) Operations inspectors are not required to be programmed to receive initial training and a type rating in an aircraft type operated by the requesting CMT's assigned air carrier.

(5) Airworthiness inspectors are not required to be programmed to receive initial systems training appropriate to their avionics or maintenance specialty in an aircraft type operated by the requesting CMT's assigned air carrier.

7. Action. This is a required change to FAA Order 8900.1 guidance affecting office managers, FLMs, and PIs with responsibility for ATOS resource management. The guidance in this notice supersedes the current guidance in FAA Order 8900.1, Volume 10, Chapter 2, Section 3, Design and Performance Assessment Resource Management. This guidance does not require the office managers, FLMs, and inspectors to whom the request for ASI support for ATOS data collection has been made (requestees), to honor the request from the office/CMT that is requesting support

(requester). If honoring the request for support would result in a degradation of the requestee's ATOS data collection program, then the respective regional divisions, if necessary and appropriate, will discuss the request and come to a mutual agreement before giving higher priority to the request for assistance. As always, the issue may be elevated to the Flight Standards National Field Office (AFS-900) or the Deputy Director, Flight Standards Policy Oversight (AFS-2P), if necessary.

8. Disposition. We will incorporate the information in this notice into FAA Order 8900.1, Volume 10, Chapter 2, Section 3, before this notice expires. Direct questions concerning the information in this notice to the AFS-900 Continual Improvement Program Office at 703-509-6928.

for 
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