

NOTICEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.255

National Policy

Effective Date:
2/12/14Cancellation Date:
2/12/15**SUBJ:** North American Free Trade Agreement Processing

1. Purpose of This Notice. The General Aviation and Commercial Division, (AFS-800) will no longer issue U.S. or foreign operators North American Free Trade Agreement Processing (NAFTA) Specialty Air Service (SAS) operating authority after the most recent revisions to Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 12, Chapter 1, Section 4, and Advisory Circular (AC) 00-60, North American Free Trade Agreement and Specialty Air Services Operations. For U.S. operators, this function will become the responsibility of the Flight Standards District Office (FSDO) where the operator is based. For Canadian or Mexican operators, responsibility will be with the FSDO where the first operation is planned to take place. AFS-800 will retain responsibility for overall NAFTA SAS policy and procedures. This notice ensures that field offices understand that they are now authorized to issue NAFTA authorizations in the Web-based Operations Safety System (WebOPSS) and discusses how to process an incoming NAFTA authorization request. The notice also provides guidance regarding how to correctly transfer an electronic WebOPSS operator data file between offices (certificate-holding district office (CHDO) codes).

2. Audience. The primary audience for this order is Flight Standards aviation safety inspectors (ASI), their managers and supervisors, and other operational and administrative employees. FSDOs are encouraged to designate a General Aviation Operations (GAOP) inspector as the NAFTA specialist and principal point of contact (POC) responsible for issuing NAFTA operational authority. The inspector will need to be knowledgeable in NAFTA guidance, policy, procedures, and issuance of NAFTA certificates of authorizations (COA) and letters of registration. The secondary audience includes Flight Standards branches and divisions in the regions and in 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 Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background. In order to transfer responsibility for NAFTA authorizations to FSDOs, WebOPSS operator records will need to be electronically transferred from AFS-800 (WebOPSS CHDO code FS80) to the appropriate field office (WebOPSS CHDO code).

The records transfer is only applicable to authorization renewals or amendments. There is no need to transfer the record from the originating FSDO while the current authorization is still valid. The operator is required to notify the FSDO of their intended operations. Once contacted, the FSDO should verify the operator has a current and valid NAFTA authorization. If so, and that authorization was not issued by the FSDO contacted, there is no requirement for the new FSDO to contact the originating FSDO unless the new FSDO has specific questions regarding the existing authorization or the new FSDO has difficulty validating the authorization or operations to be conducted. If the operator's authorization has expired, follow the transfer and/or authorization process as described in Order 8900.1, Volume 12, Chapter 1, Section 4, and AC 00-60.

5. Action. When a FSDO receives a NAFTA application, the NAFTA POC must determine if one of three situations exists in WebOPSS:

a. The Operator is Already Listed Under the Desired CHDO Code in WebOPSS.

Complete the operator's new application, renewal, or amendment in accordance with Order 8900.1, Volume 12, Chapter 1, Section 4.

b. No Record Exists (Indicating that the Operator is a New NAFTA Applicant).

(1) Verify that the operator is not currently listed under a different CHDO code.

How to determine an operator's CHDO code in WebOPSS:

- Open WebOPSS
- Select Tools-Reports-Standard
- Select Operator Name Search
 - CFR: 91
 - Operator Name: Type in all or part of Operator Name (leave other entries as the default)
 - Select View Report (note the designator code listed for the operator)
- Select Tools-Reports-Standard
- Select National Paragraph Viewer
 - CFR: 91
 - Type the noted designator (from above) in the 'Designator' box (leave other entries as the default)
 - Select View Report to see the NAFTA authorizations (N500 series paragraphs)

(2) After a search, if a record is found, the record must be transferred (see subparagraph 5c); otherwise, a new record and designator must be created in accordance with Order 8900.1, Volume 12, Chapter 1, Section 4.

c. The Operator is Listed in WebOPSS, but is Currently Listed Under a Different CHDO Code and Must be Changed to the Desired CHDO Code.

(1) Notify the current FSDO or AFS-800 (as applicable) that the record needs to be electronically transferred.

(2) After receiving approval from the current FSDO or AFS-800, contact WebOPSS support at AFS-WebOPSS@faa.gov and provide:

(a) Full operator name as it appears in WebOPSS.

(b) Full certificate or identification number.

(c) Office transferring from or losing CHDO code, where the operator record is held (CHDO code FS80 in most cases).

(d) Office transferring to or gaining CHDO code, where the operator record needs to be moved.

(3) WebOPSS support transfers the operator record to the gaining FSDO's CHDO code.

(4) Inform the prior FSDO the record was successfully moved and then complete the NAFTA authorization process in accordance with Order 8900.1, Volume 12, Chapter 1, Section 4.

Note: NAFTA authorization paragraphs must be issued within the Title 14 of the Code of Federal Regulations (14 CFR) part 91 WebOPSS database. Although NAFTA applicants may hold operating certificates, and in some cases are required to hold certain operating certificates (e.g., 14 CFR parts 133 and 137), NAFTA authorizations are issued separately from any paragraphs issued in those operating certificate databases.

6. Disposition. We will incorporate the information in this notice into FAA Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to the General Aviation and Commercial Division (AFS-800) at 202-385-9600.



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