



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**ORDER**  
**1110.151**

Effective Date:  
01/27/09

**SUBJ:** Rulemaking Steering Committee Charter

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- 1. Purpose of this Order.** The Rulemaking Steering Committee provides the vision and strategic direction for the agency's rulemaking program. It ensures a seamless integration of rulemaking activities and timelines with other agency and Department priorities.
- 2. Audience.** The audience for this order includes: Service and Division levels in Washington, the Technical Center, and the Aeronautical Center; the regional administrator level in the regions; and the division level in the Aircraft Certification Directorates.
- 3. Where Can I Find This Order?** You can find this order on MyFAA employees website at [https://employees.faa.gov/tool\\_resources/orders\\_notices](https://employees.faa.gov/tool_resources/orders_notices)
- 4. Background.** In early 1998, an ad hoc Federal Aviation Administration (FAA) Rulemaking Process Reengineering Team, composed of representatives from the regulatory lines of business, recommended the creation of a Rulemaking Steering Committee and a Rulemaking Management Council. The Rulemaking Steering Committee has been operating since May 1998 under a charter which was ratified by the Steering Committee members in May 1998--but not formally filed. This order institutionalizes the organization, mission, and membership of the Rulemaking Steering Committee.
- 5. Objective and Scope of Activities.** To ensure FAA rulemaking elements are accountable for results, innovation, and flexibility in regulatory approaches, along with openness to the public.
- 6. Organization.** The FAA Administrator is the sponsor of the committee. The Associate Administrator for Aviation Safety, AVS-1, is the Chairperson. Members of the Committee include the Associate and Assistant Administrators or their deputies; the Chief Operating Officer or his designee; the Deputy Chief Counsel; and the Department of Transportation Assistant General Counsel for Regulation and Enforcement. Participation on the Rulemaking Steering Committee is a key job responsibility, and members serve on a permanent basis.
- 7. Administration.**
  - a. Chairperson Responsibilities**
    - (1) Coordinate and distribute meeting agenda and read-ahead materials.
    - (2) Facilitate meetings and be responsible for recording and distributing meeting minutes.
    - (3) Facilitate dispute resolution within the Rulemaking Steering Committee, and raise unresolved disputes to the Deputy Administrator.

(4) Ensure the Council meets commitments to publish rules within Congressionally-mandated timeframes.

(5) Ensure that the Administrator and Secretary are appropriately involved in regulatory decision-making.

**b. Steering Committee Member Responsibilities**

(1) Annually review long-term rulemaking needs and approaches as they relate to the agency's strategic plan.

(2) Consider the effect of changing priorities on the overall agency rulemaking program, and recommend adjustments, as necessary.

(3) Recommend creative, results-producing approaches to rulemaking.

(4) Ensure rulemaking resources are available to support agency priorities.

(5) Discuss and resolve disputes as needed.

(6) Initiate and support continuous improvement initiatives.

(7) Be available to Council members for discussion of Council issues as needed.

**c. Operating Principles:**

(1) Meetings are held at least twice a year. Committee members or the Rulemaking Management Council may request special meetings. The Steering Committee Chairperson works with the Council staff to prepare and distribute an agenda and read-ahead materials to all members prior to each meeting.

(2) In the absence of consensus by members of the Rulemaking Steering Committee, the Chairperson makes decisions regarding agency rulemaking priorities. Rulemaking Steering Committee members may appeal a decision to the Deputy Administrator. The Chairperson will raise disputes that cannot be resolved by the Rulemaking Steering Committee to the Deputy Administrator.

**8. Support.** The Office of Rulemaking provides staff support for the Committee.

**9. Effective Date.** This Committee charter is effective January 27, 2009 which is the filing date of this order. The Committee will remain in existence indefinitely, unless revised or terminated.

**10. Distribution.** This order is distributed to the division level in Washington headquarters, regions and centers.



Lynne Osmus  
Acting Administrator