



FAA
Airports Division, Southern Region

Modification of Airport Standards Request

General Guidance on Submittals

- Submit using the MOS form with all applicable blocks filled out cleanly, clearly, and precise.
- Submit the MOS request with all pertinent information and data needed. That saves the FAA time and allows a faster response.
- Summarize all requested changes to a specification in one document.
- Use a separate form for each MOS request.
- Clearly indicate “where” and “what” type details on any Drawing or Sketch.
- If the MOS is requesting to use a different material:
 - Include a materials comparison.
 - State the test requirements for the standard and submit tests of the material you are proposing to use.
- Keep it simple and stick to the facts. Avoid personal opinions.
- Avoid justifications without substance.
Example wordings to avoid:
 - It's cheaper
 - It's local
 - It's green
 - It's more time efficient
 - It's easier!
 - It results in a better product based on contractor's years of experience doing it “this way.”

If you have questions, please call or email a person listed below before sending the MOS request. You can use the FAA Employee Directory link below to find phone and email address data:

<https://directory.faa.gov/appspub/National/EmployeeDirectory/FAADIR.nsf/?Open>).

Ensure that a MOS request is required before submitting one.

- For a **Design** MOS Request: Terry Washington
- For a **Construction & Equipment** MOS Request: Anthony Cochran

Instructions for Using the Modification of Airport Standards Form

The airports sponsor (originator) completes blocks 1-19. The FAA completes all other items.

The originator will transmit the completed form to the applicable ADO.

The ADO will transmit the final FAA determination to the originator.

Requests for modification to airport standards should include sketches or drawings that clearly illustrate the nonstandard condition.

Explanation of form items

1. Legal name of the airport
2. Associated city, state
3. FAA Airport location identifier (LOCID). See the approach plates/airport facility directory.
4. Identify the runway(s), taxiway(s), or other facilities affected by the proposed modification to standards request.
5. Identify the most critical approach for each runway identified in #4. Abbreviations:
 - PIR = Precision Instrument Runway.
 - NPI = Non-Precision Instrument runway
6. Airport reference code. See paragraph 2, page 1 of AC 150/5300-13, e.g. C-II, B-II, A-I (small).
7. Note the design aircraft (arc or specific aircraft) for each facility identified in #4.
 - A design aircraft must make regular use of the facility. Normally, the FAA considers regular use to be 500 or more annual itinerant operations.
 - If the airport serves a whole family of aircraft in a particular group, specify the ARC (e.g. B-II).
 - If, though, the airport is used by only one or two of a family of aircraft (e.g. Beech King Air C90), specify the most demanding aircraft (approach speed, wingspan) instead.
8. Identify the specific name of the standard that the originator proposes to modify for the subject local condition.
9. Describe (words and numbers) the dimensions and requirements of the standard as provided in AC 150/5300-13, AC 150/5370-10, or other applicable ACs.
10. State the proposed modification to the standard.
11. Discuss the local conditions that make it impractical or impossible to meet the standard.
12. Identify alternatives to the subject proposed modification, and explain why these are not viable.
13. Discuss how the proposed modification would affect airport safety. Explain why an acceptable level of safety, economy, durability, and workmanship would still exist.
14. Legal name of the airport
15. Associated city, state
16. Name of the airport authority representative (the request originator)
17. Self-explanatory
18. Self-explanatory
19. Self-explanatory
20. **The FAA completes blocks 20 through 28.**

Modification of Airport Standards Request Form

Airport information

1. AIRPORT NAME:	2. AIRPORT LOCATION (CITY,STATE):	3. LOCID:
4. AFFECTED RUNWAY/TAXIWAY:	5. APPROACH (EACH RUNWAY): <input type="checkbox"/> PIR <input type="checkbox"/> NPI <input type="checkbox"/> VISUAL	6. AIRPORT REF. CODE (ARC):
7. DESIGN AIRCRAFT (EACH RUNWAY/TAXIWAY):		

Modification of Standards

8. TITLE OF STANDARD BEING MODIFIED (CITE REFERENCE DOCUMENT):
9. STANDARD/REQUIREMENT:
10. PROPOSED:
11. EXPLAIN WHY STANDARD CANNOT BE MET (FAA ORDER 5300.1):
12. DISCUSS VIABLE ALTERNATIVES (FAA ORDER 5300.1):
13. STATE WHY MODIFICATION WOULD PROVIDE ACCEPTABLE LEVEL OF SAFETY, ECONOMY, DURABILITY, AND WORKMANSHIP (FAA ORDER 5300.1):

Attach more sheets as needed.

Include sketch or plan.

14. AIRPORT NAME:	15. AIRPORT LOCATION (CITY, STATE):	
16. NAME OF ORIGINATOR:	17. ORIGINATOR'S ORGANIZATION:	18. TELEPHONE:
SIGNATURE OF ORIGINATOR		19. DATE SIGNED:

For FAA Use Only			
20. DATE OF LATEST FAA SIGNED ALP:			
21. ADO RECOMMENDATION:		SIGNATURE:	22. DATE:
23. FAA DIVISIONAL REVIEW (AT, AF, FS)			
ROUTING SYMBOL	SIGNATURE	DATE	CONCUR OR NON-CONCUR
			<input type="checkbox"/> Concur; <input type="checkbox"/> Nonconcur
			<input type="checkbox"/> Concur; <input type="checkbox"/> Nonconcur
			<input type="checkbox"/> Concur; <input type="checkbox"/> Nonconcur
24. COMMENTS:			
25. AIRPORTS DIVISION FINAL ACTION:			
<input type="checkbox"/> Unconditional Approval <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Disapproval			
26. DATE:	SIGNATURE:	27. TITLE:	
28. CONDITIONS OF APPROVAL:			