

WILLIAM J. HUGHES TECHNICAL CENTER (WJHTC) CAMPUS CLEARANCE RECORD

PURPOSE:

This Clearance Record is only used to record the formal coordination of "**Campus Only Directives**" with all FAA and Non-FAA tenant organizations for campus related activities at the William J. Hughes Technical Center (WJHTC).

Note: ANG program specific or national policies require FAA Form 1300-2, Directives Clearance Record as referenced in FAA Order 1320.1, Directives Management.

INSTRUCTIONS:

The directive owner (OPR) is responsible for completing this form. Assistance is available from the WJHTC Directives Specialists, ANG-E31 and the NextGen Directives Management Officer (DMO), ANG-A21 as needed.

HEADER

- **Kind of Document:** i.e. Notice, Order, Change, or Supplement.
- **Identification Number:** Add the subject classification, sequential, supplement, or change number.
- **Point of Contact:** This is the OPR's point of contact that will answer questions about the contents of the coordinated documents and reconcile comments received.
- **Summary:** A brief explanation of why the directive is being proposed. Explain if the document requires restricted access because it contains sensitive unclassified information (SUI) or what budgetary impacts it will have on stakeholders.

ORIGINATING OFFICE

- **Pre-Coordination:** The first three columns are for pre-coordination prior to the signature of the Approval Official.
- **Approving Official:** This is generally the OPR's division managers (one level below the final approver).
- **WJHTC Directives Specialist:** Directs the coordination of the attached document(s). Assigned to ANG-E31.
- **Deadline Date:** All policies require 20 business days for formal coordination. The DMO must approve any deviations.

CLEARANCE ROUTING

According to FAA Order 1320.1 Appendix B, directives issued must not place requirements on another FAA organization without their knowledge and requires that the OPR give all affected organizations the opportunity to review and provide comments. The OPR must incorporate comments that improve the directive or correct information."

- **Routing Symbol:** List of potential stakeholders (reviewing originations) the OPR is requesting to review, comment, and sign the clearance record.
- **Reviewing Official:** The manager that approves the reviewing origination's official response.
- **Responses:** The following are official responses:
 - **Concur with No Comment.** This indicates the reviewing organization concurs with the document(s) as stated.
 - **Concur with Comments Attached.** This indicates the reviewing organization concurs, but has some concerns or recommendations they request the OPR consider and address or adopt.
 - **No Response.** The OPR will make a reasonable attempt to gain an official response from the reviewing organization. The OPR will record any failure to respond as "No Response" and assume the reviewing organization concurs without comment.
 - **Non-concur with Comments Attached.** If you non-concur, you must provide an explanation in your comments why you nonconcur, a possible resolution, and a point of contact who can work with the OPR to resolve this issue. Per FAA Order 1320.1, you can only nonconcur for these reasons: safety, security, legal or significant financial or operational issues. We highly recommend the reviewing organization contact the OPR directly to attempt to resolve any nonconcur issues before submitting your official response.

SAFETY RISK MANAGEMENT (SRM) REVIEW

All ANG policies require a review by the DMO, ANG-A2. If the DMO determines the policy touches the National Airspace System (NAS) in any degree, they will forward it to the NextGen Safety Management Officer (SMO), ANG-B3 for further review. The SMO will determine if the OPR is required to complete a SRM Assessment. Assessments are document in either a SRM Document (SRMD) or SRM Decision Memorandum (SRMDM).

FINAL APPROVALS

All WJHTC Campus policies require approvals from the NextGen Directives Management Officer (DMO), Deputy Assistant Administrator for NextGen, and the Director of WJHTC before release.

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Document Title:		Kind of Document:	
		Identification Number:	
Point of Contact:	Name	Routing #	Phone #
Summary: (What does it do?)		Budget Impact: <input type="checkbox"/> Yes <input type="checkbox"/> No (Briefly explain in summary)	

ORIGINATING OFFICE

Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official <i>Original or Electronic Signature Accepted</i>	Approval Date MM/DD/YY	WJHTC Directives Specialist	Coordination Start Date
						*** DEADLINE DATE ***

Routing Symbol	Internal Clearance			CLEARANCE ROUTING	Approval Date	Concur with ...		No Response Received	*Non-Concur Comments Attached
	Routing Symbol	Initials	Comments Provided	Name & Signature of Reviewing Official <i>Original or Electronic Signature Accepted</i>		No Comment	Comments Attached		
			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SAFETY RISK MANAGEMENT (SRM) REVIEW

Document Touches NAS? ANG DMO: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, SRM Assessment Required. ANG SMO: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Assessment Results <input type="checkbox"/> SRMD <input type="checkbox"/> SRMDM
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FINAL APPROVALS

ANG-A2	FINAL ADMINISTRATIVE CLEARANCE APPROVAL	NextGen Directives Management Officer	Approval Date:
ANG-2	NEXTGEN APPROVAL <i>(Pre Authorization)</i>	Deputy Assistant Administrator for NextGen	Approval Date:
ANG-E	FINAL APPROVAL <i>(Authorizing Release)</i>	Director, William J. Hughes Technical Center	Approval Date:

