

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.112

National Policy

Effective Date:
3/4/10

Cancellation Date:
3/4/11

SUBJ: Flight Standards Fiscal Year 2010 Common Regional Goals

- 1. Purpose of This Notice.** This notice establishes the Federal Aviation Administration (FAA) Flight Standards Service (AFS) fiscal year (FY) 2010 common regional goals. These goals will ensure that each employee understands how his or her performance plan goals map onto the broader goals in the FAA's Flight Plan.
- 2. Audience.** The primary audience for this notice is AFS Regional Offices. The secondary audience includes Flight Standards District Offices (FSDO), certificate management offices (CMO) and International Field Offices (IFO).
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA 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://www.fsims.avs.faa.gov>. Operators and the public can find this notice at <http://fsims.faa.gov>.
- 4. Action.** Each regional division manager will ensure that the following common goals are accomplished in accordance with the target requirements. The management teams and employees within the region will also support these common goals.
- 5. AFS Common Regional Goal—Air Carrier, Air Operator, and Air Agency Surveillance.** The primary objective of surveillance is to provide the FAA, through the conduct of a variety of inspections, an accurate, real-time, and comprehensive evaluation of the safety status of the air transportation system. Surveillance is conducted on all operators and air agencies. The surveillance program objective is accomplished by determining each operator's and each air agency's compliance with regulatory requirements and safe operating practices, detecting changes, or the need for change in the operational environment, and monitoring the effectiveness of corrective actions.

 - a. Target 1.** Each region will ensure that Title 14 of the Code of Federal Regulations (14 CFR) part 121 Certificate Management Teams:

 - (1) Complete all Air Transportation Oversight System (ATOS) design assessments (DA) on a 5-year frequency, unless a risk-based rationale for not doing so is documented in the ATOS database. Principal inspectors (PI) should consider the possible increased risk associated with

incomplete and/or nonresourced assessments as they perform continuous risk assessment and surveillance scheduling. If design assessments are scheduled beyond a 5-year cycle, the PI will document the appropriate rationale in the Comprehensive Assessment Plan (CAP). If the assessment is not resourced, the frontline manager (FLM) will document the appropriate rationale in ATOS Module 3, Resource Management.

(2) Assign resources to ATOS performance assessments (PA) in accordance with the priorities in the CAP unless an appropriate rationale for not doing so is documented in the ATOS database. FLMs will document the appropriate rationale in Module 3.

(3) Complete the Assessment Determination and Implementation tool for all assigned ATOS DAs and PAs within 30 days after the due date.

b. Target 2. Each region will ensure the certificate-holding district office (CHDO)/CMO/FSDO/IFO that has 14 CFR part 145 certificate management responsibilities performs an assessment in accordance with existing policy using the Repair Station Assessment Tool (RSAT). The CHDO will initiate a Risk Management Process for at least 60 percent of the repair stations with a subsystem certificate assessment score of a 1 or 2.

c. Target 3. Each FSDO with 14 CFR part 135 certificate management responsibilities will identify at least two operators of the highest risk and perform a team inspection, completing one inspection semiannually, for a total of two annually. Document the inspections in the Program Tracking and Reporting Subsystem (PTRS) using activity codes 1611, 3613, or 5613, and *OPRISP* in the National Use field.

6. AFS Common Regional Goal—Designee Oversight.

a. Target 1. Each region will ensure that 95 percent of the 14 CFR part 183 designees, as defined in Quality Management System (QMS) process (AFS-001-013, AFS General Aviation (GA) Designee Management Program) attend the FSDO annual meeting that addresses the requirements listed in Order 8900.1, Volume 13, Chapter 5, Section 2, Inspect a General Aviation Designee, paragraph 13-440C. Designee annual meeting attendance will be documented in PTRS for each designee who attends using activity codes 1939, 3939, or 5939.

b. Target 2. Each region will ensure that all offices with assigned part 183 designees for both operators and air agencies, as defined in QMS processes (AFS-001-013, and AFS-001-031, Air Transportation Designated Examiner Management Process), conduct at least one internal assessment. The appropriate job aid for the assessment can be found at: https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/programs/fsep/job_aids. Designee internal assessment activities will be documented in PTRS using activity codes (1045, 3045, and 5045) and *DESASMT* in the National Use field.

7. AFS Common Regional Goal—Runway Incursion. Runway incursions are any occurrence involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft. Runway incursions represent a significant risk area for aviation safety, and AFS Regional Offices have a significant role in contributing to the reduction of these risks through surveillance, policy implementation, and other actions.

a. Target 1. Each region will ensure that inspectors conducting flight deck en route inspections on parts 121/135/125 certificate holders will determine that flightcrews have current surface movement charts (airport diagrams), Notices to Airmen, airport hotspot locations, construction areas, and runway/taxi closures. Unsatisfactory observations or concerns will be documented in the ATOS data repository or PTRS using activity codes 1624, 3629, or 5629. *RWIP* will be recorded in the ATOS Local/Regional/National Use field, or PTRS Miscellaneous Use field.

b. Target 2. Each region will obtain its respective FY09 pilot deviation (PD) data from the Air Traffic Quality Assurance system and perform trend analysis to identify pilot deviation root causes and take action to reduce them. The regions are expected to coordinate with the regional runway safety office and the FAA Safety Team to reduce the number of PDs in support of the 2 percent FAA Flight Plan Goal.

8. AFS National/Regional—Dashboards. Field division managers/offices should monitor national and regional dashboards for applicable metrics that are not meeting goals, determine the root causes, and take corrective action to bring metric within the goal limits.

9. Relevant Documents.

- This plan captures the higher level FAA/Aviation Safety goals, and adds goals important to the senior regional management team:
http://www.faa.gov/about/plans_reports/media/flight_plan_2009-2013.pdf
- FAA Flight Plan Performance Report:
http://www.faa.gov/about/plans_reports/Performance
- AVS Business Plan:
http://www.faa.gov/about/plans_reports/media/AVS%20Business%20Plan%20with%20Cover.pdf
- AVS/AFS Dashboard: http://avsdashboard/toc/toc.asp?lob_id=2.
- AFS Business Plan:
https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/perf_plans
- AFS Regional Dashboard:
<https://avssharepoint.faa.gov/afs/Teams/Dashboard/Shared%20Documents/Forms/AllItems.aspx>

10. Reporting. Field division managers should be prepared to discuss the accomplishment of the common goals, as well as other performance requirements during their initial, midterm, and summary performance discussions with the Deputy Field Director, AFS-2F.

11. Disposition. We will permanently incorporate the information in this notice in FSIMS before this notice expires. Direct questions concerning this notice to the Flight Standards Information and Analysis Staff, AFS-20 at (202) 302-1476.



for

John M. Allen
Director, Flight Standards Service