



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

**NOTICE
N 8000.363**

Effective Date:

5/2/07

Cancellation Date:

5/2/08

SUBJ: Flight Standards Geographic Program

1. Purpose of this Notice. This notice defines geographic responsibilities for Flight Standards field offices (e.g., Flight Standards District Offices (FSDO), Certificate Management Offices, and International Field Offices) and establishes interim policy and guidance pertinent to these responsibilities.

2. Audience. We will distribute this notice to the division level in the Flight Standards Service in Washington headquarters, including the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards divisions; and to all FSDOs.

3. Where Can I Find This Notice. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at: http://www.faa.gov/library/manuals/examiners_inspectors/8000/.

4. What This Notice Cancels. This notice will cancel FAA Order 8000.49B, Flight Standards Geographic Program, dated May 21, 1992.

5. Background. Flight Standards is organized into regional and field offices, each of which has discrete geographic responsibilities. These geographic responsibilities are applicable to accomplishment of activities specified in the current edition of FAA Order 1800.56, National Flight Standards Work Program Guidelines, as well as a variety of investigative activities prescribed by other orders such as those covering responsibilities for accidents, incidents, and enforcement investigations.

a. Work programs not specified in Order 1800.56 are executed in accordance with other directives and guidance material and are not necessarily governed by regional or field office geographic boundaries. For example, accomplishment of Air Transportation Oversight System (ATOS) work programs is the responsibility of the certificate-holding district office (CHDO) regardless of regional, national, or international geographic boundaries. ATOS work programs, however, do not include investigations of accidents, incidents, and enforcement events.

b. Investigations of accidents, incidents, and enforcement events are prescribed in other orders and are generally the geographic responsibilities of local field offices unless regions have made explicit arrangements to the contrary.

c. Geographic responsibilities are usually defined by field office geographic boundaries, but may also be unique assignments of program responsibilities to a field office. For example, if a

Distribution: A-W(FS)-2; A-X(FS)-3; A-FFS-7 (LTD); AMA-200 (12 cys) Initiated By: AFS-900
(Electronically: A-W(FS)-2; A-X(FS)-2; A-FFS-7)

field office does not have Title 14 of the Code of Federal Regulation (14 CFR) part 121 qualified inspectors, then investigations of accidents, incidents, and noncompliance involving part 121 air carriers may be assigned to an adjacent office with qualified personnel.

6. General Geographic Program Policy.

a. Regional division managers have authority and are responsible to establish an infrastructure within their regions to execute work programs and perform investigations as prescribed by national directives and guidance material. This responsibility includes establishing field offices and assigning geographic responsibilities to those offices. When appropriate, division managers will establish discrete geographic boundaries for field offices. Division managers are also responsible for distributing funds and staff to field offices to accomplish work programs and investigations.

b. Managers and supervisors of field offices are responsible to accomplish work programs and investigations in accordance with national directives and guidance material and in accordance with division-level direction.

(1) Office managers have authority and are accountable to use allocated funds and personnel under their supervision to meet these responsibilities. With the exception of task-specific qualification requirements (e.g., airman certification), national directives, and guidance material that prescribe work programs are not intended to restrict the use of personnel to accomplish geographic responsibilities. In other words, any qualified employee can do any work within the scope of his/her position description as long as the employee's supervisor assigns the work. For example, members of ATOS certificate management teams may be used for investigative functions (e.g., accidents, incidents, and enforcements) that are geographic responsibilities of their office, or any other field office, if that work is assigned by the inspector's supervisor.

(2) Office managers should rely on their own personnel and funds to the greatest possible extent.

(3) Office managers have authority to set priorities for accomplishing work activities when resources within their control are not adequate to do everything. When external assistance is required, coordination may occur at the office level. Disagreements between field office managers over work program priorities should be elevated to respective regional offices.

7. Airman Certification. Airman certification in conjunction with a certificate holder is the responsibility of the CHDO. All other requests for airman certification are the responsibility of the district office in whose geographic area the activity will take place. Office managers should rely on their own personnel and funds to the greatest possible extent. When external assistance is required, coordination may occur at the office level. Disagreements between field office managers over work program priorities should be elevated to respective regional offices. Use of designees and Flight Standards national resources will be in accordance with national directives and guidance material.

8. Environmental Data. Accurate and timely entry of environmental data into the Vital Information Subsystem (VIS) is the responsibility of the geographic office. (Note: Entry of environmental data into VIS will become a CHDO's responsibility at a future date when appropriate software changes can be made.) Environmental data on ATOS air carriers is not required and need not be entered into VIS, although other VIS data is required.

9. Disposition. We will permanently incorporate the information in this notice in FSIMS before this notice expires. Questions concerning this notice should be directed to Dave Gilliom, Manager, AFS-900 at (703) 661-0550.

ORIGINAL SIGNED by
John M. Allen for

James J. Ballough
Director, Flight Standards Service