

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.352

National Policy

Effective Date:
07/30/14

Cancellation Date:
08/30/15

SUBJ: Aircraft Certification Service Organizational Change

- 1. Purpose of the Notice.** This notice announces the establishment of the Executive Support Staff (AIR-10), and the Alternative Fuels Program Staff (AIR-20) in Aviation Safety's (AVS) Aircraft Certification Service (AIR).
- 2. Audience.** The audience for this notice includes employees from the following services and offices within AVS: AIR, Flight Standards Service, Air Traffic Safety Oversight Service, Office of Accident Investigation and Prevention, Office of Rulemaking, Office of Quality, Integration and Executive Services, and Office of Aerospace Medicine.
- 3. Where Can I Find This Notice?** You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices/.
- 4. Background.** This notice describes the creation of AIR-10, AIR-20 and the attendant AIR organizational changes. These organizational changes are made within existing AIR resources.
 - a.** The creation of AIR-10 creates a distinct organizational identity for the executive staff directly supporting AIR's Director and Deputy Director. The executive staff assists in managing the daily operations of AIR and participates in policy implementation. The organizational change will also consolidate other executive support functions such as rulemaking and management of National Transportation Safety Board (NTSB) safety recommendations.
 - b.** The creation of AIR-20 permits the FAA to fulfill its responsibilities to the aviation community by enhancing the oversight of fuels programs within AIR, AVS and the FAA. The FAA Administrator's Strategic Initiatives call for reduced environmental impact and environmental sustainability. The FAA Modernization and Reform Act of 2012 directs the FAA to conduct research leading to qualification of an unleaded aviation gasoline for the piston engine fleet, and to conduct research leading to the qualification of jet fuels derived from alternative sources (<http://www.gpo.gov/fdsys/pkg/CRPT-112hrpt381/pdf/CRPT-112hrpt381.pdf>).
 - c.** This notice cancels FAA Notice N1100.351, dated May 9, 2014, for technical corrections.

Distribution: Electronically

Initiated By: AIR-1

5. Executive Support Staff (AIR-10). AIR-10 facilitates the daily operations of AIR by consolidating administrative and technical assistance functions directly supporting the AIR Director and Deputy Director. The AIR-10 manager will manage resources, streamline decision-making, and coordinate and prioritize the work of the office. AIR-10 reports to the AIR Deputy Director.

a. Mission: AIR-10 is responsible for managing the executive support functions for the Office of the Director, facilitating daily operations, managing workflow by assigning tasks and reviewing work products, and participating in policy implementation through review and integration of initiatives. The organizational change also consolidates other executive support functions, such as rulemaking and management of NTSB safety recommendations, which were previously assigned to other AIR organizational units.

b. Major Functions: The AIR-10 staff will:

- (1) Provide office management and administrative support for the executive office of the AIR Director and Deputy Director;
- (2) Provide direction, guidance and oversight for work assignments assigned to AIR;
- (3) Assign tasks to AIR components, monitor progress and review completed work products for quality, consistency, and technical accuracy;
- (4) Facilitate meetings of the executive-level Aircraft Certification Management Team;
- (5) Manage the AIR process and workflow for responding to NTSB safety recommendations;
- (6) Provide oversight for AIR rulemaking initiatives and prepare the Director and Deputy Director for weekly rule review meetings and periodic Rulemaking Council meetings;
- (7) Manage the AIR communications program, including internal and external communications initiatives, and provide support to the FAA Office of Communications for media requests; and
- (8) Provide consultation and coordination in complex matters related to aircraft certification, production and airworthiness and continued operational safety within the FAA, other government departments/agencies, and industry organizations.

6. Alternative Fuels Program Staff (AIR-20). AIR-20 consolidates fuels certification program management, regulation, and policy development resources that currently reside in various divisions and directorates across AIR, creating a single focal point in the FAA for fuels responsibilities. AIR-20 will be the advocate and focal point for regulations, policies, and certification activities for fuels related activities. The AIR-20 manager will manage resources, streamline decision-making and prioritize the work of the office. This notice also establishes a

single branch within AIR-20, the Fuels Program Branch (AIR-21). AIR-20 reports to the AIR Deputy Director.

a. Mission: AIR-20 is responsible for addressing the Unleaded Avgas Transition Aviation Rulemaking Committee (UAT ARC) recommendations to meet the strategic goal of having an unleaded replacement fuel available by 2018 that is usable by most general aviation aircraft. On a case-by-case basis, AIR-20 will evaluate other fuel, lubricant and additive projects for management.

b. Major Functions: The AIR-20 staff will:

(1) Establish an aviation fuels certification office in order to ensure a common, efficient and standardized approach to certification of this unleaded aviation gasoline;

(2) Establish procedures, guidance and processes to support centralized test and certification of engines and aircraft with unleaded fuels;

(3) Implement the actions outlined in the UAT Action Plan;

(4) Coordinate within FAA including but not limited to the Office of Environment and Energy (AEE) and Office of Airport Planning and Environmental (APP-400) as well as other government agencies on fuels projects;

(5) Provide leadership to, and coordination with, the Piston Aviation Fuels Initiative, which identifies key issues and obstacles to the approval of unleaded aviation gasoline;

(6) Manage the FAA Review Board to screen candidate fuels for further testing;

(7) Support critical unleaded aviation gasoline projects throughout AIR, FAA, and other governmental entities;

(8) Collaborate with the FAA Technical Center to develop a framework to integrate certification test plans, conformity requirements, and test witnessing protocols that are acceptable for fleetwide certification of unleaded aviation gasoline(s) participating in the centralized testing;

(9) Establish innovative certification paths for projects proposing fuels identified by means other than an ASTM International aviation fuel specification, government or military specification or other industry-based consensus organization specification;

(10) Collaborate with industry stakeholders to mitigate transition, research and development, or other types of concerns to effectively resolve potential problems in rulemaking efforts;

(11) Work with stakeholders to assess the viability of candidate fuels and the impact of those fuels on the aircraft fleet as well as production, distribution, and environmental aspects;

(12) Work with industry and the international community to address the challenge and mitigate the burden of certifying every engine, airplane and engine-airplane combination; and

(13) Provide expert technical consultation in complex matters requiring coordination within the FAA, other government departments/agencies, and industry organizations.

7. Organizational Chart. AIR organizational chart is included in Appendix A.

8. Distribution. This notice is distributed to AVS organizational units and subunits through the division level in the Washington headquarters as well as each field office and facility.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' to the right.

Michael P. Huerta
Administrator

Appendix A. Aircraft Certification Service (AIR) Organization Chart

