

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.293

National Policy

Effective Date:
4/14/15

Cancellation Date:
4/14/16

SUBJ: Requirements for Nonstandard Templates, Nonstandard Text, and Temporary Time-Limited Authorizations

1. Purpose of This Notice. This notice announces an update to the requirements for issuing nonstandard operations specification (OpSpec), management specification (MSpec), letter of authorization (LOA), and training specification (TSpec) templates and nonstandard text.

2. Audience. The primary audience for this notice is certificate-holding district offices (CHDO) (including Flight Standards District Offices (FSDO), certificate management offices (CMO), and International Field Offices (IFO)), principal inspectors (PI), aviation safety inspectors (ASI), and regional Flight Standards division (RFSD) Technical Branch managers. The secondary audience includes RFSD managers and headquarters (HQ) policy divisions.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee 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://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration's (FAA) Web site at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background.

a. Nonstandard Templates and Nonstandard Text. HQ is updating and clarifying existing policy related to the issuance of nonstandard OpSpec/MSpec/LOA/TSpec templates and nonstandard text. This update and clarification is necessary to ensure that PIs and ASIs obtain prior approval from the appropriate HQ policy division prior to issuing any nonstandard template or nonstandard text.

b. Temporary Time-Limited Authorizations (Five-Hundred Series Templates). We have added language to emphasize the fact that 500-series OpSpec/MSpec/LOA/TSpec authorizations are temporary and time-limited and must therefore be withdrawn and archived at the conclusion of the time limit or event specified in the template.

5. Policy Update Emphasis. The policy updates related to nonstandard templates and nonstandard text are located in FAA Order 8900.1, Flight Standards Information Management System, Volume 3, Chapter 18, Section 2, paragraphs 3-712 and 3-713.

a. Requirement to Enter HQ Approval Information. Current policy already requires a PI or ASI to enter the HQ approval information into the text of a nonstandard authorization. However, up until this point, the policy concentrated on the nonstandard text entry and did not provide clear instructions on how to enter approval information into a nonstandard template. Therefore, we have provided separate instructions for PIs and ASIs to enter HQ approval information into a nonstandard template or nonstandard text. These instructions are contained in Order 8900.1 Volume 3, Chapter 18, Section 2, subparagraph 3-713G.

(1) Compliance Date—Nonstandard Templates. PIs and ASIs are required to enter the HQ approval information in the “Support Information Reference” box in the digital signature block of all nonstandard templates issued after 4/30/2015. An example of how to enter this information is included in Order 8900.1 Volume 3, Chapter 18, Section 2, Figure 3-66I.

(2) Compliance Date—Nonstandard Text. Current policy requiring PIs and ASIs to enter the HQ approval information in the body of any nonstandard text issued after April 01, 2013 remains in effect.

b. Routing Requests for HQ Approval Through the RFSD for Review and Concurrence. We have updated policy to emphasize the requirement to route requests for HQ approval to issue a nonstandard authorization through the RFSD for *review* and concurrence. We have also listed some exceptions to this requirement.

c. HQ Approval is Required to Reissue a Nonstandard Template or Nonstandard Text. We have clarified the policy that requires a PI or ASI to obtain HQ approval prior to reissuing, or otherwise amending any nonstandard template or nonstandard text. Clarification of policy now contains information specific to any change to the Air Carrier, Air Operator, or Air Agency Certificate or Operating Authority. This includes a partial or total change to operating certificate number and mergers and acquisitions.

d. Requirement to Archive Five-Hundred Series, Time-Limited Templates at the Conclusion of the Time Period or Event Specified in the Template. We have added language that clarifies the fact that 500-series templates are temporary authorizations that are time-limited. As such, PIs and ASIs must withdraw and archive any 500-series template at the conclusion of the time period or event specified in the template.

6. Action.

a. Review Temporary Time-Limited Authorizations and Archive Those that No Longer Apply. Within 6 months from the date of this notice, PIs and ASIs must review all 500-series OpSpecs issued to the certificate holders, air operators, or program managers for whom they are responsible, and archive those templates that no longer apply because the circumstances necessitating their issuance (e.g., a particular natural disaster, military operation, or Special Federal Aviation Regulation (SFAR)) no longer exist or the time period specified in the authorization has expired.

b. Review the Appropriate Policy Prior to Issuing any Nonstandard Templates or Nonstandard Text. PIs, ASIs, and RFSD Technical Branch managers must review the policy contained in Order 8900.1 Volume 3, Chapter 18, Section 2, paragraphs 3-712 and 3-713 and

abide by its requirements prior to issuing any nonstandard OpSpec/MSpec/LOA/TSpec template, or nonstandard text.

7. Disposition. The information contained in this notice has been incorporated into FAA Order 8900.1. Direct your questions or comments concerning this notice to the New Program Implementation Branch (AFS-240) at (202) 267-8166.

A handwritten signature in black ink, appearing to read 'J. Barbagallo', with a stylized flourish at the end.

John Barbagallo

Deputy Director, Flight Standards Service