NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.324

National Policy

Effective Date:
9/9/15

Cancellation Date:
9/9/16

SUBJ: Resources Not Available, National Work Program Guidelines Cancellation

1. Purpose of This Notice. This notice amends the policy for cancellation of work program items found in the current edition of Federal Aviation Administration (FAA) Order 1800.56, National Flight Standards Work Program Guidelines. The amendment changes the process for acceptance or denial of office requests for cancellation.

2. Audience. The primary audience for this notice is Flight Standards Service (AFS) personnel who perform or manage surveillance oversight activities using the National Work Program Guidelines (NPG). The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters (HQ).

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 information on the FAA's Web site at http://fsims.faa.gov. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Explanation of Policy Changes. This notice accomplishes the following:

- Establishes the regional division manager or delegated representative as the approval authority for cancellation requests, and
- Removes the Flight Standards National Field Office (AFS-900) from the review and approval process.

5. Background.

a. Cancellation Policy Review Process. Current cancellation policy requires multiple reviews. The initial review starts in the local office and progresses to AFS-900. The local office process involves a three-person review: the assigned inspector, the inspector Front Line Manager (FLM) and the Office Manager (OM). If the OM agrees that there are insufficient office resources to complete the surveillance, the request moves to the Regional Office (RO) for action. At this stage, the RO looks for additional resources to complete the surveillance. If this attempt fails, the division manager concurs with the cancellation request.

b. Fiscal Year (FY) 2014 Process Analysis. The current policy became effective during FY14, and AFS-900 processed all requests for cancellations. During this time, AFS-900 conducted an analysis of the process to determine its efficacy.

(1) ROs are in the best position to determine if offices are following the critical steps for cancellation: proper risk analysis, resource allocation, and adequate review.

(2) Regional division managers are responsible for their surveillance programs and should therefore be the authority for cancellation.

(3) Delays in the approval process place a burden on the office for work program closeout.

6. Policy Change. AFS-900 will no longer process cancellation changes.

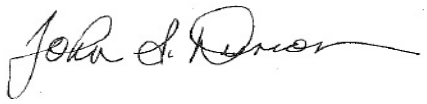
(1) Division managers or delegates will approve all requests for cancellation.

(2) Adequate justification must accompany each request and be a part of the required record entry. The approval basis for cancellation is a lack of resources. All other work program deviations should follow the guidance in Order 1800.56.

(3) All other requirements for cancellation found in Order 1800.56 remain in effect.

(4) ROs will monitor Program Tracking and Reporting Subsystem (PTRS) records for appropriate cancellation activity and provide the Director of Flight Standards Service (AFS-1), the Deputy Director of Flight Standards Field Operations (AFS-2F), or the Deputy Director of Flight Standards Policy Oversight (AFS-2P) with cancellation reports upon request.

7. Disposition. We will incorporate the policy information in this notice into Order 1800.56 and other applicable FAA guidance. Direct questions concerning the information in this notice to the AFS-900 Continual Improvement Program Office via email at: 9-AMC-AVS-AFS-NPG@faa.gov.



John S. Duncan
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