NOTICE   **U.S. DEPARTMENT OF TRANSPORTATION**
FEDERAL AVIATION ADMINISTRATION   N 8900.633

National Policy

Effective Date:
6/30/22

Cancellation Date:
6/30/23

SUBJ: Flight Standards Information Management System (FSIMS) Decommission and Dynamic Regulatory System (DRS) Transition Plan

1. Purpose of This Notice. The purpose of this notice is to inform Flight Standards (FS) employees of the changes and impacts due to the transition from the Flight Standards Information Management System (FSIMS) to the Dynamic Regulatory System (DRS).

2. Audience. The primary audience for this notice is FS employees, including the FS Safety Assurance offices' aviation safety inspectors (ASI) and Safety Standards and Foundational Business offices.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and DRS at https://drs.faa.gov. Operators and the public can find this notice on the Federal Aviation Administration's (FAA) website at https://www.faa.gov/regulations_policies/orders_notices and DRS.

4. Background. The FAA Office of Quality, Integration, and Executive Services (AQS) recommended decommission of the Regulatory and Guidance Library (RGL) and FSIMS more than a decade ago for the following reasons:

- The RGL and FSIMS are hosted on a Domino-based platform that is no longer supported by IBM.
- Information management is changing in our web-based workplace.
- There is a strong business-need to update the technology and decommission the Domino-based RGL and FSIMS repositories.
- Instructions from the Office of Aviation Safety (AVS) Management Team (MT) were to decommission the legacy systems. A proof-of-concept was completed but there was no replacement system.

    a. Initiation of DRS. The DRS project was initiated on March 10, 2014 as a request to the Office of Information and Technology (AIT) to explore alternatives to replace the archaic platforms that support FSIMS and the RGL. The project includes the following milestones:

    (1) FAA Modernization and Standardization Act of 2014 included the requirement to determine the root-cause of inconsistencies in regulatory interpretation.

(2) Advisory Rulemaking Committee (ARC) 313 made a recommendation that the FAA provide "a single source for regulatory research and guidance" and the recommendation was adopted by Congress and became a requirement when added to Public Law (PL) 115-254, FAA Reauthorization Act of 2018.

(3) DRS operational capability was deployed in calendar-year 2021, and the system has been undergoing operational testing. It provides a central location for all regulatory guidance material from AVS. DRS is updated nightly and pulls information from more than a dozen repositories, including the RGL and FSIMS. Web-based training is available for DRS through the electronic Learning Management System (eLMS), and users can self-enroll in both of the following courses: 27000052, Overview of the Dynamic Regulatory System (DRS), and 27100341, Overview OPR, Librarian, Feedback Manager, and Administrator User Roles for DRS. DRS can be accessed at https://drs.faa.gov/.

b.   Objective. The end objective is to present information to our workforce in a more meaningful, modern manner and to ultimately decommission FSIMS and the RGL.

c.   FSIMS and FAA Order 8900.1. The term "FSIMS" is often used to refer to both the repository and FAA Order 8900.1, Flight Standards Information Management System. While the FSIMS repository is being decommissioned, it is important to note that Order 8900.1 will remain an active document.

5.   Advantages of DRS. The advantages of DRS include:

- Improvement of the availability and presentation of guidance material.
- Creation of a single source repository for AVS regulatory guidance.
- Resources that can be found with a few clicks in a matter of minutes.
- An enterprise platform that can be expanded to include additional information and document types.

6.   FSIMS Decommissioning Process. To mitigate data loss, all the documents in FSIMS are currently available in DRS. Furthermore, the FSIMS decommission plan includes an iterative approach by which the data connectors to groups of documents will be "turned off" and will no longer interface with DRS. This approach starts with "low-risk" documents and concludes with documents with complicated content and/or automation dependencies. Low-risk documents are those documents least accessed by FSIMS users and the document types that have the least number of documents in FSIMS. Once the data connector for a document is removed between FSIMS and DRS, a banner announcement in FSIMS will refer the user to DRS for that document, and the documents will be maintained and updated in DRS. At this point, any documents needing publication or revision will need to be uploaded to the librarian console in DRS by the Office of Primary Responsibility (OPR) representative. The OPR representatives will be responsible to add documents and required metadata using the librarian console in DRS.

Table 1. How Roles and Responsibilities Change Once FSIMS is Decommissioned

Who/What	FSIMS	When FSIMS is Decommissioned
Flight Standards Employees	Use FSIMS for regulatory guidance and other information.	Use DRS for regulatory guidance and other information.
Flight Standards Publications Branch (AFB-120) Directives Management Officer (DMO)	Manages the AFB-120 directives process.	The DMO will continue to manage the AFB-120 process and will verify and approve directives in DRS.
FSIMS Librarian	Adds documents, modifies metadata, and reviews and publishes directives on behalf of AFB-120 and the OPR in FSIMS.	N/A
DRS Librarian	N/A	The DRS Librarian will use DRS to modify metadata, review and publish directives, and manage OPR representatives and service offices.
Policy Office of Primary Responsibility (OPR) Representative	Creates, modifies, and cancels directives and interfaces with AFB-120/technical writers specific to their office. FSIMS Librarians add documents, modify metadata, and review and publish directives on behalf of AFB-120 and the OPRs in FSIMS.	Create, modify, and cancel directives and interface with AFB-120/technical writers specific to their office. **New** Each OPR will have one or two OPR representatives assigned to support the division. The OPR rep is responsible for uploading documents, attachments, and metadata in DRS. This is accomplished using the "Manage Documents" tab in DRS. The following flowchart describes the process for the OPR reps based on the type of document that needs to be added to DRS.
FSIMS Feedback	FSIMS Librarians receive feedback through the FSIMS Librarian email and coordinate with the OPR.	Feedback will be submitted directly in DRS through the feedback process and managed by the feedback manager.

Figure 1. OPR User Flow Chart
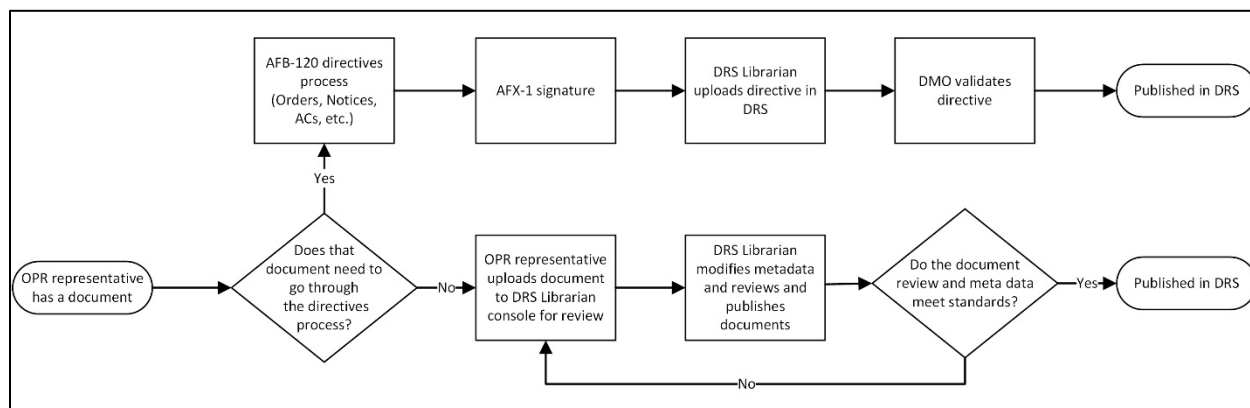
7.   Question and Answers.

    a.   If I Am an FSIMS User, What Do I Need to Do to Get Access to DRS? Access is available now at https://drs.faa.gov/. DRS is mobile-friendly, and users will have the best experience using Chrome or Safari. DRS does not support Internet Explorer.

    b.   Whom Do I Contact If I Have Questions About DRS? Submit your question using the DRS feedback process.

    c.   Where Can I Find Additional Information About Using DRS? Click on the "Help" icon in DRS. There are several minivideos and other resources to help guide you through the different components associated with DRS.

    d.   Frequently Asked Questions (FAQ). DRS FAQs are accessible on the internet at https://www.faa.gov/about/office_org/headquarters_offices/avs/programs/drs/faq.

8.   Impacts of FSIMS Decommissioning. The following paragraphs explain how OPRs must accommodate the decommissioning of FSIMS.

    a.   Guidance Documents. Whether the primary audience of a document is FAA personnel or the public, OPRs must remove all references to FSIMS from guidance they own. This will be done when the policy OPR submits a document into the publication process.

    (1) To account for any future repository changes, do not replace "FSIMS" with "DRS." Doing so will once again cause numerous updates in guidance in the future.

    (2) Replace the term "FSIMS" with the automation-neutral term "applicable FS repository."

    (3) Due to current technical limitations of DRS, do not use links in guidance, especially links to FSIMS. Instead, refer to the name of the generic repository or library where the document being referenced is located. Examples include the FAA website, the Code of Federal Regulations, the United States Code, etc.

(4) Per Federal writing standards, use the official document number and/or official document title when referring to another source. Do not use nicknames, abbreviations, or other informal terms. This ensures the reader has the correct information when searching for a document since they are no longer being provided a link or the name of the repository.

b. Safety Assurance System (SAS). OPRs will modify SAS Data Collection Tools (DCT) to remove FSIMS references and will redirect them to DRS. This change will take effect in June 2022.

9. Training. Web-based training is available for DRS through eLMS, and users can self-enroll in the eLMS courses Overview of the Dynamic Regulatory System (DRS) (27000052) and Overview OPR, Librarian, Feedback Manager, and Administrator User Roles for DRS (27100341).

10. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning the information in this notice to the Safety Analysis and Promotion Division (AFS-900) at 9-AWA-AFS-900-SASO@faa.gov.

Robert C. Carty
Deputy Executive Director, Flight Standards Service