

**ORDER**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
NORTHWEST MOUNTAIN REGION

NM 1100.15A

12/4/92

**SUBJ: FLIGHT STANDARDS DELEGATIONS OF AUTHORITY**

---

1. PURPOSE. This order provides the delegations of authority applicable within the Flight Standards Division, ANM-200. These delegations are in addition to those inherent in approved functional statements. Where an FAA Order or Handbook is cited, the information in this Order is intended only for use as an operational tool and as an initial reference before consulting the basic order.

2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Division, to all Flight Standards field offices, and to special distribution.

3. CANCELLATION. Order NM 1100.15, Flight Standards Delegations of Authority, dated August 22, 1989, is canceled.

4. EXPLANATION OF CHANGES.

- a. References have been updated to indicate current directives numbers.
- b. Authorities delegated to Aircraft Evaluation Offices have been omitted, since these offices are straightlined to AFS-2.
- c. Authority to approve local temporary duty travel, travel orders, travel advances, and travel vouchers for subordinates has been extended to FSDO Section Supervisors.
- d. Proposed organizational structure changes or realignment of functional responsibilities now require coordination with ANM-205.
- e. The definition of major and minor adverse actions has been updated.
- f. Procedures to be used for grievances and appeals have been changed to those applicable for actions grievable under the agency grievance procedure.
- g. FSDO Managers are authorized to allow bargaining unit employees to establish work schedules in accordance with the agreement between the Professional Airways Systems Specialists (PASS) and the FAA.

5. GENERAL. Branch, staff, and Flight Standards District Office (FSDO) managers are delegated authority for program administration and resource management within their assigned areas of responsibility.

6. REDELEGATIONS. Delegated authority may not be redelegated except as specifically authorized by the division manager. Redelegations shall be in writing and a copy provided to ANM-200 with file copies retained in the originating office. If the delegation is on a temporary basis, the letter will specify the dates for which the redelegation is effective.

---

**Distribution:** A-X(FS)-3; A-FFS-0(STD); ANM-10(1 cy); Initiated By: ANM-200  
ANM-50(1 cy); ANM-40(1 cy)

## 7. COMMUNICATIONS.

a. Branch/staff managers and their staffs are authorized and encouraged to communicate directly with FSDO's on all matters involving program administration and resource management. Likewise, FSDO managers are to communicate directly with division branches and staffs on all such matters. Authority for direct communications between branches/staffs and FSDO's does not preclude a clear and direct channel of communication between field offices and the office of the division manager when, in the judgment of a FSDO manager, such action is appropriate and desirable; however, branch/staff managers shall be notified of this action by the FSDO manager.

b. FSDO's are not authorized to communicate directly with Washington headquarters organizations except when authorized by the appropriate division branch/staff manager. Normally, communications with Washington headquarters shall be through the appropriate division branch/staff.

8. CORRESPONDENCE. All correspondence should be prepared with the name and title of the person who has signature authority and is expected to sign the correspondence. Signers who are "acting" may either sign over their own names and acting title or "for" over the name and title of the person for whom they are acting.

a. Correspondence for the Regional Administrator's Signature. All correspondence prepared for the Regional Administrator's signature must be initialed by the division manager before being sent to ANM-1.

b. Correspondence Reserved for Signature by the Manager, Flight Standards Division or Higher Authority. Signature authority is retained at the division level for the following types of correspondence (including FAA.MAIL messages):

(1) Replies to complaints addressed to the division level or higher authority.

(2) Correspondence addressed to a division or higher level within the FAA (e.g., Washington Headquarters or Air Traffic Division).

(3) Correspondence on issues that have been referred to the division level or higher for resolution.

(4) Correspondence which tasks or instructs offices outside this region.

(5) Internal correspondence that establishes or changes division policies, procedures, or uniform practices.

(6) Correspondence related to policy decisions involving division personnel including training, budget, accounting, logistics or management systems matters.

(7) Correspondence involving personnel actions of a significant nature, such as directed reassignments and reductions in force.

(8) Responses to Freedom of Information Act requests.

(9) Any other correspondence for which a division or higher signature level is noted on the correspondence control slip.

c. Correspondence Signature Authority Reserved for Branch, Staff, and FSDO Managers.

(1) Branch, staff, and FSDO managers are delegated authority to sign all correspondence regarding their functional areas not reserved for signature at the division level or higher by paragraphs 8a and b above.

(2) Branch, staff, and FSDO managers may redelegate their signature authority as provided in this order or as authorized by the division manager. Notify ANM-200 of all redelegations.

\* 9. PROCUREMENT. Order NM 4402.1A, Small Purchase Procedures Handbook, establishes procedures for personnel authorized to make small purchases. Order 4400.42A, Preparation and Approval of Procurement Requests, provides instructions and guidance for the preparation and submission of procurement requests. \*

\* a. Within available funding, the authority to approve claims for small purchases (under \$500) from the imprest fund is delegated to branch, staff, and FSDO managers. This authority may be redelegated. \*

\* b. Within available funding, the authority to make small purchases (up to \$2500) by use of SF-44, Purchase Order-Invoice-Voucher, is delegated to FSDO, branch, and staff managers who obtain an Extension of Small Purchase Authority from the Procurement Branch Manager, ANM-55. This authority may be redelegated. \*

c. Within available funding, signature authority for procurement requests up to \$100,000 is delegated to branch, staff, and FSDO managers subject to review by the manager, Resource Management Staff, ANM-205, before the procurement request is submitted to ANM-55.

d. The division manager is authorized to sign procurement requests over \$100,000 to \$500,000.

e. Any procurement action requiring Washington headquarters approval must be initialed by the division manager before being sent forward.

10. TRAVEL. Order 1500.14A, Travel Manual, and WP/NM Supplements to 1500.14A provide overall travel policy and the responsibilities of officials and employees involved in travel.

a. Within available funding, authority to approve change of station travel is delegated to FSDO managers. In the regional office, authority is reserved to the division manager.

\* b. Authority to approve domestic and local temporary duty travel under the Limited Open Authorization is delegated to branch, staff, and FSDO managers, assistant FSDO managers, and FSDO section supervisors. \*

\* c. Authority to approve domestic and local temporary duty travel under the Trip-by-Trip Authorization is delegated to branch, staff, and FSDO managers, assistant FSDO managers, and FSDO section supervisors. \*

d. Travel orders for routine foreign travel must be approved by the division manager.

e. Branch managers, staff managers, FSDO managers, assistant FSDO managers and FSDO section supervisors are delegated the authority to approve travel advances and travel vouchers for subordinates.

f. FSDO managers are delegated authority to authorize and approve travel orders, travel advances, and travel vouchers for routine temporary duty travel for themselves.

g. In accordance with NM 2500.10A, Budget and Fiscal Management, when someone signs an obligation document (e.g. Travel Order, Voucher) in an acting capacity, the words "Acting Manager" must be used. A document obligating funds cannot be signed "for" the Manager.

11. PERSONNEL MANAGEMENT.

\* a. Organizational and Functional Changes. All proposed changes to organizational structure or realignment of functional responsibilities at or above the branch/staff level in the regional office and at the FSDO level in the field require coordination with the Resource Management Staff, ANM-205, and approval by the division manager and the Washington headquarters. Proposed changes in structure, authority, or responsibility below the branch/staff in the regional office and below the FSDO level in the field (section, unit level) must be coordinated with ANM-205 and approved by the division manager. \*

b. Personnel Actions. Authority to select, promote, reassign, and detail employees is delegated to branch, staff, and FSDO managers. Within the FSDO's this authority is redelegated to section and unit supervisors with approval by the FSDO manager. Approval of selections, promotions, details over 120 days, and reassignments of supervisory and managerial employees is reserved to the division manager. GM-15 selections shall be coordinated with the Director, Flight Standards Service, AFS-1.

c. Performance.

(1) In accordance with Order 3500.7, FAA Performance Management System, the authority to take all actions associated with evaluating and rating employees is delegated to their supervisors. The authority to approve performance ratings is delegated to second level supervisors. Ratings less than fully successful must be coordinated through ANM-205.

(2) Performance appraisals for division staff office and branch managers and field office managers will be conducted by the Assistant Manager, Flight Standards Division, with the Manager, Flight Standards Division, serving as second level reviewer. The Assistant Manager, Flight Standards Division, will be second level reviewer for employees rated by branch, staff, and field office managers.

d. Adverse Actions. Major and minor adverse actions must be coordinated through ANM-205.

\* (1) Major adverse actions (e.g., removals, suspensions of more \* than 14 days, reduction in grade or pay). First line supervisors are \* delegated the authority to act as initiating and deciding officials in \* major adverse actions. Authority to act as concurring official is \* reserved to the division manager.

\* (2) Minor adverse actions (e.g., suspensions of 14 days or \* less, reprimands). First level supervisors and FSDO Managers are \* delegated authority to act as initiating, deciding, and concurring \* officials for minor adverse actions.

\* e. Grievances and Appeals. Grievances and appeals must be \* coordinated through ANM-205. For actions grievable under a negotiated \* agreement, see the Articles of Agreement. For actions grievable under \* the agency grievance procedure:

(1) Informal Grievances. First level supervisors are delegated authority to act as deciding officials for informal grievances.

(2) Formal Grievances. Authority to act as deciding official for formal grievances is reserved to the division manager.

(3) Appeals. Authority to act as appeals official for formal grievances is reserved to the Deputy Director of the Flight Standards Service.

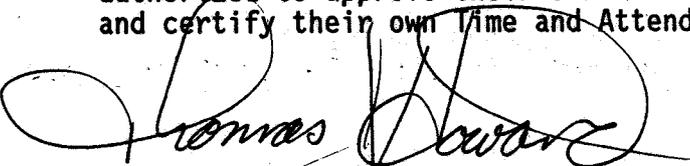
f. Out-of-Agency Training. Requests for out-of-agency training not scheduled through requirements (e.g., Office of personnel Management training, college or local community courses, special flight requirements, and technical training not scheduled through AAC-900) are reviewed by ANM-205 and approved by ANM-17.

\* g. Incentive Awards. Authority to approve cash awards for \$50 to \* \$3000 for individuals and up to \$5,000 total for group awards has been \* redelegated to the division manager. Authority to initiate awards is \* delegated to first level supervisors; however, approval is reserved to \* the division manager except for on-the-spot awards. \$50 to \$200 On-the-Spot Superior Accomplishment Awards may be initiated by the first level supervisor but must receive at least verbal approval from the second level supervisor before presentation. All award nominations must be \* coordinated with ANM-205F before being forwarded. \*

\* 12. Tours of Duty. Branch and staff managers in the regional office are authorized to allow employees to establish work schedules within the framework established by NM 3600.4B, Alternative Work Schedules. FSDO managers in the field are authorized to allow bargaining unit employees to establish work schedules, including alternative work schedules, in accordance with the agreement between the Professional Airways Systems Specialists (PASS) and the FAA. FSDO managers in the field are authorized to allow non-bargaining unit employees to establish work schedules, including alternative work schedules, in accordance with plans approved by the division manager. In accordance with FAA Order 3600.6, Workweeks and Hours of Duty, authority to establish or modify basic tours of duty and work schedules is delegated to FSDO managers in the field and retained by the division manager in the regional office. \*

13. Overtime and Compensatory Time. In accordance with FAA Order 3550.10, NM Sup 3, authority to approve overtime or compensatory time worked for personnel under their jurisdiction is redelegated to the division manager, to branch and staff managers in the regional office, to FSDO managers in the field, and those in an acting capacity. This authority may be redelegated by FSDO managers to subordinate supervisors.

14. Time and Attendance and Leave. Supervisors are delegated authority to approve leave and to certify time and attendance reports for their subordinates in accordance with Order 2730.8, Time and Attendance--Uniform Payroll System. FSDO managers and acting FSDO manager, are authorized to approve their own absence and leave of a routine nature and certify their own Time and Attendance reports.



Thomas J. Howard  
Manager, Flight Standards Division