



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

**ORDER
1110.108D**

Effective Date:
12/30/10

SUBJ: Aircraft Certification Management Team (ACMT)

- 1. Purpose of this Order.** This order prescribes the composition, mission, and functions of the Aircraft Certification Management Team (ACMT).
- 2. Audience.** All Aircraft Certification Service (AIR) divisions, directorates, and offices.
- 3. Where Can I Find this Order.** You can find this order on the MyFAA Employee Web site under Orders & Notices at https://employees.faa.gov/tools_resources/orders_notices. or on the FAA's Regulatory and Guidance Library (RGL) Web site at <http://rgl.faa.gov>
- 4. What This Order Cancels.** This order cancels FAA Order 1110.108C, Aircraft Certification Management Team (ACMT), dated April 15, 2005.
- 5. Distribution.** This order is distributed to all AIR divisions, directorates, and offices.
- 6. Background.**
 - a.** AIR's mission is to promote aviation safety by:
 - (1)** Setting safety standards governing the design, production, and airworthiness of civil aeronautical products.
 - (2)** Overseeing design, production, and airworthiness certification programs to foster compliance with the prescribed safety standards.
 - (3)** Providing a safety management system to ensure continued operational safety of aircraft, and manage safety standards governing the design, production, and airworthiness of civil aeronautical products.
 - (4)** Working with aviation authorities, manufacturers, and other stakeholders to help them improve the safety of the international air transportation system.
 - b.** AIR carries out its mission through the Aircraft Engineering Division, the Production and Airworthiness Division, the Planning and Program Management Division, and the International Policy Office, all located in Washington, DC; and the Engine and Propeller Directorate, located in Burlington, MA; the Small Airplane Directorate, located in Kansas City, MO; the Rotorcraft Directorate, located in Fort Worth, Texas; and the Transport Airplane Directorate, located in Renton, WA.

c. The Aircraft Engineering Division and the Production and Airworthiness Division, as well as the four directorates, perform regulatory and policy development functions for those Code of Federal Regulations (CFR) for which they have responsibility. The International Policy Office develops policy guidance on international airworthiness issues, negotiates airworthiness agreements and arrangements, and maintains bilateral relationships. The Planning and Program Management Division develops policy and procedures affecting AIR's organizational infrastructure in areas such as human capital management, financial management, business planning, directives/records management, and information technology.

d. The ACMT was established in 1986 by the Director, Aircraft Certification Service, to enable senior executives and managers with policy formulation and implementation responsibilities to participate in the resolution of complex national and international management issues affecting the effectiveness of the Service. The ACMT ensures that the strategies, initiatives, and programs undertaken are in alignment with FAA and AVS goals.

7. Composition. The ACMT is composed of the following principals:

- a. Director, Aircraft Certification Service, AIR-1;
- b. Deputy Director, Aircraft Certification Service, AIR-2;
- c. Manager, International Policy Office, AIR-40;
- d. Manager, Aircraft Engineering Division, AIR-100;
- e. Manager, Production and Airworthiness Division, AIR-200;
- f. Manager, Planning and Program Management Division, AIR-500;
- g. Manager, Engine and Propeller Directorate; ANE-100;
- h. Manager, Small Airplane Directorate, ACE-100;
- i. Manager, Rotorcraft Directorate, ASW-100; and
- j. Manager, Transport Airplane Directorate, ANM-100.

8. Extended Membership. The extended ACMT includes Division and Directorate Assistant Managers.

9. Objectives. The ACMT objectives are to provide strategic leadership and direction to the Service with a view toward:

- a. Shaping and supporting FAA, AVS, and AIR goals and objectives;
- b. Continuously improving the quality of the Service's products and services;
- c. Focusing on internal and external stakeholder needs and strengthening those relationships in support of the FAA mission;

d. Encouraging the contributions of all employees and involving employees and all levels of management in decision-making.

10. ACMT Functions. In carrying out its mission, the ACMT:

- a. Establishes AIR's strategic vision and long and short term goals;
- b. Reviews and recommends/implements necessary revisions to the priorities for national program activities;
- c. Establishes the Service's program and fiscal guidelines and develops budget and staffing strategies;
- d. Provides Service-wide leadership in adopting, applying, and continuously improving the AVS Quality Management System (QMS) policies and procedures for AIR business processes and work activities;
- e. Facilitates the implementation of the Safety Management System (SMS) throughout the Service in coordination with other AVS Services and Offices;
- f. Reviews, develops, and implements initiatives that promote consistent application of national policy;
- g. Provides leadership to promote AVS integration objectives and adoption of corporate values and behaviors; and
- h. Fosters development and implementation of procedures for effective liaison with entities external to the Service including other aviation authorities and industry.

11. Meetings. The ACMT will conduct its business through weekly telecons, "special telecons", quarterly meetings, and other meetings as needed. The quarterly meetings will be limited to the time required to complete business that requires a face-to-face meeting, and will generally be associated with issues needing an ACMT level decision, approval, or action. The quarterly meetings will be held in Washington, DC or selected field locations. ACMT business that is limited to information sharing is usually conducted via regular or special telcon.

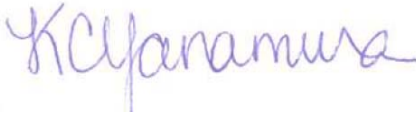
12. Who Has Authority to Change This Order? The issuance, revision, or cancellation of the material in this order is the responsibility of the Director, Aircraft Certification Service (AIR-1).

13. Suggestions for Improvement. If you find deficiencies, need clarification or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information, (mailed or electronically) to the Aircraft Certification Service, Administrative Services Branch, AIR-510, Attention: Directives Management Officer. If you urgently need an interpretation, call 202-267-8235. Always use Form 1320-19, in the appendix A, to follow-up each verbal conversation.

14. Records Management. Refer to Orders 0000.1, FAA Standard Subject Classification System; 1350.14, Records Management; and 1350.15, Records, Organization, Transfer and Destruction

Standards; or your office Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.

15. Related Publications. Reference the latest edition of FAA Order 8100.5A, Aircraft Certification Service Mission, Responsibilities, Relationships and Programs, for more information about the Service.

A handwritten signature in purple ink, appearing to read "K. C. Panamusa".

(for) Dorenda D. Baker
Director
Aircraft Certification Service

Appendix A. FAA Form 1320-19, Directive Feedback Information



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 1110.108D

To: Directive Management Officer, AIR-510

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____