



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

ORDER
1110.153

Effective Date:
04/21/09

SUBJ: Rulemaking Management Council Charter

1. Purpose of this Order. The Rulemaking Management Council plans, coordinates, and manages the Federal Aviation Administration's (FAA) regulatory program.

2. Audience. The audience for this order includes: Service and Division levels in Washington, the Technical Center, and the Aeronautical Center; the regional administrator level in the regions; and the branch level in the Aircraft Certification Directorates.

3. Where Can I Find This Order? You can find this order on MyFAA employee's website at https://employees.faa.gov/tool_resources/orders_notices

4. Background. In early 1998, an ad hoc FAA Rulemaking Process Reengineering Team, composed of representatives from the regulatory lines of business, recommended the creation of a Rulemaking Steering Committee and a Rulemaking Management Council. The Rulemaking Management Council, which includes the Directors of all service/offices with rulemaking responsibility, has been operating for more than a decade. This order institutionalizes the organization, mission, and membership of the Rulemaking Management Council.

5. Objective and Scope of Activities. To ensure effective and efficiently set priorities, and allocate resources for rulemaking projects. The Council will:

- a. Manage the agency's rulemaking program,
- b. Approve projects (including schedules and resource allocations),
- c. Determine rulemaking priorities,
- d. Make decisions and resolve issues, and
- e. Raise significant issues to the Steering Committee for resolution.

6. Rebaselining Projects. If it becomes necessary to rebaseline a previously approved rulemaking schedule due to factors outside the control of the rulemaking team, the Council may do so. Appropriate reasons for changing a schedule include:

- a. A change in agency priorities,
- b. A significant FAA policy change,
- c. A change in scope of a rule,

- d. Lack of needed input from an involved agency, or
- e. New legislative requirements.

7. Organization.

a. Council: The Council operates under the authority and direction of the Associate Administrator for Aviation Safety, AVS-1. Participation on the Council is a key job responsibility of the service/office director or representative, and members serve on a permanent basis. Representatives on the Council are responsible for the agency's overall rulemaking program. The Director of the Office of Rulemaking (ARM-1) serves as chairperson.

b. Continuous Improvement Team (CIT): A team composed of managers from ARM, APO, and AGC meet quarterly for continuous improvement of the quality of rulemaking documents and the overall rulemaking process. ARM-1 chairs the CIT meetings and presents rulemaking issues and recommendations to the Council when higher level consideration is needed.

8. Administration.

a. Chairperson Responsibilities

- (1) Review Rulemaking Project Records (RPR's) to determine agenda for Council meetings.
- (2) Distribute meeting agenda and all RPRs that will be considered by the Council prior to each meeting.
- (3) Facilitate Council meetings and be responsible for recording and distributing meeting minutes.
- (4) Monitor scheduled and unscheduled projects; bring issues to the Council's attention.
- (5) Facilitate the resolution of disputes elevated to the Council.
- (6) Make recommendations to the Steering Committee and document the concerns of the Council when it can not reach consensus regarding resource allocations.

b. Council Member Responsibilities

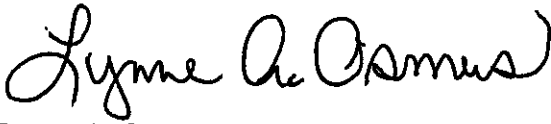
- (1) Submit RPRs 14 calendar days prior to the Council Preparatory meeting unless approval for a late submission is received from ARM-1.
- (2) Review RPRs in advance and attend meetings prepared to participate fully.
- (3) Help ensure that rulemaking priorities set by the Council are carried out.

c. Meetings are held at least bimonthly, or as required.

9. Support. The Office of Rulemaking provides staff support for the Council.

10. Effective Date. This Council charter is effective April 21, 2009, which is the filing date of this order. The Council will remain in existence indefinitely, unless revised or terminated.

11. Distribution. This order is distributed to the division level in Washington headquarters, regions and centers, and the branch level in the Aircraft Certification Directorates.

A handwritten signature in black ink, reading "Lynne A. Osmus". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Lynne A. Osmus
Acting Administrator