



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Mike Monroney Aeronautical Center Policy

AC 1330.2L

Effective Date:
October 20, 2015

SUBJ: Mike Monroney Aeronautical Center Forms Management Program

1. Purpose of This Order. This directive prescribes policy, responsibilities, and procedures for the Mike Monroney Aeronautical Center (MMAC) Forms Management Program. This order will ensure knowledge of the Forms Management Program and will assist MMAC employees in understanding the role of forms in accomplishing work supporting the mission of the FAA and compliance with applicable federal laws, regulations, and best practices adopted by the MMAC.

2. Audience. All levels of MMAC personnel who create, use, collect, maintain, control and disseminate forms must comply with this policy. Supervisors will ensure that all employees are aware of, and adhere to, the policies, responsibilities, and procedures contained in this Order.

3. Where to Find this Document. This Order is located on the FAA Directives Management System (DMS) website: http://employees.faa.gov/tools_resources/orders_notices

4. What this Order Cancels. AC 1330.2K, dated 02/03/93 is cancelled.

5. Explanation of Policy Changes. This revision modernizes the MMAC Forms Management Program as there have been numerous changes to Federal Regulations, FAA policy, advancements in reproduction capabilities, processes, terms, and definitions.

6. References:

- a. [FAA Order 1330.1B, FAA Forms Management Program](#)
- b. [FAA Section 508 Program](#)
- c. [FAA Paperwork Reduction Act and Information Collections](#)
- d. [FAA Plain Language Program](#)
- e. [FAA Form 1300-5, Form Approval Request](#)
- f. [FAA Form 1330-4, Forms Stop Order](#)

7. Definitions for Terminology Used in the Aeronautical Center Forms Management Program.

a. **Form.** A form is an item in paper or electronic medium used to standardize and simplify the collection, presentation, or entering of information. For collection purposes, the format is usually a fixed arrangement of captioned spaces, lines or boxes designed for the purpose of gathering,

organizing, and transmitting information quickly and efficiently. Document type forms that collect information may include, but are not limited to: letters, memorandums, work sheets, and certificates. Form items without fillable spaces may include contract provisions, instruction sheets, notices, tags, labels, envelopes, mailers, postcards, and posters. Forms that present information are used as controlled forms for purposes of reference, printing, stocking, distribution, and use with other forms. Forms are issued based on the program and organizational need that is determined by the originating office, referred to as the Office of Primary Responsibility, and should be efficient, economical, and kept to a minimum to reduce burden and costs to the agency and public

b. **Electronic Form.** A format designed using computer software to create fillable data entry forms.

(1) The agency standard format for electronic forms is Portable Document Format (PDF/.pdf).

(2) All Aeronautical Center (AC) forms currently utilizing electronic formats other than PDF (i.e. MS Word, MS Excel, etc.) must be converted to fillable PDF at the form's next revision. Exemptions to this requirement may be granted by the Aeronautical Center Forms Management Officer (AC FMO) to certain forms relating to matters of security or instances where a PDF is not conducive to specific business needs.

(3) All electronic forms must be checked for accessibility and Section 508 compliance.

c. **Aeronautical Center Form.** These forms are prescribed by AMC organizations and are intended for use within the AC operational area. Aeronautical Center forms carry the "AC" identifying prefix prior to the series number.

(1) Forms created for public and/or agency-wide use, or utilized for business purposes that involve more than one Line of Business (LOB) will be created as FAA forms.

(2) Active AC forms created that now meet the business needs described in paragraph 7.c.(1) will be converted to FAA forms upon their next revision.

d. **Exclusive Use Form.** A form not controlled in the Forms Management Program created solely for internal use within an organization. As such, these forms are not available in the FAA Forms website. These forms are created, managed, maintained, stocked and distributed internally by the organization.

e. **Restricted Form.** A form with restricted access due to sensitivity, security designation, or limited use restrictions. The FAA Forms website provides a Document Information page for all forms, including those that are restricted; however, a copy of the form itself will not be available. The prospective user must contact the listed POC to request restricted forms directly from the issuing office.

f. **Form Revision.** Any change in content, format, or physical characteristics including renumbering, rewording, addition or deletion of a National Stock Number (NSN), paper size, weight, etc. is considered a form revision. The form's Office of Primary Responsibility (OPR) is responsible for all changes to a form and must submit these changes to the AC FMO.

(1) All form revisions will include a completed FAA Form 1300-5, Form Approval Request submitted to the AC FMO.

(2) A form logistically supported by the FAA Logistics Center (FAALC) will require completion of FAA Form 1330-4, Forms Stop Order to preclude reproduction of a form being processed for revision and to provide current inventory instructions to the Forms Inventory Manager.

- Due to the expense of introducing revised forms and/or the destruction of forms inventory available on-hand in the FAALC, it is imperative the AC FMO, FAALC Inventory Manager, and OPR collaborate directly in the processing of Forms Stop Orders.

8. Roles and Responsibilities.

a. **The Aeronautical Center Director (AMC-1)** has delegated authority for the Aeronautical Center Forms Management Program to the Quality Systems & Business Resources Staff (AMC-3). This authority will not be re-delegated.

b. **The Aeronautical Center Forms Management Officer, Quality Systems & Business Resources Staff (AMC-3)**, has management and technical responsibility for directing the Aeronautical Center Forms Management Program per standards established in FAA Order 1330.1 series and in compliance with other Federal regulations as required. Responsibilities include:

(1) Coordinates program activities with the FAA Forms Program Manager and ensures compliance with FAA Order 1330.1B.

(2) Coordinates Aeronautical Center forms management functions with the Office of Management and Budget (OMB), FAA Privacy Office, Program Directors, managers, Forms Coordinators (FC), and other form stakeholders.

(3) Ensures Aeronautical Center form activities are established, implemented, reviewed and periodically updated.

(4) Ensures compliance with Privacy Act, Plain Language, Section 508, Paper Work Reduction Act, OMB, and other Federal, FAA, or regulatory program requirements.

(5) Coordinates and/or provides training to delegated FC.

(6) Initiates a review of all AC forms periodically or at the request of the FAA Forms Program Manager.

(7) Assists OPRs during the creation, revision, or cancellation of AC Forms.

(8) Maintains case files of AC Forms and ensures record keeping requirements are incorporated into program activities.

(9) Coordinates forms activities with the FAA Logistics Center Inventory Manager for AC Forms logistically supported by the FAALC.

c. **Program Directors/Staff Managers and appropriate tenant levels** must:

(1) Designate a FC to serve as the primary organizational liaison to the AC FMO. An alternate FC will be designated to assume the duties in the primary delegate's absence. Delegations and /or changes to previous delegations will be documented in an official memorandum per the sample in Appendix A with the names, routing symbols, and telephone numbers of designees and forwarded to the AC FMO.

(2) Ensures the provisions of the Forms Program as prescribed by Federal Regulations, FAA 1330.1B, and this order are met within the organization.

d. **FAA Logistics Center.** In the instance of AC Forms supported by the FAALC, the designated Inventory Manager will provide the following services:

(1) Assign a National Stock Number (NSN) for newly created AC Forms and revise as necessary.

(2) Coordinate with the AC FMO to determine and maintain inventory levels.

(3) Establish stocking and issuing procedures.

(4) Develop and/or provide inventory and demand data as may be requested to support budgeting and cost saving initiatives.

e. **Forms Coordinator.** Acts as the central point of contact within each organization for all forms management activities. Specific responsibilities include:

(1) Develops and maintains internal process control for forms necessary to support organization functions. This includes both AC and exclusive use forms.

(2) Assists forms originators within the organization in planning, developing, and coordination of forms from the draft stage to approval, printing, and stocking.

(3) Assist the FAA Forms Program Manager and AC FMO in all data calls to support program activities.

(4) Draft and submission to the AC FMO of FAA Forms 1300-5, Form Approval Request and 1330-4, Forms Stop Order.

f. **Office of Primary Responsibility (OPR).** The OPR is the owner of the form derived within the AC organization having the responsibilities and business practices requiring its use. When use of a form is prescribed by an AC directive (order or notice), the OPR for the directive will be the OPR of forms prescribed in the policy. OPRs are responsible for all ownership aspects of the form including, but not limited to:

(1) AC form creation. (See workflow requirements in Appendix B)

(2) Updates and revisions to maintain currency of AC forms. (Appendix B)

(3) Initiates form cancelation actions. (Appendix B)

(4) Compliance with all regulatory and administrative requirements including Privacy Act, Plain Language, Section 508, and OMB during the initial creation or any revision of AC forms.

(5) Due to version control requirements, ensure AC Forms are never posted directly to organizational or other websites. Access to all Public or FAA Network Only forms should instead be linked from potential websites to the specific form document information page on the FAA Forms Document Library. The AC FMO may waive this requirement if a specific business need exists to access forms other than through the document library.

(6) Coordinate with stakeholders for distribution and use of Restricted Access forms consistent with the policy governing the form's use.

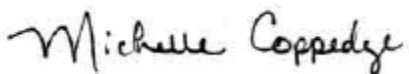
(7) Determination of initial and ongoing demand to support inventory functions. Forms supported by the FAALC will be reviewed annually to ensure stock volume is commensurate with demand.

(8) Reviewing all forms associated with a prescribing policy governing form use.

(9) For forms involving information collections from the public, completion of the Information Collection Request (ICR) documents to include:

- The OMB supporting statement
- Copies of the form and any other associated attachments
- Preparation of the Federal Register Notice
- Other supporting information as may be required by the Paperwork Reduction Act and OMB

(10) Consideration of any changes or modification to a form suggested by a user, customer, or other stakeholder.



Michelle Coppedge
Director, Aeronautical Center



Federal Aviation Administration

Memorandum

Date: [Type date here]

To: [Type AC FMO name here], Aeronautical Center Forms Management Program
Officer, Quality System and Business Resources Staff, AMC-003

From: [Type Program Director Name and Organization here]

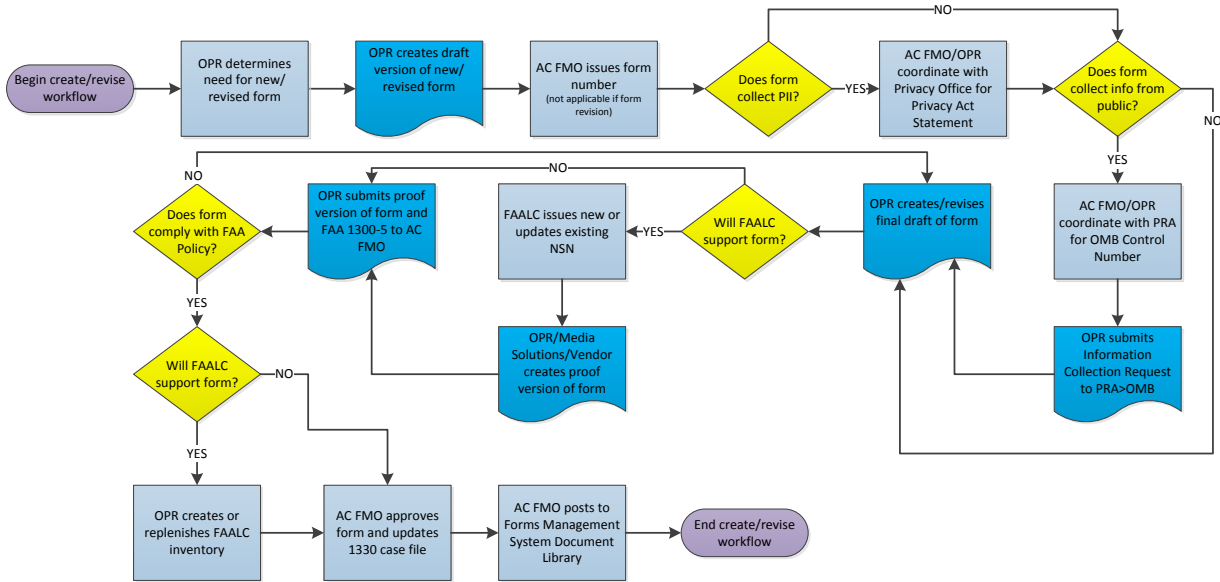
Subject: Delegation of Forms Coordinator, [Type organization here]

This memorandum delegates the following individuals as organizational Primary and Alternate **Forms Coordinator** for the Office of [Type organization title here], [Type routing symbol here].

Primary:		
Name	[Type name here]	Phone # [Type phone # here] Email: [Type email address here]
Alternate:		
Name	[Type name here]	Phone # [Type phone # here] Email: [Type email address here]

Changes to delegations will be provided to the Aeronautical Center Forms Management Program Officer, AMC-3.

Create New or Revise Existing Aeronautical Center Form



Cancel Existing Aeronautical Center Form

