

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
CENTRAL REGION

CE 1360.7B

5/01/91

SUBJ: SIGNATURE AUTHORITY FOR CORRESPONDENCE - FLIGHT STANDARDS DIVISION

1. PURPOSE. This Order establishes Flight Standards Division signature authority.
2. DISTRIBUTION. This Order is distributed to the section level in the Regional Headquarters and to all Flight Standards Field Offices in the Central Region.
3. CANCELLATION. Order CE 1360.7A is cancelled.
4. POLICY. Signature authority for Flight Standards correspondence will be delegated to the lowest level possible consistent with agency and/or regional directives. Correspondence should be clear, concise, and timely. If a reply is required and the answer is not readily available, prompt acknowledgement will be made explaining the delay and providing a date upon which a full response may be expected.
5. SIGNATURE AUTHORITY.
  - a. Flight Standards Division Manager. As a general rule, correspondence involving Flight Standards policy matters, controversial subjects or more than one organizational element of the Division will be prepared for the signature of the Division Manager. Specific types of correspondence reserved for the Division Manager's signature are listed in Appendix 1.
  - b. Branch Manager. Branch managers are authorized to sign correspondence relating to their assigned areas of responsibility except that correspondence specifically reserved for the Regional Administrator or Flight Standards Division Manager. This branch authority includes, but is not limited to:
    - (1) Correspondence of a routine technical nature to Flight Standards Service Divisions.
    - (2) Correspondence to Flight Standards Service Divisions requesting interpretation of Federal Aviation Regulations (FARs) and current policy.
    - (3) Exchange of technical information between Flight Standards Branches including other than counterpart branches.

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(4) Correspondence relating to their assigned administrative and technical areas of responsibility to equal or equivalent level of organizations within the government.

(5) Correspondence dealing directly with assigned program responsibilities whether to the public, private industry, government or foreign governments, or private individuals.

(6) Correspondence to field office managers except that specifically reserved for the Flight Standards Division Manager.

c. Field Facility and Office Managers. Field and office managers are authorized to sign correspondence concerning administrative and technical matters which fall within their specific area of responsibility except that correspondence reserved for the Regional Administrator, Flight Standards Division or Branch Managers. This includes, but is not restricted to:

(1) Correspondence of a technical nature to counterpart District Office Managers throughout Flight Standards.

(2) Any correspondence where specific written instructions for signature authority has been delegated to the District Office Manager.

(3) Correspondence dealing directly with assigned program responsibility whether to the public, private industry, government or private individuals, except that assigned to Unit Supervisors.

d. Field Facility Unit Supervisors. Field Facility Supervisors are authorized to sign correspondence concerning administrative and technical matters which fall within their specific area of responsibility except that correspondence reserved for the District Office Manager. This includes, but is not restricted to:

(1) Correspondence to counterpart Unit Supervisors throughout Flight Standards when limited to providing factual technical information (who, what, how, when, and where). Correspondence concerning FAA policy or technical guidance is not authorized.

(2) Correspondence for the exchange of technical information to Section Supervisor of the same specialty in the Branch.

(3) Any correspondence where specific written instructions for signature authority has been delegated to the Unit Supervisor.

(4) Correspondence dealing directly with assigned program responsibility whether to the public, private industry, government, or private individuals, except that assigned to the Office Managers.

(5) Unit Supervisors should delegate signature authority to Principal Inspectors and full assistant Principal Inspectors to the maximum practicable degree within the authority and responsibility of those inspectors.

6. CONCURRENCE AND REVIEW.

a. The action office shall refer correspondence for concurrence to other branches or offices only if the subject matter goes beyond the responsibility of the action office. Concurrence will be obtained prior to transmittal to the signing official.

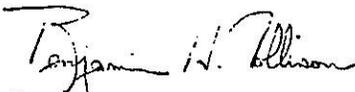
b. Since the need to be informed is not synonymous with the need to concur, prepare information copies only for offices or branches that need to be informed.

c. All organizational elements shall furnish the Flight Standards Division Manager a copy of correspondence prepared for his signature or for the signature of the Regional Administrator.

7. GENERAL.

a. Branch Managers and field offices should check with the Division Manager's secretary for guidance regarding the signature block on any correspondence not mentioned herein. Newsworthy or controversial matters which are received by the branches or field offices directly should be brought to the attention of the Division Manager.

b. Specific types of correspondence reserved for the Regional Administrator's signature are listed in Order CE 1360.5C - Appendix 1.



Benjamin H. Tollison  
Manager, Flight Standards Division

APPENDIX 1. SIGNATURE AUTHORITY

1. RESERVED FOR FLIGHT STANDARDS DIVISION MANAGER.

a. Policy determination of organizational matters requiring division level action.

b. New Flight Standards programs or changes to existing programs.

c. Controversial subjects within the Flight Standards Program which represent a definite position.

d. Subjects directly or indirectly affecting one or more other regional division elements not of a controversial nature.

e. Correspondence which seeks new or revised policies, procedures, or specifications.

f. Correspondence to other regional Flight Standards branches, other than a routine exchange of technical information between branches.

g. Other correspondence which in the judgment of the official preparing the correspondence should be signed by the Division Manager.