



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

**ORDER
1110.153B**

Effective Date:
03/23/15

SUBJ: Rulemaking Management Council Charter

- 1. Purpose of this Order.** This order institutionalizes the organization, mission, and membership of the Rulemaking Management Council.
- 2. Audience.** The audience for this order includes: the service and division levels in Washington, DC, the Technical Center, 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 the Orders and Notices website at https://employees.faa.gov/tools_resources/orders_notices/. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices/.
- 4. What This Order Cancels.** This order cancels FAA Order 1110.153A, dated February 12, 2013
- 5. Background.** In 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 Committee¹ and a Rulemaking Management Council (Council). The Council, which includes the Directors of all services/offices with rulemaking responsibility, plans, coordinates, and manages the Federal Aviation Administration's (FAA) regulatory program.
- 6. Objective and Scope of Activities.** To ensure an effective and efficient set of priorities, and allocate resources for rulemaking projects, the Council will:
 - a. Manage the FAA's rulemaking program,
 - b. Approve rulemaking projects (including schedules and resource allocations),
 - c. Determine rulemaking priorities,
 - d. Make decisions and resolve issues, and
 - e. Raise significant issues to the Business Council for resolution.
- 7. Rebaselining Projects.** If it becomes necessary, the Council may rebaseline a previously-approved rulemaking schedule due to factors outside the control of the rulemaking team. Appropriate reasons for changing a schedule include:

¹ In late 2011, under an FAA realignment of governance committees, the Rulemaking Steering Committee was subsumed into the Strategy, Budget and Planning Committee (SB&P). The SB&P was dissolved in mid-2013 and rulemaking duties were taken over by the Business Council.

- a. A change in FAA priorities,
- b. A significant FAA policy change,
- c. A change in scope of a rule,
- d. Lack of needed input from an involved agency,
- e. New legislative requirements, or
- f. Other unforeseeable constraints outside of the control of the rulemaking team.

8. 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 FAA's overall rulemaking program. The Director of the Office of Rulemaking (ARM-1) serves as chairperson.

b. **Continuous Improvement Team (CIT):** The CIT, a team composed of managers from ARM, Aviation Policy and Plans, the Office of the Chief Counsel, and other individuals, as appropriate, meets quarterly for continuous improvement of the quality of rulemaking documents and the overall rulemaking process. ARM-1 serves as chairperson for the CIT meetings and presents rulemaking issues and recommendations to the Council when higher-level consideration is needed.

9. Administration.

a. Chairperson Responsibilities:

- (1) Review Rulemaking Lifecycle Documents (LCDs) to determine the agenda for Council meetings,
- (2) Distribute meeting agenda and all LCDs for the Council to consider prior to each meeting,
- (3) Facilitate Council meetings and record and distribute meeting minutes,
- (4) Monitor rulemaking projects; bring issues to the Council's attention,
- (5) Facilitate resolution of disputes elevated to the Council and document concerns regarding resource allocations when the Council cannot reach consensus, and
- (6) Recommend FAA rulemaking program and priorities to the Business Council.

b. Council Member Responsibilities:

- (1) Submit LCDs 14 calendar days prior to the Council Preparatory meeting unless approval for a late submission is received from ARM-1,

(2) Review LCDs in advance and attend meetings prepared to fully participate, and

(3) Help ensure that rulemaking priorities set by the Council are carried out.

c. Meetings are held at least bimonthly, or as required on an ad hoc basis.

10. Support. ARM provides staff support for the Council.

11. Effective Date. This Council charter is effective March 23, 2015, which is the filing date of this order. The Council will remain in existence indefinitely, unless revised or terminated.

12. Distribution. This order is distributed to the service and division level in Washington, DC headquarters, regions, and centers, the Technical Center, the Aeronautical Center, the regional administrator level in the regions, and the branch level in the Aircraft Certification Directorates.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' to the right.

Michael P. Huerta
Administrator