



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
8000.378**

National Policy

Effective date:

SUBJ: Aircraft Certification Service (AIR) Use of the Dynamic Regulatory System (DRS)

1. Purpose of This Order. This order notifies and grants authority to the Aircraft Certification Service (AIR) to use the Dynamic Regulatory System (DRS). Additionally, it defines AIR-300 as the AIR product owner and identifies AIR divisions responsible for uploading, publishing, and maintaining each AIR document type in DRS.

2. Audience. This order is written for all AIR employees.

3. Where Can I Find This Order?

- This order can be found on the FAA website at https://www.faa.gov/regulations_policies/orders_notices and the FAA's DRS website at <https://drs.faa.gov>.

4. Background. AIR decommissioned the use of the Regulatory and Guidance Library (RGL) and the Flight Standards Information Management System (FSIMS) and implemented the use of DRS in compliance with the FAA Office of Quality, Integration, and Executive Services (AQS) mandate. DRS supports:

- A centralized library for Aviation Safety (AVS) regulatory guidance material and documents in a web-based workplace environment.
- Collection and disposition of feedback from stakeholders to the authoring organization or office of primary responsibility (OPR).

The development of DRS was initiated on March 10, 2014, at the request of the Office of Information and Technology (AIT) to explore alternatives to replace obsolete platforms, FSIMS and the RGL. DRS also addresses the following requirements and recommendations:

a. The FAA Reauthorization Act of 2018 required a centralized safety guidance database be established which would:

- (1) encompass regulatory guidance documents of AVS.
- (2) reference the Code of Federal Regulations (CFR) provision to which the document relates.

(3) be publicly available and protect from disclosure of identifying information regarding an individual or entity, and inappropriate disclosure of proprietary information.

b. The FAA Modernization and Reform Act of 2012 called for establishing an Advisory Panel that provided recommendation 3, "...consolidate the service organization-level libraries into a single AVS master electronic database resource...". The act requires that the Administrator will implement the recommendations of the advisory panel.

5. Objective. The objective is to present information to our workforce and stakeholders in a meaningful, modern manner and to further enhance DRS. Users can submit feedback to make DRS a robust document library and information repository. DRS is designed to provide a central location for all regulatory and guidance material from AVS. DRS is not the official system of record; the official record will continue to reside with the OPR for each document according to the FAA record management program (see FAA Order 1350.14).

6. Training. Web-based training is available for DRS through the electronic Learning Management System (eLMS), via FAA course 27000052 *Overview of the Dynamic Regulatory System (DRS)* and is now a mandatory course per AIR training curricula for designated employees. The other available course is 27100341 *Overview of OPR, Librarian, Feedback Manager & Administrator User Roles for DRS*. This training is updated periodically to train users on the latest developments and new document types added to the DRS.

7. Advantages of DRS. The advantages of DRS include:

- Creation of a single source repository for AVS regulatory guidance.
- Improvement of the availability and presentation of regulatory and guidance material.
- Resources can be found with a few clicks using browse features or advanced filtering and search capabilities.
- A scalable enterprise platform that can be adapted to the organizations' needs and requirements.
- Collection and routing of feedback on document content to the office of primary responsibility.

8. RGL Decommissioning. All documents previously found in RGL were transferred to DRS. Effective October 1, 2022, the responsible offices will process and publish all new documents in DRS.

9. Roles and Responsibilities. DRS's accessibility and ease of use allow organizations that produce regulatory guidance material to take ownership of publishing and maintaining their documents within DRS.

- a. The Safety and Performance Integration Division (AIR-300) is the DRS OPR and thus product owner for AIR. They are responsible for managing requested changes to the application and coordinating the overall responsibility for uploading, publishing, and maintaining documents in DRS.

- b. Each AIR division shall identify the necessary resources to upload, publish, and maintain documents in DRS that originate from that division. These include one or more of the following: “OPR Users” to upload documents, “Librarian Users” to publish and maintain documents and “Feedback Managers” to resolve document feedback.

Note: It is a good practice for each division to document operational procedures for uploading, publishing, and maintaining documents, and resolving document feedback.

- c. The AIR-300 DRS Program Manager will collaborate with division “feedback managers” to ensure timely closure and resolution support, as necessary.
- d. All AIR personnel uploading, publishing, and maintaining documents in DRS shall submit a user role request in DRS. A requirement for submitting the user role request is the completion of eLMS training 27100341, *Overview of OPR, Librarian, Feedback Manager, and Administrator User Roles for DRS*. The user role request is automatically routed to their supervisor for approval and then to the DRS Program Manager for role assignment within DRS.
- e. Table 1 identifies the types of documents that must be uploaded, published, and maintained in DRS, along with the division responsible for each.

Table 1. AIR DRS Document Types and Offices of Responsibility

Responsible AIR Division	Document Type
AIR-300	AIR Product Owner
AIR-500	Equivalent Levels of Safety (ELOS) Memoranda
	Airworthiness Directives (AD) Final Rules, AD Notice of Proposed Rulemaking (AD NRPM)
	Type Certificate Data Sheets (TCDS)
	Continued Airworthiness Notification to the International Community (CANIC)
AIR-600	Advisory Circulars (AC)
	AIR Policy (Deviation Memoranda, General Memoranda, Policy Memoranda, Policy Statements)
	AD Final Rules, AD NRPM
	Civil Air Regulations (CARs)
	Exemptions
	Notices of Proposed Rulemaking (NPRM)
	Orders
	Special Conditions (Proposed), Special Conditions (Final)
	Special Federal Aviation Regulations (SFAR)
	Technical Standard Orders (TSO)
AIR-700	AD Final Rules, AD NRPM
	Civil Air Regulations (CARs)
	Continued Airworthiness Notification to the International Community (CANIC)
	Emergency Airworthiness Directives (EAD)
	14 CFR Part 21.8(d) / NORSEE Approvals
	Notices of Proposed Rulemaking (NPRM)
	Equivalent Levels of Safety (ELOS) Memoranda
	Special Airworthiness Information Bulletins (SAIB)
	Special Conditions (Final)
	Supplemental Type Certificates (STC)
	Technical Standard Order Authorizations (TSOA), Letters of Design Approval (LODA)
	Type Certificate Data Sheets (TCDS)
AIR-800	Unapproved Parts Notifications (UPN)
	Parts Manufacturer Approval (PMA) Supplements
	Unapproved Parts Notifications (UPN)

10. Questions and Answers.

- a. **What Do I Need to Do to Get Access to DRS?** Navigate to the [DRS website](#). DRS is a mobile-friendly system; users will have the best experience using Chrome, Edge, or Safari. DRS does not support Internet Explorer. FAA users must log into DRS through MyAccess to access internal-only documents.
- b. **Whom Do I Contact If I Have Questions About DRS?** DRS supports two types of feedback, system feedback and document feedback. For system feedback, submit your question using the “DRS Feedback” button in the application. For feedback related to the content of a specific document, open the document and click the feedback button in the top right corner. The message will be sent directly to the OPR.
- c. **Where Can I Find Additional Information About Using DRS?** Click on the “Help & Training” link on the DRS homepage. Several short videos and other resources help guide you through the different components associated with DRS.
- d. **Where Can I Find More Information About DRS?** More information is available at [DRS FAQs](#).

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NAILL
For Caitlin E. Locke
Executive Director
Aviation Safety
Aircraft Certification Service

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Appendix A. Administrative Information

- 1. Distribution.** This order is distributed to all AIR and other interested offices.
- 2. Authority to Change This Order.** The issuance, revision, or cancellation of the material in this order is the responsibility of AIR-1 or delegated authority.
- 3. Suggestions for Improvements.** Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to the Directives Management Officer at 9-AWA-AVS-AIR-DMO@faa.gov.

Your suggestions are welcome. Please use FAA Form 1320-19, Directive Feedback Information, in Appendix B, Directive Feedback Information.

- 4. Records Management.** Refer to the current GRS or FAA Records Retention and Disposition Schedule, or contact your respective Service Office Records Coordinator (RC) or File Custodian (FC) for guidance regarding retention/disposition of records.

Appendix B. 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 _____

To: Directive Management Officer, _____

(Please mark all appropriate line items)

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

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

☐ In a future change to this order, 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: _____