



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
International Affairs Policy

ORDER
PI 1300.22

Effective Date:
06/19/2022

SUBJ: Office of International Affairs (API) Business Management System (BMS)

1. **Purpose of this Order.** This order establishes and covers the maintenance and continual improvement of the Federal Aviation Administration's (FAA) API BMS. The BMS assists API in meeting its requirements and continuously improving its products and services. The BMS is part of everyday work processes in API and, as such, is an integral part of achieving our mission.
2. **Audience.** All API employees and contractors, as appropriate.
3. **Where Can I Find This Order?** FAA employees can find this order on the MyFAA employee 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. **Background.** API has employees in geographically dispersed locations working in support of, or directly related to, international affairs. Their tasks include but are not limited to providing travel support to FAA executives, negotiating and signing international agreements, and managing the FAA International Visitors Program. The products and services they deliver support the fulfillment of tasks, initiatives, and goals within the Office of Policy, International Affairs, & Environment (APL) business plan and the FAA's strategic objectives.
5. **Scope.** Though similar in form and function, the API BMS is not an ISO9001-certified Quality Management System. The scope of the BMS includes services and products associated with the implementation, guidance, and oversight of international activities. The BMS governs work performed by all personnel within the API organization.
6. **API Quality Policy.** API is committed to continuously improving relationships within the global aviation community to make the world safer, greener, and smaller every day. API fulfills this commitment by:
 - Responding to our stakeholders;
 - Bringing international perspectives to FAA policy;
 - Valuing the contributions of each employee; and,
 - Meeting the API Quality Objectives.
7. **API Quality Objectives.** The following quality objectives support API's continuing mission to provide the safest, most efficient aerospace system in the world.
 - Deliver the highest quality products and services;

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- Standardize and document core API processes;
 - Ensure employee BMS awareness, commitment, and adherence;
and,
 - Maintain and continually improve the BMS.
- 8. API BMS Manual.** API-001-001, *API Business Management System (BMS) Manual*, located on the API MyFAA employee website, further defines various BMS components, including definitions, roles and responsibilities, the interaction of processes, and the API organization structure.
- 9. Documented Processes.** API controls BMS process documents in accordance with API-001-002, *API Document Management*, located on the API MyFAA employee website along with the current versions of those API BMS process documents.
- 10. Authority to Change This Order.** The Executive Director of the Office of International Affairs (API-1) has the approval authority to change this order. The Director of Global Strategy and Mission Support (APX-1) manages the change process to this order.
- 11. Requests to Change This Order.** To recommend a change to this order, send a copy of FAA Form 1320-19, Directive Feedback Information (see Order 1320.1, FAA Directives Management), to 9-APL-APX-10-Correspondence@faa.gov. Form 1320-19 is attached to this order.
- 12. Distribution.** This order must be distributed within API.

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Carey Fagan
Executive Director (A), API-1
Office of International Affairs