

SUBJ: FAA ORGANIZATION – FIELD

1. Purpose. This supplement revises and updates the organization and functional statements for the Flight Standards Division.

2. Audience. All Federal Aviation Administration (FAA) employees and managers to the branch level in the Southern Regional Office and to all field offices and facilities.

3. Where Can I Find. This supplement revision can be found on the Directives Management System (DMS) website: <https://employees.faa.gov/toolsresources/ordersnotices/>.

4. Explanation of Changes.

a. To transfer Mississippi Field District Office (FSDO-07), Jackson, MS from Southern Regional Office to Southwest Regional Office.

b. To transfer Louisville Field District Office (FSDO-01), Louisville, Kentucky from Southern Regional Office to Central Regional Office.

c. To transfer Nashville Field District Office (FSDO-03), Nashville, Tennessee from Southern Regional Office to Central Regional Office.

d. To transfer Memphis Field District Office (FSDO-25), Memphis, Tennessee from Southern Regional Office to Central Regional Office.

e. To transfer Charlotte Field District Office (FSDO-33), Charlotte, North Carolina from Southern Regional Office to Eastern Regional Office.

f. To transfer Greensboro Field District Office (FSDO-05), Greensboro, North Carolina from Southern Regional Office to Eastern Regional Office.

g. To amend the title of Assistant to Division Manager to Program Manager.

h. To amend the branch name of ASO-250, Air Safety Regulations Branch to Technical Branch, ASO-230.

i. To amend the branch name of FSESO-31, Flight Standards Evaluation Services Office to Evaluations and Analysis Branch, ASO-290.

j. To insert the position of Senior Advisor-AW, ASO-202.D

k. To insert the position of Senior Advisor, ASO-201.A.

l. To delete Systems Program Management paragraph in its entirety.

4. DISPOSITION OF TRANSMITTAL. This transmittal should be retained.

PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
Page 253 (and 254) – SO2	01/31/07	Page 253 (and 254) – SO2	01/07/08
Page 256 (thru 300) SO1 thru SO13	01/31/07	Page 256 (thru 300) SO1 thru SO12	01/07/08



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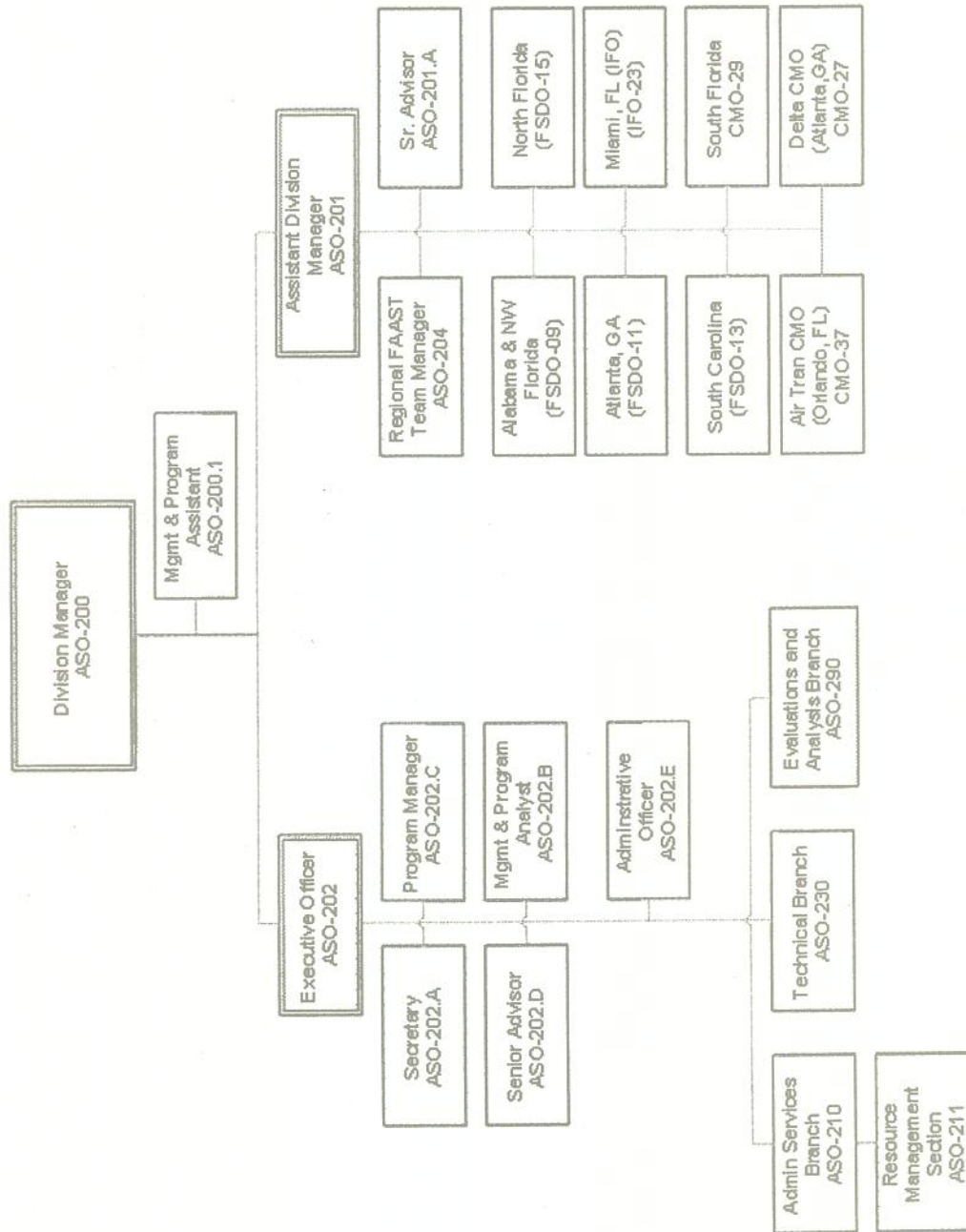
Manager, Flight Standards Division

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250e-SO1. Functions of the Flight Standards Division Management Staff. The following positions provide assistance to the Flight Standards (FS) Division Manager as well as technical assistance and administrative guidance to the regional branches and field offices as follows:

- a. Assistant Division Manager, ASO-201, is responsible for direct supervision of all Flight Standard District Office (FSDO), International Field Office (IFO), Certificate Management Office (CMO) Managers, and the Regional FAA Safety Team (FAASTeam) Manager.
- b. The Executive Officer, ASO-202, is responsible for direct supervision of all FS Division Branch Managers and Regional Specialists.
 - (1) Senior Advisor, ASO-201.A. Provides advice regarding Systems Approach to Safety Oversight (SASO), Quality Management System (QMS) and succession planning initiatives.
 - (2) Regional Specialist, ASO-202.B (Management & Program Analyst), provides organizational development and serves on special projects for Southern Region activities.
 - (3) Program Manager, ASO 202.C (formerly known as Assistant to the Division Manager, ASO-200.A), is responsible for strategic management, strategic and tactical planning, implementing and monitoring national programs that relate to the Flight Standards Division, other special assigned projects and serves as the Principle Advisor to the Executive Officer.
 - (4) Senior Advisor-AW, ASO-202.D, provides advice, analysis and evaluation of technical and international programs in the areas of Wide Spread Fatigue Damage; Aging Aircraft Safety, National Air Cargo, US/Canada Maintenance Implementation Procedures (MIP); Principal Maintenance Inspector Council; Outsourcing Oversight; Rulemaking and Guidance Development in Airworthiness Areas and Commercial Aviation Safety Team (CAST) Safety Enhancement efforts.
- c. The Regional FAA Safety Team Manager (RFM), ASO-204, is responsible for direct supervision of all FAASTeam Program Managers and serves as the central point of contact for the safety program activities within the Southern Region.

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FLIGHT STANDARDS DIVISION



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250f-SO1. Functions of the Administrative Services Branch (ASO-210)

- a. Provides staff assistance to the Flight Standards (FS) Division Manager and administrative assistance to the Flight Standards offices.
- b. Conducts management studies concerning organization, functions, delegations of authority, systems, procedures, cost-benefits, financial, etc., and evaluates related proposals.
- c. Participates in the regional appraisal program.
- d. Participates in administrative evaluations of FS regional and district offices. Participates as or appoints appropriate team leaders for scheduled evaluations.
- e. Manages the financial program, human resources program, training program, labor and employee relations program, performance and award program, acquisition program, systems program, and performs various miscellaneous administrative functions for the entire Southern Region Flight Standards Division program.

(1) Financial Program Management

(a) Provides guidance to FS offices in implementation of national and regional policies, programs, and standards pertaining to the provision of FS services, insofar as the budgetary process affects these items.

(b) Provides focal point for FS division budget formulation and execution. Controls funds allocated to the division and reallocate funds to branches/staffs/district offices; adjust obligation and authorization as program changes dictate; prepares FS quarterly budget reviews and related justification for changes in annual fund obligation authorization, etc. Reviews, evaluates, and coordinates FS budget estimates, work programs, and fiscal programs to determine responsiveness to national and regional program requirements and capability to execution within the funds and resources provided. Participates in the presentation and defense of the FS budget for regional and field activities.

(c) Serves as division focal point with the applicable regional financial office.

(2) Human Resources Program Management

(a) Monitors and analyzes FS staffing needs; exercises position management and recommends positions to be filled.

(b) Provides personnel management guidance to FS elements in areas such as position classification implementation of classification guidelines and position management.

(c) Ensures all FS selection lists, promotional, in grade/downgrade and internal placements are properly routed through ASO-700 and ASO-9 before being processed by ASO-14.

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(d) Serves as division liaison on all aspects of the Federal Personnel and Payroll System (FPPS). Analyzes and reviews all electronically-generated personnel actions ensuring completeness before forwarding to ASO-14 for processing.

(e) Responsible for obtaining Aviation Safety Inspector (ASI) referral lists from Oklahoma City.

(f) Develops and maintains monthly and quarterly personnel statistical reports.

(g) Provides advice and assistance regarding implementation of the core compensation pay plan within the FS offices.

(h) Serves as division focal point with the Aerospace Medical Division, ASO-300; Security and Hazard Materials Division, ASO-700; and Human Resource Management Division, ASO-10.

(3) Training Program Management

(a) Develops the regional FS training plan. Identifies the need of FS training.

(b) Distribution of quotas for field technical and management/general training.

(c) Distribution of quotas for headquarters technical and management/general training.

(d) Ensuring all enrollments are made.

(e) Manages regionally-arranged training funds by assessing regional needs and making determinations on office allocations and tracking distribution.

(f) Serves as FS division focal point for all inspectors on-the-job training (OJT) related issues, and monitors overall OJT programs for timely completion.

(g) Develops, establishes and implements regional OJT policies and programs consistent with national FS programs.

(h) Serves as division focal point with AFS-500, Flight Standards Training Division.

(4) Labor Relations Program Management

(a) Serves as focal point for Labor and Employee Relations and partnership initiatives at the regional level. Provides advice and guidance regarding the Flight Standards Management Team philosophy, contract and FAA order interpretation.

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(b) Serves as focal point for conduct, performance and disciplinary action programs at the regional level.

(c) Administers the division's affirmative action and special emphasis programs.

(d) Administers the division's affirmative action program, special emphasis program, equal employment opportunity program, and division point of contact for the Accountability Board.

(5) Performance/Awards Program Management

Administers the Regional Flight Standards Incentive Awards Program, and serves as focal point for all National Awards. Serves as the division's principal point of contact for matters relating to performance management.

(6) Acquisitions Program Management

(a) Reviews FS office recommendations concerning space and renovation requirements, telecommunication services and government vehicle acquisition.

(b) Serves as the division's principal point of contact on matters relating to PRISM for preparation of purchase requests.

(c) Serves as division focal point with the Logistics Division, ASO-50.

(7) Miscellaneous Administrative Management

(a) Performs the duties assigned and provides representation for FS division in the following areas: Directives Management Representative (DMR), Forms Liaison Officer, Reports Control Officer, Records Coordinator, Security Liaison Representative, Unsatisfactory Condition Report Coordinator, Distribution Representative, Property Custodian, EEO Coordinator, Regional Ethics Coordinator and Lead Quality Assurance Representative for the Labor Distribution System Reporting.

(b) Provides guidance for issuance of all FS travel orders for training, meetings, foreign travel, actual expense and temporary duty as required. Issues permanent change of station orders.

(c) Responsible for development and implementation of vital records program for the division.

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250f-SO5. Functions of the Technical Branch, ASO-230 (formerly known as Air Safety Regulations Branch, ASO-250).

a. The Operations Section provides staff assistance to the division and technical assistance to the Flight Standards offices with respect to:

(1) The inspection, certification and surveillance of air carriers, commercial operators, agricultural, industrial private and other general aviation operations.

(2) The inspection, certification and surveillance of system-wide flight operations and airworthiness activities of U.S. air carriers and commercial operators headquartered in the geographic area of the region served by the region; and providing assistance as requested by the certificate-holding regions in inspection and surveillance of air carriers and commercial operators.

(3) The inspection and surveillance of foreign aircraft operations.

(4) The certification and surveillance of general aviation airmen and pilot examiners.

(5) Assures the prompt investigation and reporting of service difficulties, complaints and violations of the Federal Aviation Regulations (FARs).

(6) Develops and recommends to the Division Manager regional directives implementing agency-wide policies and standards or prescribing regional goals, program standards and areas of emphasis to guide field office planning and performance.

(7) Determines the need for and makes recommendations for new or amended regulations, policies or procedures.

(8) Evaluates the effectiveness of field execution of assigned programs.

(9) Participates in the enforcement program by reviewing and coordinating on Enforcement Investigation Reports (EIRs) with the Flight Standards offices and the Assistant General Counsel. Also represents Flight Standards during informal conferences.

(10) Participates in the development of Flight Standards' training program through formal and informal coordination with the training program manager in the Administrative Services Branch, ASO-210.

b. The Airworthiness Section provides staff assistance to the division manager and technical assistance to the Flight Standards offices with respect to:

(1) The inspection, certification and surveillance of system-wide airworthiness and flight operations activities of U.S. air carriers using large airplanes [Federal Aviation Regulation (FAR) 121 and 125 operators], air taxi/commercial operators (FAR 135), agriculture, commercial, industrial, private, and other general aviation operations headquartered in the geographic area of the Southern Region.

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(2) Providing assistance, as requested, for the geographic area surveillance and inspection of certificates held in other regions, such as FAR 121 and 125 operators using large airplanes and FAR 135 operators conducting operations in the Southern Region.

(3) The continued inspection and surveillance of foreign air carriers/aircraft and the issuance of operations specification to those foreign carriers making application within the geographic area of the Southern Region in accordance with FAR 129.

(4) The examination, certification and surveillance of all categories of maintenance airmen and related examiners, air agencies and designated representatives of the Administrator.

(5) The recurrent certification and continued airworthiness of small and large aircraft.

(6) The certification, recurrent certification and continued compliance of foreign repair stations.

c. Assists in the development, approval and monitoring of the airworthiness and operations inspector training.

d. Participates in the Aircraft Evaluation Group, Flight Operations Evaluation Board, Maintenance Review Board, etc. and other regional or headquarters boards or programs as required.

e. Participates in the compliance and enforcement program.

f. Evaluates the effectiveness of field execution of assigned programs.

g. Manages the region's assigned agency aircraft program.

h. Provides staff assistance to the division manager on all matters pertaining to the foregoing function.

i. The Runway Safety Program Manager is responsible for Flight Standards Division Region-wide Runway Safety Program and is the liaison between the Regional Safety Program Manager and Flight Standards field offices for all runway safety initiatives.

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250f-SO6. Functions of the Evaluation and Analysis Branch, ASO-290 (formerly known as Flight Standards Evaluation Services Office, FSESO-31). Provides regional evaluation services, both technical and administrative, of Flight Standards Offices and those aviation operators operating within the Southern Region, subject to Federal Aviation Regulations administered by the Flight Standards Service. The office:

- a. Plans, schedules, and conducts (with assistance of field inspectors) evaluations to determine extent of compliance by the aviation community to Federal Aviation Regulations and the provisions of the certificates held.
- b. Determines extent of compliance with national and regional programs, policies, standards and procedures.
- c. Develops comprehensive reports that document findings and identify weaknesses in certificate management activities.
- d. Provides a tracking system to assure timely and appropriate closure action on all findings.
- e. Analyzes evaluation results to identify trends that may be indicative of systems' weaknesses in our oversight programs.
- f. Recommends new or revised laws, rules and national policies and procedures to enhance the agency's safety posture.
- g. Serves as focal point and manages the Department of Defense Commercial Air Carrier Quality and Safety Review Program for the division.
- h. Serves as focal point and manages the Air Carrier Evaluation Program (ACEP) for the division.
- i. Serves as focal point and manages the Office Evaluation Program for the division.
- j. Serves as focal point for evaluations and audits conducted by other external organizations [Office of the Inspector General (OIG), General Accounting Office (GAO), etc.] relating to division programs.
- k. Conducts special studies as directed.
- l. Provides support for implementing the Flight Standards Strategic Plan.
- m. Serves as focal point and monitors the Surveillance and Evaluation Program (SEP) for the Division on administrative program impact and resource support.

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250f-SO7. Flight Standards District Offices (FSDOs) and Certificate Management Offices (CMOs).

a. The following are Flight Standards office functional duties:

(1) Certification, inspection and surveillance of air carriers, commercial operators, supplemental air carriers and air agencies which include repair stations, flight and mechanic schools and parachute lofts.

(2) Inspection and surveillance of flight operations and maintenance activities, sport parachute jumping and facilities of agricultural, industrial, business and executive operators, flying clubs, non-certified maintenance facilities and schools, air shows and other general aviation operators.

(3) Examination, certification and surveillance of maintenance and operations airmen which include mechanics, authorized inspectors, parachute riggers, pilots of all types, flight and ground instructors and designated examiners.

(4) Examines and certifies air carrier airmen, including airline transport pilots, flight engineers, flight navigators, aircraft dispatchers and mechanics.

(5) Recurrent certification and continued airworthiness inspections of the operations and maintenance programs and facilities whose certificates are held by the Flight Standards office.

(6) Investigation and surveillance of operations and maintenance practices and facilities of operators headquartered in other districts or regions, but conducting operations or maintenance within the Flight Standards office area.

(7) Approves major repairs and alterations to aircraft and components within policy guidelines.

(8) Conducts operational surveillance of airports within assigned geographical area.

(9) Takes necessary action to ensure full compliance with Federal Aviation Regulations with national and regional policies and criteria and sound safety practice. This includes the General Aviation Accident Prevention Program, investigation of accidents, incidents and complaints; the filing of violation reports and emergency suspensions of airmen, air carriers, air taxis, commercial operators, or air agency certificates; and develops the Flight Standards position on the recommended sanction.

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(10) Certifies or approves air carrier operations practices, including airport use, establishment or use of dispatch and meteorological facilities, aircraft emergency evacuation procedures, etc.

(11) Conducts en route inspections.

(12) Determines the need and makes recommendations for new or amended regulations, policies, and procedures.

(13) Issues export authorizations for aeronautical products.

(14) Issues waivers and deviations as provided within appropriate guidelines.

(15) Coordinates with Flight Standards Evaluation Services Office team during scheduled inspections and takes necessary action to correct deficiencies set forth in their reports.

b. Location and Boundaries of Flight Standards District Offices (FSDOs), Certificate Management Offices (CMOs) and International Field Office (IFO). The location and boundaries of each FSDO under line supervision of Flight Standards Division are defined as follows:

(1) Alabama and Northwest Florida, Birmingham, AL - FSDO-09. The State of Alabama and the panhandle of Florida, from Mobile, AL, east to the Apalachicola River.

(2) Atlanta FSDO, College Park, GA - FSDO-11. The State of Georgia.

(3) South Carolina FSDO, Columbia, SC - FSDO-13. The State of South Carolina.

(4) North Florida FSDO, Orlando, FL - FSDO-15. The northern, central and western portion of the state of Florida with the northwest boundary defined by the Apalachicola River and the counties of Lee, Charlotte, Desoto, Highland, Okeechobee and St Lucie as the southern boundary.

(5) South Florida FSDO, Miami, FL – FSDO-19. The South Florida FSDO has the responsibility for the counties of Broward, Glades, Hendry, Martin, Palm Beach, Dade, Collier and Monroe in the Status of Florida, Puerto Rico and the U.S. Virgin Islands.

(6) Miami IFO, Miami, FL – FSDO-23. See paragraph 250f-SO8b. below.

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(7) Delta Certificate Management Office, Atlanta, GA - CMO-27. The Delta Certificate Management Office has the safety oversight responsibility for Delta Airlines, Atlantic Southeast Airlines and COMAIR Airlines.

(8) AirTran CMO, Orlando, FL – CMO-37. The AirTran Certificate Management Office has the safety oversight responsibility for AirTran Airlines which is based in Orlando, Florida.

(9) South Florida CMO, Miami, FL – SO-29. The South Florida CMO has the safety oversight responsibility for all FAR Part121/125 aircarriers, which are based in Florida, Puerto Rico and the US Virgin Islands. The boundaries include all of the state of Florida, Puerto Rico and the US Virgin Islands, except the panhandle of Florida west of Apalachicola River.

250f-SO8. Flight Standards International Field Office (IFO).

a. The following is Flight Standards International Field Office functional duties:

(1) Conducts assessments of foreign civil aviation authorities (CAA), evaluating their infrastructure for its capability to effectively oversee the operations and maintenance functions of its air carriers. Evaluates the CAA and air carrier posture with respect to International Civil Aviation Office (ICAO) standards and recommended practices. Advises FAA headquarters elements of the finding of these assessments through the writing of detailed trip reports and analyses.

(2) Certification, inspection and surveillance of foreign air carriers operating into the United States. Certification, surveillance, and inspection of foreign air carriers operating U.S. registered aircraft in common carriage outside the United States.

(3) Initial certification, surveillance and annual recertification of all foreign repair stations located in the assigned area of responsibility.

(4) Works closely with the Department of Transportation (DOT) Foreign Licensing Division during the initial certification of Federal Aviation Regulation Part 129 air carriers to ensure an adequate level of capability and safety prior to the DOT issuance of economic authority to the applicant air carrier.

(5) Conducts informational meetings and briefings with representatives of FAA Headquarters' elements, Department of Transportation, Department of State and other interested parties in order to clearly define the capability of foreign aviation authorities and foreign air carriers and to provide technical advice related to the approvals, authorizations and operating information necessary to conduct safe operations.

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(6) Recurrent certification and continued airworthiness inspections of the operations and maintenance programs and facilities of air operators and air agencies whose certificates and operations specifications are held by the field office.

(7) Surveillance of operations and maintenance practices of operators headquartered in other districts or regions, but conducting operations or maintenance within the field office area.

(8) Approve major repairs and alterations to aircraft and components within policy guidelines.

(9) With respect to assigned air carriers and air agencies, takes necessary action to ensure full compliance with Federal Aviation Regulations with national and regional policies, criteria and sound safety practices. This includes the investigation of accidents, incidents and complaints; the filing of enforcement investigation reports including routine and emergency suspensions of airmen, air carriers, commercial operators and air agency certificates; as well as developing the Flight Standards position on the recommended sanctions.

(10) Conducts geographic surveillance on airports, U.S. air carriers and other foreign operators within assigned geographical area.

(11) Evaluates or approves foreign air carrier operations practices including airport use, establishment or use of dispatch and meteorological facilities, maintenance programs and minimum equipment lists.

(12) Conducts enroute inspections routinely on U.S. air carriers and as directed on foreign air carriers.

(13) Determines the need and makes recommendations for new or amended regulations, policies, and procedures.

(14) Issues export authorizations for aeronautical products.

(15) Issues waivers and deviations as provided within the appropriate guidelines.

(16) Provides technical advice to foreign civil aviation authorities for certification of air carriers, air agencies and airmen. Communicates with foreign civil aviation authorities to explain and interpret Federal Aviation Regulations and International Civil Aviation Office (ICAO) Standards and Recommended Practices.

(17) Provides technical expertise, knowledge and assistance for the development of foreign civil aviation organizations.

(18) Develops and participates in aviation safety related seminars, informational discussions and workshops to further the objectives of global aviation safety.

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(19) In association with FAA headquarters, aids in the development, presentation and execution of technical assistance programs for foreign civil aviation authorities that have demonstrated deficiencies and have requested such assistance.

(20) Conducts training of FAA geographic inspectors on policies and procedures used during certification and surveillance of foreign air carriers.

b. Location and Boundaries of Flight Standards International Field Office (IFO). Miami International Field Office, Miami, FL - (FSDO-23). The IFO has the primary responsibility for:

(1) Surveillance, certification and investigation activities in the geographic area assigned to the Southern Region which is outside the 12-mile limit of United States airspace or in the countries listed below, and

(2) Administration of the International Aviation Safety Assessment (IASA) program responsibilities delegated to the Southern Region for the countries listed below:

(a) The countries of South America including: Columbia, Ecuador, Peru, Venezuela, Guyana, Suriname, French Guinea, Brazil, Bolivia, Paraguay, Argentina, Chile, and Uruguay.

(b) The countries of Central America, including Belize, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, and Panama.

(c) The countries of Jamaica, Cuba, Dominican Republic, Haiti, Bahamas Islands, and Cayman Islands. The Lesser Antilles, including the British Virgin Islands, Anguilla, St. Martin, Antigua and Barbuda, Dominica, Barbados, St. Lucia, Grenada, Montserrat, St. Vincent and the Grenadines, St. Kitts and Nevis, Trinidad and Tobago, Aruba, the Netherlands Antilles, and the French States of Martinique and Guadeloupe.

NOTE. A memorandum of understanding exists between the South Florida FSDO (formerly Miami FSDO) and Miami IFO concerning limited geographic responsibility for the Miami IFO.