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ARM 002-002-WI

Exemption Process Work Instruction

Purpose

The purpose of the Exemption Work Instruction is to provide guidance to the reader on the procedures used by the Federal Aviation Administration, Office of Rulemaking to process petitions for exemption.

Scope

The work instruction provides the tools necessary to successfully complete an exemption project, including how to initiate the project, how to respond to a petition, what offices are involved, how the public is kept informed and notified, and other information you will need to complete the exemption.

Related Document

AVS-002-009, Exemption Process

Approval:



Director, Office of Rulemaking

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REVISION HISTORY

Rev		
0	Original –This revision replaces the Exemption Manual ARM- 001-013 – revision 9	10/16/08
1	Major Revision. Removed outdated information and added new information regarding the electronic coordination process for petitions for exemption. In addition, updated information regarding closeout process (section 9.0) Added sentence to document tracking process of exemption projects and deleted the “Note” reference to the ARM Document Quality Reports (OFI’s from September 2007) P-11-95.	5/26/11
2	Minor revisions: Updated Appendix A to reflect appropriate OPRs	9/28/12
3	Minor revisions: Updated hyperlinks and revised the Regulatory Responsibility list. In addition, added language stating “immediately upload draft document into Hummingbird upon receipt” to address CAR C-12-574.	8/13/13
4	Added language to page 4 addressing high-volume petitions for exemption.	1/14/16

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Proprietary Statement: The Office of Rulemaking (ARM) often receives petitions for exemption and solicits comments and/or information during the exemption process, all of which may contain proprietary or private information. Generally, all information used in the exemption process must be available to the public and thus placed in the docket. However, if information furnished contains proprietary or private information, and if the petitioner or commenter requests that certain information be withheld or reasonably separated, the Federal Aviation Administration (FAA) will make every effort to accommodate their privacy, in accordance with 14 CFR 11.35(b). If proprietary information is received in ARM, it is forwarded to the Office of Primary Responsibility (OPR). Any remaining information will be stamped “Proprietary Information” and placed in the project folder.

Exemption Quality Management

Exemption project management is an essential part of the Quality Management System (QMS). It is the means for the ARM analyst to ensure quality of a specific exemption project by controlling and tracking that project. To ensure a level of quality for document management and preparation, the ARM analyst applies Quality Standards to exemption documents.

Quality Standards for Exemptions

All documents must be technically accurate and reflect agency decisions. Additionally, the FAA’s response must provide a clear, reasonable, and appropriate explanation. Consider the following guidelines when preparing a quality document:

1. Proper and consistent format
2. Appropriate and accurate regulatory citations
3. Properly reference the petitioner’s request
4. Typographical accuracy
5. Have all precedents been considered
6. Is the response appropriate for the audience
7. Is an exemption the appropriate response
8. Has the petitioner’s entire request been addressed
9. Was the document appropriately coordinated
10. Is the document written in plain language

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In addition to meeting the quality requirements of a rulemaking action, the document that presents that rulemaking to the public must meet ARM’s quality standards for documents.

 Your references for preparing quality documents are: the [FAA’s writing standards](#) and the *Federal Register* [Document Drafting Handbook](#).

NOTE: The Exemption Work Instructions provide the acceptable practices and procedures for processing petitions for exemption. This document addresses the generally acceptable practices and procedures when considering and generating FAA response documents.

Because exemption documents vary in complexity, there are occasions when these practices and procedures will not support FAA critical mission needs. The Director of the Office of Rulemaking (ARM) may authorize deviations from the Exemption Work Instructions as necessary to address special circumstances such as emergency petitions, high volume of petition submissions, or other situations that may require a deviation. In these cases, ARM’s Director will sign a memo for the record providing the background and justification for the deviation, and information on the procedural deviation(s) used. ARM will file memos for broad deviations in a main office file, and file deviations only affecting one or two projects in the project’s file folder.

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LIST OF USEFUL ACRONYMS AND ABBREVIATIONS

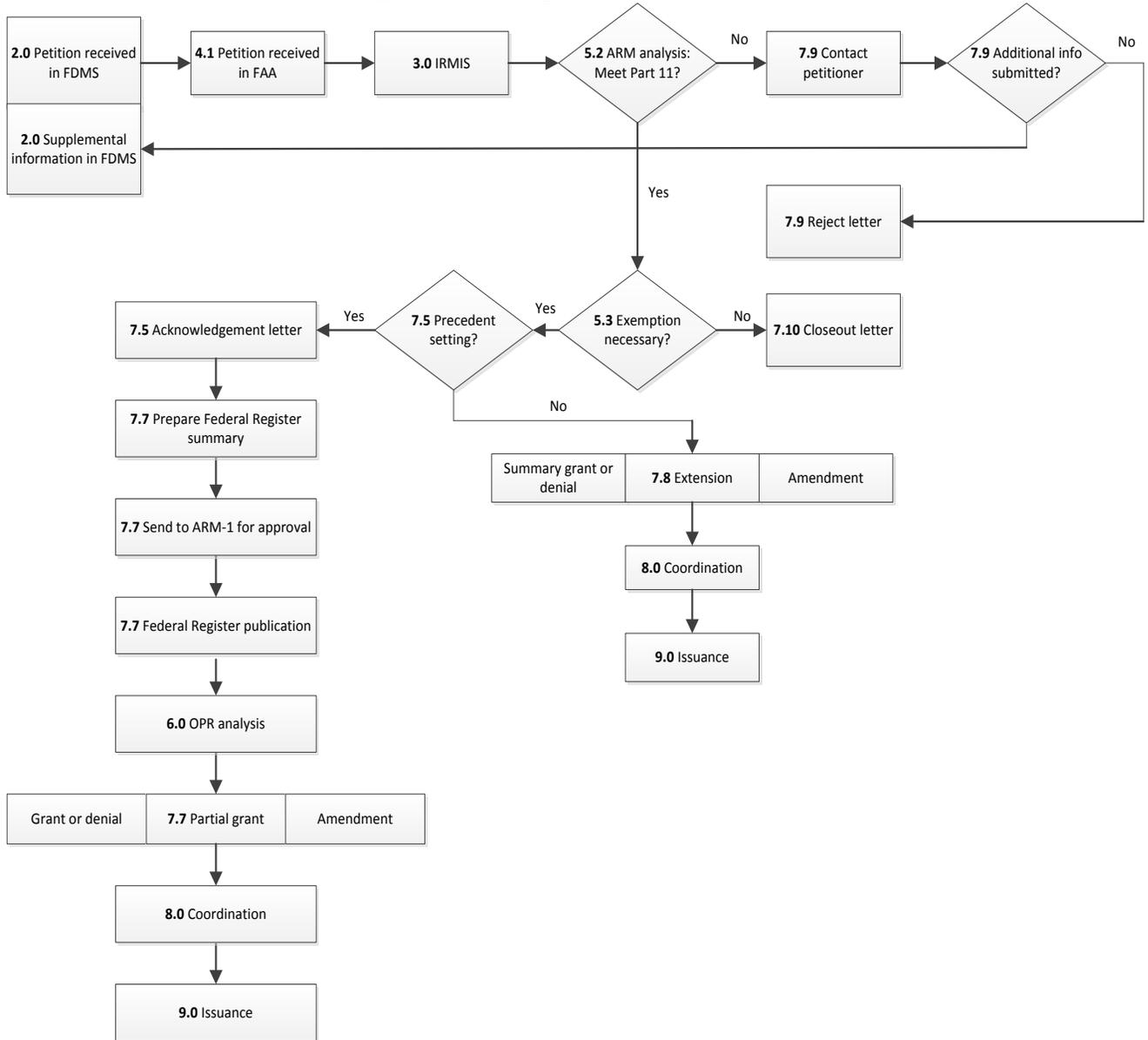
14 CFR	Title 14, Code of Federal Regulations
AAM	Office of Aerospace Medicine
AAS	Office of Airport Safety and Standards
AC	advisory circular
ACE	Aircraft Certification Service, Small Airplane Directorate (Central Region)
AD	airworthiness directive
ADA	Office of the Deputy Administrator
AEE	Office of Environment and Energy
AES	Automated Exemption System
AFARS	Automated Federal Aviation Regulation Subsystem
AFS	Flight Standards Service
AGC	Office of the Chief Counsel
AIR	Aircraft Certification Service
ANE	Aircraft Certification Service, Engine and Propeller Directorate (New England Region)
ANM	Aircraft Certification Service, Transport Airplane Directorate (Northwest Mountain Region)
AOA	Office of the Administrator
AJW	Technical Operations Services
APO	Office of Aviation Policy and Plans
APP	Office of Airport Planning and Programming
AQP	Advanced Qualification Program
ARM	Office of Rulemaking
AST	Office of Commercial Space Transportation
ASW	Aircraft Certification Service, Rotorcraft Directorate (Southwest Region)
AJV	Air Traffic Airspace Management Program
AVS	Aviation Safety
CFR	Code of Federal Regulations
DOT	Department of Transportation
FAA	Federal Aviation Administration
FDMS	Federal Docket Management System
FR	Federal Register
ICAO	International Civil Aviation Organization
IRMIS	Integrated Rulemaking Management Information System
OFR	Office of the Federal Register
OPR	Office of Primary Responsibility
USPS	United States Postal Service

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Figure 1: Exemption Process



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1.0 INTRODUCTION

A petition for exemption is a request from a person seeking relief from a Federal Aviation Administration (FAA) regulation. These regulations are found in [Title 14, Code of Federal Regulations \(14 CFR\), Aeronautics and Space](#).

An exemption product is the agency decision document in response to the petitioner's request for exemption. A complete decision document must have the following fields:

1. The statement of grant or denial;
2. The appropriate 14 CFR parts;
3. The signature of the appropriate FAA official;
4. The date of the grant or denial;
5. The appropriate docket number(s);
6. The exemption number; and
7. The expiration date for a grant, if applicable.

Persons petitioning for exemption must use the procedures found in [14 CFR part 11](#), Petition for Rulemaking/Petition for Exemption. This part outlines the steps that petitioners must follow for their petition to be considered by the FAA. Specifically, [§§ 11.63](#) and [11.81](#) tell the petitioner how and to whom to submit the petition and what information must be included in the petition.

1. An exemption project starts when a petition is posted to the Federal Docket Management System (FDMS) in accordance with part 11.
2. For electronic submissions, the petitioner must submit the petition to the FAA through the Internet using [FDMS](#).
3. For paper submissions, the petitioner must submit the original signed copy of the petition for exemption to the U.S. Department of Transportation, Docket Operations, 1200 New Jersey Avenue, S.E., West Building, Ground Floor, RM W12-140, Washington, DC 20590.
4. Occasionally, petitioners mail or fax petitions and supplemental information directly to the FAA. If an FAA office receives a document that has not been placed in the public docket, that office is responsible for routing the original document and all duplicates to ARM. ARM then submits the information to FDMS. Alternatively, ARM could contact the petitioner to request that the petition be submitted electronically.

ARM coordinates the FAA's response to a petitioner's request for exemption among offices within the FAA and tracks the progress of the response. ARM serves as liaison among the Office of the Chief Counsel (AGC), the OPR, and any contractor assisting ARM in processing exemptions. (See [APPENDIX A](#) to this document for detailed procedures and responsibilities for engaging contractors.)

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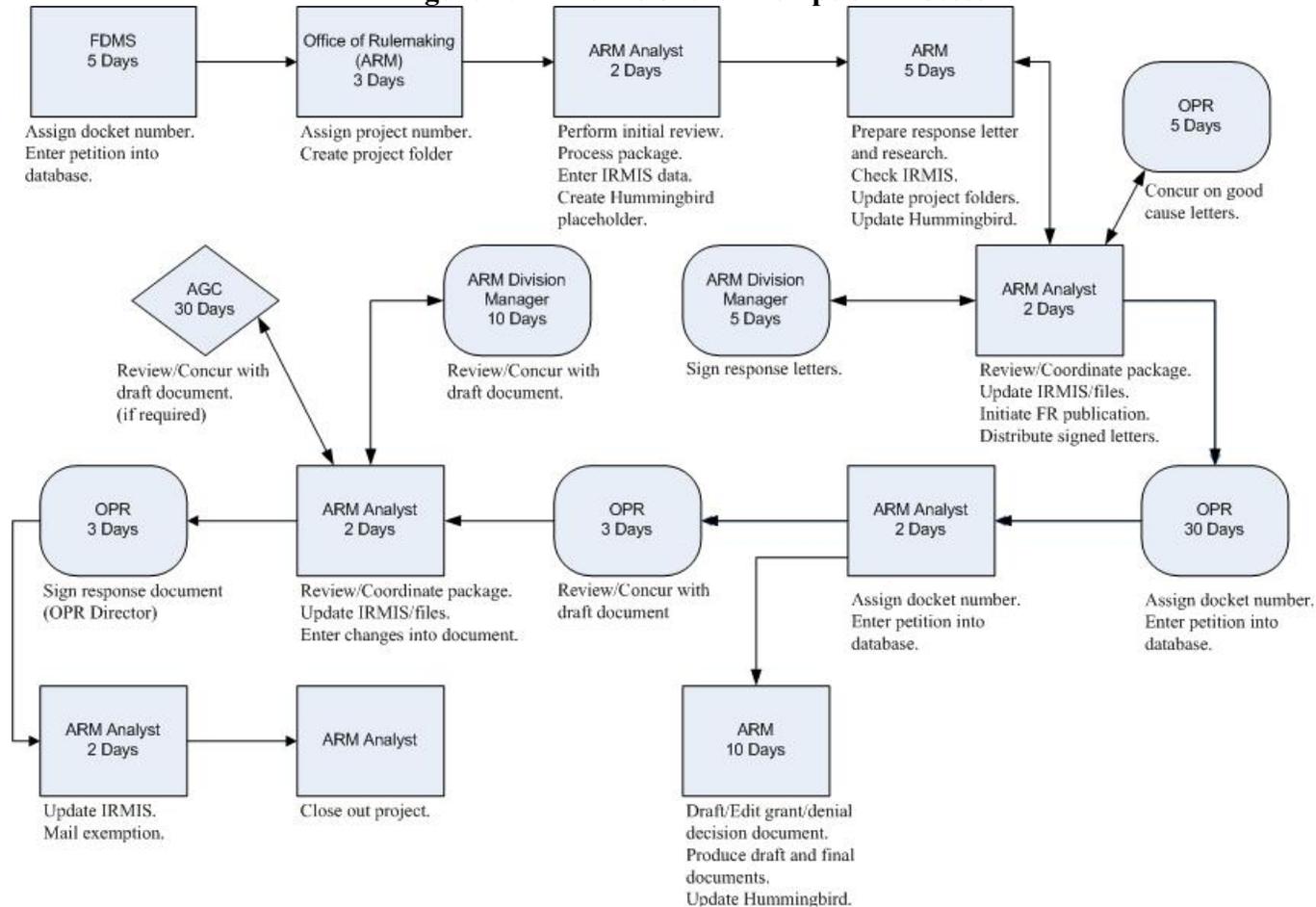
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ARM has two divisions: the Airmen and Airspace Rules Division (ARM-100) and the Aircraft and Airport Rules Division (ARM-200). Each division is responsible for processing petitions for exemption in its area of expertise. Those areas of expertise are defined according to the section of the regulations from which a petitioner requests an exemption. These designations are outlined in [APPENDIX A](#).

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Figure 2: Timeline of the Exemption Process



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2.0 FEDERAL DOCKET MANAGEMENT SYSTEM

2.1 What is FDMS?

[FDMS](#) is an electronic docket management system. It allows the public to submit petitions for exemption and/or comments to the FAA.

2.2 How does FDMS work?

After receiving a petition, U.S. Department of Transportation (DOT) assigns a regulatory docket number to the petition. If DOT receives a paper submission, it stamps the date of receipt on the document and enters the petition in the electronic public docket at [FDMS](#).

2.3 How do I search for a new petition in the docket and document the results?

The ARM administrative staff checks FDMS on a daily basis and prints a report.

1. Go to [FDMS](#).
2. Select “Advanced Search” link.
3. Enter the date range into the “Posted Date from” fields.
4. Using the Find Agency text box, type “FAA”.
5. Select “Search”.
6. Order postings chronologically.
7. Change “Records Per Page” to the maximum per page.
8. Print the results.
9. Write the date range on top of this report and note how many petitions/supplemental documents are posted. **NOTE:** this report is retained for 6 months.

2.4 Other than petitions, what will I find in the docket?

The DOT dockets contain items, and sometimes you will find items that do not make sense or seem incorrectly docketed. Call the Docket Operations Office, at 202-366-9826 to discuss these issues. As a rule, all misdocketed items should be resolved.

In addition to new petitions, which are assigned new docket numbers in FDMS, other kinds of documents may be submitted to an already existing docket. A petitioner may provide additional information in support of a petition. Additionally, other members of the public may submit comments to the docket, either in support of or opposition to the petition. The FAA also submits documents to FDMS for inclusion in a particular docket.

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These documents include Federal Register notices of publication, decision documents (such as a grant or denial of exemption), and records of conversation.

NOTE: Any correspondence between the FAA and the petitioner must be documented in FDMS using a record of conversation. For example, if the petitioner and a representative from the OPR discuss an exemption request, the OPR must document that discussion and have ARM forward a copy of the document to FDMS to be uploaded.

3.0 Management Information Systems

3.1 What is the Integrated Rulemaking Management Information System (IRMIS)?

[IRMIS](#) is an internal internet-accessible project management system the FAA uses to manage exemption and rulemaking projects. ARM uses [IRMIS](#) to track the progress of exemption projects.

3.2 What is Hummingbird?

Hummingbird is the online document management system used by the FAA to control, maintain, and store documents. It works like a virtual library. Users can upload documents, check out documents for editing, or add new versions of existing documents. ARM uses it to store and share exemption and rulemaking documents. [Hummingbird](#) is accessible through [IRMIS](#),

3.3 How do I create a new project in IRMIS?

1. Open IRMIS, select “Petitions for Exemption/Petitions for Rulemaking Module”; and select “Petition Entry Wizard” in the left navigation bar from the top left side of the screen. The “Petition Entry Wizard” page will come up.
2. Enter the petition type (Exemption or Rulemaking), the date posted in FDMS and the Docket Number. (choose Next)
3. Enter all the Submitter/Contact/Petitioner information provided. You may add additional participant(s) by clicking the Add button. (choose Next)
4. Enter CFR Part Information. (choose Next)
5. Enter the CFR Summary Information. (choose Next)
6. Enter the ARM analyst assigned to the petition in the “ARM Analyst” field. Enter the OPR. Add a summary of the petition and sections of the CFR in the Abstract field. (choose Next)
7. Select “Save and Open Project.”

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3.4 How do I create a Hummingbird placeholder document in IRMIS?

1. Immediately upload draft document into Hummingbird upon receipt.
2. Select “Create Decision Stage” from View End Product screen.
3. Select appropriate decision stage from the drop down box.
4. Select “Save New Stage.”
5. Select “Create Doc.”
6. Select “Save Stage Info.”

3.5 How do I replace the “placeholder” with the first draft in Hummingbird?

When a new document is created for an exemption project, make it available in IRMIS by uploading it to Hummingbird. The first document created for an exemption project, such as an acknowledgment letter, replaces the “placeholder” document. It has the same Hummingbird number. Each additional document, such as a grant, denial, or summary grant, has a new Hummingbird number.

To replace the placeholder—

1. Save the new document to your desktop.
2. Go to [Hummingbird](#).
3. In the “Search” field, type the Hummingbird number and select “Go.”
4. Select “Check In.”
5. Select “Browse” and choose appropriate document.
6. Select “Save.”

3.6 How do I upload a new document into Hummingbird (i.e., a document without a Hummingbird number)?

1. Select “Import Document” from the top right side of the screen.
2. Select the appropriate application for the “Document Profile.”
3. Complete all fields in red font. Complete the “Project Number” and “Docket Number” fields to link a project from Hummingbird to IRMIS.
4. Select “Create Document.” Hummingbird will generate a profile with a “Doc #.”

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- a. Note this number and enter it in the associated project in the “Doc No.” field of IRMIS.
- b. Select “Save Stage Info.” “View Doc Text” and “View Doc Profile” options will appear.

3.7 How do I print an IRMIS resume for the project folder?

1. Select “End Product Resume” from left side of screen.
2. Select “Print.”

4.0 CREATING A PROJECT FOLDER

4.1 How are project folders organized?

When a new petition for exemption is received in FDMS, ARM administrative staff prints 3 copies, enters the petitioner’s information into IRMIS to get a project number, and prepares project folders (except for petitions processed by the Civil Aviation Registry (AFS-700) and the AIR directorates; those petitions are sent directly to AFS-700 in Oklahoma City, Oklahoma, or the appropriate AIR directorate for processing). The ARM administrative staff prepares the orange circulation folder to coordinate the petition within the FAA, and the brown project folder, which is maintained in ARM.

Two types of project folders are created: (1) folders for petitions for exemption and (2) folders for petitions for rulemaking. Both are constructed identically except that orange coordination folders are used for petitions for exemption and red coordination folders are used for petitions for rulemaking. See Rulemaking Work Instructions for procedures for petitions for rulemaking.

The folders for each petition for exemption will consist of one orange folder and one brown folder. Each petition for rulemaking will consist of one red folder and one brown folder.

After the project folders are created, the ARM analyst routes the orange folder to offices within the FAA for concurrence and signature or to ARM contractor support (if necessary).

The brown folder is used as the ARM office file copy of the exemption folder when the project is finished. It is also used to reconstruct the orange/red folder if the project is lost. While a project is being processed, the brown folder is filed at the desk of the ARM analyst responsible for processing the exemption.

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4.2 How do I create a project folder?

1. Print three copies of the new petition.
2. Print three copies of the Submitter Information sheet.
3. Staple one copy of the new petition on top of the corresponding Submitter Information sheet.
4. In the top, right-hand corner of the petition, label with the ARM-100 or ARM-200, as appropriate and underneath that, list the OPR (see [APPENDIX A](#)).
5. Staple one copy of the petition and Submitter Information sheet to the right side of an orange folder and place the other in the brown folder.
6. Give the third copy of the petition to ARM management for review.
7. On the left side of the orange folder, staple a copy of the IRMIS resume. When processing a project, the right side of the folder is for the petition and decision document only. Everything else is clipped to the left side.
8. Print identical labels for both folders.

NOTE: Type the information from the IRMIS resume onto a label in the following format:

Wisconsin Dept FAA-2003-16234
of Administration OPR-XX-XXX-E

9. Attach the labels to the right side of the top of the folder.
10. Deliver the orange folder, along with its associated brown folder, to the ARM analyst who is responsible for processing it.

5.0 ARM ANALYSIS

5.1 What are ARM's responsibilities?

When the ARM analyst receives a new exemption project, that individual performs an analysis to determine how the project should proceed. This analysis involves an approach that –

1. Determines if the petition meets the requirements of part 11;
2. Determines if the petition is necessary;
3. Gathers background information on the petition; and

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4. Makes a recommendation as to whether the petition sets a precedent. (See [Figure 1.](#))

5.2 Does the petition meet the requirements of part 11?

Part 11, among other things, governs the requirements of petitions for exemption. The ARM analyst's first task once a folder has been created and assigned is to determine if the petition meets part 11's requirements. The ARM analyst is particularly interested in §§ [11.63](#) and [11.81](#).

Section [11.63](#) requires the petitioner to submit the petition at least 120 days before the proposed effective date of the exemption. If the petitioner submits the request less than 120 days before the proposed effective date, the ARM analyst must determine whether the petition should be expedited or whether it should be processed in the order it was received.

Section [11.63](#) also instructs a petitioner to submit all petitions for exemption to [FDMS](#), including those processed by FAA directorate offices or AFS-700. After DOT assigns a docket number, ARM forwards such a request to the appropriate office for processing; however, most petitioners are aware that AFS-700 and the AIR directorates process certain petitions for exemption and, therefore, send requests directly to those offices. When this occurs, the office receiving the petition must submit a copy of the petition to [FDMS](#) and obtain a regulatory docket number from DOT. The office that processes the petition also is responsible for—

1. Submitting a summary of the petitioner's request to ARM to be published in the Federal Register (if precedent setting),
2. Providing ARM with a copy of the decision document to upload to [FDMS](#).

Section [11.81](#) requires the petitioner to include the following information:

1. The petitioner's name and mailing address (other contact information such as a fax number, telephone number, or email address may also be submitted, but is not required);
2. The specific section or sections of 14 CFR from which the petitioner seeks an exemption;
3. The extent of relief the petitioner seeks, and the reason the petitioner seeks the relief;
4. The reasons why granting the petitioner's request would be in the public interest; that is, how it would benefit the public as a whole;

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5. The reasons why granting the exemption would not adversely affect safety, or how the exemption would provide a level of safety at least equal to that provided by the regulation from which the petitioner seeks the exemption;
6. A summary stating—
 - a. The regulation from which the petitioner seeks the exemption; and
 - b. A brief description of the nature of the exemption the petitioner seeks;
7. Any additional information, views, or arguments available to support the petitioner’s request; and
8. If the petitioner wants to exercise the privileges of its exemption outside the United States, the reason why the petitioner needs to do so.

NOTE: When a petitioner requests relief to exercise the privilege of its exemption outside the United States (§ [11.83](#)), the ARM analyst must ensure the OPR coordinates the request through AGC’s International Law, Legislation and Regulations (AGC-200). AGC-200 ensures the request, if granted, complies with applicable International Civil Aviation Organization (ICAO) standards. If the exemption does not comply with ICAO standards, the ARM analyst must ensure that AGC-200 notifies ICAO. If the petitioner does not request that it be permitted to exercise its exemption outside the United States, the ARM analyst must ensure the OPR has inserted language—a condition or a limitation—indicating the exemption may be used only for operations within the contiguous United States.

If the petition does not meet the requirements of § [11.81](#), the ARM analyst must prepare a rejection letter. (See [section 7.9](#))

5.3 Is the exemption necessary?

Part 11 addresses relief by exemption only from 14 CFR. Therefore, the ARM analyst’s next task, after establishing that the petition for exemption meets the requirements of part 11, is to determine if the petitioner is requesting relief from a section of 14 CFR. The FAA does not issue exemptions from FAA orders, policy memos, minimum equipment lists, or any other guidance materials or from sections of the United States Code.

If the petitioner’s request is not from a section of 14 CFR or requests relief from a section of 14 CFR that is not applicable to the petitioner, or if the petitioner notifies the FAA that it no longer requires an exemption, the ARM analyst should prepare a closeout letter. (See [section 7.10](#).)

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5.4 What background information do I need to gather on the exemption request?

If the petition for exemption meets the requirements of § [11.83](#) and the petitioner requires an exemption from 14 CFR, the ARM analyst must perform some background research to establish the type of exemption the petitioner will require. There are two types of exemption projects: those that set a precedent and those that do not. Precedent-setting exemptions are exemptions that, if granted, would provide relief from a section of 14 CFR that relief has not been provided from in the past or that would provide relief under a new factual situation. Non-precedent-setting exemptions are exemptions that have been granted from a section of 14 CFR from a similar factual situation.

Your first resource in determining the history of exemptions from a particular 14 CFR section is the [Automated Exemption System \(AES\)](#). AES is an online tool for searching exemptions granted or denied by the FAA. Users may search by a particular section of 14 CFR or may pull up an exemption by entering its exemption number.

Go to AES and perform a search on the 14 CFR sections from which the petitioner is requesting an exemption. AES will generate a report for each section on which the ARM analyst searches.

You may also perform searches of secondary materials, such as FAA orders, AGC legal opinions, and relevant advisory circulars (ACs) to determine if any are applicable to the petitioner’s request. An initial starting point should be the [FAA's website](#). Enter the 14 CFR section (or relevant key words) into the “Search” field at the top of the FAA’s homepage. You may also select “Regulations and Policies” listed across the top of the screen, then select “Policies & Guidance” and select your search criteria by the selection listed by 14 CFR section to find any applicable orders or ACs.

In addition, you may request contractor support to create a research tool. A research tool is a document generated by the ARM contractor that summarizes the petitioner’s information, researches and summarizes any relevant exemptions, and alerts ARM to any orders, ACs, legal opinions, or policy documents that could be useful in drafting a decision document.

5.5 Does the exemption set a precedent?

After the ARM analyst has researched the exemption request or reviewed the research tool provided by the ARM contractor, the ARM analyst can determine whether the petition will set a precedent. Discuss the exemption with the relevant OPR if you are unsure. AGC defines precedent setting as an exemption request that, if it were to be granted, would be the first time such relief is granted from a particular regulatory section. If the exemption would set a precedent, the ARM analyst drafts the [Federal Register](#)

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notice and attaches the petitioner’s supporting information, and routes the orange folder to the OPR for analysis.

6.0 OFFICE OF PRIMARY RESPONSIBILITY (OPR) ANALYSIS

6.1 Where does the project go after the ARM analysis and research?

After an ARM analyst has created a new project and performed the initial research, the ARM analyst forwards the orange folder to the OPR if the exemption would set a precedent. If the exemption would not set a precedent, the ARM analyst drafts the appropriate document and routes the orange folder to the OPR for verification, approval, and coordination. (See sections [DOCUMENT DRAFTING](#) and [COORDINATION](#).) The OPR routes the orange folder to the appropriate OPR staff member. The OPR provides—

1. Analysis for precedent-setting exemptions,
2. Reasons for grants or denials, and
3. Any necessary conditions or limitations for an exemption.

NOTE: Aircraft Certification Service (AIR) and ARM process petitions for exemptions through an electronic transfer process. For electronic transfer of a new project between ARM and the OPR, please see Doc No. 29720.

6.2 What offices are involved in the exemption process?

Any FAA office or service with rulemaking responsibility can consider petitions for exemption from regulations of which the office or service is responsible. An exemption team is composed of a technical specialist from the OPR, an ARM analyst or directorate writer-editor, and an attorney, unless the OPR determines that the petition is not precedent-setting.

The OPR has primary responsibility, as delegated by the Administrator, for taking action on issues in that office’s area of expertise.

For exemptions, the OPR is the technical point of contact and is knowledgeable about the intent of the affected regulation and the safety issues involved. The OPR evaluates the petitioner’s proposed actions to ensure they provide a level of safety equivalent to the regulation from which the exemption is sought. The OPR also provides ARM the analysis or justification necessary to prepare decision documents. A detailed explanation and discussion of decision documents is in section [DOCUMENT DRAFTING](#) of this document.

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6.3 What should the OPR analysis include?

The OPR prepares the FAA analysis or outlines the justification for issuing a grant or denial for exemption. When preparing the analysis or justification, the OPR considers—

1. The arguments set forth by the petitioner;
2. Whether the petitioner would be uniquely burdened if the exemption is not granted;
3. How a grant of exemption would be in the public interest; that is, how it would benefit the public as a whole, not just the petitioner;
4. Whether the grant of exemption would provide for a level of safety equivalent to that provided by the regulation;
5. Whether the grant of exemption would set a precedent with respect to safety and public interest, and if so, would the FAA grant the same relief to other petitioners similarly situated; and
6. Public comments supporting or opposing the petition.

NOTE: Although the OPR is an office, the manager of the OPR typically assigns the responsibility for processing and analyzing a petition for exemption to an individual in that office. That individual is the team leader for the project and frequently is referred to as the “OPR.”

If the OPR determines that the petitioner has adequately fulfilled the considerations above, the FAA issues a grant of exemption. However, if the OPR determines that the petitioner has not adequately fulfilled the considerations above, the FAA may issue a partial grant of exemption or a denial of exemption.

The OPR then returns the project folder to ARM with the OPR’s analysis. The ARM analyst then prepares a decision document (for example, a grant or denial of exemption).

6.4 What happens once the OPR returns the project to ARM?

When the ARM analyst receives the orange folder back from the OPR, it is important to review the OPR’s analysis. The ARM analyst should—

1. Review and edit the OPR analysis for grammar and spelling.
2. Make certain that the OPR has addressed all the petitioner’s key points.
3. Ensure the exemption reads with a professional and appropriate tone.

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4. Ensure the document is in the appropriate template and complete.

NOTE: It is important that the exemption address each point brought up by the petitioner, particularly in denials of exemption.

6.5 What if interested parties submit comments to [FDMS](#) regarding a project?

If any interested parties submit comments to [FDMS](#) regarding an exemption petition, the ARM analyst, ARM contractor, or OPR prepares a summary of the comments.

Comments received by the FAA must be summarized and addressed in the exemption decision document. This is referred to as a disposition of comments. The person disposing of the comments is responsible for summarizing the key points made by the commenter. For example, “one commenter states that permitting ultralight vehicles to be operated over congested areas would result in greater ground-based fatalities.” If several commenters make similar statements, the person summarizing the comments should combine the dispositions. For example, “seven commenters state that a grant of exemption would enhance safety in controlled airspace.” If there are a large number of comments addressing several issues, the person summarizing the comments should organize the disposition into paragraphs in order of how many comments were received on a particular issue. The paragraphs may also be divided based on whether a commenter opposed or supported granting the petition.

Sometimes, a comment is received in which a person offers an opinion that is not related to exemption project cited in the notice. If that comment reflects the person’s opinion of any Office of Rulemaking function, that comment must be documented by using the AVS-001-003 AVS Stakeholder Feedback Process. These, and all other comments from persons outside ARM, must be documented using this process. Please refer to the AVS-001-003 AVS Stakeholder Feedback Process in the Aviation Safety Quality Management System.

7.0 DOCUMENT DRAFTING

7.1 What is the document drafting process?

ARM initially reviews the petition to verify that it meets the requirements of [§ 11.81](#). If the petition does not meet the requirements of [§ 11.81](#), ARM sends a rejection letter to the petitioner informing the petitioner why the petition is rejected. If the petition meets the requirements of [§ 11.81](#), the petition is accepted for consideration, and ARM notifies the petitioner that its request is being processed. If an exemption is not appropriate, the ARM analyst sends out a closeout letter.

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ARM drafts three types of exemption documents: (1) decision documents that make a determination regarding an exemption (such as a grant, denial, or summary grant or denial), (2) response letters that inform the petitioner the FAA is considering its petition or requires more information, and (3) Notices of petitions received, which is published in the Federal Register, that inform the public about the FAA’s activities. All three types of documents are discussed below.

For precedent-setting documents, once the ARM analyst receives the orange folder back from the OPR, the next step is to prepare a document for issuance to the petitioner. For non-precedent-setting documents, the ARM analyst drafts the document. All documents should include mailing information, internal FAA routing information, and basic petitioner’s information. A template for each type of document is available in Hummingbird.

The process for drafting decision and response documents varies depending on four scenarios: (1) precedent-setting exemption requests, (2) non-precedent-setting exemption requests, (3) requests that do not meet § [11.81](#), and (4) requests where an exemption is not the appropriate course of action or is not necessary.

7.2 How do I enter the appropriate routing information?

The last page of each document contains a block similar to the following:

Project No.: OPR-XX-XXX-E
Project Officer: _____
ARM-__:Analyst:xx/xx/xx:Doc#xxxx
ARM-1/X00/__:Program Office (or specific OPR routing symbol)

1. Enter the project number generated by IRMIS.
2. Enter the OPR into the “Project Officer” blank (first initial, last name).
3. Enter your routing symbol, your name (first initial, last name), the date, and the Hummingbird number.
4. Enter your ARM division, 100 or 200 as appropriate; your routing symbol; and the OPR routing symbol.

ARM-100 Example:
Project No.: OPR-XX-XXX-E
Project Officer: M. Coffey
ARM-104:JDoe:04/15/04:Doc#1234
ARM-1/100/104:AFS-200

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7.3 How do I enter the mailing address?

Obtain the mailing address for the petitioner. You may get this from the petition or [FDMS](#). Enter this information into the correspondence address block on the first page of the document and in the mailing address block on the last page of the document. The correspondence address must be limited to five lines for U.S. addresses and six lines for international addresses. To meet these requirements, it is acceptable to limit some information if necessary, or to combine information on the same line, such as the petitioner's name and title.

The envelope address block should contain the full and complete address, because this is the address printed on the envelope used to mail the exemption decision document to the petitioner. The envelope address must be in **BOLD ALL CAPS**, without punctuation, and use United States Postal Service (USPS) abbreviations (such as STE for Suite); all parts of the address must be on a separate line in the envelope address. A list of USPS abbreviations can be found at the [USPS](#) website.

After the routing information on the last page of each document, in the space marked “[INSERT ENVELOPE ADDRESS HERE],” key—

**MR JOE SMITH
DIRECTOR OF MAINTENANCE
SOME AIRWAYS INC
1234 S HAMPTON CT STE 1004
COUER D ALENE ID 99999**

7.4 What is a precedent-setting document?

Exemptions that set a precedent are the most important and consequently the most labor-intensive petition projects an ARM analyst works on. AGC defines precedent-setting as the first time requested relief is granted from a regulatory section. Other exemptions that may be considered precedent-setting are those that provide relief from a particular regulation from which relief already has been granted, but with conditions different than in the original exemption. When you identify a project as precedent-setting (through research or conversations with the assigned OPR), you must generate an acknowledgment letter, a [Federal Register](#) publication, and a decision document including a summary and analysis of comments, if any.

NOTE: The FAA can determine that good cause exists for waiving the requirement for [Federal Register](#) publication.

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Acknowledgment letter

If the petition meets the requirements of § [11.81](#) and the issue is precedent-setting (has not been granted before), ARM responds to the petitioner with an acknowledgment letter. The OPR may review the letter, which is signed by the ARM analyst. The acknowledgment letter identifies the individual or company requesting the exemption, the section(s) of the regulations from which an exemption is requested, a description of the relief sought, and the docket number assigned to the request. The acknowledgment letter also states that a summary of the petition is published in the Federal Register for public comment unless, according to § [11.87](#), the FAA determines that good cause exists for not publishing it.

When a petition for exemption requires a full decision document, ARM sends an acknowledgment letter to the petitioner to let the petitioner know the FAA is evaluating the petition. The ARM analyst—

1. Obtains the appropriate template from Hummingbird (Doc No. 21890).
2. Prepares the petitioner’s basic information (as described in Section 7.3).
3. Inserts the FAA docket number from [FDMS](#).
4. Determines which of the three template sections to use regarding Federal Register publication.

When the acknowledgment letter is finished, the ARM analyst uploads it to Hummingbird and mails the letter to petitioner.

7.5 What is the Federal Register publication?

All exemptions that would set a precedent are preceded by publication of a summary of the petition and **must** be published in the Federal Register for public comment.

Section [11.81\(f\)](#) states that a petitioner must include in its petition a summary the FAA can publish in the Federal Register. Some petitioners provide a succinct summary in their petition for exemption. In this situation, review the summary against the actual petition. If appropriate, use the petitioner’s summary as provided. However, some petitioners may state the information incorrectly, therefore, you may need to edit the proposed summary or rewrite it completely so it is more objective.

If the petitioner does not include a separate Federal Register summary section, you must determine whether you have sufficient information to prepare a summary. If there is insufficient information, you may reject the petition. (See section [5.2](#))

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Typically, when summaries of petitions for exemption are published in the Federal Register, the public is allowed 20 calendar days to comment on the petition; however, ARM can modify the duration of the comment period to relieve the petitioner of an undue burden that could result from the delay or extend the comment period, as needed.

7.6 What is the process for preparing a Federal Register publication?

You initiate the publication of a summary of the petitioner’s request in the Federal Register in accordance with the publication procedures described in part 11.

You should obtain the Federal Register publication format from Hummingbird (see Doc No. 21954). Obtain all the necessary information from the petition. Federal Register notices are signed electronically by ARM-1. The process for this is as follows:

1. Route the orange folder with the grid copy of the notice to the appropriate ARM manager for review.
2. Once the manager has reviewed and signed, ensure ARM-1 is available for signing the document on that day. If ARM-1 is not available, see note at the end of this section.
3. Open and prepare the final version of the electronic document and add the expected date of the signature to the signature block.
4. Send an email to ARM-1 with the final electronic version attached. This must be a clean copy, no grid.
5. In the subject line of the email, state “ACTION: Document for e-signature [the signature date]; [title of document]”. Be sure to cc the Federal Register Liaison, as well, so there is a clean copy to refer to if the Federal Register calls with any questions.
6. The director “signs” the electronic version, and sends it to the Federal Register Liaison or one of the alternate liaisons for email transmittal to the Federal Register.
7. Keep the signed grid copy in the project folder.

Note: If the electronic process is not available or if ARM-1 is not available, you must create a hardcopy version of the Federal Register publication notice and print two copies. Place one copy in the orange project folder. Deliver the second copy to ARM division manager and acting director along with a CD containing the Federal Register publication notice. Upon acting director’s signature, make 3 copies and deliver the 3 copies and the signed original (do not staple the original) along with the CD to ARM’s Federal Register liaison.

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7.7 What documents may be drafted for precedent-setting exemptions?

A decision document is a formal document issued to the petitioner that either grants or denies an exemption request. The OPR’s analysis is used to draft decision documents. In addition, all decision documents include a summary of comments to the docket. If a summary was published and no comments were received, the decision document states “no comments were received.”

Full Denial of Exemption

If, after reviewing all issues provided by the petitioner in support of its petition and all comments submitted to the docket, the FAA determines the petitioner has not shown how a grant would be in the public interest and would provide a level of safety equivalent to that provided under the regulations, the FAA may issue a denial. The OPR provides an analysis to ARM to be used in drafting a full denial of exemption. To maintain consistency with recently-prepared similar denials, the person preparing the document reviews those denials before drafting the document. ARM ensures the OPR addresses all the petitioner’s points and all the comments to the docket because a petitioner may petition for reconsideration in accordance with [§ 11.101](#). The OPR and AGC review the full denial and the OPR director signs the denial of exemption.

The template for a denial of exemption is found in Hummingbird (see Doc No. 21904).

Full Grant of Exemption

If a petitioner’s request is not identical to a grant previously issued, the OPR reviews all the issues provided by the petitioner in support of its petition and all comments submitted to the docket. If the OPR determines the petitioner’s arguments support a grant of exemption, the OPR provides the analysis to ARM to draft a grant document. To maintain consistency with recently prepared similar grants, the analyst preparing the document should review those grants before drafting the document. ARM ensures the OPR addresses all of the petitioner’s points and the comments to the docket. The OPR and AGC review the grant of exemption after ARM drafts it. The OPR director signs the grant of exemption.

The FAA usually grants exemptions for 2 years, but the length of time may be modified as specified by the OPR. Grants of exemption should expire on the last day of the month in which they are issued. However, exemptions issued in December should expire January 31, 2 years later.

The template for a grant of exemption is found in Hummingbird (see Doc No. 21903).

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Case scenario I

A petitioner provides complete information and the issue is precedent-setting.

1. Acknowledge the petition has been received. ARM drafts a general acknowledgment letter when the request would set a precedent or when the FAA needs time to determine what the decision document should be. ARM coordinates the acknowledgment letter and the ARM analyst signs the letter. ARM mails the acknowledgment letter to the petitioner and uploads a copy to [FDMS](#).
2. Publish a summary in the Federal Register. The ARM analyst gets the Federal Register summary approved by ARM-1. The ARM Federal Register liaison sends the summary to the Federal Register for publication and public comment.
3. Draft a decision document. After the acknowledgment letter is sent, the ARM analyst provides the OPR with any documentation of the research he or she has completed. In addition, at the close of the comment period, the ARM analyst provides the OPR with copies of any comments. The OPR then provides the ARM analyst with a technical analysis and a recommendation of the decision document to be drafted (grant or denial). The ARM analyst drafts the decision document, which is then routed back to the OPR for concurrence. In addition, the ARM analyst coordinates the decision document with the ARM division manager and AGC before the OPR director signs the decision document.
4. Distribute copies. The ARM administrative staff obtains an exemption number and distributes copies of the exemption, as further defined in this document. ARM then closes out the project. (See [section 9.0](#) for close out procedures.)

7.8 What documents may be drafted for non-precedent-setting petitions?

Summary Grant of Exemption

The FAA issues a summary grant if the petitioner requests an exemption from a regulation from which relief has been granted in the past and the conditions are materially the same as those previously presented. The summary grant is a rapid means for the FAA to process an exemption. It allows the petitioner to be issued a grant of exemption without the FAA preparing a detailed analysis of the petitioner's request. However, if a pattern of requests demonstrates that an entire class of operators is in need of relief, general rulemaking may be the proper action. The FAA may issue a summary grant after

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one full grant has been issued from the same section(s) for similar reasons and circumstances.

ARM prepares the summary grant, which the OPR director signs. ARM encloses in the response a copy of the original grant of exemption on which the summary grant is based.

The template for a summary grant of exemption is found in Hummingbird (see Doc. No. 21889).

Summary Denial of Exemption

The FAA issues summary denials when a petition for exemption has been denied because of safety or other reasons and a precedent has been set to continue denying such a petition.

ARM recommends and prepares the summary denial, which the OPR director approves and signs. ARM encloses in the response a copy of the original denial of exemption on which the summary denial is based.

The template for a summary denial of exemption is found in Hummingbird (see Doc No. 21900).

Letter Grant of Extension and/or Amendment

The petitioner may request an extension to its current exemption. The FAA issues a letter grant of extension when a petitioner states that the conditions and reasons in the original petition remain unchanged. Letter grants of extension do not require AGC review, and summaries of the petition usually are not published in the Federal Register. If, however, the exemption expires before the FAA issues an extension, the FAA will process the petition as a new request for exemption. The new decision document will have a new exemption number.

NOTE: If an exemption has been extended several times, a petitioner may ask the FAA to issue a new exemption with a new exemption number. This generally occurs when the exemption has been renewed over the course of several years with a number of minor modifications and amendments. The petitioner is required to keep the original exemption and all extensions together. Therefore, the petitioner may ask for a new exemption to reduce the size of the document it must maintain. If the petitioner is not requesting an amendment to the exemption, ARM may process the request as a new non-precedent-setting exemption.

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A petitioner may request only an amendment to its exemption, such as adding aircraft, changing a name, adding a part, or changing a condition or limitation. However, requests for an amendment are often made at the same time a petitioner requests an extension of an exemption. If the OPR approves the requested amendment, ARM drafts a letter grant of extension and amendment. If the FAA does not approve the amendment, the FAA may still issue an extension of exemption, but deny the request for amendment. If the petitioner requests an amendment without requesting an extension, the FAA may issue a letter grant of amendment, a letter denial of amendment, a full grant, or a full denial. The FAA also may take the initiative to extend the exemption for another 2 years. The FAA must publish a summary of a request for an amendment in the Federal Register if it would set a precedent. In addition, AGC must review grants and denials of amendment that would set a precedent. The appropriate OPR must also perform an analysis of precedent-setting grants and denials of amendment.

NOTE: A change to the effective date of the exemption is technically an amendment, but it is processed as an extension.

The template for a letter grant of extension and/or amendment is found in Hummingbird (see Doc No. 21893).

Case scenario II

A petitioner provides complete information and the issue is not precedent setting.

1. Draft a decision document. If the petitioner has previously received an exemption from the same requirements and is requesting an extension and/or amendment, the ARM analyst drafts an extension or amendment document, in coordination with the OPR. The appropriate program office signs the document.

If the petitioner is initially requesting relief that has been granted in the same instance in the past, ARM drafts a summary grant/denial document. These documents are based on a previous full grant or full denial document, and a copy of the previous full grant or denial is enclosed. Summary documents are coordinated with the appropriate program offices and with ARM management. A summary document is signed by the director of the program office with which it was coordinated.

2. Distribute copies. The ARM analyst gives the signed document to the ARM administrative staff to distribute the copies of exemption and performs the closeout procedure. (See [section 9.0](#) for closeout procedures.)

Partial grant of exemption

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If the FAA determines a portion of the petitioner’s request meets the criteria for granting an exemption, ARM drafts a partial grant of exemption. The document must identify those parts of the request that are denied as well as those parts that are granted. The process is similar to that for grants of exemption described above.

The format for a partial grant of exemption is found in Hummingbird (see Doc No. 21905).

7.9 What do I do if the petition does not have enough information to issue a decision document?

If the request does not have all the information required by part 11, the ARM analyst contacts the petitioner and may prepare a rejection letter. Rejection letters do not have to be coordinated with the OPR and are signed by ARM division managers. The project should remain open for a minimum of 30 calendar days after the rejection letter is signed to allow the petitioner to submit additional information to [FDMS](#).

If the petitioner ...	Then...
responds in a timely manner,	proceed with processing the petition.
does not respond in a timely manner,	close the project and take no further action on the project.
submits additional information AFTER the 30 calendar days,	close the project. Forward the information to FDMS and a new Docket ID # will be assigned.*
provides the supporting information directly to you,	forward the information to FDMS , and proceed with processing the petition

* Note: A rejection stage cannot be re-opened after the 30 calendar days. A new project will be initiated.

The format for a rejection letter is found in Hummingbird (see Doc No. 21898).

Rejection/predial letter

ARM sends a rejection/predial letter to a petitioner if (1) the petitioner would receive a denial of exemption, and (2) the petition did not meet the requirements of § [11.81](#). The rejection/predial letter informs the petitioner that its petition does not meet § [11.81](#) and provides an opportunity for the petitioner to submit additional information. The letter also advises the petitioner that its petition is similar to denials of exemption previously issued and, because those denials dealt with circumstances similar to those presented in

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its letter, there is little reason to believe that its petition would result in a grant of exemption. The FAA suggests that, before committing FAA resources to process and analyze its exemption request, the petitioner review the denials enclosed with the letter. If, after that review, the petitioner still wants the agency to process its petition, the FAA requests that the petitioner provide additional information. The ARM division manager signs the rejection/predenial letter.

Case scenario III

A petitioner submits incomplete information.

1. Draft a rejection letter. ARM drafts a rejection letter to the petitioner requesting the missing information and includes a copy of part 11. The letter states that the petitioner must submit the required information within 30 calendar days; otherwise the FAA will take no further action on the petition and will close the project. The appropriate ARM management signs the rejection letter.
2. Distribute copies. ARM gives signed document to the ARM administrative staff. The ARM administrative staff sends the rejection letter to the petitioner and uploads a copy to FDMS.
3. Revisit the petition. If the petitioner provides the missing information within 30 calendar days, the ARM analyst proceeds to case scenario I or case scenario II discussed previously.

OR Close the project. If the petitioner does not respond within 30 calendar days, the ARM analyst closes the project in accordance with [section 9.0](#)

NOTE: If the petitioner sends the requested information after 30 calendar days, the ARM analyst opens a new project and proceeds with case scenario I or case scenario II, as appropriate.

7.10 What if issuing an exemption is not the appropriate course of action?

Closeout letter

If the petitioner's request is not appropriate for an exemption or the petitioner does not have standing to request an exemption, ARM drafts a closeout letter. An exemption may only be granted from 14 CFR. The FAA cannot issue exemptions from FAA orders, airworthiness directives (ADs), other FAA guidance material, or sections of the United States Code. In addition, the FAA cannot issue an exemption to someone not regulated by that section of 14 CFR or who does not have authority to request that exemption.

The format for a closeout letter is found in Hummingbird (see Doc No. 24257).

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Case Scenario IV

The petitioner provides complete information but an exemption is not an appropriate course of action.

1. Draft a closeout letter. ARM drafts a closeout letter when an exemption is not the appropriate course of action for the petition. ARM coordinates closeout letters with the OPR. An ARM division manager or the OPR signs the letter.

Close the project. ARM closes the project in accordance with [section 9.0](#)

7.11 What other types of documents are related to the exemption process?

Withdrawal Letter

The FAA sends a petitioner a withdrawal response letter when the petitioner informs the FAA it is withdrawing its petition for exemption. The letter states that no further action will be taken on the petition. The ARM division manager signs this letter.

The format for a withdrawal letter is found in Hummingbird (see Doc No. 21901).

Corrected exemptions

If, after an exemption is mailed, the FAA or the petitioner discovers the exemption has an error, the FAA corrects the error and mails a revised exemption to the petitioner. The revised exemption contains the following statement at the top of the first page: “CORRECTED COPY,” followed by a brief explanation of the correction and the date. The FAA also sends the petitioner a cover letter that explains the nature of the change. ARM must ensure that copies of the corrected exemption are distributed to the OPR and the Federal Register liaison, placed in the project folder, and uploaded to FDMS, AES, and IRMIS.

A sample of that cover letter is found in Hummingbird (see Doc No. 21902).

Petitions for Reconsideration

A petition for reconsideration is a request to reconsider a previously issued denial of exemption. Section [11.101](#) requires a petition for reconsideration to be submitted within 60 calendar days after the denial of exemption is issued. The petitioner must show that—

- The petitioner has a significant additional fact which, for good reason, it did not present in its initial petition;

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- The FAA made an important factual error in its denial of the petition; or
- The FAA did not correctly interpret a law, regulation, or precedent.

If the petitioner does not petition within 60 calendar days, the FAA will take no further action on the request. If the FAA receives this request within 60 calendar days and the petitioner provides the information, the FAA may send the petitioner an acknowledgment letter in accordance with section [7.4](#). If the petitioner submits the request within 60 calendar days but does not provide the information requested in § [11.101](#), the FAA issues the petitioner a reject letter in accordance with section [7.9](#).

The FAA must base the denial of reconsideration on the additional information provided by the petitioner. AGC reviews any questions pertaining to the petitioner’s compliance with the requirements of [§ 11.101](#). The procedures for processing a petition for reconsideration are the same as those for processing a full decision exemption. If the final decision from a petition for reconsideration remains a denial, the decision letter is issued by the Administrator. If a petition for reconsideration is changed to a grant, the program office issues the decision letter. There is no template for reconsideration decision documents. To draft those documents, ARM modifies the appropriate full decision template.

8.0 COORDINATION

8.1 What is coordination?

Coordination is the process where the ARM analyst circulates an exemption project to various offices within the FAA. Depending on the project, several offices may need to concur with an exemption before it can be issued to a petitioner. It is ARM’s responsibility to coordinate the response letter or decision document for concurrence in a timely fashion. (See Figure 2, Timeline of Exemption Process)

When coordinating any correspondence from the FAA to a petitioner, ARM uses a draft document with a “concurrence grid” on the right side of the document. The concurrence grid indicates which offices need to concur with the document. It should contain the initials of each person who has concurred with the document. The grid copy of the document is ARM’s evidence that the document is complete. The ARM analyst uses IRMIS to manage and track coordination of the project.

8.2 What do I include in the orange project folder for coordination?

Before sending the orange project folder through coordination, ensure the folder is set up properly.

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1. Prepare a grid copy of any response letter and/or decision document. Place the grid onto the right-hand side of each response letter and/or decision document to be coordinated.
 2. Print out the grid copy.
 3. Place the grid copy in the folder and include an initial block for each office that must approve the document before it can be issued. (See section [8.8](#).)
- *Include any relevant background information on left-hand side of the folder.

8.3 How do I route the orange project folder?

Route the orange folder to the offices listed on the coordination grid for concurrence, beginning with the OPR. After the OPR’s concurrence, route the document through the ARM division manager, ARM director and AGC for concurrence, if required, before returning it to the appropriate signatory for final signature and issuance. (See section [8.9](#))

8.4 How do I complete a transmittal?

A transmittal form on the orange folder states that the folder is to be returned to ARM after coordination. It also includes the ARM analyst’s name and telephone number and the return date for the folder to ARM.

You may complete a transmittal one of two ways:

- Print several hard copies of the slip and complete them as you need them, or
- Create an electronic routing slip each time you route a package.

8.5 What do I do to obtain the signature for the document?

Once a document has been coordinated, attach on top of the grid copy a clean copy of the exemption on FAA letterhead, without the routing information (the signatory page), any attachments/enclosures (such as previous grants for a summary grant), and clip an executive plastic correspondence cover to the top of the signatory document. Route the orange folder to the final signatory listed in [section 8.9](#) for final approval.

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8.6 What documents does the OPR review?

The OPR reviews the following letters and decision documents:

1. Predenial letters,
2. Summary grants of exemption,
3. Grants of exemption,
4. Partial grants of exemption,
5. Letter grants of extension and/or amendment,
6. Summary denials of exemption,
7. Denials of exemption,
8. Grants and denials of petition for reconsideration,
9. Precedent-setting exemptions,
10. Withdrawals, and
11. Closeout letters.

8.7 What documents does AGC review?

AGC reviews the AGC memorandum concerning legal review of exemptions. AGC must review all precedent-setting exemptions. Non-precedent-setting exemptions are generally not reviewed by AGC. The AGC memorandum is available in [Appendix C](#) to this document.

AGC reviews and concurs with the following decision documents before the FAA issues those documents:

1. Grants or denials of exemption where there has not been an identical request from another petitioner. AGC has given general concurrence, without further legal review, for certain exemptions in a series that do not constitute general rulemaking. However, AGC completes a legal review of the exemption project if the FAA is reversing its previous approach by granting or denying relief in circumstances where it had done the opposite.
2. Grants or denials of exemption from 14 CFR § 121.383.
3. Grants or denials of exemption that have an international aspect.
4. Petitions for reconsideration.

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5. Amendments to an exemption that modify a condition or limitation.
6. Grants or denials of exemption from the drug and alcohol testing misuse requirements.

AGC typically does **NOT** review the following letters and decision documents:

1. Rejection letters,
2. Acknowledgment letters,
3. Closeout letters,
4. Predenial letters,
5. Rejection/predenial letters,
6. Letter grants of extension where the exemption is not otherwise modified,
7. Summary grants and denials of exemption,
8. Withdrawals, or
9. Full grants and denials of exemption that are not precedent setting.

8.8 Who has the authority to sign letters?

The Administrator holds the authority to sign all FAA letters and documents within the authority of his or her own office and for which the office director has been delegated authority to sign by the Administrator, because the letter or document is an exercise of statutory authority. [Table 1](#) lists each type of document and the person authorized to sign that type of document.

Any document can also be signed by a staff member acting as the office director or by a superior in the chain of command. The signer must sign in his or her own capacity (for example, as “Acting Director,” not “for the Director”).

The table in section 8.9 displays which offices must be included on the grid copy of an exemption coordinated by ARM.

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8.9 Which offices are included on the grid copy of an exemption?

Table 1: Coordination Grid Routing Information

Document Type	ARM Analyst	OPR (Branch)	OPR (Division)	ARM Manager	ARM Director	AGC	OPR (Director)	Signatory
Rejection letter	X			X	X			ARM-100/200
Acknowledgment letter	X							ARM Analyst
Rejection/predenial letter	X	X		X	X			ARM-100/200
Closeout letter	X	X		X	X			ARM-100/200
Summary grant of exemption	X	X	X	X	X		X	OPR (Director)
Grant of exemption	X	X	X	X	X	X	X	OPR (Director)
Partial grant of exemption	X	X	X	X	X	X	X	OPR (Director)
Letter grant of extension and/or amendment	X	X	X	X	X		X	OPR (Director)
Summary denial of exemption	X	X	X	X	X		X	OPR (Director)
Denial of exemption	X	X	X	X	X	X	X	OPR (Director)
Withdrawal letter	X	X		X	X			ARM-100/200
Denial of petition for reconsideration*	X	X	X	X	X	X	X	Administrator (AOA-1)

*Denials of petitions for reconsideration must be coordinated with three additional offices: Office of Aviation Safety (AVS), AOA staff (AOA-3 or AOA-8), and ADA (Deputy Administrator).

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9.0 ISSUANCE

9.1 What happens after I receive final concurrence and signature on a document?

After you receive concurrence from each office that must approve a certain document, prepare the document for issuance to the petitioner. ARM administrative staff accomplishes most of these tasks.

9.2 How do I assign an exemption number to a project?

Before mailing a document to the petitioner, ARM is responsible for obtaining an exemption number for each grant and denial of exemption. An exemption number is automatically generated when the signatory milestone in IRMIS is completed. Exemption extensions and amendments use the same exemption number as the original grant of exemption with an alphabetical designation (for example, 1234, 1234A, 1234B). If an exemption expires before its extension is completed, ARM processes the petition as a new petition for an exemption. As a result, IRMIS will automatically assign a new exemption number to the project.

9.3 How does an AIR directorate prepare an exemption document for issuance?

At the AIR directorates, the decision document is sent to the manager, Aircraft Certification Directorate, for signature via the Regional Counsel for the directorate. The AIR directorate generates the exemption number in the same manner using IRMIS milestones and sends the grant or denial of exemption to the petitioner. The directorate sends a copy of the exemption to ARM, AIR-100, or AIR-200, whichever is appropriate; and the appropriate aircraft certification office; and ARM uploads the electronic file to [FDMS](#).

9.4 How do I finalize an exemption project?

The following are closeout procedures for grants, denials, withdrawal letters, and acknowledgment letters.

To begin closeout procedures for a grant or denial—

1. Purge the orange folder into the brown.

The following items should remain in the brown folder:

- Document information sheet from [FDMS](#)
- Request for exemption
- Concurrence grid

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- Any supporting documentation/reference material
- *Any duplicate items should be recycled

2. Closeout the project in IRMIS

- Log into [IRMIS](#)
- Select “Petitions for Exemption/Petitions for Rulemaking.”

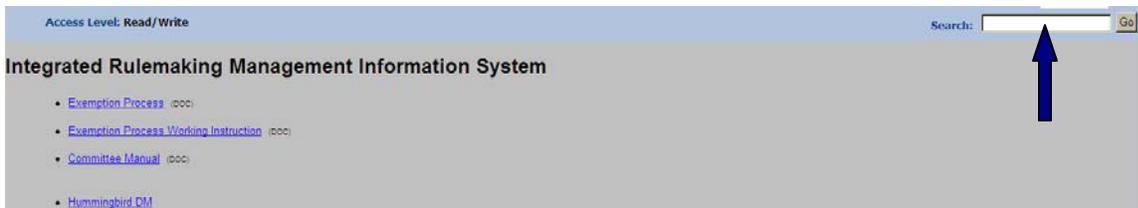
MYFAA
Employee Site



Integrated Rulemaking Management Information System

- [FAA Rulemaking Process](#) (DOC)
- [FAA Rulemaking Process Work Instruction](#) (DOC)
- [Committee Manual](#) (DOC)
- [Exemption Process](#) (DOC)
- [Exemption Process Working Instruction](#) (DOC)
- [Petitions for Exemption/Petitions for Rulemaking Module](#) ←
- [Hummingbird_DM](#)

- Select inside the search box and enter the “Docket ID #”. Select “GO.”

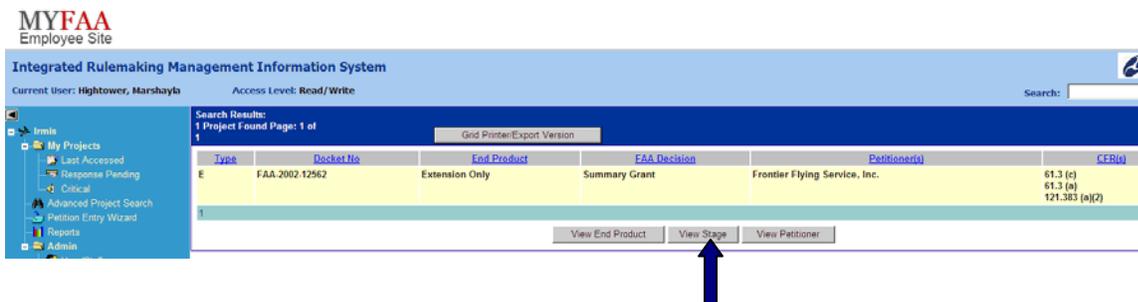


Access Level: Read/Write Search: Go

Integrated Rulemaking Management Information System

- [Exemption Process](#) (DOC)
- [Exemption Process Working Instruction](#) (DOC)
- [Committee Manual](#) (DOC)
- [Hummingbird_DM](#)

- Select the desired project to highlight, the box will appear yellow. Select “View Stage.”



MYFAA Employee Site

Integrated Rulemaking Management Information System

Current User: Hightower, Marshayla Access Level: Read/Write Search:

Search Results: 1 Project Found Page: 1 of 1

Type	Docket No	End Product	FAA Decision	Petitioner(s)	CER(s)
E	FAA.2002.12562	Extension Only	Summary Grant	Frontier Flying Service, Inc.	61.3 (c) 61.3 (a) 121.383 (a)(2)

View End Product View Stage View Petitioner

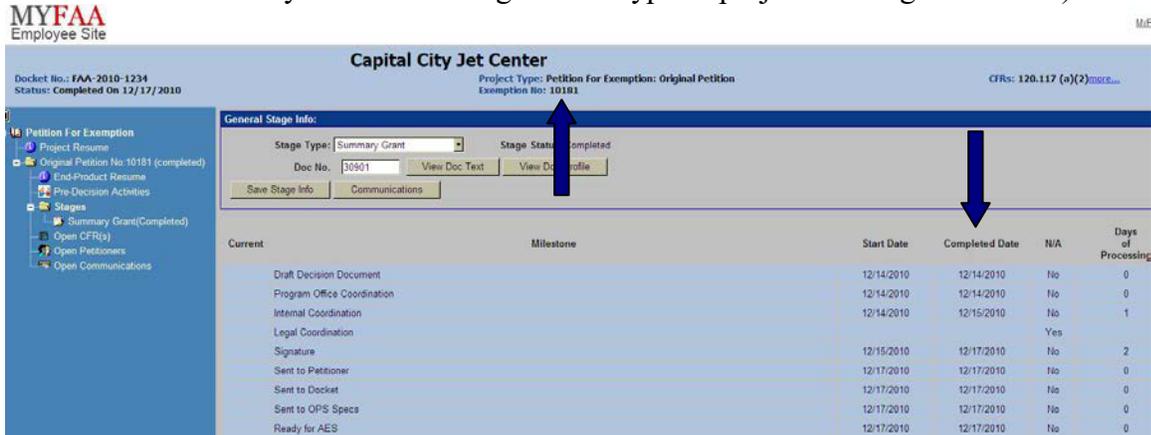
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e. Input the dates in which the exemption processed through each office/process.

Note: In most instances fill in dates for: Sent to Petitioner, Sent to Docket, Sent to OPS Spec. IRMIS will update once the signature milestone is completed and will give you the Exemption No. (Items input in this screen may differ according to what type of project is being closed out.)



Capital City Jet Center
 Project Type: Petition For Exemption: Original Petition
 Exemption No: 10181

General Stage Info:
 Stage Type: Summary Grant | Stage Status: Completed
 Doc No: 30901 | View Doc Text | View Profile

Current	Milestone	Start Date	Completed Date	N/A	Days of Processing
	Draft Decision Document	12/14/2010	12/14/2010	No	0
	Program Office Coordination	12/14/2010	12/14/2010	No	0
	Internal Coordination	12/14/2010	12/15/2010	No	1
	Legal Coordination			Yes	
	Signature	12/15/2010	12/17/2010	No	2
	Sent to Petitioner	12/17/2010	12/17/2010	No	0
	Sent to Docket	12/17/2010	12/17/2010	No	0
	Sent to OPS Specs	12/17/2010	12/17/2010	No	0
	Ready for AES	12/17/2010	12/17/2010	No	0

- f. Save all changes.
- g. Record the Exemption No. and Doc No.

3. Update Hummingbird.

Go to main screen in IRMIS, select “[Hummingbird DM](#)”



MYFAA Employee Site

Integrated Rulemaking Management Information

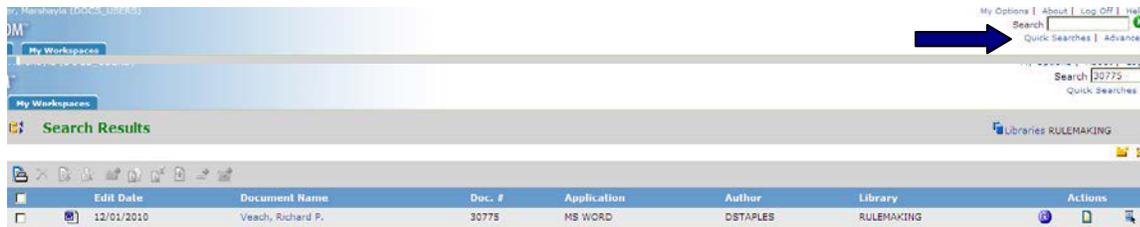
- [FAA Rulemaking Process](#) (DOC)
- [FAA Rulemaking Process Work Instruction](#) (DOC)
- [Committee Manual](#) (DOC)
- [Exemption Process](#) (DOC)
- [Exemption Process Working Instruction](#) (DOC)
- [Petitions for Exemption/Petitions for Rulemaking Module](#)
- [Hummingbird DM](#)

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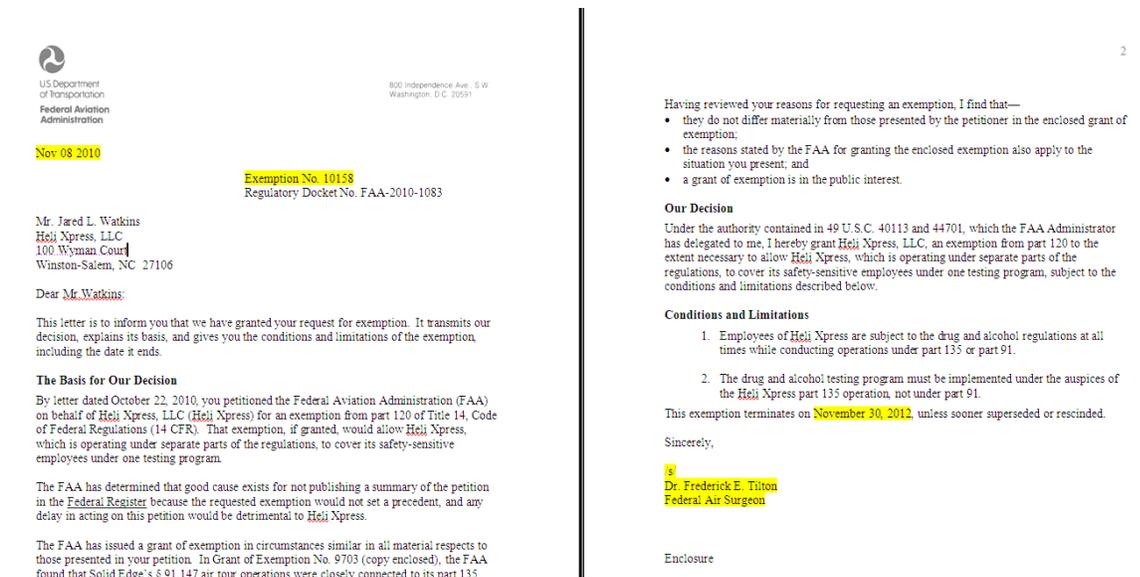
Check The Master List To Verify That This Is The Correct Revision Before Use

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- a. Open the electronic copy of the letter - In the search field, type in the Doc No. *(this number is found on the last page of the grid document)*



- c. Double click the highlighted item and the document below will open.



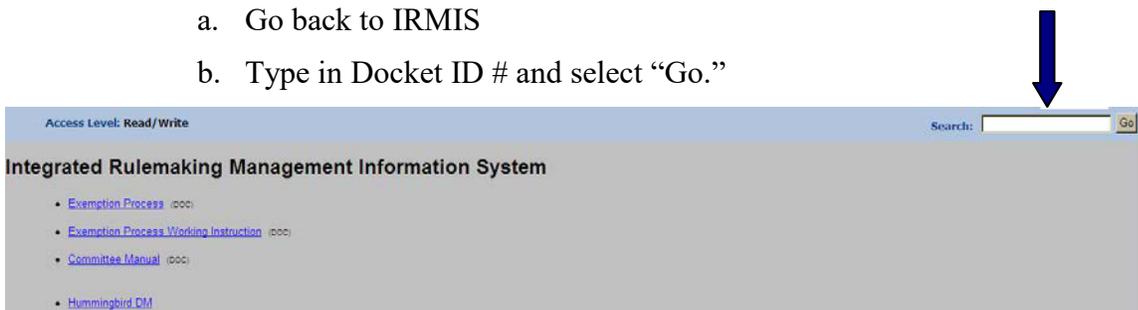
- d. Save this document to your desktop or designated folder for closeouts.
- e. Open the saved document in MS Word.
- i. Insert the exemption number.
 - ii. Insert the effective date.
 - iii. Delete the grid.
 - iv. Add the expiration date at the end of the document, if necessary.
 - v. Type “/s/” above the signatory’s name.

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- vi. Delete the last page that includes the routing information.
- vii. Compare the new printed version with the original to make sure all the text is lined up identically and all added dates and numbers are correct.
- viii. Save the file in a Word and Adobe format.
- ix. Save updated Word. file to Hummingbird as a new version.

4. Automated Exemption System (AES)

- a. Go back to IRMIS
- b. Type in Docket ID # and select “Go.”



- c. Select “View Stage.”

Search Results:
1 Project Found Page: 1 of 1

Grid Printer/Export Version

Type	Docket No	End Product	FAA Decision	Petitioner(s)	CER(s)
E	FAA-2009-0289	Extension Only	Grant	Waters Aero-Marine, Inc.	Part: 121 Appendix: J Part: 121 Appendix: I

- d. Select “Ready for AES.”

Capital City Jet Center
Project Type: Petition For Exemption: Original Petition
Exemption No: 10181
CFRs: 120.117 (a)(2)more...

General Stage Info:

Stage Type: Summary Grant Stage Status: Completed
Doc No. 30901

Current	Milestone	Start Date	Completed Date	N/A	Days of Processing
	Draft Decision Document	12/14/2010	12/14/2010	No	0
	Program Office Coordination	12/14/2010	12/14/2010	No	0
	Internal Coordination	12/14/2010	12/15/2010	No	1
	Legal Coordination			Yes	
	Signature	12/15/2010	12/17/2010	No	2
	Sent to Petitioner	12/17/2010	12/17/2010	No	0
	Sent to Docket	12/17/2010	12/17/2010	No	0
	Sent to OPS Specs	12/17/2010	12/17/2010	No	0
	Ready for AES	12/17/2010	12/17/2010	No	0

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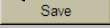
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e. Input the current date, select “Save.”

Sent to OPS Specs	12/17/2010	12/17/2010
Ready for AES	12/17/2010	12/17/2010

Ready for AES

Completed Date:  

Not Applicable:

Activities

Currently there are no Activities assigned for this milestone.

Notes

History

Currently there are no notes for this milestone.

Add New/Edit Note

Entered Date: 1/19/2011 6:51:14 AM

f. Review project resume ensuring all items are updated. (check the following fields: Completed Date, Exemption No., Effective Date, and Expiration Date)

MYFAA
Employee Site

Air Methods

Docket No.: FAA-2010-0920
Status: Completed On 11/15/2010

Project Type: Petition For Exemption: Original Petition
Exemption No: 10162

Resume

Project General Info:

Docket Number: FAA-2010-0920 Project Initiated Date: 09/15/2010 Current Expiration Date:

New TC Related: No

End Product No: AFS-10-399-E Status: Completed

Title: Air Methods

Type: Original Petition Initiated Date: 09/15/2010 OPR Office: AFS-800 ARM Analyst: Thomas, Tyneka

CFR(s): 47.49; 91.203 (a)(b)

FAA Decision: Summary Grant Completed Date: 11/15/2010

Exemption No: 10162 Effective Date: 11/12/2010 Expiration Date: 10/31/2012

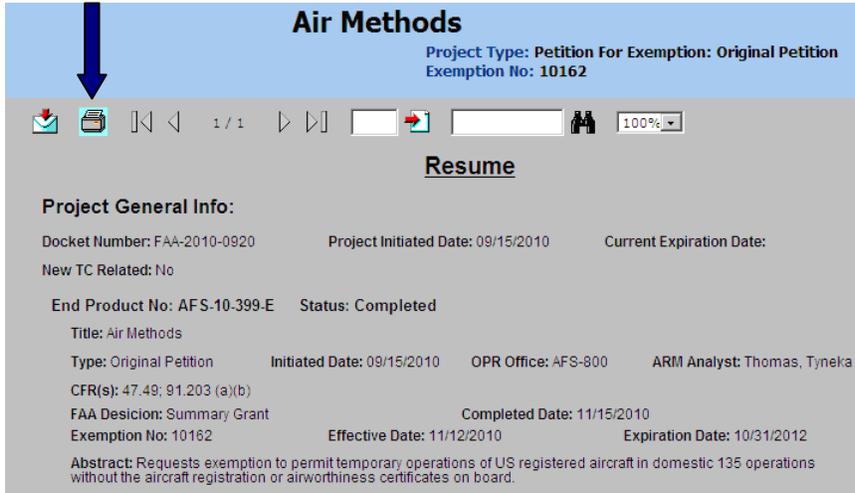
Abstract: Requests exemption to permit temporary operations of US registered aircraft in domestic 135 operations without the aircraft registration or airworthiness certificates on board.

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g. Print the resume.



Air Methods
Project Type: Petition For Exemption: Original Petition
Exemption No: 10162

Resume

Project General Info:

Docket Number: FAA-2010-0920 Project Initiated Date: 09/15/2010 Current Expiration Date:
New TC Related: No

End Product No: AFS-10-399-E Status: Completed

Title: Air Methods

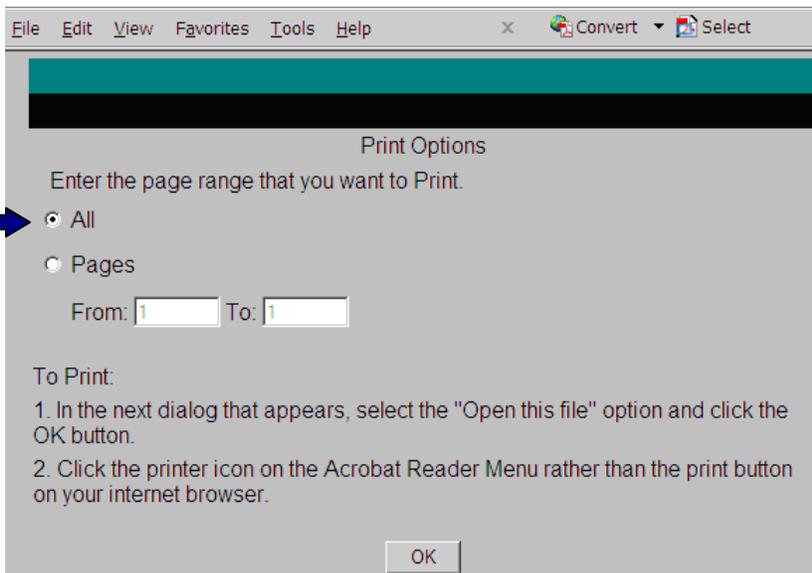
Type: Original Petition Initiated Date: 09/15/2010 OPR Office: AFS-800 ARM Analyst: Thomas, Tyneka

CFR(s): 47.49; 91.203 (a)(b)

FAA Decision: Summary Grant Completed Date: 11/15/2010

Exemption No: 10162 Effective Date: 11/12/2010 Expiration Date: 10/31/2012

Abstract: Requests exemption to permit temporary operations of US registered aircraft in domestic 135 operations without the aircraft registration or airworthiness certificates on board.



File Edit View Favorites Tools Help Convert Select

Print Options

Enter the page range that you want to Print.

All
 Pages

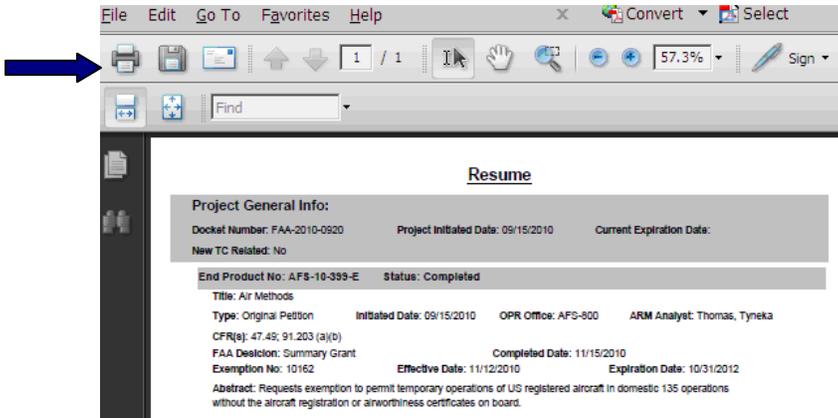
From: To:

To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

OK

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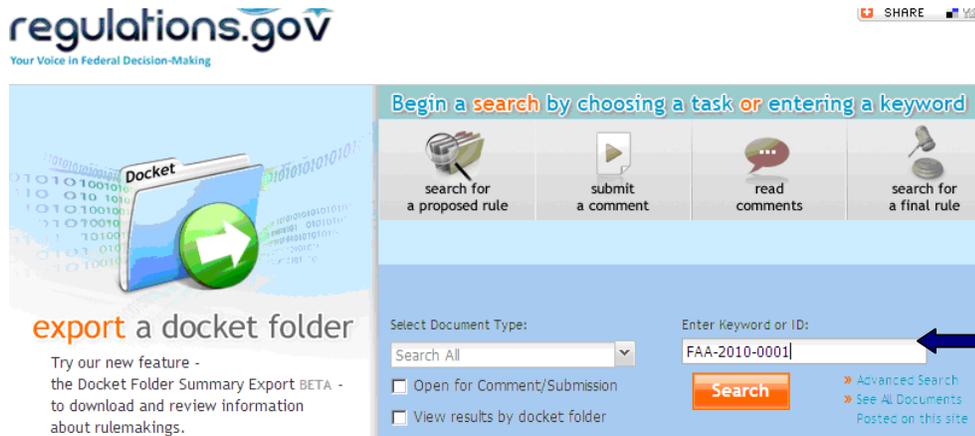


h. Close the IRMIS window.

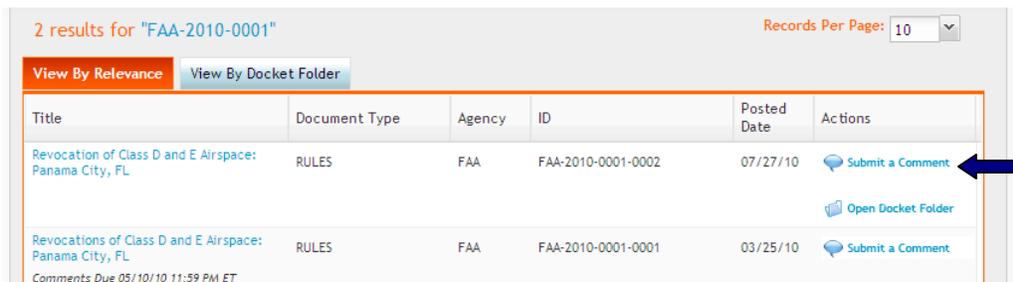
5. Upload the file to [FDMS](#).

a. Open [FDMS](#).

b. Select “Enter Keyword or ID,” enter the Docket ID # and select “Search.”



c. Select “Submit a Comment.”



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- d. In the document submission form, enter the following information:
- i. Enter address – 800 Independence Ave. SE, Washington, DC 20591.
 - ii. Enter 202-267-9677 as the telephone number.
 - iii. Choose “Federal” in Government Agency type drop down box.
 - iv. Choose “FAA” in Government Agency drop down box.
 - v. Enter “General Comment” (i.e. Exemption No. 1234)
 - vi. Select “Browse” to search for document.
 - vii. Select “Add attachment” (attach Adobe file)
 - viii. Select “Preview Comment.”
 - ix. Review screen to assure all contents are correct.
 - x. Select “Submit.”
 - xi. Print confirmation form for the exemption project, place copy in brown folder.

* Required fields * Fields that will be viewable on Regulations.

1. ENTER INFORMATION

First Name

Middle Name

Last Name

Mailing Address

Mailing Address 2

City

Country

State or Province

Postal Code

Email Address

Phone Number

Fax/ International Number

Organization/ Org Unit

Submitter's Representative

Government Agency Type

Government Agency

2. * TYPE COMMENT & UPLOAD FILE

2000 characters remaining

Attach a file (optional)

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Submit a Comment

[Home](#) > [Search Result](#) > [Submit a Comment](#) > Confirmation



Success! Your Comment Has Been Submitted

Comment Tracking Number: 80baafd0

Thank you for submitting a comment on the following OTHER

Document ID: FAA-2009-0289-0003: Waters Aero-Marine, Inc. - Exemption/Rulemaking

Your attached files:

Waters Aero-Marine - 9852A.pdf

✓ Successfully uploaded

6. **Email the project to OPSPECS, AFS-800 Mailbox (if applicable), ARM Analysts, and ARM Manager.**
 - a. Create email and attach the Hummingbird version of the decision document and send to the following:
 - 9-AWA-AVS-AFS-WebOPSS/AWA/FAA@FAA
 - 9-AWA-AVS-AFS-800-Exemptions/AWA/FAA
 - ARM Analysts
 - ARM Manager
 - b. Type “Completed project(s)” in the subject field.
 - c. In the body of the message, type “Attached are copies of completed exemption projects: [list exemption project name and exemption number].”
- *Omit this step 6 for acknowledgement letters, closeouts, and withdrawals. However, the other steps remain the same.

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Send Send and File... Save as Draft Delivery Options... Display More Print Without Recipients

High importance
 Return receipt
 Sign
 Encrypt
 Mark Subject Confidential


To: Closeout,
Cc:
Bcc:
Subject: Completed Projects
From: Marshayla Hightower/AWA/FAA - Wednesday 01/26/2011 11:10 AM

Attached are copies of completed exemption projects:

Waters Aero-Marine
Exemption # 9852A



Waters Aero-Marine - 9852A.doc

Thank you,

7. Create coversheet for exemption.

- a. Log into Hummingbird and retrieve Doc No. 30662 and save to your folder location.
- b. Fill in the required information.
- c. Print a copy and file in the front of the brown folder.

**Office of Rulemaking
Exemption Folder**

Petitioner

Docket Number

Project Number

Exemption Number

Regulation

Prepared By: _____

Form Cyberdocs # 30662

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9.5 How do I complete the closeout process?

1. Complete signature block on original document and mail to petitioner.
 - a. Type the signatory's name and title on the original document under the signature.
 - b. Make 1 copy.
 - c. Make envelope with petitioner's address typed on it.
 - d. Place original in envelope; Follow [USPS mailing requirements](#).
 - e. Place copy in brown folder.
2. Ensure the following items are included in the brown folder in this order:
 - a. Coversheet
 - b. Petition for exemption request
 - c. Document information sheet
 - d. Concurrence grid
 - e. Final project resume
 - f. Regulation.gov confirmation form
 - g. Signed decision document
 - h. Supporting documentation material

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APPENDIX A: ASSIGNMENT OF REGULATORY RESPONSIBILITY

This table shows each 14 CFR part number, the title of the part number, and the name of the office responsible for processing exemptions from that part. Any questions about these assignments should be addressed to the appropriate OPR.

Table A.1: Assignment of Regulatory Responsibility by 14 CFR Part

Part/Section	Title	OPR	Office Responsible for Processing Exemption
Part 1	Definitions and Abbreviations	AGC	AGC
Part 11	General Rulemaking Procedures	AGC	AGC
Part 13	Investigative and Enforcement Procedures	AGC	AGC
Part 14	Rules Implementing the Equal Access to Justice Act of 1980	AGC	AGC
Part 15	Administrative Claims Under Federal Tort Claims Act	AGC	AGC
Part 16	Rules of Practice for Federally-Assisted Airport Enforcement Proceedings	AGC	AGC
Part 21	Certification Procedures for Products and Parts	AIR-100/200 as noted below; Coordinate with AEE those regulations regarding Noise Control Act of 1972 requirements	-
SFAR 88	Fuel Tank System Fault Tolerance Evaluation Requirements	ANM	ANM
§§ 21.1 through 21.9	General	AIR-200, except §§ 21.7 and 21.8 are assigned to AIR-100 and § 21.9 is assigned to AIR-100/200	ARM-200
§§ 21.11 through 21.55	Type Certificates	AIR-100	ARM-200
§§ 21.71 through 21.85	Provisional Type Certificates	AIR-100	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 21.91 through 21.101	Changes to Type Certificates	AIR-100	ARM-200
§§ 21.111 through 21.120	Supplemental Type Certificates	AIR-100	ARM-200
§§ 21.121 through 21.130	Production Under Type Certificate	AIR-200	ARM-200
§§ 21.131 through 21.150	Production Certificates	AIR-200	ARM-200
§§ 21.171 through 21.199	Airworthiness Certificates	AIR-200 with support of AFS-300	ARM-200
§§ 21.211 through 21.225	Provisional Airworthiness Certificates	AIR-200	ARM-200
§§ 21.301 through 21.320	Parts Manufactures Approval	AIR-100/200	ARM-200
§§ 21.321 through 21.335	Export Airworthiness Approvals	AIR-200	ARM-200
§§ 21.500 and 21.502	Acceptance of Aircraft Engines, Propellers, and Articles for Import	AIR-100/200	ARM-200
§§ 21.601 through 21.621	Technical Standard Order Approvals	AIR-100	ARM-200
Part 23	Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes	ACE	ACE
Part 25	Airworthiness Standards: Transport Category Airplanes	ANM	ANM
Part 26	Continued Airworthiness and Safety Improvements for Transport Category Airplanes	ANM	ANM
Part 27	Airworthiness Standards: Normal Category Rotorcraft	ASW	ASW
Part 29	Airworthiness Standards: Transport Category Rotorcraft	ASW	ASW
Part 31	Airworthiness Standards: Manned Free Balloons	ACE	ACE

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
Part 33	Airworthiness Standards: Aircraft Engines	ANE	ANE
Part 34	Fuel Venting and Exhaust Emission Requirements for Turbine Engine Powered Airplanes	AEE	ARM-200
Part 35	Airworthiness Standards: Propellers	ANE	ANE
Part 36	Noise Standards: Aircraft Type and Airworthiness Certification	AEE	ARM-200
Part 39	Airworthiness Directives	AIR, Note: § 11.81(b) delegates responsibilities for part 39 to the regional directors.	ACE/ANE/ANM/ASW
Part 43	Maintenance, Preventive Maintenance, Rebuilding, and Alteration	AFS-300	ARM-200
Part 45	Identification and Registration Marking	AIR-200	ARM-200
Part 47	Aircraft Registration	AFS-700	AFS-700
Part 49	Recording of Aircraft Titles and Security Documents	AFS-700	AFS-700
Part 60	Flight Simulation Training Device Initial and Continuing Qualification and Use	AFS-200	ARM-100
Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors	-	-	-
§§ 61.1 through 61.60	General	AFS-800	ARM-100
§§ 61.61 through 61.75	Aircraft Ratings and Pilot Authorizations	AFS-800	ARM-100

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§ 61.77	Special Purpose Pilot Authorization: Operation of U.S.-registered civil aircraft leased by a person who is not a U.S. citizen.	AFS-200	ARM-100
§§ 61.81 through 61.95	Student Pilots	AFS-800	ARM-100
§§ 61.96 through 61.101	Recreational Pilots	AFS-800	ARM-100
§§ 61.102 through 61.117	Private Pilots	AFS-800	ARM-100
§§ 61.121 through 61.133	Commercial Pilots	AFS-800	ARM-100
§§ 61.151 through 61.167	Airline Transport Pilots	AFS-200	ARM-100
§§ 61.181 through 61.199	Flight Instructors	AFS-800	ARM-100
§§ 61.211 through 61.217	Ground Instructors	AFS-800	ARM-100
§§ 61.301 through 61.431	Sport Pilots	AFS-600	ARM-100
Part 63	Certification: Flight Crewmembers other than Pilots	AFS-200	ARM-100
Part 65 Certification: Airmen other than Flight Crewmembers	-	-	-
§§ 65.1 through 65.23	General	AJV/AFS	ARM-100
§§ 65.31 through 65.50	Air Traffic Control Tower Operators	AOV	ARM-100
§§ 65.51 through 65.70	Aircraft Dispatchers	AFS-200	ARM-100
§§ 65.71 through 65.95	Mechanics	AFS-300	ARM-200
§§ 65.101 through 65.107	Repairmen	AFS-300	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 65.111 through 65.133	Parachute Riggers	AFS-300	ARM-200
Part 67	Medical Standards and Certification	AAM	AAM
Part 71	Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points	AJV-11, Note: § 11.61(c) delegates responsibilities for certain terminal airspace actions to the regional directors.	ARM-100
Part 73	Special Use Airspace	AJV-11, Note: § 11.61(c) delegates responsibilities for certain terminal airspace actions to the regional directors.	ARM-100
Part 77	Objects Affecting Navigable Airspace	AJV-11, Note: § 11.61(c) delegates responsibilities for certain terminal airspace actions to the regional directors.	ARM-100
Part 91 General Operating and Flight Rules	-	-	-
§§ 91.1 through 91.25	General	AFS-800; except for § 91.9-if exemption applies to unmanned aircraft systems (UAS), assign to the UAS Program Office.	ARM-100

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 91.101 through 91.193	Flight Rules	AJV-11, except for §§ 91.103 through 91.109, 91.119, *91.151, 91.153, 91.167 through 91.171, and 91.189 through 91.193, which are assigned to AFS-800; §§ 91.111, 91.117, 91.159, which is assigned to AFS but requires AJV-11 coordination; and §§ 91.135, 91.146, and 91.175, 91.177 and 91.189 through 91.193 which are assigned to AFS-400. *If § 91.151 applies to UAS, assign it to the UAS Program Office.	ARM-100
§§ 91.203 through 91.223	Equipment, Instrument, and Certificate Requirements	AFS-800, except for § 91.215(b), which is assigned to AJV-11, If §§ 91.203 and 91.207 apply to UAS, assign it to the UAS Program Office.	ARM-100
§§ 91.303 through 91.327	Special Flight Operations	AFS-800, except for § 91.305, which is assigned to AJV-11. If § 91.319 applies to UAS, assign it to the UAS Program Office.	ARM-100
§§ 91.401 through 91.421	Maintenance, Preventive Maintenance, and Alterations	AFS-300	ARM-200
§§ 91.501 through 91.535	Large and Turbine-Powered Multiengine Airplanes	AFS-800	ARM-100
§§ 91.601 through 91.613	Additional Equipment and Operating Requirements for Large and Transport Category Aircraft	AFS-200	ARM-100

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 91.701 through 91.715	Foreign Aircraft Operations and Operations of U.S.-Registered Civil Aircraft Outside of the United States	AFS-200, but will require coordination with offices depending on specific request.	ARM-100
§§ 91.801 through 91.877	Operating Noise Limits	AEE	ARM-200
§§ 91.901 through 91.905	Waivers	AJV-11/AFS	ARM-100
Part 93 (Except as noted below)	Special Air Traffic Rules and Airport Traffic Patterns	AJV-11	ARM-100
§§ 93.121 through 93.133	High Density Traffic Airports	AGC-230	ARM-100
§§ 93.211 through 93.227	Allocation of Commuter and Air Carrier IFR Operations at High Density Traffic Airports	AGC-230	ARM-100
§§ 93.251 and 93.253	Washington National Airport Traffic Rules	AGC-230	ARM-100
§§ 93.301 through 93.317	Special Flight Rules in the Vicinity of Grand Canyon National Park, AZ	AFS-200, but requires AEE coordination	ARM-100
Part 95	IFR Altitudes	AFS-200	ARM-100
Part 97	Standard Instrument Approach Procedures	AFS-400	ARM-100
Part 99	Security Control of Air Traffic	AJV-11	ARM-100
Part 101	Moored Balloons, Kites, Unmanned Rockets and Unmanned Free Balloons	AJV-11	ARM-100
Part 103 Ultralight Vehicles	-	-	-
§§ 103.1 through 103.7	General	AFS-800	ARM-100
§§ 103.9 through 103.23	Operating Rules	AJV-11	ARM-100

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
Part 105 (Except as noted below)	Parachute Operations	AJV-11 AJV-1-signature	ARM-100
§§ 105.11, 105.13, 105.15, and 105.33 through 105.43	Operating Rules and Equipment	AFS-300	ARM-200
Part 119	Certification: Air Carriers and Commercial Operators	AFS-200	ARM-100
Part 120	Drug and Alcohol Testing Program	AAM-800	ARM-100
Part 121, including SFAR 77, SFAR 92, and SFAR 106 (Except as noted below)	Operating Requirements: Domestic, Flag, and Supplemental Operations	AFS-200	ARM-100
§§ 121.105, 121.123, 121.133(c), 121.361 through 121.380a, 121.563, and 121.701 through 121.713	Maintenance Facilities/ Maintenance Logs/Manual Requirements	AFS-300	ARM-200
§§ 121.211 through 121.293	Special Airworthiness Requirements	AIR-100/200 depending on issue	ARM-200
§§ 121.301 through 121.360	Instrument and Equipment Requirements	AFS-200 or AIR, depending on issue; § 121.311 is assigned to AFS-200; and § 121.344 is assigned to AFS-300.	ARM-100/200 ARM-100 ARM-200
§ 121.457	Testing for Prohibited Drugs	AAM-800	ARM-100
§ 121.1109	Supplemental Inspections	AFS-300	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§ 121.1111	Electrical Wiring Interconnection Systems (EWIS) Maintenance Program	AFS-300	ARM-200
§ 121.1113	Fuel Tank System Maintenance Program	AFS-300	ARM-200
§ 121.1115	Limit of validity	AFS-300	ARM-200
§ 121.1117	Flammability Reduction Means	AFS-300	ARM-200
§ 121.1500	SFAR No. 111 – Lavatory Oxygen System	AFS-300	ARM-200
Part 125	Certification and Operations: Airplanes Having a Seating Capacity of 20 or More Passengers or a Maximum Payload Capacity of 6,000 Pounds or More	AFS-800, except AQP exemptions, which are assigned to AFS-200.	ARM-100
Part 129 (Except as noted below)	Operations: Foreign Air Carriers and Foreign Operators of U.S.-Registered Aircraft Engaged in Common Carriage	AFS-200	ARM-100
§§ 129.13 and 129.23	Airworthiness and Registration Certificates/Transport Category Cargo Service Airplanes: Increased Zero Fuel and Landing Weights	AFS-300	ARM-200
§ 129.28	Flightdeck Security	AFS-50	ARM-100
Part 133	Rotorcraft External-Load Operations	AFS-800	ARM-100
Part 135 (Except as noted below)	Operating Requirements: Commuter and On-Demand Operations	AFS-200	ARM-100
135.151	Cockpit Voice Recorders	AFS-300	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 135.65 and 135.411 through 135.443	Reporting Mechanical Irregularities/Inoperative Instruments and Equipment/Maintenance, Preventive Maintenance, and Alterations	AFS-300 except § 135.179, which is assigned to AFS-200 (ARM-100)	ARM-200
§§ 135.249 through 135.255	Misuse of alcohol and prohibited drugs; testing for alcohol and prohibited drugs	AAM-800 but requires AFS-800 concurrence	ARM-100
Appendix A	Additional Airworthiness Standards for 10 or More Passenger Airplanes	AIR-100	ARM-200
Part 136	Commercial Air Tours and National Parks Air Tour Management	AFS-200	ARM-200
Part 137	Agricultural Aircraft Operations	AFS-800	ARM-100
Part 139	Certification and Operations: Land Airports Serving Certain Air Carriers	AAS-300 for exemptions on a system-wide basis. If a petition is for a single airport, it is processed by the appropriate FAA airport field office.	AAS
Part 141	Pilot Schools	AFS-800	ARM-100
Part 142	Training Centers	AFS-200 but requires AFS-800 coordination	ARM-100
Part 145	Repair Stations	AFS-300	ARM-200
Part 147	Aviation Maintenance Technician Schools	AFS-300	ARM-200
Part 150	Airport Noise Compatibility Planning	AEE	ARM-200
Part 151	Federal Aid to Airports	AAS	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
Part 152	Airport Aid Program	AAS, except for those portions of part 152 that relate to policy. For more specific information, see functional descriptions for the Office of Aviation Systems Plans, APO, and APP in FAA Order 1100.2.	ARM-200
Part 155	Release of Airport Property from Surplus Property Disposal Restrictions	AAS	ARM-200
Part 156	State Block Grant Pilot Program	AAS	ARM-200
Part 157	Notice of Construction, Alteration, Activation, and Deactivation of Airports	AAS	ARM-100
Part 158	Passenger Facility Charges	AAS	ARM-200
Part 161	Notice and Approval of Airport Noise and Access Restrictions	AAS	ARM-100
Part 169	Expenditure of Federal Funds for Nonmilitary Airports or Air Navigation Facilities Thereon	AAS	ARM-200
Part 170	Establishment and Discontinuance Criteria for Air Traffic Control Services and Navigational Facilities	APO	ARM-200
Part 171 Non-Federal Navigation Facilities			
§§ 171.1 through 171.13	VOR Facilities	AJW	ARM-200
§§ 171.21 through 171.33	Nondirectional Radio Beacon Facilities	AJW	ARM-200
§§ 171.41 through 171.53	Instrument Landing System (ILS) Facilities	AJW	ARM-200
§ 171.61	True Lights	AJW	ARM-200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
§§ 171.71 through 171.75	General	AJW	ARM-200
§§ 171.101 through 171.117	Simplified Directional Facility (SDF)	AJW	ARM-200
§§ 171.151 through 171.163	Distance Measuring Equipment (DME)	AJW	ARM-200
§§ 171.201 through 171.213	VHF Marker Beacons	AJW	ARM-200
§§ 171.251 through 171.275	Interim Standard Microwave Landing System (ISMLS)	AJW	ARM-200
§§ 171.301 through 171.327	Microwave Landing System (MLS)	AJW	ARM-200
Part 183	Representatives of the Administrator	AIR	ARM-200
§§ 183.11 through 183.17	Certification of Representatives	AVS	ARM-200
§ 183.21	Aviation Medical Examiners	AAM	ARM-200
§§ 183.23 and 183.25	Pilot examiners, Technical personnel examiners	AFS-800	ARM-100
§ 183.27	Designated aircraft maintenance inspectors	AFS-300	ARM-200
§ 183.29	Designated engineering representatives	AIR-100	ARM-200
§ 183.31	Designated manufacturing inspection representatives	AIR-200	ARM-200
§ 183.33	Designated airworthiness representative	AIR-200/AFS-300	ARM-200
Part 185	Testimony by Employees and Production of Records in Legal Proceedings, and Service of Legal Process and Pleadings	AGC	AGC
Part 187	Fees	APO, AFS, AIR	ARM-100/200

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Part/Section	Title	OPR	Office Responsible for Processing Exemption
Part 189	Use of Federal Aviation Administration Communications System	AJV-11	ARM-100
Part 198	Aviation Insurance	APO-300	ARM-200
Part 411	Reserved		
Part 413	License Application Procedures	AST	ARM-200
Part 415	Launch Licenses	AST	ARM-200
Part 440	Subpart A Financial Responsibilities/ Requirements for Launch License Activities	AST	ARM-200

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APPENDIX B: Contractor Responsibilities

ARM hires contractors to assist in processing exemptions. ARM manages these contractors; they are considered administrative extensions of the ARM analysts. The contractor provides ARM with administrative support, and assists with researching, drafting, and editing. The FAA provides the contractor with final decisions regarding the type of document to be prepared and the analysis to be used when preparing that document.

The ARM analyst responsible for processing the request does the initial research and discusses the course of action with the OPR, and drafts the correct response letter. If the ARM analyst forwards the project folder to the contractor, the contractor does the initial research, and prepares a research analysis and the initial response letter, which is then returned to ARM for review.

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APPENDIX C: AGC MEMORANDUM

Memorandum from AGC Regarding
General Coordination of Legal Review
(copy of original)

Memorandum

**U.S. Department
of Transportation**

**Federal Aviation
Administration**

Subject: Exemption Workload
From: Assistant Chief Counsel
Reply to:
Attn:

Date: July 10, 1992

To: Director, Office of Rulemaking
ARM-1

In order to conserve legal resources for higher priority projects, we are providing through this memorandum our general concurrence in the following documents for a period of one year: [This time period has been extended indefinitely.]

1. Acknowledgment letters containing determinations of good cause for not publishing a petition for exemption in the Federal Register.
2. Letters renewing exemptions.
3. Grants or denials of exemption that duplicate previous grants or denials in all material respects except the name of the petitioner.

This general concurrence does not apply to petitions for exemption involving the Age 60 Rule or having any international aspect. It does not apply to renewals that modify any condition or limitation, or expand or contract the relief given previously. For duplicate petitions for exemption, this general concurrence does not apply to denials where grants have been issued previously, or vice versa.

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Although we will not be providing legal review of these individual documents, we offer the following guidance.

Good Cause Letters

- A petition for exemption should be published for comment if granting it would set a precedent, i.e., if it would be the first time the requested relief would be granted from the regulatory section.
- Although the petitioner may not have asked for publication to be waived, as provided in Part 11, the FAA may independently determine that good cause exists.
- Prior publication of identical petitions from other parties may be good cause for not publishing a new petition.
- Delay in the FAA’s processing of a petition should not be considered good cause for waiving publication.

Duplicate Exemptions to Additional Petitioners

- Duplicate documents should use the same justification and contain the same conditions and limitations. Where differences are appropriate, the document should receive AGC–200 review.
- Additional petitions for exemption requesting the same relief as that granted by an existing exemption may indicate that a class of persons exists for which relief should be granted through general rulemaking. Although it is possible for several persons to be uniquely burdened by a regulation, the broader the class of individuals needing relief, the stronger the implication is that general rulemaking is required by the Administrative Procedures Act.
- This office should be consulted if there is any question whether the petition has standing to request relief from the FAR for another person.

This memorandum may be considered as a concurrence in a summary denial of petition for exemption, if that denial follows the attached guidelines.

Finally, while the purpose of this general concurrence is to facilitate the use of resources for higher priorities, AGC–200 attorneys and managers will remain available for consultation on matters and issues of concern to any of these documents and to coordinate on individual documents, if requested.

Your office has agreed to maintain a record of documents cleared under this memorandum. At the end of one year, we will consider extending our concurrence after a general review of those documents. [As stated above, this has been accomplished.]

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[Original signed by]
Donald P. Byrne

Attachment

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**Attachment of AGC Memorandum
Summary Denial of Petition for Exemption**

1. State date of petition, the section of regulation involved, and the relief requested.
2. State that FAA recently issued a denial of exemption (copy attached) in circumstances “similar in all material respects” to those of the petitioner. Summarize the agency’s reasons for denying the attached petition.
3. Insert the following paragraph at the end of the summary denial:

Having reviewed your reasons for requesting an exemption I find that they do not differ materially from those presented by the petitioner in the attached Denial of Exemption. In addition, I have determined that the reasons stated by the FAA for denying the attached petition also apply to the situation you present. Accordingly, I find that a grant of exemption would not be in the public interest. Therefore, pursuant to the authority contained in §§ 313(a) and 601(c) of the Federal Aviation Act of 1958, delegated to me by the Administrator (14 CFR § 11.53), your petition for an exemption from _____ of the Federal Aviation Regulations is hereby denied.

Memorandum from Flight Standards Service
Regarding Delegation of Authority

ACTION: Delegation of Signature Authority on Nov. 19, 1992
Good Cause Acknowledgment Letters

Director, Flight Standards Service, AFS-1

Manager, Air Transportation Division, AFS-200
Manager, Aircraft Maintenance Division, AFS-300
Manager, General Aviation & Commercial Division, AFS-800

I hereby direct the delegation of certain sign-off authority vested in me under 14 CFR Part 11. Specifically, I am delegating the sign-off of good cause acknowledgment letters to the appropriate Division Managers — AFS-200, AFS-300, and AFS-800. This authority may not be delegated below division manager or acting division manager. This action will be effective on the date of this memo.

Original signed by Thomas C. Accardi

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Memorandum from the Associate Administrator for Aviation Safety
Regarding Delegation of Authority

ACTION: Delegation of Authority to issue
Exemptions from Certain Sections of Parts 121 and 135

Director of Aircraft Certification Service, AIR-1
Director of Flight Standards Service, AFS-1

“The Transport Airplane Directorate is hereby delegated the authority to issue exemptions from the certification requirements of Parts 121 or 135 that were adopted to implement, on a retroactive basis, compliance of older transport category airplanes with applicable standards of Part 4b of the CAR or Part 25.”

Original signed by Anthony J. Broderick

August 20, 1993

Memorandum from the Associate Administrator for Aviation Safety
Regarding Delegation of Authority

ACTION: Delegation of Authority to issue
Exemptions from Certain Sections of Operational Rules of 14 CFR 91, 121, 125, and 135.

Director, Aircraft Certification Service, AIR-1
Director, Flight Standards Service, AFS-1
Director, Office of Rulemaking, ARM-1

“The Transport Airplane Directorate (TAD) is delegated authority to grant exemptions from certain regulations in parts 121 and 135. This delegation applies to the thermal/acoustic insulation regulations specified in §§ 121.312(e)(1) and 135.170(c)(1). By this memorandum, I further delegate authority to TAD to grant exemptions from the thermal/acoustic insulation regulations specified in §§ 91.613(b)(1) and 125.113(c)(1). The requirements for coordination between TAD and the Flight Standards Service contained in the August 20, 1993, memorandum (copy attached) apply to this delegation, as well.”

Original signed by Margaret Gilligan

September 2, 2005

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APPENDIX D: GLOSSARY OF EXEMPTION TERMS

This glossary provides a quick reference for terms used in the exemption process.

Aircraft Certification Service Directorate (AIR directorate) — The AIR directorate having primary regulatory and aircraft certification responsibility for specific parts of the CFR. The four AIR directorates are for transport airplanes, small airplanes, rotorcraft, and engines and propellers.

Acknowledgment letter — Letter issued to a petitioner to confirm the petition for exemption will be published and considered.

Aircraft Certification Office (ACO) — Organizational elements of the ACO provide the technical disciplines necessary to fully administer its assigned aircraft certification programs.

Amendment — A modification to a previously granted exemption.

Brown project folders — Brown folders contain copies of the information in the orange folders. These folders remain with the ARM analyst for reference and to serve as a working file.

Closeout letter — Letter issued to a petitioner when an exemption is not the appropriate course of action for the petition or when the petitioner does not have standing to request an exemption.

Code of Federal Regulations (CFR) — Rules of Federal agencies in codified form. The CFR is divided into 50 titles, each with chapters, subchapters, parts, and sections. The rules of each agency are found in the chapters. The regulations of the FAA are in Title 14, chapter I, subchapters A through O, parts 1 through 199. Each CFR title is revised annually when additions and amendments published in the Federal Register during the previous year are incorporated. Title 14 is revised each January 1.

Comment period — Period of time for public comment after publication of a summary of a petition in the Federal Register. The comment period usually is 20 calendar days.

Coordination grid — A grid printed on a copy of a response letter or decision document used to designate the routing symbols of the offices required to approve the letter or document.

Hummingbird — Hummingbird is the online document management system the FAA uses to store, maintain, share, and control documents. Users may check out, edit, and revise documents online using Hummingbird.

Denial of exemption — Disapproval of a petition for technical, safety, or public interest reasons. Denials of petitions for exemption are signed by the OPR director. Denials of petitions for reconsideration and petitions for rulemaking are signed by the Administrator.

Disposition of exemption — The action taken on a petition for exemption, that is, granted or denied. A summary of the disposition and the date of issue are published in the Federal Register.

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Docket — A file containing all public comments and relevant material about a petition for exemption that the FAA will use in reaching a decision. When a petition is filed, a docket is opened and a docket number is assigned. The docket number should be included in any Federal Register document related to the project.

Docket ID — A number assigned by DOT to each new petition for exemption. The docket number is retained for any subsequent modifications, comments or amendments to the petition or document

Exemption — A formal document issued in response to a petition that relieves or denies relief for the petitioner from the requirements of a particular section of 14 CFR. See “Petition.”

“Federal Aviation Regulations” — Regulations published in 14 CFR chapter I. The FAA also publishes an updated, loose-leaf copy of each part that includes the preambles of the final rules, as published in the Federal Register, for all amendments that have been adopted since the last complete revision of the part. There is also an on-line version, the [e-CFR](#) which can be used for string searches or to print out current portions of the regulations. “Federal Aviation Regulations” is a commonly used term, but is not a correct legal citation and should not be used. The proper citation is 14 CFR part [part number] or 14 CFR [section number].

Federal Docket Management System (FDMS) — The DOT’s online docket system that enables interested persons to submit requests for exemptions, rulemaking, and other regulatory actions. Interested persons may also use FDMS to submit comments to publications in the Federal Register. The FAA uses FDMS for exemption and rulemaking projects.

Federal Register — The Office of the Federal Register, National Archives and Records Administration, issues the Federal Register publication on weekdays, excluding Federal holidays. The Federal Register provides official notice and record of Federal agency regulatory actions, which include final rules, notices of proposed rulemaking, summaries and dispositions of exemption requests, notices of agency meetings, and delegations of authority.

Good cause — Reasons offered by a petitioner to waive publication of a summary of its petition in the Federal Register. When a petitioner requests that its petition for exemption from a regulation not be published in the Federal Register, the petitioner must show good cause for not publishing it. The FAA also may grant good cause even if the petitioner does not request it.

Grant of exemption — A formal document, signed by the OPR director that approves a petition for exemption.

Integrated Rulemaking Management Information System (IRMIS) — A rulemaking project tracking system.

Letter grant of amendment — A formal letter issued to effect an amendment to a previously granted exemption.

Letter grant of extension — A formal letter issued to extend the expiration date of a previously granted exemption. The OPR signs this letter. If the petitioner submits a statement that the conditions and reasons regarding public interest and safety, presented in the original petition

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upon which the exemption was granted, remain unchanged, the FAA can accept the petition in an abbreviated form without the petitioner necessarily specifying safety and public interest statements. Although a petition for an extension may be submitted in an abbreviated form, it must be processed in the same manner as the original petition.

Office of primary responsibility (OPR) — The office that has primary technical responsibility, as delegated by the Administrator, in the area affected by the action.

Orange project folders — Orange folders contain the petition for exemption and any applicable notes, analyses, or research. This folder is used to route the project to the various offices in the FAA that provide analysis or review documents.

Partial grant of exemption — A document issued by the OPR director indicating that the petitioner’s request is granted, but in a manner of implementation different from that which the petitioner originally intended.

Person — An individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

Petition — A formal letter requesting an action from the FAA that must be filed in accordance with part 11. Petitions are accepted for the following:

Exemption — a formal document issued in response to the petitioner’s request for an exemption. See “Exemption”; and

Reconsideration — reevaluation of a previously granted or denied petition for exemption. A petition for reconsideration of an exemption must contain new information to justify a change in the FAA’s decision. Each petition is given a docket number, and a summary of the petition is published in the Federal Register.

Precedent-setting — AGC defines precedent-setting as the first time requested relief is granted from a regulatory section. Other exemptions that may be considered precedent-setting are those that provide relief from a particular regulation from which relief already has been granted, but with conditions different than in the original exemption.

Rejection letter — When a petition does not meet the requirements of part 11, ARM prepares a rejection letter and sends it to the petitioner. Petitions for exemption must comply with [§§ 11.63](#) and [11.81](#). Petitions for reconsideration must comply with [§ 11.101](#).

Rejection/predial letter — This letter is a combination of a rejection letter and a predial letter and is used when the petition does not meet the requirements of [§§ 11.63](#) and [11.81](#) but would be denied because the petition addresses issues that have been denied in similar cases. This letter allows the petitioner to submit additional information in support of its petition. The ARM division manager signs the rejection/predial letter.

Routing symbols — Symbols that designate an office within the FAA, such as AGC–200, AFS–350, and ARM–204.

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Summary grant of exemption — Occasionally, a petitioner requests relief that is similar in all material respects to relief previously granted. The FAA issues a summary grant if the petitioner requests an exemption from a regulation from which relief has been granted in the past, if the conditions are the same as those previously granted.

Summary denial of exemption — The FAA issues this routine denial if the petitioner provides information similar to previously denied exemptions and a precedent has been set to continue denying such petitions. Unlike the pre-denial letter, this document must be approved by the OPR and does not allow the petitioner to submit additional information.

Supplemental information — When a petition is rejected, or if additional information is needed, the FAA may request that the petitioner submit supplemental information.

Withdrawal letter — Letter issued to a petitioner when the petitioner informs the FAA it is withdrawing its petition for exemption.

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APPENDIX E: PETITIONS FOR EXEMPTION NOT PROCESSED BY ARM

ARM has two divisions: The Airmen and Airspace Rules Division (ARM-100) and the Aircraft and Airport Rules Division (ARM-200). Each division is responsible for processing petitions for exemption in its area of expertise. Those areas of expertise are defined according to the section of the regulations from which a petitioner requests an exemption.

ARM does not process petitions for exemption requests from parts 47, 49, 67, and 139. The FAA’s Flight Standards Service (AFS) has delegated the responsibility for processing petitions for exemption from Parts 47 and 49 to AFS-700. Part 11 delegates the responsibility for processing petitions for an exemption from part 67 to the Office of Aerospace Medicine (AAM), and exemptions from part 139 to the Office of Airport Safety & Standards (AAS). ARM notifies the appropriate office of this petition.

In addition, Aircraft Certification Service (AIR) has delegated the responsibility of processing petitions for exemption from certain regulations to the following four certification directorates:

- Part 23 Small Airplane Certification Directorate
- Parts 25, 26 Transport Airplane Certification Directorate
- Parts 27, 29 Rotorcraft Directorate
- Parts 33, 35 Engine and Propeller Directorate

The certification directorates follow processes specific to their organizations when processing exemptions. Although these processes are generally aligned with the process described herein.

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Table E.1: Offices Responsible for Petitions for Exemption and Other Requests Not Processed by ARM

Part(s)	Office Responsible For Processing Petition	Routing Symbol And Address To Send Petitioner Request	<i>ADDITIONAL INFORMATION</i>
1, 11, 13 through 16, and 185	Office of the Chief Counsel (AGC)	AGC-200 800 Independence Avenue SW. Washington, DC 20591 (202) 267-3073	
23 and 31	Aircraft Certification Service, Small Airplane Directorate (ACE)	ACE-111 901 Locust Street, Suite 301 Kansas City, MO 64106 (816) 329-4129	
33 and 35	Aircraft Certification Service, Engine and Propeller Directorate (ANE)	ANE-110 12 New England Executive Park Burlington, MA 01803 (781) 238-7137	
25	Aircraft Certification Service, Transport Airplane Directorate (ANM)	ANM-114 1601 Lind Avenue SW. Renton, WA 98055 (425) 227-2126	
26	Aircraft Certification Service, Transport Airplane Directorate (ANM)	ANM-114 1601 Lind Avenue SW. Renton, WA 98055 (425) 227-2126	
27 and 29	Aircraft Certification Service, Rotorcraft Directorate (ASW)	ASW-111 2601 Meacham Boulevard Fort Worth, TX 76137-4298 (817) 222-5359	

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Part(s)	Office Responsible For Processing Petition	Routing Symbol And Address To Send Petitioner Request	ADDITIONAL INFORMATION
39, including a proposed alternative method of compliance or change in the compliance time for an airworthiness directive (AD) filed under § 39.19	Airworthiness Directive Manager and/or Principal Inspector (ACE/ANE/ANM/ASW)	The routing symbol and address are listed in each AD.	<i>The operator also may send the proposal directly to the AD manager identified in the AD at the same time it sends the proposal to its principal inspector. If the operator does not have a principal inspector, it must submit the proposal directly to the AD manager.</i>
47 and 49	Civil Aviation Registry (AFS-700/750)	AFS-751 6435 South Denning Oklahoma City, OK 73169 (405) 954-3284	
67, including a special issuance of a medical certificate filed under § 67.401, Medical Standards and Certification	Office of Aviation Medicine (AAM-1)	Federal Air Surgeon AAM-1 800 Independence Avenue SW. Washington, DC 20591 (202) 267-3535	
139	Office of Airport Safety & Standards (AAS-300)	Appropriate FAA airport field office	<i>The petition must be submitted in duplicate.</i>

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APPENDIX F: INTERNAL DOCUMENTS

This table shows each of the exemption internal documents used by ARM and its corresponding Hummingbird number.

Table F.1: Internal Documents

Internal Document	Description	Hummingbird
Acknowledgment Letter	Acknowledge receiving a new petition for exemption	21890
Correction Letter	Amends an error on an exemption already issued	21902
Exemption Notice Numbers	Spreadsheet used to track Federal Register notices for exemptions	21440
Extension/Amendment	Grants an extension and/or amendment of an exemption	21893
Notice of Petition Received	Federal Register notice of petitions received	21954
Disposition of Petitions Issued	Federal Register notice of the disposition of petitions received	22573
Full Denial	Denial of a petition for exemption (not a summary denial)	21904
Full Grant	Grant of a petition for exemption (not a summary grant)	21903
Partial Grant	Grant of a petition for exemption from some, but not all, FAR parts requested	21905
Predenial Letter	A type of acknowledgment letter advising the petition will likely be denied	21897
Rejection Letter	Rejection of a petition for exemption because it does not meet Part 11	21898
Rejection/Predenial Letter	Combination of a rejection and predenial letter	21899
Summary Denial	Denial of exemption based on previously issued full denials	21900
Summary Grant	Grant of exemption based on previously issued full grants	21889
Transmittal Letter-Final Team	Transmittal letter for routing exemption for Final Team Concurrence	26585
Transmittal Letter-Director Level	Transmittal letter for routing exemption for Director Level Concurrence	26586
Transmittal Letter-Associate	Transmittal letter for routing exemption for Associate Level Concurrence	26587
Transmittal Letter-Issuance	Transmittal letter for routing exemption for Issuance for AOA	26588
Withdrawal Letter	Acknowledging a petitioner's request to withdraw their petition	21901

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