

**SUBJ: FAA DIRECTIVES MANAGEMENT**

---

**VS 1. Purpose of this Supplement.** This supplement adds the additional requirement to obtain public comment on orders that will have a direct impact on the public.

**VS 2. Audience.** All Aviation Safety (AVS) employees and managers who approve or write policy.

**VS 3. Where Can I Find This Supplement.** You can find this supplement on the Regulatory and Guidance Library (RGL) website: <http://rgl.faa.gov/>.

**VS 4. Roles and Responsibilities of the Office of Primary Responsibility (OPR) and Writer.** Add to the roles and responsibilities in Chapter 2, Paragraph 2, the following:

- o. Obtain public comment on orders that will have a direct impact on the public.

Whether or not an order has a direct impact on the public is left to the discretion of the OPR.

**VS 5. Obtaining Public Comments.** In addition to the requirements in Appendix B of Order 1320.1, the OPR should obtain public comment on orders that will have a direct impact on the public.

- a. The OPR will ensure that all FAA comments are received and dispositioned prior to posting a document for public comment.

- b. Documents should be posted on the "Aviation Safety Draft Documents Open for Comment" site, or as otherwise appropriate for a specific AVS office.

- c. Each document posted for public comment must contain the following statement: "The FAA is not required to seek public comment on this draft order because this document, if finalized, will apply to internal AVS practices."

- d. The public comment period is up to 60 calendar-days. If public comments cause you to change the document significantly, you should send it back through formal internal FAA coordination. The OPR is solely responsible for determining if a second opportunity for public comment is appropriate.

- e. The disposition of public comments must be included with the order project package submitted for final signature.
- f. The disposition of public comments will be made part of the order project case file.

**VS 6. Direct Impact on the Public.**

- a. The following are examples of orders that may have a direct impact on the public:

- (1) Orders that define how the FAA will exercise its regulatory oversight. For example, Order 8110.4, Type Certification, defines the process that the applicant must follow when preparing an application for a type certificate.

- (2) Order 8900.2, General Aviation Airman Designee Handbook, which establishes procedures for inspectors and designees responsible for administering oral and practical tests and issuing temporary airman certificates.

- (3) Order 8100.8, Designee Management Handbook, which establishes the FAA procedures to be used by the Aircraft Certification Service (AIR) and Flight Standards Service (AFS) for managing the FAA's representatives of the Administrator (designee) program.

- b. The following are examples of orders that do not have a direct impact on the public:

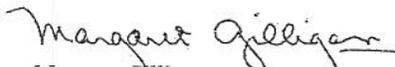
- (1) Orders which are purely administrative, such as FAA Order 1000.36, FAA Writing Standards.

- (2) Orders that deal solely with internal FAA issues, such as FAA Order 1100.1, Flight Standards Service Organizational Handbook.

- c. The following are examples of orders (content) that will not be posted for public comment even if they will have a direct impact on the public:

- (1) Orders that contain classified national security information (reference FAA Order 1600.2).

- (2) Orders that have restrictions on access and disclosure and marked, "For Official Use Only (FOUO)" or "Sensitive Security Information (SSI)" (reference FAA Order 1600.75).



Margaret Gilligan  
Associate Administrator  
for Aviation Safety

### **Appendix A. Administrative Information**

- 1. Where to Find this Supplement.** It is available electronically on the **Regulatory and Guidance Library (RGL) website: <http://rgl.faa.gov/>** for all affected AVS employees, writers of directives and OPRs.
  
- 2. Authority to Change This Supplement.** The Associate Administrator for Aviation Safety reserves the authority to approve modifications that set policy and delegate authority. The OPR may make other modifications necessary to administer this Supplement.