

ORDER

Order No.: 1380.54

Date: 7/1/98

Initiated

By: AFS-900

Subject: VITAL INFORMATION SUBSYSTEM

1. PURPOSE. This order establishes the organizational and procedural framework for implementing and maintaining the Vital Information Subsystem (VIS) and the National Vital Information Subsystem (NVIS) and incorporates by reference the VIS Procedures Manual (VPM).

2. DISTRIBUTION. This order is distributed to the Associate Administrator for Regulation and Certification; to the branch level in the Washington headquarters Flight Standards Service; to the Program Director, FAA Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional Flight Standards divisions; and to all Flight Standards field offices.

3. BACKGROUND.

a. The VIS is a subsystem of the Flight Standards Automation System (FSAS), an element of the Aviation Safety Analysis System (ASAS), providing a comprehensive data base of air operators, air agencies, aircraft, airmen, and facilities under Federal Aviation Administration (FAA) jurisdiction. Field office personnel may perform data-base maintenance functions, create ad hoc reports, access and print standard reports, and maintain or update the air operator, air agency, aircraft, airmen, and facility information. VIS provides an automated method of storage and retrieval of data within Flight Standards Service and the FAA.

b. NVIS provides the data-base link to the National Program Tracking and Reporting Subsystem (NPTRS) that enables the Flight Standards Service to manage human resources and the regional and field office surveillance work programs effectively.

c. NVIS provides a broad description of air operator and air agency operational data for the Flight Standards Service. Information includes the environmental ancillary files that identify the following data by the field office's identifier code: the air carrier/air agency name, designator code, airport identifier, the air carrier's or air agency's operating certificate, maintenance and operations facilities (as applicable), and contractor information. NVIS is available to all Flight Standards offices.

d. VIS is a flagship data-base system that provides an

automated two-way flow of information for all levels within Flight Standards. VIS has been developed nationally to incorporate new capabilities and enhancements resulting from technological advances. Revisions to VIS are released as new versions of FSAS software to all Flight Standards offices.

4. IMPLEMENTATION.

a. All levels of the Flight Standards Service will implement and maintain the VIS in accordance with the procedures and guidelines set forth in the VPM.

b. The Flight Standards Service and regional Flight Standards divisions shall appoint at least two staff members (an operations specialist and an airworthiness specialist) to provide subsystem guidance to headquarters, regional, and field office personnel on a continuing basis. In addition, regional Flight Standards divisions should appoint a person to provide subsystem guidance to administrative personnel. The regional FSAS System Administrator may be the point of contact for guidance concerning VIS.

c. National/regional/division/branch managers and managers of Flight Standards field offices are, in accordance with instructions from the next higher level of authority, responsible for the implementation, maintenance, and management of the VIS. Although divisions, branches, and offices will have latitude in the use of the VIS, the standardized system shall be maintained in its entirety.

d. Since the VIS is the source data base for information used for air operators, air agencies, aircraft, airmen, and facilities in the development of surveillance work programs, certification activities, and operations specifications, data quality should be a primary focus for all offices. Accurate reporting in VIS is essential for management of the local system. Managers and supervisors should establish and maintain an office environment conducive to effective data quality control of the VIS. The VIS should not be altered in order to influence the surveillance work programs. Computer access to the VIS should be made available to all personnel.

5. FORMS. There is not a standard national form to be used for data entry into the VIS. However, it is advisable to use a locally devised worksheet to capture pertinent information prior to adding a new air operator, air agency, aircraft, airman, or facility into VIS.

6. INFORMATION UPDATE. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be noted on FAA Form 1320-19, Directive Feedback Information. For your convenience, this form is included at the end of this order. Your comments should be forwarded to the originating office (Attn: Directives Management Officer) for consideration. If an interpretation is needed immediately, you may call the originating office for guidance. However, you should also use the FAA Form 1320-19 as a follow-up to the verbal conversation.

/s/ Thomas E. Stuckey
Acting Director, Flight Standards Service

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____
To: Directive Management Officer, _____

(Please check all appropriate line items)

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

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

In a future change to this directive, please include coverage on the following subject (briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____