



Federal Aviation Administration

Memorandum

Date: August 30, 2013

To: See Distribution List

From: Jennifer Arquilla, Manager, Planning and Program Management Division,
AIR-500

Subject: New AIR policy requiring the inclusion of a feedback template in all new or revised AIR Advisory Circulars

The purpose of this policy memorandum is to establish new Aircraft Certification Service (AIR) policy that requires the inclusion of a feedback template in all new or revised advisory circulars (AC) issued by AIR offices on or after October 1, 2013.

FAA Order 1320.1E, *FAA Directives Management*, requires that every office issuing an FAA order include FAA Form 1320-19, Directive Feedback Information, as an appendix to the order. Currently there is no similar FAA requirement for ACs.

AIR has decided to provide a similar mechanism for our stakeholders to provide feedback on our ACs. To that end, we have created a template that our AC users can use if they would like to provide feedback. Attached is the template that each division, directorate and office in AIR must include as an appendix in all new or revised ACs issued on or after October 1, 2013.

This template can also be downloaded from the work tools section of the AIR employee website at the following link: https://employees.faa.gov/org/linebusiness/avs/offices/air/tools/tools_list/

For more information, please contact Jim Hansen, AIR-501, at 202-267-5517 or james.p.hansen@faa.gov.

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Advisory Circular Feedback Information

If you have comments or recommendations for improving this advisory circular (AC), or suggestions for new items or subjects to be added, or if you find an error, you may let us know about by using this page as a template and 1) emailing it to 9-AWA-AVS-AIR500-Coord@faa.gov or 2) faxing it to the attention of the AIR Directives Management Officer at 202-267-3983.

Subject: (insert AC number and title)

Date: (insert date)

Comment/Recommendation/Error: (Please fill out all that apply)

An error has been noted:

Paragraph _____

Page _____

Type of error (check all that apply): Editorial:----- Procedural:-----

Conceptual_____

Description/Comments: _____

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

In a future change to this advisory circular, please include coverage on the following subject:
(briefly describe what you want added attaching separate sheets if necessary)

Name: _____