



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
1330.1C**

National Policy

Effective date:
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SUBJ: FAA Forms Management

This policy establishes the objectives, responsibilities, standards, and requirements for managing all officially authorized agency forms that are controlled within the Federal Aviation Administration (FAA) Forms Program. Knowledge of this policy will guide agency employees in understanding the role of forms in accomplishing the work that supports the mission of the FAA and facilitates compliance with applicable federal laws, regulations, and policies.

The FAA Forms Program promotes efficiency and transparency through the incorporation of cost-effective processes that eliminate duplication and ensure regulatory compliance in support of federal mandates, including, but not limited to:

- a. Government Paperwork Elimination Act of 1998 (GPEA) Public Law No. 105-277 (Title XVII),
- b. Paperwork Reduction Act of 1980 (PRA) Public Law No. 96-511, 94 Stat. 2812, codified at 44 United States Code, §§ 3501–3521, and
- c. Section 508 of the Rehabilitation Act of 1973, 29 U.S.C § 794 (d) as amended by the Workforce Investment Act of 1998 (WIA), Public Law No. 105–220.

Agency Lines of Business (LOBs), Staff Offices (SOs), Regions, Centers, and field offices are responsible for Forms Management activities within their respective operations and will verify that document-type forms will be developed using accessible Adobe Acrobat PDF Portable Document Format (PDF). Agency LOBs, SOs, Regions, Centers, and Field Offices are required to adhere to the policy contained in this order when creating, developing, prescribing, distributing, processing, maintaining, or in any fashion using forms in support of their operational business requirements, and in the establishment and implementation of internal business processes that support the FAA Forms Program.

A handwritten signature in black ink, appearing to read "Kathryn B. Thomson".

Kathryn B. Thomson
Deputy Administrator

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Chapter 1. General Information

1. Purpose. This policy prescribes the FAA Forms Program, which establishes requirements for managing all officially authorized forms controlled by the agency.

2. Audience. All levels of agency personnel who create, develop, prescribe, control, distribute, process, maintain, or use forms must comply with this policy. The Head of each LOB will establish that personnel are aware of and adhere to the policies, responsibilities, and procedures contained in this Order.

3. Where to Find This Order? This order is located on the FAA Orders & Notices website at: https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. FAA Order 1330.1B, FAA Forms Program, dated June 22, 2012.

5. Explanation of Changes. This current edition reflects revisions to terminology, processes, and functions resulting from advances in technology, as well as revised organizational titles and routing symbols due to restructuring in several LOBs. Further, emphasis is placed on compliance with supporting revised agency standards of PDF architecture, Accessibility/Section 508, Plain Language, privacy, and the PRA.

6. Categories of Forms. Terminology that is specific to certain procedures or processes is contained within the subject chapters. Refer to the Table of Contents.

a. Form. A form is an artifact in physical, digital, or electronic medium that is used to standardize and simplify the collection, presentation, or entry of information/data. For collection purposes, the format is usually a fixed arrangement of captioned spaces, lines, or boxes designed for entering and extracting the prescribed information for the purpose of gathering, organizing, and transmitting information quickly and efficiently. A form is either created or received by an organization in pursuance of, or in compliance with, legal obligations or in the transaction of business.

(1) Form artifacts that present information without fillable fields or that are not formatted in a standard document style may include contract provisions, instruction sheets, aircraft tags, equipment labels, mailing envelopes, posters, etc. These artifacts are controlled as forms for reference purposes associated with printing, stocking, distribution, and use with other forms.

(2) Forms are issued based on a need of a program, operation, and/or organization and the need is determined by the originating office, referred to as the Office of Primary Responsibility (OPR). Forms should be efficient, economical, and kept to a minimum to reduce the burden and costs to the agency and the public.

(3) There are three types of forms:

(a) Physical artifact is a tangible paper/hardcopy format, such as an office document, envelope, tag, label, poster, or related format, that cannot be accessed or downloaded as a form file via an electronic device. <https://en.wikipedia.org/wiki/X-ray>

(b) Digital artifact is a Portable Document Format (PDF) or Microsoft Office product that is maintained in an electronic system or application and is accessible, downloadable, or printable from a designated system or application.

(c) Electronic artifact is a data-only format that is input, submitted, and maintained as pure data through user interface with a designated system or application.

(4) Distinguishing Forms and Non-forms. This policy requires an FAA form to have an official designation in order for a document to be declared as a form so it can be officially managed. This designation resides within the FAA Forms Program office. Only the OPR has the authority to change forms that they issue or prescribe via policy. These forms can only be disposed of within the rules of the FAA Forms Program.

(5) Forms may be covered by access controls to regulate who can access them and under what circumstances. Physical controls may be used to keep restricted forms secure. An audit trail showing all access and changes can be maintained to secure the integrity of the forms.

b. Document Forms. Document forms (distinguished from items listed in paragraph “c.” below) may be in digital, electronic, or paper formats. The agency standard format for FAA digital forms is PDF/.pdf. The PDF fillable format maintains the fidelity and integrity of forms for secure use, metadata preservation, backup, and retrieval. All PDF forms contain fillable data fields. By this definition, a scanned document, whether in PDF or any other format, is not considered a fillable digital form.

(1) Paper Form. A physical (paper or hardcopy) tangible object that cannot be electronically accessed, filled out, or stored in an electronic system or application. It is available only in printed form and stocked at various distribution points in the agency. Information for this type of form is available to view on the FAA Forms websites, but there is no form file to download.

(2) Digital Form. A digital form is paperless in its format. It is accessible and readable only by interfacing with electronic devices, such as personal computers, mobile phones, and similar devices. Digital forms are the most common type of forms prescribed by this and other federal agencies. Most of these forms will have the capability for downloading, printing, saving, and digitally signing through electronic means. Limited exceptions may be approved by the FAA Forms Program Manager, as follows:

(a) All newly created forms will first be developed in Microsoft Word (.docx), Microsoft Excel (.xlsx), or current word processing formats as source documents and then converted to PDF. Any forms currently in the Word or Excel formats will be converted to PDF. Limited exemptions to this requirement may be granted to certain forms that relate to matters of safety or security or in situations where the PDF format is not conducive to meeting specific

business needs. Exception requests must be submitted for review by the FAA Forms Program Manager.

i. To qualify for an exception, the OPR will provide justification to their designated Forms Management Officer (FMO). The FMO will coordinate with the FAA Forms Program Manager, and a review will be performed to determine whether an exception may be granted for an alternate format. All such requests will be reviewed for approval on a case-by-case basis.

ii. If an exception is approved, these documents must adhere to the same requirements set forth for development, management, and accessibility standards as are applicable to PDF documents. If an exception is not approved, the form must be made available to users as a fillable PDF.

(b) As the agency implements new technologies, previously acceptable file formats may no longer be compatible. OPRs are responsible for converting older formats to newer ones or risk losing access to the content. For example, while files with .doc and .xls extensions can be stored on MS Teams, the user will not be able to open those files using Teams. The files must be converted to .docx or .xlsx formats.

c. Electronic Form. An electronic form is created when information is input, submitted, collected, and maintained as pure data within an application or system. These types of forms may be trackable and distributable through electronic systems. This type of form is pure data and only exists within these parameters. The FAA Forms website does not maintain these types of forms, so users must access the specific application or system that creates and maintains those forms. An example is [FAA MedXPress](#).

d. Forms other than Document Format. This includes items such as envelopes, labels, tags, posters, and other styles that are not described in paragraph “b.” above.

Chapter 2. Program Objectives

1. Control of Forms. The Office of Primary Responsibility (OPR) is accountable for all forms that they prescribe. All forms produced or procured in any quantity for use by the agency will be controlled from their origin to their discontinuance, including any revisions, in the FAA Forms Program. Compliance with the following important aspects of forms control is required.

a. Ensure that forms meet all the requirements of legal and procedural compliance as set forth in this order; use FAA 1330-8 *FAA Forms Review Checklist*. (Reference appendix D).

b. Review and secure approval of forms prior to issuance of the prescribing policy and distribution to ensure proper authorization is granted.

c. Determine that new forms cannot serve the same purpose as existing forms for the purpose of redundancy control.

d. Ensure that forms remain legible and identifiable for production.

e. Ensure that relevant versions of authorized forms are available at their points of distribution/use.

f. Prevent unintended use of canceled or unauthorized forms.

g. Develop and make accessible document-type forms for users in PDF, to the extent possible.

(1) The various types of forms used in the program are referenced in appendix A.

(2) Control of a form requires the performance of the following functions by the OPR.

h. Issue new and revised forms.

(1) Analysis of purpose and procedural use.

(2) Determine that new forms cannot serve the same purpose as existing forms.

(3) Adhere to the following agency requirements:

(a) Create forms in Microsoft Word and converted to PDF fillable format

(b) Branding, as applicable for public-use forms (use of the Department of Transportation (DOT) logo)

(c) Plain Language writing techniques

(d) Accessibility and Section 508 compliance

(4) Develop and prepare physical specifications for graphics and printing of non-digital formats, such as hardcopy documents, tags, labels, envelopes, and posters.

(5) Determine the scope of users, quantities to be reproduced, where stocks will be maintained, and distribution points/locations.

(6) Assign a form identification number (automatically generated by FAA Forms Document Library system).

(7) Approve or disapprove its reproduction and use.

(8) Create in fillable PDF (.pdf) format (excluding non-digital or non-document type forms).

i. For existing forms already in use:

(1) Review the purpose, procedures, and need of existing forms on a continual basis.

(2) On an annual basis, review stocked forms that have not been issued within the previous twelve fiscal months or where stock volume greatly exceeds demand. A cost is associated with stocking forms in the FAA Logistics Center (FAALC), so this activity must be evaluated on an ongoing basis and reported annually to the FMO to coincide with appropriate budgeting by the FAALC Forms Inventory Manager for stock shelf space.

(3) On a triennial basis, participate in the agency-wide revalidation of all forms to determine if their use should be continued, discontinued, or if their formats should be improved. This activity is scheduled every three years per DOT Order 1351.36, Departmental Forms Management Policy at:
<https://www.transportation.gov/digitalstrategy/policyarchive/Departmental-Forms-Management-Policy>.

(4) Monitor the reprinting of forms for stock replenishment when “Stop Orders” are issued to prevent automatic replenishment and its associated costs.

(5) Convert paper format legacy forms to PDF format, to the extent possible, to reduce government cost and customer/public burden.

(6) Ensure legacy forms adhere to current agency requirements regarding Branding, Plain Language, and Accessibility/Section 508 Compliance.

2. Forms-Prescribing Policy. Regulatory policies that may prescribe forms usage are the Code of Federal Regulations (CFR), agency Directives, Advisory Circulars, FAA Manuals, and Executive Memorandums.

3. Roles and Responsibilities, Delegations of Authority.

a. The Office of Information & Technology Services (AIT) has responsibility for the FAA Forms Program, delegated from the Administrator. The FAA Forms Program Manager has the

delegated responsibility for providing overall program management and leadership in the development and implementation of forms management throughout the agency. This includes all of the following:

- (1) Develop and implement the FAA Forms Program.
- (2) Establish a forms policy of standards.
- (3) Determine the means and extent to which automation can be used to facilitate and advance the agency's goals.
- (4) Evaluate program effectiveness of subordinate offices, with a mechanism for these offices to provide status reports in various media.
- (5) Interact with internal organizations to identify and mitigate issues in order to facilitate program objectives in a timely manner.
- (6) Review newly developed digital forms for format, ease of use, and adherence to agency regulations (Branding, Plain Language, Section 508/Accessibility, Privacy, PRA).
- (7) Administration of the following:
 - FAA Forms Program webpage at:
https://my.faa.gov/content/myfaa/en/tools_resources/it_services_support/stay_compliant/forms_mgmt.html
 - FAA Forms websites at:
Public: <http://www.faa.gov/forms/>
Internal (Requires MyAccess sign in):
https://employees.faa.gov/tools_resources/forms/
- (8) Review the purpose, procedures, and need of existing forms every three years, per DOT policy.
 - b. Assistant Administrators, the Director of Centers, and the head of each LOB and SO are responsible for the Forms Management activities within the scope of their respective operational area and field offices. Each associate administrator and director will designate an FMO and an Alternate. They are also responsible for all the following:
 - (1) Assign responsibilities and authorities. Determine if subordinate levels of coordination and management are necessary to assist and support the FMO in the successful implementation of the internal business process within the organization.
 - (2) Arrange for the designation of subordinate Forms Officers (FOs) and Alternates in local organizations and offices of primary responsibility, where necessary, to assist the FMO in carrying out the functions of the Forms Program.

(3) Procure training and provide technical support and assistance to designated FMOs and Alternates. Each office is independently responsible for budgeting and providing training to its personnel. The Office of the CIO provides awareness training on the Forms Program and the use of the FAA Forms websites and Document Library; however, the office is not responsible for the establishment, provision, or payment of any training that is external to the agency.

c. The Logistics Center Director, for agency forms stocked in the FAALC, within the scope of the forms service order, will:

- (1) Provide supply support for forms.
- (2) Establish stocking and issuing procedures.
- (3) Determine and maintain stock levels.
- (4) Determine stock replenishment cycles, including quantities to be replenished and the initiation of procurement action.
- (5) Develop and provide data, as may be required in budgeting for the stock replenishment of FAA forms, to the FAA Forms Program Manager.

d. FMO and Alternates will carry out the responsibilities of the Forms Program for their operational area. They must:

- (1) Coordinate, evaluate, and support the Forms Program, using guidance furnished by the FAA Forms Program Manager and this Order.
- (2) Provide technical guidance to component/local FOs and OPRs, assisting in the development, draft, design, and structure of forms.
- (3) Originate and participate in major forms projects and systems analyses, including those originated by the Agency Forms Program Manager.
- (4) Upload approved forms to the FAA Forms Document Library, upon authorization and prior coordination with the FAA Forms Program Manager.
- (5) Seek guidance from the FAA Forms Program Manager for non-routine situations that may require higher-level coordination or approval.
- (6) Prepare required and special reports for the Forms Management Program.
- (7) Control all local forms under the scope of their operations.
- (8) Reference this order and the document titled FAA Forms Management Process Guide, which is located on the FAA Forms Program webpage at:
https://my.faa.gov/content/myfaa/en/tools_resources/it_services_support/stay_compliant/forms_mgmt.html.

e. OPRs must do the following:

(1) Ensure that each form is supported by an official policy prescribing its use (reference appendix A, paragraph 15 of this order).

(2) Gather information to ensure necessity, prevent duplication, and identify compliance with the PRA Information Collection, Accessibility/Section 508, and Plain Language regulations.

(3) Research to determine if a government form currently exists i.e., DOT, Standard Form (SF), Optional Form (OF) prior to initiating the creation of a new agency form to suit mission needs. This will prevent duplication and unnecessary production, which increases usage and maintenance costs to the organization and agency. If a suitable current government form is found, it should be used in lieu of creating an agency-specific form.

(4) Contact their designated FMO during the early planning stages of form creation, prior to formal coordination and submission, to discuss form design and to target ease of use and cost-effectiveness.

(5) Determine whether the form will be used for collecting PII. In the instance that it does, then coordinate with the FAA Privacy Office to ensure that the collection of such information is legally authorized and necessary. The Privacy Office will work with the OPR to develop a Privacy Act statement when applicable. The OPR will affix the Privacy Act Statement on the first page of the form.

(6) Consult and coordinate with the designated organizational PRA Liaison on all forms that request the collection of information from the public or federal employees outside the scope of their federal duties to ensure that the collection of such information is appropriate and justified. If the PRA applies, the PRA Office will work with the OPR to provide an appropriate Burden Statement to be added to the form. The OPR will affix the assigned Office of Management and Budget (OMB) information upon the form prior to submission to the FMO.

(7) Maintain the official file of all forms and files originated by the OPR.

(8) Adhere to the appropriate records maintenance and disposition schedule for official forms case files as directed in FAA Order 1350.14 series, *Records Management* (contact your local Records Management Officer for guidance that may be specific to your organizational operation).

f. The FAA Chief Privacy Office is responsible for reviewing proposed PII form content and supporting documentation to identify and provide guidance to FMOs for any applicable Privacy Act Statement to be placed on forms.

g. The PRA Program Office is responsible for reviewing proposed public form content and supporting documentation to identify and provide guidance to FMOs for the applicable PRA Statement, issuance date, and expiration date to be placed on forms.

h. A form user/customer may contact the form OPR about suggested changes to a form that may enhance its usage and applicability for the benefit of the user and/or agency.

4. Key Laws and Regulations.

- a. Administrative Procedure Act of 1947 (APA) (5 U.S.C. §§ 551-550)
- b. Privacy Act of 1974 (5 U.S.C. §552a)
- c. Paperwork Reduction Act of 1980 (PRA) (44 U.S.C. Chapter 35, Amended 1995)
- d. Government Paperwork Elimination Act of 1998 (GPEA) (P.L.105-277, Title XVII)
- e. Freedom of Information Act (FOIA) (5 U.S.C. §552, Amended 1996, 2002, 2007)
- f. OMB Circular A-130, Management of Federal Information Resources (2006)
- g. E-Government Act of 2002 (P.L. 107-347, 116 Stat. 2899, 44 U.S.C. § 101)
- h. Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220)
- i. DOT Order 1351.36, Departmental Forms Management Policy

5. Policies. FAA Directives are located online at MyFAA, Tools & Resources section, Order & Notices sub-section: https://employees.faa.gov/tools_resources/orders_notices/.

- a. Order 0000.1 series, FAA Standard Subject Classification System
- b. Order 1000.36 series, FAA Writing Standards
- c. Order 1320.1 series, FAA Directives Management
- d. Order 1350.14 series, Records Management
- e. Order 1370.121 series, FAA Information Security and Privacy: Policy
- f. Order 1370.127 series, FAA Paperwork Reduction Act (PRA) Policy
- g. Order 1600.75 series, Protecting Sensitive Unclassified Information (SUI)
- h. Order 1700.6 series, FAA Branding Policy, Use of the FAA Logo, FAA Signature and DOT Seal
- i. Order 1720.18 series, FAA Distribution System
- j. Order 1720.36 series, Procedures for Printing, Duplicating and Copying

Chapter 3. Developing, Revising, or Canceling Forms

1. Consider a Form Action in All of the Following Instances.

- a. A new or revised process/procedure calls for consistent and repetitive recording of information.
- b. A process/procedure using a form is terminated or changed.
- c. A form is redesigned to increase effectiveness and efficiency.

2. Prerequisites to Submittal of a Form for Approval. Before submitting a request for approval to reproduce a form or prescribe its use, the OPR will do all of the following:

- a. Assure the need for the form itself, each object listed on the form, and each copy of the form justifies the cost generated by preparation and use.
- b. Coordinate the need for the form and its use with actual or potential user organizations.
- c. Research the FAA Forms website database and other forms resources to determine whether an existing Form (Standard, Optional, DOT, FAA, or other standardized form) will serve the need/purpose. Contact the appropriate FMO for assistance.
- d. Issue forms in digital format as much as possible using a fillable PDF (.pdf) format. Benefits to the agency and external users are the reduced need for printing, distribution, and stocking, which increases efficiency, promotes ease of use, and reduces overall program costs. Exclusions are envelopes, tags, labels, and other formats that are not suitable for electronic access. Refer to Chapter 1, paragraph 6.b (2). of this order for authorized exceptions to this requirement.
- e. Ensure that digital forms meet Section 508 compliance requirements. Digital forms are accessible via the FAA Forms website and must be readable to users with disabilities.
- f. Request a review by the PRA Program Office if the form collects information from the public. If the PRA rules apply, ensure that the approved OMB Control Number and OMB Expiration Date are displayed on the top right corner of each page of the form. Place the PRA Statement at the top of the first page, above all form content.
- g. Request a review by the Privacy Office if the form requests collection of PII. If the privacy rules apply, work with the Privacy Office to develop a Privacy Act Statement. Ensure it is displayed at the top of the first page of the form below the PRA Statement, if applicable.

3. Forms Associated with PRA Collections of Information.

- a. Under 5 CFR Part 1320, certain collection instruments, including forms, require approval from the OMB. In general, the Paperwork Reduction Act (PRA), 44 U.S.C. 3501 et seq., applies to the collection of information from ten or more persons (over a 12-month period) requesting

the same information. If you are requesting information from fewer than ten people or groups, but they represent the majority or all of an industry or sector, the PRA may apply.

b. It is the responsibility of the OPR to coordinate with the agency PRA Program Office to ensure that the collection of such information is appropriate and justified. If PRA requirements apply and OMB has approved the collection, a PRA Statement must be displayed on the form in conjunction with the corresponding OMB control number and expiration date. Refer to the current version of Order 1370.127 and the PRA Program Office for information on the placement of the PRA Statement, control number, and expiration date.

c. When the burden is renewed on existing public forms, the OPR should submit to their FMO a current digital version of the form, along with the OMB Notice of Action.

d. For additional guidance on PRA requirements, contact the FAA PRA Program Office.

4. When Developing or Revising a Form. When developing or revising a form, the OPR must submit the digital file of the form, with FAA 1300-5 *Form Approval Request*, and FAA 1330-8 *FAA Forms Review Checklist*, to their FMO. All fields of the FAA 1300-5 and all appropriate fields in 1330-8 must be completed upon submission. If the form is not correctly completed, it will be returned to the OPR for corrective action. (Reference appendix B for instructions for FAA 1300-5 and appendix D for instructions for FAA 1330-8).

5. How to Cancel a Current Form. When canceling a form, the OPR must submit an FAA 1300-5 *Form Approval Request*, to their FMO. Provide in the justification field why the form is being canceled, such as any of the below.

a. When a policy is canceled, all forms prescribed from that policy are canceled effective on the date of policy cancelation.

b. The form is replaced by an automated system.

c. The customer need for its use ceases to exist.

Chapter 4. Standards and Procedures for Distribution and Stocking

1. Definitions for Terminology Used in the Distribution and Stocking Process.

a. Forms Distribution Point. Distribution points may include the FAALC or the OPR and perform all of the following:

- (1) Maintain operating stock levels of printed forms.
- (2) Distribute printed forms.
- (3) Perform supply management functions.

b. Operating Stock Level. The operating stock level is the quantity expected to be issued by a Form's Distribution Point, from one replenishment of stock to the next.

c. Initial Distribution. This is a shipment of forms, directly to users by forms distribution points, printers or other distribution organizations without requiring requisitioning action on the part of the receivers.

d. Initial Stock Shipment. This is the first shipment of forms from the FAA Print Shop that is estimated to be required for the initial establishment of stock at a form's distribution point.

e. Sample Copy Distribution. For the purpose of review of a print prior to finalization, samples are provided to specified distribution points as determined by the approving FMO for proofing purposes.

f. Lead Time. The total time to get a form approved, printed, and at the supply source or in the hands of its users.

(1) New or revised forms must adhere to all of the following:

- Be cleared with interested offices.
- Be reviewed (including related procedures and directives)
- Be analyzed and designed.
- Include written specifications.
- Establish requirements and distribution needs before the form reaches the printer.

(2) Replenishment actions and further actions on new and revised forms often require such time-consuming steps as the preparation of requisitions, bidding and contracting, composition and reading of proofs, examination of paper and carbon samples, construction of "dummies," printing, packaging, and transporting to the destination.

(3) The lead time must be estimated. It can vary from several days to two months for simple cut sheet and card forms, depending on quantity, urgency, and printing source. Three or four months may be needed to obtain specialty forms such as carbon-interleaved snap-out sets, sets containing reproducible masters, and tab cards.

2. Supply of Forms.

a. Designation of Forms Distribution Points. The FAA has two forms distribution points, the FAALC and OPR. The responsible functions are described below.

(1) FAALC. Supply source for forms that are used agency wide. The FAALC Forms Item Manager is responsible for maintaining adequate stocks and providing forms to requestors. Contact information is located on the FAA Forms website.

(2) OPR-All Locations. When quantities permit, it serves as the supply source for restricted or other limited forms initiated by the OPR only. The office stocks smaller quantities of forms used within that office only and forms for which strict issuance control is exercised.

b. Criteria for Estimating Initial Requirements.

(1) New or revised agency forms intended for continuous use will be initially reproduced in quantities sufficient to establish initial operating stocks at appropriate forms distribution points and meet the initial needs of users. If the OPR provides an initial distribution of a form directly to users, a supply not in excess of six months of estimated usage will be sent to the user. Initial stock shipments to forms distribution points will be reduced by this amount.

(2) If the form is a test or one-time use form, the quantities provided will be sufficient to meet user needs for the required period. If the test is to extend beyond one year, quantities will be supplied for an initial 12-month period. Distribution of these forms should be made directly to users. Stocks, if required, ordinarily will not be maintained at distribution points other than the OPR.

(3) Initial Stock Shipments to the FAALC will not exceed a 36-month supply.

c. Criteria for Stock Replenishment.

(1) Continuous-use forms will normally be reprinted in 12-month quantities based on usage experience.

(2) One-time forms normally will not be reprinted for stock replenishment purposes.

3. Forms Requests and Stop Orders.

a. FAA 1300-5 *Form Approval Request* is used for initial stocking of a new or revised form. (Reference appendix B).

b. FAA 1330-4 *Forms Stop Order* is used to prevent the automatic replenishment of stocks because of pending revisions or to cancel forms. (Reference appendix D).

4. Establishing Initial Stocks of Agency Forms.

a. The OPR, in collaboration with the appropriate FMO, will complete all of the following:

(1) Compute quantity to be reproduced for initial requirement and stocking.

- (2) Consider where supply will be issued and maintained.
 - (3) Enter findings on form FAA 1300-5 for FMO approval.
- b. Forms Management Officer will complete the following:
- (1) Assure that all factors are considered so that the initial quantity is adequate for issuance and stocking and that stocks are properly located.
 - (2) Forward approved copies of the printing request to printing organizations for reproduction and to forms distribution points.
- c. Printing Organizations reproduce or procure forms in the quantity requested and deliver them to forms distribution points.
- d. Forms Distribution Points will complete the following:
- (1) Issue forms on request.
 - (2) Maintain adequate stock.
 - (3) Establish minimum supply levels based on issuance experience and lead time needed to replenish stocks. This is an important step in supply procedures. Realistic minimum levels enable orderly replenishment and prevent premium costs and disrupted schedules.

5. Routine Replenishment of Stocks of Agency Forms.

- a. The FAALC forms distribution point will replenish stock by submitting a printing request directly to the FAA Print Shop.
- b. The Mike Monroney Aeronautical Center, Media Solutions (AMK-263), may be used for the less complex types of forms within the printing limitation of the Aeronautical Center.
- c. Regional and Center forms distribution points will replenish stock as follows:
 - (1) Forms stocked by the FAALC will be requisitioned via coordination with the FAALC Forms Item Manager.
 - (2) Local forms will be obtained by the submission of the appropriate printing request to their print facility.
 - (3) SFs and OFs are available on the GSA and OPM websites. Non-digital SF/OF forms may be obtained by purchase from the applicable regional GSA supply depot.
 - (4) Forms of other Federal agencies (DOT, GSA, Treasury Department, OPM, etc.) used within the Regions, Centers, or Headquarters will be obtained from the source of supply indicated in the directive prescribing the use of the form required.

d. OPR forms distribution points will replenish stock as follows:

(1) The OPR of the form that maintains stock prepares the appropriate printing request and sends it to their FMO, and

(2) The FMO, upon approval, sends the request to the supporting printing organization.

e. The Headquarters Warehouse personnel will replenish stock as follows:

(1) Forms stocked by the FAALC will be requisitioned through, and in accordance with, procedures established by the FAALC Forms Item Manager, and

(2) Requests for reprint of forms used exclusively in Washington Headquarters will be ordered by a printing request to the Headquarters Printing Manager.

f. Provide the digital form file or the printing master hardcopy. The latest version/edition of the form to be reprinted must be provided with all print requests. No changes will be made to the master copy, and it will be returned to the OPR.

g. Printing Sources. The printing source will reproduce and deliver the quantity of forms requested.

6. Stopping Routine Replenishment of Stocks of Agency Forms. Normal stock replenishment action is stopped by form FAA 1330-4, Forms Stop Order, when a revision or other factor affecting the use of a form is proposed. The instructions issued on a stop order remain in effect until they are superseded by the issuance of a form FAA 1300-5 for a revision of the affected form, another form FAA 1330-4, or a memorandum from the OPR, endorsed by the FMO, lifting the effect of the stop order. Local procedures determine where the Form 1330-4 will be sent for review and issuance.

a. The OPR of the affected form prepares and sends the form FAA1330-4 to their designated FMO.

b. The FMO reviews and sends copies of the stop order to the form's distribution point, printing organization, and other interested organizations, as necessary.

c. The Forms Distribution Point:

(1) Immediately checks if a reprint request was issued for normal stock replenishment of the affected form. If issued, takes action to stop or suspend printing and notifies the FMO accordingly.

(2) Holds the stop order on file and acts according to the form instructions regarding subsequent replenishment transactions.

d. The Printing Organization:

- (1) Files the stop order in the official forms file folder as a flag for subsequent replenishment requests.
- (2) Stops or suspends any pending printing.
- (3) Notifies requesting forms distribution point of success in stopping pending printing.

7. Stock Replenishment Following Issuance of a Stop Order. Local procedures determine where a printing request will be sent for review and action.

- a. The Forms Distribution Point prepares and sends a print request to the FMO issuing the stop order.
- b. The FMO will complete all of the following:
 - (1) Check the status of the proposed change.
 - (2) Promptly cancel the request or authorize a reproduction in a sufficient quantity to coincide with the timing of the proposed form changes.
 - (3) Promptly return a copy of the print request to the originating forms distribution point as notification of action taken.
 - (4) Send a copy of the print request to the local (field), Aeronautical Center, or Headquarters Print Shop for reproduction of the form. A copy of the latest edition of the form will be attached to the request. No changes are permitted on this copy of the form.

8. Stock Cancellation of a Form. The cancellation or discontinuance of any form from use, regardless of reason, except previous editions of a revised form, is initiated by the OPR and accomplished by the local FMO sending an email message with an attached form FAA 1300-5 to the FAA Forms Program Manager. The procedure for issuing a stop order is all of the following:

- a. Notify the FAALC Forms Item Manager via an email message with an attached form FAA 1330-4 as provided by the OPR. Provide all pertinent form information and include the organization OPR as a courtesy copy recipient of the email message.
- b. Maintain a copy of this digital request in your forms case file.
- c. Cancellation is considered approved upon receipt of verbal or email authorization from the FAA Forms Program Manager or FAALC Forms Item Manager.

9. Review of Inactive and Overstock Forms. The FMO will, on a quarterly basis, perform all of the following actions:

- a. Review forms that have not been issued within the past three months or are excessively overstocked.

b. Determine, through dialogue with the OPR, whether to cancel forms or reduce stock volume. This is most easily accomplished by email messaging a copy of each form involved and/or providing a consolidated listing, with the quantity issued in the last three months and the quantity on hand. The OPR can reply with which action is to be taken:

- (1) Continue in use,
- (2) Discontinuance, or
- (3) Reduction of stock with recommended quantity.

c. Notify the Forms Distribution Point and users of the action to be taken.

d. Record the volume and number of forms purged.

Chapter 5. Forms Standards

1. Need for Standards. Forms analysis and design standards promote uniform, simplified, economical, and efficient forms.

a. General Standards. Standard Forms found on the GSA website are useful for analyzing and designing FAA forms.

b. Specific Standards. Mandatory specific standards applicable to agency forms are given below. These prevail over GSA standards.

2. Use of Phrase, United States of America. “United States of America” in the identification area of forms will follow all of the below:

a. It is required on public use forms issued to, or used by, foreign nationals and governments.

b. It may be shown on internal forms used for public display, such as certificates and awards.

c. It will not be shown on public use forms issued to, or used by, only domestic citizens, commerce, government, or on any external use forms except as provided in the preceding subparagraph.

d. When used, it is always spelled in full, set in the same style type, and equal to or larger in size than that used for the department and agency names.

3. Use of Agency Name, Federal Aviation Administration. In accordance with FAA Order 1700.6C or current version, the display of the agency name in the identification area of agency forms will follow all of the below:

a. It is required only on all public-use forms and on internal-use forms used for display purposes, such as certificates, licenses, and diplomas.

b. It will not be shown on internal-use forms except as provided in the preceding paragraph.

c. When shown, it is always accompanied by the name of the “U.S. Department of Transportation.” The agency name will be in the same size or smaller letters.

4. Use of Organization Names. Organization names in the identification area of agency forms will follow all of the below:

a. FAA Forms. Organization names will not be shown on any form known as an “FAA Form.”

b. Region or Center Forms. These will show the name of the Region or Center in conjunction with the agency and department name. All of the below will be followed:

- (1) The Region or Center name is a requirement on public-use forms.
- (2) It may be shown on internal forms used for public display, such as certificates, licenses, diplomas, etc.
- (3) It will not be shown on internal-use forms except as provided in the preceding paragraph.
- (4) Names are not shown on subordinate Regional or Center organization forms.
- (5) When used, the Region or Center name will be set in the same style type, equal to or smaller in size than that used for the agency name.

5. Form Titles. Use brief, clear, descriptive titles indicative of function and purpose. Relating the form title to the function simplifies identification, cataloging, reference, and recordkeeping. Key words are required for use in the titling of all proposed forms because they are used in the search, sort, and compilation functions of the FAA Forms Document Library. Examples:

- a. Use: Membership Application and Directory
Do not use: Application for Membership and Directory
- b. Use: Traffic Report (Airway Peak Day)
Do not use: Report of Peak Day Airway Traffic

6. Form Identification.

a. **Prefix.** The prefix identifies the origin and generally indicates the scope of usage of a form.

(1) **FAA Forms.** These forms originate at Headquarters. They are used agency-wide, have the prefix FAA, and are predominantly issued by LOBs, SOs, and joint offices.

(2) **Regional or Center Forms.** These forms originate at the Regions or Centers. They are generally used locally and have the Region or Center contraction prefix, for example:

- (a) AL Form (Alaska Region form), and
- (b) AC Form (Aeronautical Center form).

(3) **Washington Office Forms.** These forms originate at an office in Headquarters for exclusive internal use in that office. They use the office's contraction prefix, for example, MS Form.

b. **Number.**

(1) Number each form with a four-digit numerical code that identifies the function of the form. This is followed by a dash (-) and a sequential number. A separate sequence is issued with each four-digit code. Refer to, and use, the functional number from the Subject Classification

Table in Order 0000.1G, FAA Standard Subject Classification System. The sequential numbers identify the 1st, 2nd, 3rd, etc., forms issued for use in a functional area. The complete number is followed by the edition date. Examples follow:

FAA 8130-4 (06/21)
 AC 8050-1 (04/21)
 FN 1300-2 (07/21)

(2) Older-series forms that have less than four digits need not be renumbered until revised. It is not necessary to renumber them when reprinting, but they may be renumbered when reprinted if it is practical to do so. If renumbered, verify that any associated forms-prescribing policy is updated at this time.

c. Edition Date. Dates will be displayed as MM/YY. On older forms, the date may appear as M/YY; however, effective this order, FAA Order 1330.1C, a double-digit designation for the month will be used to identify the month. All revised forms will use this new date format. Whenever a change is made in any of the following form areas, update the edition date to show the month and year of revision.

- (1) Content
- (2) Organizational titles
- (3) Conversion of older-series form numbers to functional classification numbers
- (4) Physical specifications, such as type, weight, grade or color of paper, size, construction, etc.

d. Supersession Notice. If applicable, place an appropriate supersession notice on the form to the immediate right of the edition date, as follows:

- (1) "SUPERSEDES PREVIOUS EDITIONS" - when form number remains unchanged.
- (2) "SUPERSEDES FORM (insert the form number and edition date)" - if it is superseding a form of a different number that is canceled.

e. Continuation Sheets and Variations of Forms by Construction. Continuation sheets of basic forms, and forms that are the same but vary in construction because of systems or other operating conditions, are distinguished by numerical suffixes to the basic form number. The suffix is separated from its base number by a point or period (.). Examples:

FAA 1600-32 (2/91) Report of Investigation
 FAA 1600-32.1 (4/10) Report of Investigation (ROI) continuation page

Multiple pages can be designated with page numbers placed in the right margin. Examples:

FAA XXXX-X	Page 1 of 2
FAA XXXX-X	Page 2 of 2

f. Placement of Form Identification. Place the form number in the lower left margin outside the border, except on visible file cards, tabulating cards, and similar forms where space is limited by system or equipment requirements. In such cases, place the number elsewhere in a prominent place. Keep the form number on form letters, certificates, and similar documents simple and plain so as not to detract from the overall appearance of the form.

7. Branding, Seals, and Other Identifying Marks.

a. Agency Logo. As provided in Order 1700.6 series, FAA Branding Policy, Use of FAA Logo, FAA Signature and DOT Seal, paragraph 5, *FAA Logo*. A monochrome facsimile may be printed on agency forms used for display purposes, such as certificates, diplomas, licenses, and credentials. When used, they will not be less than one-half inch in diameter. Multi-color facsimiles are not permitted on any form without written authorization from the Assistant Administrator for Communications, AOC-1.

b. DOT Seal. As provided in Order 1700.6 series, FAA Branding Policy, Use of FAA Logo, FAA Signature and DOT Seal, Paragraph 8.a. and 8.b. Authorization is delegated to the FAA AIT office to display the DOT seal on all public-use forms.

c. Identification Symbols. Place the symbol for the FAA or other government agency at the top of the form. For OMB control numbers, when required, the location is in the upper right margin of each page. As per the DOT PRA Program Office, the public-use forms approved by OMB will display as:

OMB CONTROL NUMBER: 2120-XXXX
EXPIRATION DATE: mm/dd/yyyy

d. Other Identifying Seals, Marks, Logos, or Signs. These devices are not permitted on an agency form unless the use of such a device is fully justified to the Assistant Administrator for Communications, AOC-1, and written authorization is obtained.

8. Border Rule for Printed Forms. When borders are used, they must be within one inch from the edge of the form in a single solid line.

9. National Stock Numbers. Forms stocked in the FAALC require NSN for tracking. From blocks of numbers provided by the FAALC, the FMO assigns the 11-digit (Class 0052) number.

Chapter 6. FAA Forms Website

1. FAA Forms website. This agency website is the official forms database for all official FAA forms. The website can be accessed via the Internet or MyFAA intranet. The FAA Forms Program Manager has complete functional management access to the website, and FMOs have limited functional access. Information is provided on the Forms website to assist the user in navigation. The website provides the contact information of all current FMOs, the FAALC Forms Item Manager (for forms with NSNs that are stocked in the warehouse), and the website contact. External agency forms are not maintained by the FAA; links to external agency forms websites are provided for user convenience. A subscription service is an available option for customers to be notified, via an email message, of any changes to a form in the series of their particular interest.

a. Website address.

(1) Intranet address: https://employees.faa.gov/tools_resources/forms/. From the MyFAA employee's website, go to the section titled "Tools & Resources" and click on the link titled "Forms." This internal website is accessible by FAA employees and FAA contractors only and is located behind the secure FAA firewall. A Document Information page is provided on all active agency forms. Forms are available from the OPR as deemed appropriate, as some forms may be restricted due to sensitivity, security, or in limited use. If the form is listed online but is not downloadable, follow the instructions provided on the Document Information page or contact the listed point of contact for a copy to be sent to you. If the form search does not bring up the Document Information page, then the form may be canceled. The OPR or local FMO should be contacted for a current status. A list of all FMOs is provided in the link titled "Forms Management Officers" under the section titled "Questions or Comments?"

(2) Internet address: <http://www.faa.gov/forms>. This external website is accessible by the public and is not located behind the secure FAA firewall. Only those forms that are made available to the public by the OPR are available for download from this site. A Document Information page is provided on all public-use forms. If the form is listed online but is not downloadable, follow the instructions provided in the Document Information page or contact the listed point of contact for a copy to be sent to you. If the form is not listed at all, it is not available for public use.

b. Website database. The Document Library is an electronic database that maintains information relevant to all forms controlled in the FAA Forms Program. Certain portions of the database are viewable by customers via the FAA.gov internet address. Other portions are viewable and managed by those with assigned access delegated by the FAA Forms Program Manager. Delegated access is assigned on a case-by-case basis and dependent on the level of forms activity and other factors. The database contains all of the following information:

- (1) Form number assigned to the form
- (2) Form title
- (3) Dates initiated, revised, and canceled

- (4) The OPR routing symbol
 - (5) Name of the OPR focal point to contact
 - (6) Functional classification codes if other than the form number
 - (7) Form supersession data
 - (8) Forms distribution point
 - (9) Federal NSN, where appropriate.
 - (10) The PDF digital form file, when available, or one of the following formats if an exception is authorized by the Forms Program Office (see Chapter 1, 6,b (2)).
 - (a) Microsoft Word (docx file)
 - (b) Microsoft Excel (.xlsx file)
 - (11) Format identification symbol (also referred to as a file extension) .pdf, .docx, or .xlsx
 - (12) Image file of forms that are not downloadable, including envelopes, tags, labels, cards, and others
- c. Key words are used in the search, sort, and compilation functions of the database (in the search box). These key words are required for use in the titling/naming of all proposed forms.

2. Procedures for Requesting Revisions to the FAA Forms website. The OPR will coordinate requests through their designated LOB, SO, Region, or Center FMO. The FMO will submit a form FAA 1300-5 to the Forms Program Manager for consideration.

Chapter 7. Forms File Information

1. Official Forms Case File. The OPR keeps this historical file for their forms. Files are maintained according to the disposition schedule for series 1330, Forms Management, found in the current FAA Order 1350.14, Records Management. This applies to both digital and paper file records. Papers not needed on draft or earlier editions of revised forms may be purged as new editions are developed. Purge these unnecessary papers upon cancelation or prior to transferring the record file to an approved Federal Records Center. For additional guidance regarding records management requirements within your organization, contact the FAA Records Officer.

a. Contents of File. The official files for both digital and hardcopy paper forms will contain all the documentation outlined below. For hardcopy file folders, place the official file copy of the digital or printed form on top of all documents in the file. If the form is obsolete and has been canceled, place the form FAA 1300-5 cancel request on top of all documents. If the canceled form is in printed format (non-digital), place the form FAA 1330-4 on top of all documents in the file. Placement of forms in this manner will always provide the most current activity at the front/top of the file for easy reference. All of the following documents must be included in the file:

- (1) Official file copy of the digital or printed form
- (2) Form Approval Request, FAA 1300-5
- (3) Essential papers that modify data on the FAA 1300-5
- (4) When required for non-digital formats:
 - (a) Printing request and specifications
 - (b) Final form drafts
 - (c) Approved printer's proofs
 - (d) Forms Stop Order, FAA 1330-4

b. Filing Method and Disposition:

(1) Active Forms. File the folders by sequential form number in the active section of your digital files and/or file cabinet.

(2) Canceled Forms. For physical records, file the folders by sequential form number in the inactive or canceled file section of your file cabinet. For digital records manage your files according to your office protocol. Maintain your canceled records according to the records schedule. Contact your records officer for guidance on this process.

2. Functional File. The functional file contains a copy of each form filed by functional classification number. The file is the key to effective forms analysis. Properly organized,

maintained, and used, it helps to provide simplified and efficient paperwork operations in the FAA.

a. Major Uses. The file provides a functional and subject reference to forms and related directives, reports, correspondence, and records in the same functional areas, providing a basis for effective review and analysis for any of the below.

- (1) Eliminate unnecessary forms.
- (2) Combine and standardize similar forms that duplicate or overlap, aiding in the standardization of procedures and work methods.
- (3) Prevent the creation of new forms which would duplicate previously developed forms.

b. Location and Composition. The FMO in an LOB, SO, Region, or Center will maintain the file of all forms currently in their organization. Regional and Center Officers will also file all other active FAA forms furnished for functional file use within their operating areas.

Chapter 8. Administrative Information

- 1. Distribution.** This Order is available on the MYFAA intranet at:
https://employees.faa.gov/tools_resources/orders_notices
- 2. Authority to Change This Order.** The FAA AIT can issue changes to this order as necessary to implement and administer the FAA Forms Program. This office approves changes that set policy, delegate authority, and assign responsibility.
- 3. Suggestions for Improvements.** Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to the FAA Forms Program office at 9-NATL-FMO@faa.gov.

Your suggestions are welcome. Form FAA 1320-19, *Directive Feedback Information*, is in appendix F of this order for your convenience.

- 4. Records Management.** Refer to FAA Order 0000.1 series, *FAA Standard Subject Classification System*, FAA Order 1350.14 series, *Records Management*, or your office Records Management Officer (RMO) or the Agency Records Officer (ARO) for guidance regarding the management and disposition of Federal records.

Appendix A. Definitions

Additional definitions for terminology that are specific to certain procedures or processes are contained within those subject chapters.

- 1. Active Form.** An active form is a form needed to perform current operations, is subject to frequent use, and is easily accessible to the user.
- 2. Automated Form.** A form is considered to be automated when the user is required to access or interface with an electronic system that builds the form from a template of questions presented within the framework of the system, to which the user provides input. Most of these types of systems require a user login and password to ensure the security of the information stored in the system. In some instances, the information submitted is permanently stored in the system database so that an electronic document or output is not provided or accessible. An example of this is the FAA MedXpress system (<https://medxpress.faa.gov/medxpress/>). Other examples are the DOT CASTLE timekeeping system and the E2 travel system.
- 3. Cancellation of Forms.** When a policy is canceled, all forms prescribed from that policy are canceled effective on the date of policy cancellation. Canceled forms are not accessible on the FAA Forms website. Forms may also be canceled if the customer need for its use ceases to exist.
- 4. Continuous-Use Form.** These are forms to remain in effect indefinitely. Most agency forms are in this category.
- 5. Digital Form.** A digital form is very similar to a paper form. An important difference is that a digital form can only be viewed or completed on an electronic device, such as a personal computer. The appearance looks the same as it would on a piece of paper. Some are printed out due to requiring an authentic pen-and-ink signature. This requirement has been replaced in most instances with the availability of PDF-enabled digital signatures.
- 6. Distribution Point.** The form's distribution point manages the supply of forms, including the determination of stock replenishment requirements, maintenance of stock, and identification and disposition of obsolete stock.
- 7. DOT Form.** DOT forms are provided for Department-wide use, by Operating Administrations (component organizations under DOT oversight), or by the public.
- 8. Electronic Forms.** These forms are generated with and used by information technology devices.
- 9. FAA Form.** FAA Forms are developed within the agency and must be approved by the FAA Forms Program Manager.
- 10. FAA Forms Document Library.** This system is the official agency database for all authorized FAA forms. Only agency-authorized forms are maintained in the FAA Forms document library. Chapter 6 of this order provides complete information on this electronic system.

11. FAA Forms Website. This is the visible portion of the FAA Forms Document Library that the customer accesses. Links to other government forms websites are provided on the home page of the FAA Forms document library.

12. Form User/Customer. Individuals authorized to use FAA forms in support of agency requirements are form users or customers. This includes federal employees, contract personnel, the global public, corporations, aerospace industry personnel, government agencies, etc.

13. Forms Distribution. Digital forms are downloadable from the FAA Forms website (except for restricted forms). Forms in other formats will follow a distribution process comprised of the following activities:

- Management of the supply of forms,
- Determination of stock,
- Replenishment requirements,
- Preparation and routing of requisitions,
- Maintaining and accounting for stocks,
- Shipments or issuances, and
- Identification and disposition of excess and obsolete stocks.

14. Forms Management Officers (FMO) and Alternates. Individuals who are designated by the Head of each LOB, SO, Region, or Center to carry out the responsibilities of the agency Forms Program within the operational areas of their specific LOB, SO, Region, or Center. See Chapter 2, 3e.

15. Forms-Prescribing Policy. The use of all forms will be prescribed by appropriate FAA or Government Policy. In most cases, this will be in the form of a formal FAA Directive but may also include other policy formats such as Advisory Circulars, FAA Manuals, and Human Resource Policy Manuals. Government Regulations, Executive Orders, and Memorandums may also prescribe policy for forms use. Agency policy will establish the basis for the use of the form and provide instructions for preparation, submittal, and copy distribution.

16. Government Agency Form. Government agency forms are prescribed for use by legislation or regulation. They include forms of the Office of Personnel Management (OPM), United States Department of the Treasury (U.S. Treasury), Internal Revenue Service (IRS), General Services Administration (GSA), National Weather Service and National Oceanic and Atmospheric Administration (NWS/NOAA), and other oversight agencies. These forms are identifiable by organizational prefixes. Examples are a Standard Form (SF) and an Optional Form (OF).

17. Inactive Form. An inactive form is a form that is in the process of being created or established. An entry is made into the FAA Forms Document Library as a placeholder for building the form until it is approved for issuance.

18. Internal Form. These are forms prescribed for use entirely within an agency and are not available to the public.

19. Issue Unit (I/U). These are terms used by distribution and printing offices to describe in what manner a unit of forms is issued. Examples include BK – Book, BX – Box, RL – Roll, SE – Set, PD – Pad, RM – Ream, and SH – Sheet.

20. Key Word. This is a significant or descriptive word used as a reference point for finding other words or information in a digital environment, such as an online application or website. It is mainly used to index, sort, or compile information in the FAA Forms Document Library.

21. National Stock Number (NSN). A National Stock Number is the official label applied to an object of supply that is repeatedly procured, stocked, stored, issued, and used throughout the federal supply system. It is a unique object identifying a series of numbers. When an NSN is assigned to an object of supply, data is assembled to describe the object. Some data elements include information such as an object name, form number, manufacturer's part number, unit price, physical and performance characteristics, etc. NSNs are an essential part of the agency logistics supply chain used in managing, moving, storing, and disposing of material, including forms. The use of NSNs facilitates the standardization of object names, supply language, characteristics, and management data and aids in the reduction of duplicate artifacts in the federal inventory. All forms stocked in the FAALC will be issued an NSN for supply inventory purposes.

22. Office of Management and Budget (OMB). OMB is a Cabinet-level office and is the largest office within the Executive Office of the President of the United States. The agency FAA Forms Program collaborates with DOT and other agencies that report to DOT when submitting data on agency Forms Program revalidation activities and responding to ad-hoc OMB data call requests.

23. Office of Primary Responsibility (OPR). An OPR is an office or service in Washington Headquarters or a staff, directorate, or division in a Center or Region that is the sole authority that can change, edit, or otherwise revise their form. A form user/customer may not alter, change, or modify any official FAA form in content, format, or other manner. If a change is desired, the user/customer will contact the OPR to submit the proposed changes for their review. Acceptance or implementation of submitted suggestions is at the discretion of the OPR. The FAA Forms Program Manager is the final authority to approve the revised form for official agency use and control in the FAA Forms Program. OPRs are responsible for all of the following:

- Prescribing form use through official policy.
- Creating the form in a fillable PDF format. (Important: password protection must not be used, or customers will not be able to access it.)
- Maintaining form currency.
- Providing digital form information and availability via the FAA Forms website or, if the form is non-digital, other physical means of distribution.
- Considering any suggested changes or modifications to a form that is submitted to them by the form user/customer.

24. Office of Management and Budget (OMB) Statement. All public-use forms display a statement that reflects that the information collected on the form has been approved by OMB. OPRs coordinate with the FAA PRA Program Office to develop the information collection

statement that will be displayed on all public-use forms. Once incorporated into an official FAA form, the FAA Forms Program office refers to this statement as the PRA Statement.

25. Physical forms. These are forms, such as paper, that can be touched and which take up physical space.

26. Plain Language. Since agency forms are prescribed by policy, this requirement is extended to include forms. See FAA Order 1000.36 FAA Writing Standards and FAA's Plain Language Manual at:

https://employees.faa.gov/tools_resources/branding_writing/media/Writing_User_Friendlier_Documents.pdf.

27. Portable Document Format (PDF). PDF is an open standard for digital document exchange, a file format used to present documents in a manner independent of application software, hardware, and operating systems. Each PDF file captures a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display it digitally. Documents developed in PDF format are identified with the .pdf extension. The agency standard for creating PDF forms is Adobe Acrobat Pro DC.

28. Regional or Center Form. These forms are prescribed by a regional office or center for use within its operational area. These forms carry the regional or center identifier as prefixes, such as “CE” for Central Region, “AC” for Mike Monroney Aeronautical Center, “NE” for New England Region, etc. to identify these forms. Some AC forms may be used agency-wide or by the public if the forms implement functional responsibilities that are assigned to the Aeronautical Center.

29. Restricted Form. These forms have restricted access due to their sensitivity or security designation or are in limited use for operational reasons. The FAA Forms website provides a Document Information page for all forms, including restricted, and the user/customer must contact the listed POC to request a copy of restricted forms directly from the issuing office.

30. Revision of Forms. Any change in content, format, OMB expiration date, or physical characteristics is considered a revision to a form. This includes renumbering, rewording, addition, or deletion of an NSN, paper size, weight, etc. At the time a form is considered for possible revision, the OPR should evaluate whether the need continues to exist for provision of the form. Infrequent customer requests may warrant consideration for cancellation.

31. Section 508. Section 508 of the Rehabilitation Act of 1973 (as amended in 1998) requires that when Federal agencies develop, procure, maintain, or use Electronic and Information Technology (EIT), they will ensure that EIT allows people with disabilities to have access to, and use of, information and data comparable to the access and use of information and data by people who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Appendix B. Instructions for Preparing FAA 1300-5 Form Approval Request

This form must be completed by the OPRs for all form requests and forwarded to their designated FMO for processing. In the block for “Name of Person to Contact,” provide the name of the person most familiar with the request who may be contacted for additional information and who is qualified and authorized to commit the OPR in subsequent negotiations; this is usually the same subject matter expert that authored the prescribing policy. Copy requirements are prescribed by supplemental directives. If you require assistance with completing the request, consult your FMO for guidance.

The object numbers below correspond to the associated block numbers on the form.

- 1. Title.** Provide a brief descriptive title of the purpose of the form. Keep it short, clear, and concise. Describe the form’s purpose and function. Avoid ambiguous wording, such as “office record”. Do not use words such as “card,” “sheet,” and “blank” because they refer to the physical characteristics of the form rather than its function. Use **KEY WORDS** to facilitate reference and search functions in the FAA Forms digital database. For example, use Print Request (not Request for Printing).
- 2. Form Number.** For new forms, use the four-digit functional classification code (reference FAA Order 0000.1 series, FAA Standard Subject Classification System), which becomes the basic structure of the form number. All agency organizations use a specific series to identify their operations. The approving FMO will enter the sequential suffix (which is generated with the forms document library system) and edition date, thereby completing the form number assignment. For revised forms, enter the form number as it appears on the existing form. Do not include the current edition date.
- 3. OPR Routing Symbol.** This must be a Division-level office or higher.
- 4. Prescribing Policy or Directive.** Show the identification number of the policy or directive prescribing the use of the form. For example, Order 8110.4C or Notice 1330.1. If there is no number associated with the policy, such as an Executive Memorandum or other document, provide the title and date.
- 5. Preparers.** Provide the distribution codes or routing symbols (as appropriate) of the office(s) that prepared the form.
- 6. Customers.** Provide the distribution codes or routing symbols (as appropriate) of the office(s) that use the form. If it is a form for agency-wide use, enter “FAA ALL.”
- 7. Related Forms (Including Superseded Forms).** Provide the form number and edition date of every form that will be canceled by the approval and issuance of the requested form (including the last edition/date of the form being revised). Indicate the disposition of existing stocks of each form listed with the symbols “D” (destroy) or “U” (use until stocks are exhausted).

Note: A Forms Stop Order form, FAA 1330-4, is required for each form being canceled when it is necessary to purge physical hardcopy forms stocks from distribution points and/or printing

jackets of canceled forms. This prevents automatic printing of obsolete forms and avoids unnecessary costs to the agency.

8. Justification. Describe the operational situation, need, or problem that supports the requirement for the requested form. Explain how it will aid in remediating the issue. Describe the specific purpose to be served by the form and the actions to be taken. Explain why it is required in the frequency proposed. Make clear any probable undesirable consequences of the lack of the data requested.

Note: If specific data such as PII is necessary for the processing of the form, indicate the justification and contact the Privacy Office to coordinate review and approval.

9. Stocking Point. Indicate where the primary stocking point will be if it is other than the FAA Forms website. If the FAALC is chosen, the FAALC Forms Item Manager will provide the appropriate NSN for tracking purposes.

10. Additional Data. Required for Printed Forms.

a. For Use In. Place a check in the applicable boxes to indicate where the users are located.

b. Paper. State the weight, type, color, and size of the paper on which the form will be printed. If the color of the paper is to be other than white, explain the reason for the color requested on a separate sheet of paper and attach it to the request. (If the form will be downloadable from the FAA Forms website, do not complete this section). If you are unsure, reference Order 1720.36 series, Procedures for Printing, Duplicating and Copying, or contact the FAA Print Shop for assistance.

c. Color of Ink. State the color of ink to be used for printing the form. If a color other than black is requested or several ink colors are requested, an official memorandum justifying the use of the colored inks must be attached to the request. The request must be approved and signed at the LOB Assistant Administrator level. Also, check whether the form will be printed face only, head to head, head to foot, or head to side; if head to side, also attach a sample to indicate the position of printing.

d. Ordering Data. Standards for determining initial requirements and distribution of printed forms are given in Chapter 4 of this order. This section does not apply to digital forms.

(1) Issue Unit (I/U). Provide one of the following abbreviations which indicate in what manner the unit is issued. Issue Unit is abbreviated as I/U.

BK – Book	BX – Box	RL – Roll	SE – Set
PD – Pad	RM – Ream	SH – Sheet	

(2) I/Us Required Monthly. State the average number of units of issue used monthly by all users. This information is basic to the computation of the number of units to be printed.

(3) Ship to I/Us for Initial Distribution and I/Us for Stocking Points.

(a) *When no initial distribution is to be made to users and the form is to be placed in stock at a form's distribution point only.* State the routing symbol of the organization maintaining the forms distribution point under "Ship to" and the quantity of the initial stock shipment. The quantity to be initially reproduced will be sufficient for both user needs and distribution point operating stock.

(b) *When supply is initially sent to one office and stock is maintained in a form's distribution point.* State the routing symbol of the organization under the "Ship to" and the quantity under "I/Us for Initial Distribution" State on the next line, under "Ship to," the routing symbol of the form's distribution point where the stocks are to be maintained. Provide the quantity under "I/Us for Stocking Points".

(4) Date Forms Requested at Using Locations. State the date the form is expected to be available to the user. Plan ahead and submit requests that allow sufficient time for effective analysis and design, time for the printing office/printer to print or procure forms without unnecessary waste of resources, and time for transporting the forms from the printer or supply points to the users.

(5) Total I/Us Requested. This is the total number of form issue units to be printed.

11. Approvals. The appropriate reviewing and approving officials sign here

FAA FORM APPROVAL REQUEST

CHECK ALL APPLICABLE BOXES <input checked="" type="checkbox"/> New Form <input type="checkbox"/> Revision <input type="checkbox"/> Cancellation <input type="checkbox"/> Public Use	OMB Control Number and Expiration Date (for public-use forms only)
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OFFICE OF PRIMARY RESPONSIBILITY (OPR) Division Level or Higher Office of Finance & Management	Routing Symbol AFN	Document Preparer John Doe	Telephone Number (202) 123-4567
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1. TITLE OF PROPOSED, REVISED, OR CANCELED FORM

FAA Forms Review Checklist

2. FORM NUMBER 1330-8	3. OPR ROUTING SYMBOL (Division Level or Higher) ASP-110	4. PRESCRIBING POLICY or DIRECTIVE FAA 1330.1C
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5. POINT OF CONTACT (Provide name, telephone # and email address) John Doe, (202)123-4567, john.doe@faa.gov	6. COPY DISTRIBUTION (List routing symbols) ALL FAA
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7. RELATED FORMS (For cancellations, include superseded form numbers)

8. JUSTIFICATION (Provide a detailed explanation of the need and use of the form. If necessary, continue on additional sheets and attach to this form.)
 This form is authorized for use by the Office of Primary Responsibility (OPR) and Forms Management Officer (FMO) to review new or revised digital forms submitted to the FAA Forms Program office at 9-NATL-FMO@faa.gov for processing. All forms must conform to the requirements of FAA Order 1330.1C, FAA Forms Program for compliance to Structure and Flow, Plain Language, Adobe Acrobat Portable Document Format (PDF), and Accessibility/Section 508. All form files will be tested by the OPR and FMO prior to submission to the email address.

Contact your LOB FMO for additional information and guidance. The FMO contact list is available from a link on the home page of the public and internal FAA Forms websites and also via the IT Services & Support website at:
https://my.faa.gov/content/myfaa/en/tools_resources/it_services_support/stay_compliant/forms_mgmt.html

9. STOCKING POINT: FAA LOGISTICS CENTER - List NSN Number: OTHER – Specify:

10 ADDITIONAL DATA REQUIRED FOR PRINTED FORMS	a. FOR USE IN: <input type="checkbox"/> Agency-wide <input type="checkbox"/> Regions/Centers <input type="checkbox"/> Field Facilities				
	b. PAPER SUBSTANCE, TYPE, COLOR:			Width:	Length:
	c. COLOR OF INK:		<input type="checkbox"/> Face Only <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Head to Side		
	d. ORDERING DATA <input type="checkbox"/> Date Forms Requested at User Locations: <input type="checkbox"/> Total I/Us Requested:				
	Issue Unit (I/U) (Sheet, Set, etc.)	Ship to	I/Us for Initial Distribution	I/Us for Stocking Points	
	I/Us Required Monthly				
e. ADDITIONAL SPECIFICATIONS:					

11. APPROVALS FOR AUTHORIZATION – Use Adobe Acrobat Digital Signatures

Preparer	Forms Management Officer (LOB/SO/Facility/Region/Center)	FAA Forms Program Manager
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Appendix C. Instructions for Preparing FAA 1330-4, Forms Stop Order

This form is required for each form being canceled when it is necessary to purge physical hardcopy forms stocks from distribution points and/or printing jackets of canceled forms. This prevents automatic printing of obsolete forms and avoids unnecessary costs to the agency.

This form must be completed by the OPRs for all printed forms and forwarded to their designated FMO for processing. In the block for “Name of Person to Contact,” provide the name of the person most familiar with the request who may be contacted for additional information and who is qualified and authorized to commit the Office of Primary Responsibility (OPR) in subsequent negotiations, this is usually the same subject matter expert that authored the prescribing policy. Copy requirements are prescribed by supplemental directives. If you require assistance with completing the request, consult your FMO for guidance.

The object numbers below correspond to the associated block numbers on the form.

- 1. TO.** Address this form to the designated FMO in the OPR. Include the person’s name and routing symbol.
- 2. FROM.** The office that is originating the request, which is the OPR. Include the organization’s name and routing symbol.
- 3. Form Number.** Provide the number of the form. This data is located in the bottom left-hand corner of every agency form.
- 4. Form Edition Date.** Provide the edition date of the form. This data is located on the bottom left-hand corner of every agency form, adjacent to and immediately following the form number.
- 5. Sections 5 through 15 are self-explanatory.**
- 16. Indicate Probable Effect on Stock Level.** Make clear any anticipated or probable undesirable consequences that may occur.
- 17. Remarks.** Provide any additional explanation in this section that supports the action(s) requested.
- 18-23. Approvals.** The appropriate reviewing and approving officials sign here. Do not enter any information below this section.
- 24-25.** The activity in this section is to be completed by the FAALC personnel and returned to the OPR.

Submit the completed form to FAALC for processing. Send signed copies to signatories and distribution points.

FAA Forms Stop Order

1. TO: OPR Forms Management Officer (name and routing symbol)	2. FROM: Office of Primary Responsibility (OPR) (organization/routing)	3. Form Number:
		4. Form Edition Date:

It is requested that routine replenishment of this form be stopped for the reasons identified below:

5. <input type="checkbox"/> Form is canceled	6. <input type="checkbox"/> Replaced by – provide new form number and date (if applicable)	7. <input type="checkbox"/> Use <input type="checkbox"/> Destroy
8. <input type="checkbox"/> Stop normal replenishment of stocks of this form and send future replenishment requests directly to the Forms Management Officer.		9. <input type="checkbox"/> Prevent replenishment of this form
10. <input type="checkbox"/> Form to be revised or consolidated	11. List forms to be included in consolidation:	12. Estimated date of completion:
13. <input type="checkbox"/> Specifications must be changed	14. Specify contemplated changes:	
15. <input type="checkbox"/> Usage has/will be changed	16. Indicate probable effect on stock level:	
17. Remarks (provide additional explanation):		
18. Signature and title of OPR Official		19. Date:
20. Signature of LOB Forms Management Officer		21. Date:
22. Signature of FAA Forms Program Manager		23. Date:

Submit completed form to FAA Logistics Center for processing. Send signed copies to signatories and distribution points.

The activity in this section is to be completed by the FAA Logistics Center personnel and returned to the OPR.

24. Date Stop Order Issued:	25. Signature of FAA Logistics Center Forms Item Manager:
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Appendix D. Form FAA 1330-8 FAA Forms Review Checklist

FAA Forms Review Checklist

Instructions: This checklist will be used by the Forms Management Officer to review new or revised digital forms submitted to them by the Office of Primary Responsibility (OPR). All forms must conform to the requirements of FAA Order 1330.1C, FAA Forms Program for compliance to Format and Structure, Plain Language, Adobe Acrobat Portable Document Format (PDF), and Accessibility /Section 508. All forms must be fully tested by the FMO prior to submission to 9-NATL-FMO@faa.gov, Forms Management Program Office.

To process form requests, send this completed checklist with FAA 1300-5 *Form Approval Request* and a fillable PDF form file (MS Word/Excel files must be pre-approved) to 9-NATL-FMO@faa.gov, Forms Program Manager, for review and approval. **Form Review Signature Verifications are required and must be completed by all parties to this activity prior to submission of this form.**

This checklist contains two sections, A and B. Section A, inclusive of pages 1-3, pertains to all forms and must accompany all form requests. Section B, page 4, pertains only to forms that collect information from the public (public-use forms). If you are submitting a public-use form, you must complete and submit both sections, A and B.

Section A: Complete for ALL Forms

Form Number and Title: _____

Structure and Flow	Yes	No	N/A
1. Does the form use a consistent, easy-to-read font, such as Arial or Times Roman 10-12, utilizing both upper and lower case appropriately? (Do not use ALL CAPS. Exception: Non-document type forms such as labels, envelopes, and tags, will use a font size and case that conforms to the form's design parameters. Envelopes will comply with United States Postal Service standards.			
2. Does the title contain large, bold type font in size 12-18 to differentiate it from the text portion of the form?			
3. Is spacing consistent between sentences, fields, blocks, and sections?			
4. Is numbering consistent throughout the form so that the customer understands the form flow?			
5. Are the form number, version date, paging, and National Stock Number (if applicable, for printed, non-digital forms) compliant in format and placed in the correct location?			
6. Are all line items, sections, columns, and graphics identified and numbered correctly, using numbers and/or alpha characters?			
7. Are multiple sections clearly separated and identified, with instructions provided for each section? (Reference the instructions in this document as an example.)			
8. Are form borders, when used, compliant and not distracting? (Must not distract from the form content, or else do not use borders.)			
9. Is an instruction page provided, and if so, is it placed ahead of the form with page number formatting shown as i, ii, iii, etc. to differentiate it from the form?			
10. If the form is to be submitted via postal service, is a mailing address provided? (Display it on the form file and in the FAA Forms Document Library.)			
11. If the form requests Personally Identifiable Information (PII), is an approved Privacy Act (PA) Statement placed at the top of the form, and is it current? (Contact the Privacy Office to request a review and receive approval prior to submission to this office.)			

Plain Language

Yes No N/A

1. Are the words “must/will” used instead of “shall/should” to indicate required compliance with prescribing policies or orders?			
2. Is correct punctuation used and spelling consistent?			
3. Does the document contain simple words and phrases?			
4. Are acronyms spelled out when first shown? (If there are multiple acronyms used, include a list of definitions on the instruction page.)			
5. Are technical, medical, or other uncommon terminologies consistently used throughout the document? (If yes, include definitions on the instruction page.)			

Adobe Acrobat Portable Document Format (PDF)

Yes No N/A

1. Are all required fields fillable and free of shading, shadows, borders, or other unnecessary distractions?			
2. Is the tabbing function working in the correct sequential order? (Left to right, top to bottom of form.)			
3. Do text descriptions for PDF Forms describe the form, number, title, purpose, and fillable fields according to Adobe standards?			
4. Have images (used as background or placeholders) with no informational content been either tagged or changed to “Artifacts”? If not, remove them.			
5. Has the form been tested to verify that all functions perform correctly? (Test it in production mode, using it as a customer would. Correct all identified deficiencies prior to submission to 9-NATL-FMO@faa.gov.)			

Accessibility/Section 508

Yes No N/A

1. Has the accessibility checker been run to identify accessibility/508 errors? (Submit the report with the FAA 1300-5 and keep a copy in your form case file.)			
2. Is the document free of scanned images of text?			
3. Has the document been properly tagged?			
4. Does the document and any form element have a logical reading order?			
5. Do all form fields contain meaningful labels and Tool Tips that explain what information is requested?			
6. Do all data tables in the document contain row/column headers?			
7. Do all images, grouped figures, and non-text elements contain appropriate alternative text descriptions?			

Form Review Signature Verification

Signature of OPR

Date

Signature of Privacy Officer (if applicable)

Date

Signature of Forms Management Officer

Date

End of Section A

Section B: Complete for Public-Use Forms

All instruments, including forms, that collect information from the public must follow the guidance of the Paperwork Reduction Act (PRA). This section will be completed and signed by the OPR form developer, OPR PRA Liaison, and OPR Forms Management Officer and must be submitted with all public-use forms to the FAA Forms Program, 9-NATL-FMO@faa.gov. The FAA Forms Program office manages forms activity only and is not responsible for any other activity associated with the PRA Program. Contact the PRA Program to obtain guidance and instructions regarding their requirements.

PRA Compliance	Yes	No
1. Has your organizational PRA Liaison coordinated with the OPR form developer and FMO to include the form with their collection paperwork submission to the PRA Program Office?		
2. On the form, is the OMB Control Number that was provided by the PRA Program Office displayed in the correct location at the upper right-hand corner, preceded by the words "OMB Control Number"?		
3. On the form, is the OMB expiration date that was provided by the PRA Program Office current and placed in the correct location, directly under the OMB Control Number, preceded by the words "Expiration Date" in the mm/dd/yyyy format?		
4. On the form, is the PRA Statement current and placed at the top of the form? (Refer to FAA Order 1330.1C FAA Forms Program for guidance on the placement of applicable PRA and Privacy statements.)		

PRA Review Signature Verification

Signature of OPR

Date

Signature of PRA Liaison

Date

Signature of Forms Management Officer

Date

End of Section B

Appendix E. FAA 1320-19, Directive Feedback Information

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: FAA Order 1330.1C, FAA Forms Management

To: Directive Management Officer at 9-AFN-DMO@faa.gov

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:
(attached separate sheet if necessary)

In a future change to this order, 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: _____

Telephone Number: _____ Routing Symbol: _____

FAA 1320-19 (08-21) Supersedes Previous Edition