



U.S. Department
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**Federal Aviation
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North Texas Flight Standards District Office
8700 Freeport Parkway Suite 225
Irving, TX 75063
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April 7, 2014

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Ms. Sarah MacLeod
Aeronautical Repair Station Association
121 North Henry Street
Alexandria, VA 22314-2903

Dear Ms. MacLeod:

This letter is in response to the Aeronautical Repair Station Association (ARSA) letter, dated January 17, 2014. In your letter, you raised objections to the North Texas Flight Standards District Office (NTX FSDO) local office manual requirement that public requests be in "hard copy" only (or FAX). Although your letter raises a general objection, it appears to center on the interest of its member Repair Stations. With no specific repair station or instance noted in your letter, this response will speak generally to the process in question.

The local office policy referenced in your letter, states that the NTX FSDO will open a new project upon receipt of a hard copy or FAX. It is not directive to the public, nor does it limit the public's ability to submit manuals, form, etc... in electronic form, which the FSDO has a longstanding policy of accepting.

After consultation with ASW-201A, ASW-230, ASW-240, and the Southwest Region General Counsel, we agree that the verbiage in our local office manual could easily be misinterpreted and misapplied when interfacing with the public. As such, the NTX FSDO will amend its local office manual to incorporate robust procedures for processing of public electronic submissions. We are confident that this action will prevent any misinterpretation or misapplication of local office procedures.

Thank you for bringing this to our attention, I trust our actions will ease any concerns you may have.

Sincerely,

Lewis C. Gonzales, Jr.
Manager, NTX FSDO