

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 0000.1W

Eastern Region
Jamaica, New York

SEP 1 2003

SUBJ: EASTERN REGION DIRECTIVES CHECKLIST

1. **PURPOSE.** This Order transmits the checklist of national and regional directives which are current and have been revalidated to December 2005, and those directives which were issued during the preceding calendar year and are still in effect as of September 1, 2003.
2. **DISTRIBUTION.** This Order is displayed on Eastern Region's Intranet website <http://ro.aea.faa.gov> <EA Directives><Checklist Cover Page and Forms> for all the lines of business and FAA field facilities to electronically download/print all EA Directives in Series 0000 through 4000. The current National and Eastern Region Directives Checklist, as well as checklists from other FAA regions, is also available to print by accessing the automated Directives Management Information System (DMIS) website at <http://dmis.faa.gov> <View/Print>.
3. **CANCELLATION.** Order EA 0000.1V dated June 27, 2002, is cancelled.
4. **BACKGROUND.**
 - a. The Directives Management Information System web application <http://dmis.faa.gov> has a current database, including: Office of Primary Responsibility (OPR), Issue Date, and Revalidation Date, which is kept current on a weekly basis.
 - b. Appendix 1 to this Order lists the National and Eastern Region Directives Checklist with the current date. An asterisk (*) following the Title of the Order identifies any Supplements to the Order, and the number appears in the column immediately before the directive's Title column. An asterisk (*) following the ID number identifies an activity that has occurred during the current reporting period; i.e., new issuance, change, etc.
 - c. Appendix 2 to this Order provides instructions when ordering directives and publications located on the Intranet website <http://ro.aea.faa.gov> <EA Directives><Checklist Cover Page and Forms>.
5. **FILING OF DIRECTIVES.**
 - a. You are not required to maintain all listed directives in your office files; only those directives which are pertinent to your operation.
 - b. Paper copies of national directives with series numbered 0000 through 4000 are maintained in the Aviation Information & Services Division, AEA-60. Microfiche copies will no longer be maintained in AEA-60.
6. **DISCREPANCIES.** Any discrepancies in this checklist shall be reported to the Region's Directives Management Officer, in writing.
7. **COPIES OF DIRECTIVES.** AEA-60 does not maintain a supply of directives. To obtain copies of any regional or national directive, complete **FAA Form 1720-11**, Request for Publications, and submit it to the address listed in Appendix 2 to this Order, or by accessing the Intranet website <EA Directives><Checklist Cover Page & Forms><Instructions to Request Directives & Publications>. Requests can also be **FAX'd to the DOT Warehouse at (301) 386-5394**. If copies of the directives are unavailable at the DOT Warehouse, or additional information on a current directive is required, direct your inquiry to the OPR of the directive.

8. **REVALIDATION DATE**. Newly issued directives will reflect an expiration date of **2005**, depending on the month of issue. All current, published directives will be revalidated to **December 2005**, in accordance with Order 1320.1D, Chapter 12, Directives Review and Revalidation. Each office is required to review their published directives every two years and provide AEA-60 with an updated revalidation date. **FAA Form 1320-20**, Directives/Reports Revalidation Form, is to be used for this purpose.

Arlene B. Feldman
Regional Administrator

Attachments