

09 Policy Dissemination Process - Overview

The [Policy Support Team](#) (PST) is responsible for coordination of policy changes with quarterly revisions to FAA Policy Manual. The changes updated quarterly have a specified date of implementation.

Situations arise between quarterly revisions that require staff to be issued immediate notification from the PST.

This information is disseminated to staff via FLASH BULLETIN! Broadcasts and Policy Broadcasts. The information disseminated by the use of these types of communication is time sensitive.

Staff have the responsibility for ensuring that they are aware of and understand current and changing policy.

Local Office Managers and Supervisors are responsible for all of the following:

- Ensuring Policy Broadcasts and FLASH BULLETIN! Broadcasts are reviewed and discussed with office staff within one month from the date of issuance.
- Clarifying, explaining and, when necessary, elevating unclear or incomplete information through the Region liaison.
- Obtaining written confirmation on the Policy Dissemination Review/Training Confirmation ([FAA-1215A](#)) form, acknowledging receipt and review of Policy Broadcasts and FLASH BULLETIN! Broadcasts within one month from the date of issuance.