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| --- |
| DCT ID: 41276-FY21Q2-4.4.6-0001  4.4.6 Record Systems, ED DCT, Airworthiness, CH/A: JN1R - ALTA AVIONICS LLC  Revision: 16.0 on 09/19/2019 |

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| --- | --- | --- |
| |  | | --- | | DCT To Go Report |  |  | | --- | | CH/A: JN1R - ALTA AVIONICS LLC  DCT ID:41276-FY21Q2-4.4.6-0001  MLF Label:  Record Systems  DCT Type: ED DCT  Specialty: Airworthiness  DCT Revision: 16. 0 on 09/19/2019  (Released) | |
| Summary Information |
| |  |  | | --- | --- | | Purpose (Certificate Holder Responsibility): | To record/document maintenance and alterations on aircraft and/or parts thereof. | | Objective (FAA Responsibility): | Determine if the CH will be able to; (1) Comply with regulations; (2) Produce records/documents of maintenance and alterations on aircraft and parts thereof; (3) Periodically verify records/documents meet the requirements of the RSM and/or QCM. | |
|  |
| Common Data Fields |
| |  |  |  |  | | --- | --- | --- | --- | |  | | | | | □ \*If work is offsite of the airfield, include one of the following |  | ◦  City |  | | ▷  Address: |  | ◦  State |  | | ▷  Latitude/Longitude: |  | ◦  Postal Code |  | | Start Date |  | ◦  Country |  | | End Date |  | ◦  Latitude |  | | Location: (Nearest) Airfield |  | ◦  Longitude |  | | ◦  Address 1 |  | Related/Affiliated Maintenance Designator |  | | ◦  Address 2 |  | CH/A Provided | No | | ◦  Address 3 |  |  |  | |
|  |
| Supplemental Information |
| |  | | --- | | **SRR**  145.205(a), 145.209(i), 145.219(a), 145.219(b), 145.219(c), 145.219(d), 145.221(a), 145.221(b), 145.221(e), 43.5, 43.5(a), 43.5(b), 43.5(c), 43.9(a) | | **Advisory Circular (AC)**  AC-145-10, AC-145-9 | | **FAA Order 8900.1**  8900.1 Vol 6 Ch 9 Sec 6 | |
| PI Instructions |
| |  | | --- | |  | |

| **Questions** | **Answers** | **Response Detail, Comments and Actions** |
| --- | --- | --- |
| **4.4.6 Record Systems** | | |
| 2    Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?    **Safety Attribute:** Responsibility,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:48 PM ,    **QID:** 51943,   **Response Details:** Responsibility ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   RSM  Section 7.1:President | |  | | --- | |  | |
| 4    Is the person with authority clearly identifiable, qualified and knowledgeable to effectively plan, direct and control resources, change procedures and make key determinations including safety risk acceptance decisions for this element?    **Safety Attribute:** Authority,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:48 PM ,    **QID:** 51944,   **Response Details:** Authority ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   RSM  Section7.2; Account able Manager | |  | | --- | |  | |
| 6    Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?    **Safety Attribute:** Process Measurement,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:48 PM ,    **QID:** 51945,   **Response Details:** Process Measurement ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section:26: CAS | |  | | --- | |  | |
| 7    Does the manual describe the required records and the recordkeeping system used to:         #1. Obtain required records;        #2. Store required records; and        #3. Retrieve required records?   **REFERENCES:** **SRR** 145.209(i)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   7/4/2014 2:09:20 PM ,    **QID:** 6194,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 19:Repair Station Records | |  | | --- | |  | |
| 8    Do the procedures specify that all records are retained in English and in a format acceptable to the FAA?    **REFERENCES:** **SRR** 145.219(a)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   1   5/14/2014 10:51:14 AM ,    **QID:** 6198,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 19:Repair Station Records | |  | | --- | |  | |
| 9    Do the procedures specify that records must be retained for at least two years from the date the article is approved for return to service?    **REFERENCES:** **SRR** 145.219(c)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   1   5/14/2014 10:51:14 AM ,    **QID:** 6199,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 19: Repair Station Records | |  | | --- | |  | |
| 10    Do the procedures specify who reviews the records for accuracy and completeness before approval for return to service?    **REFERENCES:** **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 6  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   3   3/18/2015 9:00:06 AM ,    **QID:** 6200,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 11    Do the procedures specify that records must be made available for inspection by the FAA and NTSB?    **REFERENCES:** **SRR** 145.219(d) **Advisory Circular (AC)** AC-145-9  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   3/29/2014 7:31:15 AM ,    **QID:** 6201,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 19: Repair Station Records | |  | | --- | |  | |
| 13    Do the procedures require personnel to be trained on recordkeeping procedures?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   1   5/14/2014 10:51:14 AM ,    **QID:** 6203,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 7: Initial Training | |  | | --- | |  | |
| 14    Do the procedures specify that a copy of the maintenance release is provided to the Owner/Operator for:         #1. Maintenance;        #2. Preventive maintenance; or        #3. Alteration(s)?   **REFERENCES:** **SRR** 145.219(b) **Advisory Circular (AC)** AC-145-9  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   3   7/4/2014 2:09:20 PM ,    **QID:** 6204,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 17    Do the procedures specify that FAA Form 8130-3, or other means of documenting return to service, include a:         #1. Description of the work performed;        #2. Record of the parts used (as applicable);        #3. Return to service date;        #4. Name of the person who performed the work;        #5. Signature and certificate number of the person performing the work; and        #6. Total time of LLP or time since the last overhaul (as applicable)?   **REFERENCES:** **Advisory Circular (AC)** AC-145-9  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   7/4/2014 2:14:43 PM ,    **QID:** 6220,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 19    Do the procedures require that SDRs be reported to the FAA within 96 hours of discovery of serious failures, malfunctions, or defects of an article?    **REFERENCES:** **SRR** 145.221(a)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   1   5/14/2014 10:51:14 AM ,    **QID:** 6231,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 20: SDR | |  | | --- | |  | |
| 20    Do the procedures require all SDRs to be documented with the following information:         #1. Aircraft registration number;        #2. Type, make, and model of the article;        #3. Date of discovery of the failure, malfunction, or defect;        #4. Nature of the failure, malfunction, or defect;        #5. Time since last overhaul, as applicable;        #6. Apparent cause of the failure, malfunction, or defect; and        #7. Other pertinent information necessary for complete identification, determination of seriousness, or corrective action?   **REFERENCES:** **SRR** 145.221(b)  **NOTE:** The SDR must include as much of the information as is available.  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   7/4/2014 2:14:44 PM ,    **QID:** 6232,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 20: SDR | |  | | --- | |  | |
| 21    Do the procedures describe how all records are checked for completeness and accuracy?    **REFERENCES:** **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 6  **NOTE:** All records include records of maintenance, inspection, and engineering.  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   3/18/2015 9:00:07 AM ,    **QID:** 6240,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 22    Do the procedures require maintenance records to reflect the requirements of the Air Carrier/Air Operator's manual?    **REFERENCES:** **SRR** 145.205(a) **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 6  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) AND ( OTHER CERTIFICATES OR APPROVALS = "PERFORMS AIR CARRIER MAINTENANCE" ) THEN ACTIVATE QUESTION,   **Rev.**   2   3/18/2015 9:00:07 AM ,    **QID:** 6241,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service  RSM  Section 16: Maintenance for Air Carriers | |  | | --- | |  | |
| 27    Do the procedures include instructions for how to process records of any special inspection such as hydrostatic tests?    **REFERENCES:** **Advisory Circular (AC)** AC-145-9  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   1   5/14/2014 10:51:14 AM ,    **QID:** 6255,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | X | Not Applicable | | |  | | --- | |  | |
| 28    Do the procedures specify instructions and methods for retaining the required personnel roster and the associated history of added or removed personnel authorizations?    **REFERENCES:** **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 6  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   3/18/2015 9:00:07 AM ,    **QID:** 6256,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 8: Roster of Repair Station Personnel | |  | | --- | |  | |
| 30    Do the procedures require, when approving for return to service any aircraft, airframe, aircraft engine, propeller, or appliance, that has undergone maintenance, or alteration that:         #1. A maintenance record entry be made per 43.9 or 43.11, as appropriate;        #2. A repair or alteration FAA Form authorized by or furnished by the FAA to be executed as prescribed by the FAA; and        #3. Any aircraft operating limitations or flight data contained in the approved aircraft flight manual changed by repairs or alterations be revised and set forth as prescribed in 91.9?   **REFERENCES:** **SRR** 43.5, 43.5(a), 43.5(b), 43.5(c)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   3   12/28/2016 9:28:12 AM ,    **QID:** 6263,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 31    Do the procedures specify that maintenance entries include:         #1. A description of the work performed;        #2. The date the work is completed; and        #3. The identification of the person performing the work?   **REFERENCES:** **SRR** 43.9(a)  **NOTE:** The description of work should thoroughly describe the work performed including all discrepancies, parts used, and any special processes.  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   2   7/4/2014 2:14:45 PM ,    **QID:** 6267,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 14.5: Final Inspection and Approval for Return to Service | |  | | --- | |  | |
| 33    Does the RSM have a procedure for reporting SDRs on behalf of a 121 certificate holder that includes:         #1. Notifying the 121 certificate holder when a report is filed; and        #2. Providing a copy of the SDR to the 121 certificate holder?   **REFERENCES:** **SRR** 145.221(e)  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145") AND (OTHER CERTIFICATES OR APPROVALS = "PERFORMS AIR CARRIER MAINTENANCE") THEN ACTIVATE,   **Rev.**   2   3/15/2017 10:15:15 AM ,    **QID:** 50377,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 20: SDR | |  | | --- | |  | |
| 35    Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?    **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:47 PM ,    **QID:** 51940,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM/QSM/FM/TPM | |  | | --- | |  | |
| 37    Do controls exist within this element that ensure risks are reduced to an acceptable level?    **Safety Attribute:** Controls,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:47 PM ,    **QID:** 51941,   **Response Details:** Controls ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26: CAS | |  | | --- | |  | |
| 39    Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?    **Safety Attribute:** Interfaces,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:47 PM ,    **QID:** 51942,   **Response Details:** Interfaces ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26: CAS | |  | | --- | |  | |
| 41    Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element?    **Safety Attribute:** Safety Ownership,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE,   **Rev.**   2   3/8/2019 12:47:48 PM ,    **QID:** 51946,   **Response Details:** Safety Ownership ED/EP/SP DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   TPM  Section 7: Initial Training | |  | | --- | |  | |

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| --- | --- |
| **Response Details List  EP & ED DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Unclear procedure(s) |
| 2 | Conflicting procedure(s) |
| 3 | Used workaround(s) |
| 4 | Skipped process step(s) |
| 5 | Personnel failed to follow process (procedures, guidance, etc) |
| 6 | Procedures/guidance not available |
| 7 | Procedures/guidance not current |
| 8 | Inconsistent procedure(s) |
| 9 | Undocumented procedure(s) |
| 10 | Minor typographical error(s) (i.e. record entries) |
| 11 | Information missing |
| 12 | Communication failure(s) |
| 13 | Personnel failed to perform task |
| 14 | Process failed to meet desired outcome |
| 15 | Process oversight failure |
| 16 | Equipment/tools not available |
| 17 | Equipment/tools not adequate |
| 18 | Equipment/tools not calibrated |
| 19 | Facilities not adequate |
| 20 | Other |
| **Response Details List  N/A Response Detail (Released, 2.0)** | |
| 1 | Not applicable or authorized for the certificate holder or applicant |
| 2 | Other |
| **Response Details List  Controls ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Failure to identify hazards or ineffective risk controls |
| 2 | Failure to develop and maintain risk controls |
| 3 | Failure to effectively mitigate risk before applying risk controls |
| 4 | Risk controls ineffective |
| 5 | Unclear risk controls |
| 6 | Failure to assess risk for a new system |
| 7 | Failure to assess risk when revising an existing system |
| 8 | Failure to assess risk when developing operational procedures |
| 9 | Failure to maintain records of outputs of risk control assessments |
| 10 | Other |
| **Response Details List  Interfaces ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Internal communication failure(s) |
| 2 | External communication failure(s) |
| 3 | Lack of interfaces |
| 4 | Inconsistent interfaces |
| 5 | Poor coordination between departments and employees |
| 6 | Failure of interfaces between processes or procedures |
| 7 | Other |
| **Response Details List  Responsibility ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Failed to provide financial resources |
| 2 | Failed to provide sufficient human resources |
| 3 | Individual not clearly identified |
| 4 | Failure to ensure safety of process |
| 5 | Failure to oversee operations conducted under the certificate |
| 6 | Failed to ensure quality performance of process |
| 7 | Process oversight failure |
| 8 | Communication failure(s) |
| 9 | Other |
| **Response Details List  Authority ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Process oversight failure |
| 2 | Unacceptable safety risk acceptance |
| 3 | Ineffective planning of resources |
| 4 | Ineffective use of resources |
| 5 | Ineffective control of resources |
| 6 | Failure to implement safety risk processes |
| 7 | Process owner not clearly identified |
| 8 | Unqualified |
| 9 | Other |
| **Response Details List  Process Measurement ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)** | |
| 1 | Inadequate monitoring of operations processes |
| 2 | Ineffective evaluations of processes or systems |
| 3 | Undocumented or insufficient investigations |
| 4 | Failure to conduct audits |
| 5 | Ineffective audits |
| 6 | Failure to detect changes in the operational environment |
| 7 | Personnel failed to perform/follow process (procedures, guidance, etc.) |
| 8 | Process failed to meet desired outcome |
| 9 | Process oversight failure |
| 10 | Other |
| **Response Details List  Safety Ownership ED/EP/SP DCTs (Both OP and AW) (Released, 3.0)** | |
| 1 | Unaware of or ineffective safety policies or processes |
| 2 | Unaware of or ineffective safety related reporting tools |
| 3 | Unclear safety policy |
| 4 | Ineffective safety related training |
| 5 | Lack of safety culture |
| 6 | Unclear safety objectives |
| 7 | Other |

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