



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

January 2016

President / CEO / Owner or  
Alcohol and Drug Program Manager  
Avi-Tech Aviation Consultants, Inc.  
6732 NW 72nd Avenue  
Miami, FL 33166-3047

155394

**NOTICE TO SUBMIT  
MANAGEMENT INFORMATION SYSTEM (MIS) REPORT FOR 2015**

**This is your official notification that you must submit a Management Information System (MIS) Report for the calendar year ending December 31, 2015.** The FAA drug and alcohol testing regulation, 14 CFR part 120, describes a requirement for employers to report testing results by March 15 of the succeeding calendar year for the prior year (January 1 through December 31). This requirement is described in §§ 120.119(a) and 120.219(b). Your report for 2015 must be submitted by March 15, 2016. **Failure to submit the required MIS Report by March 15, 2016 may result in enforcement action.**

To submit your report electronically, please visit the Drug and Alcohol Testing Management Information System (DAMIS) at <http://damis.dot.gov>. DAMIS will provide on-screen instructions for entering your report. For more detailed instructions and a copy of the MIS form, please visit our Web site at <http://www.faa.gov/go/drugabatement>.

If you have questions about how to complete your report or the regulations, please contact Kevin Kearns directly at (310) 725-3837 or via email at [kevin.kearns@faa.gov](mailto:kevin.kearns@faa.gov).

Sincerely,

Margie Rustin  
Manager, Program Administration Branch  
FAA Drug Abatement Division

**User Name: 4KSR252C**

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