



## Federal Aviation Administration

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# Memorandum

Date: 7/28/06

A handwritten signature in cursive script that reads "Walter L. Binkley".

From: Walter L. Binkley, Manager, Aircraft Registration  
Branch, AFS-750

To: PD Room Permittees

Subject: Late Closings

From time to time in the past, the Aircraft Registration Branch has allowed Public Documents (PD) room users extra time for late closings. The Civil Aviation Registry's published business hours are 07:30-16:00 Central Time, Monday through Friday. The Cashier's Control Section (Cashier's) hours of operation for the windows are 7:30-15:45. The time after the Cashier's windows close is the time the Registry Program Assistants have to run reports, close out their cash/checks, run and total credit card reports, lock up all funds, turn on the alarms and notify security. Under applicable statutes, any work performed by Registry Program Assistants after 4:00 PM is overtime work.

The implementation of the International Registry has increased the time it takes to process incoming documents. Recent efforts to accommodate an increasing number of requests for extra time for late closings have not been successful resulting in some requests being denied because the available minutes had already been taken.

After considering the circumstances surrounding late closings, I have concluded that the limited time available to accommodate late closings provides little benefit, while the efforts to accommodate late closings often result in a hardship on Registry Program Assistants and the potential for additional costs for the Registry.

Consequently, effective August 1, 2006, the Cashier's Control Section will no longer accommodate late closings. They will close the windows at 3:45 PM with **no exceptions**. This means the last available clock minute is 3:45 PM. All users in the PD room are encouraged to schedule and manage

their work in a manner that will allow them to accomplish their tasks during the hours the Cashier's window is open.

Further, strict adherence to Registry business hours will assist the PD room users in vacating the public documents room by 4:00 PM as well. The Registry has a contract employee working in that office whose workday ends at 4:00 PM. That employee has experienced some difficulty getting the PD room users to vacate the room in a timely fashion so the PD room can be closed.

Thank you in advance for your cooperation and assistance to the Registry in our efforts to more effectively manage our workload.