



**Federal Aviation  
Administration**



**Government and Industry Affairs**  
*Fiscal Year 2009 Business Plan*

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# 2009 AGI Business Plan

The first impression, and indeed, in some cases, the only contact Members of Congress and their staff have with the Federal Aviation Administration is with the Office of Government and Industry Affairs. This customer-oriented office, small by comparison to most every other organization in the FAA, works directly for the Administrator, and is the principal linkage between the agency and the legislative branch of government.

AGI works with other staff organizations to coordinate and present the FAA's legislative message. It is AGI that must work with other organizations within the FAA to facilitate their relations with Congress. And it is AGI that must consistently monitor and gauge the interest and needs of the members and leadership on Capitol Hill. AGI also coordinates our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as liaison with the aviation industry, from manufacturers to carriers, and with other aviation related organizations. Additionally, AGI also serves as the principal point of contact for state and local governments.

## Organizational Excellence

The following AGI activities support the organizational excellence goal area.

### Flight Plan Target: Leadership and Accountability

(Objective) Make the organization more effective with stronger leadership, a results-oriented, high performance workforce, and a culture of accountability.

#### Strategic Initiative: Conflict Management

Undertake a timely and effective corporate approach to conflict management.

(LEAD is Center for Early Dispute Resolution - CEDR)

#### Strategic Activity: AGI Conflict Management Training

Increase employee awareness of CEDR services by attendance at CEDR briefings, participation in conflict management training, and use of CEDR

services as needed.

#### Activity Target 1:

Identify what has been done to encourage employee and manager attendance at semi-annual Center briefings or other participation in conflict management training. Due March 30, 2009

#### Activity Target 2:

Identify what has been done to encourage employee and manager attendance at semi-annual Center briefings or other participation in conflict management training. Due September 30, 2009

### Strategic Initiative: Leadership Development

Each LOB/SO will track and report quarterly on their compliance with corporate leadership development policies and initiatives.

#### Strategic Activity: AGI Leadership Development Compliance

Each FAA organization will track and report quarterly in pbviews on their compliance with leadership development policies and initiatives in the areas of mandatory probationary manager training, probationary manager certification, Continuing Management Education, and steps taken to improve compliance rates.

#### Activity Target 1:

Report quarterly the percentage of probationary managers who completed mandatory training (FMC-1, FMC-2, and FMC-3) due during the previous quarter within prescribed timeframes. Due September 30, 2009

#### Activity Target 2:

Report quarterly the percentage of probationary managers completing their probation period during the previous quarter who were formally certified. Due September 30, 2009

#### Activity Target 3:

Report quarterly on steps taken to improve or sustain timely completion of probationary training and certification. Due September 30, 2009

#### Activity Target 4:

Report quarterly on steps taken to meet Continuing Management Education requirements for incumbent managers. Due September 30, 2009

## Strategic Initiative: Harassment, Reprisal, and Retaliation Free Workplace

Each FAA organization will track and report quarterly on LOB/SO actions to foster a workplace free of harassment, reprisal, and retaliation.

### Strategic Activity: AGI Harassment- and Retaliation-Free Workplace Training

Each FAA organization will track and report quarterly in pbviews on their compliance with this initiative in terms of the numbers of people trained.

#### Activity Target 1:

Report quarterly the number of new managers who have completed mandatory training (FMC-1) during the previous quarter. Due September 30, 2009

#### Activity Target 2:

Report quarterly the number of managers who have completed eLMS course #FAA30200134 (Accountability Board Training for FAA Managers) during the previous quarter. Due September 30, 2009

#### Activity Target 3:

Report quarterly the number of employees who have completed in-person training sessions provided by the Accountability Board or by Accountability Board Human Resources Points of Contact during the previous quarter. (Ref. eLMS Course #05012, or # as assigned, Other Accountability Board Training.) Due September 30, 2009

#### Activity Target 4:

Report quarterly the number of employees who have completed any other training sessions on workplace harassment or reprisal during the previous quarter. Due September 30, 2009

## Strategic Initiative: New Hires with Targeted Disabilities

Each FAA organization will track and report quarterly on actions taken in support of the Secretary of Transportation's fiscal year goal that 3 percent of all new hires are individuals with targeted (severe) disabilities.

### Strategic Activity: AGI actions in support of DOT FY goal that 3% of all new hires are individuals with targeted disabilities

AGI will track and report monthly on actions taken to support the Secretary of Transportation's fiscal year goal that 3 percent of all new hires are individuals with targeted (severe) disabilities.

#### Activity Target 1:

AGI will provide to ACR a standard monthly report outlining actions taken to increase their workforce percentage of individuals with targeted disabilities. Due September 30, 2009

## Flight Plan Target: Cost Control

Organizations throughout the agency will continue to implement cost efficiency initiatives such as:  
10-15 percent savings for strategic sourcing for selected products and services;  
By the end of FY 2009, reduce leased space for Automated Flight Service Stations from approximately 510,000 square feet to approximately 150,000 square feet;  
Annual reduction of \$15 million in Information Technology operating costs;  
By FY 2010, reduce overhead costs 5-10 percent through automation of invoice processing. FY 2009 Target: 90% of targeted savings

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## Strategic Initiative: Cost Control Program

Implement line of business-specific cost efficiency as well as agency-wide initiatives to reduce costs or improve productivity.

### Strategic Activity: AGI SAVES Participation

AGI will use the SAVES program in 100% of their office supply purchases.

#### Activity Target 1:

Track and report status monthly to ABA. Due September 30, 2009

#### Activity Target 2:

Submit an FY 2010 cost control activity to ABA within 30 days after the FY 2010 Cost Control Kickoff. Due September 1, 2009

## Flight Plan Target: Information Security Program

Achieve zero cyber security events that disable or significantly degrade FAA services. FY 2009 Target: 0

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## Strategic Initiative: Enterprise Architecture Conformance

Enable enterprise-wide conformance to information technology enterprise architecture.

### Strategic Activity: Integrating Standards and Configuration Management

AGI will work with AIO to update the infrastructure and application inventories and coordinate technical standards for non-NAS hardware and software

where there are common requirements.

**Activity Target 1:**

AGI will update its infrastructure and application inventory. Due December 31, 2008

## **Core Business Measure: Congressional Relations**

Provide the Congress, OST and FAA officials with timely and accurate responses to inquiries.

### **Core Business Function: Congressional Communication**

Communicate in a timely fashion to Congress on behalf of Administrator and Management Board.

#### **Core Activity: Information Collection and Coordination**

Enhance AGI's daily interaction with LOBs and SOs, and senior management officials by proactively soliciting LOB and SOs information sharing cooperation in order to improve communication on areas of interest or concern to Congress.

**Activity Target 1:**

Participate in weekly meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities. Due September 30, 2009

#### **Core Activity: Safety Policies, Initiatives and Rulemaking**

Inform key members of Congress and their staff in a timely fashion on FAA safety policies and initiatives.

**Activity Target 1:**

Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public. Due September 30, 2009

**Activity Target 2:**

Access activity progress semi-annually. Due June 30, 2009

#### **Core Activity: Reports to Congress**

Manage the Reports to Congress program and functions as Agency's Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

**Activity Target 1:**

Research legislation to determine directed actions from the Congress to identify reports to

be completed by the FAA. Due September 30, 2009

**Activity Target 2:**

Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress. Due September 30, 2009

**Activity Target 3:**

Develop and assign LOB and SO report timelines to ensure due dates are met. Due September 30, 2009

**Activity Target 4:**

Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval. Due September 30, 2009

**Activity Target 5:**

Access activity progress 1, 2, 3 and 4 semi-annually. Due June 30, 2009

#### **Core Activity: Briefings**

Assists in preparing Agency officials for Congressional meetings and briefings. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances Congressional Members and their staffs' confidence in the Agency's policies and programs.

**Activity Target 1:**

Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of concern; some of which are regularly scheduled by AGI. Due September 30, 2009

#### **Core Activity: OST Governmental Affairs**

Provide OST Governmental Affairs with factual, concise, and complete information from significant AGI Congressional contacts and activities.

**Activity Target 1:**

Continue to maintain and improve daily communications with OST Governmental Affairs. Due September 30, 2009

**Activity Target 2:**

Provide daily activity reports on Congressional contacts to AGI management officials. Due September 30, 2009

**Activity Target 3:**

Provide weekly Congressional activities report to

the Administrator and senior DOT officials. Due September 30, 2009

**Activity Target 4:**

Provide Congressional activities input for inclusion in the Administrator's weekly White House Report. Due September 30, 2009

**Core Activity: Congressional Correspondence**

Serve as focal point for Congressional follow-up on written Agency responses.

**Activity Target 1:**

Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies. Due September 30, 2009

**Activity Target 2:**

Improve AGI Congressional correspondence response by 5% over FY 2008 baseline. Due September 30, 2009

**Activity Target 3:**

Provide status to all of Congressional inquiries into status of Agency response to Congressional correspondences. Due September 30, 2009

**Activity Target 4:**

Access Activity 1, 2 and 3 progress semi-annually. Due June 30, 2009

**Core Activity: Corporate Assessments**

Corporate Assessments

**Activity Target 1:**

N/A Due September 20, 2009

**Core Business Measure: Industry Relations**

Host at least one Industry meeting semi-annually to help strengthen industry relationships.

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**Core Business Function: Industry Relations**

Foster strong partnerships with key industry stakeholders.

**Core Activity: Industry Stakeholder Meetings**

Meet with aviation industry representatives to strengthen industry relationships.

**Activity Target 1:**

Determine attendee list. Due January 31, 2009

**Activity Target 2:**

Coordinate meeting logistics for both meetings.

Due March 31, 2009

**Activity Target 3:**

Identify meeting objectives agenda at least 30 days prior to each scheduled meeting. Due September 30, 2009

**Core Activity: Industry Communication**

Communicate Administration's position on key aviation issues.

**Activity Target 1:**

Prepare and distribute communications within 15 days of determining the Administration's position on a key issue. Due September 30, 2009