

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1100.350

National Policy

Effective Date:
12/18/13

Cancellation Date:
12/18/14

SUBJ: Restructure of the Office of Human Resource Management (AHR)

- 1. Purpose of this Notice.** This notice announces the Assistant Administrator for Human Resource Management's (AHR-1) decision to restructure Human Resource Management Directorates.
- 2. Audience.** This notice affects everyone who does business with the Office of Human Resource Management.
- 3. Where can I Find This Notice?** You can find this Notice on the MyFAA Employee Web site: https://employees.faa.gov/tools_resources/orders_notices/. This Notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices/
- 4. Background.** Several internal changes were made within the AHR. This notice announces the organizational structure of the AHR and reflects modification of the functions and activities that will be performed to meet the FAA's goal and objectives.
- 5. Explanation.** AHR is reorganizing into a functionally aligned organization to increase effectiveness and efficiency. The new configuration supports our new missions and vision. Additionally, the new alignment better supports inter- and intra-Directorate teaming to drive performance excellence.
- 6. Assistant Administrator for Human Resource Management, AHR-1**
 - a. Office of AHR-1**
 - (1) Vision Statement. To implement an innovative human capital strategy that sets new standards of customer service and enables the FAA to meet its mission through its employees.
 - (2) Mission Statement: In support of the FAA's purpose to ensure aviation safety, it is Human Resource Management's mission to support the FAA in meeting its goals and objectives through its most valuable resource – its PEOPLE.

- (a) Create the human resource (HR) strategies and policies for the agency.

b. Service on Executive Boards and Committees

- (1) Senior Management Team
- (2) Executive Council and Business Council
- (3) Labor Management Forum
- (4) Accountability Board
- (5) DOT HR Council

c. Delegation of Authority - AHR-2

d. Line of Succession - AHR-2

7. Deputy Assistant Administrator for Human Resource Management, AHR-2

a. Office of AHR-2

(1) Vision Statement. HR's directorates will partner with our lines of business (LOB) and staff office customers, to ensure that our day-to-day support activities align to their strategies, goals, and plans.

(2) AHR-2's Mission and Operations

(a) Mission: Manage and oversee the HR strategies and day-to-day operations for the agency.

(b) Each directorate's vision and mission statement is listed below.

b. Service on Executive Boards and Committees

- (1) Innovation Council
- (2) Associates Meeting

c. Delegation of Authority – AHR Executive Team

d. Line of Succession - AHR Executive Team

8. Directorates for Human Resource Management:

a. The overall responsibilities of the directorates are to create policy, guidance, and long-term strategy for AHR, and to ensure AHR is progressing toward the accomplishment of FAA's vision, missions, goals, and objectives. They are also responsible for the execution of AHR strategy and policy to ensure AHR operations will accomplish its objectives in partnership with Lines of Business (LOBs) and Staff Offices (SOs). In support of these functions, the Human Resource (HR) Strategic Initiative Staff will be established. This staff will be responsible for the overall direction, coordination, implementation, execution, control and completion of strategic projects ensuring consistency with AHR Strategic goals and vision.

b. The following directorates will be under report directly to AHR-1:

- (1) Deputy, HR Management (AHR-2),
- (2) HR Strategic Initiative Staff (AHR-10),
- (3) Office of Labor & Employee Relations (AHL-1/2/3)

c. The following directorates will be under and report directly to AHR-2:

- (1) Office of Talent Development (AHD-1),
- (2) Office of the Accountability Board (AHA-1),
- (3) Office of Compensation, Benefits and Worklife (AHB-1),
- (4) Office of Human Resource Services (AHF-1/2), and
- (5) Office of HR Business Management and Performance (AHP-1)

9. New functional alignment structure:

a. Office of Labor and Employee Relations

(1) Vision: Labor and Employee Relations will be a trusted business partner in the strategy and execution of labor management and employee relation matters to accomplish FAA's mission.

(2) Mission: The purpose of LER is to develop and maintain constructive labor-management relations between the FAA and its labor unions, and facilitate the appropriate resolution of employee relations matters.

(3) Major Functions - The core functions are LER, LER Support (LER Systems and Programs), LER Training, Collective Bargaining, and Labor Litigation.

(4) Service on Executive Boards and Committees - None

(5) Delegation of Authority -

- (a) Office of the Deputy Director for LER HQ Operations
- (b) Office of the Deputy Director for LER Regional Operations

(6) Line of Succession -

- (a) Office of the Deputy Director for LER HQ Operations
- (b) Office of the Deputy Director for LER Regional Operations
- (c) LER Regional Operations - Eastern Service Area Manager
- (d) LER Regional Operations - Central Service Area Manager
- (e) LER Regional Operations - Western Service Area Manager
- (f) Employee Relations Division
- (g) Labor Litigation Division
- (h) Collective Bargaining Division
- (i) National LER Systems & Programs Division

b. Office of Talent Development

(1) Mission: Talent Development's purpose is to provide each employee of the FAA with the consistent, forward-looking, non-technical development tools and educational opportunities needed to succeed at every role within the FAA

(2) Vision: The purpose of the Talent Development Office will be the premier strategic developer of individual and team learning products, services, and opportunities for our entire high performance FAA workforce.

(3) Major Functions - Office of Talent Development. The core functions are Leadership & Employee Development, Learning Development, Organizational Effectiveness, Diversity Program and Human Capital Planning.

(4) Service on Executive Boards and Committees

- (a) Learning Enterprise Architecture Steering Committee
- (b) DOT Learning and Development Council

- (c) Chief Learning Office Committee
- (d) Learning and Development Workforce Council
- (e) Delegation of Authority -
 - (1) Learning Services, Director
 - (2) Leadership & Employee Development, Director
- (f) Line of Succession -
 - (1) Leadership & Employee Development Division
 - (2) Learning Services Division
 - (3) Organizational Effectiveness Division
 - (4) Human Capital Division

c. Office of the Accountability Board

- (1) Vision: The FAA Accountability Board (The Board) will serve as the model for timeliness and consistency in the prevention of harassment in the workplace.
- (2) Mission: The Board oversees management's response to allegations of harassment and other types of misconduct that come under its scope for timeliness, consistency, and appropriateness; and works strategically as a business partner to foster a harassment-free workplace.
- (3) Major Functions. The core functions of The Accountability Board are Case Management, Accountability Board Training, Program Assistance, Trend Forecasting, Case Tracking, and Monitoring.
- (4) Service on Executive Boards and Committees - The Accountability Board
- (5) Delegation of Authority - None
- (6) Line of Succession - None

d. Office of Compensation, Benefits, and Worklife

- (1) Vision: Compensation, Benefits, and Worklife will be the agency's strategic partner that ensures long-term missions are focused on the FAA's core assets—its people.

(2) Mission: Compensation, Benefits, and Worklife's purpose is to plan, manage, and strategically promote the total value of FAA employment.

(3) Major Functions - The core functions are Benefits and Worklife, Compensation, Employee Performance Management, Workers' Compensation and OSH Policy & Compliance.

(4) Service on Executive Boards and Committees - IT Executive Steering Committee

(5) Delegation of Authority – None

(6) Line of Succession

(a) Benefits and Worklife Division

(b) Compensation Division

(c) Workers' Compensation Division

(d) OSH Policy & Compliance Division

e. Office of Human Resource Services

(1) Vision: HR Services will provide HR services in the regional offices, with consistency, professionalism, accuracy, and timeliness.

(2) Mission: HR Services Office's purpose is to be a business partner with LOB representatives located throughout the regions, by providing an array of HR services in partnership with their regional customer(s).

(3) Major Functions - HR Services has oversight of regional Eastern, Central, and Western HR services. The core functions are Management Consultation and Advice, Personnel Action Processing, Recruitment and Referrals of Qualified Individuals, Personnel Pay Administration, Employee Onboarding, Corporate Recruiting, Diversity and Veterans and Air Traffic Controllers (ATC) Recruiting, Aviation Careers and ATC Support, and Headquarters (HQ) HR Services. In support of these functions, the Human Resources Support Staff will be established.

(4) Service on Executive Boards and Committees - None

(5) Delegation of Authority. Deputy Director of Regional HR Services

(6) Line of Succession -

(a) Deputy, Regional HR Services

(b) Regional HR Services – Eastern Service Area Manager

(c) Regional HR Services – Central Service Area Manager

(d) Regional HR Services – Western Service Area Manager

f. Office of HR Business Management and Performance

(1) Vision: Business Management and HR Performance will serve as an efficient and outcome-based administrative support services for HR executives.

(2) Mission: Human Resource (HR) Business Management and Performance is the administrative support services branch of AHR that enables the conduct of human resources operations. This office includes diverse organizational functions, such as financial management, strategic planning, HR metrics, and process improvement.

(3) Major Functions - The core functions are Communications, Property and Space Management for AHR, Internal AHR Services, Business Planning and Performance, Process Improvement, Financial Management and Human Resource Information Systems.

(4) Service on Executive Boards and Committees - None

(5) Delegation of Authority -

(a) Manager of Business Management Division

(b) Manager of Financial Management Division

(c) Manager of Business Plans and Performance Division

(d) Manager of Human Resource Information Systems

(6) Line of Succession –

(a) Business Management Division

(b) Business Plan and Performance Division

(c) Financial Management Division

(d) Human Resources Systems Division

10. Organizational Chart. Attached as Appendix A is the Office of Human Resource Management (AHR) Organizational Chart.

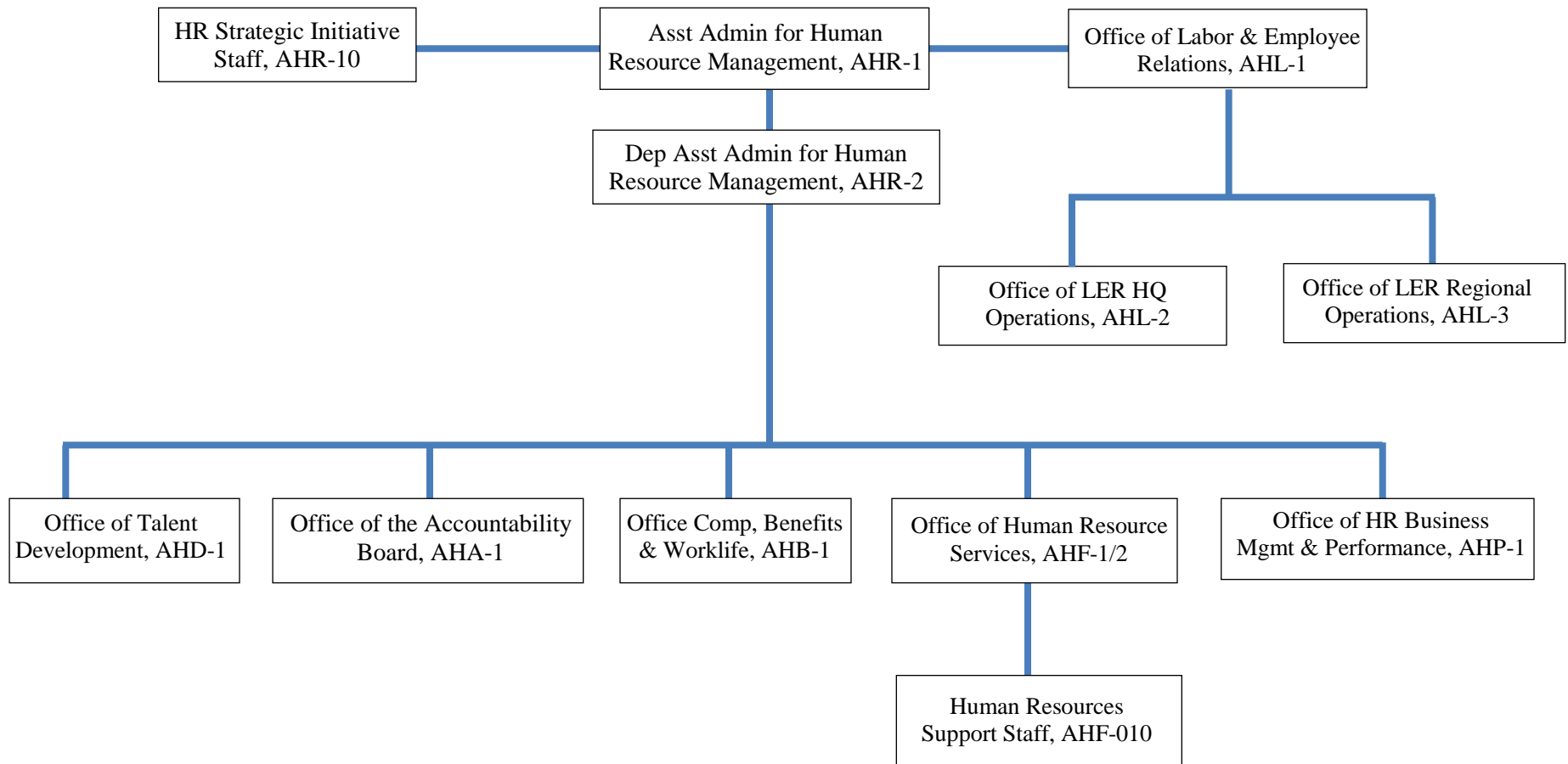
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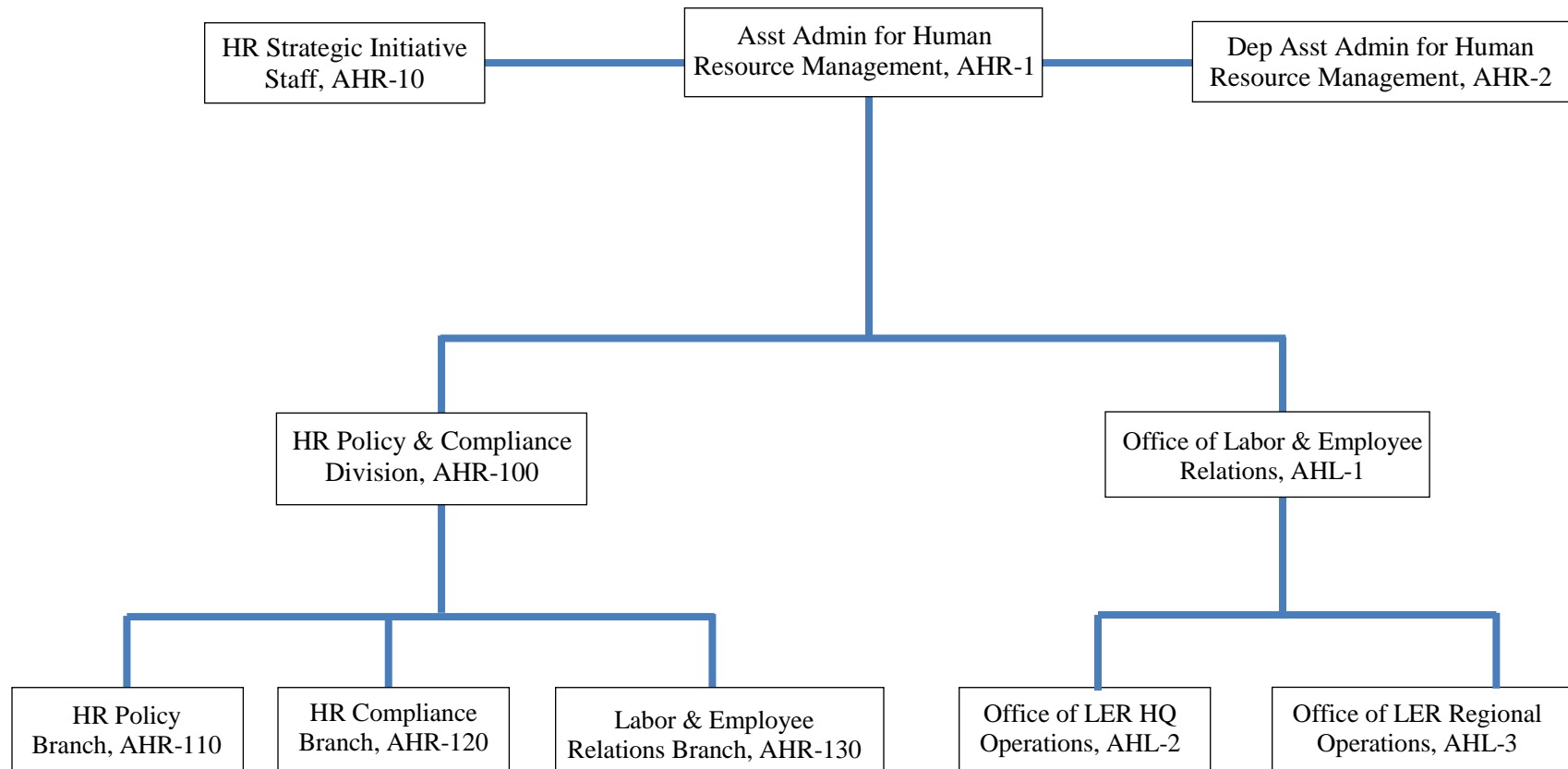
11. Distribution. This notice is distributed to the director level in Washington, regions, and centers, with division level distribution in regions, centers and Human Resource Management Divisions.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a large circular flourish at the end.

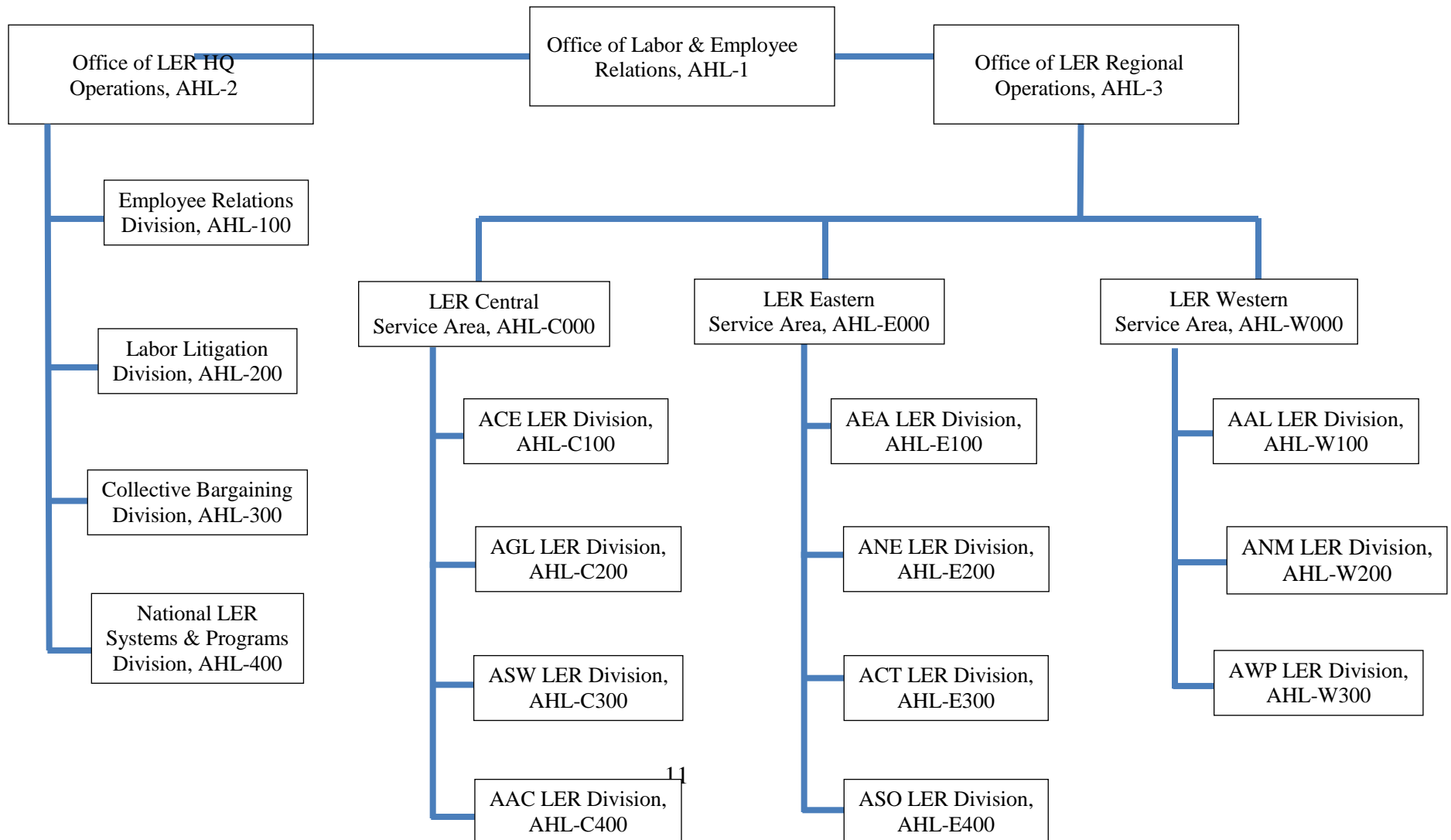
Michael P. Huerta
Administrator

Appendix A. Office of Human Resource Management (AHR) Organizational Chart

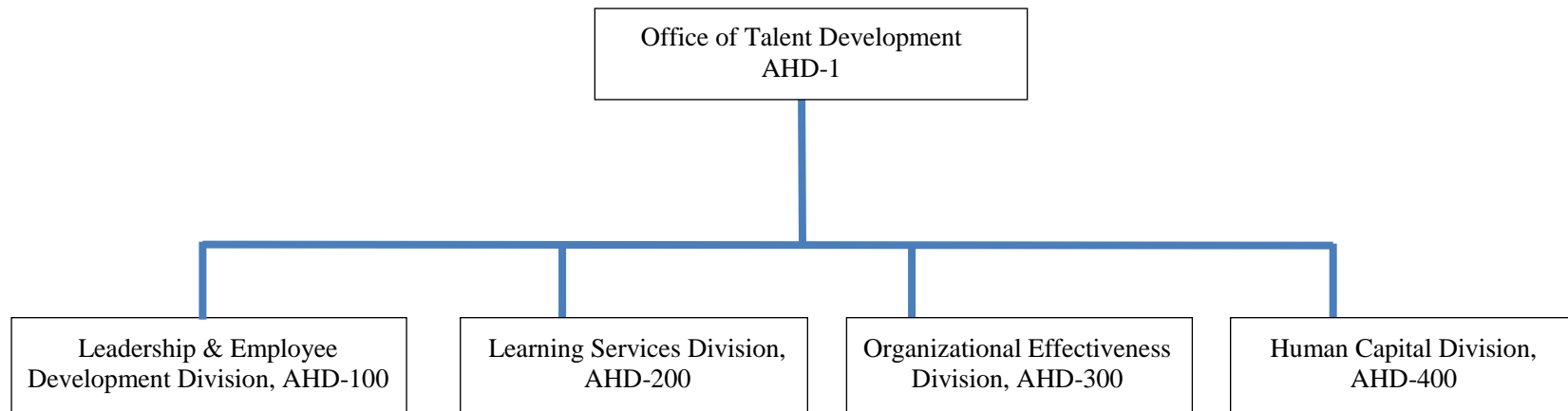
Office of Human Resource Management



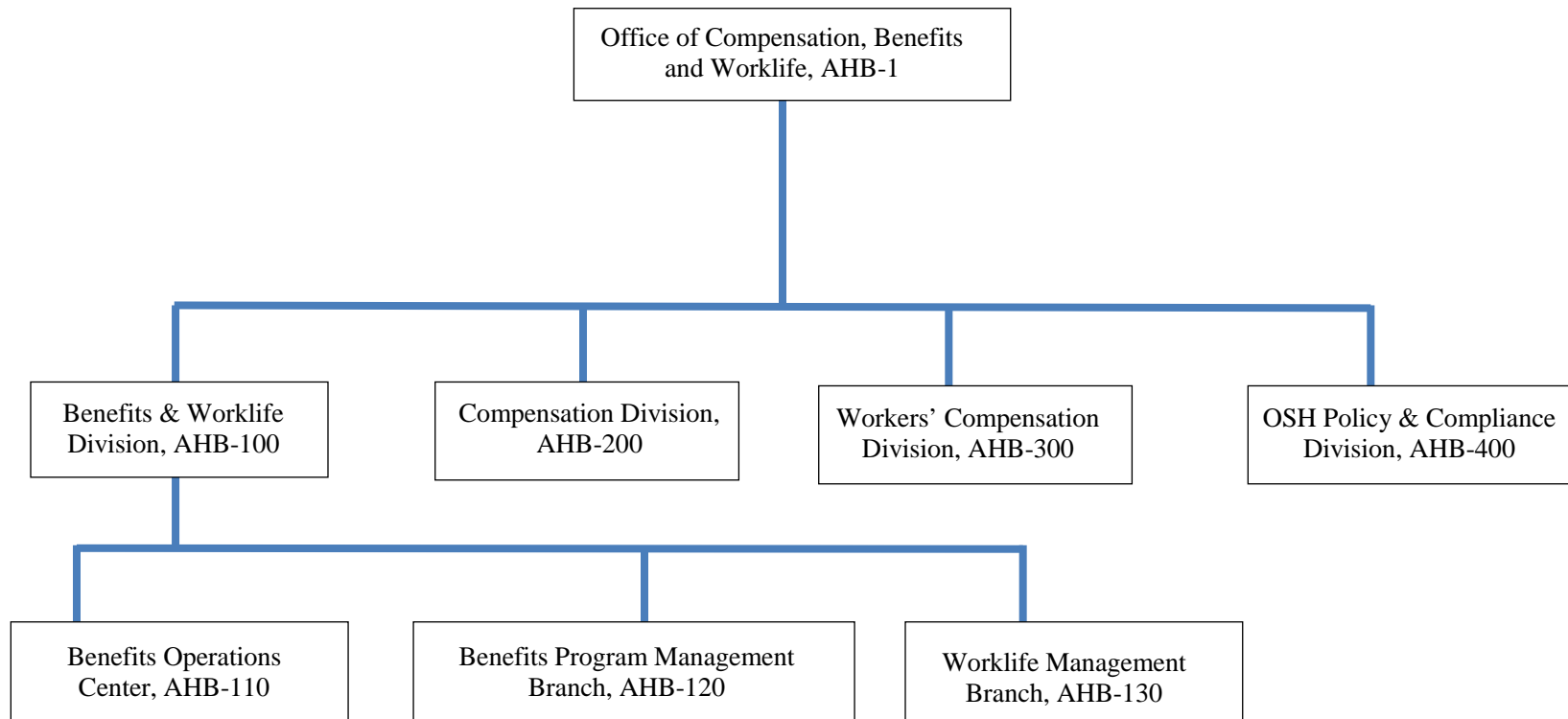
Office of Labor & Employee Relations



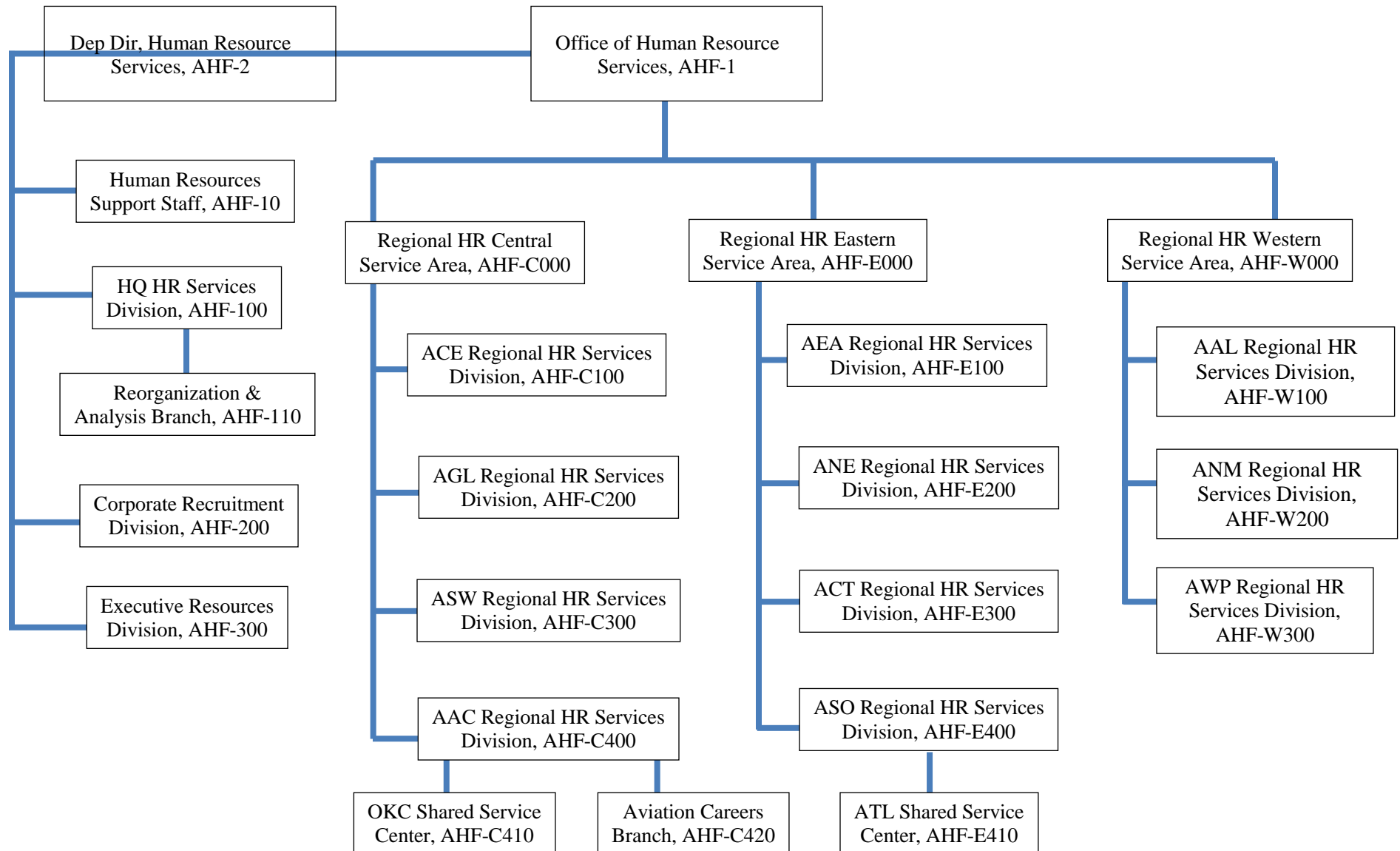
Office of Talent Development



Office of Compensation, Benefits and Worklife



Office of Human Resource Services



Office of Human Resources Business Management & Performance

