



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Southern Region Policy

ORDER
SO 1100.166

Effective Date:
11/20/2009

SUBJ: FAA Southern Region Office of Regions and Center Operations (ARC)
Organization

1. Purpose of this order. This order documents the structure of the Southern Region ARC Organization.

2. Audience. All Southern Region employees and field facilities.

3. Where Can I Find This Order? You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices

4. Explanation. Southern Regional offices include ARC organization and positions below. The revision of FAA Order 1100.2C, FAA Organization - Headquarters and 1100.5C, FAA Organization – Field, will document the additions and changes.

a. Regional Administrator (ASO-1). The Regional Administrator (RA) serves as the principal representative of the Administrator in the region and is the senior FAA official within the region. The RA provides leadership in cross-organizational matters and represents the Agency with industry, public, and governmental organizations. The RA ensures the delivery of high quality corporate services including special programs, executive services, and command, control, and communications operations. The RA leads regional activities during crisis disasters and all emergency situations.

b. Deputy Regional Administrator (ASO-2). The Deputy Regional Administrator (DRA) acts as the Regional Administrator when circumstances require. Other duties include the delivery of high quality corporate services and serves as the Department of Transportation (DOT) Regional Emergency Transportation Coordinator (RETCO) for applicable DOT regions.

c. Special Programs Integrator (ASO-1SP). Provides management and program guidance for special national programs assigned to a specific Regional Administrator.

d. Executive Operations Staff (ASO-30). The Staff provides program and administrative services within the region. The Manager directs and supervises the Executive Services Team, ASO-31; Cornerstone-Regional Operations Center, ASO-32; and Building Services Team, ASO-33.

1) Executive Services Team (ASO-31). The team is the regional focal point for coordinating, researching, and providing executive and management information. The team interfaces with elected officials, researches, and answers congressional correspondence and inquiries and Freedom of Information Act (FOIA) inquiries. The team supports and assists the Regional Administrator with programs such as Aviation and Space Education (AVSED), Privacy Act, directives and records management, internal communication, and budget. Team members facilitate

information for briefings, assist with public inquiries, and champion FAA's Plain Language initiatives.

2) **Cornerstone-Regional Operations Center (ASO-32).** The Center provides command, control, and communications support for the region by collecting, screening, and summarizing information and is the region's communication hub during emergencies and crises. The Center provides aircraft accident and incident notification to FAA and National Transportation Safety Board officials and coordinates the acquisition, analysis, and rapid dissemination of information regarding aviation accidents, natural disasters, and crises.

3) **Building Services Team (ASO-33).** The Team provides facility management services, including interface with the General Services Administration (GSA) on the building facilities and grounds, cafeteria, childcare centers, environmental issues, security guards, and emergency management. The Team manages the region-wide program for mail, messenger, and distribution services and storage area and materiel distribution system. The Team is responsible for administrative space moves, furniture and equipment inventory, parking, keys and key cards, and all other building management duties, and transportation.

e. **Eastern Logistics Service Area (ASO-50).** The Logistics Service Center in Atlanta directs the logistics activities for the entire Eastern Service Area, including offices in Boston and New York.

1) **Materiel & Personal Property Group (ASO-51).** The Group executes service area programs and implements national service area policy and standards for operational supply support systems, project materiel support systems, clean audit requirements, excess property, motor fleet management, tort claims, and personal property management. The Group also provides training to other organizations on asset management policies.

2) **Acquisition Group (ASO-52).** The Group executes service area programs and implements national and service area acquisition management policy and procedures and is responsible for the acquisition of supplies, services, equipment, and construction in support of FAA programs, facilities, and airports. The Group performs contracting and purchasing functions (other than real estate and utilities acquisition) for supplies, services, and construction in support of regional programs; acts as lead for designated national acquisitions; coordinates procurement matters; negotiates and executes agreements with military and civilian government agencies, the aviation community, other regions, and field offices.

3) **Real Estate & Utilities Group (ASO-53).** The group executes service area programs and implements national and service area policy and procedures covering the acquisition of real property, space, and utility services (with the exception of telecommunication services). The Group manages and administers agreements granting use or leasing of privately-owned and Government-owned real property and for utility services agreements. This group manages real property accountability inventory, reporting, and real property disposal.

5. Distribution. This order is distributed to the division level in Southern Region with limited distribution to all field offices and facilities.

6. Organizational Chart. Appendix A, ASO Organizational Chart, depicts the Southern Region structure.



Douglas R. Murphy
Regional Administrator

Appendix A. Southern Region ARC Organization Chart

