ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1054.1

10/9/98

SUBJ: ENVIRONMENTAL NETWORK

1. PURPOSE. This order establishes the Environmental Networks in the Washington headquarters (HQEN), regions (REN), and centers (CEN) and describes their purpose, membership, funding, administrative responsibilities, and activities.

2. DISTRIBUTION. This order is distributed to the office level in the Washington headquarters and to the division level in the regions and centers.

3. EFFECTIVE DATE. The effective date of this order is October 1, 1998.

4. ACTION.

a. Establishment of HQEN.

(1) Within 30 days of the effective date of this order, the Director of the Office of Environment and Energy (AEE-1) shall invite the directors of offices listed in Appendix 1, Washington Headquarters Environmental Network Members (Suggested), and directors of other offices, as may be appropriate, to appoint one or more representatives and alternates to the HQEN. AEE-1 will appoint the Washington headquarters Environmental Network Chairperson from his or her staff. AEE-1 and AEE-2 will serve as ex officio members of the HQEN.

(2) Within 30 days following receipt of AEE-1's request, directors shall provide the HQEN chairperson with the names, titles, routing symbols, telephone numbers, facsimile numbers, and e-mail addresses of any representatives and their alternates whom they have appointed to the HQEN, subject to any applicable labor agreements. Directors of other offices may appoint representatives and alternates at any time, subject to any applicable labor agreements, by notifying AEE-1 or AEE-2 and the HQEN chairperson. Chairpersons of specialized and internal groups may appoint representatives and alternates at any time, as appropriate and practical and subject to any applicable labor agreements, by notifying AEE-1 or AEE-2 and the HQEN chairperson.

b. Establishment of REN's and CEN's.

(1) Within 30 days of the effective date of this order, the regional administrators, or their designees, shall invite the managers of divisions and directorates listed in Appendix 2, Regional Environmental Network Members (Suggested), and managers of other divisions and directorates as may be appropriate, to appoint one or more representatives and alternates to their respective REN's, subject to any applicable labor agreements. Within 30 days of receipt of this request, managers of divisions and directorates shall provide their respective regional administrators with the names, titles, routing symbols, telephone numbers, facsimile numbers, and e-mail addresses of any representatives and alternates whom they have appointed to the REN's. Managers of other divisions and directorates may appoint representatives and alternates at any time, subject to any applicable labor agreements, by notifying the regional administrator or regional executive manager and the REN chairperson. Chairpersons of specialized and internal groups may appoint representatives and alternates at any time, as appropriate and practical and subject to any applicable labor agreements, by notifying the regional administrator or regional executive manager, and the REN chairperson.

(2) Within 30 days of the effective date of this order, the Director, Technical Center, or his or her designee, shall invite the managers of divisions and directorates listed in Appendix 3, Technical Center Environmental Network Members (Suggested), and managers of other divisions and directorates as may be appropriate, to appoint one or more representatives and alternates to the CEN. Within 30 days of receipt of this request, managers of divisions and directorates shall provide the Director, Technical Center, with the names, titles, routing symbols, telephone numbers, facsimile numbers, and e-mail addresses of any representatives and alternates whom they have appointed to the CEN, subject to any applicable labor agreements. Managers of other divisions and directorates may appoint representatives and alternates at any time, subject to any applicable labor agreements, by notifying the center director or deputy center director and the CEN chairperson. Chairpersons of specialized and internal groups may appoint representatives at any time, as appropriate and practical, by notifying the center director or deputy center director and the CEN chairperson.

(3) Within 30 days of the effective date of this order, the Director, Aeronautical Center, or his or her designee, shall invite the managers of the divisions and directorates listed in Appendix 4, Aeronautical Center Environmental Network Members (Suggested), and managers of other divisions and directorates as may be appropriate, to appoint one or more representatives and alternates to the CEN. Within 30 days of receipt of this request, managers of divisions and directorates shall provide the Director, Aeronautical Center, with the names, titles, routing symbols, telephone numbers, facsimile numbers, and e-mail addresses of any representatives and alternates whom they have appointed to the CEN, subject to any applicable labor agreements. Managers of other divisions and directorates may appoint representatives and alternates at any time by notifying the center director or deputy center director and the CEN chairperson.

c. Appointment of REN and CEN Chairpersons. Each regional administrator, or regional executive manager upon delegation by the regional administrator, and each center director, or deputy center director upon delegation by the center director, shall serve as chairperson of his or her respective Environmental Network unless he or she designates a chairperson from the members as provided in paragraphs 4b and 9, subject to approval by the member's sponsoring division or directorate, in which case the regional administrator and regional executive manager and the center director and deputy center director will serve as members ex officio. Within 90 days of the effective date of this order, regional administrators and center directors shall notify the HQEN chairperson of the names of the REN and CEN chairpersons.

d. Notification of HQEN Chairperson. Within 120 days of the effective date of this order, each REN and CEN chairperson shall forward a list of designated members to the HQEN chairperson, indicating member names, titles, routing symbols, telephone numbers, facsimile numbers, and e-mail addresses.

e. Compilation and Distribution of Directory. Within 180 days of the effective date of this order, the HQEN chairperson shall compile a directory of HQEN, REN, and CEN members and distribute the directory to all listed members and the directors or managers of their respective offices, divisions, and directorates. The directory may include comparable information about other participants who are not officially designated, but who may wish to be included for informational purposes.

f. Revision of Performance Standards. Directors and managers of sponsoring offices, divisions, and directorates may wish to revise performance standards for the representatives and alternates whom they have appointed as representatives to the Environmental Networks to reflect these assignments.

g. Revision of Regional and Center Guidance. Within 1 year of the effective date of this order, each region and center shall revise its regional or center guidance on environmental networks, if any, consistent with this order and in consultation with AEE through the HQEN chairperson and provide one copy of the revised guidance to the HQEN chairperson.

5. BACKGROUND.

In 1990, the FAA Executive Board, the Assistant Administrator for Airports, and the Assistant Administrator for Policy, Planning, and International Aviation (API) signed the 1990 LOU initiated by AEE. The 1990 LOU helped FAA integrate its environmental responsibilities with its mission of regulating and promoting the efficiency of aviation, and thus,

the signatories viewed the 1990 LOU as "an important first step in building a strong environmental reputation for the FAA." Signatories to the 1990 LOU agreed to designate points of contact within the Washington headquarters, the regions, and the centers, and to provide training and other resources to these points of contact and other staff handling environmental matters to meet FAA's environmental responsibilities. The signatories agreed that the points of contact would participate in the Environmental Networks "to work on environmental issues that cut across Services or Divisions." API affirmed its general responsibility for developing policy and advising the other services. API agreed to implement the 1990 LOU through AEE, and to provide the Environmental Network chairperson. The 1990 LOU stated that the Environmental Network chairperson would "maintain contact and provide support to the regional contacts within its Service. This may include generating standard operating procedures for handling recurrent environmental issues within their service, identifying and helping create necessary training materials and courses, and other activities as identified." In the 1990 LOU, the Executive Director for Administration and Resource Management agreed to place responsibility for coordinating cross-divisional environmental matters with the deputy regional administrators and the deputy center directors. This order supersedes the 1990 LOU.

6. DEFINITIONS.

a. **Center director** refers to the Director, Aeronautical Center, and the Director, Technical Center.

b. **Centers** are major organizational complexes providing specialized services and include the Technical Center and the Aeronautical Center.

c. **Chairperson** is the presiding officer of the committee appointed to direct the committee's efforts to the effective completion of its assigned tasks.

d. **Committee** is a formally constituted group of individuals or representatives of organizations with collective responsibility who are appointed to consider, investigate, study, advise, or make recommendations through the chairperson to a designated official.

e. **Environment** is the complex of physical, chemical, and biotic factors, and the social and cultural conditions by which one is surrounded or which influence the life of an individual or community. The Council on Environmental Quality regulations for implementing the National Environmental Policy Act state that the human environment "shall be interpreted comprehensively to include both the natural and physical environment and the relationship of people with that environment."

f. **Group** refers to a number of individuals assembled together or having some unifying relationship, e.g., the Energy Focus Group.

g. **Liaison** is a communication form or process for establishing and maintaining mutual understanding between two or more groups or units of an organization. It may also refer to a person whose role is to establish and maintain a connection or relationship between two or more groups or units of an organization.

h. **Member** is a designated representative or alternate, usually at the staff level, from an organizational unit like those suggested in the appendixes.

i. **Network** is a system for the exchange of information or services among individuals, groups, or institutions. Networking is the act or process of informally sharing information and support, especially among members of a professional group.

j. **Regions are** principal subdivisions of the agency organized to carry out programs under the executive direction of the regional administrator with specific assigned boundaries.

k. Subcommittees are subunits of committees.

l. Tasking generally refers to the act of assigning a piece of work to be done usually by a certain time.

m. Working groups are formed from subcommittees and committees.

7. POLICY. It is the policy of the FAA to meet its environmental responsibilities consistently, in part through the Environmental Networks which are established as a forum for fostering informal communication and support among professionals whose responsibilities contribute to FAA's ability to meet its environmental responsibilities and environmental awareness within FAA. This policy is consistent with the National Environmental Policy Act, the National Performance Review, the Secretary's Strategic Plan, the Administrator's Strategic Plan for customer service and environmental responsibility, the Administrator's Quality Statement (November 7, 1994), Community Involvement Policy Statement (April 17, 1995), and the Administrator's Policy Statement for Employee Occupational Safety and Health and Environmental Compliance (January 27, 1995).

8. RESOURCES AND FUNDING.

a. Staff Time. Directors and managers of offices, divisions, and directorates that sponsor Environmental Network members should authorize sufficient time, as practical and appropriate, for effective participation by their representatives and alternates in the Environmental Networks.

b. Funding. As appropriate and practical, each regional administrator and center director shall allocate sufficient funds annually for his or her participation and that of the chairperson of the Environmental Network in his or her respective region or center at the annual FAA Environmental Conference and other activities sponsored by the Environmental Networks. Directors and managers of offices, divisions, and directorates, at the Washington headquarters, regional, and center levels, that sponsor other members of the Environmental Networks should budget annually, as appropriate and practicable, for effective participation of their representatives and alternates in Environmental Network activities.

9. MEMBERSHIP.

a. Washington Headquarters Environmental Network (HQEN).

(1) AEE shall provide the chairperson of the HQEN.

(2) Managers of offices, divisions and directorates in Washington headquarters, whose responsibilities contribute to FAA's ability to meet its environmental responsibilities may appoint representatives to the HQEN upon request by or notification to AEE-1 or the HQEN chairperson. Appendix 1, Washington Headquarters Environmental Network Members (Suggested), contains a suggested list of Environmental Network member offices, divisions, and directorates and their areas of responsibility. Specialized and internal groups, such as the Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM), and the Energy Focus Working Croup, may also each appoint a representative and alternate to the HQEN by notifying AEE-1 or the HQEN chairperson. If a specialized or internal group does not designate a representative to the HQEN, and the HQEN chairperson would like to contact the group, for example, to invite a member of the group to speak at a HQEN meeting, then the HQEN chairperson should contact the chairperson of the specialized or internal group.

(3) A designated member may resign by notifying the HQEN chairperson, if possible. When a designated member resigns, the HQEN chairperson shall notify the sponsoring office or specialized or internal group and invite the manager or director of that unit to appoint a replacement within 30 days, subject to any applicable labor agreements. If a member is replaced by his or her sponsoring office or group, the director of that office or, in the case of a specialized or internal group, the chairperson of the specialized or internal group should notify the HQEN chairperson within 30 days.

(4) The HQEN chairperson may form subcommittees, such as a steering committee of members, and working groups.

b. Regional and Center Environmental Networks (REN's and CEN's).

(1) Each regional administrator, or regional executive manager upon delegation by the regional administrator, and each center director, or deputy center director upon delegation by the center director, shall serve as chairperson of his or her respective Environmental Network unless he or she designates a chairperson from the members as provided in paragraphs 4b and 9, subject to approval by the member's sponsoring division or directorate, in which case the regional administrator and regional executive manager and the center director and deputy center director will serve as ex officio members of their respective Environmental Networks. The regional administrators and center directors shall notify the HQEN chairperson of the names of the REN and CEN chairpersons.

(2) Managers of divisions and directorates whose responsibilities contribute to FAA's ability to meet its environmental responsibilities at the regional, center, field, and sector levels, may appoint, subject to any applicable labor agreements, representatives and alternates to the REN's and CEN's by notifying the regional administrator, regional executive manager, or REN chairperson, or the center director, deputy center director, or CEN chairperson. Appendix 2, Regional Environmental Network Members (Suggested), provides a suggested list of divisions and directorates, whose responsibilities contribute to fulfilling FAA's environmental responsibilities in the regions. Appendix 3, Technical Center Environmental Network Members (Suggested), and Appendix 4, Aeronautical Center Environmental Network Members (Suggested), provide suggested lists of divisions and directorates, whose responsibilities contribute to fulfilling FAA's environmental responsibilities at the centers. Specialized and internal groups or committees may also each appoint, subject to any applicable labor agreements, a representative and alternate to the REN's and CEN's by notifying their respective regional administrator, regional executive manager, or REN chairperson, or the center director, deputy center director, or CEN chairperson. If a specialized or internal group does not designate a representative to the REN or CEN, and the REN or CEN chairperson would like to contact the group, for example, to invite a representative of the group to speak at a REN or CEN meeting, then the REN or CEN chairperson should contact the chairperson of the specialized or internal group.

(3) A member may resign by notifying the REN or CEN chairperson. When a member resigns, the REN or CEN chairperson shall invite managers of the sponsoring division or directorate or, in the case of a specialized or internal group, the chairperson of the specialized or internal group to appoint a replacement, subject to any applicable labor agreements, and notify the REN or CEN chairperson within 30 days. If a member is replaced by his or her sponsoring division or directorate, the manager of that division or directorate should notify the REN or CEN chairperson within 30 days. Similarly, if a member is replaced by his or her specialized or internal group, the chairperson of that group should notify the REN or CEN chairperson within 30 days.

(4) A REN or CEN chairperson may appoint subcommittees, such as a steering committee, and working groups.

c. Performance Standards. Directors and managers of sponsoring offices, divisions, and directorates may wish to revise performance standards for the representatives and alternates whom they have appointed to the Environmental Networks to reflect their assignments.

10. INFORMATION SHARING AND NETWORK ADMINISTRATIVE RESPONSIBILITIES.

a. Liaison.

(1) **Members of Environmental Networks.** Member shall serve as liaison between the Environmental Networks and their respective offices, divisions, directorates, or specialized or internal groups.

(2) **Environmental Network Chairpersons.** The Environmental Network chairpersons will serve as liaison among the Environmental Networks.

(3) **Washington Headquarters Environmental Network Chairperson.** The HQEN chairperson will serve as liaison between the Environmental Networks and AEE.

(4) **Regional and Center Environmental Network Chairpersons.** The REN and CEN chairpersons will serve as liaison between respectively the REN and the regional administrator and regional executive manager and the CEN and the center director and deputy center director.

(5) **Director of Environment and Energy (AEE-1).** The Director or Deputy Director of AEE will serve as liaison between AEE and other offices in Washington headquarters and, through the Assistant Administrator for Policy, Planning, and International Aviation (API-l), with the Administrator's Management Team and Management Board.

(6) **Regional Administrators, Regional Executive Managers, the Director and Deputy Director, Aeronautical Center,** or if there is no regional executive manager or deputy director, designated members of their immediate staffs will serve as liaison between their respective Environmental Networks, the regional or center management teams and, through the Assistant Administrator for Region/Center Operations (ARC-l), the Administrator's Management Team and Management Board, consistent with the ARC Organizational Business Performance Plan.

(7) **Director, Technical Center,** the Deputy Director, or, if there is no deputy, designated members of his or her immediate staff, will serve as liaison between the CEN, the Center Management Team and, through the Associate Administrator for Research and Acquisitions (ARA-1), the Administrator's Management Team and Management Board.

(8) **Representatives of Other Networks.** Representatives and alternates of specialized or internal groups, such as the Energy Focus Working Croup and OSHECCOM, to the Environmental Networks will serve as liaison between their groups and the Environmental Networks. If a specialized or internal group does not appoint a representative to an Environmental Network, then the Environmental Network chairpersons should communicate with the chairperson of the specialized or internal group as needed. The chairperson of a specialized or internal group may direct the Environmental Network chairperson to the appropriate person.

b b. Meetings.

(1) **General Meetings.** The chairpersons of the Environmental Networks shall convene meetings of their respective Environmental Networks at least once each year and, as appropriate and practical, at the request of members. Meetings shall be open to all FAA employees and their guests subject to the availability of space. Chairpersons should establish a calendar of regular meetings and events at the beginning of each fiscal year and may appoint a subcommittee, such as a steering committee, for planning purposes.

(2) **Teleconferences and Videoconferences.** The HQEN chairperson shall initiate teleconferences or videoconferences with the REN's and CEN's at least once a year and, as appropriate and practical, at the request of REN and CEN chairpersons. Teleconferences and videoconferences shall be open to FAA employees and their guests subject to the availability of space and other resources.

(3) **Annual Meeting of Environmental Network Chairpersons.** Subject to available funding and resources, AEE shall host an annual meeting of the chairpersons of the Environmental Networks. The HQEN chairperson will chair this meeting and will consult with the REN and CEN chairpersons, HQEN members, and AEE in developing the agenda. At a minimum, regional administrators, regional executive managers, center directors, deputy center directors, and Environmental Network chairpersons and members will be invited.

(4) **FM Environmental Conferences.** Subject to available funding, AEE shall host an FAA Environmental Conference annually. This conference shall include the annual meeting of the Environmental Network chairpersons. The HQEN chairperson will consult the REN and CEN chairpersons, HQEN members, AEE, and others in developing the program. At a minimum, regional administrators, regional executive managers, center directors, deputy center directors, and Environmental Network chairpersons and members will be invited.

(5) Minutes of Meetings. Environmental Network chairpersons shall maintain minutes of Environmental Network meetings. Chairpersons may ask members to take minutes. Chairpersons shall circulate minutes of the Environmental Network meetings to members and the HQEN chairperson. Chairpersons may circulate the minutes more widely and must provide copies upon request to others.

(6) Briefing to Director of Environment and Energy. The HQEN chairperson shall brief the Director of AEE and/or his or her designee on the status and concerns of the Environmental Networks annually. In the year that the Environmental Networks are evaluated, the HQEN briefing may be included in the network evaluation report prepared according to the provisions of paragraph 10e(1).

(7) Liaison Reports from Members to Environmental Networks. Members of Environmental Networks should provide liaison reports, either orally or written, to the Environmental Networks, normally at Environmental Network meetings, of relevant information from offices, divisions, directorates, or specialized or internal groups that they represent. Environmental Network chairpersons should include this information, or a summary, in meeting minutes.

(8) Liaison to Sponsoring Organizations and Other Groups. Each office, division, directorate, and specialized or internal group that sponsors a member should establish its own preferred method for internally disseminating information from the Environmental Networks. Following these preferred methods, members of Environmental Networks should communicate with their respective offices, divisions, directorates, and any specialized or internal groups that they may represent about Environmental Network activities.

c. Directory.

(1) Annual Notification of Changes in Membership. The HQEN chairperson shall periodically, but not less than once a year, request the REN and CEN chairpersons to submit changes in the membership of their respective Environmental Networks. The HQEN chairperson will also request the regional administrators and center directors to submit changes in the REN and CEN chairpersons. Changes shall be submitted to the HQEN chairperson. The HQEN chairperson will revise the directory accordingly.

(2) Annual Distribution of Directory. The HQEN chairperson shall distribute a current directory annually. The HQEN chairperson may also issue notices of revisions as needed.

(3) Supplemental Directories. The HQEN chairperson may, when practicable and as appropriate, attach or circulate supplemental directories.

d. Advice and Comment.

(1) Environmental Networks as Committees. The Environmental Networks are committees and this order documents the network as a committee.

(2) Establishment of Subcommittees and Working Groups. The Environmental Networks may establish subcommittees and, within subcommittees, working groups.

(3) Routine Advice and Comment. The Environmental Networks shall provide advice and comment to the Director of AEE, the regional administrators, regional executive managers, center directors, and deputy center directors, or designated members of their immediate staff, on sharing information, enhancing professional development, improving internal awareness, and improving internal and external customer service related to environmental affairs. This advice and comment will be given from the perspective of the Environmental Networks for the purpose of assisting the Director of AEE, the regional administrators, the center directors, and their designees in fulfilling their liaison and oversight responsibilities for the Environmental Networks and in carrying out specific activities on behalf of the Environmental Networks.

(4) Relation to Formal Coordination through Lines of Authority. The advice and comment of the Environmental Networks will not substitute for official comment through the chain of command, such as a clearance record on controlled correspondence, except as provided in paragraphs 10d(3), 10d(5), and 10d(6). The offices, divisions, directorates, and specialized or internal groups retain their respective responsibilities for developing, implementing, and evaluating official policies and procedures and for carrying out formal coordination as may be required by FAA procedures.

(5) Responsibility of Members for Coordination within Sponsoring Offices, Divisions, Directorates, and Specialized or Internal Groups. Each Environmental Network member is responsible for fulfilling any requirements for coordination that his or her respective office, division, directorate, or specialized or internal group may require relative to the substance of the advice and comment being given by the member through the Environmental Networks.

(6) Delegation of Coordination Responsibility to the Environmental Networks. This order does not prohibit an Environmental Network from being asked to act as a mechanism for coordinating advice and comment on matters that would normally be coordinated through the formal lines of authority. Requests to task an Environmental Network should be made to the chairperson who will forward the request with his or her recommendation to the Director of AEE, the regional administrator or regional executive manager, or the center director or deputy center director, depending upon the location of the Environmental Network, who, after reviewing the request and the chairperson's recommendation, will decide whether to task the Environmental Network. If the Director of AEE, a regional administrator, a center director, or their designees decide to accept a request to task his or her respective Environmental Network, then he or she must request participation of the members through the members' respective offices, divisions, directorates, or groups. The chairperson of the respective Environmental Network will record the request and the decision in the minutes and, if the decision is to accept the request, will record whether approval was obtained from the participating members' offices, divisions, directorates, or groups. Members who participate are subject to the provisions of paragraph 10d(5).

e. Evaluation.

(1) Biennial Evaluations and Report. Every 2 years, beginning from the date of this order, the Environmental Network chairpersons will initiate evaluations of their respective Environmental Networks. Environmental Network chairpersons may form subcommittees and working groups from among members of their respective Environmental Network for this purpose. If AEE-1, a regional administrator, or a center director engages an outside evaluation group for this purpose, at least one member of the Environmental Network to be evaluated shall be a member of the evaluation group. Environmental Network chairpersons shall include comments from outside evaluation teams in their reports. After reviewing the results of these evaluations with the regional administrators and regional executive manager, and the center directors and deputy center directors, respectively, the REN and CEN chairpersons shall forward the results, or a summary of the results, to the HQEN chairperson, who will compile a consolidated report. The HQEN chairperson will distribute the results to the Director of AEE, the regional administrators, regional executive managers, center directors, deputy center directors, and the REN and CEN chairpersons for review and comment at the annual meeting of Environmental Network chairpersons. After consideration of comments, the Environmental Network chairpersons will distribute the final consolidated report to members of their respective Environmental Networks and, upon request, to others. The report will be used to propose revisions to this order, including the appendixes, and to guide future Environmental Network activities.

(2) Self-Evaluations. An Environmental Network may conduct a self-evaluation at any time based on a consensus of its members. The chairperson may form a subcommittee or working group to conduct the evaluation and, as appropriate and depending upon resources, may invite outside persons to participate and may make arrangements with other organizations to perform an evaluation.

11. ENHANCING PROFESSIONAL DEVELOPMENT.

a. Networking. Environmental Network chairpersons will make available to members of their respective Environmental Networks information about opportunities for training in the art of networking. Sources may include, but need not be limited to, videos, workshops, speakers, and books.

b. Training Needs Assessments. Because of the substantive expertise of their members, the Environmental Networks may serve as one of several focal points within the agency for reviewing environmental training needs assessments. The training needs assessment contact in the particular office, division, or directorate that is conducting the training needs assessment should make his or her request to the appropriate Environmental Network chairperson according to the procedures in paragraph 10d(6). Chairpersons of Environmental Networks may invite persons who are responsible for training needs assessments to describe the status of a particular assessment or to discuss environmental training in general with the Environmental Network.

c. Training Course Development. Members of the Environmental Networks may participate in developing training courses, for example, by critiquing new training courses and training materials and by participating in demonstration courses at the request of the lead office, division, directorate, or specialized or internal group. Participation is voluntary and at the discretion of each member's respective office, division, directorate, or specialized or internal group, according to the procedures in paragraph 10d(6).

d. Information about Training and Conference Opportunities. Members of the Environmental Networks should share information about opportunities for environmental training and networking with their sponsoring organizations and other members of the Environmental Networks, as practical and appropriate. Each Environmental Network may decide on a preferred method for disseminating this information among its members.

e. Coordinating Inter-Divisional, On-Site Training Opportunities. The Environmental Network chairpersons, through the Director of AEE, the regional administrators, the center directors, or their designees, may coordinate or facilitate on-site offerings of environmental courses, workshops, symposia, etc. Generally, each participant will obtain funding for tuition, registration, materials, and/or travel from his or her respective office, division, directorate, or specialized or internal group following normal funding channels. Participation is voluntary and at the discretion of the participant's respective office, division, directorate, or specialized or internal group.

f. FAA Environmental Conference as a Professional Development Activity. Each year the chairperson of the HQEN will ask the Assistant Administrator for Human Resource Management (AHR) to determine in writing whether the annual FAA Environmental Conference qualifies as a professional development activity. Environmental Network chairpersons may also request AHR determination of whether other activities sponsored by the Environmental Networks qualify as professional development activities.

12. IMPROVING ENVIRONMENTAL AWARENESS.

a. Activities. The Environmental Networks may sponsor seminars, conferences, workshops, Earth Day activities, and other similar types of activities to enhance information sharing, professional development, and general environmental awareness primarily within FAA. The Environmental Networks may invite members of specialized and internal networks, groups, committees and other persons with particular expertise, who may or may not be members of the Environmental Networks, to participate. Environmental Network chairpersons may participate on behalf of the Environmental Networks in activities of offices, divisions, directorates, and specialized and internal groups, and committees, as practical and appropriate. Participation by the chairpersons and other members is voluntary and at the discretion of the member's respective office, division, directorate, or specialized or internal group, subject to any applicable labor agreements.

b. Funding of Major Activities. Requests by an Environmental Network for funding of major activities should be made by the HQEN, REN, or CEN chairpersons through the Director of AEE, the regional administrators or regional executive managers, or the center directors or deputy center directors, respectively, to the participating offices, divisions, directorates, and specialized or internal groups following normal funding channels.

11. ENHANCING PROFESSIONAL DEVELOPMENT.

a. Networking. Environmental Network chairpersons will make available to members of their respective Environmental Networks information about opportunities for training in the art of networking. Sources may include, but need not be limited to, videos, workshops, speakers, and books.

b. Training Needs Assessments. Because of the substantive expertise of their members, the Environmental Networks may serve as one of several focal points within the agency for reviewing environmental training needs assessments. The training needs assessment contact in the particular office, division, or directorate that is conducting the training needs assessment should make his or her request to the appropriate Environmental Network chairperson according to the procedures in paragraph 10d(6). Chairpersons of Environmental Networks may invite persons who are responsible for training needs assessments to describe the status of a particular assessment or to discuss environmental training in general with the Environmental Network.

c. Training Course Development. Members of the Environmental Networks may participate in developing training courses, for example, by critiquing new training courses and training materials and by participating in demonstration courses at the request of the lead office, division, directorate, or specialized or internal group. Participation is voluntary and at the discretion of each member's respective office, division, directorate, or specialized or internal group, according to the procedures in paragraph 10d(6).

d. Information about Training and Conference Opportunities. Members of the Environmental Networks should share information about opportunities for environmental training and networking with their sponsoring organizations and other members of the Environmental Networks, as practical and appropriate. Each Environmental Network may decide on a preferred method for disseminating this information among its members.

e. Coordinating Inter-Divisional, On-Site Training Opportunities. The Environmental Network chairpersons, through the Director of AEE, the regional administrators, the center directors, or their designees, may coordinate or facilitate on-site offerings of environmental courses, workshops, symposia, etc. Generally, each participant will obtain funding for tuition, registration, materials, and/or travel from his or her respective office, division, directorate, or specialized or internal group following normal funding channels. Participation is voluntary and at the discretion of the participant's respective office, division, directorate, or specialized or internal group.

f. FAA Environmental Conference as a Professional Development Activity. Each year the chairperson of the HQEN will ask the Assistant Administrator for Human Resource Management (AHR) to determine in writing whether the annual FAA Environmental Conference qualifies as a professional development activity. Environmental Network chairpersons may also request AHR determination of whether other activities sponsored by the Environmental Networks qualify as professional development activities.

12. IMPROVING ENVIRONMENTAL AWARENESS.

a. Activities. The Environmental Networks may sponsor seminars, conferences, workshops, Earth Day activities, and other similar types of activities to enhance information sharing, professional development, and general environmental awareness primarily within FAA. The Environmental Networks may invite members of specialized and internal networks, groups, committees and other persons with particular expertise, who may or may not be members of the Environmental Networks, to participate. Environmental Network chairpersons may participate on behalf of the Environmental Networks in activities of offices, divisions, directorates, and specialized and internal groups, and committees, as practical and appropriate. Participation by the chairpersons and other members is voluntary and at the discretion of the member's respective office, division, directorate, or specialized or internal group, subject to any applicable labor agreements.

b. Funding of Major Activities. Requests by an Environmental Network for funding of major activities should be made by the HQEN, REN, or CEN chairpersons through the Director of AEE, the regional administrators or regional executive managers, or the center directors or deputy center directors, respectively, to the participating offices, divisions, directorates, and specialized or internal groups following normal funding channels.

APPENDIX 1. WASHINGTON HEADQUARTERS ENVIRONMENTAL NETWORK MEMBERS (SUGGESTED)

OFFICE	ROUTING SYMBOL	AREA OF RESPONSIBILITY
AEE	1/2	Environmental policy
	100	Noise modeling Air emissions modeling Technology research
	200	FAA employee occupational safety and health policy and oversight FAA facility environmental compliance policy and oversight
	300	NEPA and related policy, regulatory oversight, and training, e.g., noise, air quality, water quality, wetlands, land use, biodiversity, historic preservation, and environmental justice Energy policy and research Community involvement policy and training
AAM	200	Medical evaluations/monitoring/support for occupational health Advice for AEE policy development and ALR injury claims determination
AAS	xxx	Aviation safety (including, e.g., wildlife hazards)
ACO	50 400	Hazardous goods and cargo security Internal security
ACR	4	Civil rights (external programs, e.g., Title VI compliance)
AFS	200 800	Air transportation General aviation and commercial aviation
AFZ	100	Training (Airway Facilities generally and for cross-service training and implementation for FAA facility environmental compliance and FAA employee occupational safety and health with AEE-1, ANS-1, AAM-1, ASR-1, and AHR-1)

OFFICE	ROUTING SYMBOL	AREA OF RESPONSIBILITY
AFZ	400	Budget (Airway Facilities generally and for cross-service implementation for FAA facility environmental compliance and FAA employee occupational safety and health, including real property leasing)
	500	Requirements analysis and support
AGC	200 500 620	Regulations Procurement law Environmental law
AGI	xxx	Government and industry affairs
AHR	16	Employee development training
AIT	xxx	Information technology
AIA	xxx	International aviation
AND	400	Surveillance systems (includes deployment of new systems and environmental review)
ANI	xxx	NAS implementation (establishing engineer)
ANS	100/700 500	NAS implementation Program implementation and budget advocate FAA facilities environmental compliance FAA facilities energy management FAA employee health and safety
APA	300	Media relations
APO	300	Aviation policy and planning (includes economic analysis)
APP	510	Airports financial assistance
	600	Environment (Airports)
ARP*	xxx	Training (Airports)
	10	Budget, program guidance (Airports)
ARC	1	FAA FOIA official
ASD	110 130	System architecture System architecture and integration (includes design of new systems)

OFFICE	ROUTING SYMBOL	AREA OF RESPONSIBILITY
ASR	100	Spectrum assignment Radiofrequency and x-ray radiation measurements
	200	Spectrum planning
ASU	100	Acquisition policy and procedures
	140	Real property (includes review of environmental compliance prior to acquisition, transfer, and disposal)
	300	Contracts (purchase of major systems)
	400	HQ facilities management
AST	100	Environment (Commercial Space Transportation)
ATA	300	Environment (Air Traffic)
ATZ	100	Training (Air Traffic)
ATZ	300	Budget (Air Traffic)
AVR	xxx	Regulation and certification
AVN	200	National flight procedures, Flight inspection operations

*For information only.

APPENDIX 2. REGIONAL ENVIRONMENTAL NETWORK MEMBERS (SUGGESTED)

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Regional Administrators and designated representatives	1/2/3	
International Affairs/Executive Support	4 (AAL, AGL, and AWP)	International affairs or executive support
Public Affairs	5 (AEA including ANE, AGL, ANM including AAL and AWP, ASO including ACE, and ASW including AMC)	Media relations
Chief Counsel	7	Environmental law and procurement law
Quality	8 (AWP)	Environmental quality
Civil Rights	9	Environmental justice Title VI, relocation, ADA, other
Human Resources	10	Training and staffing
Financial	20 and/or 30 (includes ACE logistics and excludes AGL)	Accounting and budgeting
Information Management	40 and/or 60	Information management
Logistics	50 and/or 70 (multiple staff) (includes AGL Fiscal and Materiel Services (budget))	Procurement (other than real property; includes disposal, energy, and recycling, materiel (equipment) management) Real property (includes environmental review prior to real property acquisition, transfer, and disposal)
Flight Standards (part of AVR)	AWOP (represents 200 in regions)	All weather operations manager (visual instrument approaches and low visibility operations)
	230 (AEA)	Aviation safety (AEA)
	230MG (ANM)	Technical programs (ANM)
Aviation System Standards (part of ATS/AAF, headquartered in Oklahoma City)	FPO (AVN-120)	Flight procedures

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Aviation Medicine	300	Medical evaluations, monitoring, and support for employee health and safety and employee injury claims determinations
Airway Facilities	420	Facilities resources and planning
Airway Facilities (ANI)	ANI-100 (New England) ANI-200 (Eastern) ANI-300 (Southern) ANI-400 (Great Lakes) ANI-500 (Central) ANI-600 (Southwest) ANI-700 (Alaska) ANI-800 (Northwest Mountain) ANI-900 (Western-Pacific)	NAS implementation (establishing engineer)
Airway Facilities	470	Facilities maintenance and telecommunications Cross-divisional implementation of FAA Facility Environmental Compliance Program and FAA Employee Health and Safety Program Frequency Management Office (FMO), radiofrequency and x-ray radiation measurements
Air Traffic	510	Systems requirements
	530	Systems management
	xxx	Military airspace
Airports	600	Budget Programming and standards (includes environmental and community needs)
Civil Aviation Security	720	Hazardous materials transportation
Directorates	100	Various
Aviation System Standards	FPO (AVN-120) (represents AVN part of old 200 out of Oklahoma City)	Flight procedures

APPENDIX 3. TECHNICAL CENTER ENVIRONMENTAL NETWORK MEMBERS (SUGGESTED)

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Center Director and designated representatives	ACT-1/2/3	Environmental program oversight
Appraisal and Planning Staff"	ACT-4	Evaluations and planning
Chief Counsel	ACT-7	Environmental law and procurement law
Civil Rights*	ACT-9	Environmental justice including Title VI
Resource Management	ACT-10	Training and staffing
Financial Management	ACT-30	Budget and accounting
Logistics	ACT-50	Logistics
Information Technology and Services	ACT-70	Information management/ communications/library
ATC Engineering and Test Division	ACT-200	Manages, directs, and coordinates the NAS automation projects
Communication/ Navigation/ Surveillance Engineering and Test Division	ACT-300	Directs and coordinates the test activities for communication, navigation, and surveillance projects.
	ACT-330	Radiofrequency and x-ray measurements
Facilities Management Division	ACT-400	Facilities resources and planning New facilities Facilities maintenance Cross-divisional implementation of Facility Environmental Compliance Program and FAA Employee Health and Safety Program
Aviation Simulation and Human Factors Division	ACT-500	Manages, directs, and coordinates the National Simulation Capability Program and provides concepts analysis for future technical areas.

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Airport Management and Emergency Operation Division	ACT-600	Manages the Atlantic City International Airport emergency preparedness and provides for contract operation of security and automated security services.
FM Tenants:		
Office of Research and Technology Application*	AAR-201	Provides FAA technical community with a portfolio of tools that facilitate participation by industry, academia, and other Federal laboratories in agency research and development activities.
Airport and Aircraft Safety Research and Development Division	AAR-400	Conducts research, development, test, and evaluation, and demonstration efforts in fire safety and research, flight safety and atmospheric hazards, advanced materials and structural safety, propulsion and fuel systems, aircraft catastrophic failure prevention, aging aircraft, airport pavements, and airport safety.
Aviation Security Research and Development Division	AAR-500	Conducts research, development, test, and evaluation, and vendor demonstration efforts in explosives and weapons detection, aviation security human factors, aircraft vulnerability mitigation, and airport security technology integration. Provides research partners with security.
National En Route Systems Engineering Division*	AOS-300	Insures integrity of en route and oceanic air traffic control systems for the NAS.
National Terminal Systems Engineering Division*	AOS-400	Serves as a second level operational maintenance support for both software/hardware for terminal automation systems.

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
National Data Communications Systems Engineering Division*	AOS-500	Provides direct hardware and software engineering support to surveillance, communications, and remote monitoring field facilities, including automated flight service stations, directive publication and issuance, and in-service improvement and modification development, evaluation, and implementation for the NAS.
Office of IOT&E*	ATQ-1	Responsible for the monitoring of designated FAA major acquisitions and conducting independent operational test and evaluation.
Airway Facilities Sector Field Office*	AFSFO-8445	Responsible for maintaining and certifying National Airspace System facilities in central and southern New Jersey and Delaware. Systems include air traffic control towers, radar, instrument landing systems, VORTACs, and various communications systems.
Air Traffic Control Tower*	ATC	Manages the air traffic control tower/radar operations for Atlantic City International Airport and 9 satellite airports.
ACY Aircraft Service Branch*	AVN-311	Maintenance
ACY Flight Inspection Area Office*	FIAO	Responsible for the development, and maintenance of the National Airspace System in the Eastern and New England Regions. NAS covers instrument procedure development and flight inspection of NAVAIDS, AIRWAYS, SIDS, STARS, and Standard Instrument Approach Procedures.

*For information only.

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Federal Air Marshal Program	ACO-700	A force of specially trained armed civil aviation security special agents capable of rapid deployment worldwide on U.S. air carriers. The FAM mission is one of strategic deterrence against criminal acts targeting civil aviation.

*For information only.

APPENDIX. 4 AERONAUTICAL CENTER ENVIRONMENTAL NETWORK MEMBERS (SUGGESTED)

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Center Director and designated representatives	AMC-1/2	Environmental program oversight FOIA
International and Educational Outreach Staff*	AMC-3	Community relations
NAS Policy, Planning and Analysis*	AMC-4	F&E budget planning and coordination
Public Affairs	AMC-5 (including ASW)	Media
Aeronautical Center Counsel	AMC-7	Environmental law, procurement law, other law
Management Engineering Team*	AMC-8	Community relations and education
Civil Rights*	AMC-9	Environmental justice Title VI, relocation, ADA, other
Human Resources	AMH	Training and staffing
Financial*	AMZ	Accounting and budgeting
Information Management*	AMI	Information management
Acquisition	AMQ	Procurement (other than real property; includes disposal, energy, and recycling, materiel (equipment) management) Real property (includes environmental review prior to real property acquisition, transfer, and disposal)
Logistics Center	AML	Supply support and equipment repair and disposal
FAA Academy	AMA	Air traffic personnel and equipment technician training; other training
Facility Management	AMP	Facilities resources and planning New facilities Facilities maintenance and telecommunications Cross-divisional implementation of FAA Facility Environmental Compliance Program and FAA Employee Health and Safety Program

DIVISION	ROUTING SYMBOL	AREA OF RESPONSIBILITY
Civil Aviation Security *	AMC-700	Security
Bargaining Units	AFGE NFFE PAACE PASS	Address union concerns
FM Tenants:		
Aviation Medicine	AAM-3	Medical evaluations, monitoring, and support for employee health and safety and employee injury claims determinations
Aviation Systems Standards	AVN	Flight procedures Flight inspection operations and maintenance
Administration*	AFP-100	Aircraft program policy and plans
Technical Programs Division*	AFS-400	Flight procedures
Regulatory Support Division*	AFS-600	Aircraft and airman program regulatory support
Civil Aviation Registry*	AFS-700	Aircraft registration Airmen certification
NAS Engineering Division*	AOS-200	NAS engineering support
Communications/Flight Service/ Weather/IRM Division*	AOS-501	NAS software support
Spectrum Policy and Management*	ASR-100	Spectrum ,anagement Radiofrequency and x-ray radiation measurements
Air Traffic*	ATZ-400	Air traffic performance verification
Non-FM Tenants:		
Transportation Safety Institute*	DTI	
Inspector General*	JRA-60K	
U.S. Coast Guard Institute*	USCG	

NOTE: *For information only.