

Administrative Services (404) 305-5501

Group Manager
(404) 305-5502

Employee Services
(404) 305-5512

Management Support
(404) 305-5542

Training & Administrative Support
(404) 305-5538

Performance Analysis
(404) 305-5562

Business Services (404) 305-5630

Group Manager
(404) 305-5632

F&E/Sys Ops Finance
(404) 305-5670

Tech Ops/Terminal/En Route Finance
(404) 305-5690

Materiel Management/Procurement
(404) 305-5663

Operations Support (404) 305-5601

Group Manager
(404) 305-5571

Airspace and Procedures
(North) (404) 305-5582
(South) (404) 305-5605

Tactical Operations
(404) 305-5585

Safety Assurance (404) 305-7467

Group Manager
(404) 305-7452

Operations Evaluations
(North) (404) 305-7465
(South) (404) 305-7437

Organizational Evaluations
(404) 305-7466

Technical Evaluations
(404) 305-7482

Planning and Requirements (404) 305-7071

Group Manager
(404) 305-7063

NAS Planning & Integration
(North) (404) 305-7062
(South) (404) 305-7049

Requirements
(Terminal) (404) 305-7180
(En Route/Tech Ops/Sys Ops) (404) 305-7175

Business Case/Sustainment
(404) 305-7453

Program Implementation Management
Terminal/Surveillance (404) 305-7120
Nav aids/Infrastructure/EOSH (404) 305-7103
En Route/Comm/Sys Ops (404) 305-7080

Resource Planning
(404) 305-7417

Cost Estimating
(404) 305-7077



FAA
Air Traffic Organization

**Eastern Service
Center**



FAA
Air Traffic Organization

Service Center Director (AJV-E)

(404) 305-6220

1701 Columbia Ave.

College Park, GA 30337

FAX (404) 305-6215

Web site: <http://servicearea.ato.faa.gov>

EASTERN SERVICE CENTER

OPERATIONS SUPPORT

Provides effective oversight and support for procedures, changes to the National Airspace System (NAS) affecting operations, NAS effectiveness and efficiency, and special activities within the NAS for ATO Service Units, and other FAA organizations as requested, to align with and support FAA's NAS objectives.

- Aeronautical Charting
- Airspace Development
- Development and Review of AT Procedures
- Airspace Management (formerly NAR)
- Document Change Proposals (DCP)
- NAS Impact Analysis
- Environmental Studies
- International/Oceanic Airspace Issues
- Contingency Planning and Emergency Preparedness
- Special Use Airspace
- Event Planning and National Security Special Events (NSSE)
- Notices to Airmen (NOTAM)/General Notices (GENOT)
- Temporary Flight Restrictions and VIP Movements
- Unmanned Aerial Systems (UAS)
- FAA Approval/Acknowledgement Activities
- System Operations Data Review
- Traffic Management Program Support

PLANNING & REQUIREMENTS

Provides integrated planning, requirements management, and program implementation management support to assist ATO Service Units, and other FAA organizations, as requested, with implementing and managing ATO services and infrastructure within the Service Areas.

- Tactical Planning
- Reimbursable Agreements
- Strategic Planning
- Cross Functional Work Group Participation
- Needs Identification
- Requirements Development
- Requirements Management
- Manage Implementation of Service Area Programs
- Develop/Change Project Scope Agreements
- Setup/Closeout/Capitalization of Projects
- Environmental, Occupational Safety and Health (EOSH) – Hazard identification and Mitigation
- Environmental, Occupational Safety and Health (EOSH) – Incident Response
- Environmental, Occupational Safety and Health (EOSH) – Incident Response
- Federal Contract Towers
- Contract Weather Observer Program
- Implementation of Non-Federal Facilities
- Administer Corporate Work Plan at Service Area Level
- Resource Planning Execution
- Initial Resource Planning
- Cost Estimating
- Administer Configuration Management Process

ADMINISTRATIVE SERVICES

Provides standardized administrative support service required to effectively manage the appropriate Service Area's administrative responsibilities. The Administrative Services Group also serves as a liaison to other ATO entities and FAA lines of business to support the Agency's Flight Plan.

- Position Management
- Congressional Inquiries
- Training Management
- Hotline Complaints
- Pay Administration/Labor Distribution Reporting (LDR) Support/Cru-X/CASTLE
- Accountability Board (AB)/Equal Employment Office (EEO)/Alternative Dispute Resolution (ADR) Tracking and Support
- Strategic Management Process (SMP) Tracking and Analysis
- Employee Performance Management: Organizational Success Increase (OSI)/Superior Contribution Increase (SCI)
- Operating Agreements Monitoring
- Freedom of Information Act (FOIA) Request

BUSINESS SERVICES

Provides financial, material, procurement, and logistical support services to ATO Service Units, and other FAA organizations as requested, while ensuring proper stewardship of allocated resources through internal control programs.

- Budget Analysis & Reconciliation
- Budget Reviews/Forecasting
- Reimbursable Agreements
- Materiel Tracking & Management
- Personal Property Management
- Real Property Management
- Facility, Service, and Equipment Profile (FSEP) Management
- Lease and Service Contract Management
- Purchase Card Program Oversight
- Procurement
- Travel Card Oversight

SAFETY ASSURANCE

Provides inspections, evaluations, safety risk management, accident and incident information gathering and reporting, and safety initiatives to ATO Service Units, and other FAA organizations as requested, to align with and support FAA safety objectives.

- Notification, Review, and Validation of Accident Packages
- Notification, Review, and Validation of Incident Packages
- Safety Initiative Development
- Management Evaluations
- Unsatisfactory Condition Report (UCR) Tracking
- Safety Risk Management
- Air Traffic Audits and Evaluations
- Annual Safety Inspections
- Air Traffic Investigations

FOR THE MOST

CURRENT INFORMATION,

PLEASE VISIT OUR WEBSITE:

<http://servicearea.ato.faa.gov>