



**Federal Aviation
Administration**

CHIEF COUNSEL

Federal Aviation Administration

Fiscal Year 2007 Business Plan



2007 AGC Business Plan

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2007 AGC Business Plan

The Federal Aviation Administration (FAA) is responsible for providing a safe and efficient air traffic system that meets the needs of a wide range of stakeholders.

Within the FAA, the Office of the Chief Counsel (AGC) furnishes legal services to the FAA Administrator and all agency organizations worldwide. AGC's principal legal practice areas include: legislation, international affairs, enforcement, regulations, procurement, airports and environmental law, personnel and labor law, litigation, and general law applicable to the executive branch such as Ethics, Freedom of Information Act (FOIA) and Privacy Act compliance. Additionally, AGC houses both the FAA's Dispute Resolution Specialist responsible for implementing the provisions of the Administrative Dispute Resolution Act within the agency; and the Office of Dispute Resolution for Acquisition (ODRA), which serves as the Administrator's adjudicatory body in acquisition-related matters. AGC attorneys represent the agency before a variety of forums, including the National Transportation Safety Board (NTSB), the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the FAA's Office of Dispute Resolution for Acquisition (ODRA), and the United States federal courts. AGC also works closely with the Office of the General Counsel of the Department of Transportation on issues that are common to modal administrations or that are of national significance to the aviation industry.

AGC's practice areas and program responsibilities integrally support the four goals of the FAA's Flight Plan: increased safety; greater capacity; international leadership; and organizational excellence. In the safety arena, AGC shares program responsibility with several offices within FAA, including the Office of Aviation Safety (AVS), the Office of Security and Hazardous Materials (ASH), and the Office of Airports (ARP), for the agency's enforcement policies and programs. AGC attorneys prosecute all manner of enforcement actions and represent the FAA on such matters before the NTSB, the FAA Decisionmaker, and the federal courts. Moreover, AGC plays a key role in support of the agency's rulemaking activities by ensuring that rules meet legal standards and maintaining agency rulemaking schedules.

The Office of the Chief Counsel supports the agency's increased capacity goal in two ways. First,

AGC plays a vital role in advising the Office of Airports and the Air Traffic Organization on the legal and environmental implications of runway expansions, terminal improvements and the redesign of the national airspace. Further, AGC supports the Slot Management Program and helps to implement agency policy designed to relieve congestion at key airports such as Chicago's O'Hare Airport and New York's LaGuardia Airport. Second, AGC's procurement legal staff works with primary clients to acquire safety and capacity enhancing equipment and technology.

In the international arena, AGC develops the agency position on international law issues, and serves as a liaison for FAA international aviation legal matters with other government agencies and industry.

In support of the agency's overall goals of achieving organizational excellence, AGC will again focus its efforts on improving the agency's overall employment practices and provide employment and labor law support to major clients including the Assistant Administrator for Human Resources, the Air Traffic Organization, the Assistant Administrator for Aviation Safety, and the Civil Rights Office. The Office will also provide support for and participate in agency-wide activities.

Increased Safety

The compliance and enforcement program is a core activity of the Office of the Chief Counsel. We prosecute cases referred by the Flight Standards Service, Aircraft Certification Service, the Office of Aerospace Medicine, the Office of Security and Hazardous Materials, the Office of Airports, and the Office of Commercial Space Transportation. Handling these cases involves review of enforcement investigative reports from these offices, issuing the charging documents, and litigating cases before the NTSB, the FAA Decisionmaker, and the federal courts.

We also support the development and implementation of voluntary programs to gain safety information, which provides the basis for interventions to prevent accidents from happening. For example, we provide legal advice and drafting services in support of programs such as the Aviation Safety Action Program (ASAP), Voluntary Disclosure Reporting Program (VDRP), and Flight

Operational Quality Assurance (FOQA) program.

FAA regulations are one of the agency's primary means of ensuring safety in air commerce and commercial space. The outcome of these activities is increased aviation safety. Activities include providing guidance and legal review to program offices within the agency, legal counsel regarding the drafting, form and legality of regulations, orders, exemptions, airspace actions and obstruction evaluation determinations; interpretations of FAA regulations; assist in developing and recommending agency policy and standards relating to the legal aspects of agency rulemaking program; and serving as a liaison with OST on legal aspects of the agency's regulatory program.

The Litigation group provides legal services to FAA and its employees in aircraft accident investigations and associated litigation; processes tort claims; secures Department of Justice (DOJ) representation for FAA employees sued in their individual capacities; assists DOJ in defending wrongful death, personal injury and property damage lawsuits; represents the FAA before federal courts of appeals in some petitions to review agency orders; handles requests for employee testimony in private litigation matters; and prepares the Administrator's opinions in civil penalty cases appealed from decisions issued by Administrative Law Judges (ALJs).

Core Business Measure:

Compliance and Enforcement

Prioritize and prosecute enforcement actions in accordance with the agency's safety goals; support the development and implementation of voluntary safety programs.

Core Business Function: Legal Services Supporting the Agency Compliance and Enforcement Program

Provide legal support for the compliance and enforcement activities of AVS, ASH, ARP, and AST. Bring legal enforcement actions, that is, certificate and civil penalty actions, against those who violate the FAA's statute and regulations and the Hazardous Materials Transportation Act and the hazardous materials

transportation regulations. Litigate enforcement cases before the National Transportation Safety Board, FAA Decisionmaker and the federal courts. Provide timely and effective legal advice and policy document review in support of enforcement activities and the development and implementation of voluntary safety programs.

Core Business Activity: Legal Enforcement Actions

Bring timely legal enforcement actions in support of the enforcement activities of AVS, ASH, ARP, AST.

Targets:

Activity Target 1: Based on the calendar period June 1, 2006 to June 30, 2007, take the first legal action on 80% of the number of cases referred during that period.

Activity Target 2: By September 1, 2007, evaluate data on the office's ability to meet this target.

Core Business Activity: Targeted Enforcement

As part of the Compliance Review Team (CRT), evaluate Targeted Enforcement and use of the Enforcement Decision Tool.

Targets:

Activity Target 1: Conduct the evaluation by the deadline set in the evaluation plan developed during FY 2006.

Core Business Activity: Training Sessions for Enforcement Investigative Personnel

Conduct training/feedback sessions for enforcement investigative personnel.

Targets:

Activity Target 1: Evaluate sessions conducted during FY 2006 and modify curriculum and training materials, if appropriate.

Activity Target 2: Conduct sessions so that employees from 25% of offices with enforcement personnel not trained in FY06 are trained, provided adequate funding is available, by September 15, 2007.

Core Business Measure:

Rulemaking Legal Services

Work with primary clients to ensure that rulemaking projects meet legal standards and

are prioritized in a manner that achieve the goals of the flight plan. Provide the regulated community with timely guidance in response to requests for interpretations.

Core Business Function: Agency Rulemaking Activity & Improvements

Support agency rulemaking activities and improvements by ensuring rules meet legal standards, provide legal services in accordance with flight plan and client priorities, improve the overall rulemaking process and identify regulatory process improvements.

Core Business Activity: Regulatory Legal Services in Accordance With Agency Priorities

Provide broad range of legal advice, representation, policy guidance, and legal sufficiency reviews relating to rulemaking and ensure, through regular formal meetings, that the services are provided in a manner that reflects the priorities of the Administrator, the Flight Plan and the offices' primary clients.

Targets:

Activity Target 1: Provide legal services and meet monthly with primary clients to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support provided and reassess service being provided, as appropriate.

Core Business Activity: Assist ARM in Meeting Rulemaking Schedules

Assist AVR in completing 80% of critical safety rules within 90 days of original due date to OST and assist in effectively managing the FAA's Petition for Exemption Process.

Targets:

Activity Target 1: 80% of critical safety rules will meet out of agency dates within 90 days of originally scheduled date.

Core Business Measure:

Accident and Tort Litigation Services

Provide representational legal services relating to accident investigations and related litigation, secure DOJ representation,

represent the agency in federal district and appeal courts, process tort claims, serve as liaison with NTSB on accident matters, provide general legal services functions, and prepare the Administrator's opinions in civil penalty cases.

Core Business Function: Litigation Legal Services

Provide timely representational legal services to the agency relating primarily to aircraft accidents in federal forums and represent the Administrator in civil penalty cases and keep the administrator apprised of agency's contingent liability.

Core Business Activity: Timely Provision Of Representational Legal Services.

Ensure that representational legal services are provided in a timely manner.

Targets:

Activity Target 1: Identify nature of claim within 2 days of receipt.

Activity Target 2: Prepare claims analysis within 6 months of receipt of claim.

Activity Target 3: Prepare proposed answers or responses within 50 days of filing of complaint.

Core Business Activity: Contingent Liability

Monitor agency contingent liability and keep the Chief Counsel and Administrator apprised of potential agency exposure.

Targets:

Activity Target 1: Coordinate with AFM litigation liability response.

Activity Target 2: Resolve outstanding issues with AFM and auditor 2 weeks before each quarterly submission.

Activity Target 3: Complete report to meet quarterly deadline and, as necessary, keep the Administrator, Deputy Administrator and ATO apprised of significant changes and potential future liability likely to affect the agency.

Greater Capacity

In order to help achieve FAA's capacity related goals, the Office of the Chief Counsel provides legal services to internal and external customers that enhance safe and

efficient use of navigable airspace. Activities include providing client counseling, legal document review and litigation support for environmental documentation prepared by various lines of business in order to minimize the legal risks associated with FAA capacity enhancement activities and FAA-funded Airport Development impacts. More specifically, AGC supports the office of the Associate Administrator for Airports (ARP) activities relating to projects at FAA-funded airports, provides legal support for Flight Standards relating to approval of new air carrier operations at airports, as well as, development of air tour management plans.

AGC's procurement attorneys assist program office clients in acquiring safety and capacity enhancing equipment, services, intellectual and real property needed to support the agency Flight Plan; supports all agency procurement activities valued over \$100,000 and advise on other types of transactions such as grants, cooperative agreements, other agreements and represents the agency in acquisition related litigation and disputes. They also provide commercial law services necessary to support the agency's information security requirements and contribute to other President's Management Agenda goals.

The Office of Dispute Resolution for Acquisition (ODRA) serves as the Administrator's administrative adjudicatory body in acquisition-related matters and ensures that acquisition conflicts are resolved through alternative dispute resolution processes or promptly adjudicated. ODRA provides timely, efficient and accessible dispute resolution processes to resolve acquisition related conflicts.

Flight Plan Performance Target:

Airport Average Daily Capacity (7 Metro)

Achieve an average daily airport capacity for the seven major metropolitan areas of 64,060 arrivals and departures per day by FY 2009, and maintain through FY 2011. FY07 Target: 63,080

**Strategic Initiative:
Capacity-Enhancing Policies**

Work with the aviation community to establish the most feasible policies to enhance capacity and manage congestion.

Strategic Activity: Reinstitution of Capacity Restrictions at LaGuardia

In conjunction with AEP, initiate rulemaking designed to relieve flight delays at LaGuardia Airport.

Targets:

Activity Target 1: AGC will review and recommend resolution of comments submitted to the docket within 90 days of the closure of the comment period.

Strategic Initiative: Environmental Impact and Master Plan Studies

Monitor and maintain scheduled progress for Environmental Impact Statements at West Palm Beach, South Suburban (Chicago), Ft. Lauderdale, and Philadelphia Airports.

Strategic Activity: Environmental Law Services to Airport & Environmental Program Offices

Monitor and maintain scheduled progress for Environmental Impact Statements at West Palm Beach, new South Suburban (Chicago), Ft. Lauderdale, and Philadelphia Airports (located within the 7 major metropolitan airports). Support ARP in conducting monthly review of project status to monitor progress, ensure timely coordination, resolution of problems, and maintaining milestone dates as defined by regions with input from AGC.

Targets:

Activity Target 1: In cooperation with the Office of Airports, on an ongoing basis develop schedules and milestones for completion of these EISs. Ensure established milestones and completion dates for West Palm Beach, new South Suburban, Ft. Lauderdale, and Philadelphia EIS studies are met in FY 2007. (ASO, AGL, AEA, AGC).

Activity Target 2: On a quarterly basis review schedules and milestones with Regional Counsel and ensure that there is sufficient legal support to meet them.

Flight Plan Performance Target:

Annual Service Volume

Commission six new runway projects, increasing the annual service volume of the 35 OEP airports by at least 1 percent annually, measured as a five-year moving average, through FY 2011. FY07 Target: 1% ASV, 1 runway

Strategic Initiative: Environmental Studies

Support environmental processing of airfield improvements at the 35 OEP airports including projects that support Vision 100 environmental streamlining.

Strategic Activity: Environmental Law Services to Airport & Environmental Program Offices

Monitor and maintain scheduled progress for Environmental Impact Statements at Sacramento, Mammoth, Ivanpah, and Houston George Bush (located outside the 7 major metropolitan airports). Support ARP in conducting monthly review of project status to monitor progress, ensure timely coordination, resolution of problems, and maintaining milestone dates as defined by regions with input from AGC.

Targets:

Activity Target 1: In cooperation with the Office of Airports, on an ongoing basis develop schedules and milestones for completion of these EISs. Ensure established milestones and completion dates for Sacramento, Mammoth, Ivanpah, and Houston George Bush are met in FY 2007. (AWP, ASW, AGC).

Activity Target 2: On a quarterly basis review schedules and milestones with Regional Counsel and ensure that there is sufficient legal support to meet them.

Core Business Measure:

Airport and Environmental Legal Services

Provide broad range of timely and effective legal advice, litigation support, policy and regulatory guidance, and legal sufficiency reviews related to environmental review of airport capacity and capacity-related projects and administration of the airport improvement program. Reflect environmental streamlining and stewardship initiatives and the priorities of the Administrator, the Flight Plan, and the

offices' primary clients. Vigorously enforce compliance with federal grant assurance obligations relating to access and revenue use and support the use of all available legal remedies to preserve existing capacity in the national airport system.

Core Business Function: Legal Services to Airport & Environmental Program Offices

Provide legal support necessary to streamline and complete on a timely basis environmental reviews for airport capacity and capacity-related projects on a timely basis. Provide legal support for efficient administration of the AIP, the airport compliance program, and the passenger facility charges program (PFC), including legal sufficiency review of policy and regulatory guidance, Part 16 determinations, and PFC decisions.

Core Business Activity: Airport Law Services to Office of Airports Program

Review Part 16 complaints for legal sufficiency.

Targets:

Activity Target 1: Within 20 calendar days of the filing of a complaint pursuant to 14 C.F.R. Part 16, Rules of Practice for Federally Assisted Airport Enforcement Proceedings, the complaint will be docketed or an incomplete complaint will be dismissed 75% of the time.

Activity Target 2: Within 120 calendar days of the last pleading filed in a Part 16 case that requires an AGC draft decision dismissing the complaint with prejudice, the complaint will be dismissed with prejudice 70% of the time.

Activity Target 3: Provide bi-annual reports by email to the Assistant Chief Counsel for the Resource Management Division concerning the dates that Part 16 complaints are filed and dismissed or docketed.

Core Business Measure:

Procurement and Acquisition Related Legal Services

Provide primary clients with legal advice and representation of FAA's interests relating to FAA acquisition of systems and services

needed to achieve agency's strategic goals.

Core Business Function: Procurement Services and Dispute Resolution for Acquisition Services

Procurement counsel provides primary clients with legal advice and representation of FAA's interests relating to FAA acquisition of systems and services needed to achieve agency's strategic goals. Ensures the legal sufficiency of acquisition documents; assist clients in developing a rational basis for acquisition decisions; and represent and defend the agency when acquisition decisions are challenged. Independently of Procurement Counsel, the Office of Dispute Resolution for Acquisition (ODRA) serves as the Administrator's administrative adjudicatory body in acquisition-related matters and ensures that acquisition conflicts are resolved through alternative dispute resolution processes or promptly adjudicated. ODRA provides timely, efficient and accessible dispute resolutions processes to resolve acquisition related conflicts.

Core Business Activity: Prioritize Provision of Procurement Legal Resources and Timely Document Review

Ensure that procurement legal services are provided in a manner that reflects agency and primary client priorities, provides timely review of procurement documents and represents the agency in bid protests and contract disputes.

Targets:

Activity Target 1: Meet monthly with primary clients to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support provided and, as necessary, reassess service being provided.

Activity Target 2: To provide timely provision of procurement legal services, review all procurement documents within 10 days or less.

Core Business Activity: Intellectual Property

Continue to provide training and guidance to agency employees on the agency's intellectual property rights.

Targets:

Activity Target 1: Conduct training

sessions at FAA Aeronautical Center and at least three regional offices on the agency's intellectual property rights by September 2007.

International Leadership

In order to ensure the continued leadership of the U.S. in global civil aviation system, the Office of the Chief Counsel provides legal services relating to drafting and negotiation of International agreements on safety oversight, air traffic, airworthiness, technical assistance, and other areas related to aviation safety. The Office further provides legal support on aircraft hijackings and other security matters related to international civil aviation; prepares the U.S. position on matters before the International Civil Organization; provides legal policy guidance on registration of aircraft and recordation of property rights in aircraft; and provides legal support for all matters involving the administration of the Aviation Insurance Program.

Core Business Measure:

International Legal Services

Provide legal services relating to drafting and negotiation of international agreements; prepares the U.S. position on matters before the International Civil Organization; and provides legal support for the Aviation Insurance Program

Core Business Function: Support Client Offices

Support client offices through the provision of international legal services. Provide legal services to ensure priorities of the Administrator, Flight Plan and primary clients are met.

Core Business Activity: Provide International Legal Services

Ensure that international legal services are provided in a manner that reflects the priorities of the Administrator, the Flight Plan and the offices' primary clients.

Targets:

Activity Target 1: AGC-7 will meet on a monthly basis with primary clients to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support

provided and, as necessary, reassess service being provided.

Core Business Activity: Bilateral Aviation Safety Agreements

Develop policies and procedures to support the implementation of Bilateral Aviation Safety Agreements through the use of contracts rather than international agreements.

Targets:

Activity Target 1: Draft and coordinate first contractual implementation procedure by March 30, 2007.

Core Business Activity: 14 C.F.R. Part 129

Review for legal sufficiency amendments to 14 C.F.R. Part 129 designed to improve the FAA's management of operations specifications issued to foreign air carriers. The amendments would clarify the requirement that foreign air carrier hold operations specifications, and provide additional detail on the content of the operations specifications and the process for their issuance, amendment, suspension, or revocation.

Targets:

Activity Target 1: Complete review of the final rule by the end of FY2007.

Organizational Excellence

In support of the agency's overall goal of organizational excellence, AGC will maintain its focus efforts on improving agency employment practices. AGC will develop a training module for managers and supervisors to familiarize them with the employment litigation process. We will also take the next step on several of our existing business initiatives - review employment case settlement procedures for effectiveness and audit our EEO motion practice to identify problems and potential improvements. Internally, AGC will move forward with its effort to implement automated filing of confidential disclosure forms. The implementation builds on progress made through the Cooperative Research and Development Agreement with HRWorx. AGC will also initiate transition of the Ethics Training to the eLMS system.

Flight Plan Performance Target:

Employee Attitude Survey

Increase the score of the Employee Attitude Survey measure for the areas of management effectiveness and accountability by at least 5 percent, over the 2003 baseline of 35 percent by FY 2010. FY07 Target: 38%

Strategic Initiative: Conflict Management

Undertake a timely and effective corporate approach to conflict management. (LEAD is Center for Early Dispute Resolution - CEDR)

Strategic Activity: Support the Early Dispute Resolution Center

Provide legal support to the Early Dispute Resolution Center

Targets:

Activity Target 1: Provide data as appropriate to the EDRC data and analysis system.

Flight Plan Performance Target:

Cost Control

Organizations throughout the agency will continue to implement cost efficiency initiatives including, but not limited to: 10-15% savings for strategic sourcing for selected products and services; Consolidating facilities and services, such as service areas, real property management, and web services; 3% reduction in help desk operating costs through consolidations; Eliminating or reducing obsolete technology; and \$15 million reduction in Information Technology operating costs. FY07 Target: 1 activity per organization and targeted savings.

Strategic Initiative: Cost Data Tools and Training

Provide training to all current executives and managers on using FAA cost data, as derived from FAA's acquisition, cost accounting, accounting, payroll and personnel systems, to make management decisions. Based on the FY 2006 training assessment of what financial training is needed in the agency, a role-based

training model has been developed. ABA will work with AHR and ARC on curriculum development and the use of e-LMS to put in place courses that will build the financial skill and acumen of executives, managers, and staff. ABA will also partner with ATO on their training implementation work to ensure ATO courses reinforce corporate financial needs.

Strategic Activity: Implement LDR

Implement Labor Distribution Reporting in AGC in order to track time by projects.

Targets:

Activity Target 1: Implement LDR by August 1, 2007.

Strategic Initiative: Cost Control Program

Implement line of business cost efficiency initiatives to reduce costs or improve productivity.

Strategic Activity: AGC Cost Control Activity

Control PC& B costs by reducing the hiring level for two attorney positions from FY2005 baseline and track savings over routine progression to the journeyman level.

Targets:

Activity Target 1: AGC will track and report savings during FY2007.

Strategic Initiative: Legislative Proposal for Reauthorization

Develop a legislative proposal to reauthorize the FAA.

Strategic Activity: Legislative Drafting

Produce programmatic reauthorization legislation proposal using inputs from appropriate LOB/SO working groups.

Targets:

Activity Target 1: Draft legislation for programmatic reauthorization proposal by November 30, 2006.

Strategic Initiative: Productivity and Financial Metrics

Each FAA organization will develop, track, and report quarterly on a comprehensive measure of

its operating efficiency or financial performance. These measures will include: Cost per controlled flight; Research, Engineering, and Development (RE&D); Management Staff Efficiency Measure; Grant Administration Efficiency Measure.

Strategic Activity: Reduce the Backlog of Outstanding Requests for Interpretations

Implement measures to address the current backlog of requests from the public for interpretations of FAA regulations.

Targets:

Activity Target 1: Respond to written requests for legal interpretation received on or after October 2005. 50% responded to within 120 days of receipt of request in FY07.

Activity Target 2: Identify and reduce the number of outstanding requests for interpretations received prior to October 2005 by 70%.

Strategic Activity: Efficiency Measure in Enforcement

Efficient processing of legal enforcement actions.

Targets:

Activity Target 1: Based on FY05 and FY06 analysis, refine activities if necessary.

Activity Target 2: Track progress quarterly starting with the end of the second quarter FY2007.

Flight Plan Performance Target:

Information Security

Achieve zero cyber security events that significantly disable or degrade FAA services. FY07 Target: 0

Strategic Initiative: Enterprise Architecture Conformance

Enable enterprise-wide conformance to information technology enterprise architecture.

Strategic Activity: IT Enterprise Architecture

Update the infrastructure and application inventories and coordinate technical standards for non-NAS hardware and software where there are common requirements.

Targets:

Activity Target 1: AGC will update its infrastructure and application inventory by December 31, 2006.

Flight Plan Performance Target:

Customer Satisfaction

Increase agency scores on the American Customer Satisfaction Index, which surveys commercial pilots. FY07 Target: 66

Strategic Initiative: Standardize FAA Websites

Standardize FAA websites making them more useful for exchanging information and conducting business. Web Management order signed by the Administrator in August 2004 requires an annual certification on compliance with FAA web policies and standards, from the head of each LOB and Staff Offices by September 30 of each year. FAA Brand Identity Program signed by the Administrator September 2006. External mandates include the President's Management Agenda to Expand E-Government and Office of Management and Budget guidance, Policies for Federal Government Public Websites. The objective of this initiative is to make FAA's websites for the public and employees useful and have a consistent look and navigation.

Strategic Activity: Standardize Websites

Standardize AGC websites in compliance with Agency web policies and standards and making them more useful for exchanging information and conducting business

Targets:

Activity Target 1: Update web strategies and action plan to the FAA Web Manager by November 30, 2006.

Activity Target 2: Certify to the Administrator by September 30, 2007 that 90% or more of the AGC web pages comply with FAA web standards, policies and requirements.

Core Business Measure:

Personnel & Labor Law Legal Services

Represent the FAA in administrative and court litigation having a significant impact on

any law, regulation, or FAA policy relating to the employment of FAA personnel and provides legal advice regarding employment matters.

Core Business Function: Legal Services in Labor and Personnel Law

Provide legal services and representation in a manner reflecting agency priorities and continue to identify ways of minimizing the FAA's legal risk relating to employment decisions and policy. Will meet monthly with primary clients to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support provided and, as necessary, reassess services being provided.

Core Business Activity: Develop Training for Managers and Supervisors on the Employment Litigation Process

Develop a training module for managers and supervisors to familiarize them with the employment litigation process.

Targets:

Activity Target 1: Establish work group, consisting of attorneys in Headquarters and Regional offices; designate team lead; identify existing related training; consult with agency training specialists, draft training module and circulate to Regional/Center Counsel and AHR and ACR for comment by June 30, 2007.

Activity Target 2: Reconcile comments and finalize module; initiate training by September 15, 2007.

Core Business Activity: Case Management Tool-Employment Law Cases

Adopt the Case Management Tool to employment law cases to allow prioritization of cases.

Targets:

Activity Target 1: Review all of the cases in AGC-30 to serve as test arena. Identify case categories and levels of complexity by February 28, 2007.

Activity Target 2: Circulate proposed case categories and definitions to Regional and Center for their input. Review and incorporate comments by March 28, 2007.

Activity Target 3: Implement Case Management Tool by April 28, 2007.

**Core Business Activity: Special Focus
Audit on EEO Motion Practice**

Conduct a special focus audit using check-box form data to identify areas for improvement in EEO case motion practice.

Targets:

Activity Target 1: Establish audit team and conduct audit of EEO case motion practice, make recommendations for improvement and circulate recommendations for comment by March 31, 2007.

Activity Target 2: Analyze comments and finalize recommendations by June 30, 2007.

Core Business Measure:

**General Legal Services & Other
Legal Services**

Various small practice areas related to administrative requirements imposed on the agency by statute or that ensure the smooth operation of the agency, including Ethics, FOIA, Privacy Act, Federal Advisory Committee Act, Alternative Dispute Resolution and Legislation.

**Core Business Function: Advice &
Representation on Matters Related to
General Law**

Provide legal services related to Ethics, FOIA, Privacy Act, Alternative Dispute Resolution and Legislation and improve internal operations.

**Core Business Activity: Advice &
Representation On Matters Related to
General Law.**

Provide legal services related to Ethics, FOIA, Privacy Act, Alternative Dispute Resolution and Legislation and improve internal operations.

Targets:

Activity Target 1: Provide timely advice and representational legal services relating to congressional relations, FOIA, Privacy Act, ADR, etc., and related litigation.

Activity Target 2: Represent the agency before Congress, in administrative forums and in federal district and appeal courts on all general law issues and litigation.

Activity Target 3: Provide general legal services functions, and prepare the Administrator and other high level agency official's congressional testimony.

**Core Business Activity: Automation of
Ethics Program**

Automate filing of confidential financial disclosure forms for regional employees.

Targets:

Activity Target 1: Make OGE financial disclosure automated filing system available in four regions by April 2007.

**Core Business Activity: Implement Audit
and Evaluation Program**

Improve the quality of legal services through formal audit and evaluation program.

Targets:

Activity Target 1: Conduct two audits consistent with the AGC audit and evaluation program by September 15, 2007.