



**Federal Aviation  
Administration**

## GOVERNMENT AND INDUSTRY AFFAIRS

*Federal Aviation Administration*

### ***Fiscal Year 2007 Business Plan***



# 2007 AGI Business Plan

## TABLE OF CONTENTS

<b>Organizational Excellence</b>	1
<b>Employee Attitude Survey</b>	1
<b>Conflict Management</b>	1
<b>Cost Control</b>	1
<b>Cost Data Tools and Training</b>	1
<b>Cost Control Program</b>	2
<b>Productivity and Financial Metrics</b>	2
<b>Congressional Relations</b>	2
<b>Congressional Communication</b>	2
<b>Industry Relations</b>	3
<b>Industry Relations</b>	4

## 2007 AGI Business Plan

The first impression, and indeed, in some cases, the only contact Members of Congress and their staff have with the Federal Aviation Administration is with the Office of Government and Industry Affairs. This customer-oriented office, small by comparison to most every other organization in the FAA, works directly for the Administrator, and is the principal linkage between the agency and the legislative branch of government.

AGI works with other staff organizations to coordinate and present the FAA's legislative message. It is AGI that must work with other organizations within the FAA to facilitate their relations with Congress. And it is AGI that must consistently monitor and gauge the interest and needs of the members and leadership on Capitol Hill. This relationship also extends to coordinator our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as liaison with the aviation industry, from manufacturers to carriers, and with other aviation related organizations. Additionally, AGI also serves as the principal point of contact for state and local governments.

### Organizational Excellence

The following AGI activities support the organizational excellence goal area.

#### 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: Conflict Management

Undertake a timely and effective corporate approach to conflict management.

**Targets:**

Activity Target 1: 1-Continue support outlined in the guidance provided in January 2006.  
2-Provide Center with opportunity to brief Hill staffers on Center's activities.  
3-Send managers to Conflict Management Training provided by Center and CMEL.

### 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: Cost Data Tools and Training

Provide training to AGI 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.

**Targets:**

Activity Target 1: AGI will work to ensure its supervisors and managers complete FAA cost data training courses by utilizing the e-LMS financial training curriculum to build the financial skill and acumen of its executives, manager, and staff.

### **Strategic Initiative: Cost Control Program**

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

#### **Strategic Activity: AGI Cost Control Activity**

The Office of Government and Industry Affairs (AGI) is unable to identify any cost control initiatives at this time due to its FY 07 projected funding level. Of the projected FY 07 funding level, approximately 98% will be obligated for PC&B requirements.

#### **Targets:**

Activity Target 1: AGI will aggressively work to create or identify potential cost control opportunities during the fiscal year.

#### **Strategic Activity: AGI's Productivity Improvement Activity**

The Office of Government and Industry Affairs (AGI) will work with ABA to develop a productivity improvement activity that AGI will begin to track in January 2007.

#### **Targets:**

Activity Target 1: Develop a productivity improvement activity by January 2007.

### **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: Productivity and Financial Metrics**

AGI will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance.

#### **Targets:**

Activity Target 1: AGI will identify, develop, track, and report quarterly on a comprehensive measure of its operating performance.

### **Core Business Measure:**

#### **Congressional Relations**

Provide timely and accurate responses to inquiries.

---

#### **Core Business Function:**

##### **Congressional Communication**

Communicate in a timely fashion to Congress on behalf of Administrator and Management Board.

#### **Core Business Activity: Information Collection and Coordination**

Enhance AGI's daily interaction with LOBs and SOs, and senior management officials by proactively soliciting LOB and SOs information sharing cooperation in order to improve communication on areas of interest or concern to Congress.

#### **Targets:**

Activity Target 1: Participate in bi-weekly meetings with LOB and SO officials to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities.

#### **Core Business Activity: Safety Policies, Initiatives and Rulemaking**

Inform key members of Congress and their staff in a timely fashion on FAA safety policies and initiatives.

#### **Targets:**

Activity Target 1: Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public.

#### **Core Business Activity: Reports to Congress**

Manages the Reports to Congress program and functions as Agency's Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of

Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

**Targets:**

Activity Target 1: #1: Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA.

#2: Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress.

#3: Develop and assign LOB and SO report timelines to ensure due dates are met.

#4: Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval.

**Core Business Activity: Briefings**

Assists in preparing Agency officials for Congressional meetings and briefings.

**Targets:**

Activity Target 1: Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of concern; some of which are regularly scheduled by AGI. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances Congressional Members and their staffs' confidence in the Agency's policies and programs.

**Core Business Activity: OST Governmental Affairs**

Provide OST Governmental Affairs with factual, concise, and complete information from significant AGI Congressional contacts and activities.

**Targets:**

Activity Target 1: Continue to maintain and

improve daily communications with OST Governmental Affairs.

Activity Target 2: Provide daily activity reports on Congressional contacts to AGI management officials.

Activity Target 3: Provide weekly Congressional activities report to the Administrator and senior DOT officials.

Activity Target 4: Provide Congressional activities input for inclusion in the Administrator's weekly White House Report.

**Core Business Activity: Congressional Correspondence**

Serve as focal point for Congressional follow-up on written Agency responses.

**Targets:**

Activity Target 1: #1: Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies.

#2 Provide on-demand status to Congressional offices inquiring and/or seeking the status of Agency responses to Congressional correspondence.

**Core Business Activity: Reauthorization**

AGI will coordinate the Agency's Congressional efforts on FAA Reauthorization and funding reform with key offices.

**Targets:**

Activity Target 1: AGI will work in cooperation and coordination with key offices on the Agency's Congressional efforts on Reauthorization and funding reform.

**Core Business Measure:**

**Industry Relations**

Host at least one Industry meeting semi-annually to help strengthen industry relationships.

---

## **Core Business Function: Industry Relations**

Foster strong partnerships with key industry stakeholders.

### **Core Business Activity: Industry Stakeholder Meetings**

Meet with aviation industry representatives to strengthen industry relationships.

#### **Targets:**

Activity Target 1: Determine attendee list by January 2007.

Activity Target 2: Coordinate meeting logistics for both meetings by March 2007.

Activity Target 3: Identify meeting objectives agenda at least 30 days prior to each scheduled meeting.

### **Core Business Activity: Industry Communication**

Communicate Administration's position on key aviation issues.

#### **Targets:**

Activity Target 1: Prepare and distribute communications within 15 days of determining the Administration's position on a key issue.