



**Federal Aviation
Administration**

Government and Industry Affairs

Fiscal Year 2013 Business Plan



FY2013 AGI Business Plan

December 10, 2012 08:10 AM

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 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 coordinate our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as the 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.

Workplace of Choice

The following AGI activities support the organizational excellence goal area.

Core Measure: Drive Continuous Efficiency Improvement & Cost Control

Achieve documented cost savings and cost avoidance of \$82.3 million in FY 2013.

Core Initiative: Cost Control Program

Implement line of business-specific cost efficiency as well as agency-wide initiatives to reduce costs or improve productivity. Each FAA organization will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance, accounting for 75% of operating resources.

Core Activity: AGI SAVES and Video Conferencing Cost Control Activity

AGI will participate in the SAVES program and will reduce its travel costs by utilizing AIO's Video Conferencing program in place of travel.

Activity Target 1:

Participate in the SAVES Program. Due September 30, 2013

Activity Target 2:

Use Video Conferencing in place of travel where possible. Due September 30, 2013

Core Measure: Hiring People with Targeted Disabilities

In support of the Secretary of Transportation goal that 3% of all new hires are People with Targeted Disabilities (PWTD), ACR will create quarterly reports to track the hiring of PWTD by FAA organizations. In FY 2013, the FAA will ensure that at least 1.67% of all new hires are PWTD. Each year, the FAA will work towards increasing the percentage of PWTD hires by .67% per year to reach the 3% hiring goal by FY 2015. ACR will provide supervisors and managers training on the DOT Online Accommodation Tracking System (OATS) to ensure that 90% of reasonable accommodations requests are completed within 25 business days or less. Additionally, ACR will work on achieving FAA-wide utilization of several resources for recruiting and hiring people with disabilities. Accomplishment of this measure will contribute to creating a work environment that embraces and values diversity.

Core Initiative: Hiring People with Targeted Disabilities

Each FAA organization will take actions in support of the Secretary of Transportation fiscal year goal that 3% of all new hires are individuals with targeted (severe) disabilities. In FY 2013, all FAA organizations will ensure that at least 1.67 of all new hires are people with targeted (severe) disabilities.

Core Activity: Hiring People with Targeted Disabilities

Assist agency efforts to support the hiring goal for PWTD by reporting quarterly on the specific number of new hires of PWTD; improving the efficacy and timeliness of the reasonable accommodation process; and promoting the use of various resources for hiring PWD. Accomplishment of this activity will ensure that FAA organizations meet the FY 13 Shared STI goal that at least 1.67% of all new hires are people with targeted (severe) disabilities.

Activity Target 1:

Each LOB/SO will report quarterly on the specific number of new hires of PWTD and the specific

actions taken (i.e. outreach activities, marketing of vacant positions, internships, disability awareness events) to ensure that at least 1.67% of all new hires are people with targeted (severe) disabilities. Due September 30, 2013

Activity Target 2:

Cooperate with ACR to ensure that 400 FAA managers/supervisors are trained on the DOT Online Accommodation Tracking system. Due September 30, 2013

Activity Target 3:

Ensure managers/supervisors attend briefings on the resources available for recruiting and hiring PWD. Due September 30, 2013

Activity Target 4:

Process 90% reasonable accommodation requests within 25 days or less of been received. Due September 30, 2013

ensure that 70% of all managers agree to mediation as a means to track management willingness to participate in the ADR process. Due September 30, 2013

Activity Target 2:

Assist agency efforts with ADR engagement by ensuring that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints. Due September 30, 2013

Core Measure: Congressional Relations

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

Core Initiative: Congressional Communication

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

Core 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.

Activity Target 1:

Participate in weekly meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities. Due September 30, 2013

Core Activity: Safety Policies, Initiatives and Rulemaking

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

Activity Target 1:

Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public. Due September 30, 2013

Core Activity: Reports to Congress

Manage 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,

Core Measure: Alternative Dispute Resolution Engagement (STI)

ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to engage in mediation and that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints.

Core Initiative: Alternative Dispute Resolution (ADR) Engagement

ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to engage in mediation when the complainant has requested mediation and that 35% of all EEO pre-complaint cases engage in the ADR process to reduce the number of formal EEO complaints.

Core Activity: Alternative Dispute Resolution (ADR)

ACR, in coordination with the LOB/SO, will ensure that 70% of all managers agree to mediation as a means to track management willingness to participate in the ADR process. Ensure that 35% of all EEO pre-complaint cases engage in the ADR process when the employee request mediation, to reduce the number of formal EEO complaints.

Activity Target 1:

Civil Rights Offices (ANM, ASW, ACT, and ASO) will manage the ADR process within the geographical service areas and the LOB/SOs will

OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

Activity Target 1:

Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA. Due September 30, 2013

Activity Target 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. Due September 30, 2013

Activity Target 3:

Develop and assign LOB and SO report timelines to ensure due dates are met. Due September 30, 2013

Activity Target 4:

Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval. Due September 30, 2013

Core Activity: Briefings

Assists in preparing Agency officials for Congressional meetings and briefings. 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.

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. Due September 30, 2013

Core Activity: OST Governmental Affairs

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

Activity Target 1:

Continue to maintain and improve daily communications with OST Governmental Affairs. Due September 30, 2013

Activity Target 2:

Provide daily activity reports on Congressional

contacts to AGI management officials. Due September 30, 2013

Activity Target 3:

Provide weekly Congressional activities report to the Administrator and senior DOT officials. Due September 30, 2013

Activity Target 4:

Provide Congressional activities input for inclusion in the Administrator's weekly White House Report. Due September 30, 2013

Core Activity: Congressional Correspondence

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

Activity Target 1:

Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies. Due September 30, 2013

Activity Target 2:

Improve AGI Congressional correspondence response by 5% over FY 2012 baseline. Due September 30, 2013

Activity Target 3:

Provide status to all of Congressional inquiries into status of Agency response to Congressional correspondences. Due September 30, 2013

Core Measure: Industry Relations

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

Core Initiative: Industry Relations

Foster strong partnerships with key industry stakeholders.

Core Activity: Industry Stakeholder Meetings

Meet with aviation industry representatives to strengthen industry relationships.

Activity Target 1:

Determine attendee list. Due September 30, 2013

Activity Target 2:

Coordinate meeting logistics for both meetings. Due September 30, 2013

Activity Target 3:

Identify meeting objectives agenda at least 30 days prior to each scheduled meeting. Due September 30, 2013

Core Activity: Industry Communication

Communicate Administration's position on key aviation issues.

Activity Target 1:

Prepare and distribute communications within 15 days of determining the Administration's position on a key issue. Due September 30, 2013

Core Measure: Congressional Correspondence FAA Milestones

Per direction of the Secretary of Transportation, all Congressional letters sent directly to the FAA must be answered within 30 calendar days of entry into the FAA Correspondence Control Management System (CCMS). DOT Congressional letters assigned to the FAA for response must be returned back to the Secretary of Transportation within 5 business days. 90% of all Congressional letters sent directly to the FAA must be responded to within 10 business days.

Core Initiative: FAA Congressional Correspondence Response

Per direction of the Secretary of Transportation, all Congressional letters sent to DOT must be answered within 30 calendar days.

Core Activity: Response to Congressional Letters

Per direction of the Secretary of Transportation, all Congressional letters sent directly to the FAA must be answered within 30 calendar days of entry into the FAA Correspondence Control Management System (CCMS).

Activity Target 1:

Respond to 90% of assigned Congressional letters sent directly to the FAA within 30 calendar days of entry into CCMS. Due September 30, 2013

Core Measure: Manage EEO Training

Assist agency efforts to prevent discrimination by training 60% of management and 10% of employees on EEO responsibilities and appropriate behaviors; ensuring that all FAA employees complete the NO FEAR Training that is required by OPM; and providing training to 75% of all new Air Traffic Student hires.

Core Initiative: Prevent Discrimination through EEO Training

Assist agency efforts to prevent discrimination by training 60% of management and 10% of employees on EEO responsibilities and appropriate behaviors. Additionally, ACR will ensure that all FAA employees complete the NO FEAR Training that is required by OPM.

Core Activity: Prevent Discrimination through EEO Training

Assist agency efforts to create a FAA culture in which managers and employees each understand their role in creating and maintaining an inclusive workplace, by promoting diversity and equal employment opportunity, consistent with merit principles and applicable law.

Activity Target 1:

Ensure that employees complete the NO FEAR Training to meet the OPM requirement. Due November 23, 2012

Activity Target 2:

Promote and support agency's efforts to prevent discrimination by ensuring that 60% of management and 10% of employees attend EEO training. Due September 30, 2013

Core Measure: EEO Action Committee

ACR in coordination with LOB/SOs will host a minimum of five (5) meetings to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Core Initiative: EEO Action Committee Meetings

ACR in coordination with LOB/SOs will host a minimum of five (5) meetings to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Core Activity: EEO Action Committee Meetings

Attend a minimum of five (5) EEO Action Committee Meetings held by ACR to identify recommendations and strategies regarding EEO and diversity within the FAA Workplace.

Activity Target 1:

Attend EEO Action Committee Meetings scheduled by ACR. Due September 30, 2013

Activity Target 2:

Present demographics profiles for AGI at the EEO Action Committee and discuss strategies for improving in areas with low participation. Due September 30, 2013

Activity Target 3:

Analyze AGI statistical demographic data and identify programs, recommendations, actions regarding EEO and diversity within the FAA workplace. Due September 30, 2013