



**Federal Aviation
Administration**

Security and Hazardous Materials Safety

Fiscal Year 2011 Business Plan

Core Business Measure: Investigations

Complete 95% of all investigations within their specified timeframes.

Core Business Initiative: Investigations

The Investigations Program and Operations Division (AEO-500) initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airman suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries. It also develops and implements policy, as required, for the FAA's Investigations Program and serves as the investigative authority over agency employee misconduct and recommends applicable airmen/aircraft regulatory action.

Core Activity: Allegations of Misconduct

ASH will investigate all allegations of misconduct by FAA employees, contractors, non-employees and certificated airman suspected of violating various FAA orders and regulations.

Activity Target 1:

Assign allegations of misconduct received from the Department of Transportation, Office of Inspector General Hotline (DOT/OIG), Safety Hotline, Administrator's Hotline, the Accountability Board, the Office of Audit and Evaluation, and FAA Senior Management Officials to the appropriate SSE for investigation. Due September 30, 2014

Activity Target 2:

Complete 95% of investigations based upon Department of Transportation, Office of Inspector General Hotline (DOT/OIG) complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 3:

Complete 95% of investigations based on Accountability Board, Safety Hotline, and Administrator's Hotline Complaints within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 4:

Refer information that falls outside the scope of the ASH investigative mission to the appropriate agency with primary investigative jurisdiction. Due September 30, 2014

Core Activity: Investigations Program

Implement and manage the Investigations Program in accordance with FAA Orders 1600.38 and 1600.20.

Activity Target 1:

Review the Investigations program, develop, and implement policy, as required. Due September 30, 2014

Activity Target 2:

Conduct an ASH-wide review of at least one investigative activity contained in the Investigations Tracking System for adherence to FAA orders and ASH policy. Due September 30, 2014

Activity Target 3:

Conduct annual review of a sample of completed Reports of Investigation for investigative sufficiency and compliance with FAA Orders. Due September 30, 2014

Core Activity: Law Enforcement Assistance Program

ASH will conduct regulatory investigations on airman and aircraft involved in illegal drug activity or threatening National Security by using the National Airspace System (NAS) to commit criminal acts.

Activity Target 1:

Review the LEAP program, develop and implement policy and outreach materials as required and as funding allows. Due September 30, 2014

Activity Target 2:

Visit two counterpart agencies to maintain and improve working relationships. Due September 30, 2014

Activity Target 3:

Provide briefings to other agencies, as requested if in the local area or funding permits. Due September 30, 2014

Activity Target 4:

Assign LEAP requests for assistance to the appropriate SSE as necessary. Due September 30, 2014

Activity Target 5:

Conduct an annual review of a sample of completed Enforcement Investigative Reports for investigative sufficiency and compliance with FAA Orders. Due September 30, 2014

Core Activity: Digital Media Analysis Program (DMAP)

Implement and manage the DMAP Program in accordance with FAA Orders 1600.38 and 1600.20.

Activity Target 1:

Complete all digital forensic analysis requests accepted within 20 working days, except those prolonged for reasons beyond forensic examiner's control. Due September 30, 2014

Activity Target 2:

Visit three counterpart agencies to maintain and improve working relationships. Due September 30, 2014

Activity Target 3:

Conduct administrative review of a sample of digital forensic examination reports for consistency and compliance with FAA Orders. Due September 30, 2014

Activity Target 4:

Conduct technical assistance and outreach visits at the Cyber Security Management Center, Leesburg, Virginia for the testing of enterprise forensic analysis capabilities. Due September 30, 2014

Activity Target 5:

Review the DMAP program, develop and implement policy and outreach materials, as required and as funding allows. Due September 30, 2014

Core Business Initiative: Draft FAA Law Enforcement Assistance Program Order

Draft an FAA Order that identifies the mission and responsibilities of ASH Law Enforcement Assistance Program (LEAP) Special Agents.

Core Activity: Draft FAA LEAP Order

Draft an FAA Order that identifies the mission and responsibilities of ASH Law Enforcement Assistance Program (LEAP) Special Agents.

Activity Target 1:

Draft an FAA Order that identifies the mission and responsibilities of ASH Law Enforcement Assistance Program (LEAP) Special Agents. Due September 30, 2014

Core Business Measure: Facility and Information Security

Improve the Facility Security Assessment/Inspection methodology by reducing the number of new "Other Findings" by 5%.

Core Business Initiative: Facility and Information Security

The ASH Security Division (AIN) supervises nationwide security program areas and provides program policy guidance, oversight and evaluations, and establishes activity targets. It provides operational Servicing Security Element (SSE) services to FAA Headquarters level customers and represents ASH and the FAA in various intradepartmental and inter-agency policy forums. AIN also supervises and provides Information Technology support to all ASH program levels and serves as the ASH Chief Information Officer.

Core Activity: Facility Security Management Program

AIN will analyze FAA facilities for security vulnerabilities that impact people, assets, or missions. AIN will identify protective measures as

Security Findings and will collaborate with ATO/AJW during the design and implementation of such measures. AIN will collect Security Incident data for reporting and presentation of FAA Stakeholders and for trends analysis, and design protective measures to inhibit or stop repeat occurrences.

Activity Target 1:

Conduct seven facility security assessments, inspections, and/or technical outreach visits at FAA Washington Headquarters-leased office spaces and Headquarters facilities located away from the primary Headquarters facility. Due September 30, 2014

Activity Target 2:

Present a quarterly report to the Director and Deputy Director, AIN that identifies either positive or negative trends in field report quality, based on total reports submitted as "Approved" to AIN-100, and on the number of individual findings opened or closed by FSRS users across ASH. Due September 30, 2014

Activity Target 3:

Host two technical informational or instructional presentations for FAA Facility Security Program personnel. Due September 30, 2014

Activity Target 4:

Conduct three field tests of an expanded Facility Security Assessment model. Due September 30, 2014

Activity Target 5:

In collaboration with AIN-500, field test a portable, tablet-based Facility Security Risk Assessment application. Due September 30, 2014

Core Activity: Classified National Security Information Program

Provides national program management and oversight of the following programs:

- o Classified National Security Information (CNSI) Program

- o Sensitive/Controlled Unclassified Information (S/CUI) Program

- o Communications (COMSEC) Security/Electronic Key Management System /Key Management Infrastructure (EKMS/KMI) Program

AIN develops policies and programmatic safeguards and controls for protection of classified national security and sensitive unclassified information from loss, compromise or unauthorized disclosure. It also national level program oversight, develops guidelines and provides training on managerial, technical and procedural safeguards for continuous monitoring and protection of classified and sensitive/controlled unclassified information through its lifecycle, in all forms and formats. It directly supports the FAA mission by protecting information that, if released to unauthorized persons, could damage the effectiveness and security of FAA personnel and resources and jeopardize the safety

of the traveling public dependent on the NAS. The division also serves as the SSE for Headquarters (AWA) facilities. Provides a secure classified environment for headquarters organizations/users of the Homeland Secure Data Network (HSDN).

Activity Target 1:

Provide at least one on-site program office security joint-inspection, SSE staff training or site assistance visit at each major joint-security office directorate. Due September 30, 2014

Activity Target 2:

Provide written guidance (containment, mitigation, follow-up reporting etc.) to SSE elements reporting loss, compromise or suspected compromises of CNSI within one hour of receipt of notification. Due September 30, 2014

Activity Target 3:

Develop CNSI training and inspection course curriculum with/for AWM focused on SSE and CISM responsibilities. Due September 30, 2014

Activity Target 4:

Conduct security inspection of all active CNSI safeguarding security control points (SCPs)/classification activities under ASH/AWA security cognizance, and document inspection/review results and required corrective actions to management within 30 days of inspection completion. Due September 30, 2014

Activity Target 5:

Provide assistance and briefings to other agencies and/or LOB as requested. Due September 30, 2014

Activity Target 6:

Responds to all external department and national level classified information program reporting requirements within required time-frame. Due September 30, 2014

Activity Target 7:

Review Contract Security Classification Specifications (DD Form 254) submitted to AIN for accuracy and provide guidance, concurrence or non-concurrence with rationale to FAA Contracting Officers within 72 working hours. Report review numbers to AIN-1 quarterly. Due September 30, 2014

Activity Target 8:

Develop Industrial Security Program training and outreach awareness program to educate FAA Contracting Officers and ASH Servicing Security Element special agents. Due September 30, 2014

Activity Target 9:

Develop an Industrial Security Program database to collect and maintain relevant Facility Security Clearance (FCL) information and related Contract Security Classification Specifications (DD Form 254) of FAA contracts that require access to classified national security information. Due

September 30, 2014

Activity Target 10:

Conduct a quarterly review of FAA Acquisition Management System (AMS) to validate that contracts that require access to classified national security information have an up-to-date Contract Security Classification Specification (DD Form 254). Submit quarterly report to AIN-1. Due September 30, 2014

Core Activity: Sensitive Unclassified Information/Controlled Unclassified Information (SUI/CUI) Program

Develops, interprets and implements agency policy, program security guides and SOP's for the S/CUI program that includes identifying, labeling, storage, dissemination, transmission and destruction of S/CUI in all forms and formats, in accordance with laws, national policy, federal regulations and OMB guidance.

Activity Target 1:

Represent FAA/ASH/AIN on various working groups and boards (NARA/ISOO CUI Advisory Council WG, NAS Data Release Board (NDRB), etc.) Due September 30, 2014

Activity Target 2:

Continue to extend the SUI/CUI program to region and center SSE organizations. Due September 30, 2014

Activity Target 3:

Provide assistance, reports, and briefings to other agencies and/or LOBs, as requested. Due September 30, 2014

Activity Target 4:

Evaluate and update current policies, procedures, and guidance, as needed. Due September 30, 2014

Activity Target 5:

Develop/update CUI policies, procedures, training, and guidance, as necessary, based on published ISOO national CUI policy. Due September 30, 2014

Activity Target 6:

Review and Respond to all Air Traffic Organization, NAS Data Release Board NDRB requests within 10 working days of receipt. Due September 30, 2014

Activity Target 7:

Respond to all requests for S/CUI destruction services requests within 1 working day of request. Due September 30, 2014

Activity Target 8:

Continue to provide S/CUI destruction program oversight. Including maintaining equipment inventory, tracking usage, and acting as liaison to DOT COTR. Due September 30, 2014

Activity Target 9:

Respond to all external department and national level program reporting requirements within established time parameters. Due September 30, 2014

Core Activity: Communications Security (COMSEC)/Electronic Key Management (EKMS)/Key Management Infrastructure (KMI) Program

Manages the centralized COMSEC/EKMS account and secure cryptographic keying facility for accounting, generation and distribution of classified [NSA Type 1] cryptographic keying material (EKMS/KMI) and hardware to protect classified information transmitted across the FAA network infrastructure, including secure voice communications, enabling secure data encryption across the FAA classified data and voice network communications infrastructure.

Activity Target 1:

Conducts COMSEC accounting inventory/reviews at each HQ facility that has an appointed COMSEC Responsible Officer. Due September 30, 2014

Activity Target 2:

Reviews all COMSEC inspections/security reviews conducted by field personnel with 30 days of completion in FSRs. Due September 30, 2014

Activity Target 3:

Complete all validated key orders within four (4) working days of request for classified cryptographic keys. Due September 30, 2014

Core Activity: Deploy guard look-up at Regional Offices

Install the capability for FAA security guards to validate the employment status and facility access authorization of FAA employees and contractors in real-time through the use of "guard look-up" at all 9 of the FAA regional headquarters buildings, the Mike Monroney Aeronautical Center, and the William J. Hughes Technical Center.

Activity Target 1:

Install the capability for FAA security guards to validate the employment status and facility access authorization of FAA employees and contractors in real-time through the use of "guard look-up" at all 9 of the FAA regional headquarters buildings, the Mike Monroney Aeronautical Center, and the William J. Hughes Technical Center. Due September 30, 2014

Core Activity: Design a New Facility Security Assessment Model

Design, test, and evaluate a new facility security assessment model that incorporates the baseline physical security measures identified by the

Interagency Security Committee, as well as the special security needs of FAA critical infrastructure and key resources.

Activity Target 1:

Design, test, and evaluate a new facility security assessment model that incorporates the baseline physical security measures identified by the Interagency Security Committee as well as the special security needs of FAA critical infrastructure and key resources. Due September 30, 2014

Core Business Measure: Personnel Security

The Personnel Security Division initiates and adjudicates employee and contractor initial background investigations; initiates and adjudicates periodic reinvestigations; issues security clearances for FAA employees; and provides program management and technical oversight for the personnel security program nationwide.

Core Business Initiative: Personnel Security

The Personnel Security program develops and/or implements policy, as required, for the FAA's Personnel Security Program, Contractor and Industrial Security Program. These programs support the agency by initiating and adjudicating all employee and contractor suitability and security requests. AIN is responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information. AIN serves as the adjudicative authority over all agency security clearance denials and revocations.

Core Activity: Background Investigations

AIN will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:

80% of initial contractor fingerprints will be adjudicated within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of contractor background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2014

Activity Target 3:

80% of employee fingerprints will be adjudicated within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 4:

Employee national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2014

Core Activity: International and Domestic Visitor Program

ASH Headquarters will develop and use an automated system to track international and domestic visitors visiting FAA facilities and will process international foreign visit requests within 5 days of receipt.

Activity Target 1:

AIN-100 will process foreign visit requests within 5 days of receipt. Due September 30, 2014

Activity Target 2:

AIN-100 will monitor use of the automated system nationwide and meet with key officials to discuss changes in requirements for the automated system. Due September 30, 2014

Activity Target 3:

AIN-100 will meet with key officials to begin automation of the domestic visitor program. Due September 30, 2014

Core Activity: Credentialing

ASH Headquarters will conduct program evaluations and inspections on the implementation of each credentialing program within the FAA to determine their compliance with FAA Orders 1600.25 and 1600.69, DOT Order 1680.3, and specific credential program orders.

Activity Target 1:

Conduct 3 inspections of current FAA Credentialing Programs. The inspections will be for ARP, AFS, and AOV. Due July 31, 2014

Core Activity: Revise and Implement the FAA's Security Clearance Policy

Revise and implement security clearance policy for use by all headquarters and field personnel security specialists that provides updated guidance and common standards for adjudication decisions.

Activity Target 1:

Revise and implement security clearance policy for use by all headquarters and field personnel security specialists that provides updated guidance and common standards for adjudication decisions. Due September 30, 2014

Core Business Measure: Common Identification Standard (CIS)

ASH shall continue to implement the Common Identification Standard as instituted by Homeland

Security Presidential Directive -- 12 (HSPD-12) agency-wide, to include DOT, in accordance with standards developed. ASH shall provide guidance and oversight on the issuance of all FAA Identification cards to include the PIV card, implementing new technologies and Federal policies and standards as they are developed.

Core Business Initiative: Common Identification Standard (CIS)

The Common Identification Standard (CIS) Program covers the spectrum of activities to comply with and take maximum advantage of the new federal CIS. By Presidential Order (HSPD-12) the federal government is adopting a government-wide CIS. Implementing guidance from OMB and technical specifications issued by the National Institute of Standards and Technology (NIST), pursuant to the Presidential Order require both the creation of new technical systems and changes in business practice for all elements of the FAA with respect to: (1) Verifying employee and contractor identity; (2) Increased and standardized criteria for background investigations on all employees and contractor personnel; (3) A significantly greater emphasis on maintaining the integrity of the initial employee identification and investigation process, requiring additional information being provided by the affected individuals and more direct contact between contractors and employees, on one hand, and professional security specialists on the other; (4) Development and deployment of a system to create and deliver new standardized identification media (cards) embodying advanced "smart card" technology to recipients; (5) Provisioning of these cards to make possible improvements in protection of personal privacy information, more effective and efficient physical facility security and data system cyber security, and potentially to achieve cost savings through automation of security control processes and efficiency gains through improved ability to use the new cards to allow the authorized cardholders to more easily access required data systems while at the same time restricting access to the facilities and systems to which the individuals require access.

Core Activity: ID Media

ASH shall provide guidance and oversight on the issuance of FAA Identification cards to include the PIV card.

Activity Target 1:

Reissue approximately 20,000 PIV cards to the employees and contractors who were issued PIV cards in 2009. Due September 30, 2014

Activity Target 2:

Keep HSPD-12 credentialing current with new technology and Federal Policy and Standards. Due September 30, 2014

Activity Target 3:

Work with AJW in getting a minimum of 10 FAA sites connected and automated using the PIV authentication Database. Due September 30, 2014

Activity Target 4:

Continue providing the necessary technical support to both the FSRM program for Physical Access and the Shared Services Organization (CIO Office) for Logical Access. Due September 30, 2014

Activity Target 5:

Conduct 3 inspections of current FAA Credentialing Programs. Due July 31, 2014

Activity Target 6:

Implement a Visitor Management System. This system allows for the FAA to accept other agencies PIV cards for Physical Access. Due September 30, 2014

Core Business Measure: Center and Executive Operations

Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key internal security activities. These activities are defined as (1) outreach efforts (weight=.05); (2) facility security inspections (weight=.3); (3) COMSEC inspections (weight=.05); (4) background investigations (weight=.3) and investigative timelines (weight=.3).

Core Business Initiative: Mike Monroney Aeronautical Center Internal Security Operations

The Security and Investigations Division, AMC-700 implements ASH internal security programs through the Internal Security Branch, AMC-750 which includes: personnel security programs, background investigations, internal investigations, identification media, facility security and communication security inspections and assessments. Regulatory Enforcement and external support programs are administered through the Regulatory Investigations Branch, AMC-760. These programs consist of the national DUI/DWI enforcement program, airmen/aircraft regulatory enforcement programs, and assistance rendered to federal, state, local law enforcement agencies, ASH Headquarters and field elements.

Core Activity: Background Investigations

AMC will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:

80% of contractor fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of employee fingerprints will be adjudicated, on average, within 10 days of receipt of the

fingerprint results. Due September 30, 2014

Activity Target 3:

80% of employee and contractor suitability investigations will be adjudicated within 60 days of the closing date of the OPM investigations. Due September 30, 2014

Activity Target 4:

80% of employee national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2014

Core Activity: Administrative Investigations

AMC will investigate allegations of misconduct by FAA employees and contractors.

Activity Target 1:

Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 2:

Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 workdays, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 3:

Complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Core Activity: Regulatory Investigations

AMC will conduct regulatory investigations on FAA certificated airmen with alcohol related motor vehicle actions reportable on their medical and under 14 CFR 61.15(e).

Activity Target 1:

Initiate preliminary regulatory investigations of airmen when information is received or made available that they are in alleged noncompliance with alcohol-related motor vehicle action reporting requirements within five business days 95% of the time. Due September 30, 2014

Activity Target 2:

Conduct a minimum of eight outreach activities to educate the aviation community about the reporting requirements of alcohol related motor vehicle actions. Due September 30, 2014

Activity Target 3:

Support the Civil Aviation Registry, located at the Aeronautical Center by conducting preliminary investigations on requests. If applicable,

coordinates and transfers the investigation to the applicable Joint Office of Security and Hazardous Materials or Flight Standards District Office for further investigation. Preliminary investigations and/or referrals to the Joint Office or Flight Standards will be accomplished within ten business days of receipt 95% of the time. Due September 30, 2014

Core Activity: Law Enforcement Assistance

AMC will support local, state, federal, tribal law enforcement and our regional counterparts by conducting and refer investigations on airmen and aircraft involved in illegal drug activity or who threaten National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:

Ensure initial response to inquiries from federal, state, local and tribal law enforcement, ASH headquarters and field elements within 24 hours of request 95% of the time. Due September 30, 2014

Activity Target 2:

Review annually all flagged files (airman, aircraft and medical) to validate requests. Due September 30, 2014

Activity Target 3:

Coordinate and review stolen aircraft data with the El Paso Intelligence Center (EPIC) on a monthly basis to ensure accuracy. Due September 30, 2014

Core Activity: Facility Security Management Program

AMC will conduct facility security assessments and inspections at AMC facilities to determine the status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:

Conduct facility security assessments at AMC facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2014

Activity Target 2:

Conduct facility security inspections at AMC facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2014

Activity Target 3:

Validate the implementation of security measures

at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2014

Core Activity: COMSEC and Classified Program Inspections

AMC will conduct Communications Security (COMSEC) inspections and inspect areas that store classified national security information to determine compliance with FAA Order 1600.8E, FAA Order 1600.2, and other relevant directives.

Activity Target 1:

Conduct COMSEC inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all COMSEC inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2014

Activity Target 2:

Conduct classified information inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2014

Core Activity: ID Media

AMC will issue PIV cards to eligible FAA employees and contractors.

Activity Target 1:

Issue Personal Identity Verification (PIV) compliant identification (ID) media to MMAC employees and contractors per FAA Order 1600.78. Due September 30, 2014

Activity Target 2:

Budget permitting, based on current staffing level of one Security Assistant and one contract employee, issue PIV compliant ID media to air traffic control students attending training at the FAA Academy (AMA). Due September 30, 2014

Activity Target 3:

Meet quarterly with AMA officials to evaluate the process of issuing PIV compliant ID media to air traffic control students and make operational changes as necessary. Due September 30, 2014

Core Business Initiative: William J. Hughes Technical Center Internal Security Operations

The Security and Investigations Division, ACT-8, will serve as the Servicing Security Element (SSE)/liaison between the FAA Tech Center and the many federal, state, municipal and private sector tenant organizations located within its campus. ACT-8 will

ensure compliance with all ASH security policies, regulations and orders in support of its mission to provide quality services, and in support of national security and the national aerospace system. This function will be carried out in a timely, professional, respectful and courteous manner, ensuring that our customers receive stellar services in a manner that reflects favorably on ASH and the FAA, consistent with a high performing, efficient organization.

Core Activity: Background Investigations

ACT will continue to support and administer the FAA's Personnel Security Program, and Contractor and Industrial Security Program by initiating and adjudicating all employee and contractor suitability and security requests. ACT is responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approve for security clearances and access to classified information. ACT will conduct background investigations on FAA employees and contractors using the electronic Questionnaire for Investigation Processing (eQIP).

Activity Target 1:

80% of contractor fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of employee fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 3:

80% of employee and contractor suitability investigations will be adjudicated within 60 days of the closing date of the OPM investigations. Due September 30, 2014

Activity Target 4:

80 % of employee national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2014

Core Activity: Facility Security Management Program

ACT will conduct facility security assessments and inspections at ACT facilities to determine the status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:

Conduct facility security assessments at ACT facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due

September 30, 2014

Activity Target 2:

Conduct facility security inspections at ACT facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2014

Activity Target 3:

Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2014

Core Activity: COMSEC and Classified Program Inspections

ACT will conduct Communications Security (COMSEC) inspections and inspect areas that store classified national security information to determine compliance with FAA Order 1600.8E, FAA Order 1600.2, and other relevant directives.

Activity Target 1:

Conduct COMSEC inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all COMSEC inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2014

Activity Target 2:

Conduct classified information inspections at FAA facilities as required by the Center workplan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones contained in the workplan. Due September 30, 2014

Core Activity: ID Media

ACT will issue PIV cards to eligible FAA employees and contractors. ACT will continue to support ASH's efforts to continue implementation of directives as stated in HSPD-12, to include the PIV card. Additionally, ACT will continue to serve as liaison between ASH and the Technical Center, as it pertains to the development and implementation of the Access Key Credentialing System (AKCS).

Activity Target 1:

Issue Personal Identity Verification (PIV) compliant identification (ID) media to ACT employees and contractors per FAA Order 1600.78. Due September 30, 2014

Activity Target 2:

Establish a PIV Card processing and issuance to

accommodate the PIV process for the swing and midnight shift FAA employees and contractors. Due September 30, 2014

Activity Target 3:

Continue to assist and provide guidance to the AKCS developers to ensure compliance with ASH policies, directives, and regulations as it pertains to the control, distribution and retrieval of access key cards to the federal and contractor workforce, as well as the various tenant organizations located on the Technical Center campus. Due September 30, 2014

Core Activity: ACT Wildlife Management

ACT will administer the security requirements pertaining to the wildlife management control-hunting program conducted on the ground of the William J. Hughes Technical Center (WJHTC).

Activity Target 1:

Maintain an initial activity report prior to commencement of hunting activities and an after-action report upon completion of the hunting season. Due September 30, 2014

Activity Target 2:

ACT will file an immediate report to Headquarters on any hunting accident or illegal hunting activity. A detailed report will be completed and forwarded within 24 hours. Due September 30, 2014

Core Business Measure: Eastern Joint Security and Hazardous Materials Safety Office (AHE): Inspections and Investigations

Maintain a level of service commensurate with 100% of the targets of key Hazmat Safety Program National Workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Business Initiative: Hazardous Materials - AHE

AHE hazardous materials agents will conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHE hazardous materials agents will conduct inspections of shippers of hazardous materials that were identified during routine comprehensive inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers that ship hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:

Conduct shipper and repair station inspections as identified in the Hazmat Safety Program National Workplan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the ADG Hazardous Materials workplan. Due September 30, 2014

Activity Target 2:

Conduct focused air carrier station inspections as identified in Hazmat Safety Program National Workplan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compared against interim milestones published in the Hazmat Safety Program National Workplan. Due September 30, 2014

Activity Target 3:

Utilize the NI2M to ensure consistency in conducting inspections and investigations. Due September 30, 2014

Activity Target 4:

Use trend analysis developed by AHE or in coordination with ADG to prioritize hazardous material field activities quarterly. Due September 30, 2014

Activity Target 5:

Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any required changes or approval within 45 calendar days of receipt. Due September 30, 2014

Activity Target 6:

Provide direct assistance to ADG and AWM in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy and development; providing associate staff for training; and the participation in pilot programs. Due September 30, 2014

Activity Target 7:

Work with air carriers, ADG, and AIN to implement a pilot program to determine the feasibility of aircraft operators electronically transmitting

shipping paper data. Due September 30, 2014

Activity Target 8:

Conduct inspections on shippers or air carriers requesting SP or CA determinations as part of the ADG review process. Due September 30, 2014

Core Activity: Outreach - Critical Commodities

AHE will better educate the public, industry, and air carriers to protect against the risks to life, property and the environment that are inherent in the transportation of hazardous materials in United States air commerce.

Activity Target 1:

Conduct an evaluation of outreach activities at the end of each quarter and compare against interim milestones contained in the Hazmat Safety Program National Workplan. Due September 30, 2014

Activity Target 2:

Conduct outreach activities to shippers of critical hazmat commodities as required, educating the public, industry, air carriers and aviation industry associations on the safe transportation of hazardous materials by air. Due September 30, 2014

Activity Target 3:

Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2014

Activity Target 4:

Participate in or conduct a regional or national Hazardous Materials Awareness Month Initiative. Due September 30, 2014

Core Activity: Investigations

AHE will prepare Enforcement Investigation Reports in accordance with the FAA Order 2150.3B, titled "Compliance and Enforcement Program."

Activity Target 1:

Complete 90% of all civil penalty cases within 90 calendar days. Due September 30, 2014

Core Activity: FAA Safety Management Program

AHE will support the ASH Hazardous Materials Safety Management Program's integration into FAA's air carrier Safety Management System to ensure that Hazardous Materials Regulatory oversight of Part 121 air carriers is consistent with FAA and ICAO obligations through coordination with the Regions and relevant FAA offices.

Activity Target 1:

Identify one cross-organizational Significant Safety Issues/Significant Risk Areas within the organizations area of responsibility. Due September 30, 2014

Core Business Initiative: Facility and Information Security - AHE

AHE will conduct assessments and inspections at FAA staffed facilities to determine compliance with FAA Orders 1600.69, 1600.8E, 1600.2, and applicable directives.

Core Activity: Facility Security Management Program

AHE will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:

Conduct facility security assessments at regional facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2014

Activity Target 2:

Conduct facility security inspections at regional facilities as required by FAA Order 1600.69 and scheduled in the Facility Security Reporting System. This activity will be measured against the completion of all assessments by the target date. Quarterly evaluations will be conducted to determine status throughout the year. Due September 30, 2014

Activity Target 3:

Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2014

Activity Target 4:

Conduct facility and information security outreach at FAA facilities as required. Due September 30, 2014

Activity Target 5:

Complete 80% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2014 and analyze the Incident Trending Report. Due September 30, 2014

Core Activity: Internal Security - COMSEC and Classified Program Inspections

AHE Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHE Facility Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:

Conduct COMSEC inspections at FAA facilities as required by the business plan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones. Due September 30, 2014

Activity Target 2:

Conduct classified information inspections at FAA facilities as required by the business plan. This activity target will be measured against the completion of all classified information inspections by the target date. Evaluations will be conducted at the end of each quarter and compared against interim milestones. Due September 30, 2014

Core Business Initiative: Internal Security and Investigations - AHE

AHE initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Allegations of Misconduct

AHE initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:

Complete 95% of Accountability Board, Safety Hotline, and Administrator's Hotline complaints investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 2:

Complete 95% of investigations based upon Department of Transportation, Office of Inspector General Hotline (DOT/OIG) complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 3:

Work with headquarters to review, develop and implement changes to the investigations program to improve timeliness and efficiency. Due September 30, 2014

Core Activity: Law Enforcement Assistance Program

AHE will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or

in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:

Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 days of knowledge of a conviction or notification by law enforcement. Due September 30, 2014

Activity Target 2:

Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 days of knowledge of that activity. Due September 30, 2014

Activity Target 3:

Provide LEAP training, assistance and briefings to Federal, state and local law enforcement agencies as requested. Provide assistance to other agencies as appropriate. Due September 30, 2014

Activity Target 4:

Each LEAP Agent will conduct a minimum of 4 ramp checks at general aviation airports each quarter, and will conduct ramp checks geographically in each state to validate airman certificates, aircraft certificates and aircraft registration. Due September 30, 2014

Activity Target 5:

Track all laser incidents weekly requiring LEAP support in the Investigations Tracking System (ITS) and assist law enforcement agencies and Flight Standards conducting laser incident investigations. Due September 30, 2014

Activity Target 6:

Utilize the Automatic Detection and Processing Terminal to Identify and track aircraft of interest for registration violations and for law enforcement. Due September 30, 2014

Core Activity: I.D. Media

AHE will support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:

Complete issuance and enabling process for FAA employees and contractors identified in the AHE area of responsibility to receive or renew the PIV card for FY2014. Due September 30, 2014

Activity Target 2:

Support DOT PIV card issuance at Regional Offices. Due September 30, 2014

Core Activity: Background Investigations

AHE Security Specialists support the Personnel Security Program, Contractor and Industrial Security Program by initiating and adjudicating all employee and contractor initial background investigations; initiating and adjudicating periodic reinvestigations;

and issuing security clearances for FAA employees within the Joint Office East.

Activity Target 1:

80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of contractor public trust investigations will be adjudicated, on average, within 60 days of the closing date of the OPM investigations. Due September 30, 2014

Activity Target 3:

80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 4:

80% of employee national security background investigations will be adjudicated within 30 days of the closing date of OPM investigations. Due September 30, 2014

Activity Target 5:

AHE will process all security background investigations through the use of the OPM eQIP system with 95% completion. Due September 30, 2014

Core Activity: Digital Media Analysis Program (DMAP)

Support the Digital Media Analysis Program in accordance with FAA Orders 1600.38 and 1600.20.

Activity Target 1:

Complete all digital forensic analysis requests accepted within 20 working days except those prolonged for reasons beyond forensic examiner's control. Due September 30, 2014

Core Business Measure: Central Joint Security and Hazardous Materials Safety Office (AHC) Inspections and Investigations

Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Business Initiative: Hazardous Materials - AHC

AHC Hazardous materials agents conduct inspections of shippers of hazardous materials that were identified

during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHC will conduct inspections of: Shippers of Hazardous Materials that were identified during routine air carrier inspections; Shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; Air carriers that ship hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:

Conduct shipper and repair station inspections as identified in the Hazmat Safety Program National Work Plan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones. Due September 30, 2014

Activity Target 2:

Conduct air carrier station inspections as identified in the Hazmat Safety Program National Work Plan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones. Due September 30, 2014

Activity Target 3:

Monitor the use of the NI2M to ensure consistency in conducting inspections and investigations. Due September 30, 2014

Activity Target 4:

Use the trend analysis developed and provided by ADG to prioritize hazardous material field activities quarterly. Due September 30, 2014

Activity Target 5:

Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any required changes or approval within 45 calendar days of receipt. Due September 30, 2014

Activity Target 6:

Provide direct assistance to ADG and AWM-100 in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy development; providing associate staff for training and the participation in pilot programs. Due September 30, 2014

Activity Target 7:

Conduct inspections on shippers or air carriers requesting SP or CA determinations as part of the

ADG review process as resources allow. Due September 30, 2014

Core Activity: Outreach - Critical Commodities

AHC will better educate the public, industry, and air carriers to protect against the risks to life, property and the environment that are inherent in the transportation of hazardous materials in United States air commerce.

Activity Target 1:

Conduct outreach activities to shippers of critical hazmat commodities as required by the Hazmat Safety Program National Work Plan. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2014

Activity Target 2:

Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2014

Core Activity: Investigations

AHC will prepare Enforcement Investigation Reports in accordance with the FAA Order 2150.3B, titled "Compliance and Enforcement Program."

Activity Target 1:

Complete 90% of all civil penalty hazardous materials investigations within 90 calendar days. Due September 30, 2014

Core Business Initiative: Facility and Information Security - AHC

AHC will conduct assessments and inspections at FAA staffed facilities to determine compliance with FAA Orders 1600.69, 1600.8, 1600.2, and applicable directives.

Core Activity: Facility Security Management Program

AHC will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:

Conduct facility security assessments at FAA facilities as required by FAA Order 1600.69 and measure against the completion of all facility security assessments by the target date. Evaluate at the end of each quarter to determine status throughout the year. Due September 30, 2014

Activity Target 2:

Conduct facility security inspections at FAA facilities as required by FAA Order 1600.69 and measure against the completion of all facility security inspections by the target date. Evaluate at the end of each quarter to monitor status throughout the year. Due September 30, 2014

Activity Target 3:

Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 working days of all findings being verified as closed. Due September 30, 2014

Activity Target 4:

Conduct information security outreach at FAA facilities. Due September 30, 2014

Activity Target 5:

Complete 80% of all incidents entered in Facility Security reporting System (FSRS) database for FY2014 and analyze the incident Trending report from FSRS database each quarter to determine if security briefings are required to address the specific incident types. Due September 30, 2014

Core Activity: Internal Security - COMSEC and Classified Program Inspections

AHC Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHC Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:

Conduct COMSEC inspections at FAA facilities as required by the Business Plan and measure against the completion of all COMSEC inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2014

Activity Target 2:

Conduct classified information inspections at FAA facilities as required by the Business Plan and measure against the completion of all Classified Information Program inspections by the target date. Evaluate at the end of each quarter and compare against interim milestones. Due September 30, 2014

Core Business Initiative: Internal Security and Investigations - AHC

AHC initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Background Investigations

AHC Security Specialists support the Personnel Security Core Business target by initiating and

adjudicating all employee and contractor initial background investigations; initiating and adjudicating periodic reinvestigations; and issuing security clearances for FAA employees within the Joint Office, Central.

Activity Target 1:

80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of contractor background investigations will be adjudicated by ASH or forwarded to the Office of Human Resources (AMH) within 60 days of the closing date of the OPM investigations. Due September 30, 2014

Activity Target 3:

80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 4:

80% of employee national security background investigations will be adjudicated by ASH or forwarded to Office of Human Resources (AMH) within 30 working days of the closing date of OPM investigations. Due September 30, 2014

Activity Target 5:

AHC will process all security background investigations through the use of OPM eQ IP system with 95% completion. Due September 30, 2014

Core Activity: Allegations of Misconduct

AHC initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:

Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 2:

Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, and complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 3:

Track laser incidents in ITS requiring LEAP

support; and assist law enforcement agencies and Flight Standards in conducting Laser incident investigations. Due September 30, 2014

Activity Target 4:

Work with Headquarters, AEO, AHE and AHW to review, develop and implement changes to the investigations program to improve timeliness and efficiency. Due September 30, 2014

Core Activity: Law Enforcement Assistance Program

AHC will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:

Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 work days of knowledge of a conviction or notification by law enforcement. Due September 30, 2014

Activity Target 2:

Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 work days of knowledge of that activity. Due September 30, 2014

Activity Target 3:

Conduct ramp checks at general aviation airports to validate airman certificates and aircraft certificates and registration. Due September 30, 2014

Activity Target 4:

Provide training, assistance and briefings to federal, state and local agencies, and other external and internal customers as requested. Due September 30, 2014

Core Activity: I.D. Media

AHC will support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:

Continue issuance of PIV cards to include renewals for all FAA employees and contractors as required. Due September 30, 2014

Activity Target 2:

Support DOT PIV card issuance at Regional Offices. Due September 30, 2014

Core Business Measure: Western Joint Security and Hazardous Materials Safety Office (AHW): Inspections and Investigations

Maintain a level of service commensurate with 100% of the targets of key workplan activities. This performance measure is reflected as a percentage derived from the weighted average of key Hazmat and Internal Security activities. These activities are defined as (1) shipper and repair station inspections (weight = .2); (2) air carrier inspections (weight = .2); (3) outreach efforts (weight = .05); (4) facility security inspections (weight = .2); (5) COMSEC inspections (weight = .05); (6) background investigations (weight = .2); and investigative timelines (weight = .1).

Core Business Initiative: Hazardous Materials - AHW

AHW hazardous materials agents conduct inspections of shippers of hazardous materials that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers and repair stations that ship hazardous materials by air.

Core Activity: Inspections

AHW will conduct inspections of the following: shippers of hazardous materials by air that were identified during routine air carrier inspections; shippers of hazardous materials by air that have been prioritized into risk-based categories using information shared with all DOT modal administrations; air carriers that ship hazardous materials; and repair stations that ship hazardous materials by air.

Activity Target 1:

Conduct shipper and repair station inspections as identified in the AHW Hazardous Materials workplan and measure against the completion of all shipper and repair stations by the target date. Evaluate at the end of each quarter and compare against interim milestones published in the Hazardous Materials workplan. Due September 30, 2014

Activity Target 2:

Conduct air carrier station inspections as identified in the AHW Hazardous Materials workplan and measure against the completion of all air carrier station inspections by the target date. Evaluate at the end of each quarter and compared against interim milestones published in the AHW Hazardous Materials workplan. Due September 30, 2014

Activity Target 3:

Use trend analysis developed by AHW or in support of ADG to prioritize hazardous material field activities quarterly. Due September 30, 2014

Activity Target 4:

Review all air carrier Hazardous Material training programs and manuals submitted by the Flight Standards office holding the air carrier certificate and notify the Flight Standards office of any

required changes or approval within 45 calendar days of receipt. Due September 30, 2014

Activity Target 5:

Provide direct assistance to ADG and AWM in support of national and international hazardous materials program initiatives. Some examples include: serving on national work groups; providing technical expertise on special permits and approvals; assisting in policy development; providing associate staff for training; and, the participation in pilot programs. Due September 30, 2014

Activity Target 6:

Monitor the use of the NI2M on a quarterly basis to ensure consistency in conducting inspections and investigations as identified in the AHW Hazardous Materials workplan. Due September 30, 2014

Activity Target 7:

Conduct inspections on shippers or air carriers requesting SP or CA determinations as part of the ADG review process, as resources allow. Due September 30, 2014

Core Activity: Outreach - Critical Commodities

AHW will better educate the public, industry, and air carriers in the safe transportation of Hazardous Materials by air.

Activity Target 1:

Conduct outreach activities to shippers of critical hazmat commodities as required by the AHW workplan and evaluate at the end of each quarter and compare against interim milestones contained in the workplan. Due September 30, 2014

Activity Target 2:

Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2014

Core Activity: Investigations

Complete 90% of all hazardous materials investigations within 90 calendar days.

Activity Target 1:

Complete 90% of all civil penalty hazardous materials investigations within 90 calendar days. Due September 30, 2014

Core Business Initiative: Facility and Information Security - AHW

AHW supervises AAL, ANM and AWP security program areas and provides guidance and oversight to FAA AAL, ANM and AWP customers. The outreach for facility and information security will ensure the FAA AAL, ANM and AWP customers are well informed on the security policies and requirements.

Core Activity: Facility Security Management Program

The Joint Security and Hazardous Materials Office, West will conduct facility security assessments and inspections at FAA staffed facilities to determine status of the facility security management program and compliance with FAA Order 1600.69.

Activity Target 1:

Conduct facility security assessments at FAA facilities as required by the AHW workplan and measure against the completion of all facility security assessments by the target date. Evaluate at the end of each quarter and compare against the AHW workplan. Due September 30, 2014

Activity Target 2:

Conduct facility security inspections at FAA facilities as required by the AHW workplan and measure against the completion of all facility security inspections by the target date. Evaluate at the end of each quarter and compare against the AHW workplan. Due September 30, 2014

Activity Target 3:

Conduct facility security outreach at FAA facilities as required by the AHW workplan. Due September 30, 2014

Activity Target 4:

Conduct information security outreach at FAA facilities as required by the AHW workplan. Due September 30, 2014

Activity Target 5:

Complete 80% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2014 and analyze the Incident Trending Report each quarter to determine if security briefings are required to address the specific incident types. Due September 30, 2014

Activity Target 6:

Validate the implementation of security measures at FAA facilities and accredit 90% of facilities within 15 days of all findings being verified as closed. Due September 30, 2014

Core Activity: Internal Security - COMSEC and Classified Program Inspections

AHW Security Agents will conduct Communications Security (COMSEC) inspections at FAA facilities to determine their compliance with FAA Order 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives. AHW Security Agents will also inspect all areas that store classified national security information to determine compliance with FAA Order 1600.2 and other applicable directives.

Activity Target 1:

Conduct COMSEC inspections at FAA facilities as required by the AHW workplan and measure against the completion of all COMSEC inspections by the target date. Evaluate at the end of each

quarter and compare against the AHW workplan. Due September 30, 2014

Activity Target 2:

Conduct classified information inspections at FAA facilities as required by the AHW workplan and measure against the completion of all Classified Information Program inspections by the target date. Evaluate at the end of each quarter and compare against the AHW workplan. Due September 30, 2014

Core Business Initiative: Internal Security and Investigations - AHW

AHW initiates and adjudicates all employee and contractor suitability and security requests; initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen; conducts regulatory investigations on all airmen and aircraft; and supports the implementation of the Common Identification Standard.

Core Activity: Background Investigations

AHW Security Agents support the Personnel Security Core Business target by initiating and adjudicating all employee and contractor suitability and security requests. They are responsible for processing all required reinvestigations for persons occupying national security and high risk positions and for providing national security indoctrination briefings and debriefings to employees approved for security clearances and access to classified information within the Joint Security and Hazardous Materials Office, West.

Activity Target 1:

80% of contractor fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 2:

80% of initial Public Trust and National Security (except for Critical Sensitive) cases initiated within 10 days. Due September 30, 2014

Activity Target 3:

80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2014

Activity Target 4:

80% of initial Critical Sensitive National Security cases initiated within 10 days. Due September 30, 2014

Core Activity: Allegations of Misconduct

AHW initiates and conducts investigations on FAA employees, contractors, non-employees and certificated airmen suspected of violating various FAA orders and regulations. The types of investigations include Administrative, Civil, Regulatory and other Special Inquiries.

Activity Target 1:

Complete 95% of all Accountability Board investigations within 30 work days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 2:

Complete 95% of all investigations based upon Safety Hotline complaints and Administrator's Hotline complaints within 30 work days, and complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's various specified times of 30, 60, or 90 days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2014

Activity Target 3:

Work with Headquarters, AEO, AHE and AHC to review, develop and implement changes to the investigations program to improve timeliness and efficiency. Due September 30, 2014

Activity Target 4:

Complete misconduct investigations of all FAA employees and contractors, other than Accountability Board and hotline complaints, within an average of 52 days excluding those prolonged beyond the investigator's control. Due September 30, 2014

Activity Target 5:

Track laser incidents in ITS requiring LEAP support and assist Law Enforcement Agencies and Flight Standards in conducting laser incident investigations. Due September 30, 2014

Core Activity: Law Enforcement Assistance Program

AHW will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or in threatening National Security by using the National Airspace System to commit criminal acts.

Activity Target 1:

Initiate regulatory investigations on 95% of all airmen involved in sale or distribution of illegal drugs within 30 days of knowledge of a conviction or notification by law enforcement. Due September 30, 2014

Activity Target 2:

Initiate regulatory investigations on 95% of all aircraft involved in illegal activity within 30 days of knowledge of that activity. Due September 30, 2014

Activity Target 3:

Provide training, assistance and briefings to federal, state and local agencies, and other external and internal customers as requested. Due September 30, 2014

Activity Target 4:

Conduct ramp checks at general aviation airports to validate aircraft certificates and/or airman certificates and registrations. Due September 30, 2014

Core Activity: I.D. Media

AHW will support AIN in the implementation of the Common Identification Standard instituted by Homeland Security Presidential Directive -- 12 (HSPD-12) in accordance with standards developed.

Activity Target 1:

Continue issuance of PIV Cards to all FAA employees and contractors as required. Due September 30, 2014

Activity Target 2:

Support DOT PIV card issuance at Regional Offices as required. Due September 30, 2014

Core Business Measure: Internal Policy, Standards and Efficiencies

Develop and revise policy, standards and educational materials for all Internal Security Program areas to ensure efficiency and compliance with regulatory requirements.

Core Business Initiative: Internal Security Policy, Standards and Efficiencies

The Internal Security Policy and Standards Program ensures all AIN policies and security awareness programs are developed to ensure compliance with all Departmental, Federal and Legislative requirements. The program also ensures the policies and standards are correctly and uniformly applied through the FAA. This is accomplished through program evaluations, security awareness products and informational briefings to FAA employees and contractors.

Core Activity: Internal Security Policy Development and Revision

Develop and revise policies and procedures for various FAA programs.

Activity Target 1:

Update policies and procedures for the FAA's Classified National Security Information (CNSI) Program. Due September 30, 2014

Activity Target 2:

Update policies and procedures for the FAA's Facility Security Program. Due September 30, 2014

Activity Target 3:

Update policies and procedures for the FAA's Visitor Program. Due September 30, 2014

Core Activity: Internal Security Program Efficiencies

Conduct internal security program reviews to achieve efficiencies.

Activity Target 1:

Conduct a review of one function within an internal security program area to identify measures needed to achieve efficiencies. Due September 30, 2014

Core Business Measure: Intelligence Evaluations

The Intelligence and Threat Analysis Division (ITAD) provides critical evaluated intelligence assessments to senior FAA leadership in support of operational and policy decision-making. It supports the Washington Operations Center Complex/Domestic Events Network (WOCC/DEN) in support of the security and safety of the National Airspace System. ITAD conducts daily liaison with the Intelligence Community (IC) and national-level Defense, Homeland Security and Law Enforcement (LE) Communities, and provides these agencies with aviation intelligence expertise and analysis.

Core Business Initiative: Intelligence Evaluations

The Intelligence and Threat Analysis Division (ITAD) serves as the FAA's lead on all security threats to the National Airspace System, FAA mission areas, FAA regulated air carrier/operator flights, FAA certificated airmen, and the flying public both domestically and in international locations. ITAD provides intelligence support to the FAA Administrator, Executive Leadership Team, Lines of Business and Staff Offices, Crisis Response Working Group/Crisis Response Steering Group, ASH security directors/managers/regional offices, and to FAA employees assigned to or travelling within high threat countries. ITAD works in concert with the Special Activities and Law Enforcement Support Division and the Department of Transportation in conducting liaison to the Intelligence Community (IC) and national-level Law Enforcement (LE) Community, and provides these agencies with aviation intelligence expertise and analysis. Within ITAD is the Current Intelligence Threat Evaluation Watch (CITE Watch). The CITE Watch provides intelligence support to the 24/7 Washington Operations Center Complex/Domestic Events Network (WOCC/DEN) through threat identification, warning and assessment, and constant liaison with IC/LE agencies. The CITE Watch evaluates both classified and open source intelligence to provide tailored intelligence support to FAA leadership and the WOCC /DEN during aviation security/safety incidents and National Special Security Events, and direct support to FAA's air traffic security programs and ASH security investigations.

Core Activity: Core Activity: Intelligence Analysis, Coordination and Facilitation

Evaluate intelligence and aviation security event information, and provide direct and tailored intelligence and security support to FAA senior leadership, lines of business, program offices, ASH joint office directors, and overseas representatives.

Activity Target 1:

Support 95% of Crisis Response Working Group (CRWG) meetings and Crisis Response Steering Group (CRSG) meetings with relevant threat intelligence information. Interact weekly with US Transportation Command (USTRANSCOM) and Air Mobility Command intelligence elements regarding U.S.-flagged air carrier contract operations in conflict zones. Due September 30, 2014

Activity Target 2:

Provide FAA Executives one threat briefing weekly for 50 weeks of the fiscal year, and provide additional briefings as requested by FAA Executives, or as required by developing events. Due September 30, 2014

Activity Target 3:

Represent FAA in six interagency intelligence meetings, or working groups during the fiscal year. Due September 30, 2014

Activity Target 4:

Provide 24/7 intelligence watch support to the Domestic Events Network (DEN) and the WOCC. Due September 30, 2014

Activity Target 5:

Participate in a minimum of 365 National Counterterrorism Center Secure Video Conferences. Due September 30, 2014

Activity Target 6:

Through SIPRnet and/or HSDN connectivity, provide intelligence summaries weekly to the joint office directors. Due September 30, 2014

Core Business Initiative: National Security Support and Intelligence Evaluations

The Special Activities and Law Enforcement Support Division (AEO-300) coordinates and supports US Government National Security initiatives and operations as they pertain to the Federal Aviation Administration. The Division serves as the FAA focal point for matters involving the Department of Defense, Intelligence Community and National/State and local level Law Enforcement and is the responsible agent for providing operational support to sensitive national defense and sensitive law enforcement operations. AEO-300 is building Counterintelligence and Insider Threat programs to minimize the exploitation of personnel, programs, and information by foreign intelligence services, identify vulnerabilities that may

be exploited, and maintain a defensive capability to mitigate these risks to the FAA. AEO-300 also provides intelligence and security briefings to FAA senior leadership, lines of business, program offices, and overseas representatives, and brokers information from relevant counterintelligence sources to facilitate security-related decision making, and provides defensive travel briefings to FAA Sensitive Compartmented Information (SCI) indoctrinated personnel traveling abroad. AEO-300 is also responsible for the implementation and management of FAA's SCI Program, which includes the nomination, adjudication, and indoctrination of personnel for SCI access, and oversight for all construction, certification, and management of SCI facilities within FAA. Lastly, the Division is responsible for managing and protecting FAA's SCI programs, including networks, circuits, JWICS access, telecommunications and data.

Core Activity: Sensitive Compartmented Information (SCI) Management

Implement and manage FAA's SCI Program, through the nomination, adjudication, and indoctrination of personnel for SCI access.

Activity Target 1:

Review 99% of SCI request packages for suitability determination within seven business days. Due September 30, 2014

Activity Target 2:

Send 99% of SCI request packages meeting suitability determinations to the relevant security authority within five business days. Due September 30, 2014

Core Activity: Support to Special Projects

Provide operational support to sensitive national defense and sensitive national, state and local law enforcement operations, as well as support to the El Paso Intelligence Center (EPIC).

Activity Target 1:

Respond to 100% of requests for operational support from external customers within four business days. Due September 30, 2014

Activity Target 2:

Conduct quarterly liaison visits with relevant external customers or intelligence community members. Due September 30, 2014

Activity Target 3:

Represent FAA in six customer support meetings or working groups, either internal to FAA or with external customers during the fiscal year. Due September 30, 2014

Core Activity: Counterintelligence Program Support

Conduct defensive counterintelligence activities, which will foster an open exchange of sensitive and classified national security intelligence with senior-

level FAA decision makers and key FAA personnel.

Activity Target 1:

Provide at least monthly counterintelligence (espionage, economic espionage or foreign intelligence threat) subject matter briefings to FAA senior staff, or LOB/SO executives to include Regional Administrators or Center Directors and their management teams, either at HQ or at the Regions. Due September 30, 2014

Activity Target 2:

Conduct three liaison meetings with members of the U.S. Counterintelligence Community and other federal partner agencies on a quarterly basis. Due September 30, 2014

Core Activity: Cyber Intelligence Support

Provide the agency with intelligence on cyber threats to the NAS, mission, and administrative systems.

Activity Target 1:

Provide FAA decision makers with intelligence on cyber threats to the NAS, mission, and administrative systems by providing quarterly updates to AIO, AIS, and other FAA Executives. Due September 30, 2014

Core Activity: Insider Threat

Establish an Intra-agency working group to draft an implementation plan for the FAA Insider Threat Hub that addresses the mandates of E.O. 13587 - National Insider Threat Policy and Minimum Standards for Executive Branch; determine existing systems and data sets that could assist in identifying to the FAA Insider Threat Hub those individuals who may pose an insider threat to the agency, one of the minimum requirements of the E.O.

Activity Target 1:

Inform the Management Board of the requirements of E.O. 13587 - The National Insider Threat Policy and Minimum Standards for the Executive Branch. Due September 30, 2014

Activity Target 2:

Provide Insider Threat orientation/training to inform identified Hub members. Due September 30, 2014

Activity Target 3:

Attend 90 percent of interagency meetings on Insider Threat to which FAA is invited as funding and resources will allow. Due September 30, 2014

Activity Target 4:

Draft an Insider Threat Implementation Plan for the FAA Insider Threat Hub. Due September 30, 2014

Core Business Measure: Commercial Air Carrier Fatality Rate

Reduce the commercial air carrier fatalities per 100 million persons on board by 24 percent over 9-year period (2010-2018). No more than 6.2 in 2018. FY 2014 Target: 7.2

Core Business Initiative: Hazardous Materials Safety

Improve the safety of transporting hazardous materials by air.

Core Activity: Hazardous Materials Safety Regulations

ASH will enforce the hazardous materials regulations issued by the Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) and implement strategic safety initiatives to strengthen those regulations. ADG will continue to implement strategic safety initiatives for the transport of hazardous materials in aviation by initiating studies, rulemakings and other documentation, and in partnership with PHMSA, other lines of business, and other government agencies as required, assist with rulemaking.

Activity Target 1:

Support rulemaking and other initiatives related to transport of hazardous materials by air, in partnership with PHMSA, other FAA lines of business, and other government agencies as required. Support activities include, but are not limited to, conducting studies, performing research, collecting data, providing technical expertise on the transport of hazardous materials by air, and assisting with other rulemaking activities. Due September 30, 2014

Activity Target 2:

Review air mode special permits and approvals requests, with the goal of responding to PHMSA on 80% of actionable applications within 30 days of receipt from PHMSA. Due September 30, 2014

Core Business Measure: IT Risk Management and Information Systems Security

Utilize Continuous Diagnostics and Mitigation (CDM) capabilities to continuously enhance our ability to prevent, deter, detect, and respond to cyber attacks against the FAA's infrastructure for 95% of non-NAS IP-based systems and pilot CDM capabilities on a NAS IP-based system. Due by September 30, 2014.

Core Business Initiative: Prevent Cyber Security Disruptions (CIP#:M31.00-00)

Continuous Diagnostics and Mitigation (CDM) solutions and services will progressively improve the risk posture of agency IT assets. The goal is to develop plans and deploy sensors and services to

implement CDM hardware asset management and software asset management capabilities for 95% of non-NAS IP-based systems. Due by September 30, 2014.

Core Activity: Deploy Phase I Sensors, Services, and Infrastructure

The FAA will implement solutions and services to achieve Continuous Diagnostics and Mitigation (CDM) endpoint integrity goals of managing: hardware, software, configuration settings, and known vulnerabilities. The FAA will coordinate with the DOT Chief Information Officer and Chief Information Security Officer to develop a policy plan to transition from manual cyber security practices toward automated CDM. The plan will support anticipated OMB policy changes in support of CDM.

Activity Target 1:

Assist in the establishment of a baseline of non-NAS IP-based hardware and software IT assets. Due April 30, 2014

Activity Target 2:

Assist in the development of an agency plan to transition from manual cyber security practices toward automated CDM. Due September 30, 2014

Deliver Benefits Thru Technology/Infrastructure

ASH does not have any specific goals that align directly to the goal Aviation Access, therefore we have not listed any specific initiatives under this goal.

Core Business Measure: Drive Continuous Efficiency Improvement & Cost Control

Achieve documented cost savings and cost avoidance of \$41.53 million in FY 2014.

Core Business 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: ATO cost per controlled flight, staff office overhead rates and cost per accounting transaction.

Core Activity: ASH Efficiency Measure: Completion of Inspection and Investigation Activities

ASH will report to ABA quarterly on the percentage of inspections and investigations completed within the required timeframes as identified by Regional Work plans. These activities include hazmat inspections, facility inspections, communications security inspections and tracked investigations.

FY 2014 Target: 90% completion of all tracked activities and an activity per agent ratio of 82.4

Activity Target 1:

Report quarterly to ABA on the completion of inspections and investigations. Due Dates are 10/31/2013 (FY13 Quarter 4), 01/31/2014, 04/30/2014, and 07/31/2014 (FY14 Quarters 1-3). Due September 30, 2014

Activity Target 2:

Provide updated FY 2015 measure template for review and approval, allowing sufficient time to be included in the FY 2015 Business Plan. Due May 15, 2014

Core Business Initiative: Security Efficiencies/Services

AIT's Information Security Efficiencies/Services will provide key information and insight for improving performance of information security programs. These efficiencies/services will provide resources necessary to properly secure agency information and information systems.

Core Activity: FAA IT Continuity of Operations (COOP) Services

The Continuity of Operations (COOP) Services identifies and ensures essential/critical IT Systems and Services are available that allow the FAA to accomplish its Mission. It ensures and validates continuity readiness through integrated continuity training, testing, and exercises. An FAA-wide IT COOP plan is essential to ensure critical IT services are available during emergencies.

Activity Target 1:

Assist with completing the FAA-wide IT Continuity of Operations (COOP) Plan and submit for approval by the IT Shared Services Committee. Due March 31, 2014

Core Activity: Security and Privacy Response Service

The Security and Privacy Response Service provides continuous monitoring of events and an immediate response to incidents and breaches. The incident response process initiates and coordinates appropriate responses and includes ownership of the incident management process and management of communication both internally and externally as required for incidents. The Office of Information Security and Privacy will develop a Cyber Incident Notification process for the FAA.

Activity Target 1:

Assist in the development of a process that collaboratively integrates elements of threat, vulnerability, and consequence from all stakeholders to enable FAA leaders to make timely and well-informed decisions that will protect FAA mission essential functions. Due April 30, 2014

Activity Target 2:

Assist with the Draft Cyber Incident Process to, which will be submitted to AIS-1. Due June 30,

Core Business Measure: Small Business and Corporate Citizenship

Award at least 25% of the total direct procurement dollars to small businesses, thereby promoting small business development and good corporate citizenship by September 30, 2014.

Core Business Initiative: Award Procurement Dollars

Award at least 25% of the total direct procurement dollars to small businesses, thereby promoting small business development and good corporate citizenship.

Core Activity: Awarding of Procurement Dollars

Award at least 25% of the total direct procurement dollars to small businesses, thereby promoting small business development and good corporate citizenship.

Activity Target 1:

Participate in one outreach event or program. Due September 30, 2014

Activity Target 2:

In accordance with P.L. 95-507 and the agency's Small Business goal: FAA will award at least 25% of the total agency's direct procurement dollars to Small Businesses. Due September 30, 2014

Core Business Measure: Support Sustainability and Environmental Objectives

Achieve at least 3 out of 4 initiatives in the FY14 business plan: 1) ARC: Fleet Management, 2) ARC: Water Management, 3) AIT: IT Greening and 4) ACQ: Green Purchasing. Due September 30, 2014

Core Business Initiative: NAT: Fleet Management

Reduce FY-2014 agency petroleum consumption by government fleet vehicles by 18% from the FY-2005 baseline, a maximum consumption of 2,286,254 gasoline-equivalent units. In accordance with Executive Order 13514, federal agencies must reduce vehicle fleet petroleum consumption at a minimum of 2% annually through FY-2020, relative to a FY-2005 baseline.

Core Activity: Fleet Management

In accordance with Executive Order 13514, support the Agency to achieve an 18% decrease in vehicle fleet petroleum consumption over the FY2005 baseline.

Activity Target 1:

The FY14 ASH target is not to exceed the maximum petroleum consumption of 31,120 gasoline gallon equivalents (GGEs). Due September 30, 2014

Empower and Innovate with the FAA's People

Providing quality service that is responsive to our customers within the FAA and industry is our standard. Our organization will continue to operate with integrity while being mission-focused, high-performing, and extremely dedicated. We are proud to be a part of the FAA family and will strive to ensure the FAA and the ASH organization are successful in accomplishing their mission.

Core Business Measure: Hiring and Accommodating People with Disabilities

Support the Department of Transportation's hiring and onboard goal to increase the representation of people with targeted (severe) disabilities in the workforce by ensuring that at least 1.67% of all FAA new hires are PWTB and reporting quarterly on the specific number of new PWTB hires. Additionally, LOBs/SOs will work collaboratively to improve the efficiency and timeliness of reasonable accommodation by processing 90% of reasonable accommodation requests within 25 business days from the date received.

Core Business Initiative: Hiring and Accommodating People with Disabilities

Ensure that 1.67% of all new hires are PWTB (severe disabilities) and that 90% of reasonable accommodation requests are processed within 25 business days from date received.

Core Activity: Hiring and Accommodating People with Disabilities

Ensure that 1.67% of all new hires are PWTB (severe disabilities) and that 90% of reasonable accommodation requests are processed within 25 business days from date received, in accordance with FAA policy.

Activity Target 1:

Report quarterly on the specific number of new PWTB hired and the actions taken to ensure that at least 1.67% of all new hires are people with targeted (severe) disabilities. Due September 30, 2014

Activity Target 2:

Process 90% of reasonable accommodation requests within 25 business days from date received. Due September 30, 2014

Core Business Initiative: AHE Support - Hiring and Accommodating People with Disabilities

Ensure that 90% of reasonable accommodation requests are processed within 25 business days from date received.

Core Activity: Hiring and Accommodating People with Disabilities

Support AWM to ensure ASH processes 90% of reasonable accommodation requests within 25 business days from date received.

Activity Target 1:

Support AWM to ensure ASH processes 90% of reasonable accommodation requests within 25 business days from date received. Due September 30, 2014

Core Business Measure: EEO Training

Assist Agency efforts to create a FAA culture in which managers and employees understand their role in creating and maintaining an inclusive workplace, by ensuring that 60% of management and 10% of employees complete EEO Training.

Core Business Initiative: Prevent Discrimination through EEO Training

Ensure that 60% of management and 10% of employees complete EEO Training. Managers and employees are encouraged to complete EEO Training courses that are listed as part of the Diversity and Inclusion Core Curriculum. EEO training will be offered through various methodologies, including on-site, instructor-led training when funding permits.

Core Activity: EEO Training

Ensure that 60% of management and 10% of employees complete EEO Training. Managers and employees are encouraged to complete EEO Training courses that are listed as part of the Diversity and Inclusion Core Curriculum. EEO training will be offered through various methodologies, including on-site, instructor-led training when funding permits.

Activity Target 1:

Ensure that 60% of managers and 10% of employees complete EEO Training. Due September 30, 2014

Core Business Measure: Workforce Planning

Ensure that skilled staff are available to support the mission by updating organizational workforce plans for mission critical positions; implementing the conflict coach program; and implementing the ASH dispute resolution process.

Core Business Initiative: ASH Human Resources Management Function

The Workforce Services Division provides human resource guidance and procedures specific to Security and Hazardous Materials Safety. Our goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning, and consults on reorganizations, recruitment and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, performance issues, work schedules, and leave management. The staff also serves as liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resource Management - ASH Orientation and Onboarding Program

AWM will design, develop and implement an orientation and onboarding program for the ASH organization.

Activity Target 1:

Implement Orientation and Onboarding Program. Due June 1, 2014

Core Activity: Mentorship Program

AWM will develop a mentorship program for new managers as part of the ASH orientation process.

Activity Target 1:

Develop management mentorship program by September 30, 2014. Due September 30, 2014

Core Activity: Internal Alternative Dispute Resolution Process

AWM will establish an internal resolution dispute resolution process for ASH.

Activity Target 1:

Establish informal process of mediation to present to management team by March 1, 2014. Due March 1, 2014

Activity Target 2:

Conduct informal mediation sessions when required for ASH employees/managers. Due September 30, 2014

Core Activity: Telework Program

AWM will support DOT and FAA Telework initiatives.

Activity Target 1:

Provide monthly telework reports to ASH management team. Due September 30, 2014

Activity Target 2:

Participate in all scheduled DOT/FAA Teledot exercises Due September 30, 2014

Core Business Initiative: AHE Support - ASH Human Resources Management Function

AHE supports the role of the Training and Workforce Resources Staff which provides human resource guidance and procedures specific to Security and Hazardous Materials Safety. The goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. AHE will implement reorganizations, recruitment and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resources Management - ASH Orientation and Onboarding Program

AHE will support the Workforce Services Division with the implementation of an orientation and onboarding program for the ASH organization.

Activity Target 1:

Support AWM with the implementation of an orientation and onboarding program for the ASH organization. Due September 30, 2014

Core Activity: Internal Alternative Dispute Resolution Process

AHE will support the Internal Alternative Dispute Resolution Process.

Activity Target 1:

AHE will support the Internal Alternative Dispute Resolution Process through participation in informal mediation sessions for employees and managers when requested. Due September 30, 2014

Core Activity: Telework Program

AHE will support FAA and ASH Telework initiatives.

Activity Target 1:

Provide telework reports to AWM when requested. Due September 30, 2014

Activity Target 2:

Participate in all scheduled FAA/ASH Teledot exercises Due September 30, 2014

Core Business Initiative: AHC Support - ASH Human Resources Management Function

AHC supports the role of the Workforce Management and Administration (AWM) staff which provides human resource guidance and procedures specific to Security and Hazardous Materials. AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. Each Joint Office will implement reorganizations, recruitment processes and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO programs within ASH.

Core Activity: Human Resource Management - Workforce Planning

AHC will assist with and support the adoption of the Workforce Planning Model for the ASH Organization; assist with the ASH Succession Plan; identify and allocate positions for upward mobility; complete the assessment of the FY 2011 plan; update organizational workforce plans for mission critical positions; and, initiate, review and update ASH job documentations.

Activity Target 1:

Assist with the update of area workforce plans for mission critical positions. Due September 30, 2014

Core Activity: Employee Relations

AHC will support the establishment of a conflict coach program and the development of a dispute resolution process.

Activity Target 1:

Support ASH's dispute resolution process. Due September 30, 2014

Core Business Initiative: AHW Support - ASH Human Resources Management Function

AHW supports the role of the Training and Workforce Resources Staff (AWM) which provides human resource guidance and procedures specific to Security and Hazardous Materials. AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The staff oversees implementation of human resources policies within ASH, conducts workforce planning. Each Joint Office will implement reorganizations, recruitment processes and selection, pay administration, performance management, awards and recognition, conduct and discipline issues, work schedules, and leave management. The staff is also liaison with ACR for implementation of model EEO

programs within ASH.

Core Activity: Employee Relations

ASH will support the establishment of a conflict coach program and the development of a dispute resolution process.

Activity Target 1:

Support ASH's dispute resolution process. Due September 30, 2014

Core Business Measure: Learning and Development

AWM's goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission, providing technical and professional training programs for ASH and FAA LOBs.

Core Business Initiative: ASH Training Function

The Technical Learning and Development Division is responsible for providing training and development for the ASH workforce including technical training, professional development, and management development to supplement FAA corporate training programs for managers. The AWM staff analyzes, designs, develops, delivers, evaluates, and maintains internal technical training for the ASH and FAA-wide workforce. FAA-wide training includes on-line courses: ASH SAVI FY course, FAA30200201 and Safeguarding Classified Information within the FAA course, FAA30200374.

Internal training includes personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air. AWM-100 also provides access to external technical and non-technical training opportunities from non-FAA sources; supports the FAA University for leadership development and provides a POC for other professional development programs such as the Program for Emerging Leaders (PEL); and manages the ASH training budget, annual Call for Training, and training request process.

Core Activity: Learning and Development

AWM is responsible for managing leadership and employee development programs; and analyzing, designing, developing, delivering, evaluating and maintaining internal technical training for the ASH and FAA-wide workforce.

Activity Target 1:

Identify, design, develop, and evaluate learning and development activities that align with appropriate delivery methods. Due September 30, 2014

Activity Target 2:

Identify and prioritize ASH technical training on

quarterly basis with Training Advisory Groups. Due September 30, 2014

Activity Target 3:

Coordinate ASH participation in the AHR Program for Emerging Leaders in accordance with their process and funding availability. Due September 30, 2014

Activity Target 4:

Manage FAA Degree Completion Program for ASH per funding availability. Due September 30, 2014

Activity Target 5:

Deliver internal technical training to develop the ASH workforce knowledge and skills based on funding availability. Due September 30, 2014

Activity Target 6:

Deliver and support ASH program, Line of Business (LOB) and Staff Office (SO) mandated training to applicable FAA workforce to ensure required completion rate. Due September 30, 2014

Activity Target 7:

Provide technical and non-technical learning and development opportunities to the ASH Workforce based on organizational needs and funding availability. Due September 15, 2014

Core Activity: Learning and Development Administration

AWM is responsible for performing administrative duties to ensure the ASH workforce gains the knowledge and skills to support ASH's vision and mission.

Activity Target 1:

Track electronic Learning Management System (eLMS) tasks to support eLMS Project Management Office (PMO). Due September 30, 2014

Activity Target 2:

Conduct FY15 Call for Training. Due June 15, 2014

Activity Target 3:

Formulate and execute AWM budget. Due September 30, 2014

Activity Target 4:

Manage and maintain AWM's Oklahoma assets and collaborate with Aeronautical Center programs to provide training capability for ASH. Due September 30, 2014

Activity Target 5:

Support AHR corporate learning and development initiatives through participation in workgroups and FAA Academy Management Team. Due September 30, 2014

Activity Target 6:

Develop standards for AWM-100 training development program to include Standard Operating Procedures (SOPs), request forms,

Web Based and Instructor Led Training templates, hardware/software standards. Due September 30, 2014

Core Business Initiative: AHE Support - ASH Training Function

AHE supports the Training and Workforce Resources Staff which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Safety Office, East (AHE) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. The Training and Workforce Resources Staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. The Training and Workforce Resources Staff also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

AHE will assist with providing professional development for the workforce.

Activity Target 1:

Provide technical and non-technical learning and development opportunities to the ASH Workforce based on organizational needs and funding availability. Due September 30, 2014

Core Activity: Learning and Development Administration

Learning and Development Administration

Activity Target 1:

Track electronic Learning Management System (eLMS) tasks to support eLMS Project Management Office (PMO). Due September 30, 2014

Activity Target 2:

Identify FY2015 Training requirements for AHE employees as appropriate. Due June 15, 2014

Core Activity: Freedom of Information Act (FOIA)

AHE supports the Freedom of Information Act which gives individuals the right to access information from the Federal government. It is often described as the law that keeps citizens in the know about their government. Under the FOIA, agencies must disclose any information that is requested -- unless

that information is protected from public disclosure. The FOIA also requires that agencies automatically disclose certain information, including frequently requested records.

Activity Target 1:

Ensure that all FOIA requests are responded to or acknowledged within 30 days of receipt. Due September 30, 2014

Core Business Initiative: AHC Support - ASH Training Function

AHC supports the Training and Workforce Resources Staff (AWM-100) which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Office, Central (AHC) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. AWM-100 staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs within ASH. ASH-20 also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

AHC will assist with providing professional development for the workforce.

Activity Target 1:

Track eLMS tasks to support learning and development for the AHC workforce. Due September 30, 2014

Activity Target 2:

Identify FY14 training requirements for AHC as appropriate. Due September 30, 2014

Activity Target 3:

Ensure employee participation in non-technical learning and development opportunities for the AHC Workforce based on area needs and funding availability. Due September 30, 2014

Activity Target 4:

Identify one additional eLMS training course to enhance employee awareness and job knowledge. Due September 30, 2014

Core Activity: Training - Management Development

ASH Training and Workforce Resources will provide training opportunities to enhance managerial workforce skills.

Activity Target 1:

Ensure managers are trained to approve purchases and certify fund availability in PCPS. Due September 30, 2014

Core Activity: Training - Technical Training

ASH Training and Workforce Resources will deliver technical training for the AHC safety and security workforce.

Activity Target 1:

Ensure appropriate employees are enrolled in technical training courses. Due September 30, 2014

Core Activity: Guidance

Develop training guidance and update policy guidance.

Activity Target 1:

Communicate policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2014

Activity Target 2:

Ensure that all FOIA requests are responded to or acknowledged within 20 days of receipt. Due September 30, 2014

Activity Target 3:

Conduct Reconciliation of CASTLE for time and attendance reporting and Labor Distribution reports. Due September 30, 2014

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training

Collaborate with the Office of Civil Rights to deliver a brief on the EEO process to ASH employees.

Activity Target 1:

AHC will collaborate with the Office of Civil Rights to deliver a brief on the EEO process for employees. Due September 30, 2014

Core Business Initiative: AHW Support - ASH Training Function

AHW supports the Training and Workforce Resources Staff (AWM) which is responsible for providing training and development for the ASH workforce, including technical training, professional development, and management development to supplement FAA corporate training programs from managers. The Joint Security and Hazardous Materials Office, West (AHW) goal is to ensure that the right people are in the right place at the right time with the skill and knowledge to support the ASH mission. AWM staff designs, develops, and delivers technical training, provides access to training opportunities from non-FAA sources, manages the ASH training budget, and is responsible for management development programs

within ASH. AWM also provides training to all FAA organizations in Communications Security (COMSEC) and Secure Telephone Equipment (STE). Technical courses maintained for ASH employees include personnel security, facility security, investigations, and regulation of transportation of hazardous materials by air.

Core Activity: Learning and Development

AHW will assist with providing professional development for the workforce.

Activity Target 1:

Assist in the development of non-managerial employees for future management positions. Due September 30, 2014

Activity Target 2:

Perform eLMS tasks to support learning and development for the AHW workforce. Due September 30, 2014

Activity Target 3:

Identify FY2015 Training requirements for AHW as appropriate. Due September 30, 2014

Activity Target 4:

Ensure employee participation in non-technical learning and development opportunities for the ASH Workforce based on area needs. Due September 30, 2014

Activity Target 5:

Identify one additional eLMS training course to enhance employee awareness and job knowledge. Due September 30, 2014

Core Activity: Training - Management Development

ASH Training and Workforce Resources will provide training opportunities to enhance managerial workforce skills.

Activity Target 1:

Ensure managers are trained to approve purchases and certify fund availability in PCPS. Due February 27, 2014

Core Activity: Training - Technical Training

ASH Training and Workforce Resources will deliver technical training for the AHW safety and security workforce.

Activity Target 1:

Ensure appropriate employees are enrolled in technical training courses. Due September 30, 2014

Core Activity: Guidance

Develop training guidance and update policy guidance.

Activity Target 1:

Communicate policy guidance on SCI and OSI as needed to reflect corporate changes. Due September 30, 2014

Activity Target 2:

Ensure that all FOIA request are responded to or acknowledged within 30 days of receipt. Due September 30, 2014

Activity Target 3:

Conduct reconciliation of CASTLE for time and attendance reporting and Labor Distribution reports. Due September 30, 2014

Core Activity: Conduct EEO Training and Briefings to include the mandatory No FEAR Training

AHW will deliver a brief on the EEO process to ASH employees.

Activity Target 1:

AHW will provide an EEO briefing to all employees during FY14. Due September 30, 2014

Core Business Measure: Technology

ASH will achieve an average of 90% "Good" or "Excellent" ratings on ASH Help Desk Customer Satisfaction Surveys received, and certify to the Administrator that 90 percent or more of web pages comply with FAA web standards, policies, and requirements.

Core Business Initiative: ASH Information Resource Management (IRM) Function

The main objective of the Identity Security Management staff is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Requirements Gathering

ASH will determine the requirements and feasibility of systems.

Activity Target 1:

Ensure 100% of accepted requirements are documented in the required tracking system. Due September 30, 2014

Activity Target 2:

Ensure 100% of accepted requirements are documented in the required tracking system. Due September 30, 2014

Activity Target 3:

Conduct a quarterly review with applications customers. Due September 30, 2014

Core Activity: IRM - IT Asset Management

AIN-500 will work to maximize the return on IT investments.

Activity Target 1:

ASH will complete a cost effectiveness vs. return on investment analysis on all major acquisitions. Due September 30, 2014

Core Activity: IRM - Developing Applications

The Information Resource Management Division will support the ASH mission requirements and provide application development services.

Activity Target 1:

Ensure that all operational applications have a 99% or higher availability. Due September 30, 2014

Activity Target 2:

Ensure all new web applications are developed in the ".net" environment. Due September 30, 2014

Activity Target 3:

Ensure consolidated lists of requirements for applications are shared with customers quarterly. Due September 30, 2014

Activity Target 4:

Implement Guard Lookup at the Regional Offices, Aeronautical Center, and Tech Center. Due September 30, 2014

Core Activity: IRM - Host National Applications

ASH will provide a secure hosting platform for national systems.

Activity Target 1:

Provide system availability report to system owners on a quarterly basis. Due September 30, 2014

Core Activity: IRM - Information System Security and Privacy

ASH will ensure the Confidentially, Integrity and

Availability of all information technology systems.

Activity Target 1:

Develop and implement an Information System Security (ISS) Compliance Review Program. Due September 30, 2014

Activity Target 2:

Ensure all of ASH information technology systems complete the Certification and Authorization process. Due September 30, 2014

Activity Target 3:

Ensure ASH systems score an 85% or higher on AIS annual security compliance review. Due September 30, 2014

Activity Target 4:

Develop and implement an ASH Privacy Program. Due September 30, 2014

Activity Target 5:

Remediate all PII data found during scan. Due September 30, 2014

Core Business Initiative: AHC Support - ASH Information Resource Management (IRM) Function

AHC supports the main objective of the IRM staff which is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Computer/Digital Forensics

AHC will administer a computer/digital forensics program.

Activity Target 1:

Complete all forensics analysis within 20 days per device except those prolonged for reasons beyond the computer forensics specialist's control. Due September 30, 2014

Activity Target 2:

Upon request provide technical guidance and

assistance in support of investigations, discovery, litigation, and management inquiry. Due September 30, 2014

Core Business Initiative: AHW Support - ASH Information Resource Management (IRM) Function

AHW supports the main objective of the IRM staff which is to provide cost effective, secure enabling technology to support the ASH mission. AIN-500 has developed a state of the art web-based platform for hosting all of its data driven applications, effectively capturing, disseminating, and analyzing safety and security data. Program managers, hazmat inspectors, security investigators, facility inspectors, and support personnel are using integrated systems for planning, scheduling, capturing and tracking work programs, investigation results, and safety and security information. The ASH platform delivers anytime, anywhere access for all of its agents and employees whether they are at their desks, at home or on travel. This access is entirely secure from point to point and delivers data and reports in real-time. This platform has enabled ASH to become much more efficient in its operations as work loads can be spread around and it allows the individual employees to become more productive.

Core Activity: IRM - Desktop Support

ASH will establish standard base of performance for desktop support based on industry best practices.

Activity Target 1:

Implement all standards as required by the Information Technology Shared Services organization. Due September 30, 2014

Core Activity: IRM - Computer/Digital Forensics

AHW will administer a computer/digital forensics program.

Activity Target 1:

Complete all computer/digital forensics accepted within 20 working days except those prolonged for reasons beyond the computer forensics examiners control. Due September 30, 2014

Core Business Measure: Joint Office Financial Responsibility

Reconcile financial transactions monthly and conduct and submit a quarterly review of the joint office budgets.

Core Business Initiative: AHE Budget Reconciliation

AHE will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility

Ensure that funds are reviewed and reconciled.

Activity Target 1:

Reconcile DELPHI and REGIS monthly. Due September 30, 2014

Activity Target 2:

Conduct a monthly reconciliation of Castle for time and attendance and Labor Distribution reports monthly. Due September 30, 2014

Activity Target 3:

Conduct and submit a monthly review of budget to the Joint Office Director. Due September 30, 2014

Core Business Initiative: AHC Budget Reconciliation

AHC will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility

Ensure that funds are reviewed and reconciled.

Activity Target 1:

Maintain and Reconcile DELPHI and REGIS monthly. Due September 30, 2014

Activity Target 2:

Conduct and submit a quarterly review of budget to the Joint Office Director. Due September 30, 2014

Core Business Initiative: AHW Budget Reconciliation

AHW will ensure that funds are monitored and reconciled.

Core Activity: Financial Responsibility

Ensure that funds are reviewed and reconciled.

Activity Target 1:

Reconcile DELPHI and REGIS monthly. Due September 30, 2014

Activity Target 2:

Conduct and submit a quarterly review of budget to the Joint Office Director. Due September 30, 2014

Core Business Measure: Workforce Engagement

ASH's Workforce and Engagement Team works to create an organizational culture that embraces the inclusion of original and diverse thoughts, fosters a collaborative team, and engages commitment to successfully accomplish ASH's mission.

Core Business Initiative: Workforce Engagement

ASH's Workforce and Engagement Team works to create an organizational culture that embraces the

inclusion of original and diverse thoughts, fosters a collaborative team, and engages commitment to successfully accomplish ASH's mission.

Core Activity: Internal Communications

AWM is responsible for assisting the ASH management team specifically ASH-1 and ASH-2 with relaying consistent communication messages throughout the ASH organization to promote knowledge sharing of best practices, encourage collaboration and transparency, and increase employee engagement.

Activity Target 1:

Meet or exceed Leadership Outlook readership by 10% of FY13 rates. Due September 30, 2014

Activity Target 2:

Meet or exceed ASH News Feed readership by 10% of FY13 rates. Due September 30, 2014

Activity Target 3:

Attend Program and Joint Office Directors meeting to address AWM needs on monthly basis. Due September 30, 2014

Activity Target 4:

Collaborate with ASH Executives to deliver and facilitate two ASH all hands meetings. Due September 30, 2014

Activity Target 5:

Develop/write ASH executive correspondence upon request. Due September 30, 2014

Core Activity: Work Life

AWM is responsible for supporting work life activities and wellness promotion.

Activity Target 1:

Distribute weekly ASH Wellness Wednesday Fit Tips to grow readership to 75% of ASH employees by the end of the fiscal year. Due September 30, 2014

Activity Target 2:

Facilitate two informational sessions on a health topic to familiarize employees with ASH's wellness blog. Due September 30, 2014

Activity Target 3:

Collaborate with DOT & FAA Work Life offices to implement one activity that encourages workforce engagement. Due September 30, 2014

Core Activity: FedView Administration and Implementation

AWM is responsible for the administration, implementation, and evaluation of the OPM FedView survey.

Activity Target 1:

Implement FedView communication plan to meet or exceed DOT and FAA established goals. Due September 30, 2014

Activity Target 2:

Facilitate quarterly ASH FedView discussions to identify engagement initiatives. Due September 30, 2014

Core Business Measure: EEO/Diversity and Inclusion Action Committee

In collaboration with the LOBs/SOs, ACR will identify recommendations and strategies regarding EEO and diversity efforts within the FAA workplace. Each LOB/SO will analyze and present demographic data at the EEO Action Committee and conduct a self-assessment in compliance with the MD-715.

Core Business Initiative: EEO/Diversity and Inclusion Action Committee

In collaboration with the LOB/SOs, ACR will identify recommendations and strategies regarding EEO and diversity efforts within the FAA workplace. Each LOB/SO will analyze and present demographic data at the EEO Action Committee; conduct a self-assessment in compliance with the MD-715; and assist with implementing or revising evaluation methods for the managers EEO performance standard.

Core Activity: EEO/Diversity and Inclusion Action Committee

Each LOB/SO will analyze and present demographic data at the EEO Action Committee; conduct a self-assessment in compliance with the MD-715; and assist with implementing or revising evaluation methods for the managers EEO performance standard.

Activity Target 1:

Conduct an internal MD 715 self-assessment (Part G Checklist) as required by EEOC. Due October 15, 2013

Activity Target 2:

Analyze and present demographic data in comparison to the civilian labor force statistics, to the EEO Action Committee and identify strategies and actions for improving groups with lower than expected participation rates. Due December 31, 2013

Activity Target 3:

Support agency efforts to implement and/or revise evaluation methods to the managers EEO performance standard. Due December 31, 2013

Core Business Measure: Alternative Dispute Resolution (ADR)

ACR, in coordination with the LOBs/SOs, will ensure that 60% of all managers engage in mediation when requested by employees.

Core Business Initiative: Alternative Dispute Resolution (ADR)

LOB/SOs will ensure that 60% of all managers engage in mediation when requested by employees.

Core Activity: Alternative Dispute Resolution (ADR)

LOB/SOs will ensure that 60% of all managers engage in mediation when requested by employees.

Activity Target 1:

Ensure that 60% of all managers engage in mediation when requested by employees. Due September 30, 2014