



**Federal Aviation
Administration**

Chief Counsel

Fiscal Year 2015 Business Plan



FY2015 AGC Business Plan

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The Office of the Chief Counsel (AGC) furnishes legal services to the FAA Administrator and all agency organizations worldwide. Our primary functions are providing legal advice, reviewing agency action for legal sufficiency, and providing representational services. AGC's principal legal practice areas include: rulemaking, regulatory enforcement, acquisition and fiscal law, airport and environmental law, personnel and labor law, tort and other administrative litigation, international law, legislation and laws applicable generally to the executive branch (e.g., Ethics, Freedom of Information Act (FOIA) and Privacy Act compliance). AGC attorneys represent the agency in a variety of forums, including the National Transportation Safety Board (NTSB), the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), Department of Transportation Administrative Law Judges, and the United States federal courts. AGC also works closely with the Office of the General Counsel of the Department of Transportation on issues that are common to modal administrations or that are of national significance to the aviation industry. In addition to traditional legal services, AGC is responsible for two distinct internal FAA adjudicative functions. First, the Office of Dispute Resolution for Acquisition (ODRA) serves as the Administrator's adjudicatory body in acquisition-related matters. Second, a discrete segment of the office supports the FAA's civil penalty adjudication function by serving as a confidential advisor to the Administrator in his capacity as the Civil Penalty Program Decision-maker. (Title 49, United States Code, § 46301).

Make Aviation Safer and Smarter

The Office of the Chief Counsel (AGC) supports the FAA's objective of increased safety primarily through our rulemaking activity, regulatory enforcement activity, and vigorous defense of the agency in various types of litigation. FAA safety regulations are one of the agency's primary means of ensuring safety in air commerce and commercial space. AGC plays a key role in the FAA's rulemaking activities by ensuring that rules meet legal standards and by assisting the agency in completing critical safety rules on schedule. AGC attorneys participate on rulemaking teams, review draft regulations for legal sufficiency, and provide advice on the legality of regulations, orders, decisions on petitions for exemption, airspace actions and obstruction determinations. We also provide interpretations of FAA regulations to internal agency officials and members of the public.

Regulatory enforcement is a core safety activity. AGC attorneys prosecute all manner of enforcement cases

referred by the Flight Standards Service, Aircraft Certification Service, the Office of Aerospace Medicine, the Office of Security and Hazardous Materials, the Office of Airports, and the Office of Commercial Space Transportation. Our attorneys represent the FAA on such matters before the NTSB, the FAA Decision-maker, and the federal courts. Proactively, we provide legal advice and policy guidance on the FAA's various voluntary safety programs, such as the Aviation Safety Action Program (ASAP), Voluntary Disclosure Reporting Program (VDRP), and Flight Operational Quality Assurance (FOQA) program.

The litigation staff defends the agency in all phases of aircraft accident litigation and represents the agency in various other actions. AGC attorneys provide advice during aircraft accident investigations and defend the agency in associated litigation; evaluate tort claims; secure Department of Justice (DOJ) representation for FAA employees sued in an individual capacity; assist DOJ in defending wrongful death, personal injury and property damage lawsuits; represent the FAA before federal courts, including courts of appeals on petitions to review agency orders; and handle requests for employee testimony in private litigation matters. The Civil Penalty staff advises the Administrator, in his capacity as Decision-maker on cases appealed from decisions issued by Administrative Law Judges (ALJs).

Strategic Measure: Risk-Based Decision Making

Build on safety management principles to proactively address emerging safety risk by using consistent, data-informed approaches to make smarter, system-level, risk-based decisions.

Strategic Initiative: Safety Oversight Model

Evolve the Safety Oversight Model.

Strategic Activity: FAA Oversight Model

Evolve the FAA Oversight model to leverage industry's use of safety management principles, and exchange safety management lessons learned and best practices.(AVS, ASH, ARP, AST, AGC)

Activity Target 1:

90 days after union notification, but no later than June 30, 2015, have the FAA Compliance Philosophy signed by the Administrator. Due June 30, 2015

Core Measure: Rulemaking Legal Services

Assist Office of Rulemaking and program offices to provide regulatory legal services in accordance with Agency and client priorities.

Core Initiative: Support Agency Rulemaking Activity

Support Agency rulemaking activities and improvements by ensuring rules meet legal standards.

Core Activity: Provide Legal Services on Agency Rulemaking Initiatives in Accordance with Agency Priorities

Provide legal advice, representation, policy guidance, and legal sufficiency reviews relating to rulemaking.

Activity Target 1:

Provide legal services on rulemaking documents and related guidance material. Due September 30, 2015

Core Activity: Evaluate Effectiveness of Legal Services on Agency Rulemaking Initiatives

Ensure through regular formal meetings, that legal services are provided in a manner that reflects the strategic priorities of the Administrator, and AGC's primary clients.

Activity Target 1:

Meet regularly with primary clients to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support provided and reassess service being provided, as appropriate. Due September 30, 2015

Core Measure: Compliance and Enforcement

Prioritize and prosecute enforcement actions timely in accordance with the agency's safety goals by taking the first legal action in at least 60% of cases within 60 days of receipt by legal counsel and 80% within 120 days. Conduct 50% of informal conferences within 90 days of receipt of a respondent's request and 75% of informal conferences within 180 days.

Core Initiative: Legal Services Supporting the Agency Compliance and Enforcement Program

Provide legal support for the compliance and enforcement activities of AVS, ASH, ARP, and AST, which include representing the agency before the NTSB, FAA Decisionmaker and the federal courts, providing timely and effective legal advice and policy document review in support of enforcement activities, and assisting with training that improves the effectiveness of the agency's enforcement program.

Core Activity: Timely Prosecute Legal Enforcement Actions

Take first legal action (initiate case, transmit case alert to headquarters, return case to program office, take significant action (EIS legal event code 20) in at least 60% of cases within 60 days of receipt by a legal counsel and 80% within 120 days.

Activity Target 1:

Take first legal action (initiate case, transmit case alert to headquarters, return case to program office, take significant action (EIS legal event code 20) in at least 50% of cases within 60 days of receipt by a legal counsel and 75% within 180 days. Due September 30, 2015

Activity Target 2:

Monitor and report results for each Regional Office, AMC-7, AGC-300, and AGC-wide. Due quarterly and final report due on September 15, 2015 Due September 15, 2015

Core Activity: Efficient Processing of Enforcement Actions

Process legal enforcement cases efficiently by timely conducting 50% of informal conferences within 90 days of receipt of a respondent's request and 75% within 180 days. Monitor and report results for each Regional Counsel Office, Aeronautical Center, AGC-300 and AGC-wide. Due quarterly and final report on September 25, 2015.

Activity Target 1:

Conduct 50% of informal conferences within 90 days of receipt of a respondent's request and 75% within 180 days. Due September 15, 2015

Activity Target 2:

Monitor and report results for each Regional Counsel Office, Aeronautical Center, AGC-300 and AGC-wide. Due quarterly and final report on September 25, 2015. Due September 25, 2015

Core Activity: Processing Cases to Avoid Enforcement Case Backlog

For cases with informal conferences, take next legal counsel event within 90 days of the informal

conference in at least 50% of the cases and within 180 days in 75% of the cases. Monitor and report results for each Regional Counsel Office, Aeronautical Center, AGC-300 and AGC-wide. Due quarterly and final report on September 25, 2015. Due September 25, 2015

Activity Target 1:

For cases with informal conferences, take next legal counsel event within 90 days of the informal conference in at least 50% of the cases and within 180 days in 75% of the cases. Due September 15, 2015

Activity Target 2:

Monitor and report results for each Regional Counsel Office, Aeronautical Center, AGC-300 and AGC-wide. Due quarterly and final report on September 25, 2015. Due September 25, 2015

Core Activity: Efficient Coordination and Approval of Significant Enforcement Actions

Efficiently process the coordination and approval of significant enforcement actions within the FAA Headquarters.

Activity Target 1:

Submit to the program office for concurrence 70% of enforcement alerts within 45 days of receipt by AGC-300. Due September 30, 2015

Core Activity: Enhance Legal Representation

Publish enforcement newsletter and meet with primary client offices.

Activity Target 1:

Publish enforcement newsletter four times each year. Due September 30, 2015

Activity Target 2:

Meet quarterly with primary client offices to receive and provide feedback. Due quarterly. Due September 30, 2015

Core Activity: Compliance and Enforcement Training for AVS

Provide support for AVS's Compliance and Enforcement Training for inspectors. To the extent practicable, provide instructors for the legal portions of AVS's Compliance and Enforcement Training for new inspectors and Advanced Recurrent Compliance and Enforcement Training for experienced inspectors.

Activity Target 1:

To the extent practicable, provide instructors for the legal portions of AVS's Compliance and Enforcement Training for new inspectors and Advanced Recurrent Compliance and Enforcement Training for experienced inspectors. Due September 30, 2015

Core Measure: Tort Litigation Services

Review claims submitted under the Federal Tort Claims Act and complete claims analysis within 6 months of receipt for 70% of the unsettled claims.

Core Initiative: Tort Litigation Support

Provide representational legal services on all phases of tort litigation.

Core Activity: Tort Litigation Support

Ensure that tort litigation services are provided in a timely manner.

Activity Target 1:

Complete the claims analysis within 6 months of the receipt of the claim or within 6 months of when, in the absence of a settlement, the claim file is complete and sufficient factual information is available. Due September 30, 2015

Activity Target 2:

Prepare proposed answers or response as requested by the Department of Justice, if DOJ has assumed control of a matter otherwise, within 50 days of filing of complaint. Due September 30, 2015

Core Measure: Agency Tort Liability Analysis

Monitor the Agency's contingent liability and keep the Chief Counsel and Administrator apprised of potential agency exposure and prepare quarterly reports.

Core Initiative: Agency Tort Liability Analysis

Assessment of potential agency exposure and monitor the Agency's contingent liability.

Core Activity: Assessment of Contingent Liability

Prepare required contingent liability reports for tort litigation.

Activity Target 1:

Coordinate with Financial Management Services (AFM) litigation liability response. Due September 30, 2015

Activity Target 2:

Keep the Administrator, Deputy Administrator and ATO apprised of significant changes and potential future liability likely to affect the agency. Due September 30, 2015

Provide legal concurrence or return document to program office with an explanation of why the document is not legally sufficient.

Activity Target 1:

Complete review within timeframes requested to the extent possible based on other priorities. If program office has designated insufficient time for adequate legal review, attorney is to notify the program office and let it know when legal review will be complete. Due September 30, 2015

Activity Target 2:

Provide final team concurrence within 90 days of the original rulemaking program schedule as approved by the Rulemaking Management Council for at least 85 percent of the rule projects. Due September 30, 2015

Activity Target 3:

Concur on the Part 23 Reorganization Rulemaking action plan (RAP) for submission to the FAA Rulemaking Council. Due September 30, 2015

Core Measure: Regulatory Legal Services

Provide legal analysis of agency regulations to Office of Rulemaking and program offices and provide the regulated community with timely guidance on regulations by completing (i) review of 80% of exemption responses within 30 days of receipt; and (ii) 60% of public requests for regulatory interpretations within 120 days of receipt.

Core Initiative: Provide Legal Analysis of Agency Regulations and Documents Associated with Existing Regulations

Provide legal analysis of agency responses to exemptions from regulatory requirements to Office of Rulemaking and program offices by (i) completing review of 80% of exemption responses within 30 days of receipt, and (ii) providing final team concurrence within 90 days of the original rulemaking program schedule as approved by the Rulemaking Management Council for at least 85 percent of the rule projects.

Core Activity: Provide Legal Review of Agency Grants and Denials of Exemptions from Regulatory Requirements

Provide program offices with timely legal review of grants and denials of exemptions from the agency's existing regulatory requirements in accordance with criteria set forth by statute in 14 CFR Part 11.

Activity Target 1:

Within 30 days of receipt, provide legal concurrence or return document to program office with detailed explanation of why document is not legally sufficient for 80% of the exemptions submitted to AGC for review in FY 14. Due September 30, 2015

Core Activity: Provide Legal Review of Agency Guidance and Advisory Materials

Core Initiative: Provide Regulated Community with Guidance on Agency Regulations

Provide regulated community with timely and publicly available guidance in response to requests for interpretations of FAA regulations.

Core Activity: Enforcement Program Implications

Provide initial response regarding implications on the enforcement program of a request for interpretation within 5 business days of a request from AGC-200.

Activity Target 1:

Within 5 days of a request from AGC-200 provide initial response to AGC-200 on whether a request for interpretation relates to an ongoing enforcement action. Due September 30, 2015

Activity Target 2:

Within 5 business days of a request from AGC-200 provide initial response to AGC-200 on the enforcement implications of a request for interpretation or a draft response to a request for interpretation. Due September 30, 2015

Core Activity: Statutory Interpretation and Preemption

Provide an initial response on questions of statutory interpretation and preemption within 5 business days of a request from AGC-200.

Activity Target 1:

Within 5 business days of a request from AGC-200 provide an initial response to AGC-200 on questions of statutory interpretation and preemption. Due September 30, 2015

Core Activity: Respond to Requests by the Public for Legal Interpretations of Agency Regulations

Provide regulated community with timely guidance in response to public requests for interpretations of FAA regulations.

Activity Target 1:

Respond to 60% of requests for interpretation within 120 days of receipt in FY2015. In cases where the Agency decides not to answer the request, a "no-response" letter will be sent within 120 days, consistent with performance metric. Due September 30, 2015

Activity Target 2:

Have legal interpretations of agency regulations placed on the FAA website within 10 business days of issuance. Responses to legal interpretations requested by program offices will be posted on the website when not otherwise contrary to the agency's interest and the response addresses a matter that could directly impact regulated parties. Due September 30, 2015

Core Measure: Civil Penalty Appeal Decisions

Complete draft decisions for the Administrator, or other decision-maker, for civil penalty appeals within 180 days of the receipt of the last brief in 60% of the appeals.

Core Initiative: Civil Penalty Appeal Decisions

Prepare draft civil penalty decisions within 180 days of the receipt of the last brief in 60% of the appeals.

Core Activity: Prepare Draft Civil Penalty Decisions

Provide timely draft civil penalty decisions.

Activity Target 1:

Complete draft decisions for the Administrator, or other decision-maker, for civil penalty appeals within 180 days of the receipt of the last brief in 60% of the appeals. Due September 30, 2015

Deliver Benefits Through Technology/Infrastructure

The Office of the Chief Counsel (AGC) supports the agency's objective of maximizing access to the aviation system in two critical ways. First, AGC plays a vital role in advising program offices on the legal and environmental implications of programs that enhance airport and airspace capacity and defending the agency's choice of action. Second, AGC provides legal support to program offices responsible for acquiring safety and capacity enhancing equipment, services and technology.

AGC attorneys provide legal advice, litigation support, policy and regulatory guidance, and legal sufficiency reviews related to environmental review of airport capacity and capacity-related projects, administration of the airport improvement program, funding of runway expansion and safety projects, redesign of the airspace surrounding airports in major metropolitan areas, and streamlined environmental review and compliance.

AGC attorneys in our acquisition and fiscal law practice area assist clients in acquiring safety and capacity enhancing equipment and services, as well as, the intellectual and real property needed to support the strategic initiatives and other high priority projects. The attorneys support all high value agency procurement activities; advise on grants, cooperative agreements, and other transaction agreements; and represent the Agency in acquisition related litigation and disputes. The acquisition attorneys also provide the acquisition and fiscal law services needed to support the agency's information security requirements, export control compliance, bankruptcy cases, antitrust issues, real estate activity and appropriations matters.

The Office of Dispute Resolution for Acquisition ("ODRA") is an independently operating adjudicatory authority comprised of administrative judges. The ODRA safeguards the quality and integrity of the Agency's acquisition and contract administration processes by fulfilling its statutory mandate as the sole administrative tribunal authorized to decide or resolve all bid protests and contract disputes on behalf of the FAA administrator under the FAA's Acquisition Management System. The ODRA has developed and now provides an option allowing parties to electronically file new cases and subsequent documents with the ODRA.

Strategic Measure: National Airspace System (NAS)

Lay the foundation for the NAS of the future by achieving prioritized NextGen benefits, integrating new user entrants, and delivering more efficient, streamlined services.

Strategic Initiative: Integrate New User Entrants/UAS

Safely and efficiently integrate new types of operations, such as commercial space and unmanned aircraft, into the NAS and enable the benefits these operations will provide.

Strategic Activity: Integrate UAS into the NAS

Continue UAS integration efforts with development of UAS-related policies, processes, documents and procedures.

Activity Target 1:

Process (grant, deny, or close out) 85% of the exemption requests under Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) within 120 days of receipt during the current fiscal year processing cycle (October 1, 2014-June 2, 2015). Due September 30, 2015

Strategic Activity: UAS Rulemakings-AGC

FAA is laying the groundwork to provide the ability to consistently and safely handle UAS in the NAS by creating a comprehensive UAS integration.

Activity Target 1:

Rulemaking Management Council approval of Application for Rulemaking (APP) for the next phase of UAS integration to include expanded operations. Due September 30, 2015

Core Measure: Performance Based Navigation

Optimize airspace and Performance Based Navigation (PBN) procedures to improve efficiency an average of 10 percent across core airports by 2018.

Core Initiative: Metroplex (Airspace Optimization)

Optimize airspace and procedures in the Metroplex.

Core Activity: Metroplex Support (Airspace Optimization)

Responsible for the Optimization of Airspace and Procedures in the Metroplex (OAPM) project. The Airspace Optimization Group will begin integrated airspace design and associated activities, including traffic flow analysis and facilitated design and procedures optimization. This will lay the framework for accelerating Performance Based Navigation (PBN) initiatives, taking a systems approach for

airspace design and procedure implementation. This project is focused on operational optimization, delivering key efficiencies for the nation's busiest metropolitan areas within 2-3 years once work begins at each site.

Activity Target 1:

Provide advice to expedite and streamline environmental reviews for OAPM projects and other proposed RNAV/RNP procedures in accordance with Section 213 of the FAA Modernization and Reform Act. Due September 30, 2015

Activity Target 2:

Complete legal review within 30 calendar days of receipt of technically adequate and complete environmental assessments for OAPM projects and other proposed RNAV/RNP procedures. Note: After legal review has been completed, ATO is required to review and respond to legal comments. Legal's comments must be addressed and resolved so that legal concurrence can be provided before ATO publishes the EA. Due September 30, 2015

Core Measure: NextGen and Emerging Policy Issues

Timely and high-quality support to senior management and stakeholders in monitoring and developing cross-agency policies, including but not limited to NextGen and emerging policy issues.

Core Initiative: Develop Cross Cutting Policies

Develop cross-cutting NextGen and emerging aviation and commercial space policies as needed, working across the agency, and with the Administration, Congress, and stakeholders.

Core Activity: Provide Technical Assistance and Draft Legal Documents to Support Agency Reauthorization Proposals and Activities as Necessary

Develop legislation and legal documents in support of agency reauthorization proposal(s). Assist with evaluating alternatives and provide technical assistance on Congressional legislative proposals in support of the Administration, as needed.

Activity Target 1:

Develop legislation and legal documents in support of agency reauthorization proposal(s). Assist with evaluating alternatives and provide technical assistance on Congressional legislative

proposals in support of the Administration, as needed. Due September 30, 2015

Core Measure: Drive Continuous Efficiency Improvement & Cost Control

Achieve documented cost savings and cost avoidance of \$30 million in FY 2015.

Core 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: AGC Efficiency Measure: Response Time to Public Requests for Interpretations

Implement measures to improve timeliness of responses to public requests for interpretations of FAA regulations.

Activity Target 1:

Provide updated FY 2016 template for review and approval in time to be included in the FY 2016 Business Plan. Due June 30, 2015. Due June 30, 2015

Activity Target 2:

Report quarterly results and comments to ABA on response rate as percentage of requests within 120 days of receipt. Due 30 days after the end of each quarter. Due September 30, 2015

Core Activity: AGC Efficiency Measure: Time to Process Enforcement Cases

Efficient Processing of Enforcement Cases

Activity Target 1:

Provide updated FY 2016 template for review and approval in time to be included in the FY 2016 Business Plan. Due June 30, 2015

Activity Target 2:

Report quarterly results and comments to ABA on the percentage of legal enforcement cases. Due 30 days after the end of each quarter. Due September 30, 2015

Core Measure: Develop, Maintain and Protect Airport Infrastructure

Preserve and enhance airport capacity and provide for sustainable airport development by maintaining existing infrastructure, improving tools to protect airports, and investing prudently with public funds, while ensuring airports sponsors meet their federal obligations.

Core Initiative: Ensure Airports meet Federal Obligations

Enhance training, coordination and oversight to ensure that Airport Sponsors are meeting their Federal Grant Assurances.

Core Activity: Enhance compliance through increased Part 16 Reviews

Increased number of Part 16 Reviews to help insure compliance with Federal Obligations.

Activity Target 1:

Increase by 20% the number of Part 16 Reviews completed with AGC. Due September 30, 2015

Core Measure: Procurement and Acquisition Related Adjudication and Dispute Resolution Services (ODRA)

As an independently operating adjudicatory authority comprised of administrative judges, safeguard the quality and integrity of the Agency's acquisition and contract administration processes by deciding or resolving, on behalf of the FAA Administrator, all bid protests and contract disputes that arise under the FAA's Acquisition Management System. Provide timely, fair, responsive and efficient adjudication, alternative dispute resolution ("ADR") and dispute avoidance services in matters arising under the AMS, as well as in other designated administrative matters.

Core Initiative: Adjudicatory/Dispute Resolution Services

Serve as the FAA's exclusive tribunal for adjudicating and deciding procurement and acquisition-related and other administrative disputes. Provide dispute avoidance and early resolution services to the Agency and its private sector contracting partners, assisting them through voluntary dispute resolution and dispute avoidance methods to the maximum extent practicable. For those matters that cannot be avoided or resolved through ADR, provide a flexible, efficient and transparent adjudication process. Educate Agency

personnel and private sector stakeholders regarding the FAA's dispute resolution and adjudication processes.

Core Activity: Provide timely, fair, responsive and efficient ADR and Adjudication Services to the FAA and its contracting partners

Provide timely, fair, responsive and efficient dispute avoidance, ADR and adjudication services to the FAA and its contracting partners.

Activity Target 1:

Operate and refine a permanent system for the optional electronic filing and review of pleadings and documents in ODRA matters. Due September 30, 2015

Activity Target 2:

Conduct 4 or more educational programs for Agency personnel, including at least 2 for regions/centers, and outside stakeholders on the FAA dispute resolution system. Due September 30, 2015

Activity Target 3:

Develop an instructional program for publication on the ODRA website or on eLMS. Due September 30, 2015

Activity Target 4:

Provide voluntary, ADR and pre-dispute services as the primary means of managing matters filed with the ODRA. Complete Findings and Recommendations in typical adjudicated cases in the following average number of days from the date of closing of the administrative record: non-complex protests- 30 calendar days; complex protests- 60 calendar days; non-complex contract disputes-90 calendar days; complex contract disputes- 180 calendar days. Due September 30, 2015

Activity Target 5:

As the Agency's designated Dispute Resolution Specialist under the Administrative Dispute Resolution Act, represent the FAA by: participating in the Attorney General's Interagency Alternative Dispute Resolution Working Group; advising the Agency on dispute resolution policies and practices; and providing guidance and training, if requested, to Agency components regarding dispute resolution or conflict management. Due September 30, 2015

Activity Target 6:

Provide, when requested, non-adjudicative, conflict management and dispute resolution

services for disputes arising from Agency grants, cooperative agreements and other transactions or acquisition-related agreements. Provide hearing officers, when appointed, to adjudicate airport grant-related disputes pursuant to 14 C.F.R. Part 16. Due September 30, 2015

Core Measure: Acquisition Related Legal Services

Provide timely acquisition related legal services.

Core Initiative: Acquisition & Fiscal Law Services Division Support of Strategic Initiative: NAS

Provide legal advice and represent the Agency interests relating to the FAA's acquisition of the systems and services needed to achieve the NAS Strategic Initiative and other high priority goals. In particular, this Core Initiative supports the NAS Guiding Principle: Provide safe, secure, and efficient services to NAS users in the most cost effective and innovative manner. The Division's staff ensures the legal sufficiency of acquisition documents; assists clients in developing a rational basis for acquisition decisions; and, represents the agency when acquisition decisions are challenged.

Core Activity: Provide Timely and Accurate Review of Acquisition Documentation

The Office of the Chief Counsel will review 100% of documents within 10 days, on average, of receipt of complete packages.

Activity Target 1:

The Office of the Chief Counsel will review 100% of documents within 10 days, on average, of receipt of complete packages. Due September 30, 2015

Core Activity: Provide Timely and Accurate Representation at the Office of Dispute Resolution (ODRA)

Represent the Agency before the Office of Dispute Resolution for Acquisition (ODRA)

Activity Target 1:

The Office of the Chief Counsel will represent the Agency in all matters before ODRA, meeting 100% of deadlines imposed. Due September 30, 2015

Core Activity: Provide Timely and Accurate Support for Real Estate Matters

Provide timely and accurate support for Real Estate matters.

Activity Target 1:

Process 80% of the transactions within 30 days from the date the property custodian reports the asset as inactive or excess to the Logistics Real Property. Verify 95 % of the annual real property inventory target by the end of the fiscal year. Due September 30, 2015

Ensure that airport and environmental law services are provided in a manner that reflects agency and primary client priorities, provide timely service in providing advice and processing complaints concerning noncompliance of airport sponsors with grants under 14 CFR Part 16, Rules of Practice for Federally Assisted Airport Enforcement Proceedings.

Activity Target 1:

Meet periodically, at least twice a year, with primary clients (e.g. ARP, ATO, AEE) to formally identify priorities, address type of legal support needed to advance the projects, obtain client feedback on support provided, and, as necessary, reassess services being provided. Due September 30, 2015

Activity Target 2:

Review each draft Final Agency Decision (FAD) within five business days of receipt from the Office of Airports to determine whether it is substantially complete and ready for legal review 75% of the time. Due September 30, 2015

Activity Target 3:

Complete legal sufficiency review of each substantially complete draft part 16 FAD within 2 weeks of determining substantial completeness 65% of the time. Due September 30, 2015

Activity Target 4:

Achieve other standards established in consultation with Office of Airports for processing Part 16 complaints for 75% of all Part 16 complaints. Due September 30, 2015

Core Measure: Airport and Environmental Law Services To Build the National Airspace System of the Future

Assist the Office of Airports, Air Traffic Organization, and other lines of business to build the national airspace system of the future by completing review of environmental impact statements for projects at core and capacity-constrained airports and projects to optimize airspace within the metroplexes within 30 days of receipt. Provide airport and other environmental legal services in accordance with agency strategic initiatives to make aviation safer and smarter and deliver benefits through technology and infrastructure. Assist in developing, maintaining, and protecting airport infrastructure by [new metric to be determined for processing Part 16 complaints]. Collaborate across lines of business and modes and with the U.S. Department of Justice to provide excellent representational legal services and training to improve the effectiveness of agency airport and environmental programs.

Core Initiative: Support Airport and Agency Environmental Program Activities

Support strategic initiatives to increase airport and system capacity and Next Generation system capability. Complete timely and effective legal reviews for infrastructure modernization projects. Assist in formulating and implementing policies, strategies, and best practices to advance aviation in an environmental responsible and sustainable manner. Provide timely legal services to help the Office of Airports improve the safety and sustainability of US airports and maintain investment for airport infrastructure that benefits the National Airspace System. Continue to adhere to best practices to maintain excellence in representational legal services.

Core Activity: Validate Client Priorities and Provide Timely Legal Services to Office of Airports

Core Activity: Provide Timely Legal Review of NEPA Documents

Support timely completion of high quality legally defensible NEPA documents to fulfill strategic initiatives to make aviation safer and smarter and deliver benefits through technology and infrastructure.

Activity Target 1:

Except as set forth in Targets 2 and 3 below and Initiative 15C.30G1, complete legal review within timeframes requested to the extent practicable based on other priorities. If the program office has not provided sufficient time for adequate legal review, staff will work with management to notify the program office and advise when legal review will be complete. Due September 30, 2015

Activity Target 2:

Legal review of preliminary EISs for airport projects at Core and capacity-constrained airports will be completed within 30 working days of receipt

of a technically adequate and complete document.
Due September 30, 2015

Activity Target 3:

Legal review of preliminary EISs for all other airport projects will be completed within 30 working days of receipt of a technically adequate and complete document 75% of the time. Due September 30, 2015

Core Activity: Update Airport Program Guidance

Support update of guidance for airport safety program.

Activity Target 1:

Within 30 days of receipt, provide legal concurrence or return the Advisory Circular with a detailed explanation of why the AC is not legally sufficient 75% of the time to support the initiative by the Office of Airport Safety to update and publish 12 Advisory Circulars. Due September 30, 2015

Core Activity: Clarify Interpretation of Provisions to Petition Secretary for Review Of Certain Airport Projects Under 49 USC §47106

Clarify Interpretation of Provisions to Petition Secretary for Review Of Certain Airport Projects Under 49 USC §47106

Activity Target 1:

Issue Proposed Interpretation for public review and comment. Due March 31, 2015

Activity Target 2:

Issue Final Interpretation. Due September 30, 2015

Core Activity: Timely and Effective Provision of Representational Legal Services

Provide timely and effective representational legal services to deliver benefits through technology and modernized National Airspace System infrastructure.

Activity Target 1:

No later than 30 days after the certified list of documents comprising the administrative record has been filed, contact the U.S. Department of Justice attorney and provide a written overview of the key issues in the case. Due September 30, 2015

Activity Target 2:

Review petitioners' initial briefs within 2 weeks of receipt and provide written comments on the accuracy of the statement of facts, with references to the administrative record. Due September 30, 2015

Activity Target 3:

Assist the U.S. Department of Justice attorney in drafting respondents' briefs, as requested, within 10 business days of the request. Due September 30, 2015

Activity Target 4:

Review petitioners' reply briefs and provide any appropriate additional analysis and comments, with references to the administrative record at least ten days before oral argument is held. Participate in moot courts to help the Department of Justice attorney prepare for oral arguments. Due September 30, 2015

Core Activity: Support Recurrent Training and Industry Conferences

Support Recurrent Training and Industry Conferences

Activity Target 1:

Provide speakers to enhance understanding of current legal issues and legal compliance at recurrent training conducted by lines of business and industry conferences as requested, consistent with availability of funding. Due September 30, 2015

Enhance Global Leadership

In support of the FAA's goal of maintaining U.S. leadership in global civil aviation, AGC assists in developing the agency position on international law issues and serves as a liaison for FAA international aviation legal matters with other government agencies and industry. AGC attorneys provide legal services relating to drafting and negotiating international agreements on safety oversight, air traffic, airworthiness, technical assistance, and other aviation related areas. The attorneys also prepare the U.S. position on matters before the International Civil Aviation Organization (ICAO); provide legal policy guidance on registration of aircraft and recordation of property rights in aircraft.

Core Measure: International Legal Services

Provide legal services as required to FAA program offices responsible for promoting USG interests with other countries and international organizations, including (ICAO). Assist API in meeting work plan milestones.

Complete legal sufficiency reviews within timeframes that meet defined client needs by (i) providing the initial review of 80% of template-based technical assistance agreements for international activities within 15 working days of receipt, and (ii) by performing initial review and coordination of 90% U.S. positions and strategies by the deadlines specified in a particular Interagency Group on International Aviation (IGIA) paper.

Core Initiative: Support Client Offices

Provide legal services relating to drafting and negotiation of international agreements; prepare the U.S. position on matters before ICAO; and provide legal support for the client offices with international legal issues through the provision of legal services. Provides legal services to ensure strategic priorities of the Administrator, and primary clients are met by (i) providing the initial review of 80% of template-based technical assistance agreements for international activities within 15 working days of receipt, and (ii) by performing initial review and coordination of 75% U.S. positions and strategies by the deadlines specified in a particular interagency Group on International Aviation (IGIA) paper.

Core Activity: Promote USG Interests at the International Civil Aviation Organization (ICAO)

Provide legal assistance to FAA Program Offices on technical issues involving ICAO Standards and Recommended Practices. Serve as legal representatives at upcoming ICAO meetings, as necessary.

Activity Target 1:

Provide (i) legal support by reviewing ICAO initiatives, including proposals for new or revised international standards and recommended practices; and (ii) legal assistance to FAA program offices in implementation of any new ICAO standards and recommended practices. Due September 30, 2015

Activity Target 2:

Provide legal input on USG positions for meetings in ICAO and other international organizations as necessary. Due September 30, 2015

Activity Target 3:

Serve as FAA legal clearance point for the Interagency Group on International Aviation (IGIA) by performing initial review and coordination of 75% of U.S. positions and strategies by the deadlines specified in a particular IGIA paper. Due September 30, 2015

Activity Target 4:

Represents the United States on ICAO legal bodies as required. Due September 30, 2015

Core Activity: International Aviation Safety Assessment Audits (IASAs)

Implement and support the IASA program by (1) conducting legal assessment of the civil aviation laws, regulations, and enforcement systems of foreign aviation authorities for compliance with minimum international aviation safety standards established under the Convention on International Civil Aviation; (2) assisting with communicating the results of the assessment to both representatives the assessed country and the U.S. embassy staff; and (3) assisting the program office in development of policy for execution of the Administrator's responsibility for the safety of foreign air carriers.

Activity Target 1:

Cooperate with AFS-50 in scheduling and conducting IASA assessments, consultations, or final discussions, including the review of cables to foreign governments about IASA activities. Due September 30, 2015

Activity Target 2:

Participate in the development and presentation of IASA training program for legal and technical staff. Due September 30, 2015

Activity Target 3:

Participate in the development of IASA policies and procedures and in the revision of cables as requested by the program office. Due September 30, 2015

Core Activity: Efficient Processing of International Aspects of Rulemakings

Provide legal counsel on international aspects of agency rulemaking projects.

Activity Target 1:

In coordination with AGC-200, monitor priorities for rulemakings with international implications. Due September 30, 2015

Activity Target 2:

Provide international legal support and guidance on regulations and rulemakings as needed by AGC-200. Due September 30, 2015

Activity Target 3:

Provide legal review of, and guidance on, the international aspects of draft NOTAMs, SFARs, responses to petitions for exemptions to SFARs, requests for approvals, and other related FAA

actions to be taken in response to a particular event within the timeframes dictated by the nature of the event and the response expected of the FAA. Due September 30, 2015

Activity Target 4:

Provide legal counsel to the Crisis Response Working Group (CRWG) and Crisis Response Steering Group (CRSG), Provide legal support to FAA's emergency operations planning and response efforts, including planning for and response to all hazards, emergencies and the continuity of operations (COOP) function. Due September 30, 2015

Core Activity: Technical Assistance

Provide legal technical assistance efforts to foreign aviation authorities, either independently or in conjunction with FAA program offices or other USG agencies or programs, including the DOT Safe Skies for Africa Program, in furtherance of FAA international aviation safety and/or efficiency objectives and to achieve global harmonization with ICAO standards. Provide legal advice, representation, international legal policy guidance and legal sufficiency reviews relating to international technical assistance activities in a timely and responsive manner.

Activity Target 1:

Provide legal technical assistance to countries or regional organizations directed at achieving compliance with ICAO civil aviation standards for primary aviation law, regulations, enforcement systems, and related issues. Due September 30, 2015

Activity Target 2:

Support FAA program offices and the Office of the Secretary of Transportation by (i) identifying priority countries for technical assistance, including technical reviews or the development of action plans for achieving compliance with international standards; (ii) participating in technical reviews; and (iii) when requested by a foreign authority, participating in action planning when deficiencies in the primary aviation law, regulations, or enforcement system have been identified. Due September 30, 2015

Activity Target 3:

Provide legal review of FAA policies and procedures for providing technical assistance to foreign aviation authorities as needed. Due September 30, 2015

Activity Target 4:

Continue to provide support and guidance to FAA program offices in implementing the expanded

international technical assistance authority provided in the 2012 FAA reauthorization. Due September 30, 2015

Core Activity: International Agreements

Provide legal counsel to business lines and staff offices for international activities to support agency objectives by providing advice on agreement strategies, review of international agreements, and legal coordination with necessary U.S. government agencies (particularly the U.S. Department of State). Participate in negotiations with foreign civil aviation authorities, air navigation service providers, and research and development organizations.

Activity Target 1:

Provide initial review of 80% of template-based technical assistance agreements for international activities within 15 working days of receipt in the legal office. Due September 30, 2015

Activity Target 2:

As necessary, develop and submit to the U.S. Department of State for clearance (i) new agreement templates; (ii) agreements designed to accomplish specific international objectives of the FAA that are not otherwise addressed in the standard templates; and (iii) draft Circular 175 packages. Due September 30, 2015

Activity Target 3:

Meet regularly with program offices to identify priorities, define the scope of a project to be covered in an agreement, discuss the legal support necessary for agreements, and coordinate realistic strategies and timelines given the complexity and urgency of individual agreements. Due September 30, 2015

Activity Target 4:

Provide legal support for all agreements, annexes, or appendices for technical assistance, air navigation services, operational data sharing, research and development, and the transfer of oversight functions pursuant to Article 83 bis to the Chicago Convention. Due September 30, 2015

Activity Target 5:

Provide legal clearance and assistance to AIR and AFS in drafting, negotiating, and implementing international safety agreements, implementation procedures (IPs), or amendments to existing agreements or IPs. Due September 30, 2015

Empower and Innovate with the FAA's People

In support of the agency's objective of building and enhancing our high performance workforce, AGC continues to support the numerous agency-wide strategic initiatives and provide legal services in support of the administrative activity of the agency, including employment and labor law services, ethics counsel, FOIA and Privacy Act services, and legislative services. The largest legal practice group within this goal area is our employment law office. The employment law attorneys represent the agency before various administrative and federal courts and provide advice and guidance to the Administrator and primary client offices on personnel, labor, civil rights, equal employment opportunity matters. They also counsel on ways to minimize the legal risks relating to employment decisions and policy. Moreover, AGC have programmatic responsibility for administration and oversight of the agency's compliance with government-wide ethics requirements.

Core Measure: Hiring Persons with Targeted Disabilities (PWTD)

Support the DOT Strategic Objective to build a capable, diverse, and collaborative workforce of highly-skilled, innovative, and motivated employees by increasing the hiring of PWTD for eligible positions to 3 percent by 2018. In FY 2015, ACR in collaboration with the FAA LOBs/SOs will ensure that at least 2% of all FAA new hires are PWTD.

Core Initiative: Hiring PWTD

The FAA line of businesses and staff offices (LOBs/SOs) will work collaboratively to support the DOT goal to increase the representation of PWTD in the workforce by ensuring that at least 2% of all FAA new hires are PWTD. Each year, FAA will increase incrementally the percentage of PWTD hires by .33% per year to reach the 3% DOT hiring goal by 2018.

Core Activity: Hiring PWTD

In FY 15, the Office of Civil Rights in collaboration with the FAA LOBs/SOs will ensure that at least 2% of all FAA new hires are PWTD.

Activity Target 1:

The head of each LOB/SO will issue a memorandum (key language will be provided by ACR) directed to their managers promoting the PWTD hiring goal. Due December 31, 2014

Activity Target 2:

Each LOB/SO will report to ACR their total hiring projections for FY 15, and identify the estimated number of PWTD hires required to meet their 2% hiring goal. Due March 31, 2015

Activity Target 3:

Managers with hiring authority from each LOB/SO will participate in one consultation session held by the National People with Disabilities Program Manager to establish hiring initiatives. Due March 31, 2015

Core Measure: Alternative Dispute Resolution (ADR)

Encourage the FAA workforce to engage in the ADR process as a method to resolve disputes in the EEO Complaint Process at the lowest possible level to avoid the cost, delay, and unpredictability of the traditional adjudicatory processes.

Core Initiative: ADR Engagement

Encourage workforce to resolve disputes in an amicable way by utilizing the ADR process.

Core Activity: ADR Engagement

ACR, in coordination with the LOBs/SOs, will ensure that 65% of all managers engage in mediation when requested by employees.

Activity Target 1:

Assist Agency effort with ADR engagement by ensuring that 65% of all managers engage in mediation when requested by employees. Due September 30, 2015

Core Measure: EEO/Diversity and Inclusion Action Committee (EAC)

The EAC oversees and supports the FAA efforts to create a diverse and inclusive workplace that ensures equal opportunity for all its employees.

Core Initiative: EAC

In collaboration with the LOBs/SOs, ACR will identify recommendations and strategies regarding EEO and diversity efforts within the FAA workplace.

Core Activity: EAC

Identify recommendations and strategies regarding EEO and diversity efforts within the FAA workplace.

Activity Target 1:

Conduct an internal MD 715 self-assessment (Part G Checklist) as required by EEOC. Due October 15, 2014

Activity Target 2:

Analyze and present demographic data in

comparison to the civilian labor force statistics to the EAC; and identify strategies and actions for improving groups with lower than expected participation rates. Due November 30, 2014

Activity Target 3:

Provide a mid-year status report to the EAC on actions taken to accomplish business plan goals. Due April 30, 2015

Activity Target 4:

Support Agency efforts to implement and/or revise performance evaluation methods to the managers EEO performance standard. Due September 30, 2015

Activity Target 5:

Develop and implement Diversity and Inclusion initiatives through the EAC Workgroups. Due September 30, 2015

Core Measure: Equal Employment Opportunity (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 providing training on EEO laws, FAA policies, and appropriate workplace behavior.

Core Initiative: EEO Training

Increase workforce competency of EEO laws, FAA policies and appropriate workplace behavior through EEO Training.

Core Activity: EEO Training Requirements for FAA Workforce

Increase workforce competency of EEO laws, FAA policies and appropriate workplace behavior.

Activity Target 1:

Ensure 100% of employees complete the NoFEAR Training required by OPM. Due November 23, 2014

Activity Target 2:

Ensure that 60% of management complete at least one EEO training course. Due September 30, 2015

Activity Target 3:

Ensure that 10% of employees complete at least one EEO training course. Due September 30, 2015

Core Measure: Personnel & Labor Law Legal Services

Meet 100% of EEOC, MSPB, and federal court employment case deadlines.

Core Initiative: Legal Services in Labor and Personnel Law

Represent the FAA in administrative and court litigation having a potentially significant impact on any law, regulation, or FAA policy relating to the employment of FAA personnel and provide timely and effective legal advice regarding employment matters. Provide legal services and representation in a timely and effective manner reflecting agency priorities and continue to improve the Agency's employment practices by identifying ways of minimizing the FAA's legal risk relating to employment decisions and policy.

Core Activity: Legal Representation and Policy Advice

Represent the FAA in administrative and court litigation having a potentially significant impact on any law, regulation, or FAA policy relating to the employment of FAA personnel.

Activity Target 1:

Meet 100% of EEOC, MSPB, and federal court employment case deadlines. Due September 15, 2015

Core Activity: Develop Standard Operating Procedures (SOP) for Representation

Develop Standard Operating Procedures (SOP) for Representation in EEOC and MSPB cases to ensure use of best practices and to bring greater consistency to AGC's employment practice area.

Activity Target 1:

Target 1: Establish joint R/C/HQ AGC team to identify best practices for representing the FAA in EEOC and MSPB administrative cases. Due January 31, 2015

Activity Target 2:

Draft SOP for AGC attorneys to use in representing the FAA before the EEOC and MSPB. Due May 31, 2015

Activity Target 3:

Implement SOP in all AGC offices responsible for representing the FAA before the EEOC and MSPB. Due September 30, 2015

Core Activity: FAA Personnel Management System Changes

Establish the Employment Law Council to address substantive employment law issues and significant policy initiatives.

Activity Target 1:

Identify members of the Employment Law Council, to include the most experienced employment law attorneys from R/C/HQ. Due October 31, 2014

Activity Target 2:

Hold first ELC meeting no later than December 1, 2014. Due December 31, 2014

Activity Target 3:

Hold quarterly ELC meetings, or more frequent meetings when necessary, throughout the fiscal year. Due September 30, 2015

Core Activity: Review of Watch Schedule/Overtime/Leave MOA

Establish Standard Operating Procedures (SOP) for Review of Watch Schedule/Overtime/Leave Memoranda of Understanding between the FAA and NATCA

Activity Target 1:

Establish a joint AGC/AHR/ATO team to assess the feasibility of centralizing review of the annual watch schedule/overtime/leave MOUs with NATCA. Due December 31, 2014

Activity Target 2:

Identify SOP for centralizing and/or bringing greater efficiencies to the annual watch schedule/overtime/leave MOU review. Due March 31, 2015

Activity Target 3:

Implement SOP in all AGC offices responsible for reviewing the annual watch schedule/overtime/leave MOUs. Due August 31, 2015

Core Activity: Trend Analysis EEOC/MSPB Decisions

Review EEOC findings of discrimination and MSPB decisions that failed to sustain Agency action to identify lessons learned and possible topics for attorney training.

Activity Target 1:

Establish a joint R/C/HQ AGC team to analyze all Findings of Discrimination and MSPB cases,

where the imposed penalty was not sustained, for the prior year. Due March 1, 2015

Activity Target 2:

Identify lessons learned and topics for attorney and management training. Due July 31, 2015

Activity Target 3:

Brief lessons learned to attorneys during the Employment Law Telecon. Due September 30, 2015

Core Measure: FAA Historian Function

Researches and prepares FAA written history volume 6 in accordance with schedule established by October 31, 2014, completes and publishes 2013 FAA Chronology by January 31, 2015 and responds to routine internal and external requests for information generally within two weeks.

Core Initiative: FAA Historian

Research, write and maintain material necessary to document FAA's role and accomplishments as the premier aviation authority in the world.

Core Activity: FAA Historian

Progress in drafting FAA History, volume 6, prepare FAA history related publications and respond to requests for information.

Activity Target 1:

Research and draft FAA written history, volume 6, in accordance with schedule established. Due October 31, 2014

Activity Target 2:

Prepare and have posted on FAA history website the 2013 FAA Chronology. Due January 30, 2015

Activity Target 3:

Respond to routine internal and external requests for information generally within two weeks. Due September 30, 2015

Core Measure: Law Library Legal Research Services

Provide internal legal research services generally within 5 days of request and external research services generally within two weeks.

Core Initiative: Law Library Legal Research Services

Provide legal research services upon request within established time frames.

Core Activity: Law Library Services

Ensure FAA employees receive prompt and appropriate legal research to ensure mission success.

Activity Target 1:

Provide legal research for internal FAA requests generally within 5 days of request, unless the requester identifies a later date. Due September 30, 2015

Activity Target 2:

Provide legal research for the external aviation community generally within two weeks of request. Due September 30, 2015

Core Measure: General Legal Services & Other Legal Services

Meet client due dates 80% of the time.

Core Initiative: General Legal Services & Other Legal Services

Various small practice areas related to administrative requirements imposed on the agency by statute, including Ethics, FOIA, Privacy Act, Alternative Dispute Resolution and Legislation.

Core Activity: Manage Ethics Program and Agency Administration Related Legal Services

Provide legal services related to Ethics, FOIA, Privacy Act.

Activity Target 1:

Provide timely legal services relating to congressional relations, FOIA, Privacy Act, ADR, and related litigation. Due September 30, 2015

Activity Target 2:

Represent the agency before Congress, in administrative forums and in federal district and appeal courts on all general law issues and litigation. Due September 30, 2015

Activity Target 3:

Provide general legal services functions, and prepare the Administrator and other high level Agency official congressional testimony. Due September 30, 2015

Core Activity: Review of OGE Forms

Complete review of all OGE Form 278 and Form 450

Activity Target 1:

Complete review of all OGE Form 278 and Form 450. Due September 30, 2015

Core Activity: Review of FOIA Appeals

Provide timely review of the appeal of initial FOIA decisions.

Activity Target 1:

Prepare appeal responses within 20 days of the receipt of a complete FOIA appeal package in 60 percent of the appeals. Due September 30, 2015

Core Activity: Legislative Legal Services

Provide timely legislative legal services.

Activity Target 1:

Draft and clear written statement for agency witnesses appearing before Congress. Participate and provide support for all hearing preps. Provide cleared statements to relevant committee by due date. Due September 30, 2015

Activity Target 2:

Respond to post hearing requests, including editing hearing transcripts and responding to questions for the record (QFR). Provided edited transcript to committee by due date. Circulate QFRs to appropriate offices within 48 hours of receipt by AGC. Due September 30, 2015

Activity Target 3:

Respond to technical assistance requests received from Congressional staff. Circulate to appropriate offices within 48 hours of receipt by AGC. Due September 30, 2015

Activity Target 4:

Respond to circulations received by OST that require FAA input. Circulate to appropriate offices within 48 hours or as dictated by the due date of the circulation. Due September 30, 2015

Activity Target 5:

Provide legislative drafting services in support of agency legislative proposals. Due September 30, 2015

Core Measure: Acquisition & Commercial Law Services Division Support of Strategic Initiative: Workforce of the Future

Provide legal support for acquisition workforce training and quality assurance needed to achieve the Workforce

of the Future Strategic Initiative and other high priority goals.

Core Initiative: Acquisition & Commercial Law Services Division Support of Strategic Initiative: Workforce of the Future

Provide legal support for acquisition workforce training and quality assurance needed to achieve the Workforce of the Future Strategic Initiative and other high priority goals. In particular, this Core Initiative supports the Workforce of the Future Aspiration: Drive results and deliver on services and assignments. The Division's staff provides training and quality assurance to the FAA's Acquisition Workforce.

Core Activity: Legal Support to National Acquisition Evaluation Program (NAEP)

Participate in formal oversight program to review solicitations and contracts through the National Acquisition Evaluation Program (NAEP). Based on the result of these reviews assist with corrective actions as necessary.

Activity Target 1:

Provide legal support to NAEP audits done in FY2014. Due September 30, 2015

Activity Target 2:

Review and provide input to the NAEP reports and assist the contracting office with any proposed corrective action plans. Due September 30, 2015

Core Activity: Training and Certification in Key Acquisition Disciplines

Train, develop, and certify personnel in key acquisition disciplines to ensure FAA has sufficient numbers of skilled acquisition professionals (current and pipeline) to successfully manage acquisitions.

Activity Target 1:

Provide training to designated acquisition professionals on legal aspects of acquisition for all three service centers on at least three different acquisition topics. Due September 30, 2015

Activity Target 2:

The Office of the Chief Counsel will deliver acquisition training to designated COTR's and Contracting Officers (at all levels) for all three service centers on at least three different acquisition topics. Due September 30, 2015

Core Measure: AGC FY15 Management Objectives

The Office of the Chief Counsel (AGC) supports the FAA's strategic objectives by providing legal services to the FAA Administrator and all agency organizations. In support of the Agency's objective to empower and innovate with the FAA's People, AGC has developed organizational management objectives for AGC executives to achieve during this fiscal year.

Core Initiative: AGC FY15 Management Objectives

The Office of the Chief Counsel (AGC) has identified organizational management objectives to be achieved during FY2015.

Core Activity: Regional Enforcement Function

Develop and implement the Enforcement Regional Function.

Activity Target 1:

Form study group to review and develop a regional enforcement model. Due November 15, 2014

Activity Target 2:

Study group will develop the regional enforcement model and a timeline for implementation. Due February 15, 2015

Core Activity: Review of Regional Alignment

AGC-700 will review and develop regional alignment recommendations for all practice areas other than enforcement (practice areas may include agency programmatic responsibility for FOIA, e-discovery and/or privacy).

Activity Target 1:

Review and recommend options for regional alignment for two practice areas other than enforcement. Due June 30, 2015

Core Activity: Performance Standards

Review performance standards and proficiency levels as appropriate for all staff - attorney and non-attorney, manager and supervisory level positions in the Office of the Chief Counsel.

Activity Target 1:

Develop attorney performance standards and proficiency levels. Due November 1, 2014

Activity Target 2:

Develop non-attorney, manager and supervisory level performance standards and proficiency levels (as applicable) within FY2015. Due September 30, 2015

Core Activity: Matter Tracking Information System (MTIS)

Achieve 75% effective use of Matter Tracking System (MTIS) by or on behalf of all attorneys in the Office of the Chief Counsel.

Activity Target 1:

Provide MTIS training for all AGC employees. Due December 31, 2014

Activity Target 2:

Ensure AGC employee use of MTIS through FY 2015. Due September 30, 2015