



**Federal Aviation  
Administration**

# **Government and Industry Affairs**

## **Fiscal Year 2016 Business Plan**



# FY2016 AGI Business Plan

March 04, 2016 02:27 PM

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

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

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

## Empower and Innovate with the FAA's People

The following AGI activities support the organizational excellence goal area.

### Strategic Objective: Workforce of the Future

Prepare FAA's Human Capital for mission-critical transformational changes by identifying, recruiting and training a workforce with the leadership, technical and functional skills to ensure the safest and most productive aviation sector.

#### Strategic Initiative: Attracting Talent

Operate efficient and effective hiring processes and conduct consistent corporate on-boarding.

##### Strategic Activity: Strategic Workforce Planning

Review the encumbered core compensation positions report from the Federal Payroll and Processing System (FPPS) on a quarterly basis to identify positions which are vacant and/or projected to be vacant within 90 days.

#### Activity Target 1:

Provide current and projected vacancies for core compensation positions to AHR, via KSN, no later than (NLT) 30 days after posting of the quarterly FPPS report. Due September 30, 2016

### Internal Work Objective: 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 2016, ACR in collaboration with the FAA LOBs/SOs will ensure that at least 2.33% of all FAA new hires are PWTD.

### Internal Work 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 2.33% 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.

### Internal Work Activity: Hiring PWTD

In FY 16, the Office of Civil Rights in collaboration with the FAA LOBs/SOs will ensure that at least 2.33% 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 January 31, 2016

#### Activity Target 2:

Each LOB/SO will report to ACR their total hiring projections for FY 16, and identify the estimated number of PWTD hires required to meet their 2.33% hiring goal. Due April 30, 2016

#### 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 June 30, 2016

## **Internal Work Objective: 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.

---

### **Internal Work Initiative: ADR Engagement**

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

#### **Internal Work Activity: ADR Engagement**

ACR, in coordination with the LOBs/SOs, will ensure that 70% of all managers engage in mediation when requested by employees.

##### **Activity Target 1:**

Assist Agency effort with ADR engagement by ensuring that 70% of all managers engage in mediation when requested by employees. Due September 30, 2016

## **Internal Work Objective: 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.

---

### **Internal Work Initiative: EAC**

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

#### **Internal Work Activity: EAC**

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

##### **Activity Target 1:**

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, 2015

##### **Activity Target 2:**

Support Agency efforts to implement and/or revise performance evaluation methods to the managers

EEO performance standard. Due September 30, 2016

#### **Activity Target 3:**

Identify and track Diversity and Inclusion initiatives through the EAC Workgroups. Due September 30, 2016

## **Internal Work Objective: Congressional Correspondence FAA Milestones**

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

---

### **Internal Work Initiative: FAA Congressional Correspondence Response**

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

#### **Internal Work Activity: FAA Congressional Correspondence Response**

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

##### **Activity Target 1:**

90% of all Congressional letters sent directly to the FAA must be answered within 30 calendar days of entry into the FAA Correspondence Control Management System (CCMS). Due September 30, 2016

## **Internal Work Objective: 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.

---

## Internal Work Initiative: EEO Training

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

### Internal Work Activity: EEO Training Requirements for FAA Workforce

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

#### Activity Target 1:

Monitor and report monthly on the completion of NO FEAR training to ensure 100% completion rate by 09/30/2016. Due September 30, 2016

#### Activity Target 2:

Ensure that 60% of management complete at least one EEO training course. Due September 30, 2016

#### Activity Target 3:

Ensure that 10% of employees complete at least one EEO training course. Due September 30, 2016

## Internal Work Objective: Congressional Relations

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

---

### Internal Work Initiative: Congressional Communication

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

### Internal Work Activity: Information Collection and Coordination

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

#### Activity Target 1:

Participate in weekly meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities. Due September 30, 2016

### Internal Work Activity: Policies, Initiatives and Rulemaking

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

#### Activity Target 1:

Provide appropriate and timely notification on most major notices to Congressional Members and their staff before the information becomes publicly available. Due September 16, 2016

### Internal Work Activity: Reports to Congress

Manage the Reports to Congress program and functions as Agency's Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

#### Activity Target 1:

Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA. Due September 30, 2016

#### Activity Target 2:

Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress. Due September 30, 2016

#### Activity Target 3:

Develop and assign LOB and SO report timelines to ensure due dates are met. Due September 30, 2016

#### Activity Target 4:

Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval. Due September 30, 2016

### Internal Work Activity: Briefings and Hearings

Assists in preparing Agency officials for Congressional meetings, briefings and hearings. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances Congressional Members and their staffs' confidence in the Agency's policies and programs.

#### Activity Target 1:

Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of

concern; some of which are regularly scheduled by AGI. Due September 30, 2016

### **Internal Work Activity: OST Governmental Affairs**

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

#### **Activity Target 1:**

Continue to maintain and improve daily communications with OST Governmental Affairs. Due September 30, 2016

#### **Activity Target 2:**

Provide daily activity reports on Congressional contacts. Due September 30, 2016

### **Internal Work Activity: Congressional Correspondence**

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

#### **Activity Target 1:**

Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies. Due September 30, 2016

#### **Activity Target 2:**

Provide status to all of Congressional inquiries into status of Agency response to Congressional correspondences. Due September 30, 2016