



**Federal Aviation
Administration**

Security and Hazardous Materials Safety

Fiscal Year 2016 Business Plan



FY2016 ASH Business Plan

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Make Aviation Safer and Smarter

The Office of Security and Hazardous Materials Safety is committed to furthering the strategic goal of making aviation safer and smarter through its work on hazardous materials safety, personnel security, facility security, as well as partnering with other Federal agencies on national security matters that have a direct impact on aviation.

Strategic Objective: 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: Standardization, Access, and Integration

Improve standardization, data access, & modeling integration.

Strategic Activity: FAA Safety Data Access and Management

Establish an Interim Safety Community of Interest (COI) to consolidate a list of safety databases and taxonomies that are of high value to safety analyst across the FAA.

Activity Target 1:

Establish an Interim Safety Community of Interest (COI). Due September 30, 2016

Strategic Activity: Hazard Tracking Tool

Establish an agency-wide tool to track hazards and mitigation outcomes.

Activity Target 1:

Update the Hazard Identification Risk Management and Tracking (HIRMT) tool to accommodate LOB-specific data field requirements. Due September 30, 2016

Strategic Initiative: Decision Making Process

Enhance decision making processes.

Strategic Activity: FAA SMS Decision-Making and Governance Structure

Design and implement changes to the FAA SMS decision-making and governance structure including potential changes to the FAA SMS Executive Council roles and responsibilities.

Activity Target 1:

Update the FAA SMS Committee Charter and develop the FAA SMS Executive Council Charter to align with the Risk-Based Decision Making Strategic Initiative. Due April 30, 2016

Strategic Initiative: RBDM Transition of Safety Management

Evolve the Safety Oversight Model.

Strategic Activity: Safety Performance Management

Lead the agency effort to improve and manage SMS within AVS and FAA by including safety risk when making decisions.

Activity Target 1:

Deliver safety risk assessment report to the FAA SMS Committee on one FAA-level Planned NAS Change. (UAS Pathfinder - Focus Area: Beyond Visual Line of Sight in Rural/Isolated Areas) Due September 30, 2016

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.

Activity Target 1:

Develop FAA level policy for a standardized, integrated, and collaborative approach to oversight. Due September 30, 2016

Internal Work Objective: 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. FY16 Target: 6.7

Internal Work Initiative: Hazardous Materials Safety

Improve the safety of transporting hazardous materials by air.

Internal Work Activity: Hazardous Materials Safety Regulations

ADG will implement strategic safety initiatives for the transport of hazardous materials in aviation by initiating studies, rulemakings and other documentation, and in partnership with other FAA lines of business, FAA offices, PHMSA, 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, reviewing PHMSA interpretations, drafting FAA interpretations, and assisting with other rulemaking activities. Due September 30, 2016

Internal Work Objective: Enhance Information System Security

Continuously enhance the FAA's Cyber Security posture through provision of FAA-wide Information Security and Privacy Services that properly secure agency information and reduce risk to breach of Agency Information systems. In addition, AFN will collaborate with DOT to advance capabilities that protect against cyber threats. Successful accomplishment of this objective will be based upon assessment of risks to the system and effective response to those risks.

Internal Work Initiative: Reduce Risk to Agency Internet Protocol (IP) Based Systems

Progressively improve the agency risk posture by implementing vulnerability management processes..

Internal Work Activity: Vulnerability Management Processes

Continue to implement vulnerability management processes to address 80% of the high value threats

and vulnerabilities exploited by attacks within 30 days.

Activity Target 1:

Continue to implement vulnerability management processes to address 80% of the IP high value threats and vulnerabilities identified in the DHS Cyber Hygiene Report within 30 days or as directed by AIS-1. Reported cumulative year-to-date. Due September 30, 2016

Activity Target 2:

Address 80% of IP based high value risks within 30 days. Continue to provide information to the Cybersecurity Steering Committee to assure consistent risk acceptance decisions. Visualize vulnerabilities on all IP based systems. (OSM/OSI) Due September 30, 2016

Internal Work Activity: Information Security Continuous Monitoring (ISCM), including Continuous Diagnostics and Mitigation (CDM)

Provide near real-time information about the agency's hardware, software, and vulnerabilities. Update policy, plans and concept of operations to support ISCM.

Activity Target 1:

Continue enhancements to the cybersecurity data visualization dashboard to include information about the Missions Support, R&D and NAS Domains. Due March 31, 2016

Activity Target 2:

Complete Service Readiness Review (SRR) of the CMaaS (Continuous Monitoring as a Service) baseline. Deliver Baseline Report and recommendations to AIS-1 and the Cybersecurity Steering Committee. Due April 30, 2016

Activity Target 3:

Ensure agency transition to FAA operations of CMaaS approved baseline. Due September 30, 2016

Activity Target 4:

Modify the draft Information Security Continuous Monitoring (ISCM) Concept of Operations to incorporate comments received from external LOBs. Deliver to the Cybersecurity Steering Committee for approval. Due September 30, 2016

Internal Work 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 enhance the Cyber Incident Response process for the FAA.

Activity Target 1:

Lead the the planning and conduct an incident response exercise to validate FAA's Cyber Incident Response Process and include defined and documented criteria for escalating the incident status. This exercise should include at a minimum AIT, the NAS Cyber Operations (NCO) and Security and Hazardous Materials (ASH). Report findings to AIS-1 and the Cybersecurity Steering Committee with recommended updates to FAA's security processes. Due June 30, 2016

Internal Work Activity: Security Compliance Service

The Security Compliance Service monitors compliance with applicable requirements, tracks response through remediation, and communicates this information to the system owners. The service supports internal audits and external audit initiatives and reporting.

Activity Target 1:

Complete the analysis of all FAA's FISMA reportable inventory systems for accuracy of identified FIPPS impact levels. Due September 30, 2016

Internal Work Initiative: Information Security and Privacy Services

Continuously enhance the FAA's Cyber Security posture through provision of FAA-wide Information Security and Privacy Services that properly secure agency information and information systems.

Internal Work Activity: Security and Privacy Liaison Service

The Security and Privacy Liaison Service provides relationship management between consumers and the Information Security and Privacy group. In addition, coordinates policies, awareness training, as well as situational awareness communications.

Activity Target 1:

Resolve comments and finalize updates to FAA Order 1370.82a, Information Security Policy, in

coordination with internal AIT organizations as well as external LOBs/SOs. Due March 31, 2016

Activity Target 2:

Update FAA Cybersecurity Strategy 2016-2020. Due September 30, 2016

Internal Work Objective: Safe Transport of Hazardous Materials

Ensure that hazmat priorities are current and relevant.

Internal Work Initiative: Safe Transport of Hazardous Materials

The Office of Hazardous Materials Safety (ADG) provides regulatory oversight of hazardous materials transported in cargo and passenger operations and supports the FAA's goal to continuously improve the safety and efficiency of flight. ADG manages the planning, development, and operational policy for implementation strategies of hazardous materials regulations within the domestic United States and the coordination of these activities in each of the Joint offices. In addition, ADG manages FAA's hazardous materials rulemaking efforts, represents the FAA in international efforts to coordinate oversight of hazardous materials regulations, coordinates national and international outreach, and chairs the Transportation Research Board's Committee on Transportation of Hazardous Materials. ADG has three divisions: the Hazmat Rulemaking and Enforcement Division (ADG-100), the Hazmat Infrastructure and Operations Support Division (ADG-200) and the Hazmat Safety Analysis and Evaluation Division (ADG-300).

Internal Work Activity: National Inspection and Investigations Methodologies

ADG will issue certain portions of the National Inspection and Investigation Manual (NI2M) as an FAA Order.

Activity Target 1:

Finalize the National Inspection and Investigations Manual (NI2M) and issue certain portions of the contents as an FAA Order, to ensure consistency in conducting inspections and investigations. Due September 30, 2016

Internal Work Activity: National and International Outreach Program

ADG will conduct national and international outreach in order to increase awareness of the dangers of hazardous materials transported on domestic and international passenger and cargo aircraft.

Activity Target 1:

Conduct outreach to educate the public, industry, air carriers, and aviation industry associations on the safe transportation of hazardous materials by air (dependent on resources) by producing relevant outreach materials, updating FAA's public website, and presenting hazardous materials safety information to national or international audiences. Due September 30, 2016

Activity Target 2:

Monitor Joint Office compliance with the goal of responding to 80% of actionable airline passenger hazmat discrepancy reports through automated outreach on a quarterly basis, by which, through a letter, each identified passenger is informed and educated about the hazardous materials discovered in their respective checked baggage. Due September 30, 2016

Internal Work Activity: Hazardous Materials Safety Oversight Priorities

ADG will establish hazardous materials safety oversight priorities through an official program priorities document.

Activity Target 1:

Develop and implement a data audit and evaluation plan to improve data entry quality, and to review and assess Hazardous Materials Safety Program (HMSP) inspection results to support decision making. Due September 30, 2016

Activity Target 2:

Develop an ASH HMSP priorities document that sets hazardous materials safety oversight priorities for the new fiscal year through data evaluation and monitoring and report performance for the current year ASH HMSP on a quarterly basis. Due September 30, 2016

Activity Target 3:

Finalize Advisory Circulars on air carrier manuals as they relate to hazardous materials. Due September 30, 2016

Internal Work Activity: Implement the FAA Safety Management System (SMS)

ADG will lead the ASH Hazardous Materials Safety Program's integration into FAA's air carrier Safety Management System to ensure that HMR oversight of Parts 121 air carriers is consistent with FAA and ICAO obligations through coordination with Joint Office Division Managers and relevant FAA offices.

Activity Target 1:

Complete implementation of the plan for the

integration of Parts 121 air carriers' hazardous materials safety oversight operations into ATOS and SAS, contingent on funding. Due September 30, 2016

Internal Work Activity: Improve Safety in the NAS Through Interagency and Intra-agency Partnerships and Cooperative Research

Participate in inter- and intra-agency collaborations on air transportation of hazardous materials to enhance the efficiency and effectiveness of inspections, outreach, and enforcement activities.

Activity Target 1:

Lead or participate in inter- and intra-agency collaborations, such as those with PHMSA, other DOT modal administrations, and the AIR Commercial Aviation Safety Team (CAST), the National Transportation Safety Board (NTSB), the Transportation Security Administration (TSA), the FAA Aviation Rulemaking Committee (ARC), and the Transportation Research Board (TRB), to provide hazardous materials transportation expertise to enhance safe transportation of hazardous materials. Due September 30, 2016

Internal Work Activity: Safety Outreach on the Risks of Lithium Batteries and Other Critical Commodities in Air Cargo and in Passenger Baggage

Develop a comprehensive communications strategy to conduct safety outreach on the risks of lithium batteries in air cargo.

Activity Target 1:

Continue to update the ASH public-facing hazardous materials safety website for the flying public. Due September 30, 2016

Activity Target 2:

Continue to update safety promotion materials aimed at the flying public, airline personnel, repair stations, and other regulated entities. Due June 30, 2016

Internal Work Initiative: Support International Committees and Panels on Hazardous Materials

Support for International Committees and Panels on hazardous materials.

Internal Work Activity: International Committees and Panels

ASH will represent the FAA by serving as the U.S. Panel Member for the International Civil Aviation Organization (ICAO) Dangerous Goods Panel and as aviation advisor to the United Nations (UN) Subcommittee on the Transportation of Dangerous Goods.

Activity Target 1:

Participate in two UN subcommittee meetings on the transportation of dangerous goods, review documentation such as working papers from the U.S. and other countries and information papers, and develop U.S. position summary in coordination with PHMSA. Due September 30, 2016

Activity Target 2:

Participate in two ICAO Dangerous Goods Panels and as needed, develop, submit, and review documentation such as working papers from the U.S. and other countries and information papers, and develop U.S. position summary in coordination with PHMSA. Due September 30, 2016

Activity Target 3:

Contribute to global aerospace system safety through coordination, collaboration, and cooperation with ICAO and CAAs internationally, including working with ICAO to provide training and assistance to CAAs. Due September 30, 2016

Internal Work Activity: Hazardous Materials Safety Program Communication, Coordination, and Collaboration

Initiate efforts to increase communication, coordination, and collaboration to advance a Safety Management Systems (SMS) culture and risk-based decision making (RBDM), to disseminate information, to respond to questions, and to foster understanding and consistency.

Activity Target 1:

Conduct three All-Hands briefings or meetings with Hazardous Materials Safety Program personnel. Due September 30, 2016

Activity Target 2:

Conduct monthly meetings with Hazardous Materials Safety Program Division Managers. Due September 30, 2016

Activity Target 3:

Conduct an annual meeting with Hazardous Materials Safety Program Division Managers and Front Line Managers. Due September 30, 2016

Internal Work Objective: Facility Security

Description: Improve the Facility Security Assessment/Inspection methodology to reduce the number of "Other Findings" by 5%.

Internal Work Initiative: Facility Security

The ASH Facility Security Division (AIN-100) supervises nation-wide 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.

Internal Work 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 to FAA stakeholders on trends and design protective measures to inhibit or stop repeat occurrences.

Activity Target 1:

AIN-100 will 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, 2016

Activity Target 2:

AIN-100 will collaborate as a primary stakeholder and the FAA facility security requirements office, with the contractor company that is awarded the contract for the Security Systems Design and Integration (SSDI) contract for installing security systems at FAA facilities nationwide. The contract is expected to be awarded in early FY16. Due September 30, 2016

Activity Target 3:

AIN-100 will prepare an instructional FAA-wide broadcast message for "Focus FAA" to remind FAA employees and management to follow the established procedures for facility security at FAA facilities, as contained in FAA Order 1600.69 and related orders and policies. The broadcast message will also include security-related

considerations for those hosting non-FAA visitors at FAA facilities. Due July 30, 2016

Activity Target 4:

AIN-100 will host one technical informational or instructional presentation for FAA Facility Security Program personnel. Due September 30, 2016

Internal Work Activity: International Visitor Program

ASH Headquarters will develop and use an automated system to track international visitors visiting FAA facilities and will process international foreign visit requests.

Activity Target 1:

AIN-100 will process international visit requests within ten days of receipt. Due September 30, 2016

Activity Target 2:

AIN-100 will prepare an instructional FAA-wide broadcast message for "Focus FAA" to remind FAA employees and management to follow the established procedures for international visitors to FAA facilities, as contained in FAA Order 1600.74 and the International Visitor Program (IVP). The broadcast message will also include security-related considerations for those hosting international visitors. Due July 30, 2016

Internal Work Objective: Information Safeguards, Communications Security (COMSEC) and Industrial Security

Provide national program management and oversight of the following programs: Classified National Security Information (CNSI) Program, Sensitive/Controlled Unclassified Information (S/CUI) Program, Communications (COMSEC) Security/Electronic Key Management System /Key Management Infrastructure (EKMS/KMI) Program, and National Industrial Security Program (NISP).

Internal Work Initiative: Information Safeguards

Provide program management of classified national security and sensitive/controlled unclassified information policy, safeguards, and national reporting requirements.

Internal Work Activity: Information Safeguards

Provide technical guidance to DOT/FAA organizational elements on safeguarding classified national security information and controlled unclassified information (CUI), including Sensitive Security Information (SSI).

Activity Target 1:

Conduct classified national security information reviews at each HQ facility that has an appointed Classified Information Security Manager (CISM). Due September 30, 2016

Activity Target 2:

Review and approves CNSI inspections/security reviews of field CISM's conducted by Servicing Security Elements/field personnel within 30 days of completion in the Facility Security Reporting System (FSRS). Due September 30, 2016

Activity Target 3:

Complete annual NARA/ISOO required agency reports dealing with classification activities, security costs for safeguarding CNSI and the annual agency self-inspection reports within in agreement with NARA prescribed time frames. Due September 30, 2016. Due September 30, 2016

Internal Work Initiative: Communications Security (COMSEC)

Manage 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.

Internal Work Activity: Communications Security (COMSEC)

Maintain accountability and control over COMSEC materials in accordance with NSA, USAF, and FAA policies and operational doctrine.

Activity Target 1:

Conduct COMSEC semi-annual accounting inventory and annual security reviews at each HQ facility local element (LE) that has an appointed COMSEC Responsible Officer. Due September 30, 2016

Activity Target 2:

Conduct COMSEC semi-annual accounting inventory and audit of associated LE security

records (i.e. six-part folder) for accountability and accuracy. Due September 30, 2016

Activity Target 3:

Review and approve COMSEC inspections/security reviews of field CRO/LEs conducted by Servicing Security Elements/field personnel within 30 days of completion in FSRs. Due September 30, 2016

Internal Work Initiative: Industrial Security

Provide program guidance and oversight of FAA classified contracting processes in agreement with the National Industrial Security Program (EO 12068 and 32 CFR Part 2004).

Internal Work Activity: Industrial Security

Provide technical guidance to FAA acquisition organizations and elements on required NISP classified contracting security requirements and related security administration.

Activity Target 1:

Review acquisition/procurement documents and provide technical written guidance to classified contracting/acquisition activities in agreement with NISP and AMS requirements. Due September 30, 2016

Internal Work Objective: 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.

Internal Work Initiative: Internal 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 throughout the FAA. This is accomplished through program evaluations, security awareness products and informational briefings to FAA employees and contractors.

Internal Work Activity: Internal Security Policy Development and Revision

Develop and revise policies and procedures for various FAA security programs.

Activity Target 1:

Deliver draft of FAA Order 1600.78A, Personal Identity Verification (PIV) Card and Other Identification (ID) Cards. Due November 30, 2015

Activity Target 2:

Develop updated version of the ASH Security Awareness Virtual Initiative (SAVI). Due December 31, 2015

Activity Target 3:

Develop Facility Security Plan (FSP) templates to include Facility Security Procedures, Information Safeguard Plan, and First Responder Book. Due December 31, 2015

Activity Target 4:

Develop an Internal Security Program field component evaluation plan. Due June 30, 2016

Internal Work Objective: 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.

Internal Work Initiative: Personnel Security

The Personnel Security program develops and/or implements policy, as required, for the FAA's Personnel Security Program (Employees and Contractors). 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 and for ensuring 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.

Internal Work Activity: Background Investigations

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

Activity Target 1:

80% of contractor fingerprints will be adjudicated within 10 days of receipt of the fingerprint results. Due September 30, 2016

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, 2016

Activity Target 3:

80% of employee public trust and national security background investigations will be adjudicated within 30 days of the closing date of the OPM investigation. Due September 30, 2016

Activity Target 4:

Develop an integrated Air Traffic Controller hiring tracking database or process that accurately provides the status of the controller applicants within the hiring, and specifically the security, process. Effort will assist hiring authorities in making informed decisions on air traffic controller training scheduling, recruitment efforts, and in meeting end of year hiring targets. Due September 30, 2016

security, and cyber security, as well as achieve cost savings through automation of security control processes and efficiency gains.

Internal Work Activity: ID Media

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

Activity Target 1:

Reissue approximately 15,000 PIV cards to employee and contractors whose PIV card will expire by September 30, 2016. Due September 30, 2016

Activity Target 2:

Conduct 3 inspections for the current FAA Credentialing Programs. Airports, AVS, and Commercial Space Transportation are due in FY16. Due July 31, 2016

Activity Target 3:

Per 800-79-1, re-accreditation of an agency's PIV system shall be performed every three (3) years. Recertification will be due by the end of FY16. Due September 30, 2016

Activity Target 4:

Upgrade the agency's Card Management System, which is used to enroll, issue, and validate all employee and contractor Personal Identity Verification (PIV) cards, to operate within network operating system versions being deployed by the IT Shared Services organization. Activity includes system modification, platform compatibility testing, and agency-wide field deployment. Due September 30, 2016

Internal Work Objective: Common Identification Standard (CIS)

ASH will continue to implement the Common Identification Standard (CIS) as instituted by Homeland Security Presidential Directive-12 (HSPD-12) agency-wide, to include DOT, in accordance with standards developed. ASH will 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.

Internal Work 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. Implementing guidance from OMB and technical specifications issued by the National Institute of Standards and Technology (NIST), pursuant to HSPD-12, requires both the creation of new technical systems and changes in business practice for all elements of the FAA with respect to: (1) employee and contractor identity verification; (2) increased and standardized background investigations criteria; (3) significantly greater emphasis on maintaining the integrity of the initial employee identification and investigation process; (4) development and deployment of a system to utilize advanced "smart card" technology to create and deliver new standardized identification media (cards); (5) provisioning cards to make possible improvements in protection of personal privacy information, facility

Internal Work Objective: Identity Security Management (ISM)

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.

Internal Work Initiative: Technology

ASH will achieve an average of 90% "Good" or "Excellent" ratings on ASH Application Support Customer Satisfaction Surveys received, and certify to

the Administrator that 90% or more of web pages comply with FAA web standards, policies, and requirements.

Internal Work Activity: ISM - Developing Applications

The Identity Security 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, 2016

Activity Target 2:

Ensure all new web applications are developed in the ".net" environment. Due September 30, 2016

Activity Target 3:

Ensure consolidated lists of requirements for applications are shared with customers quarterly. Due September 30, 2016

Activity Target 4:

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 10 additional Facility Security Level 3 and 4 (tier 1) Facilities. This capability enhances security by improving the access control procedure to allow only current and authorized personnel to enter critical FAA facilities. Due September 30, 2016

Internal Work Activity: ISM - 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, 2016

Internal Work Activity: ISM - Identity Security Management and Privacy

AIN will ensure the confidentiality, integrity and availability of all identity security systems.

Activity Target 1:

Ensure all of AIN Identity Security systems complete the Certification and Authorization process. Due September 30, 2016

Activity Target 2:

Ensure AIN systems score an 85% or higher on AIS annual security compliance review. Due September 30, 2016

Activity Target 3:

Update all AIN System of Record Notices (SORN). Due September 30, 2016

Activity Target 4:

Remediate all PII data found during scan. Due September 30, 2016

Internal Work Objective: FAA Insider Threat Detection and Mitigation Program (ITDMP)

The purpose of the FAA ITDMP is to deter, detect, and mitigate actions by FAA employees and contractors who may represent a threat, either witting or unwitting, to the FAA or national security. These threats include potential espionage, violent acts against the United States Government or the Nation, or unauthorized disclosure of classified and/or unclassified information.

Internal Work Initiative: FAA Insider Threat Detection and Mitigation Program (ITDMP)

The purpose of the FAA ITDMP is to deter, detect, and mitigate actions by FAA employees and contractors who may represent a threat, either witting or unwitting, to the FAA or national security. These threats include potential espionage, violent acts against the United States Government or the Nation, or unauthorized disclosure of classified and/or unclassified information.

Internal Work Activity: FAA Insider Threat

The purpose of the FAA ITDMP is to deter, detect, and mitigate actions by FAA employees and contractors who may represent a threat, either witting or unwitting, to the FAA or national security. These threats include potential espionage, violent acts against the United States Government or the Nation, or unauthorized disclosure of classified and/or unclassified information.

Activity Target 1:

Reinitiate Insider Threat Working Group (ITWG) meetings with key FAA stakeholders; develop and coordinate a draft Implementation Plan; and establish a HUB for implementing the day-to-day operations of the program and begin user activity monitoring on at least one network system. Due September 30, 2016

Internal Work Objective: Crisis Response and Notification

The Washington Operations Center Complex (WOCC) is the hub of the FAA's national network of operations centers. The WOCC collects information, provides decision support, coordinates activities essential to the daily conduct of the FAA mission, and serves as an action center for concentrated and accelerated agency efforts in times of national emergencies, natural disasters, and major incidents/ accidents. The WOCC concept of operations is based on implementing procedures and practices that support Process-Based Mission Assurance (PBMA). PBMA is the management model of collective systems, processes, protocols, and procedures that encompasses operational risk management, quality assurance, internal control and the strategic business process requirements to execute operations and make certain that senior leadership and key stakeholders are confident that WOCC missions will be achieved and sustained.

Internal Work Initiative: Crisis Response and Notification

The WOCC facility operates 24/7 and is structured to support all FAA Lines of Business (LOBs) and Staff Offices (SO). The WOCC monitors national and global events that impact the aviation domain, coordinates and disseminates this real time information with government operation centers including the White House, State Department, the Department of Homeland Security, the Department of Defense, and the NTSB. The WOCC possesses flexible operational capability and maintains portable assets in order to provide continuity of services should disruptive events require relocation to alternate facilities. Additionally, the WOCC staff supplements the Continuity of Operations (COOP) Team, provides COOP cadre and management notifications, and participates as the FAA point of contact in the Federal government's national security emergency preparedness activities.

Internal Work Activity: Crisis Response and Notification Requirements

The crisis response and notification capabilities consist of the collection of systems and processes that work in synchronization to provide consistency in distributing information and facilitating command and control internal and external to the FAA.

Activity Target 1:

Intra- and Inter-Agency Collaboration: Establish and maintain inter-agency networks and associations with two constructive engagements conducted and documented monthly (for a total of 24 engagements in FY16) to leverage the full extent of value having exchanged best practices, lessons-learned, new techniques and processes

via intra- and inter-agency collaboration through qualitative, anecdotal, or empirical improvement.
Due September 30, 2016

Internal Work Activity: Washington Operations Center Complex (WOCC)

The Washington Operations Center Complex (WOCC) is a 24/7 facility that collects information, provides decision support, coordinates activities essential to the daily conduct of FAA activities, and serves as an action center for concentrated agency efforts in times of national disasters and major incidents. In order to enhance operational readiness and capabilities improvement, the WOCC will engage stakeholders and partners through exercises and evaluation activities.

Activity Target 1:

Conduct or participate in one test, drill, tabletop, limited or full-scale field exercise monthly (for a total of 12 activities in FY16) in accordance with the Homeland Security Exercise & Evaluation Program to target, track, and report improvements to the WOCC readiness and continuity capabilities. Due September 30, 2016

Activity Target 2:

Conduct the review and updating of 36 internal controls, requirements, standardized operating protocols and processes to facilitate consistency in the delivery of services in accordance with the risk-based decision-making (RBDM) framework identified in the WOCC Internal Process Improvements, Requirements, & Standards (IPIRS) Program Performance Plan. Due September 30, 2016

Internal Work Objective: Incident Preparedness and Response

Through an integrated system of policy, procedures, personnel, facilities, communications and exercises, the Preparedness and Response Division (AEO-200) ensures FAA officials have timely, decision-quality information to plan and then direct essential operations in times of crisis -- both natural and manmade. It also issues policy and guidance for Continuity planning and COOP implementation.

Internal Work Initiative: Incident Preparedness and Response

Through an integrated system of policy, procedures, personnel, facilities, communications and exercises, the Preparedness and Response Division (AEO-200) ensures FAA officials have timely, decision-quality information to plan and then direct essential operations

in times of crisis -- both natural and manmade. It also issues policy and guidance for Continuity planning and COOP implementation.

Internal Work Activity: Preparedness and Response for Serious or Catastrophic Incidents

ASH will ensure national incident preparedness and response policy guidance and structure exist to support national and regional operations during any serious or catastrophic incidents (natural or technological disasters, terrorism incidents, widespread communications outages, etc.) and National Special Security Events (NSSE). ASH will also provide national-level management of National Exercise Program exercises and other appropriate exercises that might require FAA-wide coordination.

Activity Target 1:

Perform Emergency Event Coordinator duties, including producing Spot and Situation Report as needed, in accordance with FAA Order 1900.1, as amended. Due September 30, 2016

Activity Target 2:

Conduct an annual Headquarters/Regional incident response exercise in support of the National Exercise Program Capstone series and/or the Eagle Horizon Federal Executive Branch Continuity Series. Due September 30, 2016

Activity Target 3:

Participate in appropriate interagency exercises as scheduled by DHS, DOD, or other governmental agencies, as resources permit, and produce after-action reports as needed. Due September 30, 2016

Internal Work Activity: Continuity of Operations

ASH will ensure that viable continuity of operations facilities and procedures, to include communications and logistics, are continually available and regularly exercised through readiness exercises and training, maintaining continual facility operational capability, and Continuity cadre management.

Activity Target 1:

Verify and update activation contact information of Continuity cadre members quarterly. Due September 30, 2016

Activity Target 2:

Participate in secure continuity communications tests as required. Due September 30, 2016

Internal Work Objective: 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 FAA's Defensive Counterintelligence Program 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, 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 also conducts technical assessments to identify and analyze advanced security threats and prescribes technical or administrative countermeasures to mitigate vulnerabilities. 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, oversight for all construction, certification, and management of SCI facilities within FAA and managing and protecting FAA's SCI programs, including networks, circuits, JWICS access, telecommunications and data.

Internal Work 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 FAA's Defensive Counterintelligence Program 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 also conducts technical assessments to identify and analyze advanced security threats in relation to risk and prescribes technical or administrative countermeasures to mitigate vulnerabilities. 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, oversight for all construction, certification, and management of SCI facilities within FAA and managing and protecting FAA's SCI programs, including networks, circuits, JWICS access, telecommunications and data.

Internal Work 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, 2016

Activity Target 2:

Conduct quarterly liaison visits with relevant external customers or Intelligence Community members. Make at least one visit to the EPIC to validate the requirement for ADAPT. Due September 30, 2016

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, 2016

Internal Work 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 FAA decision makers with intelligence on foreign intelligence threats to the FAA by providing quarterly presentations or updates to FAA Executives. Due September 30, 2016

Activity Target 2:

Respond to requests for counterintelligence training and support from FAA employees within two (2) business days. Due September 30, 2016

Activity Target 3:

Conduct three liaison meetings with members of the U.S. Counterintelligence Community and other Federal partner agencies on a quarterly basis. Due September 30, 2016

Internal Work Activity: Cyber Intelligence Support

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

Activity Target 1:

Provide FAA decision makers with intelligence on cyber threats to the NAS, mission, and administrative systems and networks by providing quarterly updates to AIT, AIS, and other FAA Executives. Due September 30, 2016

Internal Work Activity: Counterintelligence Program Technical Support

Conduct technical assessments to identify and analyze advanced security threats and prescribe technical or administrative countermeasures to mitigate vulnerabilities.

Activity Target 1:

Provide a written report to all customers or information consumers within 10 business days of completion of the technical assessment activity. Due September 30, 2016

Internal Work Objective: Provide FAA with Survivable, Secure, and Redundant Command and Control Communications

The Command and Control Communications Division (AEO-400) provides technical and engineering life-cycle management for the FAA's emergency operations mission and provides reliable communications capability to facilitate continuity of FAA operations. To accomplish this objective, AEO-400 manages and maintains facilities and workspace for the FAA HQ WOCC, Emergency Operations Center (EOC), and Primary Alternate Facility (PAF) and provides emergency communications support for real-world crises and other significant events. Exceed Continuity Communications activation levels, as identified

Internal Work Initiative: ASH Efforts to Develop Emergency Operation Information Sharing

Provide FAA with survivable secure and redundant command and control communications that assure the agency's ability to respond to daily events, to assist the minimum essential restoration of the NAS and to facilitate the continuity of FAA Operations.

Internal Work Activity: ASH Efforts to Develop Emergency Operation Information Sharing

The Emergency Operations Network (EON) team will enhance and promote its core capabilities while researching additional technologies to understand and provide data.

Activity Target 1:

Promote the use of EON to internal and external stakeholders to foster quarterly collaborative initiatives and innovations in the areas of: Training, Data Enrichment, Geospatial capabilities, Data Sharing, and the EON Dashboard. Due September 30, 2016

Activity Target 2:

EON will promote and integrate its core function of the emergency operations network and research additional data toolsets to understand, analyze, and act on this data in the event of an emergency. Due September 30, 2016

Internal Work Activity: Maintain Communications Support Team (CST) Readiness

Maintain CST proficiency through training, maintenance, and readiness exercises.

Activity Target 1:

Complete a monthly system set up and communications test of a major CST system to ensure system functionality and proficiency of core team members. Due September 30, 2016

Activity Target 2:

Maintain an annual operational readiness rating of 95% for the Emergency Response Vehicle. Due September 30, 2016

Internal Work Activity: VHF/FM Radio System Network for the Salt Lake City District

VHF/FM Radio System Network for the Salt Lake City District

Activity Target 1:

Complete VHF/HF network engineering, design, and site surveys for thirty locations in the Salt Lake City GNAS. Due September 30, 2016

Internal Work Activity: Communications Security and INFOSEC Management

Conduct regular capabilities exercises of secure facsimile.

Activity Target 1:

Conduct quarterly national secure facsimile exercises to ensure continued system viability and to identify maintenance issues. Due September 30, 2016

Internal Work Activity: Maintain Emergency Satellite Systems

Conduct regular capabilities exercises of fixed and mobile emergency satellite telephone systems.

Activity Target 1:

Conduct an ongoing exercise program that allows every fixed or mobile satellite terminal an opportunity to test and train every 60 days, with a minimum participation rate of 65% (annual average of six bimonthly exercises). Due September 30, 2016

Internal Work Objective: Investigations, Law Enforcement Assistance, and Digital Media Analysis Programs

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, Regulatory, and other Special Inquiries. It also develops and implements policy, as required, for the FAA's Investigations, Law Enforcement Assistance (LEA) and Digital Media Analysis (DMA) Programs and serves as the investigative authority over agency employee misconduct and recommends applicable airmen/aircraft regulatory action.

Internal Work Initiative: Investigations, Law Enforcement Assistance, and Digital Media Analysis Programs

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, Regulatory, and other Special Inquiries. It also develops and implements policy, as required, for the FAA's Investigations, Law Enforcement Assistance (LEA) and Digital Media Analysis (DMA) Programs and serves as the investigative authority over agency employee misconduct and recommends applicable airmen/aircraft regulatory action.

Internal Work Activity: Allegations of Misconduct

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

Activity Target 1:

Complete 95% of investigations based upon the various identified specified timelines, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2016

Internal Work Activity: Investigations Program

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

Activity Target 1:

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, 2016

Activity Target 2:

Develop a draft update to FAA Order 1600.20C, Investigations Handbook, in coordination with the Joint Offices and AMC-700. Due September 30, 2016

Internal Work Activity: Law Enforcement Assistance (LEA) Program

ASH conducts 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. Acts

as the focal point for FAA interaction with law enforcement.

Activity Target 1:

Conduct an ASH-wide review of at least one LEA Program activity for adherence to FAA orders and ASH Policy. Due September 30, 2016

Internal Work Activity: Digital Media Analysis (DMA) Program

The DMA program is responsible for conducting digital media analysis related to misconduct of FAA personnel. 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, 2016

Activity Target 2:

Conduct technical review of at least one digital forensic examination report from each DMA Unit for consistency and compliance with FAA Orders. Due September 30, 2016

Internal Work Objective: 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 traveling 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 threats, incidents and National Special Security Events, and direct support to FAA's air traffic system operations security programs and ASH security investigations. It serves as the FAA's focal point for interactions with TSA's Secure Flight program and the FBI's Terrorist Screening Center, and maintains contact with the Counterterrorism Community through multiple daily secure video teleconferences.

Internal Work 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 traveling 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 threats, incidents and National Special Security Events, and direct support to FAA's air traffic system operations security programs and ASH security investigations. It serves as the FAA's focal point for interactions with TSA's Secure Flight program and the FBI's Terrorist Screening Center, and maintains contact with the Counterterrorism Community through multiple daily secure video teleconferences.

Internal Work 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 U.S. Transportation Command (USTRANSCOM) and Air Mobility Command intelligence elements regarding U.S.-flagged air carrier contract operations in conflict zones. Due September 30, 2016

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, 2016

Activity Target 3:

Represent FAA in 15 interagency intelligence meetings or working groups during the fiscal year. Due September 30, 2016

Activity Target 4:

Participate in minimum of 400 National Counterterrorism Center Secure Video Conferences. Due September 30, 2016

Activity Target 5:

Through JWICS and HSDN, provide 50 weeks of intelligence products/support to OST/S60 in the preparation of the intelligence brief and updates to the Secretary, Deputy Secretary and senior leadership in the Office of the Secretary. Due September 30, 2016

Activity Target 6:

Provide four threat briefings to Industry. Due September 30, 2016

Activity Target 7:

Support 95% of WOCC Air Traffic Security Coordinators meetings with relevant threat intelligence. Interact daily with Transportation Security Administration and Terrorist Screening Center for Secure Flight notifications/updates. Due September 30, 2016

Internal Work Objective: Joint Security and Hazardous Materials Safety Office - West (AHW): Inspections and Investigations

Execute and conduct inspections and investigations to fulfill the requirements of the ASH mission.

Internal Work 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.

Internal Work Activity: Inspections

AHW will conduct inspections of the following: shippers of hazardous materials by air that were identified during routine air carrier inspections or those 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 HMSP priorities document. Due September 30, 2016

Activity Target 2:

Conduct air carrier station inspections as identified in the HMSP priorities document. Due September 30, 2016

Activity Target 3:

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, 2016

Activity Target 4:

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, 2016

Activity Target 5:

Conduct outreach activities to shippers of critical hazmat commodities. Due September 30, 2016

Activity Target 6:

Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2016

Activity Target 7:

Execute the ADG risk-based decision model by conducting 90% of inspection and investigation

activities for hazardous materials shippers with the model. Due September 30, 2016

Internal Work Initiative: Facility and Information Security - AHW

AHW conducts assessments and inspections at FAA facilities to determine status of the Facility Security Management Program and compliance with FAA Order 1600.69 and Interagency Security Committee (ISC) standards. Additionally, AHW conducts Communications Security (COMSEC) and Classified Information inspections at FAA facilities to determine their compliance with FAA Orders 1600.75, 1600.8, and National Security Agency (NSA)/United States Air Force (USAF) directives.

Internal Work Activity: Facility Security Management Program

The Joint Security and Hazardous Materials Office, West will conduct facility security assessments and inspections at FAA staffed facilities.

Activity Target 1:

Conduct facility security assessments and inspections at FAA facilities as required by the AHW workplan. Due September 30, 2016

Activity Target 2:

Complete 80% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2015 and analyze the Incident Trending Report each quarter to determine if security briefings are required to address the specific incident types. Report progress quarterly. Due September 30, 2016

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, 2016

Activity Target 4:

Enhance decision making process by implementing a risk-based decision model for FAA Facilities by analyzing findings over the last five years and identifying those findings and hazards that have remained open and requires resolution at 80% of our FAA facilities. Due September 30, 2016

Activity Target 5:

Propose a set of protocols and procedures for local Threat Assessment Teams, to include processes for notification, team membership, timelines, and actions. Input will be requested

from AHR, AGC, AFN, and LOBs/SOs. Due September 30, 2016

Internal Work Activity: Internal Security - COMSEC and Classified Information Program Inspections

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 and Classified Information inspections at FAA facilities as required by the AHW workplan. Due September 30, 2016

Internal Work 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.

Internal Work 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 area of responsibility of Joint Security and Hazardous Materials Office, West.

Activity Target 1:

Adjudicate 80% of contractor fingerprints within 10 days of receipt of the fingerprint results. Due September 30, 2016

Activity Target 2:

Initiate 80% of initial Public Trust and National Security (except for Critical Sensitive) cases within 10 days. Due September 30, 2016

Activity Target 3:

Adjudicate 80% of employee fingerprints within 10 days of receipt of the fingerprint results. Due September 30, 2016

Activity Target 4:

Initiate 80% of initial Critical Sensitive National Security cases within 10 days. Due September 30, 2016

Internal Work 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, 2016

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 specified suspenses, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2016

Activity Target 3:

Complete all computer/digital forensics accepted within 20 working days except those prolonged for reasons beyond the computer forensics examiners control. Due September 30, 2016

Internal Work 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, 2016

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, 2016

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, 2016

Activity Target 4:

Conduct ramp checks at general aviation airports to validate aircraft certificates and/or airman certificates and registrations. Due September 30, 2016

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, 2016

Internal Work Activity: ID 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, 2016

Internal Work Initiative: AHW Support - ASH Training Function

AHW supports a model work environment for employees.

Internal Work 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 AHW employees during FY16. Due September 30, 2016

Internal Work Objective: Joint Security and Hazardous Materials Safety Office - East (AHE): Inspections and Investigations

Execute and conduct inspections and investigations to fulfill the requirements of the ASH mission.

Internal Work Initiative: Hazardous Materials Safety Program - AHE

AHE hazardous materials specialists 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.

Internal Work Activity: Inspections

AHE hazardous materials specialists 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, 2016

Activity Target 2:

Conduct 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, 2016

Activity Target 3:

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, 2016

Activity Target 4:

Conduct inspections on shippers or air carriers requesting Special Permit or Competent Authority determinations as part of the ADG review process as resources allow. Due September 30, 2016

Activity Target 5:

Execute the ADG risk-based decision model by

conducting 90% of inspection and investigation activities for hazardous materials shippers with the model. Due September 30, 2016

Internal Work 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 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, 2016

Internal Work Initiative: Critical Infrastructure Protection - 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.

Internal Work 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 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, 2016

Activity Target 2:

Conduct 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, 2016

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, 2016

Activity Target 4:

Conduct outreach activities at 60% of FAA facilities currently scheduled for a facility assessment or inspection in the Facility Security Reporting System. Due September 30, 2016

Activity Target 5:

Complete 90% of all incidents entered in the Facility Security Reporting System (FSRS) database for FY2015 and analyze the Incident Trending Report. Due September 30, 2016

Activity Target 6:

Enhance decision making process by implementing a risk-based decision model for FAA Facilities by analyzing findings over the last five years and identifying those findings and hazards that have remained opened and requires resolution at 80% of our FAA facilities. Due September 30, 2016

Activity Target 7:

Propose a set of protocols and procedures for local Threat Assessment Teams, to include processes for notification, team membership, timelines, and actions. Input will be requested from AHR, AGC, AFN, and LOBs/SOs. Due September 30, 2016

Internal Work Activity: Internal Security - COMSEC and Classified Program Inspections

AHE Infrastructure Protection Specialists 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 Infrastructure Protection 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. 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, 2016

Activity Target 2:

Conduct classified information inspections at FAA facilities as required. 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, 2016

Internal Work Activity: Critical Infrastructure Protection

AHE will assist the LOBs/SOs and the logistics organization by providing required protective measures during projects involving new facilities, major renovations and new leased space and renewals of current leased space.

Activity Target 1:

Participate in all construction projects involving new facility designs or major renovations by collaborating with the LOBs/SOs and facility management throughout all project phases to ensure security measures are incorporated into the facility design. This activity will be measured against the completion of construction projects by the target date. Due September 30, 2016

Activity Target 2:

Review 80% of leases within 90 days after submission to AHE for new leased space for FAA facilities, excluding those prolonged for reasons beyond the specialist's control. The review process will ensure any applicable security clauses and security requirements are incorporated into new leases. Due September 30, 2016

Activity Target 3:

Review 80% of leases within 30 days after submission to AHE for leased space being considered for renewal, excluding those prolonged for reasons beyond the specialist's control. The review process will ensure no major changes or modifications exist at the current space that would impact or affect any applicable security clauses or security requirements already incorporated into the existing lease. Due September 30, 2016

Internal Work 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.

Internal Work 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 working days, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2016

Activity Target 2:

Complete 95% of investigations based upon Department of Transportation, Office of Inspector General (DOT/OIG) Hotline complaints within DOT/OIG's specified suspense, excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2016

Activity Target 3:

Work with headquarters to review, develop and implement changes to the investigations program to improve timeliness and efficiency. Due September 30, 2016

Internal Work 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, 2016

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, 2016

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, 2016

Activity Target 4:

Each LEAP Agent will conduct ramp inspections based on risk based decisions and analysis of current information minimum of four 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, 2016

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, 2016

Activity Target 6:

Utilize the Automatic Detection and Processing Terminal (ADAPT) to assist in a 2% reduction in the occurrence of registration violations. In addition, identify and track aircraft of interest for law enforcement as requested. Due September 30, 2016

Internal Work Activity: ID 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 process for FAA employees and contractors identified within the AHE area of responsibility to receive or renew the PIV card for FY2015. Due September 30, 2016

Activity Target 2:

Support DOT PIV card issuance at Regional Offices. Due September 30, 2016

Internal Work Activity: Risk Management

AHE Risk Management 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, 2016

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, 2016

Activity Target 3:

80% of employee fingerprints will be adjudicated, within 10 days of receipt of the fingerprint results. Due September 30, 2016

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, 2016

Activity Target 5:

80% of employee public trust background investigations will be adjudicated within 30 days of the closing date of OPM investigations. Due September 30, 2016

Internal Work 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, 2016

Internal Work Objective: Joint Security and Hazardous Materials Safety Office - Central (AHC): Inspections and Investigations

Execute and conduct inspections and investigations to fulfill the requirements of the ASH mission.

Internal Work 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.

Internal Work 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 HMSP priorities document. Due September 30, 2016

Activity Target 2:

Conduct air carrier station inspections as identified in the HMSP priorities document. Due September 30, 2016

Activity Target 3:

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, 2016

Activity Target 4:

Conduct inspections on shippers or air carriers requesting Special Permit or Competent Authority determinations as part of the ADG review process as resources allow. Due September 30, 2016

Activity Target 5:

Execute the ADG risk-based decision model by conducting 90% of inspection and investigation activities for hazardous materials shippers with the model. Due September 30, 2016

Internal Work Activity: Outreach - Critical Commodities

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

Activity Target 1:

Conduct outreach activities to shippers of critical hazmat commodities. Due September 30, 2016

Activity Target 2:

Respond to all actionable airline passenger hazmat discrepancy reports through automated outreach. Due September 30, 2016

Internal Work Initiative: Critical Infrastructure Protection 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; and conduct information security outreach at FAA facilities.

Internal Work Activity: Critical Infrastructure Program

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

Activity Target 1:

Conduct Infrastructure Protection assessments and inspections at FAA facilities as required by the AHC workplan and measure against the completion of all Infrastructure Protection assessments by the target date. Evaluate at the end of each quarter and compare against the AHC workplan. Due September 30, 2015 Due September 30, 2016

Activity Target 2:

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, 2016

Activity Target 3:

Complete 80% of all incidents entered in Infrastructure Protection reporting System (FSRS) database for FY2015 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, 2015 Due September 30, 2016

Activity Target 4:

Enhance decision making process by implementing a risk-based decision model for FAA Facilities by analyzing findings over the last five years and identifying those findings and hazards that have remained opened and requires resolution at 80% of our FAA facilities. Due September 30, 2016

Activity Target 5:

Propose a set of protocols and procedures for local Threat Assessment Teams, to include processes for notification, team membership, timelines, and actions. Input will be requested from AHR, AGC, AFN, and LOBs/SOs. Due September 30, 2016

Internal Work Activity: 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 and Classified information inspections at FAA facilities as required and measure against the completion of all COMSEC inspections by the target date. Due September 30, 2016

Internal Work 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.

Internal Work 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:

Complete 80% of contractor fingerprints within 10 days of receipt of the fingerprint results. Due September 30, 2016

Activity Target 2:

Complete 80% of contractor backgrounds within 60 days of receipt of the OPM closed investigation. Due September 30, 2016

Activity Target 3:

Complete 80% of employee background investigation (that were not referred to AMH for final adjudication) within 60 days of receipt of the OPM closed investigation for public trust positions and 30 days of receipt of the OPM closed investigation for national security positions. Due September 30, 2016

Activity Target 4:

Complete 80% of employee fingerprints within 10 days of receipt of the fingerprint results. Due September 30, 2016

Activity Target 5:

Complete 80% of employee national security background investigations or forwarded to Office of Human Resources (AMH) within 30 working days of the closing date of OPM investigations. Due September 30, 2016

Internal Work 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, 2016

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 specified due dates excluding those prolonged for reasons beyond the investigator's control. Due September 30, 2016

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, 2016

Internal Work Activity: Law Enforcement Assistance Program

AHC will conduct regulatory investigations on all airmen and aircraft involved in illegal drug activity or threaten 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, 2016

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, 2016

Activity Target 3:

Conduct ramp checks at general aviation airports to validate airman certificates and aircraft certificates and registration. Due September 30, 2016

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, 2016

Internal Work Activity: ID 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, 2016

Activity Target 2:

Support DOT PIV card issuance at Regional Offices. Due September 30, 2016

Internal Work 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 AHC 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, 2016

Internal Work 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 developed a state of the art web-based platform for hosting all 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 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 enables ASH to become much more efficient in its operations as workloads can be spread around allowing individual employees to become more productive.

Internal Work 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, 2016

Internal Work Objective: 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).

Internal Work 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.

Internal Work 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, 2016

Activity Target 2:

80% of employee fingerprints will be adjudicated, on average, within 10 days of receipt of the fingerprint results. Due September 30, 2016

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, 2016

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, 2016

Internal Work 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, 2016

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, 2016

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, 2016

Internal Work 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, 2016

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, 2016

Activity Target 3:

Support the Civil Aviation Registry, located at the Aeronautical Center, by conducting preliminary investigations on request. If applicable, coordinate and transfer 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, 2016

Internal Work Activity: Law Enforcement Assistance

AMC will support local, state, federal, tribal law enforcement and our regional counterparts by conducting and referring 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, international aviation authorities in addition to ASH headquarters and field elements within 24 hours of request 95% of the time. Due September 30, 2016

Activity Target 2:

Review annually all flagged files (airman, aircraft and medical) to validate requests. Due September 30, 2016

Activity Target 3:

Coordinate and review stolen aircraft data with the El Paso Intelligence Center (EPIC) on a monthly basis to ensure accuracy of the stolen list and associated aircraft file. Due September 30, 2016

Internal Work 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/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, 2016

Internal Work 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 the annual COMSEC inspection at MMAC as required by the Center workplan. Due September 30, 2016

Activity Target 2:

Conduct the annual classified information inspection at MMAC as required by the Center workplan. Also, review the secure room access documentation quarterly to ensure information security requirements are being met. Due September 30, 2016

Internal Work 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, 2016

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, 2016

Deliver Benefits Through Technology/Infrastructure

The Office of Security and Hazardous Materials Safety is committed to furthering the strategic goal of delivering benefits through technology.

Internal Work Objective: Optimize Agency Resources

Optimize the use and management of FAA resources to improve accountability and enhance operational efficiency through improved management of FAA acquisitions, effective management of financial resources, and support of non-AFN workforce planning. Successful accomplishment of this objective is measured through effective management of Agency acquisitions, continuous improvement of acquisition management policies and practices, and favorable financial system audit results.

Internal Work 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 operation, overhead rates, and cost per accounting transaction.

Internal Work Activity: ASH Efficiency Measure: Completion of Inspection and Investigation Activities per FTE

ASH will report to ABA quarterly on the number of inspections and investigations completed per FTE.

Activity Target 1:

Report quarterly results and comments to ABA for the completion of inspections and investigations per FTE. Due 30 days after the end of each quarter. Due September 30, 2016

Activity Target 2:

Provide updated FY 2017 measure template for review and approval. Due June 30, 2016

Internal Work Initiative: Small Business Development

Provide direct procurement opportunities to small business, thereby promoting small business development and good corporate citizenship.

Internal Work Activity: Awarding of Procurement Dollars (ASH)

Award procurement dollars to small businesses, with special emphasis on procurement opportunities for

small disadvantaged businesses, service-disabled veteran-owned small businesses, and women owned small businesses.

Activity Target 1:

Award at least 25 percent of the total ASH direct procurement dollars to small businesses. Due September 30, 2016

Internal Work Objective: Support Sustainability and Environmental Objectives

In accordance with the Energy Independence and Security Act of 2007 (EISA). AFN will support agency sustainability goals to reduce the FAA's carbon footprint. Accomplishment of this objective will be demonstrated by successful implementation or execution of the majority of the initiatives and activities linked to this objective.

Internal Work Initiative: Fleet Management

Reduce FY2016 agency petroleum consumption by government fleet vehicles by 20% from the FY2005 baseline, a maximum consumption of 2,190,194 gasoline-equivalent units. In accordance with the Energy Independence and Security Act of 2007 (EISA) federal agencies must achieve at least a 20% reduction in annual petroleum consumption through 2015, and each year thereafter relative to a FY2005 baseline.

Internal Work Activity: Fleet Management - ASH

In accordance with the EISA Section 142, support the Agency to achieve a 20% decrease in vehicle fleet petroleum consumption over the FY-2005 baseline.

Activity Target 1:

The FY-16 ASH target is not to exceed the maximum petroleum consumption of 30,361 gasoline gallon equivalents (GGEs). Due September 30, 2016

Empower and Innovate with the FAA's People

The Office of Security and Hazardous Materials Safety is committed to furthering the strategic goal of empowering and innovating with FAA's people.

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

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: 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

Internal Work Objective: Learning and Development

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.

Internal Work Initiative: ASH Training Function

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, and Safeguarding Classified Information within the FAA course. 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 Leadership and Learning Institute and provides a POC for other professional development programs such as the Program for Emerging Leaders (PEL), annual Call for Training, and training request process.

**Internal Work Activity: Employee
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:

Coordinate ASH participation in the AHR Program for Emerging Leaders in accordance with their process and funding availability. Due September 30, 2016

Activity Target 2:

Collaborate with Flight Standards Service's Certification & Surveillance Division, AFS-900 to schedule Safety Management System (SMS) Training for ASH Hazmat Safety Specialists. Due September 30, 2016

Activity Target 3:

Support AHD's implementation of the FAA Leadership and Learning Institute (FLLI) Workforce of the Future Initiative. Due September 30, 2016

Activity Target 4:

Develop a draft design plan for Facility Managers and Security Coordinators web-based training. Due September 30, 2016

Activity Target 5:

Revise and develop the course content of the ASH Security Awareness Virtual Initiative (SAVI) training to meet regulatory changes. Due September 30, 2016

Activity Target 1:

Develop an executive mentoring leadership program to include solicitation of willing partners and collaborators, from other LOBS, to serve as mentors for new ASH executives within the first year of assignment. Due September 30, 2016

Activity Target 2:

Develop written plan with milestones and measurable goals for succession and workforce planning for the Risk Management (Personnel Security) and Infrastructure Protection (Facility Security) programs. Due August 31, 2016

Internal Work Objective: 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, encourages communications up, down, and across the organization, and engages commitment to successfully accomplish ASH's mission.

Internal Work Initiative: Workforce of the Future

AWM is responsible for helping to ensure employees are engaged and energized in order to help ASH meet its mission.

Internal Work Activity: FedView Administration and Implementation

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

Activity Target 1:

Implement FAA's annual FedView survey cycle to meet established timelines and goals. Due September 30, 2016

Activity Target 2:

Facilitate employee focus groups by July 31, 2016 to identify ASH FedView trends and potential engagement activities. Due July 31, 2016

Activity Target 3:

Implement FedView communication plan to meet or exceed DOT and FAA established goals. Due August 31, 2016

Internal Work Activity: Employee Engagement Analysis

Internal Work Objective: Workforce Services

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.

Internal Work Initiative: Workforce of the Future

Description needed.

Internal Work Activity: Workforce Planning

Develop a plan 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.

ASH will conduct interviews and surveys to help identify best practices to increase employee engagement.

Activity Target 1:

Conduct stay interviews to help identify workforce engagement best practices and gaps. Due September 30, 2016

Activity Target 2:

Raise ASH's Employee Engagement Index Score from 61% to 64%. 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