



**Federal Aviation
Administration**

Policy, International Affairs, and Environment

Fiscal Year 2016 Business Plan



FY2016 APL Business Plan

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The Office of Policy, International Affairs, and Environment (APL) is FAA's policy office for broad-based, novel, and crosscutting policy initiatives. APL leads the agency's policy initiatives aimed at increasing the safety and capacity of the global aerospace system in an environmentally sound manner. APL works to identify, develop, and resolve policy issues for the agency, with a focus on issues pertaining to the agency's strategic priorities. This work requires significant outreach to domestic and international customers and stakeholders, extensive research and development efforts, data collection and analysis, economic analysis, and policy development. APL also provides leadership to the agency's business planning efforts and coordinates the agency's reauthorization before Congress. In addition, APL is responsible for national aviation policies and strategies in the environment and energy arenas, including aviation activity forecasts, economic analyses, aircraft noise and emissions analyses and mitigation, environmental policy, and aviation insurance. Through the Office of Policy, International Affairs, and Environment, the FAA participates in international standards setting and harmonization activities in aviation transportation around the globe, as well as engaging in implementation of programs that provide technical assistance for capacity building to developing countries. We are engaged in advancing U.S. transportation policy and the FAA's Global Leadership Initiative (GLI) and advocating worldwide adoption of harmonized standards and global technical regulations (GTR), through participation in bilateral and regional forums or international organizations at the ministerial and working levels.

APL supports Department of Transportation (DOT) goals of Economic Competitiveness and Environmental Sustainability, through multiple programs and projects designed to reduce aircraft noise and aviation emissions, minimize their impacts, and increase fuel efficiency, as well as to foster the continued development of competent civil aviation authorities worldwide to meet international standards. APL provides U.S. leadership on reducing aviation's global carbon footprint and working with the International Civil Aviation Organization (ICAO) Committee on Aviation Environmental Protection (CAEP) and international partners. As more Americans travel worldwide, the development of competent civil aviation authorities has become a cornerstone for providing technical assistance, building capacity, and transferring technologies for public benefit.

Make Aviation Safer and Smarter

APL assures that our policy and economic analysis programs support safety and regulatory initiatives of the agency, both domestically and internationally. The agency benefits from superior decision support tools and innovative risk mitigation approaches for programs and projects throughout FAA.

While the worldwide air accident rate has improved over the last ten years, the rate is higher in parts of the world where major growth is forecast to occur over the next century. In this environment, APL must work with our international partners to ensure that the flying public is able to travel as safely and efficiently abroad as they do at home.

Internal Work Objective: Regulatory Evaluations

At least 85% of the rules approved by the Rulemaking Management Council since 10/1/04 should be out of the agency no later than 90 days of the scheduled date. For a significant rule, out of the agency is when the rule is sent to the Office of the Secretary of Transportation (OST). APO provides Regulatory Impact Analyses required in rulemaking.

Internal Work Initiative: Regulatory Analysis and Support

Provide timely and sound economic and statistical analysis and consulting for agency rulemaking and regulatory projects.

Internal Work Activity: Economic Evaluations of Aviation Regulations

Perform economic analysis for agency rulemaking and regulatory projects to promote safety of aircraft and the aviation and commercial space industries. Establish and meet published agency rulemaking schedules. This schedule is not fixed in advance for the entire fiscal year. Participate in industry advisory committees and outreach. Historically, a regulatory analysis staff of 13-15 employees produces 25-30 regulatory evaluations per year, ranging from simple to very complex analyses. Completion is contingent upon resource availability.

Activity Target 1:

Achieve the regulatory evaluation and final team concurrence due dates within 90 days of the original agency rulemaking program schedule for at least 80 percent of the rules and rule projects. Due September 30, 2016

Activity Target 2:

Complete reviews of 14CFR parts as scheduled in the DOT Semi-Annual Regulatory Agenda as required by Section 610 of the Regulatory Flexibility Act. Due July 31, 2016

Activity Target 3:

Complete at least one post-review of a previously published regulation as required by statute. Due September 30, 2016

Provide criteria for benefit/cost analysis of FAA investments in low activity and remote towers as appropriate. Conduct contract tower benefit/cost analyses as requested by the Air Traffic Organization (ATO).

Activity Target 1:

Complete studies of safety and efficiency benefits of low activity towers and finalize cost elements within 30 days of schedule. Due April 30, 2016

Activity Target 2:

Complete revision of benefit/cost criteria for visual air traffic services, and submit for DOT and OMB approval. This includes only Federal Contract Towers. It may also include non-tower solutions. Due May 31, 2016

Activity Target 3:

Complete preliminary Benefit-Cost Analysis (BCA) for contract towers as requested by the ATO. Due September 30, 2016

Activity Target 4:

Conduct stakeholder outreach regarding revised BCA model inputs. Due September 30, 2016

Deliver Benefits Through Technology/Infrastructure

APL supports multiple programs and projects designed to reduce aircraft noise and aviation emissions, minimize their impacts, and increase fuel efficiency to foster the continued development of competent civil aviation authorities worldwide to meet international standards. APL provides U.S. leadership on reducing aviation's global carbon footprint and working with ICAO's CAEP and international partners. As more Americans travel worldwide, the development of competent civil aviation authorities has become a cornerstone for providing technical assistance, building capacity and transferring technologies for public benefit.

APL identifies, coordinates, and develops emerging aviation policies working with the Administration, Congress, domestic and international stakeholders. APL provides critical policy and analysis support to the agency to enable informed decision making toward a more efficient NAS in a holistic manner. APL also provides policy support to the agency for safely and effectively integrating new entrants into the national airspace system, such as UAS and commercial space vehicles. The agency benefits from APL's relevant forecasts to help guide budget and planning needs, and to allow FAA's offices to conduct necessary studies. In addition, these forecasts provide information for use by state and local authorities.

Strategic Objective: National Airspace System (NAS)

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

Strategic Initiative: NAS Efficient, Streamlined Services

Reduce FAA's operations by creating a more efficient streamlined NAS.

Strategic Activity: Low Activity Towers

Internal Work Objective: Average Daily Capacity

Maintain an average daily capacity for core airports of 57,975, or higher, arrivals and departures.

Internal Work Initiative: NY Operational Initiatives

As identified with industry stakeholders, continue implementing operational initiatives at the New York Metropolitan airports.

Internal Work Activity: NY Operational Initiatives - Stakeholder Support

Provide policy oversight of activities related to implementation of NextGen at Core Airports.

Activity Target 1:

Provide support to implement FY16 Delay Reduction Plan activities. Due September 30, 2016

Activity Target 2:

Support Section 413 schedule reduction initiatives. Due September 30, 2016

Internal Work Initiative: Congestion Management

Coordinate an FAA Wide quarterly meeting to look at upcoming airport construction at Core 30 airports and assess industry trends that may have system wide impacts on the NAS.

Internal Work Activity: Congestion Management

Coordinate an FAA Wide quarterly meeting to look at upcoming airport construction at Core 30 airports and assess industry trends that may have system wide impacts on the NAS.

Activity Target 1:

Convene quarterly section 413 schedule reduction meetings Due September 30, 2016

Activity Target 2:

Facilitate the development of a final decision on NY slot rulemaking document in conjunction with OST. Due September 30, 2016

Internal Work Objective: Noise

Reduce the number of people exposed to significant noise around U.S. airports in absolute terms, notwithstanding aviation growth, and provide additional measures to protect public health and welfare and our national resources.

Internal Work Initiative: Noise Exposure

The U.S. population exposed to significant aircraft noise around airports has been reduced to less than 328,000 persons in calendar year 2015.

Internal Work Activity: Research on Noise Characterization, Exposure, and Impacts

Conduct research and tool development to characterize source level noise, its propagation and impacts as well as associated metrics.

Activity Target 1:

Update FAA noise research plan. Due September 30, 2016

Activity Target 2:

Advance characterization of aircraft noise and its propagation. Due September 30, 2016

Activity Target 3:

Advance understanding of health and welfare impacts of aircraft noise. Due September 30, 2016

Activity Target 4:

Conduct survey around 20 airports regarding

response to annoyance from aircraft noise. Due September 30, 2016

Internal Work Activity: Aviation Environmental Tool Suite Development

Develop and validate the Aviation Environmental Tool Suite to better understand interdependencies between noise, emissions and fuel burn efficiency. This activity supports initiatives 16C.64A, 16C.65A, 16C.66A, and 16C.67A.

Activity Target 1:

Conduct software databases maintenance for AEDT 2b and begin developing future model enhancements Due September 30, 2016

Activity Target 2:

Develop rapid fleetwide tools for assessment of environmental consequences. Due September 30, 2016

Activity Target 3:

Assess environmental benefits of new aircraft technologies, including those being matured in the CLEEN program, at the aircraft and fleet levels. Due September 30, 2016

Activity Target 4:

Enhance capabilities with the Aviation Environmental Tool Suite to capture the health and welfare impacts of aviation noise and emissions. Due September 30, 2016

Internal Work Activity: Mature Quiet Aircraft Technology

Mature quieter aircraft technologies via the Continuous Lower Energy Emissions and Noise (CLEEN) Program.

Activity Target 1:

Initiate component and system level integration, testing and analysis of a new round of CLEEN technologies (CLEEN II) that reduce noise. Due September 30, 2016

Activity Target 2:

Perform ground or flight tests and demonstrations of CLEEN technologies that reduce noise (as well as emissions and fuel burn). Due September 30, 2016

Internal Work Activity: Policy and Guidance Information for NEPA Compliance Support

Provide policy and guidance on the requirements of the National Environmental Policy Act (NEPA) and related natural and cultural resource issues.

Activity Target 1:

Maintain an updated Order 1050.1F Desk Reference and provide guidance, oversight and support for FAA NEPA activities by September 30. Due September 30, 2016

Activity Target 2:

Complete the updated Community Involvement Manual and complementary training products by Sept 30. Due September 30, 2016

Activity Target 3:

Complete the updated Community Involvement Manual and complementary training products. Ensure that 90% of identified LOB/SO (e.g.ATO, ARP, AGC, AST, AVS, AFN, AGI, AOC) employees are trained on the new material. Due September 30, 2016

Internal Work Activity: NextGen EMS

The Office of Aviation Policy, International Affairs and Environment (APL) will lead the NextGen Environmental Management System (EMS) Framework & Collaboration to identify and manage aviation-related environmental issues and enhance environmental collaboration among aviation stakeholders. This activity supports initiatives 16C.64A, 16C.65A, 16C.66A, 16C.67A, and 16C.67B.

Activity Target 1:

Estimate future noise, emissions and energy use for comparison to Goals. Due September 30, 2016

Internal Work Activity: Aircraft Noise Policy and Standards

Continue to assess and improve FAA processes and procedures for responding to and addressing aircraft noise complaints associated with NextGen implementation by Sept 30.

Activity Target 1:

Create and initiate a plan for implementing the approved Noise Complaint Initiative recommendations, and incorporate into a broad-based agency noise strategy for addressing aviation noise including a management coordination mechanism for ensuring that issues are vetted across all LOB/SO and actions are identified and implemented in a timely manner. Due September 30, 2016

Activity Target 2:

Complete annual assessment of noise exposure. Due September 30, 2016

Activity Target 3:

Develop final rule for Stage 5 noise certification. Due September 30, 2016

Activity Target 4:

Issue the first noise delegation to a candidate Organization Designation Authorization (ODA). Due May 31, 2016

Internal Work Activity: Explore Quiet Aircraft Operations

Mature quieter aircraft operational procedures.

Activity Target 1:

Explore operational procedures that can reduce noise and quantify their environmental benefits. Due September 30, 2016

Internal Work Objective: Air Quality

Achieve a reduction of air quality impacts attributable to aviation.

Internal Work Initiative: Air Quality Exposure

Aviation emissions contribute less to air quality impacts.

Internal Work Activity: Research on Emissions Characterization and Air Quality Impact

Conduct research and tool development to characterize source level emissions, their transformation and impacts as well as associated metrics.

Activity Target 1:

Update FAA aviation emissions plan. Due September 30, 2016

Activity Target 2:

Advance characterization of aircraft landing and takeoff emissions, with an emphasis on particulate matter emissions. Due September 30, 2016

Activity Target 3:

Assess incremental health impacts due to U.S. aviation and perform emissions impacts analyses for NextGen aviation scenarios. Due September 30, 2016

Internal Work Activity: Mature Clean Aircraft Technology

Mature cleaner and more fuel efficient aircraft technologies via the Continuous Lower Energy Emissions and Noise (CLEEN) Program. This activity supports initiatives 16C.65A, 16C.66A and 16C.67A.

Activity Target 1:

Initiate component and system level integration, testing and analysis of a new round of CLEEN technologies (CLEEN II) that reduce fuel burn and emissions. Due September 30, 2016

Activity Target 2:

Perform ground or flight tests and demonstrations of CLEEN technologies that reduce fuel burn and emissions. Due September 30, 2016

Internal Work Activity: Explore Clean Aircraft Operations

Mature cleaner and more efficient operational procedures. This activity supports initiatives 16C.65A, 16C.66A and 16C.67A.

Activity Target 1:

Explore operational procedures that can reduce fuel burn and emissions, and quantify their environmental benefits. Due September 30, 2016

Internal Work Activity: Aviation Emissions Policy and Standards

Develop policy and standards to reduce aviation emissions and related health impacts.

Activity Target 1:

Advance analyses that support particulate matter engine emissions certification standards. Due September 30, 2016

Internal Work Objective: Climate

Limit the impact of aircraft CO2 emissions on the global climate by achieving carbon neutral growth by 2020 compared to 2005, and net reductions of the climate impact from all aviation emissions over the longer term (by 2050).

Internal Work Initiative: Climate Impact

Demonstrate progress towards achieving NAS-Wide carbon neutrality for domestic operations by 2020 based on a 2005 baseline.

Internal Work Activity: Research on Emissions Characterization and Climate Impact

Conduct research and tool development to characterize source level emissions, their transformation and impacts as well as associated metrics.

Activity Target 1:

Update FAA aviation emissions plan. Due September 30, 2016

Activity Target 2:

Advance characterization of aircraft cruise emissions, with an emphasis on particulate matter emissions. Due September 30, 2016

Activity Target 3:

Refine estimates of aviation emissions impacts on climate, with an emphasis on particulate matter emissions. Due September 30, 2016

Internal Work Activity: Climate Policy and Standards

Develop policy and standards to reduce emissions that reduce aviation's impact on climate change.

Activity Target 1:

Advance analyses that support CO2 aircraft emissions certification standards, and ensure that the U.S. position is achieved during the 2016 ICAO CAEP meeting. Due September 30, 2016

Internal Work Objective: Energy

Improve National Airspace System (NAS) energy efficiency and develop and deploy alternative jet fuels for commercial aviation.

Internal Work Initiative: Fuel Efficiency

Track NAS energy efficiency.

Internal Work Activity: Aircraft Fuel Efficiency Evaluation

Develop policy and standards to enhance fuel efficiency.

Activity Target 1:

Track NAS Energy Efficiency. Due September 30, 2016

Activity Target 2:

Test and improve metrics to measure and track aircraft fuel efficiency, taking into account the

effects of aircraft technologies, NextGen operations, and alternative fuels. Due September 30, 2016

alternative jet fuel via interagency and industry coordination in the Commercial Aviation Alternative Fuels Initiative (CAAFI). Due September 30, 2016

Internal Work Initiative: Sustainable Jet Fuels

One billion gallons of sustainable jet fuel is used by aviation by 2018.

Internal Work Activity: Research on Sustainable Jet Fuels

Conduct research and tool development to characterize the environmental and economic sustainability of alternative jet fuels.

Activity Target 1:

Conduct environmental and economic sustainability and production potential analysis for alternative jet fuels. Due September 30, 2016

Activity Target 2:

Develop near-term scenarios of alternative jet fuel production and evaluate the viability of achieving 1 billion gallons of production Due September 30, 2016

Internal Work Activity: Sustainable Jet Fuel Certification and Qualification

Advance certification and qualification of alternative jet fuels via ASTM International. This activity supports initiatives 16C.65A, 16C.66A and 16C.67B.

Activity Target 1:

Secure ASTM International approval of additional "drop-in" alternative jet fuel pathways. Due September 30, 2016

Activity Target 2:

Continue performance tests of additional "drop-in" alternative jet fuels pathways. Due September 30, 2016

Activity Target 3:

Assess potential to streamline ASTM International approval process. Due September 30, 2016

Internal Work Activity: Advance Sustainable Jet Fuel Development and Deployment

Advance development and deployment of sustainable aviation jet fuels. This activity supports initiatives 16C.65A, 16C.66A and 16C.67B.

Activity Target 1:

Promote development and deployment of

Activity Target 2:

Issue National Alternative Jet Fuel Strategy. Due September 30, 2016

Internal Work Objective: FAA Environmental Management & Sustainability

Provide expert guidance for environmental compliance of all applicable Regulations, Statutes, Executive Orders, etc. Initiate coordination of guidance with affected FAA Lines of Business and Staff Offices (LOB/SO) within 3 months of issuance for relevant environmental regulatory initiatives issued by the White House, Congress or other Federal agencies.

Internal Work Initiative: Support for FAA Climate Adaptation Planning

Provide strategic planning for climate adaptation to support NextGen.

Internal Work Activity: Climate Adaptation Planning

Provide strategic planning for climate adaptation.

Activity Target 1:

Respond to external adaptation reporting requests (e.g., reporting to OST and Contributing to the DOT Climate Adaptation Plan) by coordinating with LOBs/SOs as needed, and support LOB/SO resiliency planning, including coordination, participation in WGs, and research and evaluation of vulnerabilities and resiliency planning opportunities. Due September 30, 2016

Internal Work Initiative: Implement elements of the FAA Greening Initiative and other sustainability and adaptation plans

Facilitate improved FAA performance on the OST Leadership in Sustainability Scorecard through communication, coordination, guidance, and other activities with LOBs/SOs. Provide guidance and coordinate FAA efforts to plan, implement, and document agency energy and environmental management activities to address national mandates. Target = 80% of OST tasking is completed on time.

Internal Work Activity: Facilitate improved FAA performance on Leadership in Sustainability scorecard

Facilitate improved FAA performance on the OST Leadership in Sustainability Scorecard through communication, coordination, guidance, and other activities with LOBs/SOs. Target = 80% of taskings from OST are completed on time.

Activity Target 1:

Report FAA performance on the Leadership in Sustainability Scorecard on a quarterly basis, as requested by OST, and submit to OST FAA FY 2015 annual reports on GHG/Sustainability and Energy Management. This item requires critical support from ATO, ANG-E, AFN (including ACQ, ARC, AIO, and MMAC), AVS, and AHR. Due September 30, 2016

Activity Target 2:

Average commute days avoided per employee (AWS and/or regular telework, year-to-date). FY16 Target: 42 Due September 30, 2016

Internal Work Activity: Provide guidance and coordinate FAA sustainability efforts

Provide guidance and coordinate FAA sustainability efforts.

Activity Target 1:

Update the FAA Strategic Sustainability Performance Plan (SSPP) in accordance with guidance from the Department of Transportation and Executive Order 13693, Planning for Federal Sustainability in the Next Decade. This item requires critical support from ATO, ANG (including ANG-E), AFN (including ACQ, ABA, AIO, ARC, and MMAC), ARP, AGC, AHR, AVS, and AST. Due September 30, 2016

Internal Work Initiative: FAA Environmental Management System (EMS)

APL is leading the FAA in maintaining an effective Environmental Management System pursuant to Executive Orders 13423/13514 and providing technical direction, oversight and support to the FAA in meeting these EO and environmental goals. The FAA EMS Steering Committee is led by AEE and is composed of the appropriate LOB's and staff offices.

Internal Work Activity: FAA Environmental Management System (EMS)

Maintain Environmental Management System and provide technical direction, oversight and support to the FAA.

Activity Target 1:

Support and coordinate implementation of LOB EMSs, conduct or oversee EMS External Audits, and compile the EMS management review for FY-16. Due September 30, 2016

Internal Work Activity: AST Support for EMS

AST seeks to protect and enhance communities and the natural environment affected by U.S. commercial space transportation launches and activities through adoption of industry best practices for environmental protection and stewardship. AST intends to honor this commitment through maintenance and continual improvement of an environmental management system to support the growth of commercial space travel.

Activity Target 1:

Support the EMS Steering Committee to assist in the updates to applicable Orders, training, Environmental Management Plans, and Procedures as necessary. Due September 30, 2016

Activity Target 2:

Conduct internal EMS audits and management review, report status to AEE. Due August 31, 2016

Internal Work Objective: Benefit Cost Analysis

Complete 80% of Benefit-Cost Analyses (BCA) within the timeframe agreed upon in Service Level Agreements (SLA).

Internal Work Initiative: Infrastructure Investments

Provide criteria and analysis to support agency investments in NAS infrastructure.

Internal Work Activity: Benefit Cost Analysis of FAA Investments

As requested by the Air Traffic Organization (ATO) and the Office of Airports (ARP), perform Benefit-Cost Analysis (BCA) of FAA investments in navigational aids (other than Visual Air Traffic Services) such as Instrument Landing Systems and radars, and in Airport Improvement Projects (AIP).

Activity Target 1:

Complete timely and accurate BCAs of navigational aids as requested by the ATO. Due September 30, 2016

Activity Target 2:

Complete reviews of AIP BCAs (BCA), as requested by ARP. Due September 30, 2016

Internal Work Objective: Policy Office Quality Management

Execute Quality Management Processes for Regulatory Analyses for agency Rulemaking projects.

Internal Work Initiative: Quality Management for Regulatory Analyses

Execute Quality Management Processes for Regulatory Analyses for agency Rulemaking projects.

Internal Work Activity: Execute quality management processes in APO-300

Execute Quality Management Processes for Regulatory Analyses for agency Rulemaking projects.

Activity Target 1:

Conduct data analysis, identify trends and implement changes/corrective actions as needed. Due September 30, 2016

Activity Target 2:

Conduct 2 audits to measure compliance against QMS policies and procedures. Due September 30, 2016

Activity Target 3:

Implement changes as needed to address audit findings. Due September 30, 2016

Internal Work Objective: Aviation Industry Information

Forecast of overall demand for FY16 as measured by passengers enplaned is within 1.5% of actual passengers enplaned.

Internal Work Initiative: Develop Forecasts

Develop and publish national, international, and facility forecasts of the demand for aerospace services and the workload it will impose on the National Airspace System (NAS) and support the agency's safety mission.

Internal Work Activity: FAA Aerospace Forecast

Develop and publish an annual FAA Aerospace Activity Forecast out to FY2036 which forms the basis for NextGen requirements.

Activity Target 1:

Publish the annual Aerospace Forecast for FY 2016-2036. Due March 18, 2016

Activity Target 2:

Provide overview of Aerospace Forecast and Terminal Area Forecast to FAA headquarters staff. Due March 31, 2016

Internal Work Activity: Terminal Area Forecast

Develop and publish Terminal Area forecasts.

Activity Target 1:

Provide interim update to ALA for input into 2015 controller workforce plan. Due December 11, 2015

Activity Target 2:

Publish TAF on internet. Due December 31, 2015

Activity Target 3:

Publish high and low scenarios for passengers and commercial operations for Core 30 airports. Due February 12, 2016

Activity Target 4:

Publish TAF Summary on internet. Due February 19, 2016

Internal Work Activity: Additional Aerospace Forecasts

Develop and publish additional aerospace forecasts, including an Air Route Traffic Control Center (ARTCC) forecast.

Activity Target 1:

Publish the ARTCC forecasts. Due February 5, 2016

Internal Work Activity: ICAO Forecast Support

Develop forecasts as needed to support ICAO traffic forecast needs.

Activity Target 1:

Provide forecast support and expertise for work under CAEP10 activities as needed. Due September 30, 2016

Internal Work Activity: AEE Forecast Support

Develop forecasts as needed to support AEE forecast needs.

Activity Target 1:

Develop extension of TAF or TAF-M forecasts out to 2050. Due January 29, 2016

Internal Work Activity: Industry Trends and Operations Report(s)

Publish quarterly report highlighting aviation industry traffic and revenue trends.

Activity Target 1:

Publish and distribute quarterly reports by the following dates: October 30, 2015, February 19, 2016, May 13, 2016, August 12, 2016. The reports will highlight aviation industry traffic and revenue trends to internal Office of Aviation Policy, Planning, and Environment (APL) and/or FAA customers. Due September 30, 2016

Internal Work Activity: Aviation Industry Information Requests

Perform analyses, collect statistics, and provide recommendations on aviation industry issues as requested.

Activity Target 1:

Respond to agency customer requests for information and insights within one week. Due September 30, 2016

Internal Work Initiative: Development and Implementation of New Forecast Tools and Products

Develop Origin and Destination segment level passenger and operations forecasts for commercial domestic and international services in the NAS. Develop a tool to project future U.S. airport level fleet forecast.

Internal Work Activity: Terminal Area Forecast Modernization (TAF-M)

Develop Origin and Destination segment level passenger and operations forecasts for commercial domestic and international services in the NAS.

Activity Target 1:

Provide documentation of TAF-M system including tutorial and user guide. Due September 30, 2016

Activity Target 2:

Develop revised international segment forecast

model as basis for creating international passenger and commercial operations forecasts. Due September 30, 2016

Internal Work Activity: Fleet Forecast

Develop a tool to project future U.S. airport level fleet forecast.

Activity Target 1:

APO-100 runs fleet forecast tool and compare results to official FY 2016-36 FAA Fleet Forecast. Due March 31, 2016

Activity Target 2:

Develop and test methodology for airport level fleet forecast using macro fleet forecast output from tool. Due September 30, 2016

Internal Work Initiative: Economic Values and Methodologies

Explore/develop new and innovative means to estimate the economic benefits and costs for use in economic and policy analysis

Internal Work Activity: Develop Standardized Values and Methodologies

Review APO's Economic Guidance.

Activity Target 1:

Review FAA's existing economic guidance and determine which areas could be strengthened and/or modified to improve the agency's ability to conduct economic analysis. Due September 30, 2016

Activity Target 2:

Based on available funding/resources, introduce at least one new element in FAA's Benefit Cost Guidance or Economic Values Document. Due September 30, 2016

Activity Target 3:

APO-100 staff will determine, based on the changing economic condition of the aviation industry, the periodicity for updating the data contained in the Economic Values Document. Due September 30, 2016

Activity Target 4:

Identify at least one section of the Economic Values Document and attempt to update/replicate the information found in that section using both the methodology report produced for APO-300 and the corresponding data sets. Due September 30, 2016

Internal Work Objective: Aviation Insurance Management

Administer non-premium insurance policies by providing assistance to air carriers for issuance, maintenance of insurance policies and settle insurance claims.

Internal Work Initiative: Aviation Insurance Program Management

Issue premium and non-premium insurance policies consistent with enacted legislation, Department of Transportation (DOT) policies, and requests for activation by the Department of Defense (DOD).

Internal Work Activity: Still valid in this FY? Aviation Insurance Program Management

Issue non-premium insurance policies consistent with enacted legislation, Department of Transportation (DOT) policies, and requests for activation by the Department of Defense (DOD).

Activity Target 1:

Issue all non-premium policies of insurance requested by USTRANSCOM before the expiration of existing policies, thereby ensuring there is no gap in coverage. Due September 30, 2016

Activity Target 2:

Make determination and initiate payments of valid claims against non-premium insurance policies within 90 days of receiving a complete Proof of Loss. Due September 30, 2016

Activity Target 3:

Develop strategy and obtain DOT support for the realignment of the non-premium aviation insurance war risk program to USTRANSCOM. Due June 30, 2016

Internal Work Objective: NextGen and Emerging Policy Issues

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

Internal Work Initiative: Identify and Develop Cross Cutting Policies

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

Internal Work Activity: Emerging Policies

Maintain awareness, education, and communication with FAA lines of business on emerging policy issues. Respond to requests internal and external to the agency and develop information and analysis products to inform policy decisions.

Activity Target 1:

Support AUS-100 (AFS-80), AGC-200 and AGI in responding to Congressional inquiries regarding UAS. Due September 30, 2016

Activity Target 2:

Identify, coordinate, and develop emerging aviation policies as needed, working across the agency, and with the Administration, Congress, and stakeholders. Examples of emerging issues include commercial space, cyber security, and spectrum management. Due September 30, 2016

Internal Work Activity: Low Activity Towers

Provide analysis to support the management of the contract tower program and to identify alternatives to existing low activity towers, including supporting other FAA lines of business in developing remote tower concepts

Activity Target 1:

Provide project management support in the development of BCA methodology and qualitative criteria for Contract Tower program. Due September 30, 2016

Activity Target 2:

Lead stakeholder outreach regarding revised BCA process. Due September 30, 2016

Activity Target 3:

Support NextGen and ATO in development of remote tower policies. Due September 30, 2016

Internal Work Activity: Equipage

Support FAA policy development for NextGen, including such policies as: Performance Based Navigation Strategy and equipage policy.

Activity Target 1:

Support FAA policy development for NextGen, including such policies as: Performance Based Navigation Strategy and equipage policy. Due September 30, 2016

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: 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 (APL)

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 APL direct procurement dollars to small businesses. Due September 30, 2016

Enhance Global Leadership

APL works directly with the International Civil Aviation Organization (ICAO) and other international bodies to further global harmonization of aviation standards and practices focusing on safety, operational efficiency and capacity, economics, forecasting, environment, and technical assistance. The U.S. is the largest contributor of technical and financial support to ICAO, in which authorities from 190 countries participate. Our office facilitates direct and indirect technical assistance to over 150 countries around the world to help them improve their aviation systems. APL leads the expansion and coordination of all aspects of global outreach for the NextGen activities within FAA and around the world to harmonize standards and recommended practices for new technologies, enhanced procedures, safety, and airport requirements, as well as environmental considerations.

Our collaboration with other countries fulfills the President's commitment to bilateral and multilateral cooperation and enables a robust international role. When we promote U.S. best practices to improve global transportation safety, efficiency and sustainability, we not only promote compliance with international safety standards but also foster multimodal transportation practices, which advance our mutual interest in a lasting economic recovery and a clean energy future.

Strategic Objective: Global Leadership

Improve safety, air traffic efficiency, and environmental sustainability across the globe through an integrated, data-informed approach that shapes global standards and enhances collaboration and harmonization.

Strategic Initiative: Corporate Transformation

Transform our internal structure to use an integrated team approach to ensure open dialog and decision making for consistent, validated international activities.

Strategic Activity: International External Communication

Implement formal mechanisms to increase international external coordination on United States Government international aviation priorities.

Activity Target 1:

Develop and implement action plan to address Industry Roundtable significant findings. Due December 31, 2015

Strategic Activity: International Internal Communication

Develop tools to implement agency-wide communication plan enabling FAA personnel to remain abreast of Global Leadership issues and activities.

Activity Target 1:

Test at least two (2) options for an agency-wide communication platform by piloting an international events calendar. Due March 31, 2016

Activity Target 2:

Identify an agency-wide communication platform and explore necessary resources and support (i.e. funding, IT, etc.). Due September 30, 2016

Strategic Activity: International Outreach

Develop internal marketing materials for key international events and identify potential external guidance materials that promote/encourage key partners to adopt United States best practices, i.e. "gold standard".

Activity Target 1:

Identify key events and propose topics for internal marketing publications (i.e. Smart-Sheets). Due December 31, 2015

Activity Target 2:

Finalize at least two (2) internal marketing and/or external guidance materials. Due September 30, 2016

Strategic Activity: International Guidance & Training

Develop classroom based training and FAA regulation based Advisory Kits with international stakeholders to enable/encourage key partners to adopt United States best practices, i.e. "gold standard".

Activity Target 1:

Review current international training catalog to determine if current curriculum supports the International Strategy. Due December 31, 2015

Activity Target 2:

Explore options for the development of FAA Advisory Kits, including scope, topics, resources, etc., and recommend policy direction. Due January 31, 2016

Activity Target 3:

Review identified FAA Advisory Kit options to propose training opportunities based on available resources and support (i.e. funding, IT, etc.). Due March 31, 2016

Strategic Activity: International Technical Assistance

Develop data driven process to evaluate new technical assistance requests for United States best practices, i.e. "gold standard", from key partners.

Activity Target 1:

Deliver preliminary technical assistance decision process, focusing on new request for proof of concept demonstration. Due November 30, 2015

Activity Target 2:

Identify, validate and provide data to support corporate prioritization to conduct proof of concept demonstrations of technical assistance decision process and recommend process refinements based on feedback. Due March 31, 2016

Activity Target 3:

Identify what, if any, agency policies or directives need established or modified to support agency-wide deployment of the refined technical assistance decision process. Due August 31, 2016

Strategic Activity: Annual Global Leadership Meeting

Host third Annual Global Leadership Meeting highlighting FAA's international leadership and influence.

Activity Target 1:

Convene 2-day conference featuring FAA's global leadership and influence. Due April 30, 2016

Strategic Activity: ICAO 39th Assembly

Develop, coordinate, and represent strategic U.S. Federal Aviation Administration (FAA) priorities, policies and positions at the International Civil Aviation Organization's (ICAO) 39th Assembly to influence outcomes to support the U.S. aviation community and be based on U.S. best practices.

Activity Target 1:

Achieve 90% of identified FAA strategic priorities/outcomes for the ICAO 39th Assembly. Due September 30, 2016

Strategic Initiative: Global Prioritization

Develop an integrated, data driven approach to prioritize and make decisions about international activities and key relationships.

Strategic Activity: Global Prioritization

Choose the data and criteria necessary to make decisions about international activities, pooling of agency resources, and key relationships.

Activity Target 1:

Identify agency alternatives, select, document and put into use an annual maintenance plan for the Data-Informed Prioritization Solution. Due June 30, 2016

Activity Target 2:

Make a set of validated data accessible to FAA staff using tools or products such as online dashboards, reports or data downloads. Due September 30, 2016

Strategic Initiative: Corporate Resource Utilization

Place international resources strategically to improve safety, air traffic efficiency, and environmental sustainability across the globe.

Strategic Activity: International Resource Deployment

Determine priority placement of FAA resources (including, but not limited to secondments, details, transfers, etc.) at the International Civil Aviation

Organization (ICAO), regional groups (e.g. Asia Pacific Economic Cooperation, Association of Latin American Airlines) and specialty groups (e.g. Civil Air Navigation Services Organization).

Activity Target 1:

Expand scope of and streamline process for ICAO panel delegation selection to include leadership and other opportunities. Due March 31, 2016

Activity Target 2:

Establish agency-wide assignment process to identify high-priority regional and ICAO Headquarters assignments (details, secondments, transfers). Due July 31, 2016

Strategic Initiative: Ensure Efficient Global ATS to Support U.S. Economy

Proactively manage air transportation across international boundaries in a manner that is operationally efficient and seamless, with fully harmonized procedures and technologies utilizing the best practices of the industry.

Strategic Activity: International Efficiency Enhancement - Caribbean

Complete 90% of identified air navigation and airport activities working with the International Civil Aviation Organization (ICAO), regional civil aviation authorities. Outcome 1: Develop an air traffic flow management and collaborative decision-making plan for partnering with key aviation organizations in the Caribbean to increase safety and efficiency with adjacent and nearby Flight Information Regions. Engage key stakeholders and Caribbean aviation authorities and air navigation service providers for support. Due September 30, 2016 Outcome 2: Partner with ICAO, industry stakeholders, and airport and industry associations to provide assistance to lead to improvements in safety and increased certification at airports with critical deficiencies and high levels of United States air traffic and passengers. Due September 30, 2016

Activity Target 1:

Introduce the Caribbean Strategy concept to the regional partners at CANSO Latin America Conference (LAC) and ask CANSO to take a leading role in this initiative. Due October 23, 2015

Activity Target 2:

Conduct a training workshop for a delegation from the Dominican Republic Civil Aviation Authority at the FAA Command Center and MITRE to educate them and engage with the FAA personnel on ATFM and CDM processes and procedures. Due October 30, 2015

Activity Target 3:

Participate in an ICAO workshop in Trinidad and Tobago on to educate ANSP personnel in the region on Air Traffic Flow Management and Collaborative Decision Making processes and procedures. Due November 30, 2015

Activity Target 4:

Finalize a draft proposal for regional ATFM/CDM in the Caribbean that identifies options for linking to the FAA SWIM network. Due December 30, 2015

Activity Target 5:

Provide a second training workshop on AFTM and CDM processes and procedures to educate senior leaders and additional controllers from the Dominican Republic Civil Aviation Authority. Due December 30, 2015

Activity Target 6:

Develop a formal response to the Tactical Operations Committee Eastern Regional Task Group (ERTG) Report that addresses recommendations from the task force and determines which could be funded and implemented in the short-, medium-, or long-term. Due March 31, 2016

Activity Target 7:

Provide a workshop on AFTM and CDM processes and procedures to educate air traffic flow management specialists from the Cuban civil aviation authority. Due April 30, 2016

Activity Target 8:

Develop partnership proposal for the Caribbean ATFM/CDM governance and establish a governance structure. Due June 30, 2016

Activity Target 9:

Conclude governance arrangements, assess architecture proposals, and begin working on CDM strategies with Caribbean ATFM/CDM partners. Due September 30, 2016

Activity Target 10:

Participate in the ICAO Runway-Safety Go Team mission in Cuba. Due October 30, 2015

Activity Target 11:

Conduct an Airport Certification Workshop for Spanish-speaking countries in the Dominican Republic. Due June 30, 2016

Activity Target 12:

Conduct best practices workshop for Cuban

aviation officials to educate them on how to incorporate general aviation traffic into commercial airports. Due May 31, 2016

Activity Target 13:

Conduct an Airport Certification Workshop for English-speaking countries in the Caribbean. Due June 30, 2016

Activity Target 14:

Enroll two airport safety inspectors in ICAO training to become qualified ICAO USOAP auditors . Due September 30, 2016

Activity Target 15:

Identify four high priority initiatives on the ICAO CAR Project Activity Plan and gain ICAO agreement on FAA participation. Due September 30, 2016

Strategic Initiative: Ensure Aviation Growth While Reducing Environmental Impacts

Lead the development and global acceptance of cost-beneficial environmental standards and policies that provide environmental protection while enabling the U.S. aerospace industry and airlines to grow internationally without restrictive regulations.

Strategic Activity: ATM Improvements

Promote air traffic management (ATM) improvements - airborne and surface - that consider environmental performance.

Activity Target 1:

Support International Civil Aviation Organization Committee on Aviation Environmental Protection and Civil Aviation Navigation Services Organization by sharing best practices for efficient and environmentally-sustainable air traffic systems operations, as required. Due September 30, 2016

Strategic Activity: Global Environmental Leadership

Ensure FAA is a recognized global leader in the International Civil Aviation Organization and other international aviation organizations by supporting continued actions in ICAO towards achievement of aspirational goals, and providing input towards development and further consideration of all elements of the basket of measures to address aviation greenhouse gas emissions. Present the United States position on aviation environmental issues and encourage the adoption of U.S. aviation-related environmental policies and practices, including the

development and deployment of sustainable alternative fuels for aviation.

Activity Target 1:

Work with key aviation countries to support continued progress in ICAO, including actions on emissions agreed at 2013 ICAO assembly. Due September 30, 2016

Activity Target 2:

Achieve the U.S. position on the basket of measures to address international aviation emissions, in particular the global market-based measure as a gap filler. Due September 30, 2016

Activity Target 3:

Conduct at least ten (10) environmental outreach activities globally. Due September 30, 2016

Activity Target 4:

Promote the use of the ICAO Balanced Approach to address aircraft noise problems at individual airports, by supporting and encouraging States covered under the U.S./ E.U. Air Transport Agreement to exchange information and conduct frequent dialogue to enhance cooperation. Due September 30, 2016

Strategic Activity: Sustainable Jet Fuels

Increase the development and deployment of sustainable jet fuels.

Activity Target 1:

Exchange information and best practices with international partners on sustainable aviation jet fuels and new aircraft technologies, including the Continuous Lower Energy Emissions and Noise (CLEEN) Program and CLEEN II. Due September 30, 2016

Empower and Innovate with the FAA's People

APL supports agency initiatives to help employees see the link between their jobs and agency goals. FAA employees report over 1500 work-related injuries or illnesses each year. APL facilitates agency efforts to lessen the number and cost of these injuries and illnesses. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, requires Federal agencies to systematically examine all environmental aspects of their operations and to address those aspects more cost-effectively. Likewise, a systematic approach to energy and water use will reduce operations and maintenance costs and improve reliability. The FAA workforce is a key component in all efforts, because it is the FAA employees

who respond to the needs of our domestic and international customers through advice, training, and technical assistance. APL helps the line organizations in the agency provide direct or indirect assistance to over 100 countries around the world, helping them improve their aviation systems. APL sees effective management of the workforce as a critical element in providing value-added customer support to our international clients. Through improved management based on reliable data, FAA employees can continue to deliver quality customer service.

APL is committed to developing and empowering its employees, as well as attracting new talents. When the Reauthorization is introduced by Congress, APL employees are already at the forefront, leading the formulation and coordination of orchestrated responses for the FAA, and for the DOT. APL also provides strategic planning and performance management support for the agency, especially in the development and tracking of FAA business plans. Given unique responsibilities and exposure to agency planning efforts, APL and its employees are well positioned to be able to identify, collaborate, and tackle challenging domestic and international policy issues to help move the agency's strategic initiatives forward.

Strategic Objective: Workforce of the Future

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

Strategic Initiative: Attracting Talent

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

Strategic Activity: Strategic Workforce Planning

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

Activity Target 1:

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

Internal Work Objective: Hiring Persons with Targeted Disabilities (PWTD)

Support the DOT Strategic Objective to build a capable, diverse, and collaborative workforce of highly-skilled, innovative, and motivated employees by increasing the hiring of PWTD for eligible positions to 3 percent by 2018. In FY 2016, ACR in collaboration with the FAA LOBs/SOs will ensure that at least 2.33% of all FAA new hires are PWTD.

Internal Work Initiative: Hiring PWTD

The FAA line of businesses and staff offices (LOBs/SOs) will work collaboratively to support the DOT goal to increase the representation of PWTD in the workforce by ensuring that at least 2.33% of all FAA new hires are PWTD. Each year, FAA will increase incrementally the percentage of PWTD hires by .33% per year to reach the 3% DOT hiring goal by 2018.

Internal Work Activity: Hiring PWTD

In FY 16, the Office of Civil Rights in collaboration with the FAA LOBs/SOs will ensure that at least 2.33% of all FAA new hires are PWTD.

Activity Target 1:

The head of each LOB/SO will issue a memorandum (key language will be provided by ACR) directed to their managers promoting the PWTD hiring goal. Due January 31, 2016

Activity Target 2:

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

Activity Target 3:

Managers with hiring authority from each LOB/SO will participate in one consultation session held by the National People with Disabilities Program Manager to establish hiring initiatives. Due June 30, 2016

Internal Work Objective: Alternative Dispute Resolution (ADR)

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

Internal Work Initiative: ADR Engagement

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

Internal Work Activity: ADR Engagement

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

Activity Target 1:

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

Internal Work Objective: EEO/Diversity and Inclusion Action Committee (EAC)

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

Internal Work Initiative: EAC

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

Internal Work Activity: EAC

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

Activity Target 1:

Analyze and present demographic data in comparison to the civilian labor force statistics to the EAC; and identify strategies and actions for improving groups with lower than expected participation rates. Due November 30, 2015

Activity Target 2:

Support Agency efforts to implement and/or revise performance evaluation methods to the managers EEO performance standard. Due September 30, 2016

Activity Target 3:

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

Internal Work Objective: Business Planning

Achieve a high level of excellence managing FAA Business Planning activities.

Internal Work Initiative: Business Planning

Manage and enhance the agency-wide business planning processes and tools to best meet the agency's needs.

Internal Work Activity: Enable Development of FAA Business Plans

Ensure completion and implementation of high-quality FY17 business plans for all LOBs/SOs, while maintaining a high level of satisfaction among FAA customers.

Activity Target 1:

Based on agency leadership and planning community input, update guidance to ensure completion of high-quality FY17 business plans for all LOBs/SOs before the beginning of the new fiscal year. Due September 30, 2016

Activity Target 2:

To obtain stakeholder input on the Business Planning process, conduct at least two "lessons learned" exercises on the various processes related to Business Planning. Due September 30, 2016

Activity Target 3:

Support the user community through troubleshooting, training, and enhancement of planning processes and tools (through, for example, "lessons learned" exercises), including information system upgrades within the limits of available resources. Due September 30, 2016

Activity Target 4:

Achieve a decision from the Enterprise Information Management Board, with resource commitments from at least 2 LOB/SOs, to create a joint IT platform to support Agency-Wide formulation and reporting of Business Plans. Due September 30, 2016

Internal Work Objective: Strategic Planning Support and Performance Management

Provide excellent support of FAA Strategic Planning and Performance Management activities.

Internal Work Initiative: Strategic Planning and Performance

Manage agency performance and support agency strategic planning to help the FAA achieve its strategic objectives and make meaningful improvements in performing its mission.

Internal Work Activity: Enable Strategic Planning and Performance Management

Develop an outstanding set of performance measures for the agency, prepare effective reports on metric data, develop the capability to perform strategic planning studies, and maintain a high level of satisfaction among FAA and external customers.

Activity Target 1:

Following FAA leadership input and coordinating across the agency, lead development and refinement of key FY17 FAA performance measures including but not limited to those for the FAA Strategic Initiatives, Organizational Success Increase/Organizational Success Measures (OSI/OSM), and Short Term Incentive (STI) programs, and NextGen Advisory Council metrics. Due September 30, 2016

Activity Target 2:

Working across the agency, complete agency performance reports, such as: Agency Priority Goals, Deputy Secretary of Transportation (S-2) Review, Secretary of Transportation updates, as requested, including weekly, monthly, and quarterly progress reports, DOT Strategic Plan requirements, quarterly updates to the Secretary of Transportation's Work Plan, Portfolio of Goals, and "How are we performing?", satisfying quality requirements on time. Due September 30, 2016

Activity Target 3:

For a satisfaction survey sent to Performance Committee members and SIG leaders, achieve a 75% response rate, with "good" or "excellent" ratings from at least 85% of respondents, regarding quality of APO strategic planning and performance management support. Due September 30, 2016

Activity Target 4:

Create a capability to perform studies designed to support mid-term and long-term agency strategic planning decisions, along with the expertise in strategic planning facilitation techniques needed to act as a resource to the FAA. Due September 30, 2016

Internal Work Objective: Policy Development and Monitoring

Timely and high-quality support to senior management and stakeholders in monitoring and developing cross-agency policies, including but not limited to funding stability and adequacy, and other high-level objectives.

Internal Work Initiative: Legislative Proposal for Reauthorization

Support the introduction of an FAA Reauthorization Bill through the development of proposals, analysis, legislative text, and responses to inquiries from stakeholders.

Internal Work Activity: Reauthorization Development

Coordinate and develop agency reauthorization priorities and proposals. Provide analysis and technical assistance on draft legislative proposals as necessary.

Activity Target 1:

Support LOBs/SOs in policy development for a temporary authorization. Due December 18, 2015

Activity Target 2:

Lead internal and external coordination on new reauthorization proposals for the agency. Due September 30, 2016

Activity Target 3:

Monitoring the legislative implementation of several bills featuring requirements for the FAA. Due September 30, 2016

Internal Work Activity: AEE FAA Reauthorization

AEE is leading the environmental sustainability working group for FAA reauthorization and is responsible for proposing and developing environmental provisions and following through, as necessary, with technical drafting assistance as Congress proposes additional environmental provisions.

Activity Target 1:

Following passage of next FAA reauthorization, implement aviation environmental and energy measures under APL lead by dates consistent with the reauthorization legislative implementation plan. Due September 30, 2016

Internal Work Activity: Support Congressionally-Mandated Advisory Boards

Provide staff support and coordination for Congressionally-mandated FAA advisory boards. The Management Advisory Council (MAC) provides general management and performance advice to the Administrator.

Activity Target 1:

Staff meetings of the MAC and other Congressionally-mandated advisory boards, as directed by the Administrator. Due September 30, 2016

Internal Work Activity: Government Inquiries

Coordinate and support responses to government inquiries, including both official and informal requests from Congress and associated organizations

Activity Target 1:

Lead or support development and coordination of responses to government inquiries such as Technical Assistance requests, GAO questions, and Questions for the Record (QFR). Due September 30, 2016

Internal Work Initiative: Monitor Policy and Funding Environment

Analyze forecasts of Trust Fund revenues and expenditures, and analyze Trust Fund receipts. Support senior management and stakeholders on policy and funding issues.

Internal Work Activity: Trust Fund Analysis and Monitoring

Develop high-quality and well-coordinated analysis of FAA Trust Fund receipts and revenue and expenditure forecasts. Analyze forecasts of Trust Fund revenues and expenditures, and analyze Trust Fund receipts.

Activity Target 1:

Conduct variance analysis on actual Trust Fund receipts within 30 days of receipt of certification from Treasury Department. Due September 30, 2016

Internal Work Objective: Management Staff Support

Achieve a score of no less than 80% in a customer satisfaction survey measuring the provision of personnel,

financial management, travel and transportation support to FAA's operations in foreign areas.

Internal Work Initiative: Management Support

Provide a broad range of personnel, financial management, travel, transportation and logistical services for the APL organization as well as all FAA lines of business and staff offices in support of FAA's international programs

Internal Work Activity: Personnel Support

Provide personnel support to the APL organization and FAA's operations in foreign areas

Activity Target 1:

Respond to FAA managers and employees within 1 business day and provide accurate information about human resource issues. Due September 30, 2016

Activity Target 2:

Track and issue monthly reminders to APL employees on mandatory FAA training requirements. Due September 30, 2016

Activity Target 3:

Track and issue quarterly notifications to FAA employees who traveled to danger pay posts and were not paid danger pay allowance. Due September 30, 2016

Activity Target 4:

Track and issue biweekly reminders to employees for LDR entries. Maintain at least a 95% compliance rate. Due September 30, 2016

Activity Target 5:

Provide advice and guidance to 3 FAA employees seconded to ICAO in support of Global Leadership Initiative. Due September 30, 2016

Internal Work Activity: Finance and Training Support

Provide finance and training support to the APL organization and FAA's operations in foreign areas. Support the registration of international students to the FAA Academy.

Activity Target 1:

Respond to FAA managers and employees within 1 business day and provide accurate information about financial management issues. Due September 30, 2016

Activity Target 2:

Provide quarterly budget reviews to each of the APL office directors within two weeks of the close of each quarter. Due September 30, 2016

Activity Target 3:

Forward all training agreements within 2 business days of receiving request. Due September 30, 2016

Activity Target 4:

Develop annual spending plans and cost estimates within established ABP deadlines throughout FY 2016. Due September 30, 2016

Activity Target 5:

Provide cost estimates, invoices, and/or statements of account for international reimbursable technical assistance agreements within 2 days of request. Due September 30, 2016

Activity Target 6:

Coordinate new Reception and Representation (R&R) requests within 2 business days of receiving request Due September 30, 2016

Internal Work Activity: Travel and Transportation Support

Provide travel and transportation support to the APL organization and FAA's operations in foreign areas.

Activity Target 1:

Respond to FAA managers and employees within 1 business day and provide accurate information about travel and transportation issues. Due September 30, 2016

Activity Target 2:

Provide biannual reminders to FAA employees on international travel guidelines and provide periodic training and information sessions on foreign travel matters as required. Due September 30, 2016

Activity Target 3:

Forward all visa and passport applications for official travel within 1 day of receipt. Due September 30, 2016

Internal Work Activity: Logistical Support

Provide logistical support to the APL organization and FAA's operations in foreign areas.

Activity Target 1:

Respond to APL managers and employees within 1 business day and provide accurate information about logistical issues. Due September 30, 2016

Activity Target 2:

Track and respond to logistical requests, issues, and complex logistical requirements to ensure the APL organization is operational and able to accomplish the APL mission. Ensure functional capability is restored to anyone in the APL organization within 3 business days. Due September 30, 2016

Activity Target 3:

Work collaboratively with AIT Shared Services to ensure that the issuing, tracking, and disposing of accountable equipment in accordance with FAA's property management policies. Verify and maintain a 90% compliance rate that APL's accountable equipment is inventoried and input into the FAA's Automated Inventory Tracking System (AITS). Due September 30, 2016

Activity Target 4:

Work collaboratively with the designated APL Record Coordinators to ensure each office is following the federal government's records management responsibilities. Attend monthly FAA Records Management Officer meetings and report minutes to record custodians. Due September 30, 2016

Activity Target 5:

Work with the FAA Section 508 Program Office to provide APL staff with requirements and standards for posting material to the FAA Internal and External websites. Establish training materials for APL staff that will help facilitate document and/or material creation in Section 508 standards. Replace non-compliant Section 508 material from APL's assigned Internal and External websites, and achieve a 95% compliant rating material from the FAA Section 508 Program Office Due September 30, 2016

Internal Work Objective: Equal Employment Opportunity (EEO) Training

Assist Agency efforts to create a FAA culture in which managers and employees understand their role in creating and maintaining an inclusive workplace by providing training on EEO laws, FAA policies, and appropriate workplace behavior.

Internal Work Initiative: EEO Training

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

Internal Work Activity: EEO Training Requirements for FAA Workforce

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

Activity Target 1:

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

Activity Target 2:

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

Activity Target 3:

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

Internal Work Objective: Employee Engagement Index

Increase APL's Employee Engagement Index Score.

Internal Work Initiative: APL's Employee Engagement Index

Increase APL's Employee Engagement Index Score.

Internal Work Activity: APL's Employee Engagement Index

Increase APL's Employee Engagement Index from 69% to 71%.

Activity Target 1:

Increase APL's Employee Engagement Index from 69% to 71%. Due September 30, 2016