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.

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:
Obtain agency agreement on safety and efficiency benefits of low activity visual towers and solicit stakeholder feedback
Update processes and increase governance for Low Activity Towers

Activity Target 1:
[Interim Milestone] Obtain agency and administration agreement to conduct stakeholder outreach on safety and efficiency benefits Due May 31, 2017

Activity Target 2:
[Interim Milestone] Solicit stakeholder feedback on safety and efficiency benefits. Note: This target is tentative pending the Agency agreement referenced in 17C1D13 target 1. Due July 31, 2017

Activity Target 3:
[NESS Target] Obtain agency agreement on safety and efficiency benefits of low activity visual towers and solicit stakeholder feedback. Note: This target is tentative pending the Agency agreement referenced in 17C1D13 target 1. Due September 30, 2017

Strategic Activity: Low Activity Towers:
Draft revised guidance to replace FAA-APO-90-7 and develop a new model for purposes of conducting Benefit-Cost Analysis (BCAs) for low activity visual towers
Update processes and increase governance for Low Activity Towers

Activity Target 1:
[Interim Milestone] Pending agency agreement on safety and efficiency benefits, develop draft guidance document that incorporates findings of recent safety and efficiency studies. Note: This target is tentative pending the Agency agreement referenced in 17C1D13 target 1. Due March 31, 2017

Activity Target 2:
[Interim Milestone] Pending successful stakeholder outreach activities, update draft guidance document to address significant stakeholder feedback. Note: This target is

Internal Work Objective: Average Daily Capacity
Maintain an average daily capacity for core airports of 58,006, 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 support to FAA's New York Area Program Integration Office (NYAPIO).

**Activity Target 1:**
Provide support to implement FY-17 Integrated Master Schedule activities. Due September 30, 2017

**Activity Target 2:**
Provide presentation on analysis of IATA Level 2 implementation at Newark Liberty International Airport (EWR). Due September 30, 2017

**Activity Target 3:**
Per PL 112-95 requirement, convene and host quarterly Section 413 schedule reduction meetings. Due September 30, 2017

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 315,000 persons in calendar year 2016. Complete the 20 airport noise survey and analysis of dose-response relationship. Develop a community involvement toolkit that includes sample checklists, templates, and examples of best practices (OSI is completion of two of three of these)

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, 2017

**Activity Target 2:**
Advance characterization of aircraft noise and its propagation. Due September 30, 2017

**Activity Target 3:**
Advance understanding of health and welfare impacts of aviation noise. Due September 30, 2017

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 17C.64A, 17C.65A, 17C.66A, and 17C.67A.

**Activity Target 1:**
Conduct software databases maintenance for AEDT and continue developing future model enhancements Due September 30, 2017

**Activity Target 2:**
Develop rapid fleet wide tools for assessment of environmental consequences. Due September 30, 2017

**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, 2017

**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, 2017

**Activity Target 5:**
Begin development of the FLEET-Builder Tool to develop fleet evolution and operation schedules for use in AEDT. Due September 30, 2017
Activity Target 6:
Estimate future noise, emissions and energy use for comparison to environmental goals. Due September 30, 2017

Internal Work Activity: Mature Quiet Aircraft Technology
Mature quieter, cleaner and more fuel efficient aircraft technologies via the Continuous Lower Energy Emissions and Noise (CLEEN) II Program. This activity supports initiatives 17C.64A, 17C.65A, 17C.66A and 17C.67A.

Activity Target 1:
Perform component and system level integration, testing and analysis of CLEEN II technologies that reduce noise, fuel burn and emissions. Due September 30, 2017

Activity Target 2:
Perform ground or flight tests and demonstrations of CLEEN II technologies that reduce noise, fuel burn and emissions. Due September 30, 2017

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, 2017

Activity Target 2:
Create new community involvement training opportunities, materials, and guidance. Due September 30, 2017

Activity Target 3:
Create pre-test for Community Involvement Manual Awareness Training eLMS course. Due September 30, 2017

Activity Target 4:
Create new community involvement toolkit. Due August 31, 2017

Activity Target 5:
Enhance Environmental Justice capability and guidance and develop EJ training and materials. Due September 30, 2017

Internal Work Activity: Aircraft Noise Policy and Standards
Develop policy and standards to reduce aircraft noise impacts.

Activity Target 1:
Complete annual assessment of noise exposure. Due September 30, 2017

Activity Target 2:
Develop final rule for Stage 5 noise certification. Due September 30, 2017

Internal Work Activity: Explore Quiet Aircraft Operations
Mature quieter operational procedures.

Activity Target 1:
Explore aircraft operational procedures that can reduce noise and quantify their environmental benefits. Due September 30, 2017

Activity Target 2:
Explore helicopter operational procedures that can reduce noise and quantify their environmental benefits. Due September 30, 2017

Activity Target 3:
Develop input to inform an enhanced NAS-wide air traffic evaluation framework for assessing implications of proposed operational procedures on fuel burn, noise and environmental justice populations without detriment to safety. FY17: final report to FAA management. Due September 30, 2017

Internal Work Activity: Noise Corporate STI
Evaluate outreach and mitigation efforts across the agency and identify what practices are being utilized with respect to community involvement and outreach to environmental justice populations. Document the information gained and refine or develop agency best practices and/or other materials (e.g., orders, training materials, etc.), as needed. FY17: achieve all of the following milestones.

Activity Target 1:
Document best practices and lessons learned from outreach and mitigation efforts in CY16, identifying the specific environmental justice efforts during the outreach. (ATO) Due February 17, 2017
Activity Target 2:
Document best practices and lessons learned from outreach and mitigation efforts in CY16, identifying the specific environmental justice efforts during the outreach. (ARP, AST, AVS, APL, ANG, AOC) Due March 1, 2017

Activity Target 3:
Complete analysis of (including analysis of best practices, overlaps, inconsistencies in efforts, and gaps) and document outreach and mitigation efforts from targets 1 & 2, including environmental justice efforts, to determine what practices are being utilized with respect to community involvement and environmental justice. (ATO, ARP, AST, AVS, APL, ANG, AOC) Due July 1, 2017

Activity Target 4:
Prepare written recommendations and deadlines (which may be in FY17, FY18 or beyond) for refinements or additions to agency-wide best practices and/or other materials with respect to community involvement and environmental justice. (ATO, ARP, AST, AVS, APL, ANG, AOC, AGI, AGC) Due September 15, 2017

Activity Target 5:
Refine Community Involvement Toolkit (which includes sample checklists, templates, and examples of best practices) and ATO Community Involvement PBN Desk Guide, as needed, to reflect results from prior milestones. (APL, ATO) Due September 15, 2017

Activity Target 6:
Develop additional and/or refine existing agency-wide best practices or other materials with respect to community involvement and environmental justice that were identified in target 4 for FY 17. (ATO, ARP, AST, AVS, APL, ANG, AOC) Due September 15, 2017

Internal Work Initiative: Research on Noise Characterization, Exposure, and Impacts
Complete survey and analysis around 20 airports regarding response to annoyance from aircraft noise.

Internal Work Activity: Research on Noise Characterization, Exposure, and Impacts
Continue to move forward the re-evaluation of DNL 65 dB

Activity Target 1:
Complete Survey Due September 30, 2017
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 (132.7 Tg). (OSI)

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, 2017

Activity Target 2:
Advance characterization of aircraft cruise emissions, with an emphasis on particulate matter emissions. Due September 30, 2017

Activity Target 3:
Refine estimates of aviation emissions impacts on climate, with an emphasis on particulate matter emissions. Due September 30, 2017

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. domestic regulations are updated. Due September 30, 2017

Internal Work Activity: Support for FAA Climate Adaptation Planning
Provide strategic planning for climate adaptation to support NextGen.

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, 2017

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, 2017

Internal Work Initiative: Sustainable Jet Fuels
Twenty-five million 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, 2017

Activity Target 2:
Develop scenarios of alternative jet fuel production. Due September 30, 2017

Internal Work Activity: Sustainable Jet Fuel Certification and Qualification
Advance certification and qualification of alternative jet fuels via ASTM International. This activity supports initiatives 17C.65A, 17C.66A and 17C.67B.
Activity Target 1:
Secure ASTM International approval of additional "drop-in" alternative jet fuel pathways. Due September 30, 2017

Activity Target 2:
Continue performance tests of additional "drop-in" alternative jet fuels pathways. Due September 30, 2017

Activity Target 3:
Assess potential to streamline ASTM International approval process. Due September 30, 2017

Internal Work Activity: Advance Sustainable Jet Fuel Development and Deployment
Advance development and deployment of sustainable aviation jet fuels. This activity supports initiatives 17C.65A, 17C.66A and 17C.67B.

Activity Target 1:
Promote development and deployment of alternative jet fuel via interagency and industry coordination in the Commercial Aviation Alternative Fuels Initiative (CAAFI). Due September 30, 2017

Internal Work Activity: Advance Sustainable Jet Fuel Development and Deployment

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: 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: Climate Adaptation Planning: 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 2016 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, 2017

Activity Target 2:
Average commute days avoided per employee (AWS and/or regular telework, year-to-date). FY17 Target: 42 Due September 30, 2017

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, 2017

Internal Work Initiative: FAA Environmental Management System (EMS)
APL is leading the FAA in maintaining an effective Environmental Management System pursuant to Executive Orders 13423/13693 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, 2017

**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 intents 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, 2017

**Activity Target 2:**
Conduct internal EMS audits and management review, report status to AEE. Due September 30, 2017

**Activity Target 3:**
Prepare and Conduct the AEE External EMS Audit. Due September 30, 2017

**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, 2017

**Activity Target 2:**
Complete reviews of AIP BCAs (BCA), as requested by ARP. Due September 30, 2017

**Internal Work Activity: Economic Evaluation of FAA Infrastructure and Services**
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:**
Obtain agency agreement on safety and efficiency benefits of low activity visual towers and solicit stakeholder feedback. Due September 30, 2017

**Activity Target 2:**
Draft revised guidance to replace FAA-APO-90-7 and implement a new model for purposes of conducting BCAs for low activity visual towers. Due September 30, 2017

**Activity Target 3:**
Support ATO in developing an order for processing new applications for the contract tower program and document processes with ATO for data collection and reporting necessary for periodically updating BC ratios. Due September 30, 2017

**Activity Target 4:**
Maintain the capability to conduct BCA for low activity visual towers. Due September 30, 2017

**Activity Target 5:**
Support NextGen and ATO in development of remote tower policies. Due September 30, 2017

**Activity Target 6:**
Support FAA’s NESS Initiatives for rationalizing
FAA infrastructure and services. Due September 30, 2017

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:
Given the available of audit staff resources conduct 1 audit to measure compliance against QMS policies and procedures. Due September 30, 2017

Activity Target 2:
Implement changes as needed to address audit findings. Due September 30, 2017

Internal Work Objective: Aviation Industry Information
Forecast of overall demand for FY17 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 FY2037 which forms the basis for NextGen requirements.

Activity Target 1:
Publish the annual Aerospace Forecast for FY 2017-2037. Due March 17, 2017

Activity Target 2:
Provide overview of Aerospace Forecast and Terminal Area Forecast to FAA headquarters staff. Due March 31, 2017

Internal Work Activity: Terminal Area Forecast
Develop and publish Terminal Area forecasts.

Activity Target 1:
Have TAF ready for publication on internet. Due December 31, 2016

Activity Target 2:
Publish TAF Summary on internet along with high and low scenarios for Core 30 passengers and commercial operations. Due February 17, 2017

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 3, 2017

Activity Target 2:
Publish a UAS Forecast. Due March 17, 2017

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 CAEP11 activities as needed. Due September 30, 2017

Activity Target 2:
Provide forecast support and expertise for ICAO Secretariat Long Term Forecast activities under the Aviation Data Analysis Panel (ADAP) activities as needed. Due September 30, 2017

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 31, 2017
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: November 3, 2016, February 16, 2017, May 18, 2017, August 17, 2017. 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, 2017

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, 2017

Internal Work Activity: UAS Implementation Plan
APO's milestones for UAS Implementation Plan.

Activity Target 1:
Define FAA UAS data collection and analysis requirements. Due December 31, 2016

Activity Target 2:
Develop forecast for small UAS. Due March 31, 2017

Activity Target 3:
Develop forecasts for UAS activity (as needed). Due September 30, 2017

Activity Target 4:
Identify, elevate, and coordinate emerging policy issues with FAA. Due September 30, 2017

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:
Develop revised international segment forecast model as basis for creating international passenger and commercial operations forecasts. Due September 30, 2017

Internal Work Activity: Fleet Forecast
Develop a tool to project future U.S. airport level fleet forecast.

Activity Target 1:
Develop and test methodology for airport level fleet forecast using macro fleet forecast output from tool. Due September 30, 2017

Activity Target 2:
Provide documentation for an international (foreign carrier) fleet forecast tool including tutorial and user guide. Due September 30, 2017

Internal Work Activity: ARTCC Forecast Model
Develop a methodology to integrate segment level flight forecasts from TAF into ARTCC forecasts.

Activity Target 1:
Identify and test method for using TAF-M forecast data to forecast ARTCC counts, including departures and overflights. Summarize results in a presentation or paper. Due September 30, 2017

Internal Work Activity: UAS Survey
Develop survey of UAS owners that collects data on number of units, type of mission, and amount of time in use.

Activity Target 1:
Identify and test prototype UAS survey. Summarize results in a presentation or paper. Due September 30, 2017

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. Develop methodology to integrate segment level flight forecasts into ARTCC forecasts.

Internal Work Initiative: Develop Standardized Values and Methodologies
Internal Work Activity: Develop Standardized Values and Methodologies

Activity Target 1:
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, 2017

Activity Target 2:
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, 2017

Activity Target 3:
Identify new material for inclusion in future updates: Coordinate the updating of the guidance document as appropriate. Due September 30, 2017

Internal Work Objective: Optimizing the Use of Agency Resources
As public stewards, AFN will optimize the use and management of FAA resources to improve accountability and enhance operational efficiency through improved management of FAA acquisitions and real property assets, effective management of financial resources, and support of non-AFN workforce planning. Successful accomplishment of this objective is measured through effective management of Agency acquisition policies and practices, reducing space requirements and pursuing alternative workplace strategies to increase space utilization, achieving cost reduction and avoidance targets, favorable financial system audit results, continuous efforts to promote the development of small businesses as well as good corporate citizenship, and establishing an AIT UAS PMO office to provide an one-stop-shop portal for all UAS applications.

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, 2017

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 engagements.
**Strategic Activity: International External Communications**
Promote high-priority Global Leadership Initiatives through the news media and FAA communications vehicles to increase public awareness.

**Activity Target 1:**
Hold stakeholder engagement meeting to share information about FAA’s international aviation goals and objectives and encourage input from our international partners/stakeholders. Due May 31, 2017

**Strategic Activity: International Strategy Enhancement**
Develop data-informed appendices to the FAA International Strategy that outline the top regional/organizational priorities for future FAA engagement and support.

**Activity Target 1:**
Present FAA International Strategy to the Executive Council/Business Council that includes data-informed regional strategies. Due June 30, 2017

**Activity Target 2:**
Identify next steps for implementation of data-informed regional strategies. Due August 31, 2017

**Strategic Activity: International Governance Enhancement**
Drive greater coordination, collaboration, communication, and transparency agency-wide by continually improving the effectiveness of the Global Leadership Initiative governance structure.

**Activity Target 1:**
Review the Global Leadership Initiative governance structure, including the roles of all entities (International Advisory Board, International Steering Committee, Task Forces, Strategic Initiatives Group, etc.) for improvements to enhance the flow of information. Due March 30, 2017

**Activity Target 2:**
Plan and execute the 4th Annual Global Leadership Meeting consisting of information/awareness sessions on key FAA international programs and international regional priorities as well as technical meetings as appropriate. Due May 31, 2017

**Strategic Activity: International Technical Assistance**
Deploy and socialize the data informed process to evaluate new technical assistance requests for possible FAA engagement.

**Activity Target 1:**
Have the agency’s new Technical Assistance policy and processes in effect. Due September 30, 2017

**Strategic Initiative: Global Prioritization**
Develop an integrated, data-informed approach to prioritize and make decisions about international activities and key engagements.

**Strategic Activity: Global Prioritization**
Choose the data and criteria necessary to make decisions about cross-agency support for international activities and key engagements.

**Activity Target 1:**
Develop and maintain data to analyze regional priorities. Due December 31, 2016

**Activity Target 2:**
Develop a data-informed scenario to support country-level technical training based on country and agency priorities. Due May 31, 2017

**Strategic Initiative: Corporate Resource Utilization**
Place international resources strategically to improve safety, air traffic efficiency, and environmental sustainability across the globe.

**Strategic Activity: ICAO Engagement Enhancement**
Ensure U.S. Government engagement with the International Civil Aviation Organization is aligned appropriately to support FAA priorities.

**Activity Target 1:**
Coordinate an FAA plan of action to address the International Civil Aviation Organization 39th Assembly resolutions. Due March 31, 2017

**Activity Target 2:**
Create a multi-year schedule for the preparation of the International Civil Aviation Organization (ICAO) Air Navigation Conference, the 40th ICAO Assembly, and the ICAO High-level Safety Conference. Due July 31, 2017
Activity Target 3:
Receive State Department approval for a permanent FAA position at the International Civil Aviation Organization Headquarters in Montreal Canada, and select an initial candidate. Due September 30, 2017

Activity Target 4:
Host at least one (1) meeting for FAA's International Civil Aviation Organization panel participants to review roles, responsibilities and expectations as well as cross-panel communication. Due March 30, 2017

Strategic Activity: ICAO Resource Enhancement
Identify training opportunities to support strategic FAA workforce readiness for key ICAO headquarters and/or regional positions.

Activity Target 1:
Identify existing training opportunities for international and International Civil Aviation Organization positions (skills, training, etc.) and make the information available in a centralized location. Due December 31, 2016

Strategic Initiative: Ensure Safety & Security of U.S. Lives
Work cooperatively with key partners in government and industry to enhance safety and security of the global aerospace system.

Strategic Activity: Brexit Transition
Ensure a seamless and efficient transition of FAA's aviation relationships with the United Kingdom as a result of its decision to exit the European Union.

Activity Target 1:
Meet with the Director General of the United Kingdom Civil Aviation Authority (UK CAA) to review current United Kingdom processes in preparation for Article 50 and the outlook regarding aviation integration. Create an initial baseline of potentially affected Safety and Air Traffic Management agreements where the United Kingdom is covered as a European Union Member State and/or has a separate legal framework, to prepare for discussions with the UK CAA. Provide an overview of FAA's inventory of issues that may have Brexit implications and discuss next steps. Due October 31, 2016

Activity Target 2:
Organize an initial FAA senior executive-level meeting with the Director General of the UK CAA and the UK Department for Transport to discuss the Article 50 timelines, the treatment of aviation integration, and the US/UK implications on aviation agreements. Due March 31, 2017

Activity Target 3:
Work with FAA offices to develop a roadmap of transitional activities with the UK, including timelines, based on the UK initiation of Article 50 process and the proposed treatment of aviation. Due July 31, 2017

Activity Target 4:
Continuously monitor and report on any change in the status of aviation during the Article 50 negotiations in case there are modifications in the negotiations that will impact the FAA's work plan. Due September 30, 2017

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: Global Environmental Leadership
Ensure the FAA continues its active leadership role in addressing environmental issues within the International Civil Aviation Organization (ICAO). In particular, FAA will be focused on the implementation of the ICAO Global Market-Based Measures (GMBM) that is expected as a result of the 39th ICAO Assembly. These efforts include assisting ICAO with the development of Standards and Recommended Practices (SARPs); identifying and initiating the creation of any additional legislative authority needed to implement the GMBM; and providing capacity-building support to States that need assistance with implementing ICAO's GMBM, as needed.

Activity Target 1:
Work with key aviation countries, stakeholders, and ICAO to support the development of Global Market-Based Measure Standards and Recommended Practices. Due September 30, 2017

Activity Target 2:
Work with key aviation countries to support continued progress on environment at the International Civil Aviation Organization (ICAO), including actions on noise and emissions that
affect air quality agreed to at the 2016 ICAO 39th Assembly. Due September 30, 2017

Activity Target 3:
Develop standards and recommended practices associated with the implementation of the ICAO Carbon Offsetting Reduction Scheme for International Aviation. Due September 30, 2017

Strategic Activity: n/a
API will not have an activity under this initiative in FY-2017.

Activity Target 1:
n/a Due September 30, 2017

Strategic Initiative: Caribbean Strategy
Continue to implement the Caribbean Initiative, which includes airport safety measures, Air Traffic Flow Management/Collaborative Decision-Making (ATFM/CDM) projects, and the implementation of the RTCA Tactical Operations Committee - Eastern Regional Task Group (ERTG) recommendations from 2016. In addition, the Caribbean Initiative will continue its work to improve air traffic controller communications between the FAA and foreign air traffic control facilities in the Caribbean. Achieve 80% of identified milestones by partnering with the International Civil Aviation Organization, CANSO, industry stakeholders, Foreign air navigation service providers, airport and industry associations to continue efforts that lead to improvements in airport and air traffic safety and efficiency, increased certification at airports with critical deficiencies and high levels of United States air traffic and passengers, and improved air traffic controller communications between the FAA and foreign Air Traffic Control facilities in the Caribbean. Due: September 30, 2017.

Strategic Activity: Caribbean Initiative - Corporate Management
Direct FAA international, inter-agency and industry engagements, related to the execution of strategic activities that will increase air traffic efficiency and airport safety in the Caribbean region. Coordinate the development of Caribbean Initiative activity support and briefing materials (agreements, updates, etc.).

Activity Target 1:
Coordinate three (3) international agreements, and conduct three (3) external outreach engagements to inform both industry and United States Government stakeholders for possible collaboration. Due September 30, 2017

Internal Work Objective: Ensure Efficient Global ATS to Support U.S. Economy
The FAA will 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.

Internal Work Initiative: ICAO Panel Engagement
Support the Airport and Air Navigation Services Economics Panels (ANSEP).

Internal Work Activity: Air Navigation Services Economics Panel (ANSEP) and Airports Economics Panel (AEP)
Actively participate in meetings of the ANSEP and AEP.

Activity Target 1:
Promote U.S. interests as an air navigation service provider balanced against the interests of U.S. carriers serving foreign markets. Due September 30, 2017

Internal Work Activity: Internal Work Activity: Multi-Disciplinary Work Group Aviation System Block Upgrades (MDWG-ASBU)
Actively participate in the development of ICAO economic guidance on the identification and use of operational and economic incentives as a means to encourage aircraft equipage, while ensuring that any change to ICAO's Policies are consistent with U.S.G. and the basic economic principles outlined in Doc. 9082.

Activity Target 1:
Promote the incorporation of ICAO Benefit-Cost Guidance into the GANP policies. Due September 30, 2017

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.

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: Diverse and Inclusive Workforce
In FY 2017, ACR in collaboration with FAA LOB/SO's will work to ensure a diverse and inclusive workplace. We will ensure that at least 2.67% of all FAA new hires are Persons with Targeted Disabilities (PWTD). LOB/SO will develop and implement strategies to increase the participation rate of Hispanics and women in the FAA workforce, as compared against the national civilian labor force (CLF). LOB/SO will work to improve workplace behavior by ensuring 60% of management and 10% of employees complete at least one Equal Employment Opportunity (EEO) training course. In support of Alternative Dispute Resolution (ADR) engagement, will ensure that 70% of all managers engage in mediation when requested by employees.

Internal Work Activity: APL Diverse and Inclusive Workforce
In FY 2017, ACR in collaboration with FAA LOB/SO's will work to ensure a diverse and inclusive workplace. We will ensure that at least 2.67% of all FAA new hires are Persons with Targeted Disabilities (PWTD). LOB/SO will develop and implement strategies to increase the participation rate of Hispanics and women in the FAA workforce, as compared against the national civilian labor force (CLF). LOB/SO will work to improve workplace behavior by ensuring 60% of management and 10% of employees complete at least one Equal Employment Opportunity (EEO) training course. In support of Alternative Dispute Resolution (ADR) engagement, will ensure that 70% of all managers engage in mediation when requested by employees.

Activity Target 1:
Support agency's goal of 2.67% PWTD hires, by attending bi-monthly EAC with limited delegation. Implement strategies developed in coordination with PWTD Tiger Team to ensure PWTD new hire goal is achieved. Due September 30, 2017

Activity Target 2:
APL will identify strategies and actions to improve groups with lower than expected participation rates, based on data provided by ACR during the EEOC MD-715 Part G checklist review. Due November 30, 2016

Activity Target 3:
Develop and implement outreach and recruitment strategies to increase the participation rates of Hispanics and women in the FAA workforce, as compared against the national civilian labor force (CLF). Due September 30, 2017

Activity Target 4:
Designate one (1) representative to participate in the two (2) new executive-led EAC workgroups, focusing on addressing the lower than expected participation rates of Hispanics and women via outreach and recruitment. The workgroups will develop strategies to attract and retain groups with lower than expected participation rates once onboard. Due September 30, 2017

Activity Target 5:
Ensure 90% of APL reasonable accommodation requests are processed within 25 business days or less. Due September 30, 2017
Activity Target 6:
Utilizing various learning platforms, monitor the delivery of EEO training to 60% of APL managers and 10% of APL employees. Due September 30, 2017

Activity Target 7:
Assist Agency effort with ADR engagement by ensuring that 70% of all APL managers engage in mediation when requested by employees. Due September 30, 2017

Internal Work Objective: Workforce of the Future Mission Support
Support the FAA in meeting its goals and objectives with a back to basics approach to leverage HR's most valuable resource, PEOPLE.

Internal Work Initiative: HR Core Services
Improve the efficiency, effectiveness and timeliness of HR programs and services in support of the FAA's mission and workforce.

Internal Work Activity: Workforce Planning (Phase 2)
Improve efficiency and effectiveness of HR resource management through position management governance.

Activity Target 1:
Reduce the number of duplicative active vacant positions in Federal Payroll and Processing System (FPPS) by 10%. Due September 30, 2017

Activity Target 2:
Analyze FPPS organizational structure to address any inconsistencies found in how the organization is structured officially in FPPS and how the organization is structured functionally in the organization chart. Due September 30, 2017

Internal Work Objective: Business Planning
Achieve a high level of excellence managing FAA Business Planning activities. Provide excellent support of FAA Strategic Planning and Performance Management activities.

Internal Work Initiative: Business Planning and Strategic Support
Manage and enhance the agency-wide business planning processes and tools to best meet the agency's needs. Provide excellent support of FAA Strategic Planning and Performance Management activities.

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 FY18 business plans for all LOBs/SOs before the beginning of the new fiscal year. Due May 1, 2017

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, 2017

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, 2017

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 FY18 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, 2017

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, 2017

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, 2017

Internal Work Activity: Strategic Challenges Opportunity Exploration (SCOPE)
Develop an APO internal consultant team, working under the guidance of FAA Leadership, to leverage institutional knowledge and expertise that will help FAA leaders identify and address strategic opportunities. The team will provide an agile analytical and facilitation capability, to quickly address emergent concerns, by helping analyze future issues and trends, while enabling leadership decisions in the near-term.

Activity Target 1:
Coordinate SCOPE project selection, planning, team formation and operation, research, analysis, content integration, and final report preparation. Due September 30, 2017

Activity Target 2:
Collect information, analyze content, and write text in support of SCOPE project completion. Due September 30, 2017

Activity Target 3:
Complete one leadership-directed project by the end of the fiscal year. Due September 30, 2017

Internal Work Activity: FAA Enterprise Dashboard (FED) Tool
Develop and deploy an enterprise visualization and reporting tool that allows centralized output, expanded governance and advanced reporting of lines-of-business and staff office (LOB/SO) business plans along with key corporate and agency performance goals. The tool will allow effective collaboration across the agency and aid in improving FAA leadership decision making.

Activity Target 1:
Begin development of the FAA Enterprise Dashboard (FED ) tool. Due October 30, 2016

Activity Target 2:
Provide FED visualization and reporting module and prototype. Due February 28, 2017

Activity Target 3:
Begin testing of FED tool with user community. Due April 30, 2017

Activity Target 4:
Develop FED user guides and training documents. Due August 31, 2017

Activity Target 5:
Develop FED training schedule. Due August 31, 2017

Activity Target 6:
Conduct FED training throughout agency based on training schedule. Due September 30, 2017

Activity Target 7:
Deploy the initial release of FED module to meet the FY2018 Business Planning implementation cycle. Due September 30, 2017

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:
Lead internal and external coordination on new reauthorization proposals for the agency. Due September 30, 2017
Activity Target 2:
Monitoring the legislative implementation of several bills featuring requirements for the FAA. Due September 30, 2017

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, 2017

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, 2017

Activity Target 2:
Lead the development of briefing books and materials for the Presidential Transition and changeover in Administration. Due September 30, 2017

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 forecasts. Analyze Trust Fund revenues, and analyze Trust Fund receipts.

Activity Target 1:
Monitor the Trust Fund receipts compared to expectations, and flag any unexpected deviations from trend. Due September 30, 2017

Activity Target 2:
Work with the Budget Office (AFN) to maintain the FAA’s Trust Fund information on the Web and to respond to stakeholder inquiries. Due September 30, 2017

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. Support groups such as the UAS Board and Executive Working Group, Drone Advisory Committee, NextGen Advisory Committee, and others.

Activity Target 1:
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 NextGen, UAS, commercial space transportation, cyber security, and spectrum management. Due September 30, 2017 Due September 30, 2017

Internal Work Initiative: Support the Management Advisory Council
Provide staff support and coordination for the Management Advisory Council (MAC), which provides general management and performance advice to the Administrator.

Internal Work Activity: Support the Management Advisory Council
Provide staff support and coordination for the Management Advisory Council (MAC), which 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, 2017
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, 2017

Activity Target 2:
Track and issue monthly reminders to APL employees on mandatory FAA training requirements. Due September 30, 2017

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, 2017

Activity Target 4:
Track and issue biweekly reminders to employees for LDR entries. Maintain at least a 95% compliance rate. Due September 30, 2017

Activity Target 5:
Provide advice and guidance to employees seconded and detailed to ICAO in support of Global Leadership Initiative. Due September 30, 2017

Internal Work Activity: Finance and Training Support
Provide finance and training 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 financial management issues. Due September 30, 2017

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, 2017

Activity Target 3:
Forward all training agreements within 2 business days of receiving request. Due September 30, 2017

Activity Target 4:
Develop annual spending plans and cost estimates within established ABP deadlines throughout FY 2016. Due September 30, 2017

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, 2017

Activity Target 6:
Coordinate new Reception and Representation (R&R) requests within 2 business days of receiving request Due September 30, 2017

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, 2017

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, 2017

Activity Target 3:
Forward all visa and passport applications for official travel within 1 day of receipt. Due September 30, 2017

Activity Target 4:
Ensure all courier actions are delivered timely to
**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, 2017

**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, 2017

**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, 2017

**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, 2017

**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, 2017