

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.261

9/16/98

Cancellation

Date: 9/16/99

SUBJ: ADMINISTRATIVE REORGANIZATION - 1998

1. **PURPOSE.** This notice announces the Administrator's decision to modify FAA's administrative organization.
2. **DISTRIBUTION.** This notice is distributed to the division level in the Washington headquarters, regions, and centers with a limited distribution to all field offices and facilities.
3. **BACKGROUND.** On June 5, the Administrator announced a reorganization in FAA's administrative organizational structure. The reorganization streamlines FAA's administrative functions by eliminating a layer of management. The human resources and financial functions will report directly to the Administrator. A new office will oversee the regions and the Mike Monroney Aeronautical Center.
4. **EFFECTIVE DATE.** This notice became effective with the Administrator's announcement. The accounting and budgetary actions become effective October 1. The payroll actions become effective October 11 with the exception contained in paragraph 5a(2).
5. **EXPLANATION.** This notice contains the general outline of the reorganization. The specific details will be contained in the organizational manuals. Appendix 1, FAA Organization Chart, contains the new organizational structure.
 - a. The Office of the Associate Administrator for Administration (AAD) is abolished.
 - (1) The functions of the Freedom of Information Act Staff (AAD-40) are transferred to the Assistant Administrator for Region and Center Operations.
 - (2) The functions of the Headquarters Facilities Management Staff (AAD-50) are transferred to the Office of Acquisitions (ASU). The payroll action for the transfer of the AAD-50 personnel to ASU became effective July 19.
 - (3) The functions of the Washington Flight Program Staff (AAD-60) are transferred to the Aviation System Standards Program in the Airway Facilities Service.
 - (4) The position of the Deputy to the Associate Administrator for Administration for Financial Management Reform is abolished.
 - (5) All other functions of the Office of the Associate Administrator for Administration are abolished.
 - b. The position of the Assistant Administrator for Financial Services (ABA) is established and the assistant administrator reports directly to the Administrator. The assistant administrator serves as FAA's chief financial officer and as the official responsible for implementation of OMB Circular A-76, Performance of Commercial Activities. The assistant administrator serves as FAA's senior official for the Privacy Act and the Paperwork Reduction Act.
 - c. The position of the Assistant Administrator for Human Resource Management (AHR) is established and the assistant administrator reports directly to the Administrator. The assistant administrator serves as FAA's chief personnel officer.

d. The Office of Business Information and Consultation is abolished.

(1) The functions of program management for advisory circulars, committees, directives, distribution, forms, mail, organization, publications, printing, the Privacy Act, records, and public reports are transferred to the Office of Financial Services.

(2) The history function is transferred to the Office of Public Affairs.

(3) The agency management information systems and business process functions are transferred to the Office of Financial Services.

(4) The staffing standards function will be separated. The Air Traffic Service assumes responsibility for air traffic staffing standards. The Associate Administrator for Regulation and Certification assumes responsibility for the aircraft certification and flight standards staffing standards.

(5) The agency evaluation function is abolished.

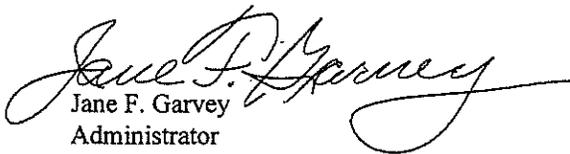
e. The functions of the Office of Flight Program Oversight (AFP) are transferred to the Flight Standards Service.

f. The position of the Assistant Administrator for Region and Center Operations (ARC) is established. The assistant administrator is under the executive direction of the Administrator and reports through the Deputy Administrator. The assistant administrator:

(1) Oversees the regions and the Mike Monroney Aeronautical Center. The regional administrators and the Director, Aeronautical Center, report to the assistant administrator.

(2) Assumes responsibility for the Freedom of Information Act Program, previously performed by the Freedom of Information Act Staff (AAD-40). The staff is retitled as the National Freedom of Information Act Staff (ARC-40).

6. **DOCUMENTATION.** The revision to Order 1100.2C, Organization - FAA Headquarters, will document the new offices.


Jane F. Garvey
Administrator

