

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N1100.302

Cancellation  
Date: 7/25/06

### SUBJ: ASSISTANT ADMINISTRATOR FOR SECURITY AND HAZARDOUS MATERIALS

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**1. Purpose.** This notice announces the establishment of the Office of Internal Security and Investigations (AIN). It consolidates the functions of the Investigations and Internal Security offices. The office reports to the Deputy Assistant Administrator for Security and Hazardous Materials.

**2. Distribution.** This notice is distributed to division levels in Washington, regions, and centers with a limited distribution to all field offices and facilities.

**3. Background.** This notice implements one of the goals of the Security and Hazardous Material's Human Capital/Workforce Plan to reduce the manager positions. All reductions will be accomplished through normal attrition. The decision to consolidate these two offices was made by the Assistant Administrator for Security and Hazardous Materials as a means of managing necessary reduction and maintaining a skilled workforce to accomplish our mission.

**4. Functions:**

(1) The Internal Security Division, AIN-100, establishes the Facility Security Management program to protect our employees/contractors, agency assets, property, and all owned or leased facilities. Corrective actions are recommended through assessments, inspections and surveys. AIN-100 also has oversight for both the Communications Security Program and the Classified Materials Program. AIN also prescribes Federal mandated policy for the agency to enhance the administration national security program to ensure compliance with regulatory requirements as required by Federal statute.

(2) The Internal Security Policy Division, AIN-200, provides technical guidance to Line-of-Business and Federal Aviation Administration (FAA) facilities on development and/or modification of security plans to ensure compliance with regulatory requirements.

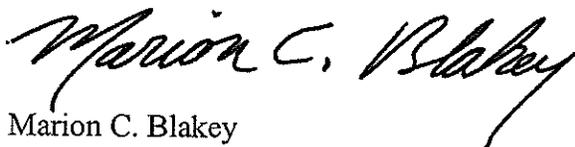
(3) The Investigation Division, AIN-300, oversees the conduct of administrative, civil, and regulatory investigations in response to requests received from senior FAA management officials and in support of the Personnel Security Program, Accountability Board, Department of Transportation, Office of the Inspector General and the FAA hotline, and provides other specialized investigative services. Matters investigated generally include allegations of employee misconduct, allegations impacting employee and contractor suitability for initial and continued access to classified material, and violations of Federal Aviation Regulations by certificated

persons which typically involve alcohol or drugs. The investigation division also administers the Law Enforcement Assistance Program.

(4) The Personnel Security Division, AIN-400, ensures that individuals' employment and continued employment within the FAA will promote the efficiency of the agency and will be consistent with National Security Interests. This division has responsibility for initiating and adjudicating all employees and contractors background investigations; processing all required re-investigations for persons occupying national security and high-risk positions; and providing national security indoctrination briefings and debriefings to employees approved for security clearance and access to classified information.

(5) Appendix 1, Organizational chart and routing symbols for the Security and Hazardous Materials Organization.

**5. Documentation.** The next revision to Order 1100.2C, Organization-FAA Headquarters, will reflect this new organizational structure.



Marion C. Blakey  
Administrator

