



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

Notice

1100.306

Effective Date:

3/23/06

Cancellation Date:

3/23/07

SUBJ: ESTABLISHMENT OF THE OFFICE OF QUALITY, INTEGRATION AND EXECUTIVE SERVICES

1. PURPOSE. This notice establishes the Office of Quality, Integration and Executive Services, which reports to the Associate Administrator for Aviation Safety (AVS).

2. DISTRIBUTION. This notice is distributed to the branch level within the Aviation Safety line of business (LOB) with distribution to all Aviation Safety field offices. An informational copy will be provided to all FAA Associate and Assistant Administrators.

3. EXPLANATION. The merger of the Office of Quality, Integration (AQI) and Executive Staff, (AVS-10/11/12/13) functions within a single office will further the goal of becoming a fully integrated organization. The Office develops, directs, coordinates, controls, and assures the adequacy of national programs, plans, policies, procedures, and priorities, which govern the integration of key safety and business processes across the AVS enterprise.

4. ROUTING SYMBOL. The routing symbol for the Office of Quality, Integration and Executive Services is AQS. Appendix 1 contains an organizational chart and routing symbols for headquarters elements. There are no field elements to this organization.

5. MISSION. The AQS organization brings together the Office of Quality and Integration (AQI), and the AVS Executive Staff (AVS-10): the Information Technology Branch (AVS-11), the Management Program Branch (AVS-12), and the Planning and Financial Management Branch (AVS-13). By centralizing the responsibilities of these entities and combining the skill sets and talents of their employees, AQS will operate as a catalyst for collaboration within AVS that will result in increased integration and cultural change. AQS will strengthen management of AVS programs by providing AVS Services and Offices with clear direction, overall leadership, coordination and collaborative facilitation for the design, improvement, and integration of selected business and operational processes. AQS manages all phases of planning, financial management, human resources management, information technology services and administrative activities for the immediate office of the associate administrator.

6. FUNCTIONS. The Office of Quality, Integration and Executive Services

a. Quality, Integration and Process Division (AQS-100)

- (1) Collaborates with AVS services and offices to establish and monitor an overarching AVS integration roadmap.

- (2) Identifies gaps and integration opportunities in AVS business and operational processes.
- (3) Formulates an AVS Integrated Safety System that establishes core safety business and encompasses existing LOB safety systems.
- (4) Manages all AVS deployment and implementation of LOB Quality Management Systems (ISO-9000 based).
- (5) Develops and monitors integrated and prioritized plans and defines processes, procedures, and standards for national AVS integration programs.
- (6) Conducts process evaluations of the AVS Quality Management System (QMS) and management reviews with the AVS management team.
- (7) Analyzes AVS QMS data and metrics to determine process compliance, effectiveness and efficiency.
- (8) Whistleblower Protection Program (WBPP) is responsible for developing national policy, interagency procedures between FAA and the Department of Labor/Occupation Safety and Health Administration (OSHA), and providing guidance for investigations of air carrier whistleblower safety and security complaints. These procedures set forth a process for coordinating and supporting enforcement of 49 U.S.C., § 42121.
- (9) FAA Safety and Health Program (ASHP) is responsible for directing the activities of the FAA ASHP, producing joint agency reports with the Department of Labor and OSHA, implementing the requirements of the FAA/OSHA Memorandum of Understanding, making recommendations concerning aviation safety and health issues to the heads of each agency, and developing interagency procedures for resolving jurisdictional issues between the two agencies involving aviation industry employees. The ASHP manager is the agency's liaison to the Department of Labor and OSHA on all matters concerning the joint FAA/OSHA ASHP.
- (10) Environmental Policy Office (EPO) the Environmental Policy Office encompasses responsibilities for the AVS Environmental Management System for all AVS organizations as well as all environmental responsibilities for Flight Standards Service, including the Environmental Management System, the National Environmental Policy Act (NEPA), and National Parks. The manager is responsible for developing AVS and national environmental policy, procedures, guidance for compliance with the NEPA, and all applicable orders, regulations, and policies.

b. Information Technology Division (AQS-200). Centrally manages all AVS national information technology programs. These programs include nationally developed and deployed information technology applications, infrastructure, operations support and standards and policies. Reporting to the division manager are the AVS information systems security and AVS internet content programs as well as five branches:

- (1) Information Technology Program Management Branch (AQS-210) manages the division's human, financial, and other administrative resources; provides contractual policies, procedures, and oversight; establishes contract vehicles for use by the division; and manages the AVS help desk.

- (2) Enterprise Services Branch (AQS-220) manages the AVS enterprise and service oriented architectures, data management, standards and procedures, technology training, change management, and data repository programs.
- (3) Application Development Branch (AQS-230) manages the design, development, testing, documentation, and security reviews of all AVS national application software.
- (4) Integration Branch (AQS-240) manages the AVS automation infrastructure, including establishment of hardware, software, and networking standards; deployment of commercial off-the-shelf (COTS) software products; client and server configuration management; infrastructure security; and research and deployment of new technologies.
- (5) Operations Branch (AQS-250) maintains and ensures the continuing operational status of the AVS automation infrastructure and national software applications, including data base administration, disaster recovery, operational security, anti-virus protection, and support to AVS field sites.

c. Planning and Performance Division (AQS-300)

- (1) Leads Flight Plan, strategic and business planning activities for AVS.
- (2) Develops program impact and productivity measures.
- (3) Conducts evaluations and special projects at the direction of AVS-1 and represents AVS as appropriate.
- (4) Responds and provides comments for audits and internal and external evaluations, reports, studies, directives, and pending legislation.
- (5) Develops and carries out evaluation policy and procedural guidance for AVS offices. Provides advice and help to AVS-1 and the AVS offices about all aspects of program evaluation. Serves as the AVS representative for all externally conducted evaluations and audits.
- (6) Manages AVS Cost Accounting and Labor Distribution Reporting Systems.
- (7) Initiates and implements organizational and culture change.

d. Finance and Budget Division (AQS-400)

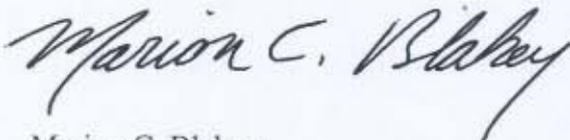
- (1) Serves as the primary point of contact for all AVS-related requests from the Assistant Administrator for Financial Services/CFO and his staff.
- (2) Leads and coordinates AVS efforts in developing the AVS budget requests for the Office of the Secretary (OST), Office of Management and Budget (OMB), and the Congress.
- (3) Leads and coordinates the preparation of AVS briefing material in defense of the AVS budget requests for use by the Associate Administrator for Aviation Safety, the Administrator, and, as necessary, OST.
- (4) Leads and coordinates AVS responses to questions and data requests from ABA, OST, OMB, and the Congress.
- (5) Leads and coordinates AVS activities in regards to FAA reauthorization legislation.

- (6) Leads and coordinates AVS comments on non-DOT, non-FAA legislation that may affect the FAA and AVS.
- (7) Distributes approved AVS appropriations among AVS organizations, monitors the use of those funds, and amends that distribution as necessary during the year to accomplish AVS goals based on guidance from AVS-1.
- (8) Leads and coordinates the development of AVS financial plans and monthly and quarterly status reports on obligations and staffing.
- (9) Ensure proper funds control and execution of the AVS budget and the routine reconciliation of AVS cuff records with the core financial management system.
- (10) Ensure compliance with the new OMB Circular A-123, Management Accountability and Control.

e. Management and Business Services Division (AQS-500)

- (1) Coordinates and oversees all administrative and management activities within the AVS enterprise to ensure consistency and sound business practices.
- (2) Collaborates with AVS services and offices to ensure effective and consistent implementation of FAA or AVS-specific policy in the areas of human resources, travel, records, and space and property management.
- (3) Provides guidance to associate administrator on EEO and Accountability Board issues.
- (4) Ensures the implementation of the FAA Executive Program including STIs and performance management.
- (5) Collaborates with AVS services and offices to provide FAA and AVS corporate-level training.

7. DOCUMENTATION. The next revision to Order 1100.2C, Organization-FAA Headquarters, will document this name change.



Marion C. Blakey
Administrator
Federal Aviation Administration

Office of Quality, Integration, and Executive Services (AQS)

