

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.335

National Policy

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10/13/11

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10/13/12

SUBJ: Establishment of the Office of the Assistant Administrator for Finance and Management

- 1. Purpose of the Notice.** This notice announces the establishment of the Office of the Assistant Administrator for Finance and Management (AFN-1).
- 2. Audience.** All Federal Aviation Administration (FAA) employees.
- 3. Where Can I Find This Notice?** This order is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the public Web site at http://www.faa.gov/publications_polices/orders_notices/.
- 4. Background.**
 - a.** As a result of an organizational effectiveness study, the FAA has decided to establish a shared services organization in order to consolidate common support services and provide a more centralized and strategic focus for finance, acquisition, information services, and the regions and center operations. In conjunction with the newly created office, a position reporting directly to the Administrator is established.
 - b.** The Assistant Administrator for Finance and Management organization is established to streamline and achieve greater efficiency while ensuring the integrity, transparency, efficiency and consistency of business, financial, information technology, acquisition, and regions and center operations, as well as to position the agency to effectively implement the Next Generation Air Transportation System (NextGen).
 - c.** A new organizational routing series has been established for the Office of Acquisition and Business Services/Chief Acquisition Officer. See Appendix A.

Assistant Administrator for Finance and Management

1.1. Organizational Mission. The Assistant Administrator for Finance and Management advises and assists the Administrator in directing, coordinating, controlling and ensuring the adequacy of FAA plans and programs for administrative and information resource management, budget and financial management, appraisal and evaluation of programs and activities, acquisition, and regions and center operations (real property, personal property, government furnished property, and transportation services).

1.2. Major Functions. The major functions of the Assistant Administrator for Finance and Management are Financial Services, Information Services, Acquisition and Business Services, and Regions and Center Operations.

a. Plans, leads, and coordinates the FAA's implementation of government wide administrative and program management initiatives, to ensure efficient and effective implementation across the agency. Adapts best practices from Federal agencies and the private sector, and leads creative development and policy implementation with regard to business processes and management programs. Directs management studies as requested by the Administrator. Oversees the consolidation of common support services, to improve the quality and efficiency of services provided and consolidate duplicative programs.

b. Provides executive oversight in the development and implementation of service level agreements with users of business services, measures the quality of the services provided, and ensures that all services meet the terms described in the agreements. Reviews and evaluates program performance for the purpose of keeping the Administrator informed concerning how effectively program goals are being met and for recommending action to improve program performance.

c. Provides strategic input to and collaborates with the Office of the Secretary of Transportation (OST), the Office of Management and Budget (OMB), the Government Accountability Office, and other oversight organizations to improve FAA operations and programs.

d. Represents the Administrator before Congress, OMB, OST, other government agencies, and in meetings with industry officials on matters within his/her purview.

1.3. Service on Executive Boards and Committees.

a. Chair of the FAA Information Technology Shared Services Committee

b. Administrator's Management Team

c. Strategy, Budget and Performance Committee

d. Workforce Council

- e. NextGen Management Board
- f. Governance Roundtable

1.4. Delegation of Authority.

- a. Delegations.
- b. Redelegations. None.
- c. Special Delegations. None.

1.5. Line of Succession.

- a. Deputy Assistant Administrator for Financial Services
- b. Deputy Assistant Administrator for Acquisition and Business Services
- c. Deputy Assistant Administrator for Information Services
- d. Deputy Assistant Administrator for Regions and Center Operations

1.6. Organization Chart. See Appendix B for Organization Chart.

1.7. Financial Services/Chief Financial Officer. Currently known as Assistant Administrator for Financial Services (ABA-1), and will become Deputy Assistant Administrator for Financial Services/Chief Financial Officer (CFO) (ABA-1). The Deputy Assistant Administrator for Financial Services/Chief Financial Officer (CFO) combines two current positions, the Assistant Administrator for Financial Services and the ATO Senior Vice President for Finance and Information Technology. The Office of the Deputy Assistant Administrator for Financial Services (ABA) will continue to direct, coordinate and ensure the adequacy of FAA plans and programs for accounting, budget, and financial management, including financial management systems, and cost control.

a. Mission: Direct coordinate, and ensure the adequacy of FAA plans and programs for accounting, budget, and financial management, including financial management systems, and cost control.

b. Major Functions: The ABA:

1) Serves as the agency's Chief Financial Officer (CFO) and represents the agency at the Departmental CFO Council and appoints a representative to the Department Financial Management Council (FMC).

2) Advises the Administrator, Deputy Administrator, and key officials on financial aspects of FAA activities.

- 3) Maintains liaison with congressional appropriations committees, the Office of Management and Budget (OMB), the Office of the Secretary of Transportation (OST), other Government agencies, and industry groups on financial management issues.
- 4) Provides accounting, financial advisory, and audit liaison services.
- 5) Recommends policy, develops, and evaluates FAA-wide accounting and other financial management systems.
- 6) Ensures that agency budgetary needs are accurately identified and defined.
- 7) Ensures offices establish goals, budgets, and priorities. Allocates and manages resources to meet agency performance targets.
- 8) Ensures that funds and other resources available to the agency are effectively used.
- 9) Produces the controller workforce plan and corporate work plan.
- 10) Provides standards for financial management and financial management systems.
- 11) Controls the source of the agency accounting and financial management systems.
- 12) Evaluates financial performance and provides financial reports to achieve cost-efficient agency operations.
- 13) Provides business process re-engineering services for projects assigned to the group.
- 14) Prices out all labor cost proposals (for bargaining unit and non-bargaining unit employee populations) and evaluates affordability impacts before an agreement is reached.
- 15) Implements provisions of the Chief Financial Officers Act for auditable financial statements, integrated financial systems, and maintenance of the OMB CFO Financial Management Five-Year Plan.
- 16) Administers the agency's A-123 internal control review program and the Federal Managers' Financial Integrity Act (FMFIA) Accounting System Review Program.
- 17) Develops and establishes with program and management elements, numerical measures and indicators of financial performance, program performance and the resulting public benefits achieved.
- 18) Oversees implementation of components of the Government Performance and Results Act (GPRA) Modernization Act of 2010.
- 19) Oversees agency review of acquisition business cases over \$10 million.

- 20) Administers agency cost reduction and control programs.
- 21) Administers agency user fee programs.
- 22) Analyzes and approves FAA staffing plans. Tracks compliance with plans.
- 23) Creates staffing standards and models for the technical workforce.
- 24) Analyzes agency investments and monitors acquisition program baselines.

c. Service on Executive Boards and Committees.

- 1) FAA Joint Resources Council (JRC)
- 2) Acquisition Executive Board
- 3) Strategy, Budget and Performance Committee

1.8. Information Services/Chief Information Officer. Currently known as Assistant Administrator for Information Services (AIO-1), and will become Deputy Assistant Administrator for Information Services/Chief Information Officer (CIO) (AIO-1). The Office of the Deputy Assistant Administrator for Information Services (AIO) will continue to provide enterprise-wide leadership for information assurance and information technology (IT) strategy, policy, innovation, fiscal discipline, and service delivery to support the FAA mission.

a. Mission: Provides leadership and management for secure enterprise-wide information technology services to support the FAA mission.

b. Major Functions. The AIO:

- 1) Serves as the agency's Chief Information Officer (CIO) and representative to the FAA community, Congress, and other government organizations regarding information technology.
- 2) Develops and maintains the IT strategic plan for the FAA.
- 3) For the IT Shared Services Organization, directs the operation of FAA-wide IT resources, implements new programs and technologies and ensures that FAA IT directions support the various FAA lines of business.
- 4) Manages and provides centralized governance for FAA enterprise-wide IT application and infrastructure initiatives and solutions.
- 5) Provides IT focused process engineering with training, consultation, evaluation, and support to FAA organizations.
- 6) Develops and maintains an information management program.

7) Manages and directs the development, delivery, operation and maintenance of the Information Systems Security Program including the Privacy Program, tasked with protecting FAA sensitive and individual privacy information from unauthorized disclosure. This includes the operation of the Cyber Security Management Center and the services it provides to the DOT, Department of Education and other external customers.

8) Provides the Information Technology Research and Development Program to ensure that the FAA's future IT requirements are satisfied.

9) Information Technology Operations Management. Provides IT services, local area network administration, wide area network design, information system security, electronic mail administration (local and national), level 2 and 3 desktop support, application development, web services, data center services, National Wireless Program, and related programmatic contract administration for headquarters, the regions, and the center.

10) Oversees the development and use of the FAA Enterprise Architecture for both NAS and non-NAS systems.

11) Directs and implements IT programs in compliance with governmental regulations, directives and mandates.

12) Oversees the investment of FAA resources in IT programs and ensures that IT programs remain on track and within budget. Reports back regularly on the status of such programs, both internally and to external regulatory and budgetary bodies.

c. Service on Executive Boards and Committees.

- 1) Joint Resources Council
- 2) FAA Information Technology Shared Services Committee

1.9. Acquisition and Business Services/Chief Acquisition Officer. Currently known as Vice President of Acquisition and Business (AJA-0), and will become Deputy Assistant Administrator for Acquisition and Business Services/Chief Acquisition Officer (CAO) (ACQ-1). The Office of the Deputy Assistant Administrator for Acquisition and Business Service (ACQ) will continue to provide services and products in the areas of acquisition policy, contracts and small business to support the FAA in meeting performance targets. See Appendix A for new organization routing symbols for ACQ.

a. Mission: Supports FAA in acquisition and contracting, small business advocacy, acquisition policy, acquisition workforce development, and evaluation. Develops FAA-wide policy, guidance, and tools to manage and support the FAA Acquisition Management System (AMS).

b. Major Functions. The ACQ:

- 1) Establishes agency acquisition related goals, strategies, budgets, and priorities. Allocates and manages its resources to support the mission, improve service value, and achieve performance targets. Supports the FAA with acquisition services.
- 2) Develops FAA-wide acquisition policy, guidance and tools. Manages the FAA AMS.
- 3) Develops and administers an acquisition program to procure material, equipment, and services for NAS, Non-NAS, and interagency and international programs.
- 4) Provides procurement expertise in acquisition lifecycle planning.
- 5) Awards and administers all of the FAA's procurement contracts, research grants, other transaction, intra-agency and interagency agreements involving the obligation of agency funds.
- 6) Manages the FAA Small Business Development Program to meet FAA strategies, goals, and priorities.
- 7) Leads the FAA's Investment decision-making process.
- 8) Leads workforce planning, development, and certification for FAA's acquisition workforce.
- 9) Manages and oversees the FAA's purchase card program.
- 10) Manages the National Acquisition Evaluation Program.

c. Service on Executive Boards and Committees.

- 1) FAA Chair Joint Resources Council
- 2) NextGen Management Board
- 3) FAA Small Business Advocate
- 4) Chair, FAA Acquisition Executive Board

1.10. Regions and Center Operations. Currently known as the Assistant Administrator for Regions and Center Operations, and will become Deputy Assistant Administrator for Regions and Center Operations (ARC-1). The Office of the Deputy Assistant Administrator for Regions and Center Operations (ARC) will continue to lead, support, and integrate critical aviation initiatives and the delivery of enterprise services that support the FAA and the DOT.

a. Mission: Provide critical aviation leadership, integration, and business services to internal and external customers.

b. Major Functions. The ARC:

1) Provides corporate leadership outreach integrating horizontally across lines of business and with external stakeholders to support the implementation of critical FAA and NextGen initiatives.

2) Provides command, control, communications support, and emergency planning through the consolidation analysis, and rapid dissemination of information regarding aviation accidents, natural disasters, and crises.

3) Provides national policy, training, and oversight for the life-cycle accountability and management of real, personal, and government furnished property.

4) Directs and leads the planning, programming, policy and process formulation associated with FAA administrative office space, including design and construction. Provides facilities and building support services.

5) Directs and manages the national FOIA program, establishing and implementing FAA-wide FOIA policies and procedures.

6) Provides aviation support for senior government officials, including the Secretary of Transportation, the FAA Administrator and Deputy Administrator, NTSB, NASA, the Federal Emergency Management Agency, Presidential Cabinet members, members of Congress, and other federal government organizations.

7) Directly supports the safe and efficient operation of national and international aviation systems by providing logistics support services, technical aviation training, and integrated business solutions. Provides FAA managerial and executive training at the Center for Management and Executive Leadership (CMEL).

c. Service on Executive Boards and Committees. None.



J. Randolph Babbitt
Administrator

Appendix A: ACQ Routing Symbols

The following is the routing symbol table for ACQ offices:

ACQ-001	Deputy Asst Admin for Acquisition & Business Services
ACQ-010	Administration Planning & Financial Management
ACQ-011	Acquisition Employee & Business Services Division
ACQ-012	Acquisition Planning & Finance Implementation Division
ACQ-020	Small Business
ACQ-021	Small Business Development Program
	Director, Acquisition Policy, Workforce Development & Evaluation
AAP-001	Acquisition Policy Division
AAP-100	Procurement Policy Branch
AAP-110	Procurement Information & Services Branch
AAP-120	Life Cycle Acquisition Policy Branch
AAP-130	JRC Investment Process Mgmt Division
AAP-200	Integrated Services Branch
AAP-210	Acquisition Career Management Division
AAP-300	Contracting/COTR Career Programs Branch
AAP-310	Acquisition Workforce Planning & Career Programs Branch
AAP-320	National Acquisition Evaluation Program Division
AAQ-001	Director, Acquisition & Contracting
AAQ-100	Acquisition Quality Assurance Division
AAQ-110	EnRoute Quality Assurance Branch
AAQ-120	Communications Quality Assurance Branch
AAQ-130	Navigation Quality Assurance Branch
AAQ-200	Terminal & EnRoute Contracts Division
AAQ-210	Surveillance Branch
AAQ-220	Automation Branch
AAQ-230	Facilities & Flight Services Branch
AAQ-240	Services Branch
AAQ-300	System Operations Contracts Division
AAQ-310	AT Facilities & ATC Technical Training Branch
AAQ-320	ATC Communications Branch
AAQ-330	Ops Planning/Weather Programs Branch
	Navigation/Satellite/Ground Based Systems NextGen
AAQ-340	Communications Branch
AAQ-350	SE2020/AJP Branch
AAQ-400	Contacting for Services
AAQ-410	Acquisition, Strategy & Performance, NISC & TSSC Branch
AAQ-420	Executive Offices Branch A
AAQ-430	eFAST Branch
AAQ-440	ATO Info Technology & SAVES Branch
AAQ-450	Systems Ops, Safety & Finance Branch
AAQ-460	Executive Office Branch B

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AAQ-500	Property & Transportation Support Division
AAQ-510	Property Support Systems Branch
AAQ-600	Acquisitions & Grants Division
AAQ-610	Acquisitions Branch 1
AAQ-620	Acquisitions Branch 2
AAQ-630	Acquisitions Branch 3

**Appendix B. Assistant Administrator for Finance and Management (AFN)
Organizational Chart**

