

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

AC N 1100.321

National Policy

Effective Date:
October 1, 2008

Cancellation Date:
September 30, 2009

SUBJ: Mike Monroney Aeronautical Center Organization

- 1. Purpose of this Notice.** To notify the Federal Aviation Administration (FAA) community of the current organization and functions of the organizations located at the Mike Monroney Aeronautical Center (MMAC) that report to the Office of the Aeronautical Center Director. The terms "Aeronautical Center," "Center" and "MMAC" are used throughout the Agency to refer to the Mike Monroney Aeronautical Center and the organizations that report to the Office of the Aeronautical Center Director.
- 2. Audience.** Specifically all Mike Monroney Aeronautical Center employees and in general, all FAA employees.
- 3. Where To Find This Notice.** This Notice is located in the FAA Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices.
- 4. Explanation of Policy Change.** FAA organization is represented in the agency's Directives Management System (DMS) in Order 1100.5C, FAA Organization – Field, which prescribes the organization and functions for the Regions; the Aeronautical Center; the FAA Technical Center; the Europe, Africa and Middle East Office; and the Aviation Standards National Field Office. The office of the Assistant Administrator for Financial Services (ABA-1) is in the process of combining 1100.5C with 1100.2C, FAA Organization – HQ, to create a single agency order on FAA organization. Due to revision activity, updates documenting recent changes at the Center cannot be incorporated into the current 1100.5C. Until the revised national order becomes effective, this Notice serves as official documentation of the Center's organization. The information in this Notice is a synopsis that will be replaced by an Aeronautical Center order which will provide detailed information on organization to the division level. Organizations annotated with an asterisk (*) are straightlined.
- 5. Aeronautical Center Mission Statement.** The Aeronautical Center directly supports the safe and efficient operation of our national and international aviation systems and provides competitive business solutions for our customers.
- 6. Aeronautical Center Director, AMC-1.** Under the executive direction of the Assistant Administrator for Regions and Center Operations (ARC), the Aeronautical Center Director serves as the Administrator's representative at the Aeronautical Center, serving as its Chief Executive Officer.

7. **Aeronautical Center Deputy Director, AMC-2.** The Deputy Director, Aeronautical Center, is the second ranking official at the Aeronautical Center and serves as the Acting Director in the absence of the Director. The Deputy Director serves as the Chief Operating Officer of the Aeronautical Center and manages, through subordinate program and staff directors, the day-to-day operations of the Center, as identified in paragraph 6, above.
8. **Quality Systems and Business Resources Staff, AMC-3.** This executive staff supports the office of the Aeronautical Center Director, provides strategic and corporate business planning services, and promotes international business opportunities and external relations.
9. ***Office of Communications, AMC-5/ASW-5,** ensures the program and policies of the agency, relative to the Aeronautical Center and FAA's Southwest Region, are effectively presented and that the public and the aviation community are kept informed of FAA activities.
10. ***Aeronautical Center Counsel, AMC-7,** provides legal advice and services to the Director, Aeronautical Center, and all components at the Aeronautical Center, including straight-lined organizations, to ensure conformance with all legal requirements.
11. ***Civil Rights Staff, AMC-9/ASW-9,** acts on civil rights and equal opportunity matters to ensure full and affirmative implementation of civil rights and equal opportunity precepts in all official actions for the Aeronautical Center and straight-lined organizations.
12. ***Security and Investigations Division, AMC-700,** conducts investigations in support of the FAA's basic mission and provides support and assistance to law enforcement agencies and the FAA regions for preventing criminal acts against air transportation.
13. ***Office of Human Resource Management, AMH,** provides human resource management services to Aeronautical Center, tenant and straight-lined organizations affiliated with the Center.
14. **FAA Academy, AMA,** provides premier cost efficient training solutions for the FAA workforce and global community. This is achieved by the provision and delivery of technical training, management training, international training, customer service, and training support.
15. **Office of Budget and Performance Management, AMB,** provides advice and direction to the Mike Monroney Aeronautical Center, FAA, and the Department of Transportation on budgeting, cost and performance management.
16. **FAA Logistics Center, AML,** plans, implements and controls the efficient, effective procurement, storage, maintenance and distribution of materiel in support of the National Airspace System (NAS). This is achieved by the provision and delivery of Logistics Support Services, NAS Supply Chain Management, Maintenance, Repair and Overhaul of NAS Equipment and Systems.
17. **Office of Facility Management, AMP,** maintains and operates the MMAC physical plant; provides emergency planning and Operations Center support; manages the Aeronautical Center environmental, occupational safety and health programs; and provides architecture and engineering design, construction, and space management support.

18. Office of Acquisition Services, AMQ, provides acquisition and property management services in support of all MMAC activities and programs. The office acquires and administers supplies and services by contract, oversees the MMAC property system, and manages the purchase card program for Regions and Center Operations (ARC).

19. Enterprise Services Center (ESC), AMK-1, is a Shared Service Provider offering integrated business services and solutions to the Federal Government. This is achieved by the provision of products and services delivered by the component organizations of the ESC, which are:

a. **Office of Application Services, AME**, provides system design, technical management, programming services and administration of systems.

b. **Office of Information Technology, AMI**, provides innovative information management solutions to local, agency, and other government organizations.

c. **Office of Customer Services, AMO**, provides system support in the area of customer focus, business development, and outreach to potential customers, implementation and liaison functions.

d. **Office of Operational Services, AMZ**, provides financial management services and consultation support to the Mike Monroney Aeronautical Center, FAA, the Department of Transportation (DOT) and other federal agencies.



Stanley A. Sieg
Acting Director, Aeronautical Center

Appendix A. Aeronautical Center Organization

