

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.263

10/21/98

Cancellation
Date: 10/21/99

SUBJ: ASSISTANT ADMINISTRATOR FOR HUMAN RESOURCE MANAGEMENT

1. **PURPOSE.** This notice announces the structure under the Assistant Administrator for Human Resource Management. The assistant administrator reports directly to the Administrator.
2. **DISTRIBUTION.** This notice is distributed to the director level in Washington, regions, and centers, with division level distribution in region and center Human Resource Management Divisions.
3. **BACKGROUND.** As announced in Notice N 1100.261, Administrative Reorganization - 1998, the Office of Human Resource Management becomes the Assistant Administrator for Human Resource Management. This new notice announces the organizational structure of the Assistant Administrator for Human Resource Management with four office-level organizations. This notice documents the major human resource program areas and reflects modifications of how the functions will be performed to meet the human resource needs of the agency and to fulfill the objectives of personnel reform effectively and efficiently.
4. **EXPLANATION.** The following provides detail regarding the structure. Appendix 1, Assistant Administrator for Human Resource Management Organization, contains a functional organization chart.
 - a. The Human Resource Management Division and the Program Director for Operations are abolished. The functions of these organizational elements are reassigned under the assistant administrator. The operational functions, traditionally performed in the Human Resource Management Division, are reassigned under the respective office director.
 - b. The Assistant Administrator for Human Resource Management will have two staffs and four offices reporting to the assistant administrator. The principal human resources consultants will also report to the assistant administrator.
 - (1) The Administrative Staff (AHR-10) provides administrative management staff support services for all organizations within the assistant administrator's sphere of responsibility.
 - (2) The Evaluation Staff (AHR-40) evaluates human resource management program performance to identify and correct deficiencies.
 - (3) The Office of Personnel (AHP) develops national human resource management policy in the areas of classification, compensation, staffing, recruitment, and special emphasis programs; provides operational staffing, classification, and pay services for Washington headquarters; and manages development and administration of the agency's human resource management information systems.
 - (4) The Office of Labor and Employee Relations (AHL) develops labor and employee relations national policy; works with the Office of the Chief Counsel on all phases of the labor and employee relations functions; and provides operational labor and employee relations services, to include benefits administration for Washington headquarters.

(5) The Office of Training (AHT) develops agency training policy and provides leadership for FAA's use of training technology, provides operational training services for Washington headquarters, and coordinates agencywide activities in aviation education.

(6) The Center for Management Development (AHM) provides strategic consulting services to agency leadership and provides training to supervisors, managers, team leaders, and other employees critical to achieving the agency's mission.

(7) The Principal Human Resources Consultant serves as the focal point for all human resource issues, special projects, and concerns regarding a designated customer(s). The consultants are the:

(a) Principal Human Resources Consultant for Air Traffic (AHR-4).

(b) Principal Human Resources Consultant for Airway Facilities (AHR-5).

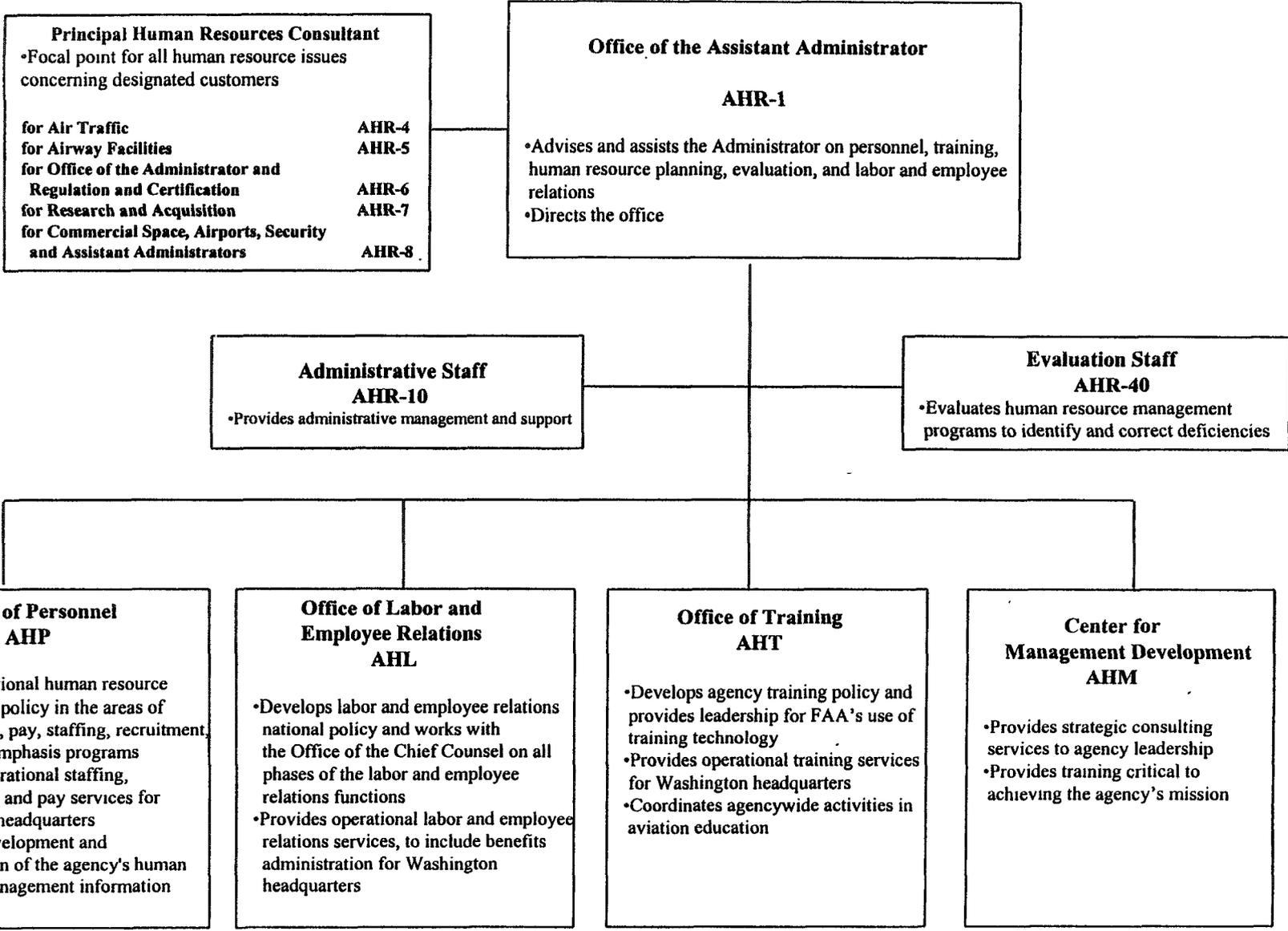
(c) Principal Human Resources Consultant for the Office of the Administrator and Regulation and Certification (AHR-6), who also manages the Executive Resources Group (AHR-20), which is responsible for the FAA's Executive Systems.

(d) Principal Human Resources Consultant for Research and Acquisitions (AHR-7), who also manages the employee forum function.

(e) Principal Human Resources Consultant for Commercial Space, Airports, Security, and Assistant Administrators (AHR-8), who also manages the Correspondence Unit (AHR-30), which is responsible for controlled correspondence.

4. **DOCUMENTATION.** The revision to Order 1100.2C, Organization - FAA Headquarters, will document the new organizational structure.


Jane F. Garvey
Administrator



NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.303

Cancellation
Date: 12/15/2006

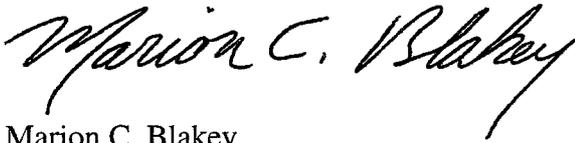
SUBJ: Office of the Assistant Administrator for Human Resource Management (AHR)

1. **PURPOSE.** This notice announces the Assistant Administrator for Human Resource Management's decision to make modifications and additions to the Office of Human Resource Management.
2. **DISTRIBUTION.** This notice is distributed to the division level in Washington, regions, and centers, with limited distribution in all field offices and facilities.
3. **BACKGROUND.** Several internal changes will be made within the Office of the Assistant Administrator for Human Resource Management (AHR).
4. **EXPLANATION.** This notice contains the general outline of the basic changes. Appendix 1, AHR Organization Chart, depicts the new organizational structure. Restructuring of the Office of the Assistant Administrator for Human Resource Management (AHR) organization includes:
 - a. The Office of Human Resources Field Operations (AHF-1) is established. This organization will manage the Human Resources Management Divisions in the regions and centers.
 - b. Organization title changes:
 - (1). The Deputy Assistant Administrator (AHR-2A) changed to Deputy Assistant Administrator for Strategic Human Capital Management.
 - (2). The Deputy Assistant Administrator for Labor Relations (AHR-2B) changed to the Deputy Assistant Administrator for Strategic Labor Management Relations.
 - (3). The Office of Personnel (AHP-1) changed to the Office of Human Resources Management Programs and Policies.
 - (4). The Office of Labor and Employee Relations (AHL-1) changed to the Office of Labor Management Relations.
 - (5). The Office of Corporate Learning and Development (AHD-1) changed to the Office of Corporate Learning.
 - c. Delegation of direct report:
 - (1). AHP-1 and AHF-1 will report directly to AHR-2A.

(2). AHL-1 will report directly to AHR-2B.

(3). AHA-1 and AHD-1 will continue to report directly to AHR-1.

5. **DOCUMENTATION.** The next revision of Order 1100.XXX, Organization – FAA Headquarters, will document this organizational structure.



Marion C. Blakey
Administrator
Federal Aviation Administration

