

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1100.320

National Policy

Effective Date:
09/23/08

Cancellation Date:
09/23/09

SUBJ: Restructuring of the Office of Aviation Policy, Planning and Environment (AEP)

1. **Purpose of this notice.** This notice talks about changes in the Office of Aviation Policy, Planning and Environment (AEP).

2. **Who this affects.** This notice affects everyone who does business with AEP.

3. **Where you can get a copy of this notice.** FAA Orders and Notices website:
https://employees.faa.gov/tools_resources/orders_notices/.

4. **Background.** The Office of Aviation Policy, Planning and Environment (AEP) exercises executive direction over the Office of Aviation Policy and Plans (APO), Office of Environment and Energy (AEE), Executive Staff (AEP-10), and Aviation Insurance Program Office (AEP-20). AEP is reorganizing to better meet organizational goals and improve customer service. The details of those changes are in the following paragraphs. Appendix A, AEP Organizational Chart, depicts the new AEP structure.

a. Program Management Staff, AEP-10: The Executive Staff will change to Program Management Staff, AEP-10. The role of the office will not change. AEP-10 will:

1) Coordinate with other FAA Lines of Businesses (LOBs) and Staff Offices (SOs) to provide administrative support for the Assistant Administrator for Aviation Policy, Planning, and Environment and subordinate Offices in: personnel management and administration, budget and financial management (direct and reimbursable), procurement, travel, emergency operations, and general administrative service coordination; and

2) Develop and administer systems and procedures to facilitate the management and control of organizational programs.

b. Chief Scientist and Technical Advisor for Environment, AEE-3: The Chief Scientist and Technical Advisor for Environment (AEE-3), reports directly to the Director of the Office of Environment and Energy. AEE-3 will:

1) Present FAA's priorities and plans for environmental and energy research to other organizations and agencies;

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2) Develop and manage strategic partnerships with other agencies worldwide, to build FAA resources and expertise on environmental and energy matters; and

3) Provide scientific and technical direction to AEE managers and staff to plan and implement all environmental research, engineering, and development programs and projects, as well as provide input on accomplishments and achievements of research programs.

c. Technology Development Program Staff, AEE-4: The Technology Development Program Staff (AEE-4), is a new staff and reports to the Director of the Office of Environment and Energy. AEE-4 will work closely with AEE-3 and other AEE divisions to manage the agency's program to advance:

1) Development and maturing of technology to lower energy use, and reduce emissions and engine and airframe noise;

2) Development of alternative fuels.

d. Employee Safety Division, AEE-200: The Environmental, Energy & Employee Safety Division, AEE-200, will change to Employee Safety Division, AEE-200. AEE-200 will provide expert advice to agency organizations on how to reduce work-related injuries and illness. The AEE safety staff is on detail to AHP-500:

1) The safety staff will transfer to HR, pending the approval of FY 2009 appropriations;
or

2) If there is no appropriation, the base transfer of the safety staff will move to the FY 2010 budget as a new request.

e. Environmental Policy and Operations Division, AEE-400: The Environmental Policy and Operations Division, AEE-400, is a new division. AEE-400 will:

1) Provide relevant policy and economic analysis and develop and coordinate policy recommendations and legislative issues on environmental and energy related matters;

2) Work with other AEE divisions and appropriate FAA organizations in coordinating aviation environmental noise and emissions long-range policy and operational initiatives;

3) Provide policy priorities for research and development in aviation environmental and energy conservation;

4) Provide the agency focal point for environmental management system development and use, facility energy management policies, the National Environmental Policy Act, and FAA facility environmental compliance; and

5) Work with the Senior Vice President, NextGen and Operations Planning Business Unit and other FAA Lines of Business to improve environmental performance of the national aviation system.

f. Forecasts and Performance Analysis Division, APO-100: The Planning Analysis Division, APO-100, will change to the Forecasts and Performance Analysis Division, APO-100. With this change, there will no longer be a separate Statistics and Forecast Branch (APO-110), Strategic Planning Branch (APO-120), and Information Systems Branch (APO-130). APO-100 will absorb the functions of both APO-110 and APO-130. APO-120 will become part of the new Strategic Planning Division, APO-400. APO-100 will:

- 1) Develop the FAA's annual aviation forecasts used to plan future FAA workload;
- 2) Plan and conduct the FAA's annual forecast conference;
- 3) Manage extensive databases of aviation information, to assess daily system performance;
- 4) Analyze air traffic system statistics and develop policy options related to system capacity and performance;
- 5) Compile and publish data on air traffic and other aviation statistics, including system delays; and
- 6) Directly support the Chief Operating Officer's daily management and operation of the air traffic system.

g. Policy Analysis Division, APO-200: The Systems and Policy Analysis Division, APO-200, will change to the Policy Analysis Division, APO-200. The role of the division will not change. APO-200 will:

- 1) Analyze critical policy issues, and provide information and advice to senior decision-makers;
- 2) Provide guidance on, and conduct economic analyses on aviation investments; and
- 3) Represent the United States on issues related to aviation economics.

h. Strategic Planning Division, APO-400: The Strategic Planning Division, APO-400 is a new Division. APO-400 will:

- 1) Manage development of the FAA's five-year strategic plan, and monthly reporting of performance under that plan. (These functions were previously done by the Strategic Planning Branch, APO-120.); and

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(2) Manage development and integration of the business plans for each line of business and staff office.

A handwritten signature in black ink, appearing to read "Robert A. Sturgell". The signature is fluid and cursive, with the first and last names being most prominent.

Robert A. Sturgell
Acting Administrator

Appendix A. Office of Aviation Policy, Planning and Environment (AEP)

