

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

National Policy

N1100.325

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08/12/09

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08/12/10

**SUBJ:** Office of the Assistant Administrator for Financial Services/CFO (ABA)

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**1. Purpose of This Notice.** This notice announces the restructuring of the Office of Financial Services (ABA) under the Chief Financial Officer (CFO).

**2. Who This Affects.** This notice is distributed to division levels in Washington, regions, and centers, with a limited distribution in all field offices and facilities.

**3. Where Can I Find This Order.** FAA Orders and Notices website:  
[https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. Explanation.** This notice contains the general outline of the basic changes. The Office of Budget Deputy Director (ABU-2) position is abolished. The functions of ABU-2 will transfer to two newly established positions under the CFO as follows: Office of Budget Deputy Director – Budget Policy, Congressional and Legislation Reporting and Analysis (ABU-2A); and Office of Budget Deputy Director – Budget Formulation and Execution (ABU-2B).

a. The position of Deputy Director – Budget Policy, Congressional and Legislation Reporting and Analysis (ABU-2A) is established. The following ABU-2 functions will transfer to ABU-2A:

(1) Prepares, recommends, and reviews legislation for the FAA which authorizes the agency's programs, achieves certain objectives in the financial areas, and impacts resource allocation within FAA.

(2) Plans and coordinates the presentation of budget estimates to the Department of Transportation (DOT), Office of Management and Budget (OMB), and Congress. Participates in planning the approach to be taken by FAA witnesses at budget hearings and prepares or reviews formal statements to be made by them. Briefs witnesses, and directs the preparation of supporting statistical and narrative material; provides liaison with the DOT, OMB, and Congressional Committee staffs; takes an active part in presenting the FAA budget at hearings; and serves both as a witness and technician on budget questions.

(3) Oversees and supports all policy and performance-related activities in the ABU business plan.

(4) Oversees the development, documentation and implementation of policies, internal controls and standard operating procedures for all policy and legislation processes.

(5) Oversees and supports in the preparation of policy and legislation correspondence, reports and data requests from DOT, OMB, Government Accountability Office (GAO), and FAA stakeholders.

b. The position of Deputy Director – Budget Formulation and Execution (ABU-2B) is established. The following ABU-2 functions will transfer to ABU-2B:

- (1) Oversees the administration of budgetary resources used in the execution of agency programs in accordance with Congressional legislation, federal laws and regulations, and internal policies and procedures. Performs complex analysis of budgetary, accounting and performance data, and presents recommendation to agency executives on budgetary activities, policies, processes and systems.
- (2) Reviews proposals for major programming actions, including requests for reallocation or re-portionment of funds, and recommends courses of action to the Director of Budget and the Assistant Administrator for Financial Services.
- (3) Coordinates with the Office of Financial Operations (AFO) and the Office of Financial Reporting and Accountability (AFR) on the development and implementation of reporting strategies and system changes to facilitate the improvement of the budget execution process within the financial management system.
- (4) Performs as project manager for the evaluation, pricing, prioritization, updating, development and implementation of current and new ABU financial systems.
- (5) Oversees the development, documentation and implementation of policies, internal controls and standard operating procedures for all budget formulation and execution processes.
- (6) Oversees and supports all execution-related activities in the ABU business plan.
- (7) Oversees and supports in the preparation of budget formulation and execution correspondence, reports and data requests from DOT, OMB, Government Accountability Office (GAO), and FAA stakeholders.
- (8) Oversees the reconciling funds status reports to financial plans, prepares the Apportionment and Reapportionment Schedules and reviews the Report on Budget Execution and Budgetary Resources.

c. The following functions will be shared by ABU-2A and ABU-2B:

- (1) Provides the general supervision of the division managers within the Office of Budget (ABU) and provides executive guidance required for the day-to-day performance of the office activities (i.e., coordination of work efforts, strategic goal setting, and performance accountability).
- (2) Participates in management decision-making as to the nature and scope of FAA programs and cost estimates.
- (3) Represents the Director of Budget or the Assistant Administrator for Financial Services at internal meetings where matters affecting FAA plans and programs are discussed, and provides advice and assistance in explaining and interpreting the Administrator's policies and plans.
- (4) Oversees, develops and mentors ABU division managers and staff. This includes recruiting and cross-training to ensure there is depth and flexibility among the division managers and staff.

(5) Participates in, and frequently shares responsibility for, special studies of major significance to FAA management, which are not solely budgetary in nature. In this role, the incumbent must demonstrate an overall knowledge of the management of the FAA and must be aware of a wider range of FAA policies and programs than those required for purely budgetary purposes.

**5. Documentation.** The next revision of Order 1100.2C, Organization – FAA Headquarters, will document this organizational structure.

**6. Appendix A.** ABA Organizational Chart.

**7. Distribution.** This notice is distributed to the division level in Washington, regions, and centers, with a limited distribution in all field offices and facilities.



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**Appendix A. ABA Organizational Chart**

