

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1100.333

National Policy

Effective Date:
05/06/11

Cancellation Date:
05/06/12

SUBJ: Establishment of the Office of Airport Compliance and Management Analysis

1. Purpose of this notice. This notice establishes the Office of Airport Compliance and Management Analysis (ACO). The office is headed by the Director of Airport Compliance and Management Analysis (ACO-1) and reports to the Deputy Associate Administrator for Airports (ARP-2).

2. Who this notice affects. This notice is distributed to the Director of Airport Safety and Standards, Director of Airport Planning and Programming, Manager of the Airport Compliance Division and regional Division Managers within the Office of Airports (ARP) line of business with distribution to all ARP field offices. An informational copy will be provided to all Federal Aviation Administration lines of business.

3. Where you can get a copy of this notice. Go to FAA Directives Management System at https://employees.faa.gov/tools_resources/orders_notices/.

4. Reasons for restructuring the Office of Airport Compliance and Field Operations. Based on several audits by the Office of Inspector General and internal program reviews, it was determined that reorganizing this office will allow further emphasis on financial audits and analysis of our Federal funding programs. This office will now provide additional focus on ensuring compliance with Federal airport grant assurances, surplus property obligations, and economic regulatory oversight. It will also provide a centralized location for developing and tracking leadership and management initiatives. The regional managers within the Office of Airports returned to a direct report to the Deputy Associate Administrator for Airports on October 1, 2010.

5. Mission. ACO-1 will oversee the Management Analysis Staff (ACO-10) and the Audit Staff (ACO-20) in addition to serving as the first level supervisor to the Compliance Division (ACO-100). ACO's compliance mission is to ensure compliance with Federal grant assurances and surplus property obligations. ACO is the principal formulator of FAA's economic and financial oversight of airport rates and charges and the frontline adjudicator of compliance under these policies. ACO is also charged with responsibility for providing clear compliance guidance and training FAA personnel and airports to minimize the number of complaints brought before

the Agency for review. The Audit Staff is charged with management and oversight of single audits, revenue diversion audits of airports, tracking of airport financial performance, as well as airport financial reporting and transparency analysis. The Management Analysis Staff has lead responsibility for the development, coordination, and tracking of the ARP Strategic Plan,

Business Plan, and dashboard. This staff is also responsible for Labor Distribution Reporting and Cost Accounting System (LDR/CAS) reporting, technical training and oversight, efficiency measures for ARP, and maintaining the ARP staffing model.

6. Functions and general organization.

a. Overall organization. ACO will consist of one division (Compliance, ACO-100), a Management Analysis Staff (ACO-10), and an Audit Staff (ACO-20). Appendix A contains an organizational chart of the organization.

b. Support. ARP will provide ACO with support in all phases of planning, contracts, financial management, human capital management, information technology services, and administrative activities.

c. Reporting. ACO-1 reports to ARP-2. The ACO-100 staff will report to ACO-100 manager as first level and ACO-1 as second level manager, and the Management Analysis Staff and Audit Staff will be a direct report to ACO-1. All regional Airports division managers (600s) returned to an ARP-2 direct report on October 1, 2010.

d. Responsibilities. Responsibilities may be adjusted or modified by ARP-2.

1) ACO-1 is authorized access and use of all data/information residing within the operational control of ARP organizations as needed to fulfill its mission.

2) ACO-1 will provide ARP support as directed by ARP-2. This support will include but not be limited to technical, organizational, and strategic support of ARP.

7. Documentation. The next revision to FAA Order 1100.2D, Organization – FAA Headquarters, will document this organizational change.

8. Organizational Chart. Appendix A



J. Randolph Babbitt
Administrator

Appendix A. ARP Organizational Chart ASSOCIATE ADMINISTRATOR FOR AIRPORTS - ARP

