

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1100.338

National Policy

Effective Date:
03/23/12

Cancellation Date:
03/23/13

SUBJ: Establishment of the Office of Workforce Management and Administration (AWM)

1. Purpose of this Notice. This notice announces the establishment of the Office of Workforce Management and Administration (AWM), as an organizational element under the Office of Security and Hazardous Materials Safety (ASH). It also abolishes the Training and Workforce Resources Staff, ASH-20 and the National Assessment and Strategic Planning Staff, ASH-50, and transfers their functions to AWM. This office is headed by the Director, AWM-1 and reports to the Deputy Assistant Administrator for Security and Hazardous Materials Safety, ASH-2.

2. Who this affects. The establishment of this office primarily impacts internal ASH operations.

3. Where you can get a copy of this notice. You can find this Notice on the MyFAA Employee Web site: https://employees.faa.gov/tools_resources/orders_notices/. This Notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices/.

4. Explanation of Changes: ASH is establishing the Office of Workforce Management and Administration to align ASH's technical training, workforce services, and national evaluations programs under one office. The office will also develop and implement ASH employee worklife and communications programs to increase employee engagement within the Security and Hazardous Materials Safety organization and administer occupational safety and health initiatives. This notice contains the general outline of the new office. Appendix 1, ASH Organization Chart, depicts the new organization.

5. Functions: The Office of Workforce Management and Administration is responsible for the implementation and management of all aspects of ASH learning and development, workforce services, worklife, occupational safety and health programs, administrative and management evaluations, and communication initiatives for AWM. AWM is comprised of three subordinate divisions that report to the Director, AWM-1. The functions of the divisions are described below.

a. Technical Learning and Development Division, AWM-100. The Technical Learning and Development Division provides job function training and career development for ASH

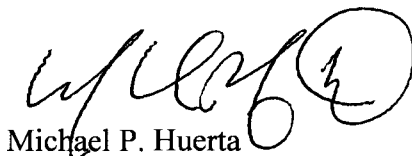
personnel. The staff designs, develops, and evaluates the effectiveness of technical training, identifies training requirements, and provides guidance, procedures, and direction for workforce development. The office serves as the ASH focal point and liaison with training organizations, stakeholders, vendors, and other government agencies for training, knowledge sharing, and career development.

b. Workforce Services Division, AWM-200. The Workforce Services Division provides organizational, employee, and management focused services to the ASH organization. The staff develops and implements organizational guidance; employee, position, and management programs; workforce planning; telework; and occupational safety and health initiatives. The office serves as the ASH focal point and liaison with the Offices of Human Resources Management and Civil Rights, as well as with all ASH offices on programs under the purview of the Director.

c. National Evaluations Division AWM-300. The National Evaluations Division develops and conducts national administrative and management evaluations for ASH. The staff develops evaluation policy and procedural guidance and provides practical recommendations to improve the efficiency and effectiveness of ASH programs. The office serves as the ASH focal point and liaison to external evaluation organizations.

7. Organization Chart. Attached as Appendix A is the Office of Security and Hazardous Materials Safety Organizational Chart.

6. Distribution: This notice is distributed at the office level within the Security and Hazardous Materials Safety organization. An informational copy will be provided to all Federal Aviation Administration (FAA) Associate and Assistant Administrators.



Michael P. Huerta
Acting Administrator

Appendix A. Office of Security and Hazardous Materials Safety