

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

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SUBJ: Restructuring of the Office of Information Services

- 1. Purpose of This Notice.** This notice announces the restructuring of the Office of Information Services (AIO).
- 2. Who This Notice Affects.** This notice affects anyone who interacts with AIO.
- 3. Where You Can Get A Copy of This Notice.** You can find this notice on MYFAA at https://employees.faa.gov/tools_resources/orders_notices.
- 4. Background.** The Office of Information Services, under the direction of the new Chief Information Officer (CIO), is restructuring its Office of IT Optimization (AOT) to be a “shared services organization” that will manage and provide centralized governance for enterprise-wide Information Technology (IT) application and infrastructure initiatives and solutions. The three divisions that were once part of AOT have been positioned elsewhere in the organization. In addition, AIO has expanded its responsibilities to include the agency functions related to privacy, forms, records, and directives, which were performed by the Office of Financial Services (ABA). These functions now reside in the Strategy and Investment Analysis Division, AIO-20, and will be transferred to the new Office of IT Enterprise Services, AES. Lastly, the Office of IT Research and Development (ARD) is creating a new division within their organization—the IT Research and Development Division. The details of these changes are provided in the following paragraphs under Explanation of Changes and are depicted on the attached organizational chart.
- 5. Explanation of Changes**

a. **Office of IT Optimization.** The Office of IT Optimization and Performance Tracking is being renamed the Office of IT Optimization, dropping the “and Performance Tracking.” The various functions and divisions of the old AOT organization have been transferred to other offices within AIO. The audit liaison function and the Process Engineering Division, AOT-200, functions will be transferred to the new AES, formerly AIO-20; and the Software Engineering Resource Center, AOT-100, and the Information Management Division, AOT-300, functions will be transferred to ARD. The remaining direct report to AOT-1 will now report directly to the CIO.

The new Office of IT Optimization will be a “shared services organization” that will manage and provide centralized governance for enterprise-wide Information Technology (IT) application and infrastructure initiatives and solutions. The office will consist of two divisions—an IT

Infrastructure Division and an IT Applications Division—that once fully staffed and operational will consist of approximately 150 employees.

(1) The IT Infrastructure Division, AOT-100, will provide an organizational vehicle for the gradual enterprise-wide consolidation of redundant IT infrastructures. This office will be responsible for managing the operations of various enterprise-wide IT solutions and for developing enterprise-wide standards and policies for IT infrastructure, such as internet protocol address assignment and network connectivity standards. Once fully staffed and operational, this division will consist of approximately 19 employees.

(2) The IT Applications Division, AOT-200, will be responsible for two primary functions—developing and implementing standardized, performance-based IT application acquisition processes and providing consolidated support for some enterprise applications. Once fully staffed and operational, this division will consist of approximately 131 employees.

b. Office of IT Enterprise Services. The Strategy and Investment Analysis Division, AIO-20, is transitioning from a staff office to a program office, called the Office of IT Enterprise Services. The IT strategy, business planning, and audit functions will continue to report directly to AES-1. In addition, two new divisions will be created—the IT Program and Portfolio Services Division, AES-100, and the IT Enterprise Business Services Division, AES-200.

(1) The IT Program and Portfolio Services Division, AES-100, will be responsible for advising the CIO on all aspects of capital planning, to include supporting the CIO as a member of the agency and departmental investment review boards, overseeing and supporting the development of the agency's Exhibit 300 business cases, the Exhibit 53 IT portfolio, implementing earned value management and other program and portfolio management best practices and processes in support of the Exhibit 300s and the agency's IT strategy, developing and supporting the CIO and IT Executive Board in managing the agency's IT portfolio, and representing the agency at the Department of Transportation (DOT) in all areas of IT capital planning and investment control.

(2) The IT Business Enterprise Services Division, AES-200, will be responsible for delivering and assisting FAA organizational units to improve enterprise business services. Direct service delivery includes the agency functions of privacy, directives management, and records and forms management. These functions were formerly performed by four ABA employees who are now on detail to AIO where they will remain until the base transfer in FY-08 at which time they will become permanent AIO/AES employees. As FAA organizational needs change, other IT business services functions may be provided. The IT Business Services Division will also provide assistance to FAA organizations or programs in developing and implementing process improvements to their IT business. This assistance will normally require negotiated, signed memoranda of agreement with customers so that benefits and efficiencies are estimated, measured, and captured when realized. These functions were formerly performed by the Process Engineering Division, AOT-200 (formerly AIO-200).

c. Office of IT Research and Development. The Office of IT Research and Development, ARD-1, has expanded its mission to include those functions that resided in the Software

Engineering Resource Center, AOT-100, and the Information Management Division, AOT-300. Functions such as enterprise architecture, process improvement, and advanced security will continue to report directly to ARD-1, while three new offices/divisions will be created to oversee the other functions of the office--the Software Engineering Resource Center, ARD-100, the IT Research and Development Division, ARD-200, and the Information Management Division, ARD-300. The functions of those three divisions are described below.

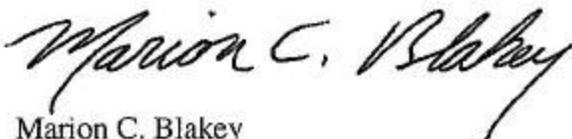
(1) The Software Engineering Resource Center, ARD-100, will continue to perform the same functions it performed as AOT-100 (formerly AIO-100), namely, providing a semi-annual IT asset inventory, providing NAS adaptation services, leading the agency's server consolidation effort, and managing the enterprise procurement vehicles for IT hardware and software.

(2) The IT Research and Development Division, ARD-200, will assist in the investigation, evaluation, and insertion of new technologies into FAA operational IT systems. This office will be responsible for developing requirements; investigating potential technological solutions; developing partnerships with commercial organizations and other government agencies to share development costs and to transition these technologies into the FAA; managing special projects created to satisfy the FAA, Office of Management and Budget, DOT, and intra-agency requirements; and representing the FAA and DOT at meetings, conferences, and other forums on matters involving IT and information systems security issues.

(3) The Information Management Division, ARD-300, will continue to perform the same functions it performed as AOT-300 (formerly AIO-300), to include providing technical expertise in data modeling, establishing corporate governance of data resources and publishing data standards, maintaining enterprise data architecture and data reference models, maintaining an interoperable enterprise registry and tool suite, providing enterprise content management services, providing management oversight of the FAA Web operations, and representing the FAA and DOT in interagency forums involving information sharing.

6. Documentation. The revision of FAA Order 1100.2C, FAA Organization – FAA Headquarters, will document the additions and changes to the AIO organization discussed above.

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



Marion C. Blakey
Administrator

Appendix A: Office Of Information Services Organization Chart

Office of Information Services
and Chief Information Officer (AIO)
Organizational Chart

