

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.310

Effective Date: 03/09/07

Cancellation Date: 03/09/08

SUBJ: Regions and Center Operations (ARC) Regional Organization

1. Purpose of the notice. This notice documents the structure of Regions and Center Operations (ARC) in the FAA Regional Offices.

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

3. Explanation. Regional offices include ARC organizations and positions listed below.

a. Regional Administrator (AXX-1). The Regional Administrator (RA) serves as the principal representative of the Administrator in an FAA region and is the senior FAA official within the region. The RA provides leadership in cross-organizational matters and represents the Agency with industry, the public, and governmental organizations. The RA ensures the delivery of high quality corporate services including special programs; executive services; and command, control, and communications operations. The RA leads regional activities during crises, disasters and all emergency situations. Regional Administrators in the Northwest Mountain, Southern, and Southwest Regions are also responsible for providing logistics services to customers throughout one of three service areas.

b. Deputy Regional Administrator (AXX-2). Deputy Regional Administrators (DRAs) are located in Northwest Mountain, Southern and Southwest Regions and serve as the second ranking ARC regional official. The DRA acts as Regional Administrator when circumstances require. Other duties include the delivery of high quality corporate services and, as a collateral duty, serves as the Department of Transportation (DOT) Regional Emergency Transportation Coordinator for applicable DOT regions.

c. Regional Executive Manager (AXX-3). The Regional Executive Manager (REM) supports the Regional Administrator in directing the full range of regional programs and activities and acts as RA when circumstances require.

d. Special Programs Staff (AXX-1SP). The Staff provides management and program guidance for special national programs assigned to a specific Regional Administrator. Special Programs Staffs are established by ARC-1 as required within designated regions.

e. Executive Operations Staff (AXX-30). The Staff provides program and administrative services within the region. The manager directs and supervises the Executive Services Team, AXX-31; Regional Operations Center, AXX-32; and Building Services Team, AXX-33.

1) Executive Services Team, AXX-31. The Team is the regional focal point for coordination, collection, and disbursement of executive and management information. Integration and facilitator services are provided for cross-program issues. The Team serves as point of contact for elected official interface, public inquiries, outreach, noise complaints, internal programs, budget tracking and reports. The

Team assists the Regional Administrator in programs such as Local Coordinators, Aviation and Space Education, paperwork management, travel card coordinator, Freedom of Information Act (FOIA), and Privacy Act.

2) Regional Operations Center, AXX-32. The Center provides command, control, and communications support for the region by collecting, screening, and summarizing information and is the region's communication hub during emergencies and crises. The Center provides aircraft accident and incident notification to FAA and National Transportation Safety Board officials and coordinates the acquisition, analysis, and rapid dissemination of information regarding aviation accidents, natural disasters, and crises.

3) Building Services Team, AXX-33. The Team provides regional office building management services, including interface with the General Services Administration (GSA) on the building facilities and grounds, cafeteria, childcare centers, environmental issues, security guards, and emergency management. The Team manages the region-wide program for mail, messenger, and distribution services and operates the regional office supply room, storage area and materiel distribution system. The Team is responsible for administrative space moves, furniture and equipment inventory, parking, keys and key cards, and all other building management duties, motor vehicle management, and transportation.

f. Logistics Service Center (Northwest Mountain, Southern, and Southwest Regions, AXX-50). Logistics Service Centers direct logistics services provided to customers throughout three Logistics Service Areas. The Logistics Service Center in Northwest Mountain, ANM-50, directs logistics activities of the Alaskan, Northwest Mountain and Western-Pacific Regions. The Logistics Service Center in Southwest, ASW-50, directs logistics activities of the Great Lakes, Central and Southwest Regions. The Logistics Service Center in Southern, ASO-50, directs the logistics activities of New England, Eastern and Southern Regions.

1) Materiel & Personal Property Group, AXX-51. The Group executes service area programs and implements national and service area policy and standards for operational supply support systems, project materiel support systems, and personal property management.

2) Acquisition Group, AXX-52. The Group executes service area programs and implements national and service area acquisition management policy and procedures and is responsible for the acquisition of supplies, services, equipment, and construction in support of FAA programs, facilities, and aircraft. The Group performs all contracting and purchasing functions (other than real estate and utilities acquisition) for supplies, services, and construction in support of regional programs; acts as lead for designated national acquisitions; coordinates procurement matters; and negotiates and executes agreements with military and civilian government agencies, the aviation community, other regions, and field offices.

3) Real Estate & Utilities Group, AXX-53. The Group executes service area programs and implements national and service area policy and procedures covering the acquisition of real property, space, and utility services (with the exception of telecommunication services). The Group manages and administers agreements granting use or leasing of Government-owned real property and for utility services agreements. This Group manages real property accountability inventory, reporting, and real property disposal.

4. Documentation. The revision of FAA Order 1100.5C, FAA Organization – Field, will document the additions and changes discussed above.

A handwritten signature in black ink, reading "Marion C. Blakey". The signature is written in a cursive style with a large, sweeping initial 'M'.

Marion C. Blakey
Administrator