

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**N 1100.348**

National Policy

Effective Date:  
10/22/13

Cancellation Date:  
10/22/14

**SUBJ:** Realignment of the Deputy Assistant Administrator for Information and Technology

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**1. Purpose of this Notice.** Notice N 1100.345, effective 6/18/13, established the Deputy Assistant Administrator for Information and Technology (AIT) under the Assistant Administrator for Finance and Management (AFN). Subsequent to the issuance of this notice but prior to the implementation of this new organization, it was decided to reduce the number of subordinate organizations from seven to six, make some minor adjustments to organizational titles and routing symbols, and create several subordinate organizations, including deputy directors and staff offices. This notice accomplishes these adjustments.

**2. Audience.** This order affects all Federal Aviation Administration (FAA) employees and all external parties who receive services from the Deputy Assistant Administrator for Information and Technology (AIT).

**3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the public Web site at [http://www.faa.gov/publications\\_polices/orders\\_notices/](http://www.faa.gov/publications_polices/orders_notices/).

**4. Background.** The first two organizations listed in the original notice, N 1100.345, were IT Management and Performance Services and IT Strategy and Innovation Services. Upon further review, it was determined that:

**a. Innovation is an activity that should be occurring throughout the entire organization, not just in one office.** An innovation culture, along with responsibilities and skills related to innovation, should thus be included in every organization, and not be included in the title of any one organization.

**b. Strategy and performance activities are highly intertwined.** The establishment of organizational performance goals is linked directly with the organizational strategy. Splitting these functions between two organizations would create unnecessary complications.

**5. Revised Organizational Structure.** For the reasons described above, the two organizations named above are hereby replaced by the **Strategy and Performance Service (ASP)**. This organization:

(1) Provides day-to-day management of the IT organization.

(2) Delivers human capital, vendor and acquisition management and communications support to FAA IT.

- (3) Provides management and oversight of the IT portfolio and investments.
- (4) Leads the FAA IT strategic planning process.
- (5) Provides management and oversight of strategic initiatives to ensure organizational alignment.
- (6) Defines and measures enterprise effectiveness against the IT strategy.
- (7) Develops policy, maintains reference documents and ensures compliance.

**5. Title Changes.** The organizational titles listed in the original notice included the word “Services” in each title. This word is hereby replaced by the word “Service.”

**6. Routing Symbol Changes.** The new Strategy and Performance Service will use the ASP routing symbol assigned in the original notice to the Information Security and Privacy Service. The Information Security and Privacy Service will retain the AIS routing symbol used by its predecessor, the Office of Information Systems Security.

**7. Subordinate Organizations.** This notice also establishes several subordinate organizations:

**a. Each of the six services will have a deputy director, as follows:**

- (1) Deputy Director of Strategy and Performance (ASP-2).
- (2) Deputy Director of Enterprise Program Management (AEM-2).
- (3) Deputy Director of Business Partnership (APS-2).
- (4) Deputy Director of Solution Delivery (ADE-2).
- (5) Deputy Director of Infrastructure & Operations (AIF-2).
- (6) Deputy Director of Information Security and Privacy (AIS-2).

**b. The Enterprise Operations Center (AIF-10)** will report to the Deputy Director of Infrastructure & Operations (AIF-2).

**c. The Chief Privacy Office (AIS-10) and the Security & Privacy Risk Management Staff (AIS-20)** will report to the Deputy Director of Information Security and Privacy (AIS-2).

**7. Documentation.** The next revision of Order 1100.2, Organization-Federal Aviation Administration will document this new organizational structure.

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**8. Organization Chart.** Attached as Appendix A is the revised Deputy Assistant Administrator for Information and Technology Organizational Chart.

**9. Distribution.** This order is distributed to the division level in Washington headquarters, regions and centers with distribution to each field office and facility.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' to the right.

Michael P. Huerta  
Administrator

**Appendix A. Deputy Assistant Administrator for Information and Technology (AIT)  
Organizational Chart.**

