

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 1100.356

National Policy

Effective Date:

06/02/15

Cancellation Date:

06/02/16

SUBJ: Establishment of the Governance and Business Operations Staff (APL-10)

1. What is the purpose of this notice? This notice announces the establishment of the Governance and Business Operations Staff (APL-10) to replace the Management Staff (APL-10). The new office will be headed by the Director for Governance and Business Operations. This notice formally establishes three sub-organizations reporting to the Director: Resource Management Staff (APL-11), Aviation Insurance Program Staff (APL-12), and Executive Governance Staff (APL-14). This notice also re-delegates some authorities to the Director for Governance and Business Operations.

2. Who should read this notice? Anyone who works with the existing Management Staff.

3. Where can I get a copy of this Notice? FAA 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. Why is FAA issuing this notice?

a. This notice establishes the Governance and Business Operations Staff (APL-10) to manage the daily operations within the Office of Policy, International Affairs, and Environment (APL) as a multidisciplinary team focused on providing rapid response on analytical questions to support the executives of APL. The program office is responsible for managing the aviation insurance program through technical and professional staff engaged in technical analyses, research, and cost analyses and evaluations of commercial aviation insurance industry costs and practices. In addition, the program office is responsible for overseeing and being accountable for the effective management and staffing issues brought before Administrator's Executive Council, and the Deputy Administrator's Business Council.

b. This notice is issued to describe the creation of the Governance and Business Operations Staff as follows. It:

- 1) Establishes the position of Director, Governance and Business Operations.
- 2) Renames the Management Staff (APL-10) to Governance and Business Operations Staff (APL-10).

3) Establishes the Resource Management Staff (APL-11) to be responsible for providing administrative support for the Assistant Administrator for Policy, International Affairs, and Environment and subordinate offices in: personnel management and administration, budget and financial management (direct and reimbursable), international permanent change of station moves, logistics management, and International Cooperative Administrative Support Services (ICASS) representation.

4) Renames the Aviation Insurance Program Staff (APL-20) to Aviation Insurance Program Staff (APL-12).

5) Establishes the Executive Governance Staff (APL-14) to be responsible for the provision of secretariat services to a wide array of agency stakeholders, including but not limited to the Administrator, Deputy Administrator, and Assistant Administrator of Policy, International Affairs, and Environment.

c. This notice delegates the following authorities to the Director of Governance and Business Operations. These authorities may be re-delegated. Any re-delegation of these authorities must be made in writing.

1) The authority to approve reimbursable agreements with Federal agencies for services provided to, and for the benefit of, FAA employees in foreign locations as authorized under 31 USC § 1535 and 49 USC § 106(1)(6).

2) The authority to manage the Interagency Group on International Aviation (IGIA) on behalf of the agency.

3) The authority to negotiate and sign training agreements that register foreign nationals in courses offered by or arranged through the FAA Academy under the authorities granted in Title 49 United States Code § 40108 and § 47303 and provided further in FAA Order 2500.41C.

4) The authority to exercise powers under 49 USC Chapter 443.

d. Any duties, authorities, and responsibilities previously carried out by the Manager of the Management Staff will now be carried out by the Director of the Governance and Business Operations Staff or any person or organizational element within APL-10 as he/she may determine. This notice changes all references to the Manager of the Management Staff or their components in agency orders and directives to the “Director of Governance and Business Operations.” These references may be found in but are not limited to:

- 1) 1100.2C, Organization – FAA Headquarters
- 2) 1200.3E, Official Reception and Representation Expenses
- 3) 1240.9, International Aviation Programs

4) 2500.35C, Reimbursable Agreements Covering Services and Materiel Provided by the FAA.

5) 2500.36N, Application of Flight Hour Rates.

6) 2500.41C, Reimbursement for Cost of Training Non-FAA Personnel

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

6. Organizational Chart. Appendix A shows the Policy, International Affairs and Environment with the inclusion of the Governance and Business Operations Staff (APL-10).

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

Michael P. Huerta
Administrator

Appendix A. APL Organization Chart.

