

October 23, 2003

**SUBJ: AIR TRAFFIC DIVISION DELEGATIONS OF AUTHORITY**

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1. **PURPOSE.** This order establishes delegations of authority within the Air Traffic Division and all Air Traffic field facility managers. Additional delegations, editorial changes, and changes in organizational structure are included.
2. **DISTRIBUTION.** This order is distributed to the division level in regional headquarters, branch level in the Air Traffic Division, and all Air Traffic field facilities in the Alaskan Region.
3. **CANCELLATION.** Order AL 1100.46C, Air Traffic Division Delegations of Authority, dated August 21, 2000, is canceled.
4. **RESPONSIBILITIES.** The Assistant Manager, Air Traffic Division, has the same delegated authority as the division manager. Air Traffic branch managers/staff officers, hub managers, and Air Traffic managers (collectively referred to as "managers" in this order) are hereby delegated the authorities and responsibilities contained in this order. Authorities delegated to Air Traffic Division staff personnel are also contained in this order. Air Traffic Division personnel, in fulfilling these delegations, shall comply with all applicable directives. These delegations may not be redelegated except where specifically stated. Redelegations must be in writing with a copy of the letter of authority to the Manager, Air Traffic Division. Delegations are:
  - a. Within the Air Traffic Division Regional Office.
    - (1) Correspondence. Air Traffic Division personnel are delegated authority to sign correspondence at an equivalent level or below, and within their functional areas of responsibility, except for the following limitations:
      - (a) Policy matters are reserved to the Manager, Air Traffic Division.
      - (b) Air Traffic Division correspondence addressed to offices outside the FAA is reserved for the Manager, Air Traffic Division, unless otherwise stated in this directive. However, branch managers and staff specialists may sign routine correspondence to counterparts in the National Weather Service (NWS).
    - (2) Travel. Approval of official foreign TDY travel is reserved for the Manager, Air Traffic Division. Approval for domestic TDY travel is delegated to appropriate managers. Approval of all PCS travel is delegated to the Manager, Resource Management Branch. Approval of extensions of temporary quarters and/or storage of household effects is reserved for the Manager, Air Traffic Division.
    - (3) Travel Vouchers. Actual expenses can only be approved by the Division or Assistant Division Manager. Approval of travel vouchers, including PCS travel vouchers, for branch/staff managers is reserved for the Manager, Air Traffic Division. Approval of travel vouchers for other division personnel is delegated to the appropriate managers for their subordinates. The Division or Assistant Division Manager must approve one-time only purchase of airfare on a personal credit card.
    - (4) Procurement Requests. Division Manager, Assistant Division Manager, AAL-530 and AAL-540 Branch Managers, Budget Analyst, and Secretary, AAL-500A, are approvers of procurement requests.

b. Manager, System Requirements Branch, AAL-510, is authorized to:

- (1) Serve as the division point of contact for the F&E program, including direction, coordination, budget preparation, and monitoring, and National Airspace System (NAS) Plan Implementation.
- (2) Represent the division at interdivisional meetings pertaining to regional, divisional, and facility level plans and programs, including project coordination, leased telecommunications services, personal and physical security, and operational automation systems and services.
- (3) Represent the division on matters affecting the day-to-day operation of field facility equipment, and as the Airway Facilities' liaison.
- (4) Serve as the principal division authority on matters pertaining to both long-term and day-to-day operational automation procedures and requirements, including field facility operational automation. Retains functional responsibility for operational system software maintenance until such maintenance is transitioned to the Operational Support Service (AOS). Serves as the Air Traffic Automation Information System Security Manager (AISSM) for all operational information system used by Air Traffic personnel through the region.
- (5) Serve as the National Weather Service liaison.
- (6) Serve as division NAS configuration manager, and acts for the division manager in this subject area. Responsibility is shared with the Operations Branch, Airway Facilities Division.
- (7) Serve as Contracting Officers' Representative (COR) for NISC II Contract. Serve as Regional Liaison for ARS Task Areas and Government Technical Interpreter for the NISC II Contract.
- (8) Provide division representation and support to national integrated product teams (IPTs) as requested, at the regional level to the Alaskan Region Global Positioning System (GPS) working group, the Communications Working Group (CWG), the ZAN Transition Working Group (TWG), the Joint Radar Planning Group (JRPg), the Telecommunications Interdivision Working Committee (IDWC), and other such groups as may be required in the area of program support. May function as chair, facilitator, coordinator, or representative as required. At the facility level, provides guidance and support as requested and resources permit.
- (9) Serve as the division focal point on research and development (R&D) projects.

c. Manager, Operations Branch, AAL-530, is authorized to:

- (1) Represent the division on matters affecting the day-to-day operations of Air Traffic field facilities.
- (2) Sign acknowledgments and formal obstruction evaluation determinations, airport space analysis, and non-rulemaking notices.
- (3) Sign messages to ATA-100 concerning contractions and location identifiers, and RENOT's concerning regional procedural matters.
- (4) Sign memorandums to ATA-400 concerning rulemaking cases, and those involving airspace beyond the 12-mile limit, and waivers within the division's authority.
- (5) Serve or assign a designee to serve as chairman for informal airspace meetings.
- (6) Serve at the division coordination focal point working with the Regional Administrator's Staff on Capstone.
- (7) Serve as the Regional Contingency Planning POC for field facility efforts.
- (8) Serve as the Division's international liaison.

- (9) Re-delegate the following responsibilities to airspace and procedures specialists:
    - (a) Authority to sign FAA Form 7460-1, Notice of Proposed Construction or Alteration, FAA Form 7460-8, Aeronautical Study of Proposed Construction or Alteration, and associated routine correspondence.
    - (b) Authority to sign/approve interfacility letters of agreement, proposed instrument procedures, standard instrument departures, standard terminal arrivals, and off-airway routes.
  - (10) Schedule and conduct periodic facility and office evaluations.
  - (11) Serve as division's focal point for processing and assembly of formal aircraft accident packages.
  - (12) Direct the content and flow of Air Traffic facility data pertinent to the investigation of accidents/incidents, operational errors, flight assists, etc.
  - (13) Serve as media/public affairs liaison for the division on matters concerning the release of information pertinent to aircraft accidents/incidents, operational errors, flight assists, etc.
  - (14) Represent the division on quality assurance matters affecting Air Traffic field facilities.
- d. Manager, Resource Management Branch, AAL-540, is authorized to:
- (1) Represent the division on matters affecting the day-to-day administrative operations of Air Traffic field facilities.
  - (2) Approve travel and related advances for personnel assigned to Air Traffic field facilities, except for foreign travel in paragraph 4a(2) and travel delegated to hub managers in paragraph 5a(2).
  - (3) Redelegate to facility management specialists the following responsibilities, except for responsibilities delegated to hub managers:
    - (a) Approve overtime and compensatory time use by facility Air Traffic managers (ATMs).
    - (b) Authority to approve annual leave in excess of four days for facility ATMs.
    - (c) After conferring with all division branches, make written recommendations on performance evaluations and awards for facility ATMs to the Assistant Manager, Air Traffic Division.
    - (d) After conferring with all division branches, make written recommendations on selections of facility managers to the Assistant Manager, Air Traffic Division.
    - (e) Authority to approve travel vouchers, except as noted in 4(a)(3), for all travel conducted by facility ATMs.
  - (4) Represent the division on matters affecting Air Traffic field facilities; i.e., interfacility and interdivisional coordination pertaining to individual facility complaints, etc.
  - (5) Administer and control fiscal resources for the division and field facilities. This includes PC&B costs, travel, leases, contracts, equipment, etc.
  - (6) Serve as the division's focal point and represents the division and field facilities on administrative matters (i.e. LMR/union, recruitment, staffing, training, travel requirements, personnel actions, compensation, awards, claims for loss and damage, complaints).
  - (7) Track and maintain accountable tickets for the division's familiarization training program.

- (8) Approve all PCS travel orders and related advances.
- (9) Serve as division custodian for accountable property
- (10) Serve as the principal division authority on matters pertaining to both long-term and day-to-day administrative automation procedures and requirements, including field facility automation. Also serves as the Air Traffic Automation Information System Security Manager (AISSM) for all administrative automation information systems used by Air Traffic personnel throughout the region. Serves as the security officer for regional automation security.
- (11) Serve as the Air Traffic Division Freedom of Information Act (FOIA) and Privacy Act Coordinator. Authorized to sign Air Traffic Division "full comply" letters after coordination with the Regional FOIA Coordinator.
- (12) Serve as the Air Traffic Division representative to the FAA Alaskan Region's emergency response team.
- (13) Serve as the COR for the Contract Weather Observer program.
- (14) Serve as the Air Traffic Division representative to the FAA Alaskan Region's Occupation Worker's Compensation Program (OWCP) Team and represent the division on the matters concerning OWCP.
- (15) Approve the closure of Unsatisfactory Condition Reports.

e. Air Traffic hub managers are delegated the authority to:

- (1) Sign facility directives and correspondence within their line of authority. Authority to sign correspondence is included in Order 7210.3, Facility Operation and Administration.
- (2) Approve all domestic TDY travel, within allocated funds, and related advances for their subordinates. Facility manager's travel and ALL foreign and PCS travel will be approved in accordance with paragraph 4a(2) of this order. Actual expenses for vouchers must be approved by the Division Manager or Assistant Division Manager.
- (3) Approve travel vouchers for all travel conducted by their subordinates. Managers must have their travel vouchers approved in accordance with 4d(3)(e) of this order (delegated to hubbed ATMs).
- (4) Approve requests for maps, navigation charts, and related publications (delegated to hubbed ATMs).
- (5) Act as selecting official for subordinate positions under their jurisdiction. All selections shall be coordinated through the Resource Management Branch, AAL-540, and approved by AAL-500. NO CONTACT with facilities/selectees shall be made until the coordination process has been completed within the regional office (delegated to hubbed ATMs).
- (6) Authorize and approve overtime and compensatory time within fiscal limitations. This authority may be redelegated to subordinate supervisors.
- (7) Act as approving official for performance ratings and awards for their subordinates within the allocated resources.
- (8) Approve all leave for subordinate personnel except leave without pay in excess of 30 days and excused absences for conditions affecting employees on a region-wide or geographic basis. The authority to approve leave may be redelegated to subordinate supervisors. Managers are authorized to approve leave for themselves not to exceed four days. Prior notification with the Resource Management Branch is required for leave from one to four days. In all cases, when the manager is on leave, an acting manager must be designated (delegated to hubbed ATM's who must obtain approval from their hub manager for leave in excess of 4 days).
- (9) Serve as or delegate a security officer for their facility automation equipment.

- (10) Act as the property custodian for their facility.
- f. Special Delegations. Air Traffic hub managers and ARTCC manager are further delegated the authority to:
  - (1) Approve small purchases by the administrative officers within funds allocated.
  - (2) Approve Air Traffic technical and management training for employees in their organization.

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