



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Eastern Regional Policy

ORDER
EA 1100.165

Effective Date:
05/08/09

SUBJ: FAA Eastern Region Office of Regions and Center Operations (ARC) Organization

1. **Purpose of this order.** This order documents the structure of the Eastern Region ARC Organization.
 2. **Audience.** All Eastern Region employees and field facilities.
 3. **Where Can I Find This Order?** You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices
 4. **Explanation.** Eastern Regional offices include ARC organization and positions listed below.
 - a. **Regional Administrator (AEA-1).** The Regional Administrator (RA) serves as the principal representative of the Administrator in the region and is the senior FAA official within the region. The RA provides leadership in cross-organizational matters and represents the Agency with industry, 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 crisis disasters and all emergency situations.
 - b. **Deputy Regional Administrator (AEA-2).** The Deputy Regional Administrator (DRA) acts as Regional Administrator when circumstances require. Other duties include the delivery of high quality corporate services.
 - c. **Process Improvement Integrator (AEA-3).** The Process Improvement Integrator (PII) provides management and program guidance for special national programs assigned to a specific Regional Administrator.
 - d. **New York Area Program Integration Office (AEA-4).** The office is responsible for leadership and management of all activities of the New York Area Program Integration Office (NYAPIO) and for the corporate oversight and integration of all FAA actions related to congestion and delay reduction in the New York area.
 - e. **Executive Operations Staff (AEA-30).** The staff provides program and administrative services within the region. The manager directs and supervises the Regional Budget Office, the Emergency Planning and Crisis Response, AEA-30; Executive Services Team, AEA-31; Regional Operations Center, AEA-32; Building Services, AEA-33.
- (1) **Executive Services Team (AEA-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-problem issues. The team serves as point of contact for elected official interface, public inquiries, outreach, noise complaints, internal programs, reports, and

transit benefits. The team assists the Regional Administrator in programs such as Local Coordinators, Aviation and Space Education, Directives, Records Management, and Freedom of Information Act (FOIA).

(2) **Regional Operations Center (AEA-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 crisis. 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 accident, natural disasters and crises.

(3) **Building Services Team (AEA-33).** The team provides regional office building management services, including interface with the General Services Administration (GSA) on the building facilities and grounds, cafeteria, 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 material distribution system. The team is responsible for administrative space moves, furniture and equipment inventory, parking stickers, key cards, and all other building management duties, including motor vehicle management and transportation.

5. Distribution. This order is distributed to the division level in Eastern Region with limited distribution to all field offices and facilities.



Carmine Gallo
Regional Administrator