



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Eastern Region

ORDER
EA 1100.165A

Effective Date:
04/25/16

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. What this Order cancels.** This order cancels FAA Order.1100.165, FAA Eastern Region Office of Regions and Center Operations (ARC) Organization, dated May 8, 2009
- 5. 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. The DRA also serves as the Regional Emergency Transportation Coordinator (RETCO). The RETCO is the Secretary Department of Transportation's senior representative and lead response coordinating executive for any crisis that impacts the transportation infrastructure in their respective region.
 - c. Senior Advisor (AEA-1 SA).** The Senior Advisor (SA) provides management and program guidance for special national programs assigned to a specific Regional Administrator.
 - d. New York Area Program Integration Office (AEA-1 SP).** 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. Regional Emergency Transportation Representatives (RETREP) (AEA-1 DOT). The RETREP reports to the RETCO and staffs multi-modal regional Emergency Support Function (ESF-1) teams to assist FEMA and our government partners.

f. Emergency Planner (AEA-1 EP). The Emergency Planner serves as the primary point of contact for emergency planning and coordination within a Service Center Region and Region. The EP reports directly to the DRA and is responsible for the Regional Emergency Operations and Continuity of Operations Plans (COOP) and coordinates regional efforts during emergencies such as hurricanes, pandemic outbreaks, earthquakes, floods and man-made disasters.

g. Executive Services Team (AEA-1 EST). The team provides program and administrative services within the region. The staff reports to the DRA. 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 and Directives, Records Management.

h. Building Services Team, (AEA-1 BST). 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 W. Gallo
Regional Administrator