

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
1100.1B  
CHG 1**

Effective Date

National Policy

04/21/16

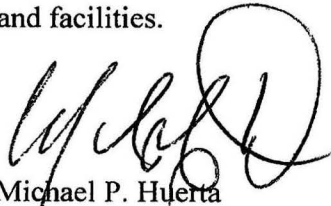
**SUBJ: FAA Organization—Policies and Standards**

1. **Purpose.** This is required to change the Office of Security & Hazardous Materials Safety (ASH) from a Staff Office (SO) to a Line of Business (LOB).
2. **Who this change affects.** This change affects what is currently the office of the Assistant Administrator for ASH, along with all Federal Aviation Administration (FAA) employees interacting with this office.
3. **Explanation of Policy Change.** On 12/18/15, the Consolidated Appropriations Act, 2016 was signed by President Obama and became Public Law 114-113. This law provides the basis for changing ASH from a SO to an LOB.
4. **Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

**PAGE CHANGE CONTROL CHART**

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
2, 3, 5, 7 and 15	9/14/15	2, 3, 5, 7 and 15	04/21/16
22	9/14/15	22-24	04/21/16
35-37	9/14/15		

5. **Administrative Information.** The content on pages 24 through 35 will have new page numbers to accommodate the 2-page insertion on page 22. This order change is distributed to divisions and branches in Washington headquarters, regions, and centers and to all field offices and facilities.



Michael P. Huerta  
Administrator



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

National Policy

**ORDER  
1100.1B**

Effective Date:  
09/14/15

**SUBJ:** FAA Organization—Policies and Standards

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This order establishes general FAA organizational policies and standards. It institutes a process for requesting and implementing organizational changes (e.g., establishing, abolishing, combining or renaming organizations). It also prescribes the organizational structure and assigns mission and functions to the Agency's organizational elements down to the Headquarters Office (Line of Business and Staff Office) level.

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

Michael P. Huerta  
Administrator

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## Chapter 1. General Information

**1. Purpose of this Order.** This Order establishes general FAA organizational policies and standards. It also prescribes the organizational structure and assigns mission and functions for the Agency's organizational elements down to the Headquarters Organization (Line of Business or Staff Office) level.

**2. Whom this Order affects.** This Order affects all FAA organizations.

**3. Where can I find this Order?** You can find this Order on the My FAA website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. This Order cancels.** This Order cancels the following orders:

- a. Order 1100.1A, FAA Organization—Policies and Standards
- b. Order 1100.2C, FAA Organization—Headquarters
- c. Order 1100.5C, FAA Organization—Field
- d. Order 1100.148B, FAA Organization Manual

**5. Explanation of changes.**

a. This Order establishes itself as the single authoritative source of information about FAA's organizational structure and standards. It combines the organizational information that was formerly found in the multiple 1100 orders that this Order cancels. This change enables FAA employees to find information more easily about the Agency's organizational structure and standards and it also eliminates the repetition that existed in the multiple 1100 orders.

b. This Order assigns responsibility for managing organizational change to the Organizational Change Team (OCT), a cross-functional group with members from the Office of Finance and Management (AFN) and Human Resource Management (AHR).

c. This Order streamlines and clarifies the process for organizational change. It updates the roles and responsibilities associated with proposing, approving and implementing organizational change.

d. This Order updates the mission and major functions—from the Office of the Administrator down through the Headquarters Organization level.

**6. Definitions (as they apply to this Order).**

a. **Administrator** is the head of the Federal Aviation Administration (FAA).

b. **Assistant Administrator** is the title for an official who reports directly to the Administrator and exercises executive direction over a Staff Office (one of two types of

Headquarters Organizations). The only exception to this is the Chief Counsel.

**c. Associate Administrator** is the title for an official who reports directly to the Administrator and exercises executive direction over a Line of Business (one of two types of Headquarters Organizations). The only exception to this is the head of the Air Traffic Organization, whose title is Chief Operating Officer (COO).

**d. Branch** is the first organizational subdivision of a Division.

**e. Business Council (BC)** consists of the heads of all of the Lines of Business and Staff Offices. The BC advises and assists the Administrator on issues related to organizational change.

**f. Chief Counsel** is the title for the head of the Office of Chief Counsel.

**g. Delegate** means to commit authority, powers or functions to another person or organizational element.

**h. Division** is the first organizational subdivision of an Office/Service.

**i. Headquarters Organizations** is a collective term for Lines of Business (LOB) and Staff Offices (SO).

**j. Line of Business (LOB)** is a Headquarters Organization with a primary function of providing a safe and efficient aerospace system. The Agency's LOBs include:

- (1) Air Traffic Organization (ATO)
- (2) Airports (ARP)
- (3) Aviation Safety (AVS)
- (4) Commercial Space Transportation (AST)
- (5) Security & Hazardous Materials Safety (ASH)

**k. Mike Monroney Aeronautical Center (MMAC)**, located in Oklahoma City, is within the Office of Finance and Management (AFN). MMAC provides training, logistics, research and data services for the FAA. Organizationally, referring to the "Aeronautical Center" includes only those organizational elements that report to the director of the MMAC. It does not include the tenant organizations that are simply located on MMAC property.

**l. Office of the Administrator** includes the Administrator and the Deputy Administrator.

**m. Office/Service** is a collective term used to refer to the principal organizational elements that are one level below the Headquarters Organizations.

**n. Organizational change** includes establishing, abolishing, combining or renaming organizations within the Agency.

**o. Organizational Change Request (OCR)** must be filled out and submitted for all proposals to establish, abolish, combine, or rename organizations within the Agency.

**p. Organizational Change Team (OCT)** is a cross-functional group with members from the Office of Finance and Management (AFN) and the Office of Human Resource Management (AHR). The OCT manages requests for organizational change.

**q. Region** is a type of geographical subdivision within the Agency. There are nine Regions: Alaskan, Central, Eastern, Great Lakes, New England, Northwest Mountain, Southern, Southwest, and Western-Pacific.

**r. Regional Administrator** is the title for the head of one of the Agency's regions.

**s. Regional Office** is located at a specific geographic location within a Region. This office consists of the Regional Administrator and the organizational elements that report directly to the Regional Administrator.

**t. Reprogramming** involves a request to Congress for approval to move funds, within an appropriation account, to other programs, projects, or activities (PPAs) resulting in fund allocations different from those specified at the PPA level in Appropriations Committee and Conference reports.

**u. Secretary of Transportation** is the head of the Department of Transportation (DOT) and is also referred to simply as "the Secretary." The Office of the Secretary of Transportation is abbreviated as "OST."

**v. Section** is the first organizational subdivision of a Branch.

**w. Service Area** is the term for one of the Agency's three main geographical subdivisions (Central, Eastern, and Western).

**x. Service Center** is located at a specific geographic location within each Service Area. The Service Centers provide operational support in airspace and procedures, quality assurance, equipment installation, hiring, and training.

**y. Staff** is a generic term for an organizational element that provides assistance or supporting services to its parent organization. Organizationally, a staff is the equivalent of the other organizational elements reporting to the same superior. For example, a staff that assists and supports a division is equivalent to the branches that also report to the same division manager. Staff denotes role, not size, of an organization.

**z. Staff Office (SO)** is a Headquarters Organization that runs one of the Agency's key

programs that are not specifically tied to the FAA's primary function (providing a safe and efficient aerospace system). The Agency's SOs include:

- (1) Chief Counsel (AGC)
- (2) Civil Rights (ACR)
- (3) Communications (AOC)
- (4) Finance and Management (AFN)
- (5) Government & Industry Affairs (AGI)
- (6) Human Resource Management (AHR)
- (7) NextGen (ANG)
- (8) Policy, International Affairs & Environment (APL)

**aa. Subunit** is the first organizational subdivision of a Unit.

**bb. Tenant organization** is an FAA or DOT element that occupies space administered by an FAA organization, but does not report to it. It has a different reporting relationship within the Agency.

**cc. Unit** is the first organizational subdivision of a Section.

**dd. William J. Hughes Technical Center** (ACT), located near Atlantic City, is within the Office of NextGen (ANG). It serves as FAA's national scientific test base for research and development, along with test and evaluation. Organizationally, referring to the "Technical Center" includes only those organizational elements that report to the director of the ACT. It does not include the tenant organizations that are simply located on ACT property.

**7. Authority to change this Order.** The Office of Financial Operations (AFO-1) is responsible for maintaining and updating this Order. The authority to approve changes to it belongs to the Administrator (AOA-1).



## Chapter 2. Organizational Structure

**1. Introduction.** This chapter provides a general description of the Agency's overall organizational structure. It also includes specific information about the mission, major functions, and organizational structure of the Agency's principal organizational elements.

**2. Overall Agency structure.** The Agency's central executive and staff structure, located in Washington D.C., is responsible for agency-wide program planning, direction, and control, along with the evaluation and management of program activities. These programs and activities are generally administered nationally within the Agency's nine Regions or three Service Areas. The Agency's central executive and staff structure includes:

**a. Office of the Administrator.** This office consists of both the Office of the Administrator and the Office of the Deputy Administrator.

**b. Headquarters Organizations.** Directly below the Office of the Administrator are the Headquarters Organizations. These include LOBs, SOs and the Office of Audit and Evaluation (AAE):

(1) LOBs carry out the Agency's primary function of providing a safe and efficient aerospace system. LOBs are headed by Associate Administrators, with the exception of the Air Traffic Organization, which is headed by a Chief Operating Officer (COO).

(2) SOs run the Agency's key programs not specifically tied to the Agency's principal function. SOs are headed by Assistant Administrators, with the exception of the Office of Chief Counsel, which is headed by the Chief Counsel.

(3) AAE is FAA's focal point for public and employee safety complaints, reports of waste, fraud and abuse, and whistleblower protection. It provides an independent venue for the conduct of objective, impartial investigations and evaluations and also operates the Agency's hotlines. AAE is also responsible for coordination with outside audits and investigations, including the Government Accountability Office (GAO), the DOT Office of Inspector General, and the U.S. Office of Special Counsel.

The specific missions and functions of the LOBs and SOs are discussed in greater depth in chapter 4, but the overall general responsibilities of these offices are:

(4) Advising and assisting the Administrator and the Deputy Administrator in directing, coordinating, controlling and ensuring the adequacy of agency plans and programs within their spheres of responsibility.

(5) Taking action and issuing orders in the name of the Administrator.

(6) Exercising executive direction over the LOBs or SOs assigned to them.

**c. Offices/Services.** The first organizational subdivision below a Headquarters Organization is typically referred to as Office/Service. The specific mission and functions of each

Office/Service are not covered in this Order, but the general responsibilities for Offices/Services are:

(1) Formulation of overall agency objectives, plans, policies, programs, standards and procedures for issuance on behalf of the Administrator.

(2) Development of rules and regulations for the general public and the Agency itself.

(3) Technical guidance, coordination, review and evaluation of program performance.

(4) Conduct of functions relating to such matters as legislation, requests for appropriations, and interagency coordination at the national level.

(5) Conduct of administrative activities that support FAA headquarters, but must be performed locally (e.g., security, training, personnel services).

(6) Conduct of activities which, in the interest of effectiveness, efficiency and economy, must be performed centrally. These include activities related to:

(a) National airspace system research and development.

(b) Development and maintenance of the national airport system and basic allocation of grant funds to airport development projects.

(c) Major national procurement.

(d) Management of major facility and equipment installation projects.

(e) Operation of the National Flight Data Center and traffic flow management.

(f) Management of the Agency's foreign technical assistance activities.

(g) Supervision of air traffic liaison service provided to headquarters of major Department of Defense (DOD) commands.

(h) Flight inspection operations.

(i) National airspace programs.

(j) Development and maintenance of operational air traffic control software.

**d. Subdivisions under Offices/Services.** The first organizational subdivision of an Office/Service is typically a Division. Divisions are further subdivided, most often in the following sequence: Branch, Section, Unit and Subunit, although certain organizational elements use a different sequence: Group, Team, and Subteam.

### Chapter 3. Organizational Change

**1. Roles and responsibilities.** The roles and responsibilities for implementing organizational changes (establishing, abolishing, combining or renaming organizations) within the Agency include:

**a. Administrator.** It is the FAA Administrator's responsibility to:

(1) Define, establish, and assign organizational concepts, basic missions, and broad functions and to authorize changes requiring major reallocation of resources.

(2) Approve changes to the Agency's organizational structure if the highest level of change occurs within the first two levels below the Administrator or if the change would involve Executive positions, substantial interest to DOT, significant controversy, major reallocation of resources or Congressional interest.

(3) Approve Executive positions.

(4) Change organizational titles of positions or elements that were previously prescribed and approved by the Administrator.

**b. Business Council (BC).** The BC advises and assists the Administrator on matters of organizational change that require his/her approval.

**c. Organizational Change Team (OCT).** The OCT serves as the point of contact (POC) and manages all requests for organizational change—regardless of the level at which organizational change would occur. The OCT:

(1) Provides process guidance and assistance to POCs from organizations that are considering or requesting organizational change—from the concept phase through implementation of the request.

(2) Reviews the POC's submission to ensure the documents are complete. It notifies the POC if any modifications to the documents are necessary.

(3) Assists the requesting organization in making sure that its organizational proposals are fully coordinated with all organizational elements that may be affected and resolves differences wherever possible (e.g., coordinating with the Executive Resources Division for all proposals that involve current or proposed Executive positions).

(4) Submits to the Administrator all proposals for organizational change that meet the criteria of requiring his/her approval.

(5) Maintains and updates the official FAA Organizational Chart.

(6) Conducts continuing analysis aimed at the progressive improvement of FAA

organization, management and administrative systems.

**d. Office of Finance and Management (AFN).**

(1) **Office of Financial Operations (AFO).** AFO provides financial oversight of all requests for organizational change to ensure the efficient use of the Agency's financial resources. In addition, AFO:

(a) Serves as the program manager for the Organizational Change Team.

(b) Conducts a financial analysis of the proposed changes, possible advantages and disadvantages, potential problems or financial impacts, and provides recommendations to the requesting organization for any proposed modifications.

(c) Implements all approved organizational changes into the FAA financial systems.

(d) Assigns organizational expenditure codes (OEC), routing codes, and common accounting numbers (CAN).

(e) Performs quality control post-implementation to verify that the new information for each employee and organization matches the information in the documentation submitted with the Organizational Change Request.

(2) **Office of Budget and Programs (ABP).** The Office of Budget and Programs is responsible for agency-level budget execution. ABP will:

(a) Ensure that FAA follows the proper procedures for reprogramming the use of appropriated funds for any proposed organizational change that may require it in accordance with the latest revision of *Order 2500.3, Reprogramming Appropriated Funds* and the Department of Transportation's latest Memorandum, Revised Guidance for Reprogramming Appropriated Funds.

(b) Approve all Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA) between FAA organizations that impact Agency budgetary resources.

(c) Ensure the necessary budget resources are available to support an organizational change.

**e. Office of Human Resource Management (AHR).**

(1) **Office of Human Resource Services (AHF).** AHF is responsible for:

(a) Consulting with organizations on HR policies, position management issues, personnel changes resulting from reorganizations, grade/pay band structures, changes to existing position documents, changes to supervisor-employee ratios, and classifies all new position descriptions for General Schedule and Wage System positions.

(b) Ensuring that, within the proposal for organizational change, requests for position classifications, levels of staffing, and senior-level positions (including Executive, L-band, and M-band positions) are in compliance with Agency standards and have received the required approval, as applicable.

(c) Processing personnel actions for all positions in time to meet the planned effective date for the organizational change.

(d) Establishing, abolishing, combining or renaming organizations in the Federal Personnel Payroll System (FPPS).

(2) Office of Labor Management Relations (AHL). AHL is responsible for:

(a) Ensuring that the Agency meets all of its collective bargaining obligations.

(b) Determining the correct Bargaining Unit Status (BUS) codes for positions in the new organizational structure.

(c) Ensuring that all Bargaining Unit Certifications are updated to reflect the Agency's current organizational structure.

**f. Headquarters Organizations.** The head of each Headquarters Organization (Assistant or Associate Administrator, COO, or Chief Counsel) is responsible for approving and signing Organizational Change Requests for proposed changes within his/her organization. This approval is required regardless of the level within the organization at which the change would occur.

**g. Organizations proposing to modify the Agency.** The general responsibilities of organizations making proposals to change the Agency include:

(1) Planning and coordination. Early coordination is important in order to identify any concerns that may prevent effective implementation of the proposal. Therefore, organizations are encouraged to contact the OCT for guidance and advice early on— whether the organization is ready to start planning or is merely beginning to give consideration to the idea of organizational change.

(2) Identify impact. The organization must identify the stakeholders who may be impacted by the proposed organizational change. Examples of such impacts include determining whether or not the organizational change will have a direct result in changing the position duties or the physical locations of bargaining unit employees. It also includes working collaboratively with the Office of Civil Rights (ACR) to ensure that Equal Employment Opportunity (EEO) concerns are fully integrated into the decision-making process for LOB/SO-wide organizational changes in accordance with the latest revision of *Order 1400.8A, Federal Aviation Administration (FAA) Equal Employment Opportunity (EEO) Program*.

(3) Effective communication. The organization proposing the change will identify one individual who will act as the organization's only POC for the OCT during the processing of the proposed change. This will ensure effective communication between the parties seeking and effecting the change.

(4) Management principles. All operating officials are responsible for applying good management principles when considering an organizational change to the Agency. For example, an organizational element should not normally be subdivided unless it will contain subelements, each of which contains three or more nonsupport positions in addition to the supervisor. This consideration should take into account the impact of classification and qualifications of employees affected, in order to assure good personnel management.

**2. Process.** The steps for submitting a proposal and implementing organizational change are located in Appendix A of this Order.

## Chapter 4. Missions and Functions

### 1. Office of the Administrator.

**a. Mission.** The FAA Administrator provides the safest, most efficient aerospace system in the world through:

- (1) Regulation and enforcement of all safety matters in aircraft manufacture, operation and maintenance.
- (2) Development, modification, testing and evaluation of systems, procedures, facilities and devices needed for safe and efficient aircraft navigation and traffic control.
- (3) Construction, installation, maintenance and operation of federal aids to air navigation.
- (4) Development of air traffic regulations and operation of air traffic control within U.S. airspace to promote safety and efficiency.
- (5) Promotion of aviation safety and encouragement of international civil aviation through technical aviation assistance to other governments.
- (6) Regulation and encouragement of the U.S. commercial space transportation industry.
- (7) Development and implementation of programs to control aircraft noise effects, air quality and climate impacts, energy consumption of civil aviation.
- (8) Development and implementation, with other departments and federal agencies, of the Next Generation Air Transportation System (NextGen).

**b. Major functions.** The Administrator:

- (1) Determines and establishes FAA objectives and priorities.
- (2) Guides and approves the development of long-range plans for achieving FAA objectives.
- (3) Establishes the policies and broad technological, operational and managerial concepts to govern the development and accomplishment of FAA programs.
- (4) Issues FAA rules and regulations, or authorizes their issuance under delegations of authority.
- (5) Approves broad legislative, budgetary and fiscal proposals.

(6) Represents FAA in its relations with the Secretary of Transportation (OST) and as an entity of the Department of Transportation (DOT) in its relations with the President, Congress, other agencies, the aviation community and the general public.

(7) Takes individual actions of major significance (e.g., changes in the basic pattern of FAA organization, selection and appointment of key personnel, broad allocation of FAA resources and individual matters of particular political or public sensitivity).

(8) Exercises control over, evaluates, and ensures the adequacy and continued improvement of overall FAA performance.

**c. Emergency Operations.** The Administrator:

(1) Directs FAA operations during emergencies.

(2) Continues to perform, as appropriate, those functions prescribed in the *Federal Aviation Act of 1958* (as amended by Public Law 89-670), delegated to the Administrator by the Secretary, various applicable executive orders, directives under other statutes and various joint agreements and plans between FAA and other organizational elements of the federal government.

**d. Line of Succession.** Except for the line of succession established in the current version of *Order 1910.1 (Continuity of Operations Plan for Washington Headquarters)* for circumstances covered by that order, the following officials, in the order indicated, will succeed to the position of Administrator and will serve as Acting Administrator, in case of the death or incapacitation of the Administrator or if the position of Administrator otherwise becomes vacant, until a successor is appointed and confirmed by the Senate.

(1) Deputy Administrator.

(2) Chief Counsel.

(3) Chief Operating Officer for Air Traffic.

(4) Associate Administrator for Aviation Safety.

(5) Associate Administrator for Airports.

(6) Assistant Administrator for Policy, International Affairs & Environment.

(7) Assistant Administrator for Finance and Management.

(8) Associate Administrator for Security and Hazardous Materials Safety.

(9) Associate Administrator for Commercial Space Transportation.

(10) Regional Administrator, Southwest Region.



In the event of a temporary absence or disability of the Administrator, in the order indicated unless the Administrator has indicated a different order in writing in advance, the above officials are delegated the authority to act as Administrator and to exercise all of the Administrator's authorities, except where prohibited by law, until the absence or disability ceases.

## **2. Headquarters Organizations—Lines of Business.**

### **a. Air Traffic Organization (ATO).**

(1) Mission. The mission of ATO is to provide leadership, direction and strategic vision to deliver the safest, most efficient air traffic management services in the world.

(2) Major functions.

(a) Provides for the safety, efficiency, and continuity of air traffic management services to ATO customers operating in the National Airspace System (NAS) and in international airspace assigned to control of the United States (U.S.).

(b) Provides services including: airspace management and redesign, aeronautical information management, mapping, charting, planning, performance-based navigation, and instrument flight procedures.

(c) Provides validated operations and program requirements including airspace procedures, facilities, and equipment availability.

(d) Develops strategies and standards that sustain the continuity of NAS operations while using air navigation services to meet national defense, homeland security, and disaster response objectives.

(e) Reports and makes recommendations on risks, compliance, and safety in air traffic management services, infrastructure, maintenance, and occupational safety.

(f) Provides a coordinated FAA response to the National Transportation Safety Board (NTSB), Department of Transportation Office of the Inspector General (DOT OIG), and Government Accountability Office (GAO) investigations, or other significant events in the NAS.

(g) Provides technical, telecommunication, and engineering services in support of air traffic management and to maintain the integrity and security of NAS operational and mission support systems.

(h) Develops, evaluates and certifies airspace systems and instrument flight procedures.

(i) Plans for long-term NAS sustainment and provides modernization strategies.

(j) Develops policies and standards for ATO technical training. Ensures policies are

consistent with overall organizational strategy. Establishes requirements to develop and validate the standards and processes of national training programs.

(k) Works with other FAA organizations to integrate technical training strategies to optimize resources and eliminate redundancies.

(l) Maintains a safety management system of principles, policies, processes, procedures, and programs used to identify, analyze, assess, manage, and monitor safety risk in the provision of air traffic management and communication, navigation, and surveillance services.

(m) Provides performance analysis capability by creating an environment to assess operational efficiency by ensuring a common data management process, harmonized and shared performance metrics and venues to implement efficiency improvement recommendations throughout the NAS.

(3) Line of succession.

(a) Deputy COO.

(b) Vice President, Air Traffic Services.

(c) Vice President, Technical Operations Services

(d) Vice President, System Operations Services.

(e) Vice President, Mission Support Services.

(f) Vice President, Safety & Technical Training Services.

**b. Airports (ARP).**

(1) Mission. The Airports organization supports the Administrator by providing leadership in planning and developing a safe and efficient national airport system, while considering the effects of those activities on the environment.

(2) Major functions.

(a) Provides support for FAA rulemaking actions relating to the ARP program office functions. These actions include: airport access, airport safety and standards, airport planning, legislative environmental laws and regulations (including those governing noise and air quality), aviation funding laws and policies to protect the public investment, and any new legislation issued for which ARP is designated program office lead.

(b) Manages the National Plan of Integrated Airport Systems (NPIAS) and provides technical and policy guidance for airport and system planning.

(c) Provides policy and guidance regarding the compliance of the Airports program with the National Environmental Policy Act and over twenty other federal environmental laws, regulations, and executive orders as they pertain to airport planning and development projects at federally obligated airports.

(d) Responsible for all programs related to airport safety and inspections and also for the standards for airport design, construction and operation.

(e) Responsible for planning, programming and administering airport development and related grants to airports under the Airport Improvement Program (AIP).

(f) Responsible for approving and funding measures to enhance land use compatibility with respect to noise and other environmental resource categories.

(g) Responsible for approving applications by airports seeking to collect Passenger Facility Charges (PFC).

(h) Establishes policies and oversees compliance by airport sponsors related to airport rates and charges, grant assurances and surplus property requirements, and airport privatization.

(i) Provides technical expertise to airport sponsors, consultants and international aviation representatives on matters related to: airport planning, safety, environmental concerns, engineering design and construction, and compliance.

(j) Responsible for the administrative review process under title 14 Code of Federal Regulations, part 16, Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.

(k) Provides regulatory oversight and issues operating certificates for certain commercial service airports.

(l) Conducts the Airport Technology Research Program.

(3) Line of succession.

(a) Deputy Associate Administrator for Airports.

(b) Director, Airport Planning and Programs.

(c) Director, Airport Safety and Standards.

(d) Director, Airport Compliance & Management Analysis.

**c. Aviation Safety (AVS).**

(1) Mission. To provide the safest, most efficient aerospace system in the world.

(2) Major functions.

(a) Sets safety standards governing the design, production and airworthiness of civil aeronautical products.

(b) Sets certification standards for air carriers, commercial operators, air agencies, airmen, and Air Traffic Control Specialists .

(c) Directs certification, inspection, and surveillance activities to ensure the adequacy of flight procedures, operating methods, airman qualifications and proficiency, aircraft maintenance, and the maintenance aspects of continued airworthiness programs.

(d) Oversees design, production and airworthiness certification programs to foster compliance with the prescribed safety standards.

(e) Issues, amends or revokes certificates and/or credentials.

(f) Establishes and maintains a safety management system to ensure continued operational safety of aircraft. Manages safety standards governing the design, production and airworthiness of civil aeronautical products.

(g) Appoints individuals and organizations to act as “Representatives of the Administrator” to perform aviation safety functions. Provides oversight of approval holders using designees and delegated organizations.

(h) Works with aviation authorities, manufacturers, operators and other stakeholders to help them improve the safety of the international air transportation system.

(i) Manages and directs the FAA rulemaking program.

(j) Administers, manages and oversees the activities of the Aviation Rulemaking Advisory Committee (ARAC) sponsored by the Administrator.

(k) Oversees management of the Civil Aviation Registry.

(l) Investigates aircraft accidents and incidents, supports NTSB accident and incident investigations, and develops and manages reporting programs for accidents and incidents.

(m) Oversees the policy execution and administrative management aspects of airman medical certification, medical research, aeromedical education, medical accident investigation, airman medical standards, Air Traffic Controller medical standards, and employee and industry drug abatement programs.

(n) Manages all AVS deployment and implementation of Quality Management Systems (QMS).

(o) Administers the Aircraft Flight Proficiency Program for aviation safety inspectors and flight test pilots.

(p) Prescribes policy for flight procedures development.

(q) Oversees agency flight programs to ensure safety and efficiency and that operations conform to applicable Federal Aviation Regulations and FAA policies and procedures governing these programs.

(r) Leads the development of an Aviation Safety Information Analysis and Sharing (ASIAS) initiative to accomplish the transformation from diagnostic to prognostic analysis.

(s) Sets the safety standards for FAA-provided air traffic services, both nationally and internationally, and monitors compliance with those standards.

(t) Monitors air traffic operations and carries out operational reviews of operational errors, deviations, near midair collisions, losses of separation, equipment outages, malfunctions and ATC-Zero conditions.

(u) Performs operational audits of the ATO to ensure compliance with air traffic safety standards and the Safety Management Systems (SMS). Also analyzes ATO safety performance data in support of the audit program.

(v) Represents the FAA on all safety and oversight issues with system users, national and international government agencies, industry partners and other interested parties.

(w) Manages and directs the National Transportation Safety Board (NTSB) and FAA safety recommendation programs.

(x) Manage and implement the FAA Safety Management System Program.

(3) Line of succession.

(a) Deputy Associate Administrator for Aviation Safety.

(b) Director, Flight Standards Service.

(c) Director, Aircraft Certification Service.

(d) Federal Air Surgeon.

**d. Commercial Space Transportation (AST).**

(1) Mission. The mission of the Office of Commercial Space Transportation is to ensure protection of the public, property, and the national security and foreign policy interests of the U.S. during commercial launch or reentry activities, and to encourage, facilitate and promote

U.S. commercial space transportation.

(2) Major functions.

(a) Regulate the U.S. commercial space transportation industry for the purpose of ensuring compliance with international obligations of the U.S. and protecting the public health and safety, safety of property, and national security and foreign policy interests of the U.S.

(b) Encourage, facilitate, and promote commercial space launches and re-entries by the private sector.

(c) Recommend appropriate changes in federal statutes, treaties, regulations, policies, plans and procedures.

(d) Facilitate the strengthening and expansion of the U.S. space transportation infrastructure.

(e) Provide technical oversight and research development for commercial space transportation licensing requirements.

(f) Analyze the environmental impacts of proposed licensed and permitted actions, including the licensing of launch and reentry activities, the operation of launch and re-entry sites, and the issuing of permits for suborbital reusable rockets.

(g) Manage the Grants Program under *51 U.S.C. Chapter 511 Space Infrastructure Matching Grants*, which authorizes the use of federal monies in conjunction with matching state, local government, and private funds.

(h) Ensure public health and safety by licensing commercial space launches and reentries, licensing the operation of non-federal launch sites, and determining insurance or other financial responsibility requirements for commercial launch activities.

(i) Conduct flight safety analyses, system safety analyses, and specific types of hazard and risk analyses.

(j) Monitor and inspect all FAA licensed, permitted, and otherwise regulated commercial space activities to ensure compliance with FAA regulations and the protection of public health and safety and the safety of public property.

(3) Line of succession.

(a) Deputy Associate Administrator.

(b) Director of Space Integrations.

(c) Director of Strategic Planning.

- (d) Manager, Licensing and Evaluation Division.
- (e) Manager, Operations Integration Division.
- (f) Manager, Regulation and Analysis Division.
- (g) Manager, Safety Inspection Division.
- (h) Manager, Space Transportation Development Division.

**e. Security & Hazardous Materials Safety (ASH).**

(1) Mission. The ASH organization advises and helps the Administrator direct internal security, emergency operations, communications, intelligence, investigations, hazardous materials safety, and related security and safety activities.

(2) Major functions.

(a) Responsible for the hazardous materials safety program and takes important roles in infrastructure protection and emergency operations.

(b) Develops and implements policy to protect FAA employees, contractors, facilities and assets.

(c) Inspects FAA facilities to determine compliance with facility security, communication security and classified information orders and directives.

(d) Manages the ID media program and issues identification media to FAA employees, contractors and affiliated individuals.

(e) Investigates the suitability of employees and contractors. Investigates employees, non-employees, contractors and airmen suspected of violating FAA orders and regulations.

(f) Develops and implements national policy on hazardous materials safety through inspections, investigations, training, and enforcement, on entities shipping or transporting hazardous materials to, from, or through the U.S. by air.

(g) Provides crisis management and support crisis response. Responsibilities include fielding contingency communications and classified messaging equipment, and continuity of operations planning and implementation.

(h) Supports FAA national security responsibilities.

(i) Provides intelligence support through threat analysis and coordination with the intelligence community, Department of Defense and law enforcement agencies.

(j) Provides counterintelligence and intelligence watch functions to support the Administrator and the other Headquarters Organizations.

(k) Provides protections of TOP SECRET (TS) and Sensitive Compartmented Information (SCI) intelligence, TS/SCI information systems, and SCI facilities (SCIFS) throughout the Agency. Coordinates and oversees all requirements for, and use of, SCI and other intelligence community products and services.

(l) Represents the Administrator and key staff in interagency meetings and activities of a national security nature, as directed.

(m) Serves as FAA's focal point for coordination of requests from and providing LEAP support to Federal, State, local, tribal, and international law enforcement agencies in matters of organized crime, drug trafficking, and criminal violations, and threats to the national security involving U.S.-registered aircraft and/or Airman.

(n) Responsible for the FAA Law Enforcement Assistance Program.

(o) Serves as Senior Agency Official to oversee and manage the program for classifying, de-classifying, disclosing, handling and safeguarding classified information. Also serves as an FAA Original Classification Authority (OCA).

(p) Each ASH Senior Executive is also an active participant, as needed, on the Crisis Response Steering Group (CRSG).

(q) Provides oversight and direction of air carrier hazardous materials programs.

(r) Inspects U.S. and foreign air carriers for compliance with hazardous materials regulations for safe transport by air.

(s) Conducts outreach to regulated entities, promotes partnerships with federal agencies and industry, and provides technical assistance to foreign civil aviation authorities related to the transportation of hazardous materials by air.

(t) Supports hazardous materials rulemaking, special permit, and competent authority approval activities domestically and engages in the development of standards and recommended practices internationally (e.g., ICAO, UN).

(u) Develops research and data analysis to support both hazardous materials oversight and regulatory enhancement activities.

(v) Conducts applicable regulatory investigations of FAA certificated airmen and aircraft to ensure compliance with Title 14, Code of Federal Regulations (CFR).

(w) Conducts regulatory investigations and recommends civil penalties, suspension, or revocation of airman/aircraft certificates.

(x) In accordance with 49 U.S.C. 40113, performs investigations, inspections, administers



oaths and affirmations, and other duties imposed by law and regulations.

(3) Line of succession.

(a) Deputy Associate Administrator for Security and Hazardous Materials Safety.

(b) Director, National Security Programs and Incident Response.

(c) Director, Office of Hazardous Materials Safety.

(d) Director, Security.

### **3. Headquarters Organizations—Staff Offices.**

#### **a. Chief Counsel (AGC)**

(1) Mission. The AGC mission is to provide legal counsel and advice for the handling of all FAA legal matters to ensure conformance with all legal requirements of applicable laws, rules, regulations, and orders. Components of AGC also serve as the Administrator's adjudicative forums for civil penalty, acquisition disputes and airport grant compliance.

(2) Major functions.

(a) Serves as the chief legal officer of the FAA and is counsel to the Administrator, acting for the Administrator on all legal matters, both within and outside the Agency. Represents the Administrator in legal conferences with other departments and agencies of the government and on interdepartmental committees.

(b) Provides advice and counsel to the Office of the Administrator, Headquarters Organizations, and Directorates regarding all legal matters and service performed within, or involving, the FAA.

(c) Takes action and issues orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(d) Coordinates significant legal issues, including litigation involving FAA or the DOT and other matters before the Department of Justice (DOJ) and in which FAA has an interest.

(e) Acts on any matter for which specific delegations of authority have been placed on the Chief Counsel or to any element under the direction of the Chief Counsel.

(f) Exercises line authority over the Deputy Chief Counsel, who directly manages the day-to-day operations of the Counsel office and oversees the provision of legal services to the entire Agency.

(g) Provides legal staff, programs, standards, criteria, and direction of all matters.

involving the professional conduct of the Agency's legal activities and evaluates execution of such activities

(h) Functions as the principal FAA Ethics Counselor and Conflict of Interest Review Official.

(i) Oversees, as appropriate, legal services performed within the FAA, including adherence of agency attorneys to appropriate professional standards. Any agency employee serving as agency counsel will be a report of the Chief Counsel and all agency legal services will be provided through the Office of the Chief Counsel.

(j) Establishes policy on general legal issues, determines the FAA position on specific legal problems, and resolves disagreement within the Agency on such matters.

(k) Formulates the U.S. position on international aviation law questions and on the legal aspects of FAA international treaty agreement activities and represents the FAA in legal organs of the International Civil Aviation Organization (ICAO).

(l) Coordinates and ensures the adequacy of legal aspects of defense readiness plans, programs, and functions.

(m) Coordinates and performs functions necessary to ensure continuation of operations during an emergency. Reviews and ensures legal office emergency preparedness.

(n) Coordinates on appeals from denial of requests under the Freedom of Information Act (FOIA) and Privacy Act, as appropriate.

(o) Serves as the principal element of FAA with respect to: rules codification program; drafting, approval as to form and legality, and interpretation of FAA rules, regulations, orders, and obstruction evaluation determinations; legal aspects of FAA legislative program; legal aspects of FAA acquisition programs, contracts and agreements, and the contracts appeals function; representation of the FAA in condemnation matters; tort claims by and against FAA; Administrator's adjudicative forums for civil penalty and acquisition disputes; legal proceedings before courts, legislative committees, Government agencies, and other administrative hearings; investigations by the Office of the Special Counsel; legal aspects of FAA enforcement program; legal guidance and advice on law relating to outer space, satellites, missiles, and launch vehicles as it pertains to the functions of FAA; coordination and clearance of all FAA correspondence matters with legal implications; and legal aspects of FAA's Airport Compliance Program including administrative hearings.

(3) Line of succession.

(a) Deputy Chief Counsel.

(b) Assistant Chief Counsel for Regulations.

(c) Assistant Chief Counsel for Employment and Labor Law.

(d) Assistant Chief Counsel for Enforcement.

- (e) Assistant Chief Counsel for Acquisitions and Commercial Law.
- (f) Assistant Chief Counsel for Airports and Environmental Law.
- (g) Assistant Chief Counsel for Litigation.

**b. Civil Rights (ACR)**

(1) Mission. To help, represent and advise the Administrator on civil rights and equal opportunity matters to ensure implementation of civil rights and equal opportunity precepts in all FAA official actions. This includes administration employment practices, services rendered to the public, operation of federally assisted activities and other programs involving administration assistance, participation or endorsement.

(2) Major functions.

(a) Develops and recommends to the Administrator policies, programs, standards and procedures related to civil rights and equal opportunity.

(b) Ensures equal opportunity in internal FAA employment practices (Title VII of the *Civil Rights Act of 1964*, as amended (42 U.S.C. § 2000e et seq.), Section 501 and 504 of the *Rehabilitation Act of 1973* (29 U.S.C. § 791, 794, and 794a), the *Age Discrimination in Employment Act of 1967* (29 U.S.C. § 621 et seq.), the *Equal Pay Act* (enacted as section 6(d) of the *Fair Labor Standards Act of 1938*, 29 U.S.C. § 206(d)), and implementing regulations issued by the Equal Opportunity Commission (EEOC) (29 CFR Parts 1600 through 1691). For Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), implementing regulations are issued by the Secretary of Transportation (49 CFR Part 27).

(c) Ensures equal opportunity and non-discrimination in programs operated by recipients of FAA federal assistance and by related organizations (*Title VI of the Civil Rights Act of 1964* (42 U.S.C. § 2000d et seq.); Section 520 of the *Airport and Airway Improvement Act*, and regulations of the Department of Justice (28 CFR Part 42, Subpart F; 28 C.F.R. Part 50.3 and 49 C.F.R. part 21)).

(d) Verifies that all FAA programs and activities affecting housing and urban development are administered to further the Fair Housing provision of Title VII of the *Civil Rights Act of 1968* (42 U.S.C. § 3601 et seq.).

(e) Ensures that technical advice or assistance is given to the Departmental Office of Civil Rights (DOCR) and the Office of the Secretary of Transportation (OST), to investigate alleged or suspected discriminatory practices.

(f) Provides technical advice and guidance on civil rights to FAA officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(g) Ensures that affirmative actions are taken to support total Federal equal opportunity programs.

(h) Ensures that small business concerns, owned and controlled by socially and economically disadvantaged individuals, find contracting and leasing opportunities offered by DOT programs (Section 505(d) and 511(a)(17)) of the *Airport and Airway Improvement Act of 1982*, as amended, and implementing regulations published by the Secretary (49 CFR Parts 23 and 26). Works with the Small Business Development Office to support the Disadvantaged Business Enterprise (DBE) Program.

(i) Ensures that employees and nonunion employee organizations committed to promoting the Agency's policy of equal employment opportunity are given reasonable support and encouragement.

(j) Evaluates implementation by headquarters and field elements of approved equal opportunity and civil rights policies, programs, standards and procedures.

(k) Provides for or conducts in-depth equal opportunity compliance reviews to ensure program implementation (or when requested by higher authority). Reviews the Agency's grant-in-aid activities as developed and implemented by the Directorates.

(l) Serves as the liaison between FAA and DOCR, developing or coordinating civil rights and equal opportunity reports prescribed by OST.

(m) Provides for, investigates and analyzes discrimination complaints filed under 29 CFR Part 1613.

(n) Investigates complaints as required by OST under Section 504 of the *Rehabilitation Act of 1973*.

(o) Serves as the contact point and liaison for employees and employee organizations committed to promoting FAA policies and programs for equal employment opportunity.

(p) Manages the FAA Alternative Dispute Resolution (ADR) program.

(q) Trains FAA employees—especially supervisory, managerial or human resources personnel in all aspects of equal employment opportunity, prevention of sexual harassment and other related topics.

(r) Coordinates FAA programs to remove barriers, improve administrative infrastructure and increase participation in FAA-sponsored programs.

(s) Ensures nondiscrimination in the award and administration of federally assisted contracts (*Airport and Airway Safety and Capacity Expansion Act of 1987* (P.L. 100-223), P.L. 112-95 (49 U.S.C 47107 and 47113)).

(t) Coordinates with AHR and AGC on FAA or LOB/SO-wide human resource policies, practices and procedures consistent with EEOC Management Directive 715, including agency deliberations regarding reorganizations, realignments, recruitment strategies, vacancy projections, succession planning, training/career development opportunities, and other workforce changes.

(u) Works collaboratively with LOBs/SOs during pre-decisional deliberations related to LOB/SO-wide critical workplace decisions and policy development (e.g. recruitment strategies, vacancy projections, succession planning, and training/career development opportunities).

(3) Line of succession.

(a) Deputy Assistant Administrator for Civil Rights.

(b) Director, National Policy and Compliance.

**c. Communications (AOC).**

(1) Mission. The mission of AOC is to direct and oversee the FAA's corporate internal and external communications programs.

(2) Major functions.

(a) Ensures that agency communications are aligned with FAA strategic mission needs.

(b) Serves as the principal advisor to the Administrator, Deputy Administrator, and the Administrator's management team on communications policies, programs and strategies across the Agency.

(c) Chief spokesperson for the FAA on media relations. Ensures that major FAA objectives and achievements are effectively presented to the public, the aviation community, and FAA employees.

(d) Builds effective working relationships with airlines, industry groups, and the press to promote collaboration and understanding of aviation issues. Creates and maintains channels of communications with members of the press at national, international and local levels.

(3) Line of succession.

(a) Deputy Assistant Administrator for Public Affairs.

(b) Deputy Assistant Administrator for Corporate Communications.

**d. Finance and Management (AFN).**

(1) Mission. The Assistant Administrator for Finance and Management advises and assists the Administrator in directing, coordinating, controlling and ensuring the adequacy of FAA plans and programs for: budget and financial management; appraisal and evaluation of programs and activities; acquisition; and regions and center operations (real property, personal property, government furnished property and transportation services).

(2) Major functions.

(a) Plans, leads and coordinates the FAA's implementation of government-wide administrative and program management initiatives to ensure efficient and effective implementation across the Agency. Adapts best practices from federal agencies and the private sector. Leads creative development and policy implementation with regard to business processes and management programs. Directs management studies as requested by the Administrator. Oversees the consolidation of common support services to improve the quality and efficiency of services provided and to consolidate duplicative programs.

(b) Provides executive oversight in the development and implementation of service level agreements with users of business services. Measures the quality of the services provided and ensures that all services meet the terms described in the agreements. Reviews and evaluates program performance to keep the Administrator informed about whether program goals are being met effectively and for recommending action to improve program performance.

(c) Provides strategic input to and collaborates with the Office of the Secretary of Transportation (OST), the Office of Management and Budget (OMB), the Government Accountability Office (GAO) and other oversight organizations to improve FAA operations and programs.

(d) Represents the Administrator before Congress, OMB, OST, other government agencies and in meetings with industry officials on matters within AFN's purview.

(3) Line of succession.

(a) Deputy Assistant Administrator for Financial Services.

(b) Deputy Assistant Administrator for Acquisitions and Business Services.

(c) Deputy Assistant Administrator for Information Services.

(d) Deputy Assistant Administrator for Regions and Center Operations.

**e. Government & Industry Affairs (AGI).**

(1) Mission. AGI is the Administrator's principal advisor and representative concerning relations with Congress, aviation industry groups and other governmental organizations. With other agency organizations, AGI develops and reviews plans and strategies involving these

groups to enhance aviation safety. To ensure consistency with the Department of Transportation, AGI closely consults and coordinates with the Assistant Secretary for Governmental Affairs.

(2) Major functions.

(a) Advises and informs the Administrator, Deputy Administrator, Headquarters Organizations and other agency officials on the policies, actions and positions of Congress, state and local government officials, and industry representatives.

(b) Develops programs to inform external groups about agency policies and actions. Responds to requests for information.

(c) Serves as the focal point to coordinate agency actions related to congressional oversight of FAA programs.

(d) Coordinates with departmental officials to ensure consistency to further policies related to Congressional and inter-governmental issues.

(e) Serves as the FAA clearing house for communicating with Congress.

(f) Manages the FAA Reports to Congress program. Serves as the FAA Reports Control Officer and is responsible for giving the DOT Congressional Reports Officer all information to disseminate to Congress and interested parties.

(3) Line of succession.

(a) Deputy Assistant Administrator.

(b) Manager.

(c) Senior Legislative Analyst.

**f. Human Resource Management (AHR).**

(1) Mission. AHR advises and assists the Administrator with the strategic human capital planning, personnel accession, administrative management, and development of core competencies within the FAA workforce. These programs include employment, compensation, human resources information and automation, executive resources, general and leadership learning and development, human capital measurement and benchmarking, labor and employee relations, benefits, workplace environment, personal accountability, performance management and recognition, and operational services to organizations within the FAA.

(2) Major functions.

(a) Develops, communicates and promotes policies, standards, procedures and principles for human resource management programs to meet the requirements of FAA's Headquarters Organizations.

(b) Appoints, develops, and sustains employees through human resources programs including: human capital planning, staffing (recruitment and selection), compensation and benefits, and human capital development to meet agency requirements.

(c) Administers FAA's labor policy and supports the Agency in developing successful relationships with national labor organizations and employees.

(d) Supports the Headquarters Organizations in their implementation of corporate human resource policies and ensures policies enable the effective accomplishment of the FAA mission.

(e) Manages the occupational safety and health program to prevent work-related injuries and illnesses. Analyzes data to determine injury and illness trends. Uses the results to target program initiatives for maximum injury prevention. Assists the Administrator in assuring that safety and health officials are designated at each appropriate level with sufficient authority and responsibility to plan for and assure funds for the necessary staff, equipment, materials and training required to ensure a safe work environment.

(f) Administers the workers' compensation program to compensate employees who sustain work-related injuries and illnesses. Provides corporate-wide guidance, direction and managerial training to ensure efficient administration of the program. Ensures that workers' compensation costs are contained through proactive case management of all disability claims in partnership with FAA Headquarters Organizations and Department of Labor (DOL) staff.

(g) Oversees multiple internal and external human resource information systems to ensure the safeguarding of employee profiles and to meet Agency requirements for personally identifiable information data collection.

(3) Line of succession.

(a) Deputy Assistant Administrator for Human Resource Management.

(b) Director, HR Services.

(c) Director, Accountability Board.

(d) Director, Talent Development Management.

(e) Director, Compensation and Benefits.

(f) Director, Labor and Employee Relations.



**g. NextGen (ANG)**

(1) Mission. The NextGen organization champions the evolution of the Next Generation Air Transportation System (NextGen) through technical and integration expertise, NAS-wide change stewardship and an operating model that drives collaboration and accountability across the Agency. Realize the future vision of aviation by providing integrated strategies and solutions that achieve national and international goals.

(2) Major functions.

(a) Executes the mission of the FAA and the evolution of the FAA to the NextGen environment. Establishes NAS goals for safety and security of systems, long-term strategies, budgets, priorities and resource allocations that improve service and achieve performance targets. Ultimately accountable for ensuring NextGen benefits realization throughout the NAS lifecycle.

(b) Executes the mission of the NextGen organization. Ensures its offices establish near-term and midterm goals, budgets and priorities. Collaborates with the ATO and other Headquarters Organizations to provide a comprehensive and coherent plan for evolving FAA to the NextGen environment. Allocates and manages resources and meets NextGen performance targets.

(c) Conducts research aimed at increasing safety, flexibility and sustainability of the future air transportation system.

(d) Transfers concepts, technologies, procedures, and studies from research programs to FAA organizations and federal agencies with operational responsibilities, and to the private sector, which optimizes safety, capacity and security and also reduces negative environmental impacts.

(e) Establishes enterprise-level requirements, manages and implements technologies identified in the NextGen Implementation Plan to transition the NAS to meet forecasted demand.

(f) Establishes and maintains the NextGen Implementation Plan and the NAS Segment Implementation Plan and supporting budget, planning and portfolio management documentation.

(g) Establishes and manages the NAS Concept of Operations, the NAS Enterprise Architecture and the NAS Operational Portfolios to ensure they meet current and future service requirements.

(h) Develops plans to monitor and track execution of NextGen programs and supporting implementation initiatives. Integrates initiatives, activities and capabilities to ensure implementation of the NAS improvements to meet current and future air travel demands.

(i) Plans, analyzes, researches and develops advanced concepts, new technologies and prototypes. Manages NAS service analysis and enterprise level systems engineering to support initial and final investment decisions.

(j) Identifies strategies, plans and develops integrated solutions, and coordinates investments to evolve and sustain a world-class aviation system.

(k) Executes the corporate research, engineering and development planning and budget process for the Administrator.

(l) Ensures that laboratories, facilities and support services of the William J. Hughes Technical Center are available and meet the requirements of the FAA's Headquarter Offices and external customers.

(m) Ensures that NAS systems and new acquisitions (equipment, hardware, software, and services) receive test, evaluation, verification and validation services throughout their lifecycle. Provides services and capabilities throughout the product lifecycle to test, evaluate, verify, validate and monitor new and existing NAS components, services, capabilities, procedures and related work products. Ensures that NAS planning and implementation activities are synchronized with internal and external partners to support future operational requirements.

(n) Quantifies and updates the operational impacts of NextGen technologies, procedures, and infrastructure on overall NAS performance using fast-time simulation tools, analytical and measurement techniques. Develops and updates NextGen cost and benefit estimates.

(o) Provides an environment for transparent multi-agency coordination and engagement in long term NextGen planning. Integrates high priority NextGen R & D requirements and facilitates transfer between agencies via Research Transition Teams and workgroups.

(3) Line of succession.

(a) Deputy Assistant Administrator, NextGen.

(b) Director, William J. Hughes Technical Center.

(c) Director, Portfolio Management and Technology Development.

(d) Director, NAS Systems Engineering Integration.

(e) Director, NextGen Performance and Outreach.

(f) Director, Interagency Planning.

#### **h. Policy, International Affairs & Environment (APL).**

(1) Mission. The APL leads the Agency's efforts to increase the safety and capacity of the global aerospace system in an environmentally sound manner. It also leads FAA's strategic policy and planning efforts and coordinates the Agency's reauthorization before Congress. APL is responsible for national and international aviation policies and strategies including aviation activity forecasts, economic analyses and rulemaking, aircraft noise and emissions research and policy, environmental and energy policy and aviation insurance.

(2) Major functions.

(a) Develops and recommends national and international aerospace system policies, strategies and priorities, including aviation environmental and energy matters.

(b) Manages overall Agency strategic and business planning and organizational performance management processes.

(c) Reviews and analyzes proposed FAA actions having significant impact on the international aviation system to ensure consistency with U.S. foreign policy.

(d) Develops and executes research, engineering and development programs to understand aviation environmental and energy impacts and programs to advance aircraft and fuel technologies, operational procedures, and policy solutions to mitigate these impacts.

(e) Ensures the continuous coordination of aviation policies, goals, overall plans, and progress assessments with the OST, other Executive Branch agencies, and executive offices of the President (e.g., Council of Economic Advisors, Council on Environmental Quality, Domestic Policy Council, Office of Science and Technology Policy), as appropriate.

(f) Coordinates development of Administration legislative initiatives that advance the Agency's mission and the Administration's priorities.

(g) Maintains liaison with civil aviation authorities, the International Civil Aviation Organization (ICAO), multilateral civil aviation organizations, multilateral development banks and institutions, U.S. Foreign Service and development agencies, the OST, other government agencies, and industry groups on international civil aviation issues.

(h) Supports the Administrator in policy development and agency-wide planning efforts through the Management Advisory Council and other similar advisory bodies as directed by Congress.

(i) Identifies future demand for aviation services and implications for aviation policies, and leads agency efforts in congestion management.

(j) Reviews and analyzes proposed FAA regulatory and other actions that affect the national aviation system, identifying the social, economic, or other consequences of FAA

actions, and provides policy direction for their resolution.

(k) Insures airlines and other aviation-related entities, as authorized by 49 U.S.C. Chapter 443.

(l) Negotiates and concludes technical assistance, training and cooperative agreements where the ultimate beneficiary may be foreign entities and international organizations.

(m) Serves as the U.S. Government Secretariat for the Interagency Group on International Aviation (IGIA).

(n) Coordinates FAA staffing in foreign areas with the Department of State (DOS), including initiating requests for DOS approval through the National Security Decision Directive-38 (NSDD-38) process.

(o) Develops, issues and maintains international travel guidelines for FAA employee and contractor travel to foreign areas.

(p) Responsible for coordination of all aspects of global outreach for NextGen.

(3) Line of succession.

(a) Deputy Assistant Administrator for Policy, International Affairs and Environment.

(b) Director, International Affairs.

(c) Director, Aviation Policy and Plans.

(d) Director, Environment and Energy.

## Appendix A: Process for Organizational Change Requests

The process for requesting and implementing organizational change is outlined in the steps below:

**1. Identify a POC.** The Headquarters Organization that is proposing an organizational change must first identify one person who will submit the proposal to the OCT and who will serve as the organization's POC for all matters related to the proposed change.

**2. Submit proposal.** The POC submits the proposal for organizational change, which must include:

**a. Organizational Change Request (OCR).** The OCR must be signed by the head of the Headquarters Organization requesting organizational change. The OCR is required for all proposals to establish, abolish, combine or rename organizations and must include the following information:

(1) Point of Contact name and contact information.

(2) A concise description of the proposed organizational change.

(3) A brief justification for the change that describes the need for and the objectives to be gained by the change. A few examples of justifications are: information about costs versus savings, a gain in efficiency, or a change in functions that necessitates an organizational change.

(4) Information about whether or not position duties or the physical locations of positions will change as a result of the organizational change.

(5) A proposed effective date. Although the proposal must include a proposed effective date, ultimately the OCT will determine the effective date based on the Agency's operational requirements.

**b. Organizational charts.** The proposal must include a copy of all affected organizational charts as they would appear after implementation of the organizational change. The charts should only include boxes containing the name of the organization along with its routing code. It must not include extraneous information (e.g., employee names, phone numbers, position levels).

**3. Determine if approval is required.** If the proposal requires approval from either Congress or the Administrator, the OCT will do the following:

**a. Congressional approval.**

(1) Some requests for organizational change are very large in scope and/or have very significant impacts with regard to established programs, projects, or activities. Major changes like these may require obtaining approval from Congress for reprogramming. A few examples of changes that would require reprogramming include an increase in funds or personnel for a

program, project or activity for which funds have been denied or restricted by Congress or a change that would result in funds directed for a specific activity by either the House or Senate Committees on Appropriations being used for a different purpose. These are just two examples of changes that could trigger a requirement for reprogramming.

(2) If it is possible that the proposal will require Congressional approval, the OCT will submit the proposal to the Office of Budget and Programs (ABP) for a determination on the matter. If ABP determines that Congressional approval is necessary, it will submit a reprogramming request in accordance with the latest revision of *Order 2500.3, Reprogramming Appropriated Funds* and the Department of Transportation's latest *Memorandum, Revised Guidance for Reprogramming Appropriated Funds*. ABP will notify the OCT of the decision from Congress to approve/disapprove the reprogramming request. No organizational changes will be implemented until ABP notifies the OCT that it has received approval to proceed from the House and Senate Appropriations Subcommittees.

**b. Administrator approval.** If the Administrator's approval is not required, the OCT will direct the requesting organization to submit its organizational change package in accordance with paragraph 4, below. If the Administrator's approval is required, the requesting organization must first brief the Business Council (BC) on the proposed organizational change. Following the presentation before the BC, and upon receipt of the Administrator's approval, the OCT will notify the requesting organization when it may proceed with submitting its organizational change package. To facilitate the briefing to the BC, the OCT will:

(1) Prepare the requesting organization to present its proposed change to the BC.

(2) Submit a request to the BC for a scheduled date and time for the requesting organization to make its presentation.

**4. Submit organizational change package.** The requesting organization will submit its organizational change package, which contains:

**a.** A completed *Organizational Expenditure Code Form (OEC)*, if applicable. Information about OEC forms can be found in the latest version of *Order 1375.7, Organization Expenditure Codes (OEC)—Cost Center Segment Flex Field*.

**b.** A Mass Change List (MCL) with the following fields of Federal Personnel Payroll System (FPPS) data for each affected employee. This data must be pulled directly from Datamart and must not contain any manual entries.

(1) Employee name

(2) Employee Common ID number

(3) Current organization

(4) Current Sub Bureau

- (5) Current Position Number (PD)
- (6) Current Common Accounting Number (CAN)
- (7) Current Bargaining Unit Status (BUS code)
- (8) Current duty location
- (9) New organization
- (10) New Sub Bureau
- (11) New Position Number (PD)
- (12) New Common Accounting Number (CAN)
- (13) New duty location

Additionally, for employees who are currently on temporary assignments or temporary promotions (outside of or within the organization), the following information is also required:

- (14) NOA Narrative 1
- (15) To Org
- (16) Org From
- (17) Effective Date (of the temporary assignment or temporary promotion)

**5. Review process.** After receiving the organizational change package, the OCT will review the proposed and current org charts, MCL, and OEC form (if applicable) to ensure that all the required information has been provided. If any modifications to the documents are necessary, the OCT will notify the requesting organization's POC.

**6. Implementation.** The OCT will implement the proposed change (following union notification, if applicable).

**7. Quality control.** After implementation of the organizational changes, AFO will verify that the new information for each employee and organization matches the information in the documentation submitted with the Organizational Change Request.

**8. Updated information.** After the organizational changes are processed, the OCT will update the FAA Organizational Chart, which is found on the MyFAA website. The OCT will also provide information to other stakeholders to enable them to update their downstream systems and processes. AFO will update this Order, as necessary. The Headquarters Organization that

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Appendix A

requested the change will update the 1100 orders specific to their organizations, if any.