



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Office of the Chief Counsel

**ORDER
GC 1100.170**

Effective Date:
01/03/17

SUBJ: Office of the Chief Counsel

1. **Purpose of the Order.** This order clarifies the roles and responsibilities of the three Deputy Chief Counsel, the Director and Administrative Judge, Office of Adjudication, and the Director of Administrative Services, and is primarily internal to the Office of the Chief Counsel (AGC). Clarifying the roles and responsibilities for these positions will assist AGC to fulfill its responsibilities to effectively and efficiently provide legal services

2. **Who this Order Affects.** It has limited impact on other FAA lines of businesses and staff offices.

3. **Where to find this Order.** You can find this Order on the MyFAA Employee Web Site: https://employeees.faa.gov/tools_resources/orders_notices/. This Order is available to the public at http://www.faa.gov/regulations_policies/orders_notices/

4. **Background.** The AGC leadership team developed and implemented a leadership and practice area management model that included greater specialization and organizational alignment of legal practice areas in the field and Headquarters offices. These changes improve AGC's efficient and effective delivery of legal services. The model supports the Chief Counsel (AGC-1) with three career Deputy Chief Counsel managing distinct legal and administrative work portfolios. The Office of Dispute Resolution for Acquisitions (ODRA), AGC-70, also was expanded to include the Civil Penalties adjudication function, creating the Office of Adjudication. Finally, the Director of Administrative Services position was created to provide direction and oversight to the expanded Administrative Services function.

5. Roles and Responsibilities

a. Principal Deputy Chief Counsel (AGC-2) – In addition to providing executive leadership and direction to the Enforcement and Regulations legal practice areas, the Principal Deputy Chief Counsel serves as the chief legal strategist and performs the critical role of ensuring AGC provides timely and high-quality legal advice and service on a number of high profile and inter-disciplinary Agency and Departmental initiatives. In the absence of a politically appointed Chief Counsel, AGC-2 serves as AGC's chief legal officer.

b. Deputy Chief Counsel (AGC-3) – Is the Deputy Chief Counsel for Business Operations, providing executive leadership and direction to the Acquisition and Fiscal Law and Airports and Environmental Law, International Law and Legislation legal practice areas.

c. Deputy Chief Counsel (AGC-4) – Is the Deputy Chief Counsel for Employment Law, Litigation and Administration, providing executive leadership and direction for the Employment Law, Litigation, Ethics, and Information Law practice areas, and also oversees AGC's Administrative Services and Regional Counsel. This includes responsibility for management of AGC's human capital, budget, information technology, acquisition, training activities, and the Regional Counsel structure. In the absence of a politically appointed Chief Counsel, AGC-4 serves as AGC's chief administrative officer.

d. The Director and Chief Administrative Judge of the Office of Adjudication (AGC-70). The Office of Adjudications includes the Office of Dispute Resolution for Acquisition ("ODRA"). The ODRA fulfills its statutory mandate as the sole administrative tribunal authorized to decide or resolve all bid protests and contract disputes on behalf of the FAA administrator under the FAA's Acquisition Management System. The Office of Adjudication also includes the Civil Penalty staff, which prepares recommended decisions for the Administrator in appeals from decisions issued by DOT Administrative Law Judges and provides hearing officers in other civil penalty matters. This position reports directly to the Chief Counsel.

e. The Director of Administration, AGC-10 is responsible for Office of the Chief Counsel-wide administrative matters, including human capital, budget formulation and execution, prioritization of budget and resource matters, internal personnel processes, resource management, IT systems, non-legal training, strategic and business planning, and management systems, including correspondence control. The Director also serves as AGC management's representative on AGC union matters. This position reports to the Deputy Chief Counsel for Employment Law, Litigation, and Administration.

6. **Line of Succession.** In the absence of a politically appointed Chief Counsel, the following order of succession applies:

- a. Principal Deputy Chief Counsel (for legal matters);
- b. Deputy Chief Counsel for Employment Law, Litigation and Administration (for AGC administrative matters);
- c. Deputy Chief Counsel for Business Operations

7. **Organizational Chart.** Attached as Appendix A is the Office of the Chief Counsel Organizational Chart.

8. **Distribution.** This Order is distributed to the division level in the Washington Headquarters, regions and centers.



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Appendix A. Office of Chief Counsel (AGC) Organizational Chart

