

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL AF 1300.3B

GREAT LAKES REGION

5/22/98

**SUBJ: AIRWAY FACILITIES STANDARD POSITION ORGANIZATION CHART PROCEDURES**

1. **PURPOSE.** This order establishes the Position Organization Chart (POC) as the official document for approval of positions and organizational structure within the Great Lakes (GL) Airway Facilities (AF) Division. It provides standards for the preparation of POCs and delineates the responsibilities and procedures for requesting approval to establish System Management Office (SMO), branch, or staff positions, or any organizational elements that are not depicted on current approved POC charts.

2. **DISTRIBUTION.** This order is distributed to the section level and above in the AF Division field offices in the Great Lakes Region, to the Professional Airways Systems Specialists (PASS), and to the National Air Traffic Controllers Association – AF (NATCA).

3. **CANCELLATION.** Order GL AF 1300.3A, Airway Facilities Standard Sector and Regional Positions, dated 11/26/92, is canceled.

4. **BACKGROUND.** Based on all published and documented AF structural realignment guidance, all AF Division organizations in the Great Lakes Region will comply with this order in future position tracking. As the Staffing and Compensation Policy Division, AFZ-200, may continue to work on refining national criteria for tracking the organization's composition, further guidance may be issued at a later date.

5. **IMPLEMENTATION.** This order shall become effective upon signature. It is not the intent of this order to reduce in grade or otherwise affect incumbents currently occupying non-standard positions. Therefore, a non-standard position(s) currently encumbered should remain in place until such time as the position(s) becomes vacant, or a subsequent nationally classified (permanent) position(s) replaces it.

6. **RESPONSIBILITIES.**

a. Staff/Branch/SMO are responsible for the following:

(1) Determining that positions and/or organizational elements are in compliance with the organizational element and position standards as defined in paragraphs 8 through 10 of this order.

(2) Completing the requests for positions/organizational elements that are not in compliance with paragraphs 8 through 10 of this order.

(3) Ensuring requests for changes to currently approved POCs address the criteria identified in paragraph 9 of this order and shall be submitted to the Human Resources Team, AGL-424. All requests shall be accompanied by appropriate documentation supporting the change.

(4) Ensuring that all position/organizational changes are properly coordinated with appropriate bargaining unit representatives. Changes should be coordinated with affected parties, maintaining sensitivity to any political or organizational impacts.

b. The Manager of the Resource Management Branch, AGL-420, shall ensure that the recommendations of AGL-424 meet the requirements of this order, are in compliance with national guidance, and fully support the entire GL AF Division's operation.

c. AGL-424 shall complete a review of all activities associated with this process. AGL-424 will prepare final correspondence for changes deviating from national guidelines. The Manager, AGL-400, will review actions requiring approval at the national level.

d. The date signed by the manager, AGL-400, shall become the effective date of the initial POC. AGL-424 will provide approved copies of this document to the originating Staff/Branch/SMO.

**7. STANDARD POSITIONS.** The POC shall depict the number of positions as initially distributed at the beginning of each fiscal year. The completed POC depicting staffing allocations shall be submitted to AGL-424 within 60 days of staffing distribution. Any requests for changes to the organization's approved POC must be accomplished in accordance with paragraph 10 of this order.

**8. POC STANDARDS FOR STAFF/BRANCH/SMO ORGANIZATIONS.** In order to document the approved organizational structure of the staff, branches, and SMO positions, the AF Division has elected to utilize position organization charts.

a. The charts will graphically depict inter-relationships between organizational elements and the numbers and types of personnel authorized in each sub-organizational element. In order to ensure uniformity between charts, paragraph 8,b., defines the minimum data elements to be maintained for each organization.

b. The POC chart will include one box for each organizational sub-element, with lines connecting the boxes to depict the inter-relationships. A hierarchical format will be utilized such that the headquarters box is located at the top of the page. Within each box, there is the title of the organizational element, the title, series, grade, position description (PD) number of the authorized position types, the quantity of personnel authorized for each position type, and a total of all authorized positions. The employee to supervisor (E/S) ratio shall be depicted for each sub-organization and the overall organization. Each Staff/Branch/SMO is responsible for ensuring that overall E/S ratios are within national guidelines. The direct staff and overhead percentages for the Staff/Branch/SMO shall also be recorded with the FY authorizations.

**9. DOCUMENTATION REQUIRED TO SUPPORT REQUESTS FOR CHANGES TO POCs.** After the initial POC is submitted and approved, all future organizational changes will be documented with an updated POC.

a. For those changes that fall within established guidelines, an updated POC chart will be forwarded to AGL-420 when the changes are implemented. The updated POC will highlight the changes from the previous POC.

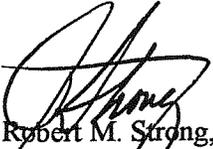
b. For those changes that deviate from established guidelines, a request for approval by the Manager, AGL-400, must be submitted to AGL-420. This request must include a revised POC and supporting documentation commensurate with the magnitude of changes being requested. As necessary, AGL-420 will prepare final correspondence for actions requiring approval at the national level.

**10. REVIEW AND APPROVAL PROCESS FOR ORGANIZATION CHANGES.** All requests for organization changes, supporting documentation, and revised POCs, shall be submitted to the Resource Management Branch, AGL-420, attention AGL-424. AGL-424 is responsible for reviewing, providing feedback, incorporating additional information as necessary, and providing a recommendation for approval to the Manager, AGL-400, and/or at the national level. Personnel actions based on POC revisions will not be processed prior to AGL-400 approval of POCs. AGL-424 will provide copies of the approved request for

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organization change(s) and revised POC to the originating Staff/Branch/SMO.



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