



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Human Resource Management Policy

ORDER
HR 1100.169

Effective Date:
12/08/16

SUBJ: Office of Human Resource Management

- 1. Purpose of this Order.** This Order announces the Assistant Administrator for Human Resource Management's (AHR-1) decision to restructure Human Resource Management Directorates.
- 2. Audience.** This Order affects everyone who does business with the Office of Human Resource Management.
- 3. Where can I Find This Order?** You can find this Order on the MyFAA Employee Web site: https://employees.faa.gov/tools_resources/orders_notices/. This Order is available to the public at http://www.faa.gov/regulations_policies/orders_notices/
- 4. Background.** Several internal changes were made within the AHR. This order announces the organizational structure of the AHR and reflects modification of the functions and activities that will be performed to meet the FAA's goal and objectives.
- 5. Explanation.** AHR is reorganizing into a functionally aligned organization to increase effectiveness and efficiency. The new configuration supports our new missions and visions. Additionally, the new alignment better supports inter- and intra-Directorate teaming to drive performance excellence.
- 6. Assistant Administrator for Human Resource Management, AHR-1**
 - a. Office of AHR-1**
 - (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) **Vision Statement.** To implement an innovative human capital strategy that sets new standards of customer service and enables the FAA to meet its mission through its employees.
 - (3) **Mission Statement:** In support of the FAA's purpose to ensure aviation safety, it is Human Resource Management's mission to support the FAA in meeting its goals and objectives through its most valuable resource – its PEOPLE.

(a) Create the human resource (HR) strategies and policies for the agency.

b. Service on Executive Boards and Committees

- (1) Senior Management Team
- (2) Executive Council and Business Council
- (3) Labor Management Forum
- (4) Accountability Board
- (5) DOT HR Council
- (6) Air Traffic Control Hiring Executive Steering Committee
- (7) Workforce of the Future Executive Steering Committee

c. Delegation of Authority - AHR-2

d. Line of Succession - AHR-2

7. Deputy Assistant Administrator for Human Resource Management, AHR-2

a. Office of AHR-2

(1) Vision Statement. HR's directorates will partner with our lines of business (LOB) and staff office customers, to ensure that our day-to-day support activities align to their strategies, goals, and plans.

(2) AHR-2's Mission and Operations

(a) Mission: Manage and oversee the HR strategies and day-to-day operations for the agency.

(b) Each directorate's vision and mission statement is listed below.

b. Service on Executive Boards and Committees

- (1) Innovation Council
- (2) Associates Meeting

c. Delegation of Authority – AHR Executive Team

8. Directorates for Human Resource Management:

a. The overall responsibilities of the directorates are to create policy, guidance, and long-term strategy for AHR, and to ensure AHR is progressing toward the accomplishment of FAA's vision, missions, goals, and objectives. They are also responsible for the execution of AHR strategy and policy to ensure AHR operations will accomplish its objectives in partnership with Lines of Business (LOBs) and Staff Offices (SOs). In support of these functions, the Human Resource (HR) Strategic Initiative Staff will be established. This staff will be responsible for the overall direction, coordination, implementation, execution, control and completion of strategic projects ensuring consistency with AHR Strategic goals and vision.

b. The following directorates will report directly to AHR-1:

(1) Deputy Assistant Administrator for Human Resource Management (AHR-2),

c. The following directorates will report directly to AHR-2:

(1) HR Strategic Initiative Staff (AHR-10),

(2) HR Policy & Compliance Division (AHR-100),

(3) Office of Human Resource Services (AHF-1/2/3),

(4) Office of Labor & Employee Relations (AHL-1/2/3),

(5) Office of Compensation, Benefits and Worklife (AHB-1),

(6) Office of the Accountability Board (AHA-1),

(7) Office of Talent Development (AHD-1),

(8) Office of HR Business Management and Performance (AHP-1)

9. New functional alignment structure:

Office of Human Resource Services (AHF)

(1) Vision: HR Services will provide HR services across FAA headquarters and regional offices, with consistency, professionalism, accuracy, and timeliness.

(2) Mission: HR Services Office's purpose is to be a business partner with LOB and SO representatives by providing an array of HR services in partnership with their customer(s).

(3) Major Functions - HR Services has oversight of FAA Headquarters, regional Eastern, Central, and Western HR services. The core functions are Management Consultation and Advice, Personnel Action Processing, Recruitment and Referrals of Qualified Individuals, Personnel Pay Administration, Employee Onboarding, Corporate Recruiting, Diversity and Veterans and Air Traffic Controllers (ATC) Recruiting, Aviation Careers and ATC Support, and

Headquarters (HQ) HR Services. In support of these functions, the Human Resources Support Staff will be established.

- (4) Service on Executive Boards and Committees - None
- (5) Delegation of Authority. Principal Deputy Director of HR Services
- (6) Line of Succession -
 - (a) Principal Deputy, HR Services
 - (b) Deputy, Regional HR Services
 - (c) Regional HR Services – Eastern Service Area Manager
 - (d) Regional HR Services – Central Service Area Manager
 - (e) Regional HR Services – Western Service Area Manager
 - (f) Headquarters HR Services, HQs Director, HR Services Division

b. Office of Labor and Employee Relations (AHL)

(1) Vision: Labor and Employee Relations will be a trusted business partner in the strategy and execution of labor management and employee relation matters to accomplish FAA's mission.

(2) Mission: The purpose of LER is to develop and maintain constructive labor-management relations between the FAA and its labor unions, and facilitate the appropriate resolution of employee relations matters.

(3) Major Functions - The core functions are LER, LER Support (LER Systems and Programs), LER Training, Collective Bargaining, and Labor Litigation.

- (4) Service on Executive Boards and Committees - None
- (5) Delegation of Authority -
 - (a) Office of the Deputy Director for LER HQ Operations
 - (b) Office of the Deputy Director for LER Regional Operations
- (6) Line of Succession -
 - (a) Office of the Deputy Director for LER HQ Operations
 - (b) Office of the Deputy Director for LER Regional Operations

- (c) LER Regional Operations - Eastern Service Area Manager
- (d) LER Regional Operations - Central Service Area Manager
- (e) LER Regional Operations - Western Service Area Manager
- (f) Employee Relations Division
- (g) Labor Litigation Division
- (h) Collective Bargaining Division
- (i) National LER Systems & Programs Division

c. Office of Compensation, Benefits, and Worklife (AHB)

(1) Vision: Compensation, Benefits, and Worklife will be the agency's strategic partner that ensures long-term missions are focused on the FAA's core assets its people.

(2) Mission: Compensation, Benefits, and Worklife's purpose is to plan, manage, and strategically promote the total value of FAA employment.

(3) Major Functions - The core functions are Benefits and Worklife, Compensation, Employee Performance Management, Workers' Compensation and OSH Policy & Compliance.

(4) Service on Executive Boards and Committees - IT Executive Steering Committee

(5) Delegation of Authority – None

(6) Line of Succession

- (a) Benefits and Worklife Division
- (b) Compensation Division
- (c) Workers' Compensation Division
- (d) OSH Policy & Compliance Division

d. Office of the Accountability Board (AHA)

(1) Vision: The FAA Accountability Board (The Board) will serve as the model for timeliness and consistency in the prevention of harassment in the workplace.

(2) Mission: The Board oversees management's response to allegations of harassment and other types of misconduct that come under its scope for timeliness, consistency, and appropriateness; and works strategically as a business partner to foster a harassment-free workplace.

(3) Major Functions. The core functions of The Accountability Board are Case Management, Accountability Board Training, Program Assistance, Trend Forecasting, Case Tracking, and Monitoring.

(4) Service on Executive Boards and Committees - The Accountability Board

(5) Delegation of Authority - None

(6) Line of Succession - None

e. Office of Talent Development (AHD)

(1) Mission: Talent Development's purpose is to provide each employee of the FAA with the consistent, forward-looking, non-technical development tools and educational opportunities needed to succeed at every role within the FAA

(2) Vision: The purpose of the Talent Development Office will be the premier strategic developer of individual and team learning products, services, and opportunities for our entire high performance FAA workforce.

(3) Major Functions - Office of Talent Development. The core functions are Leadership & Employee Development, Learning Development, Organizational Effectiveness, Diversity Program and Human Capital Planning.

(4) Service on Executive Boards and Committees

(a) Learning Enterprise Architecture Steering Committee

(b) DOT Learning and Development Council

(c) Chief Learning Office Committee

(d) Learning and Development Workforce Council

(e) Delegation of Authority -

(1) Learning Services, Director

(2) Leadership & Employee Development, Director

(f) Line of Succession -

- (1) Leadership & Employee Development Division
- (2) Learning Services Division
- (3) Organizational Effectiveness Division
- (4) Human Capital Division

f. Office of HR Business Management and Performance (AHP)

(1) Vision: Business Management and HR Performance will serve as an efficient and outcome-based administrative support services for HR executives.

(2) Mission: Human Resource (HR) Business Management and Performance is the administrative support services branch of AHR that enables the conduct of human resources operations. This office includes diverse organizational functions, such as financial management, strategic planning, HR metrics, and process improvement.

(3) Major Functions - The core functions are Communications, Property and Space Management for AHR, Internal AHR Services, Business Planning and Performance, Process Improvement and Financial Management.

(4) Service on Executive Boards and Committees - None

(5) Delegation of Authority -

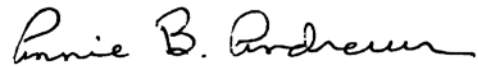
- (a) Manager of Business Management Division
- (b) Manager of Business Plans and Performance Division
- (c) Manager of Financial Management Division

(6) Line of Succession –

- (a) Business Management Division
- (b) Business Plan and Performance Division
- (c) Financial Management Division

10. Organizational Chart. Attached as Appendix A is the Office of Human Resource Management (AHR) Organizational Chart.

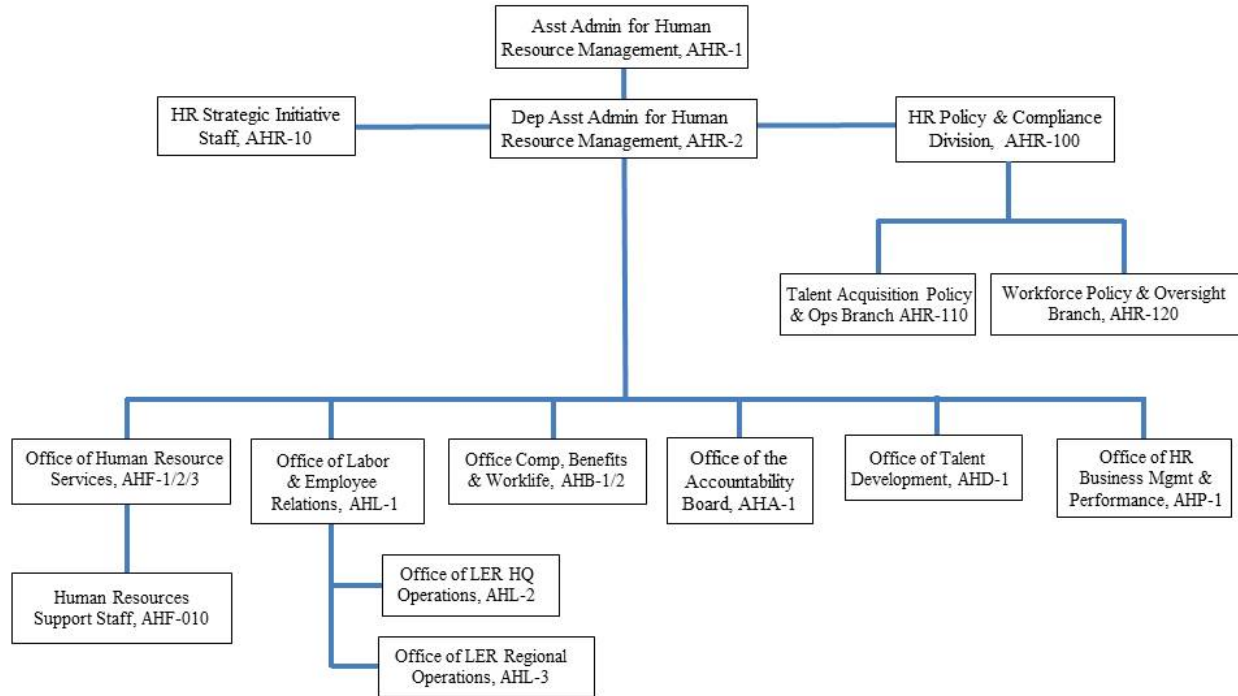
11. Distribution. This order is distributed to the director level in Washington, regions, and centers, with division level distribution in regions, centers and Human Resource Management Divisions.

A handwritten signature in cursive script that reads "Annie B. Andrews".

Annie B. Andrews

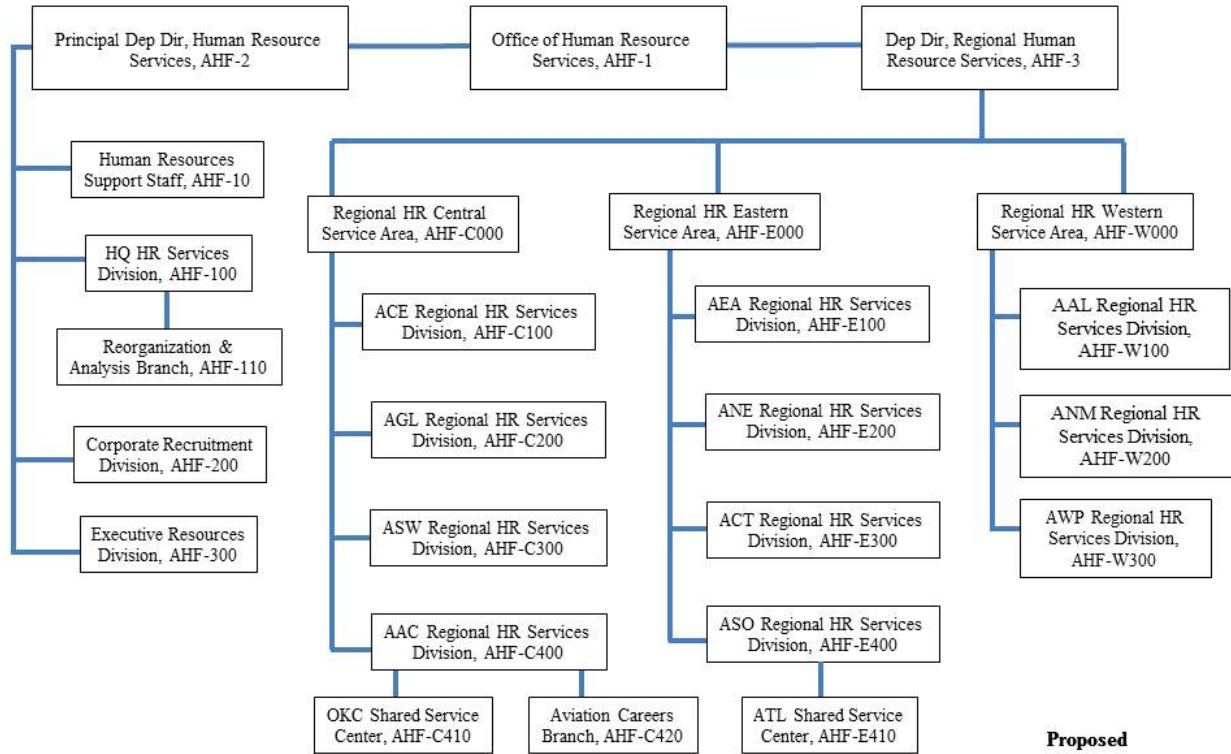
Assistant Administrator for Human Resource Management

**Appendix A. AHR Organizational Chart
Office of Human Resource Management**

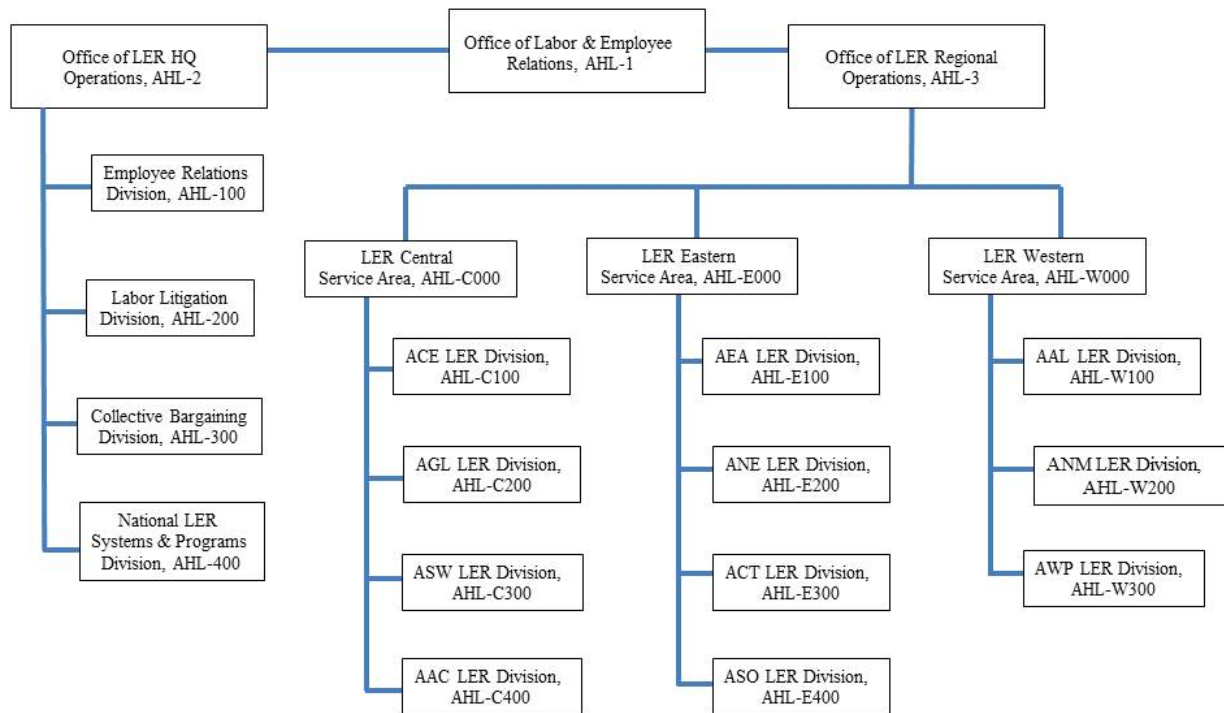


Proposed

Office of Human Resource Services

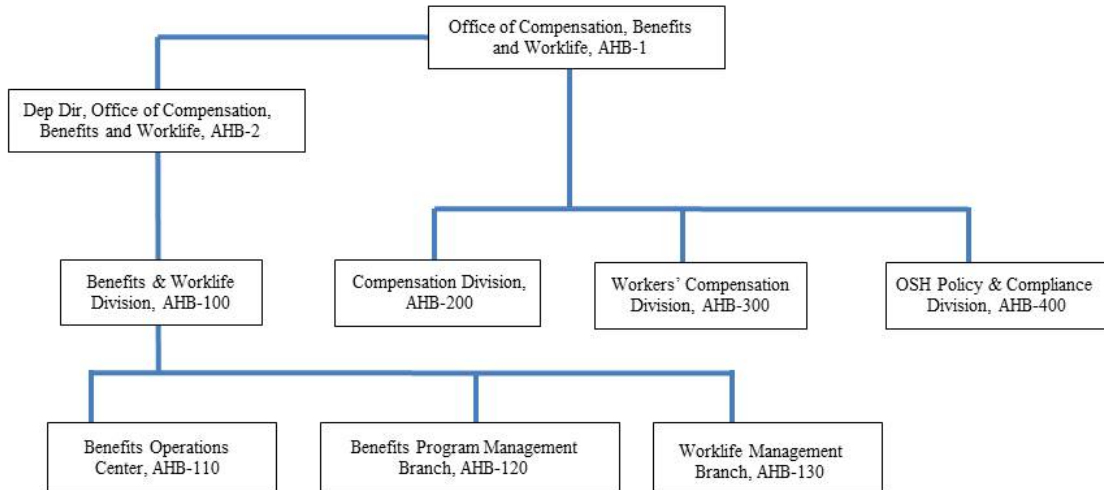


Office of Labor & Employee Relations



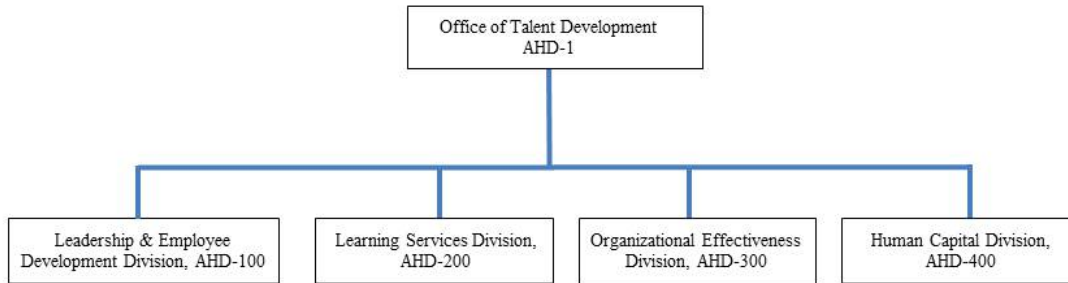
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**Office of Compensation, Benefits
and Worklife**



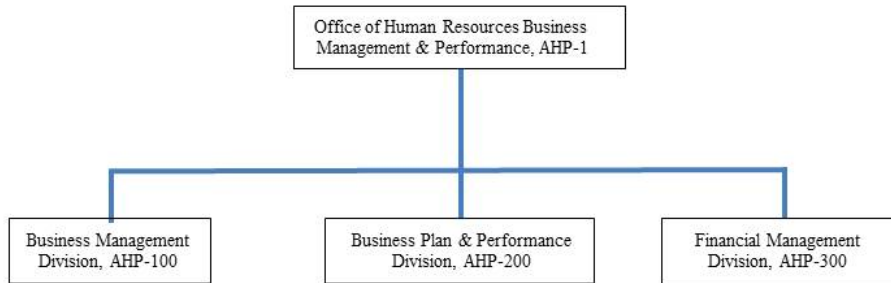
Proposed

Office of Talent Development



Proposed

**Office of Human Resources Business
Management & Performance**



Proposed