

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.131B

9/19/73

SUBJ: TRANSPORTATION SAFETY INSTITUTE

1. PURPOSE. This order implements DOT 1100.41B, enclosed as Appendix 1, which provides for policy direction and management.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions and centers and to all field offices and facilities.
3. CANCELLATION. Order 1100.131A is canceled.
4. BACKGROUND. DOT 1100.41B directs that the Director of the Transportation Safety Institute report to the Director, FAA Aeronautical Center for support matters. It provides policy for the management of the Institute, and spells out responsibilities for modal agencies with respect to the Institute.
5. IMPLEMENTATION.
 - a. The Office of Budget shall administer the employment ceiling spaces, in coordination with the Aeronautical Center, utilized by the Institute as allocated to FAA (excluding the Institute Director and secretary).
 - b. The Director of the Transportation Safety Institute is delegated line management authority and responsibility for all personnel assigned to the Institute.
 - c. The Office of Personnel and Training is responsible for coordinating the development of and transmitting to the Institute FAA's requirements for Institute training.
 - d. The Aeronautical Center is responsible for providing to the Transportation Safety Institute on a reimbursable basis budgeting, accounting and payroll, personnel, logistics, and other support as the Institute requires.

Alexander P. Butterfield
Alexander P. Butterfield
Administrator

Department of Transportation
Office of the Secretary
Washington, D.C.

1100.131B
Appendix 1
9/19/73

ORDER

DOT 1100.41B

7-10-73

SUBJECT: TRANSPORTATION SAFETY INSTITUTE

1. PURPOSE. This order provides for policy direction and management of the Transportation Safety Institute, a training activity of the Office of the Secretary of Transportation.
2. CANCELLATION. DOT 1100.41A, TRANSPORTATION SAFETY INSTITUTE, of 3-9-72.
3. SCOPE. This order applies to the Office of the Secretary and the operating administrations.
4. GENERAL. The Transportation Safety Institute (TES-15) is a multi-modal training establishment under the general control of the Assistant Secretary for Environment, Safety and Consumer Affairs which conducts programs for the benefit of DOT user elements concerned with transportation safety and security. The Institute is located at the FAA Aeronautical Center at Oklahoma City, Oklahoma. It is funded by prorating annual costs among user elements.
5. MISSION. The mission of the Transportation Safety Institute is to promote safety and security management, technology, knowledge, and operating procedures by designing and conducting training programs and projects responsive to modal and intermodal requirements generated by DOT sponsoring elements.
6. REPORTING RELATIONSHIPS. The Institute shall be headed by a Director who shall be a member of OST (TES). The Director shall report to the Assistant Secretary for Environment, Safety and Consumer Affairs, through the Director of Safety Affairs, for program and operational matters, and to the Director FAA Aeronautical Center for support matters. The Federal Aviation Administration, in administering the personnel employment ceiling as hereinafter provided, is requested to arrange that the Director of the Institute be delegated line management authority and responsibility for all personnel assigned to the Institute.

DISTRIBUTION: All Operating Administrations
All Secretarial Offices
National Transportation Safety Board (info)

OPI: Office of
Management
Systems

7. DUTIES AND RESPONSIBILITIES.

- a. The Director of Safety Affairs, acting for the Assistant Secretary for Environment, Safety and Consumer Affairs, shall:
 - (1) Establish policy and provide program and operational guidance for the Institute.
 - (2) Review and approve the Institute's program and budget.
 - (3) Through the Director of the Transportation Safety Institute:
 - (a) Plan, develop, conduct, and evaluate modal and intermodal programs and courses in transportation safety and security which are responsive to the needs of the various program sponsors.
 - (b) Develop, in coordination with FAA, the annual program and budget and participate in reimbursable support arrangements with the Institute sponsors.
 - (c) Serve as liaison between potential and existing user elements and the Institute.
 - (d) Arrange for accomplishment of program activities by private contractor when conditions warrant.
- b. The sponsoring elements shall:
 - (1) Determine requirements for transportation safety and security programs in their respective fields, and approve and evaluate programs developed by the Institute.
 - (2) Provide personnel resources on an assigned or ad hoc basis to support the approved programs as may be mutually arranged.
 - (3) Provide necessary funding to reimburse the FAA in accordance with mutually acceptable arrangements.

- c. The Federal Aviation Administrator, in support of the approved Institute program and budget, shall:
- (1) Provide budgeting, accounting, personnel, and logistic support for the Transportation Safety Institute on a reimbursable basis.
 - (2) Administer the employment ceiling spaces utilized by the Institute as allocated to FAA (excluding the Institute Director and secretary). FAA will not alter the employment ceiling for the Institute without prior coordination with OST (TES and TAD).
 - (3) Coordinate with sponsoring elements, in conjunction with the Assistant Secretary for Environment, Safety and Consumer Affairs, to establish and implement reimbursement procedures based on capability and services provided.
8. FUTURE REVIEW. The Assistant Secretary for Administration will review the organizational arrangements for the management of the Transportation Safety Institute during FY-1975 and at that time will propose such changes as may be desirable.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration