

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 1800.28

WESTERN-PACIFIC REGION

12/11/89

SUBJ: WESTERN-PACIFIC REGION EVALUATION AND APPRAISAL PROGRAM

1. PURPOSE. This order prescribes policies and standards governing the evaluation and appraisal of agency programs and activities in the Western-Pacific Region. The order also assigns responsibilities for conducting and monitoring evaluations and appraisals, reporting on results, and tracking the implementation of adopted recommendations in the Western-Pacific Region.
2. DISTRIBUTION. This order is distributed to branch level in the Regional Office and all field offices and facilities to a limited level.
3. CANCELLATION. WP Order 1800.24A, Evaluation of Agency Programs, dated October 5, 1987, is cancelled.
4. BACKGROUND. In response to Order 1800.2E, Evaluation and Appraisal of Agency Programs, paragraph 11a, "Other Required Actions," Regional Administrators are directed to review and modify existing directives or publish a new directive to implement the policies, responsibilities, and standards covered in the order. As explained in paragraph 4.a., the role of the Regional Administrators was redefined with the reorganization straightlining program organizations to report directly to their respective Associate Administrators. Paragraph 4.a. also assigns the Regional Administrator appraisal responsibility for mission accomplishment within the region.
5. EXPLANATION OF CHANGES. This order reflects the changes in the agency Evaluation and Appraisal Programs as follows:
 - a. Reflects the responsibility of the Regional Administrator for assessing effectiveness and consistency of agency programs and activities;
 - b. Identifies "key safety areas" as well as other straightlined organizations within the region for which the Regional Administrator has been assigned appraisal responsibility for FAA mission accomplishment;
 - c. Identifies "other than key safety areas" within the region for which the Regional Administrator has triennial evaluation responsibility, and for which their respective managers are delegated responsibility to establish triennial evaluation programs;

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d. Continues the designation of the Analysis, Evaluation and Planning Branch, AWP-42, as the Regional Administrator's focal point for all appraisal and evaluation activities with the designated Regional Evaluation and Appraisal Officer (REAO) in that branch; and

e. Contains revised standards for the content, submission, review, and monitoring of annual evaluation plans.

6. DEFINITIONS. In consonance with the definitions agreed to by the FAA Administrator's Management Team (AMT), the following definitions apply:

a. Evaluation is defined as measuring specific performance in accordance with established directives and determining the effectiveness of the governing directives for all organizations under the direct control of the Regional Administrator; the non-straightlined organizations.

b. Appraisal is defined as measuring general performance in accordance with established directives and determining the effectiveness of the governing directives for all organizations within the region reporting directly to national headquarters, the straightlined organizations.

7. RESPONSIBILITIES.

a. The designated REAO in AWP-42 shall assess the effectiveness and consistency of agency programs, activities, and mission accomplishment within the region for the Regional Administrator.

b. The REAO shall establish and maintain a monitoring system in accordance with Order 1800.2E Evaluation and Appraisal of Agency Programs for:

(1) Evaluations of the non-straightlined organizations within the region.

(2) Appraisals of mission accomplishment. This includes appraisal of agency programs and activities involving straightlined organizations within the region.

c. The managers of non-straightlined organizations are responsible for establishing a triennial evaluation program covering all aspects of their own organizations.

d. The REAO shall evaluate all aspects of each non-straightlined organization at least triennially, and also participate in their internal evaluations, where applicable, only after close coordination with the respective manager.

e. The REAO shall appraise the overall mission accomplishment of agency programs and activities involving straightlined organizations as directed by the Regional Administrator.

f. The REAO in cooperation and coordination with each manager, shall seek to identify areas of strength and/or weakness.

8. PLANS.

a. The straightlined managers will furnish a copy of their triennial evaluation program and a copy of their annual evaluation plans for the next fiscal year, prepared in accordance with Order 1800.2E, Evaluation and Appraisal of Agency Programs, to the REAO in AWP-42 no later than the first week of August.

b. The non-straightlined managers will furnish a copy of their triennial evaluation program and a copy of their evaluation plans for the next fiscal year, prepared in accordance with Order 1800.2E, Evaluation and Appraisal of Agency Programs, to the REAO in AWP-42 no later than the first week of August. Small organization managers not having their own evaluation personnel may request assistance from the REAO in preparation of their annual evaluation plans for the next fiscal year in time to have it completed no later than the first week of August.

c. The REAO shall coordinate the regional evaluation schedule with all non-straightlined managers in order to attain maximum coverage and to avoid duplicate evaluations.

d. The REAO shall prepare a consolidated regional evaluation schedule of all non-straightlined organizations for the next Fiscal Year, in accordance with Order 1800.2E, Evaluation and Appraisal of Agency Programs.

e. The REAO shall prepare a consolidated regional appraisal schedule of the next fiscal year according to the direction of the Regional Administrator, in accordance with Order 1800.2E, Evaluation and Appraisal of Agency Programs.

f. These schedules will be submitted through the Regional Administrator to reach AAD-2 for review not later than September 1.

9. REPORTS.

a. Non-straightlined organizations conducting their own evaluations, will provide the REAO with the current status of their evaluations, findings, conclusions reached, recommendations made, and identification of any approved follow-up action on recommendations, including the schedule, and officials responsible for its implementation, as changes in status occur. These changes will be entered into the regional tracking system by the REAO.

b. The REAO will send copies of appraisals and evaluations upon completion through the Regional Administrator to AAD-2 for identification of systemic issues or problems.

c. The REAO will submit a fiscal year summary report of appraisal and evaluation accomplishments for the preceding fiscal year, that should be brought to the FAA Administrator's attention. This annual report shall be submitted through the Regional Administrator to reach AAD-2 by November 1.

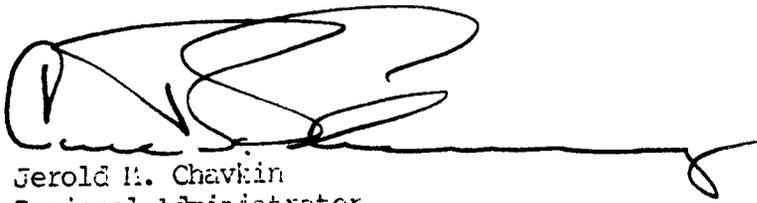
d. Non-straightlined organizations shall prepare their individual fiscal year summaries for the FAA Administrator's attention. These shall be sent to the REAO not later than the first week of October for inclusion in the consolidated regional report.

10. ACTION.

a. Evaluation and appraisal standards shall conform to those listed in Order 1800.2E, Evaluation and Appraisal of Agency Programs.

b. AWP-42 shall accommodate AAD-2 in any planned or ongoing evaluations in the region as requested.

c. All appraisal/evaluation documents shall be handled in accordance with Order 1200.23, Public Availability of Information, and Order 1600.15D, Control and Protection of "For Official Use Only" Information, as applicable.



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Regional Administrator