

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1110.114

3/1/90

SUBJ: ADMINISTRATOR'S MANAGEMENT TEAM

1. PURPOSE. This order establishes the Administrator's Management Team (AMT) and announces the existence of a publication known as the AMT Operating Guidelines.
2. DISTRIBUTION. This order is distributed to division level in Washington, regions, and centers.
3. MISSION. The AMT assists the Administrator and the FAA Executive Board by reviewing matters of agency policy, budget, and external relations, and other critical issues which may affect the agency's operation. The AMT will clarify issues and provide advice and recommendations to the Administrator and the FAA Executive Board.
4. FUNCTIONS. The team serves as a senior management forum for sharing ideas, issues and concerns, and receiving direction from the Administrator and providing information to the Administrator. All members participate as peers.
5. COMPOSITION. The Administrator's Management Team consists of senior management officials who report to the Administrator directly or through an Executive Director and other FAA executives as the Administrator designates. The Administrator serves as the Chairperson and the Deputy Administrator serves as the Vice-Chairperson. The Executive Director for Administration and Resource Management serves as Second Vice-Chairperson. Members of the team are the:
  - a. Administrator.
  - b. Deputy Administrator.
  - c. Chief of Staff.
  - d. Executive Directors.
  - e. Chief Counsel.
  - f. Assistant Administrators.
  - g. Associate Administrators.
  - h. Regional Administrators.
  - i. Center Directors.
  - j. Director, Europe, Africa, and Middle East Office.

Distribution: A-WXYZ-2

Initiated By: AMS-550

6. RESPONSIBILITIES.

a. The Executive Director for Administration and Resource Management shall develop the agenda for the meetings and ensure that adequate discussion time is made available.

b. The Office of Management Systems (AMS) and the Executive Secretary of the FAA Executive Board (AXA-10) are responsible for providing staff support to the team and maintaining a system for tracking action items.

7. DESIRED OUTCOMES. The desired outcomes of the AMT are:

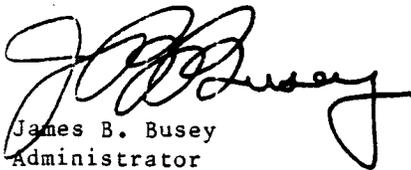
- a. Pulling together of top management.
- b. Sharing top-down direction.
- c. Giving bottom-up feedback.
- d. Communicating and sharing ideas, issues, etc., among members.
- e. Discussing specific program issues.
- f. Providing recommendations on broad key agency issues.

8. PROCEDURES.

a. The meetings will be held on a quarterly basis. The Administrator calls the meetings. Normally, every other meeting will be held outside the Washington, D.C., metropolitan area.

b. Procedures for addressing correspondence to the team are contained in Order 1360.16A, Correspondence Manual.

9. AMT OPERATING GUIDELINES. To assure a common and clear understanding of AMT roles and responsibilities, as well as agreements on how day-to-day operations and large system and long-term efforts will be managed, a publication known as the AMT Operating Guidelines will be issued to all AMT members. These guidelines will reflect AMT roles and responsibilities in such areas as decisionmaking, communications, cross-organization management, and resource management. The AMT Operating Guidelines publication will be maintained by the Office of Management Systems.



James B. Busey  
Administrator