



People

Strengthen our current and future aviation workforce by holding ourselves accountable, developing our people and planning for the aviation workforce of the future

Diversity, Equity, Inclusion, and Accessibility

Ensure a more conscious and inclusive culture that embraces the diverse talents of employees, ensures fair and equitable treatment, and advances broader gains in diversity, equity, inclusion, and accessibility.

Initiative: EEO/Diversity and Inclusion Action Committee (EAC)

Utilize the EEO Action Committee (EAC) to enhance, collaborate and support a diverse and inclusive workplace with existing employee workgroups and LOBs/SO. Collaborate with AHR's Corporate Recruitment Council to develop an annual outreach plan, targeting underrepresented groups within the agency.

Activity: Ensure a Diverse and Inclusive Workforce - Reasonable Accommodations

Support the FAA's corporate goal to process 90% of the agencies Reasonable Accommodation request within 25 days or less.

Target: AGC - Reasonable Accommodations

Support the FAA's corporate goal to process 90% of the agencies Reasonable Accommodation request within 25 days or less.

Activity: Ensure a Diverse and Inclusive Workforce - Mediation

Managers engage in the mediation/facilitation process when requested.

Target: AGC - Mediation

Ensure that 70% of managers engage in mediation when requested by employees.

Initiative: Train Managers and Employees across the Agency in Diversity, Equity, Inclusion, and Accessibility (DEIA)

ACR will lead collaboration with LOBs/SOs to train managers and employees in DEIA.

Activity: ACR will Lead Collaboration with LOBs/SOs to Train Managers and Employees in DEIA.

The Office of Civil Rights will provide LOB/SOs with a list of DEIA training courses approved by ACR and will provide monthly completion totals to support their efforts in achieving the goal that 75% of managers and 25% of employees attend one training course each fiscal year.

Target: AGC - Train Managers and Non-Managerial Employees in a Minimum of One DEIA Training Course

Ensure at least 75% of managers and 25% of employees attend a minimum of one training course from a menu of DEIA training courses.

Human Capital Management

Enhance FAA's human capital management capabilities to support innovation and collaboration that will empower a synergistic, data-driven workplace. Leverage data and technology to continuously identify and address human capital management opportunities and efficiencies. Position the FAA as an employer of choice by promoting career opportunities to attract the workforce of the future, while maintaining a culture that enhances employee engagement and accountability. Ensure that the FAA retains a diverse and high performing workforce by providing varied learning opportunities and workplace flexibilities.

Initiative: Support FAA's STEM/AVSED Efforts

Support and promote ARA STEM AVSED outreach engagements with students to encourage participation in pathways activities that will lead to aerospace careers.

Activity: Support Pipelines and Pathways to Aerospace Careers

Support and promote ARA STEM AVSED outreach engagements with students to encourage participation in pathways activities that will lead to aerospace careers

Target: Support Pipelines and Pathways to Aerospace Careers

Continue to create opportunities for students to intern with the Office of the Chief Counsel (AGC) through programs such as the Department of Transportation Summer Transportation Internship Program for Diverse Groups, FAA Minority Serving Institutions, and AGC law honors.

Target: Strategic partnerships to maximize the benefits

Provide AGC support for strategic partnerships and building relationships with third parties aimed at reaching FAA STEM and aerospace education goals.

Target: Cross-Agency STEM Collaboration to Optimize the Program

Support participation by AGC employees in STEM AVSED Strategic Plan programmatic efforts such as subcommittees, contest judges, and outreach for STEM AVSED activities.

Global Leadership

Advance global aviation safety, operational excellence and innovation by leading and collaborating with aviation authorities globally

Global Aviation Safety and Security Enhancements

Improve global aviation safety and security through targeted assistance and collaboration, partnerships on aviation system safety oversight, streamlining regulatory environments, and promoting higher levels of global airspace and cyber security.

Initiative: International Legal Services - Support Client Offices

Provide legal services as required to FAA program offices responsible for promoting USG interests with other countries and international organizations, including the International Civil Aviation Organization (ICAO). Assist API in meeting work plan milestones. Complete legal sufficiency reviews within timeframes that meet defined client needs by (i) providing the initial review of 80% of template-based technical assistance agreements for international activities within 15 working days of receipt, and (ii) by performing initial review and coordination of 90% of U.S. positions and strategies by the deadlines specified in a particular Interagency Group on International Aviation (IGIA) paper.

Activity: Interagency Group on International Aviation (IGIA)

Legal review of Interagency Group on International Aviation (IGIA).

Target: Legal Review of Interagency Group on International Aviation (IGIA)

Complete legal review of IGIA matters as assigned by the deadline specified in the IGIA circulation. Legal review results either in (i) determination of legal sufficiency or (ii) a determination of work to be done by others to correct legal deficiencies. When it becomes clear that a deadline cannot be met, the attorney will contact the Assistant Chief Counsel so that the matter can be reassigned.

Activity: International Agreements and Contracts

Legal review of international agreements and contracts and providing technical assistance.

Target: Review of International Agreements and Contracts

Complete review of international agreements and contracts as assigned within 15 working days of receipt in AGC-700.

Target: Legal Technical Assistance to Foreign CAAs

Provide as assigned legal technical assistance to foreign Civil Aviation Authorities (CAAs), the ICAO Global Aviation Safety Oversight System (GASOS), or regional Safety Oversight Organizations (RSOs) directed at achieving compliance with ICAO Standards for primary aviation law, regulations, enforcement systems, and related issues.

Activity: Promote USG Interests at the International Civil Aviation Organization (ICAO)

Provide legal assistance to FAA Program Offices on technical issues involving ICAO Standards and Recommended Practices. Serve as legal representatives at upcoming ICAO meetings, as necessary.

Target: Legal Support to FAA Program Offices

Provide as assigned (i) legal support to the relevant client offices in their review of ICAO initiatives, including proposals for new or revised Standards and (non-binding) Recommended Practices (SARPs); and other ICAO guidance materials; and (ii) legal assistance to FAA program offices in implementation of any new or amended SARPs.

Target: Represent the FAA and United States in ICAO Legal Bodies

Represent the FAA and the United States in ICAO legal bodies, including but not limited to the Legal Commission of the Triennial Assembly, the Legal Committee, diplomatic conferences and high-level ministerial conferences on various subjects, the Cape Town Commission of Experts (CESAIR), the Task Force on the Cross-Border Transferability of Aircraft, ICAO Council's Aviation Recovery Task Force (CART), and ad hoc legal advisory and work groups of various kinds.

Activity: International Aviation Safety Assessment Audits (IASAs)

Implement and support the IASA program by (1) conducting legal assessment of the civil aviation laws, regulations, and enforcement systems of foreign aviation authorities for compliance with minimum international aviation safety standards established under the Convention on International Civil Aviation; (2) assisting with communicating the results of the assessment to both representatives the assessed country and the U.S. embassy staff; and (3) assisting the program office in development of policy for execution of the Administrator's responsibility for the safety of foreign air carriers.

Target: Cooperation with Flight Standards Service International Affairs Office

Cooperate as assigned with the Flight Standards Service international affairs office (AFS-50) in scheduling and conducting IASA audit visits to foreign Civil Aviation Authorities (CAAs), Final Discussions, or other consultations. Assist in the drafting of cables, team reports, and Record of Discussions (ROD) in a timely manner.

Target: Development of IASA Policies and Procedures

Participate in the development of IASA policies and procedures and in training audit team members.

Activity: United Kingdom Withdrawal from the European Union (Brexit)

Assist Agency clients in ensuring a seamless transition in safety relationship with the UK upon its withdrawal from the EU.

Target: Assist Agency Clients to Ensure Transition

Assist AVS-1, API-1, AIR-1, and AFS-1 in ensuring a seamless transition in our safety relationship with the UK upon its withdrawal from the EU, projected to occur in March, 2019 but has been extended into FY2021, with minimal impact on our continuing safety relationship with the EU, especially the European Aviation Safety Agency and the European Commission, as assigned.

Initiative: Assist in Development and Implementation of the FAA's International Strategy

Provide assistance to the Executive Director for International Affairs in development, oversight, and execution of the FAA's International strategy.

Activity: International Steering Committee Participation

Participate as assigned in the International Steering Committee and assist with the implementation of its initiatives.

Target: International Governance Board Participation

Participate as assigned in the International Governance Board and assist with the implementation of its initiatives.

Operational Excellence

Operate the world's most efficient aerospace system through daily execution, continuous improvement and infrastructure investment.

Mission Efficiency and Support

Optimize efficiency and support mission requirements through daily execution, continuous improvement, planning, infrastructure resiliency, and investment. Effectively plan for and manage finances, procurement, information technology, and other mission support services.

Initiative: FAA FOIA Program

Improve Management of the FAA Freedom of Information Act (FOIA) Program.

Activity: FOIA Backlog Reduction

Per the Open Government Directive, each agency with a significant pending backlog of outstanding Freedom of Information requests shall take steps to reduce any such backlog by ten percent each year. Reduce the number of backlogged FOIA requests, and maintain the targeted reduction over the course of the fiscal year.

Target: AGC - Reduce FAA FOIA Backlog

Reduce AGC FOIA overdue backlog (level as of October 1, 2023) by 10% and sustain a 10% reduction on new overdue requests throughout FY2024.

Initiative: Legal Services Supporting the Agency Compliance and Enforcement Program

Prioritize and prosecute enforcement actions timely in accordance with the agency's safety goals by taking the first legal action in at least 70% of cases within 90 days of receipt by legal counsel and 85% within 180 days. Conduct 70% of informal conferences within 90 days of receipt of a respondent's request and 90% of informal conferences within 180 days. Provide legal support for the compliance and enforcement activities of AVS, ASH, ARP, and AST, which include representing the agency before the NTSB, DOT, the FAA decision maker, and the Federal courts, providing timely and effective legal advice and policy document review in support of enforcement activities, and providing and assisting with training that improves the effectiveness of the agency's enforcement program.

Activity: Legal Services supporting the Agency Compliance and Enforcement Program

Provide legal services supporting the Agency Compliance and Enforcement Program

Target: First Legal Action

Take first legal action (initiate case, transmit case alert to headquarters, return case to program office, take other significant action (EIS legal event code 20)) in at least 70% of cases within 90 days of receipt by a legal counsel and 85% within 180 days.

Target: Monitor and Report

Monitor and report results for each Field Enforcement Team, AGC-300 HQ. Due quarterly and final report due at the end of the fiscal year.

Target: Target 1 Accountability

If any Team or AGC-300 HQ does not meet Activity Target 1 over two consecutive quarters, evaluate and determine the root cause of the lapse and make adjustments as necessary to achieve timely prosecution of legal enforcement actions. Due at close of second quarter, if necessary, and final report due at the end of the fiscal year

Target: Efficient Processing of Enforcement Actions

Process legal enforcement cases efficiently by conducting 70% of informal conferences with 90 days of receipt of a respondent's request and 90% within 180 days.

Target: New Attorney Training

Develop and initiate standardized training on the fundamental areas of the Enforcement Practice and the Aviation Tort Litigation Practice for new attorneys within 30 days of joining the Aviation Litigation Division and throughout the Fiscal Year. Assign a mentor attorney to each new attorney within 60 days of joining the Aviation Litigation Division. Provide training and/or mentor opportunities to all J and K band attorneys throughout the fiscal year.

Target: Integration of Enforcement and Tort Litigation Work Portfolios for Division Attorneys

Provide recurrent training for Division attorneys on Enforcement and Tort Litigation practice areas as necessary.

Target: Provide recurrent training for Division attorneys on Enforcement and Tort Litigation practice areas as necessary.

Description: Assign 10% of Enforcement Practice attorneys at least one tort litigation matter (either a part 9 request, administrative tort claim (e.g., minor car accident claim) or Bivens or Westfall claim against FAA employee); and assign each Tort Litigation Practice attorney at least one civil penalty assessment case.

Target: Appellate reporting

Within 45 days of end of the first three quarters, provide practice attorneys with written summaries of judicial decisions in cases where the FAA is a party to the litigation or where the decision may have a direct impact on future Agency Litigation handled by AGC-300.

Initiative: Provide Legal Analysis of Agency Regulations and Documents Associated with Existing Regulations

Provide legal analysis of agency regulations to Office of Rulemaking and program offices and provide the regulated community with timely guidance.

Activity: Provide Legal Services on Agency Rulemaking

Provide legal advice, representation, policy guidance, and legal sufficiency reviews relating to rulemaking.

Target: Rulemaking

The division provides timely guidance and document reviews to rulemaking teams to facilitate rulemaking team accomplishment of milestones approved by the Rulemaking Council, unless projects are placed on hold for AGC due to prioritization of other projects.

Target: Training and Professional Development

Develop plan for attorneys to work on projects outside their respective branches that facilitates cross-training and professional development.

Target: Timely Legal Review

AGC-200 will respond within 30 days to 80 percent of the petition for exemption projects submitted by ARM with either concurrence or return the package with explanation of why concurrence cannot be given.

Initiative: Provide Internal Recurrent Training to AGC-400 Staff

Make training available to AGC-400 managers and attorneys to increase and continuously improve the skills, level of knowledge and professional development.

Activity: Assess and Address AGC-400 Training Needs

Continue In-House Training Sessions in AGC-400.

Target: Establish Team

Using the 400 staff and other relevant stakeholders, continue providing training on the various topics that the staff handles to the full 400 staff (e.g., Information Governance, FOIA Intellectual Property, Privacy Act, COPPA, PRA, and Aircraft Registry, etc.). Topics will vary year to year based on need.

Target: Training Team Deliverable

The team will provide a recommendation to the Assistant Chief Counsel and Deputy Assistant Chief Counsel regarding skill and knowledge based training needs.

Target: Annual Training Sessions

Using the 400 staff and relevant stakeholders, continue providing yearly training on the various topics that the staff handles to the full 400 staff (e.g., FOIA processing, FOIA exemptions, Intellectual Property, Privacy Act, COPPA, PRA, and Aircraft Registry, etc.). Topics will vary year to year based on need. Continue yearly training sessions to reoccur each year thereafter.

Target: Training in Emerging Areas

Based on emerging developments and client priorities, identify training needs (e.g., Generative Artificial Intelligence) for the AGC-400 staff and take steps to acquire the training. Topics will vary year to year based on need.

Activity: Establish Recurrent Litigation Training

Assess AGC training needs in collaboration with the Operations & Legal Support Division. Continue to develop and provide trial and appellate litigation skills training to AGC counsel.

Target: Continue to develop trial and appellate litigation skills the training

Collaborate with senior and experienced litigation attorneys and stakeholders to develop training, to enhance skills of attorneys in coordination with litigation attorneys in practice areas across AGC.

Target: Schedule and provide training sessions

Schedule and provide training to AGC attorneys focused on litigation skills in at least two critical areas.

Initiative: Inter-Agency Cybersecurity Task Force

Coordinate and assist in the FAA's response to DOT, DHS, and NSC requests pertaining to cybersecurity.

Activity: Coordinate with the Inter-Agency Cybersecurity Task Force

Coordinate and assist in the FAA's response to DOT, DHS, and NSC requests pertaining to cybersecurity.

Target: Inter-Agency Cybersecurity Task Force

Coordinate and assist in the FAA's response to DOT, DHS, and NSC requests pertaining to cybersecurity initiatives and policy documents, reports to congress, hearings, round tables and other inter-agency policy matters.

Initiative: Employment and Labor Law

In support of the agency's objective of building and enhancing our high performance workforce, AGC continues to support the numerous agency-wide strategic initiatives and provide legal services in support of the administrative activity of the agency. The largest legal practice group within this goal area is our employment and labor law office (AGC-100) Attorneys represent the agency before the Equal Employment Opportunity Commission (EEOC), Merit System Protection Board (MSPB) and assist with federal litigation at all stages. AGC-100 attorneys provide advice and guidance to the Administrator and primary client offices on personnel, labor, civil rights, and equal employment opportunity matters. They also counsel on ways to minimize the legal risks relating to employment decisions and policy. Additionally, AGC-100 supports employee indebtedness proceedings, FOIA and ethics.

Activity: Air Traffic Control Specialist (ATCS) Hiring Process

Provide advice to continuously improve the ATCS hiring process to deliver innovative and defensible strategies to recruit, assess, hire, and train ATCS.

Target: Air Traffic Control Specialist (ATCS) Hiring Process

Provide timely legal support for FAA efforts in FY2023 to recruit, assess, hire and train ATCS. Support focuses on internal management, administrative processes, and improvement for FY2024 ATCS recruitment.

Target: Collaboration with HR and ATO

Collaborate with Human Resources and ATO to innovate recruitment and hiring process. Participate in the executive steering committee to discuss ATCS hiring initiatives.

Activity: Training for Managers, Attorneys and Staff

Make training available to managers, attorneys and staff to increase and continuously improve the skills, level of knowledge and professional development.

Target: Establish Team

Reestablish a team of employment managers and attorneys to review and evaluate existing training options that take into account and complement new AGC-10 training initiatives. The team will consider the source (i.e. internal, external), method, frequency, and value of different training options focusing on the needs of the employment practice.

Target: Workgroup Deliverable

The team will provide a recommendation to the Assistant Chief Counsel and Deputy Assistant Chief Counsel regarding skill and knowledge based training.

Target: Review Existing Brief Bank KSN

Review existing brief bank KSN to determine whether the same is fulsome and accessible on CDMS.

Activity: Identify and Monitor Emerging and Key Areas of Law

Ensure highest quality of service and knowledge. Provide growth and developmental opportunities for attorneys. Hone analytic and presentation skills.

Target: Emerging and Key Areas of Law

Establish process within each of the five teams to identify and monitor emerging and key areas of law.

Target: Meeting Schedule

Schedule at least monthly Employment Law Updates (“MELT”) to share a concise overview of emerging and key areas of law. Each team will provide an overview of one emerging or key area.

Activity: Track Adverse Administrative Decisions (FAA Specific)

Continue to track and review EEOC findings of discrimination and MSPB decisions that failed to sustain the Agency's action. Share these topics with the training team.

Target: Track Adverse Administrative Decisions (FAA Specific)

Track adverse EEOC and MSPB decisions on a quarterly basis. Due September 30, 2023.

Target: Lessons Learned

Brief decision and any lessons learned during monthly Employment Law Team meetings.

Activity: Training for Client Offices (External)

Continue and Improve Collaboration with Client and Support Offices.

Target: Client Outreach

Team managers establish and schedule quarterly meetings with their key clients in the field to ensure customer service needs are met and that AGC-100 centric regional responsibilities are satisfied. The Asst. Chief and/or Deputy will attend at least one field meeting per quarter to provide support to team managers. During these meetings, managers will provide a briefing consisting of wins, loses, trends, upcoming training offerings, and address client concerns/issues of the key client and support offices.

Target: Proactive Training

Update and refine the catalog of specialized training offerings and proactively engage LOBs/SOs to participate in the trainings. Additionally, establish recurring training sessions that clients can attend and know about in well in advance.

Target: Internal Roster of Attorney-Trainers

Identify and develop mid-career and experienced attorneys to provide training to LOBs/SOs.

Target: Customer Service Feedback

Bi-annually engage the five LOBs for a high-level discussion of client satisfaction with legal services provided by AGC-100.

Activity: Monitor and Maintain Effort to Reduce Use of Outside Counsel.

Reduce reliance on outside counsel for administrative class actions and complex litigation

Target: Reduce Use of Outside Counsel

Continue to monitor, implement and modify, as necessary, plan to reduce use and role of outside counsel.

Target: Develop and Train Internal Resources

Develop in-house attorney(s) charged with representing the FAA in the class action and complex litigation. Continue to train and mentor internal resources (attorneys and support) staff) on the handling of class action litigation

Target: Expand Pool of Attorneys Able to Support Class Action Matters

Use current class action specialist lawyers to develop SOPs and training materials that can be used to train non-specialist staff attorneys in the practice.

Initiative: Manage Ethics Program and Related Legal Services

Provide management of the Ethics Program and related legal services.

Activity: Manage Ethics Program and Related Legal Services

Provide training to Agency Ethics Program Coordinators (EPCs).

Target: EPC Training

Provide training as necessary to EPCs on their respective program management duties under Order 3750.7B throughout the calendar year; with a special training emphasis on their duties and responsibilities prior to the opening of the annual confidential financial disclosure reporting cycle. December 31, 2020 and September 30, 2021.

Activity: Order Update

Update Order 3750.7A - Ethical Conduct and Financial Disclosure Program.

Target: Order Update

With the rapid commercialization of new technologies that continue to bring new business interests, business arrangements, products, and services within the purview of the agency's regulatory authority, conduct an internal review of the agency's list of prohibited financial investments (a.k.a. "the 6001 list") applicable to all 45,000 plus agency employees to determine its completeness. Recommend to the Agency's Deputy Ethics Official and Chief Counsel updates to Order 3750.7A and its various appendices based upon this review and other changes to the Agency's organizational structure.

Activity: Ethics Training

Train and educate employees on the Standards of Conduct for Employees of the Executive Branch and their implementing orders, regulations, and policies.

Target: Ethics Training

Provide ethics training and education to specifically targeted and requesting lines-of-business.

Activity: Track Adverse Administrative Decisions (FAA Specific)

Continue to track and review EEOC findings of discrimination and MSPB decisions that failed to sustain the Agency's action. Memorialize analysis of same into materials to be used at as lessons learned meetings and for use by the AGC-100 .

Target: Recurring Event Topic Sheets

Identify and develop topic sheets to address common ethics issues arising from invitations to recurring events. Review existing, and where necessary develop, general ethics topic information guidance used to address the most frequently occurring questions regarding ethical initiatives and events.

Initiative: Acquisition & Commercial Law Services Division Support of Strategic Initiative: Workforce of the Future

Provide legal support for acquisition workforce training needed to achieve the Workforce of the Future Strategic Initiative and other high priority goals. In particular, this Core Initiative supports the Workforce of the Future Aspiration to drive results and deliver on services and assignments. The Division's staff provides training to the FAA's Acquisition Workforce

Activity: Training in Key Acquisition Disciplines

Train and develop personnel in key acquisition disciplines to ensure FAA has sufficient numbers of skilled acquisition professionals (current and pipeline) to successfully manage acquisitions.

Target: Acquisition Training

Provide localized, topic-focused training to designated acquisition professionals on specific topics of interest at least once per quarter (December, March, June and September). The topics and format of training will be determined in consultation with Acquisition and Contracting (ACQ) and the Program Management Office (PMO).

Target: Develop Training

Develop a training program for new and experienced attorneys involving the unique flexibilities of the Acquisition Management System (AMS). Refine a list of topics (curriculum) and provide at least one course.

Initiative: Legislative Legal Services

Provide management of timely legislative legal services in support of FAA's mission.

Activity: Legislative Legal Services

Advise and assist agency leadership with appropriate response to congressional requests. .

Target: Congressional Hearings and Roundtables

Assist in agency preparations for Congressional hearings and roundtables, including drafting and reviewing of witness testimony, participating in witness preparation meetings, and drafting or coordinating responses to questions for the record (QFR), inserts for the record, and correcting the formal transcripts.

Target: Tracking Legislative Proposals

Track pending congressional legislative proposals, stay apprised of legislative activities and priorities of authorizing committees, and advise agency leadership on potential impacts of pending legislation.

Target: Advise Agency Leaders

Advise agency leaders about legal and resource implications regarding legislative proposals and enacted laws.

Target: Technical Assistance Requests

Respond to all requests for technical assistance and provide follow-up support as needed for member offices or committee staff as appropriate.

Target: General Legislative Legal Services and Coordination

Provide general legislative legal services and coordination support regarding any other congressional requests in the form of formal correspondence or informal request for information or documentation.

Target: Provide Guidance to LOBs and Staff Offices on Technical Assistance and Development of Legislative Proposals

Provide outreach to FAA LOBs and staff offices on appropriate approach on agency responses to technical assistance requests.

Initiative: Coordinate with and Provide Support for FAA and OST Offices on Implementation of FAA Reauthorization Legislation

Coordinate with FAA offices, and OST to provide notification of enactment and initiate support for implementation of requirements included in any enacted reauthorization legislation.

Activity: Provide notification to FAA Offices of Formal Enactment of FAA Reauthorization Legislation and Work with APL on Development of a Legislative Implementation Plan.

Upon enactment of FAA reauthorization legislation, prepare a summary of the legislation identifying action items, deliverables and deadlines, and provide broad notification to FAA action offices of enactment. Provide support to APL on development of a legislative implementation plan identifying action offices, deliverables, and deadlines.

Target: Prepare a summary of enacted FAA Reauthorization Legislation Identifying Action Offices, Deliverables, and Deadlines.

Prepare a detailed summary of enacted legislation identifying FAA and OST action items, deliverables, and deadlines.

Target: Coordinate with APL and OST on Legislative Implementation Plan.

Support APL in the development of a formal legislative implementation plan posted on an internal FAA website that identifies FAA and OST action offices for each provision of the reauthorization. The formal LIP will indicate specific deliverables and deadlines and become a repository for documents that are responsive to the identified deliverables prepared by the respective action offices.

Activity: Support the Department and Intra-Departmental Legislative Efforts

Support the Department and Intra-Departmental Legislative Efforts

Target: Coordination of Responses

Coordinate FAA's response to requests from the Department pursuant to the Legislative Referral Memorandum (LRM) and other inter-agency processes.

Target: Response to Other (non-LRM) Departmental Requests

Coordinate and assist in the FAA's response to Departmental requests pertaining to Executive Branch policy documents, reports to Congress, hearings, round tables and other legislative policy matters.

Initiative: Internal Initiative: Information Law Division

Strengthen Information Governance

Activity: Strengthen Information Governance

Continue activities that strengthen FAA's ability to properly manage the information it creates and receives.

Target: Information Law Training Sessions

Schedule and broadcast at least three sessions of AGC-400's Information Law Management to FAA workforce and provide training as scheduled.

Target: Client Priorities

Ensure that AGC-400 information law training services are provided in a manner that reflects agency and primary client priorities by identifying gaps and tailoring training to specific client needs.

Target: Identify Priorities of Primary Clients

Meet with primary clients to identify priorities, define the legal support needed to advance those priorities, obtain client feedback on support provided, and, as necessary, reassess services being provided. Provide report to AGC-2 and AGC-3, and as necessary, to AGC-1.

Target: Judicial Decision Summaries

Within 30 days of a judicial decision, provide client offices with written summaries of judicial decisions in information law cases (e.g., FOIA and Privacy Act) where the FAA is a party to the litigation or where the decision may have a direct impact on future FAA actions.

Target: Timely and Effective Provision of Representational Legal Services

Provide timely and effective representational legal services.

Target: District Court Complaints

Within 30 business days of receiving a district court complaint (unless a different time is agreed upon), provide the U.S. Department of Justice attorney assigned to the matter an overview of the key issues in the case and discuss the support to be provided by AGC-400.

Target: Department of Justice Coordination

Assist the U.S. Department of Justice attorney in drafting the necessary pleadings, per the agreed-upon schedule.

Initiative: Airport and Environmental Law Services to Build the National Airspace System of the Future

Provide legal advice and guidance to assist the Office of Airports (ARP), Air Traffic Organization (ATO), Office of Commercial Space (AST), Office of Aviation Safety (AVS), UAS Integration Office (AUS) and other lines of business to build the national airspace system of the future by completing review of environmental documents for projects to increase efficiency or capacity within 30 days of receipt of a technically adequate and complete document. Airport and other environmental legal services will be provided in accordance with agency strategic initiatives to make aviation safer and smarter and deliver benefits through technology and infrastructure. Collaborate across lines of business to provide excellent representational legal services and training to maintain the effectiveness of agency airport and environmental programs.

Support strategic initiatives to increase airport and system capacity and Next Generation system capability. Complete timely and effective legal reviews for infrastructure modernization and military special use airspace projects. Assist in formulating and implementing policies, strategies, and best practices to advance aviation in an environmentally responsible and sustainable manner, including consideration of equity, environmental justice and reduction of greenhouse gas emissions. Provide timely legal services to help the Office of Airports maintain the safety and sustainability of US airports and maintain airport infrastructure that benefits the National Airspace System.

Activity: Client Priorities and Provide Timely Legal Services to Office of Airports, Air Traffic Organization, Office of Commercial Space, and the Office of Aviation Safety

Ensure that airport and environmental law services are provided in a manner that reflects agency and primary client priorities.

Target: Identify Priorities of Primary Clients

Description: Meet with primary clients (e.g. ARP, ATO, AST, AVS, AFS, UAS, AEE) to identify priorities, define the legal support needed to advance those priorities, obtain client feedback on support provided, and, as necessary, reassess services being provided. Provide summary report to AGC-1 and AGC-2.

Target: Judicial Decision Summaries

Within 30 days of a judicial decision, provide client offices with written summaries of judicial decisions in airport and environmental cases where the FAA is a party to the litigation or where the decision may have a direct impact on future FAA actions.

Activity: Provide Timely Legal Review of NEPA Documents

Support timely completion of NEPA documents to fulfill strategic initiatives to make aviation safer and smarter and deliver benefits through technology and infrastructure

Target: Legal Review of Complete NEPA Documents

Except as set forth in Targets 2 and 3 below, or in connection with the review of environmental assessments for proposed RNAV/RNP projects, complete legal review of technically adequate and complete NEPA documents within 30 days or within a mutually agreed upon time. If the program office has not provided sufficient time for adequate legal review, the assigned attorney will notify the program office and will complete the review no later than within 30 days of receipt.

Target: Legal Sufficiency Review of EISs for Airport Projects

Complete legal sufficiency review of 95% preliminary EISs and EAs for airport projects at core airports and capacity-constrained airports within 30 working days of receipt of a technically adequate and complete document.

Target: Legal Sufficiency Review of Preliminary Environmental Documents

Complete legal sufficiency review of preliminary environmental documents for all other airport projects which will be completed within 30 working days of receipt of a technically adequate and complete document 75% of the time.

Target: Legal Support - Metroplex Airport Development

Provide legal support on the development of community outreach strategies associated with airport development, infrastructure, and RNAV/PBN procedure projects.

Activity: Policy and Guidance Information for NEPA Compliance Support

Provide legal support for policy and guidance on the requirements on the National Environmental Policy Act and related natural and cultural resource issues.

Target: Legal Support - AEE

Provide legal support for AEE's noise policy research. Assist AEE in developing responses to comments and provide legal sufficiency review for any order revisions that may result

Target: Internal Target: Legal Support—AEE

Provide legal support for AEE's revision to Order 1050.1F, Environmental Impacts: Policies and Procedures, Desk Reference and related orders and documents. Assist AEE in ensuring that revisions to the order are consistent with new NEPA statutory amendments and regulations and reflect case law.

Activity: Provide Guidance and Coordinate FAA Remediation Efforts

Provide timely legal services that support remediation of sites where federal activities have resulted in environmental contamination.

Target: Legal Services that Support Remediation of Sites

Provide support to DOJ, provide documentation for administrative orders on consent, consent decrees, settlement agreements, and other legal documents necessary to memorialize legal obligations and agreements entered into by the agency

Activity: Timely and Effective Provision of Representational Legal Services

Provide timely and effective representational legal services to deliver benefits through technology and modernized National Airspace System infrastructure.

Target: Petition for Review or Complaint

Within 30 days of receiving a petition for review or complaint, contact the U.S. Department of Justice attorney assigned to the matter to provide an overview of the key issues in the case and to discuss the support to be provided by AGC.

Target: Review of Petitioner's Initial Briefs

Review petitioners' initial briefs within 2 weeks of receipt and provide written comments on the accuracy of the statement of facts, with references to the administrative record.

Target: Department of Justice Coordination

Assist the U.S. Department of Justice attorney in drafting respondents' briefs, as requested, within 10 business days of the request.

Target: Review Petitioner's Reply Briefs

Review petitioners' reply briefs and provide any appropriate additional analysis and comments, with references to the administrative record at least ten days before oral argument is held. Participate in moot courts to help the Department of Justice attorney prepare for oral arguments.

Initiative: Ensure the Nation's System of Airports Has the Right Technology and Infrastructure to Support Evolving Needs

Ensure the nation's system of airports has the right technology and infrastructure to support evolving needs.

Activity: Align Airport Infrastructure and Air Traffic Procedures with Current and Anticipated Demand

Form strong relationships with clients to facilitate the provision of counseling and legal services that support and enhance the client's work. Create policy guidance.

Target: Legal Support to ARP, ATO, AEEE, AVS and AST - Orders

Provide legal support to ARP, ATO, AEE, AVS, AST and other lines of business on the revision of FAA Orders and similar documents, including advisory circulars and handbooks, as appropriate or as needed. Provide written comments within 30 days of receipt of a complete stand-alone section or within 90 days of receipt of the complete order.

Target: Part 16

Part 16. Complete legal review of 95% of draft Part 16 orders submitted to AGC within 30 days of receipt of a complete document.

Target: Legal Support to ARP - Policies

Provide legal support to ARP on the revision or promulgation of FAA policies. Provide written comments within 30 days of receipt of a complete stand-alone section or within 90 days of receipt of the complete policy statement.

Activity: Legal Support to ARP, AUS, AVS, ATO and AST – New Entrants Guidance

Provide legal support to ARP, AUS, AVS, ATO and AST in developing policies or guidance related to the integration of new entrants into the operations of airports.

Target: Legal Support for New Entrants Guidance

Provide legal support to ARP, AUS, AVS, ATO and AST in developing policies or guidance related to the integration of UAS, commercial space vehicles, and other new entrants into the operations of airports. Provide comments, approvals or legal opinions within 60 days of client submission or request.

Activity: Develop Airports & Environmental Law Training

Develop internal recurrent training for Airports and Environmental Law.

Target: Recurrent Internal Airports & Environmental Law Training

Establish Biannual Internal Training for AGC-600 attorneys lasting two to three days, for Airports and Environmental Law, to ensure AGC-600 can address evolving needs of the nation's system of airports. The various topics should be related to AGC-600 current and future work.

Initiative: Telecommunications/Spectrum Law Services In Support of the Strategic Initiative: NAS and Deployment of Innovation

In the area of telecommunications/spectrum law, provide strategic oversight for legal advice and represent the Agency interests relating to FAA, Federal Communications Commission (FCC), and National Telecommunications Information Agency (NTIA) rulemaking, reallocation and sharing of government spectrum, advanced air mobility, unmanned aerial systems, and FAA acquisition of systems and services.

Activity: Telecommunications/spectrum law services in support of the strategic initiative: NAS and deployment of innovation

Provide legal services to accelerate and expand deployment of new technologies and promote innovations that enhance the safety and performance of the Nation's air transportation system (NAS) such as integration of advanced air mobility and unmanned aircraft systems into the NAS.

Target: Legal Sufficiency of FAA Recommendations

Assure the legal sufficiency of the FAA recommendations and strategy in, and stakeholder consultation for, the Report to Congress on use of spectrum by unmanned aircraft systems. This report is pursuant to Section 374 of the 2018 FAA Reauthorization Act.

Initiative: Office of Adjudication (OADJ) - Office of Dispute Resolution for Acquisition (ODRA), Civil Penalty Docket and Appeal Management, and Informal Adjudication

OADJ is an independently operating adjudicatory authority comprised of a Director/ Chief Administrative Judge and other Administrative Judges. OADJ has responsibilities for acquisition matters, administrative civil penalty adjudications, and informal administrative adjudication in aviation matters.

Activity: Office of Dispute Resolution for Acquisition (ODRA)

The ODRA fulfills the Administrator's statutory duty to: (1) provide a dispute resolution system for acquisition that focuses on using alternative dispute resolution ("ADR") procedures, and (2) provide formal administrative adjudication of protests and contract disputes

Target: Voluntary ADR

Provide voluntary ADR and as the primary means of managing matters filed with the ODR. Ensure that more than half of protests and contract disputes use ADR. Track, review and report interim status by March 31, 2024 and complete by end of FY24.

Target: Educational Programs

Conduct four educational programs for Agency personnel or outside stakeholders on topics relating to OADJ. Track, review and report interim status by March 31, 2024 and complete by end of FY24.

Target: Responsive Protest Process

Convene initial status conferences on average less than five business days from the date of filing of initial protests. Track, review and report interim status by March 31, 2024 and complete by end of FY24.

Target: Responsive Protest Process

Actively manage and establish appropriate timeframes for completion of adjudication processes in all cases. Complete Findings and Recommendations in typical adjudicated cases in the following average number of days from the date of closing of the administrative record: (1) Protests- 60 calendar days; and (2) Contract Disputes 160 calendar days. Track, review and report interim status by March 31, 2024 and complete by end of FY24.

Initiative: Manage the Administrative Civil Enforcement Docket for Hearings and Appeals

OADJ provides docket services for the ALJs in all administrative civil penalty adjudications. It also prepares manages the administrative appeal process and prepared recommended decisions for the Administrator.

Activity: Civil Penalty Appeal Decisions

OADJ prepares recommended decisions for the Administrator in appeals from decisions issued by DOT Administrative Law Judges. Civil penalty staff also provide docket clerking services for the ALJs in all civil penalty adjudications

Target: Civil Penalty Appeals and Adjudications

Prepare draft decisions for the Administrator for typical civil penalty appeals and adjudications in an average of 120 days from the closing of the record. Report interim status by March 31, 2024 and complete by end of FY24.

Target: Manage Informal Hearings under Part 13, Subpart D

OADJ conducts hearings in aviation matters that do not required the use of ALJs.

Target: Informal Adjudications

Prepare initial decisions in an average of 120 days from the closing of the hearing record. Report interim status by March 31, 2024 and complete by end of FY24.

Initiative: Acquisition & Fiscal Law Services Division Support of Strategic Initiative: NAS

Provide legal advice and represent the Agency interests relating to the FAA's acquisition of the systems and services needed to achieve the NAS Priority Initiative and other high priority goals. In particular, this Initiative supports the NAS Guiding Principle: Provide safe, secure, and efficient services to NAS users in the most cost effective and innovative manner. The Division's staff ensures the legal sufficiency of acquisition processes and documents; assists clients in developing a rational basis for acquisition and related decisions, and represents the agency when acquisition decisions are challenged.

Activity: Provide Timely and Accurate Review of Acquisition Documentation

The Office of the Chief Counsel will review 100% of documents within 10 business days, on average, of receipt of complete packages.

Target: Review of Acquisition Documents

The Office of the Chief Counsel will review 100% of documents within ten business days, on average, of receipt of complete packages.

Target: Review of Acquisition Review Thresholds

At least once a year, the Office of the Chief Counsel will review the dollar thresholds and types of acquisition matters required to be submitted for legal review to determine a need for, and make, any adjustments.

Activity: Timely and Accurate Representation at the Office of Dispute Resolution (ODRA)

Represent the Agency before the Office of Dispute Resolution for Acquisition (ODRA)

Target: Agency Representation

The Office of the Chief Counsel will represent the Agency in all matters before ODRA, AGC-70, meeting 100% of deadlines imposed.