CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.1A CHG 8

2/13/98

SUBJ: **FAA ORGANIZATION - POLICIES AND STANDARDS**

1. PURPOSE. This change transmits revised pages to Appendix 2, FAA Organizational and Position Titles.

2. EXPLANATION. This change:

a. Updates references to organizational and position titles.

b. Documents the use of the title of Regional Administrator in place of Regional Director.

c. Contains the Regional Executive Manager position. This is the second ranking position in the regions. The Deputy Regional Administrator position is no longer used.

d. Deletes the title of the Manager of Administrative Systems position in the regions and centers. The position remains an optional position and title in the Washington headquarters.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, this change transmittal should be retained.

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APPENDIX 2. FAA ORGANIZATIONAL AND POSITION TITLES

1. STANDARD TITLES FOR THE HEAD OF AN ORGANIZATION. An organizational title (of a position or element) may be approved in Orders 1100.2 and 1100.5C, as well as in this order. Specialized titles of positions in field offices and facilities are included and defined in directives in the 1100 series which describe standard organizations of various types of facilities and in the 1380 series which describe staffing standards. Paragraph 10b(6) states the process for changing organizational titles.

a. Associate Administrator is prescribed and reserved for an official who reports directly to the Administrator and exercises executive direction over two or more offices or services. Each associate
* administrator is known as the head of a line of business.

b. Assistant Administrator is reserved for the head of an organizational element who reports directly to the Administrator and the reporting relationship and title have been so designated by the Administrator. *

c. Federal Air Surgeon is prescribed and reserved for the head of the Office of Aviation Medicine.

d. Chief Counsel is prescribed and reserved for the head of the Office of the Chief Counsel.

* e. Director is prescribed and reserved for heads of offices, services, and the two centers except for those specific titles prescribed in paragraphs 1b, 1c, and 1d. "Office directors" is a collective term referring to the heads of "office and services" regardless of actual titles.

(1) The full title for the head of an office is "Director of (function)." Example: Director of Information Technology.

(2) The full title for the head of a service is "Director, (Service)." Example: Director, Air Traffic Service.

(3) The full title for the head of a center is "Director, followed by the full name of the center: Example: Director, Mike Monroney Aeronautical Center.

f. Regional Administrator is a collective term used to refer to the heads of regions. The full title for the head of a region is "Regional Administrator," followed by the full name of the region. Example: Regional Administrator, Eastern Region. *

g. Withdrawn - CHG 4.

* h. Regional Executive Manager is prescribed and reserved for the second ranking position in the region. The incumbent reports to the regional administrator.

i. Manager of Administrative Systems is an optional position and is reserved for the staff member reporting to an office or service director, who has the principal responsibility for administrative management matters in that organization. This position is no longer used in the regions.

j. Program Director is an optional position and is reserved for the technical division manager reporting to an office, service, or center director. *

k. Manager is prescribed for the head of a staff, division, or branch. Exceptions: Regional Counsels; Deputy Regional Counsels; Regional Flight Surgeons; regional staff officers, traditionally or normally referred to by functional title (such as Regional Counsel, Regional Public Affairs Officer) as opposed to the title of an organization; and titles specially approved in the FAA Organizational Manual and in other directives in the 1100 series or the 1380 series approved by the Administrator are excluded from the provision.

l. Supervisor is prescribed for the head of a section, unit, or subordinate organization.

2. STANDARD TITLES FOR DEPUTY AND ASSISTANT HEADS OF ELEMENTS.

a. Titles. "Deputy" and "assistant" are prescribed and reserved for designating the overall second ranking position of an element.

* (1) "Deputy" is prescribed and reserved for the overall second ranking position in each element that reports to the Administrator or to an associate or assistant administrator. In the regions, this position is the Regional Executive Manager position with the routing symbol of AXX-3. *

(2) "Assistant" shall be used to designate an overall second ranking line official at all organizational levels other than those specified in paragraph 2a(1) where there is a demonstrated need for an individual who must have the authority on a continuing basis to act for the head of the organizational entity involved over the entire range of the official's duties and responsibilities.

(3) The full title for second ranking officials is the same as the head of the element, proceeded by the word "Deputy" or "Assistant." For example: Deputy Director, Systems Engineering Service; Assistant Manager, Configuration Management Division.

(4) Withdrawn--CHG 4.

* b. Establishment of "Deputy Positions." The Administrator is the approval authority for all "Deputy" positions at the associate administrator, assistant administrator, and office director levels. Requests to establish such positions shall be routed through the Office of Human Resource Management to the Administrator. *